

LEVEL 1 CERTIFICATE FOR IT USERS (NEW CLAI^T) (2006)

Unit 2: Creating Spreadsheets and Graphs

Marking document for Sample Assignment MB/1

Print 1

Header: Candidate name, centre number, automatic date (English format, day/month/year)

Theatre Hours

Specialism	Spring	Summer	Autumn	Winter	Total	Hourly Cost	Total Cost
Orthopaedic	629	478.7	896.3	1200	3204	250	801000
Brain	125.3	134	117.8	128.2	505.3	360	181908
Cardiovascular	234.5	276.2	216.8	197.6	925.1	400	370040
Transplant	350	321.8	298.7	316.7	1287.2	550	707960
Paediatric	249	282.4	269	221.3	1021.7	295	301401.5
Cosmetic	87.7	142	128.5	115.4	473.6	250	118400

Data as shown

“Total” and “Total Cost” column values calculated

Landscape orientation

Saved as “hours”

Print 2

Header: Candidate name, centre number, automatic date (English format, day/month/year)

Theatre Hours							
Specialism	Spring	Summer	Autumn	Winter	Total	Hourly Cost	Total Cost
Orthopaedic	629.0	478.7	896.3	1200.0	3204.0	£250	£801,000
Neurological	125.3	134.0	117.8	128.2	505.3	£360	£181,908
Cardiovascular	234.5	276.2	216.8	197.6	925.1	£400	£370,040
Paediatric	249.0	282.4	269.0	221.3	1021.7	£295	£301,402
Cosmetic	87.7	156.7	128.5	115.4	488.3	£260	£126,958
Overall Cost							£1,781,308

- “Transplant “ row deleted***
- Overall Cost value calculated***
- Column labels centred (apart from column 1)***
- Numeric data right-aligned***
- “Hourly cost” data £ + integer***
- “Total cost” data £ + integer***
- Other figures 1 decimal place***
- Column labels shaded as shown***
- “Brain” replaced with “Neurological”***
- Summer Cosmetic figure changed to 156.7***
- Hourly Cost Cosmetic changed to £260***
- “Overall Cost” added and calculated using SUM function, £ + integer***
- Saved as “costs”***
- Gridlines printed***
- Landscape orientation, one page***

Print 3

	A	B	C	D	E	F	G	H
1	Theatre Hours							
2								
3	Specialism	Spring	Summer	Autumn	Winter	Total	Hourly Cost	Total Cost
4	Orthopaedic	629	478.7	896.3	1200	=SUM(B4:E4)	250	=F4*G4
5	Neurological	125.3	134	117.8	128.2	=SUM(B5:E5)	360	=F5*G5
6	Cardiovascular	234.5	276.2	216.8	197.6	=SUM(B6:E6)	400	=F6*G6
7	Paediatric	249	282.4	269	221.3	=SUM(B7:E7)	295	=F7*G7
8	Cosmetic	87.7	156.7	128.5	115.4	=SUM(B8:E8)	260	=F8*G8
9	Overall Cost							=SUM(H4:H8)

Formulae shown in full

Formulae correct

Row and column headings shown

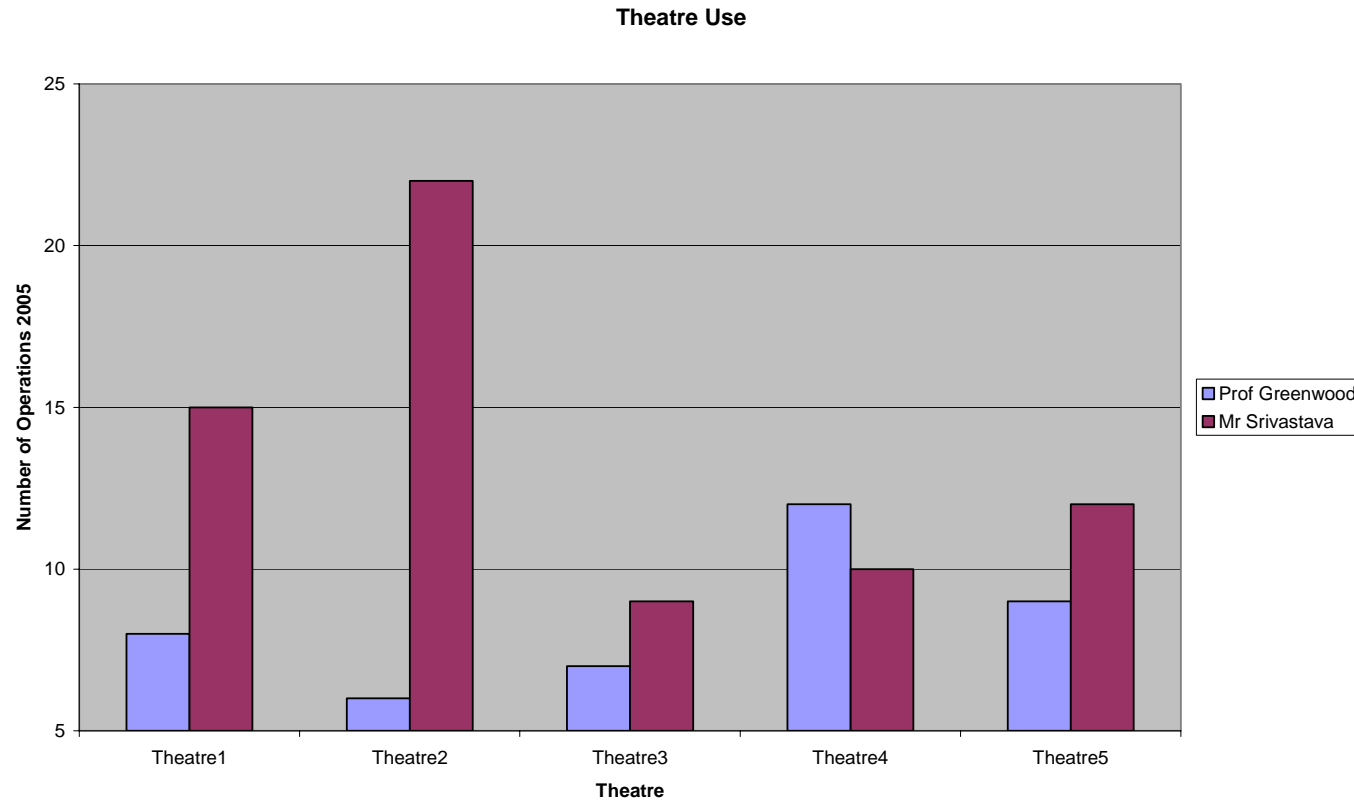
Gridlines shown

Landscape orientation, one page

Saved as "costform"

Print 4

Header: Candidate name, centre number, automatic date (English format, day/month/year)



**Comparative column/bar chart, chart title, axes titles, legend, bars distinctive
Y axis scale 5-25, separate sheet, landscape orientation, one page, saved as “opgraph”**



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