



PRACTICE TASKS FOR CLAIT 2006 - LEVEL 1

UNIT 2 – CREATING SPREADSHEETS AND GRAPHS

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A comprehensive set of practical tasks designed to give learners practise at specific assessment objectives for Unit 2 of the OCR Clait 2006 Level 1 qualification.

The tasks and solutions are supplied on CD-ROM in PDF format. They can be printed out easily and quickly without the need for any other software other than Acrobat Reader, which is supplied on the CD. The tasks can be placed on an Intranet for easy access by students and staff. They are also available in editable Word format.

Each stand-alone exercise is supplied with all the required data files, and comes complete with a fully annotated marking copy, so that students or tutors can quickly and easily check their work.

There are 45 individual tasks and solutions which combine to cover all the evidence based assessment objectives of Unit 2 of the OCR Clait 2006 Level 1 qualification.

They are designed to be used by learners to practise and assess specific skills. They are perfect as “build-up” tasks before learners attempt “full blown” practice or live assignments. They are brilliant for providing learners with additional practice in specific areas where extra reinforcement is required.

The tasks are completely independent. They can be tackled selectively and in any order. Any required “raw” data files are supplied for each task in Excel and CSV format.

Although specifically designed for CLAIT, the tasks are suitable for any I.T. course or qualification involving basic spreadsheet and charting skills.

All the tasks are very clearly laid out, identifying the skills included in the task and the names of any data files that are required. All the data files are task specific, and can be placed in any work area required (e.g. floppy disk, local hard drive, network drive).

The majority of tasks and solutions fit onto a single sheet of A4. Solutions are very clearly annotated, making it quick and easy to establish whether the task objectives have been met.

You are allowed to print and photocopy the materials as many times as you wish.

The tasks that are included are listed overleaf, together with a sample task and solution.

LIST OF TASKS AND SOLUTIONS

Task No	Details
T1001	Creating, saving and printing a spreadsheet
T1002	Creating, saving and printing a spreadsheet
T1003	Creating, saving and printing a spreadsheet
T1004	Opening, editing and saving a spreadsheet
T1005	Opening, editing and saving a spreadsheet
T1006	Opening, editing and saving a spreadsheet
T1007	Inserting and deleting rows and columns
T1008	Inserting and deleting rows and columns
T1009	Inserting and deleting rows and columns
T1010	Aligning and emphasising text and numbers
T1011	Aligning and emphasising text and numbers
T1012	Aligning and emphasising text and numbers
T1013	Formatting numerical data
T1014	Formatting numerical data
T1015	Formatting numerical data
T1016	Applying borders, shading and gridlines
T1017	Applying borders, shading and gridlines
T1018	Applying borders, shading and gridlines
T1019	Printing row and column headings
T1020	Printing row and column headings
T1021	Printing row and column headings
T1022	Inserting headers and footers
T1023	Inserting headers and footers
T1024	Inserting headers and footers
T1025	Using and printing formulae
T1026	Using and printing formulae
T1027	Using and printing formulae
T1028	Using and printing functions
T1029	Using and printing functions
T1030	Using and printing functions
T1031	Creating pie charts
T1032	Creating pie charts
T1033	Creating pie charts
T1034	Creating column charts
T1035	Creating column charts
T1036	Creating column charts
T1037	Creating line charts
T1038	Creating line charts
T1039	Creating line charts
T1040	Changing chart and axes titles, data labels and legends
T1041	Changing chart and axes titles, data labels and legends
T1042	Changing chart and axes titles, data labels and legends
T1043	Changing data ranges, axes limits and graph locations
T1044	Changing data ranges, axes limits and graph locations
T1045	Changing data ranges, axes limits and graph locations

NB: The tasks are incorporated in the JustClait unit workbook. The workbook, however, does not include the solutions.

