

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

Unit 2: Creating Spreadsheets and Graphs

Marking document for Sample Assignment MB/3

Print 1

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

Absences 2005							
Department	Mon	Tue	Wed	Thu	Fri	Week	Weekday Average
Sales	127	67	66	73	102	435	
Purchasing	67	45	41	48	54	255	
Accounts	89	65	61	67	72	354	
Personnel	12	6	21	8	10	57	
Servicing	34	23	19	19	29	124	
Production	109	56	48	49	75	337	
Total	438	262	256	264	342		

Data as shown

“Total” and “Week” row and column values calculated

Landscape orientation

Top margin 7cms

Fit to one page

Saved as “absences”

Print 2

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

Absences 2005							
Department	Mon	Tue	Wed	Thu	Fri	Week	Weekday Average
Sales	127	67	66	73	102	435	87.0
Purchasing	67	45	41	48	54	255	51.0
Accounts	89	65	61	67	72	354	70.8
Personnel	12	6	21	8	10	57	11.4
Servicing	34	23	19	19	29	124	24.8
Production	109	56	48	49	75	337	67.4
Marketing	123	64	61	68	93	409	81.8
Total	561	326	317	332	435		

“Marketing” row inserted and data entered

“Weekday Average” data

“Total” data

Column labels centred (apart from column 1)

Numeric data right-aligned

“Weekday Average” column formatted 1 decimal place

Other figures integer

Landscape orientation

Fit to one page

Saved as “averages”

Print 3

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

Absences 2005								
Department	Mon	Tue	Wed	Thu	Fri	Sat	Week	Weekday Average
Sales	127	67	66	73	102	132	567	94.5
Purchasing	67	45	41	48	54	75	330	55.0
Accounts	89	65	57	67	72	86	436	72.7
Personnel	12	6	21	8	10	16	73	12.2
Repairs	34	23	19	19	29	38	162	27.0
Production	109	56	48	49	75	113	450	75.0
Marketing	123	64	61	68	93	107	516	86.0
Total	561	326	313	332	435	567		

Border added to row labels “Sales” to “Marketing”

“Servicing” amended to “Repairs”

Accounts Wed value changed to 57

“Sat” column inserted and data added

Totals updated

Weekday Averages updated

Gridlines printed

Landscape orientation

Fit to one page

Saved as “averages2”

Print 4

	A	B	C	D	E	F	G	H	I
1	Absences 2005								
2									
3	Department	Mon	Tue	Wed	Thu	Fri	Sat	Week	Weekday Average
4	Sales	127	67	66	73	102	132	=SUM(B4:G4)	=AVERAGE(B4:G4)
5	Purchasing	67	45	41	48	54	75	=SUM(B5:G5)	=AVERAGE(B5:G5)
6	Accounts	89	65	57	67	72	86	=SUM(B6:G6)	=AVERAGE(B6:G6)
7	Personnel	12	6	21	8	10	16	=SUM(B7:G7)	=AVERAGE(B7:G7)
8	Repairs	34	23	19	19	29	38	=SUM(B8:G8)	=AVERAGE(B8:G8)
9	Production	109	56	48	49	75	113	=SUM(B9:G9)	=AVERAGE(B9:G9)
10	Marketing	123	64	61	68	93	107	=SUM(B10:G10)	=AVERAGE(B10:G10)
11	Total	=SUM(B4:B10)	=SUM(C4:C10)	=SUM(D4:D10)	=SUM(E4:E10)	=SUM(F4:F10)	=SUM(G4:G10)		

Formulae shown in full

Formulae correct

Row and column headings shown

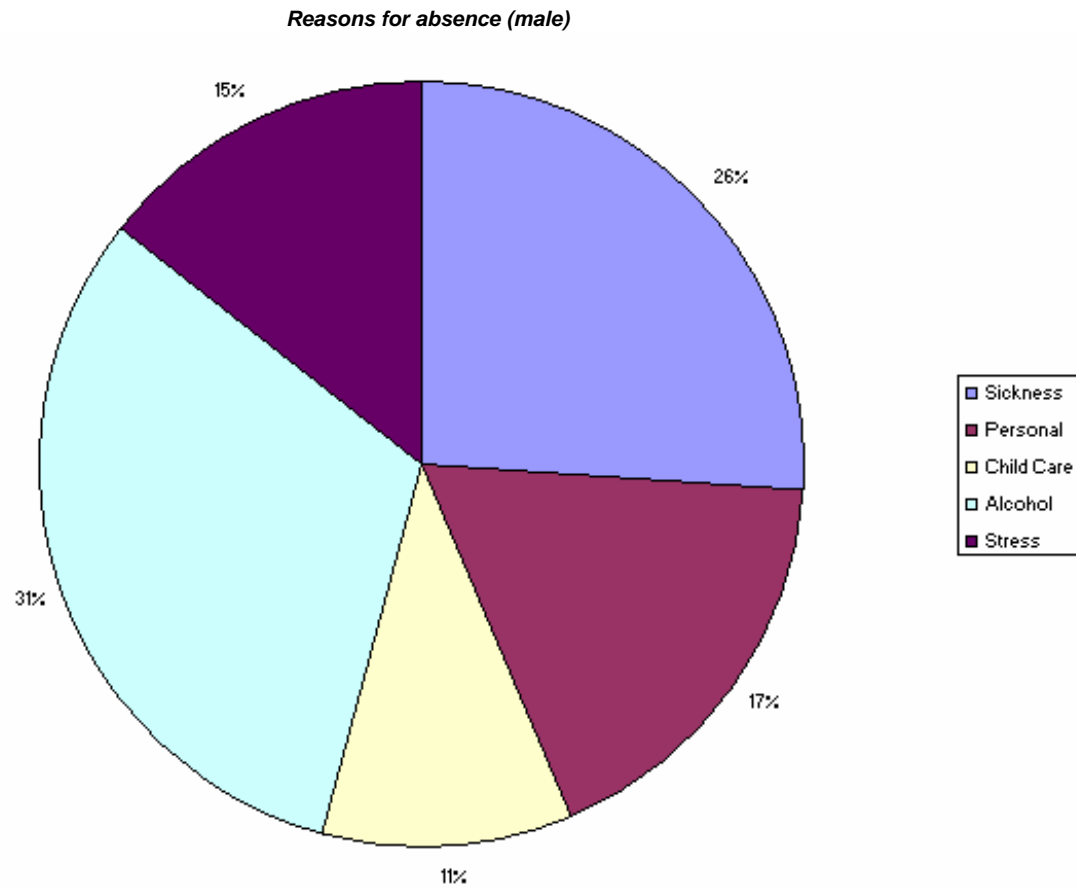
Gridlines shown

Landscape orientation, one page

Saved as "avgform"

Print 5

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



**Pie chart, chart title, % labels, legend, segments distinctive
 Separate sheet, portrait orientation, one page, saved as "excgraph"**

