

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

Unit 2: Creating Spreadsheets and Graphs

Marking document for Sample Assignment MB/2

Print 1

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

Equipment sales

Item	North	East	South	West	Total	Returns	Price	Sales
Tennis racket	123	113	134	102	472	20	45.5	20566
Badminton racket	87	56	69	98	310	18	28.99	8465.08
Squash racket	45	34	55	78	212	12	35	7000
Hockey stick	22	14	23	19	78	9	22	1518
Snooker cue	95	87	102	67	351	15	15	5040
Cricket bat	34	18	29	27	108	11	47.5	4607.5

Data as shown

“Total” and “Sales” column values calculated

“Price” column inserted as shown

Landscape orientation

Saved as “sales”

Print 2

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

Equipment sales								
Item	North	East	South	West	Total	Returns	Price	Sales
Tennis racket	123	113	134	102	472	20	£45.50	£20,566.00
Badminton racket	87	56	69	98	310	18	£30.00	£8,760.00
Squash racket	45	34	55	78	212	12	£35.00	£7,000.00
Table tennis bat	22	26	21	17	86	8	£7.50	£585.00
Ice hockey stick	22	14	23	19	78	9	£22.00	£1,518.00
Snooker cue	95	87	92	67	341	15	£15.00	£4,890.00
Cricket bat	34	18	29	27	108	11	£47.50	£4,607.50
Total items					1607			

“Hockey stick” amended to “Ice hockey stick”
South Snooker cue value changed to 92
Price Badminton racket changed to £30.00
Total items added and value calculated
Column labels right-aligned (apart from column 1)
Numeric data right-aligned
“Price” data £ + 2 decimal places
“Sales” data £ + 2 decimal places
Other figures integer
Border added to headings “North” to “West”
Saved as “income”
Gridlines printed
Landscape orientation, one page

Print 3

	A	B	C	D	E	F	G	H	I
1	Equipment sales								
2									
3	Item	North	East	South	West	Total	Returns	Price	Sales
4	Tennis racket	123	113	134	102	=SUM(B4:E4)	20	45.5	=(F4-G4)*H4
5	Badminton racket	87	56	69	98	=SUM(B5:E5)	18	30	=(F5-G5)*H5
6	Squash racket	45	34	55	78	=SUM(B6:E6)	12	35	=(F6-G6)*H6
7	Table tennis bat	22	26	21	17	=SUM(B7:E7)	8	7.5	=(F7-G7)*H7
8	Ice hockey stick	22	14	23	19	=SUM(B8:E8)	9	22	=(F8-G8)*H8
9	Snooker cue	95	87	92	67	=SUM(B9:E9)	15	15	=(F9-G9)*H9
10	Cricket bat	34	18	29	27	=SUM(B10:E10)	11	47.5	=(F10-G10)*H10
11	Total items					=SUM(F4:F10)			

Formulae shown in full

Formulae correct

Row and column headings shown

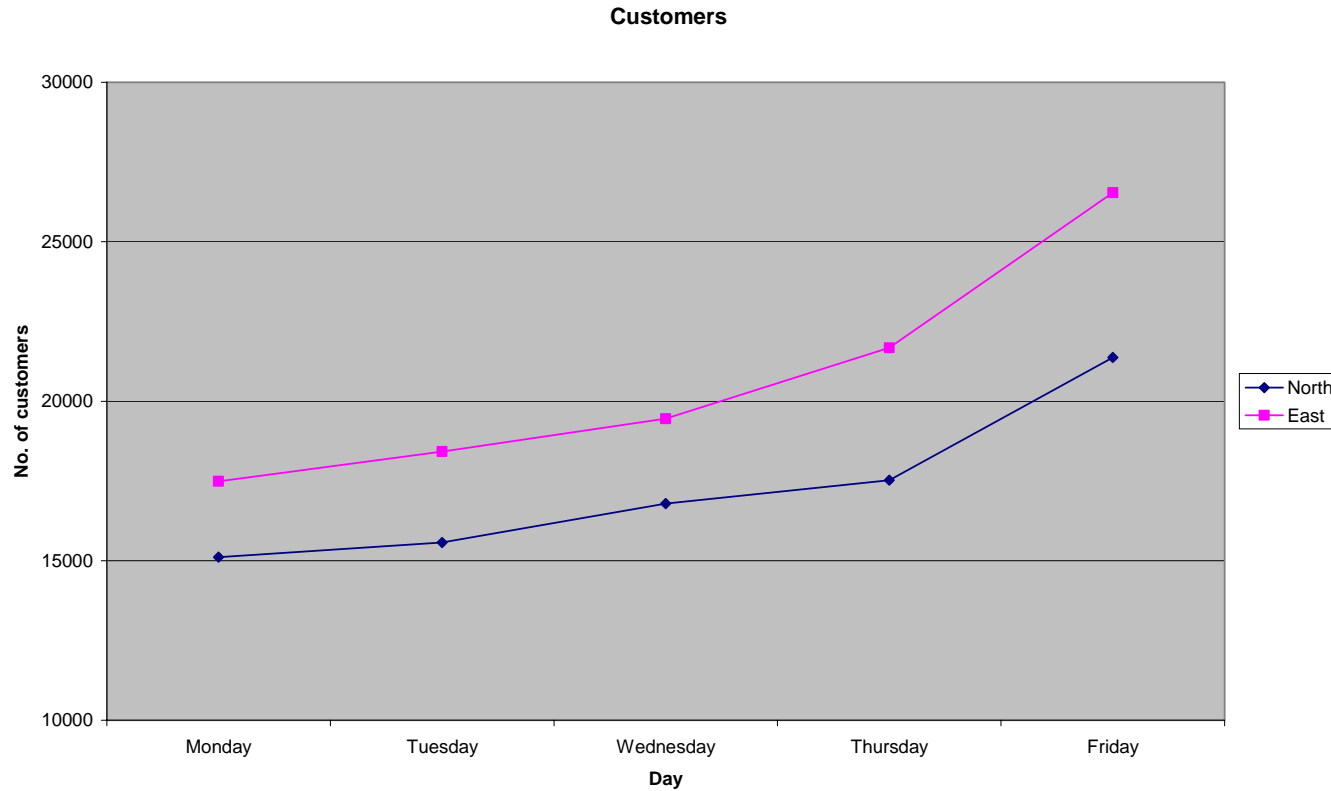
Gridlines shown

Landscape orientation, one page

Saved as "incomeform"

Print 4

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



Line chart, chart title, axes titles, legend, lines distinctive
Y axis scale 10000 - 30000, 5000 interval
Separate sheet, landscape orientation, one page, saved as “custgraph”



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