TASK 1034 – CREATING A COLUMN CHART

This task covers the following skills

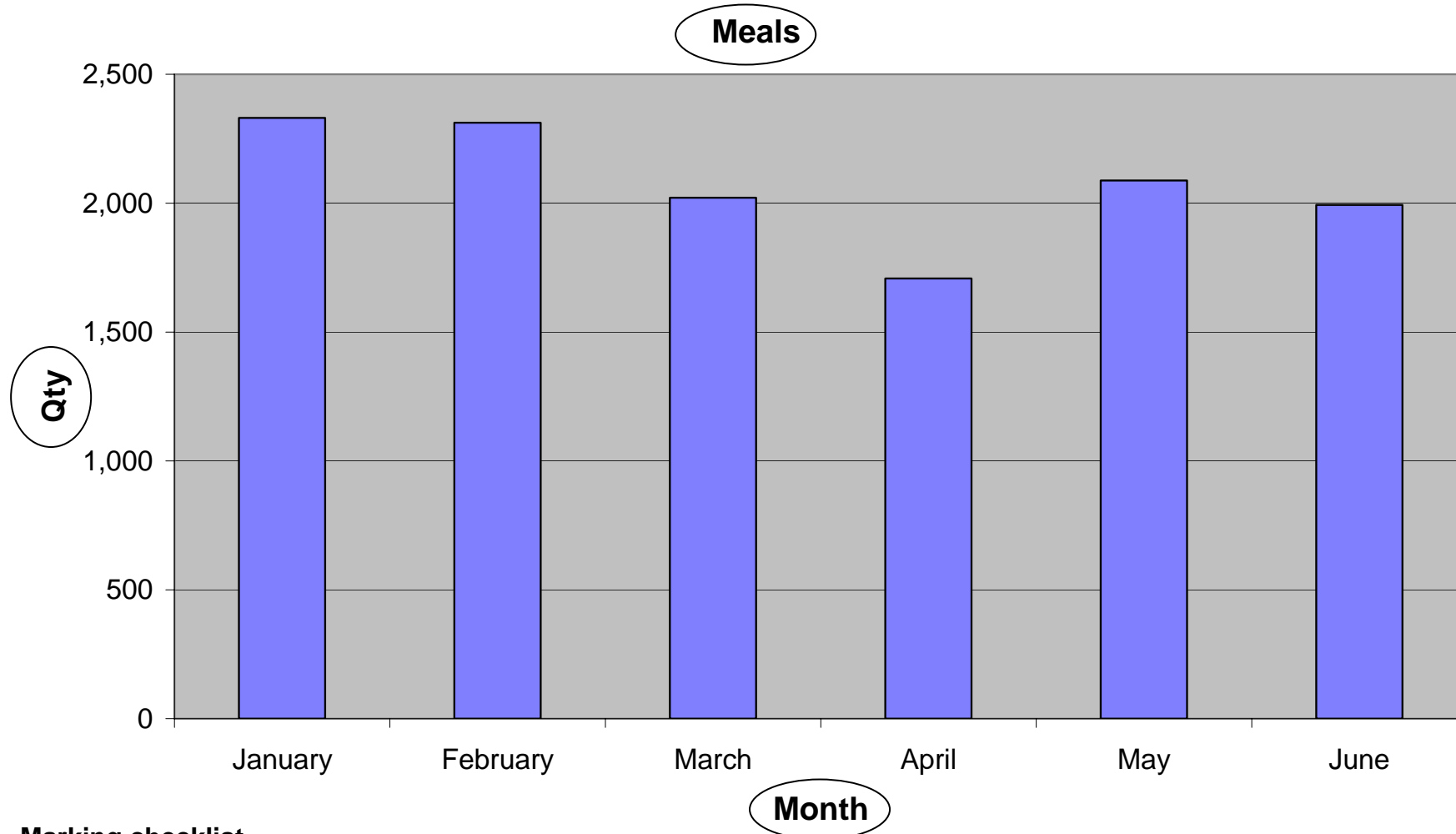
**OPENING A SPREADSHEET
CREATING A COLUMN CHART**

The data files required for this exercise are: **meals2**

1. Load a spreadsheet application
2. Open the spreadsheet called **meals2**
3. Create a column chart, on a sheet that is separate from the data source, showing the values for the months from **January to June**
4. Display the months along the x-axis
5. Give the chart the heading **Meals**
6. Give the x-axis the title **Month**
7. Give the y-axis the title **Qty**
8. Do not display a legend for the chart
9. Print a single copy of the chart in **Landscape** orientation
10. Save the spreadsheet using the new filename **cmeals2**
11. Close the spreadsheet application

End of task

SOLUTION 1034 – CREATING A COLUMN CHART



Marking checklist

Spreadsheet opened
Titles and labels as shown
Spreadsheet saved using the new filename **cmeals2**

Column chart created on separate sheet
Printed landscape
The spreadsheet application closed



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