

## LEVEL 2 CERTIFICATE FOR IT USERS (CLAIT PLUS)

### Unit 2: Spreadsheets

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AJ/05

#### Scenario

You are working for a garden centre that sells fish. Your manager has created a skeleton spreadsheet to record the sales of fish over the six-monthly sale period. You have been asked to complete the spreadsheet and produce reports as detailed in the following tasks.

For Task 1 you will need the following file:

- a datafile containing details of the fish, stock levels and sales

<b>fish</b>
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For Task 2 you will need the following file:

- a datafile containing details of the last six-monthly sale.

<b>sale</b>
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You will need to refer to the:

- House Style Sheet

To perform your tasks, you will need to use application software that will allow you to:

- manipulate and format numeric data
- use live data from one spreadsheet in another

## HOUSE STYLE SHEET

### Page Setup

- Use A4 paper
- Use portrait orientation
- Margins
  - top 2.5 cm
  - bottom 2.5 cm
  - left 1.9 cm
  - right 1.9 cm
- Header candidate name and Centre number
- Footer automatic fields:
  - date (English format eg day/month/year)
  - filename
  - page number

### Text and Number Styles

Refer to the following styles as instructed throughout the assignment.

FEATURE	FONT	FONT SIZE	STYLE	ALIGNMENT
Main title	Sans Serif	14 pt	Bold, capitals Framed by a border	Centred across all columns that contain data
Section headings	Sans Serif	11 pt	Bold, capitals Framed by a border	Centred across the columns making up the section
Column headings	Serif	10 pt	Bold, capitals	Horizontal: left for columns of text, right for columns of numbers unless otherwise stated. Vertical: top
All other text	Sans Serif	10 pt	-	Left unless otherwise stated
Monetary Amounts	Sans Serif	10 pt	2 decimal places unless specified. Displaying the £ sign unless specified	Right
Other Numbers	Sans serif	10 pt	No decimal places (unless specified)	Right

**The Section Headings in this assessment are:**

FISH DETAILS  
SALES DETAILS  
INCOME DETAILS  
LAST SALE FIGURES

## TASK 1

Your first task is to produce a report showing the sales of fish and state of stocks.

1. Open the datafile **fish** and save it in your software's normal file type using the filename **tropical**.
2. The column headings listed below should be displayed on 2 or 3 lines only. Use text wrap on the cells containing the column headings and do not split words. All the information needs to be visible.

NET PRICE  
STOCK LEVEL AT JANUARY 1<sup>ST</sup>  
NUMBER SOLD WEEK 1  
NUMBER SOLD WEEK 2  
NUMBER SOLD WEEK 3  
NUMBER SOLD WEEK 4  
TOTAL SOLD  
NET INCOME  
REORDER LEVEL  
REORDER REQUIRED (YES/NO)

3. In the **INCOME DETAILS** section name the cell containing the VAT RATE as **VAT**.
4. In the **INCOME DETAILS** section, format the cells containing the VAT RATE and SALE REDUCTION values as a percentage with one decimal place.
5. Format the following areas of the spreadsheet as per the House Style Sheet and instructions below:

<b>TEXT</b>	<b>FEATURE</b>	<b>COVERING COLUMNS</b>
TROPICAL FISH STOCKS	Main Title	Across all columns containing data – columns A-L
FISH DETAILS	Section heading	Across columns A-B
SALES DETAILS	Section heading	Across columns C-L
INCOME DETAILS	Section heading	Across columns A-B
LAST SALE FIGURES	Section heading	Across columns H-I

6. Add the following details to the bottom of the spreadsheet:

NAME	STOCK NUMBER NUMBER NUMBER NUMBER NUMBER REORDER						LEVEL
	NET PRICE	LEVEL JAN 1 <sup>ST</sup>	SOLD WEEK 1	SOLD WEEK 2	SOLD WEEK 3	SOLD WEEK 4	
KRIBENSIS	1.8	93	8	11	7	10	55
DISCUS	1.7	72	12	8	10	6	30
GOURAMI	1.9	87	10	11	8	9	50

7. In the **SALES DETAILS** section, use a formula to calculate the **TOTAL SOLD** for the first fish. The **TOTAL SOLD** is calculated by finding the sum of the **NUMBER SOLD** in **WEEK1**, **WEEK2**, **WEEK3** and **WEEK4**. Replicate this formula for the other fish.

8. The **SALE REDUCTION** is taken off the price of each fish during this period. In the **SALES DETAILS** section, use a formula to calculate the **NET INCOME** for the first fish:

The **NET INCOME** is calculated by calculating the **NET PRICE** for that fish minus (**NET PRICE** multiplied by **SALE REDUCTION**) and multiplying the result by the **TOTAL SOLD** for that fish.

Use an absolute reference in this formula. Replicate this formula for the other fish.

9. In the **SALES DETAILS** section, use a formula to calculate the **VAT** for the sales of the first fish. The **VAT** is calculated by multiplying the **NET INCOME** for that fish by the named cell **VAT**. Replicate this formula for the other fish.

10. In the **SALES DETAILS** section, use a formula to calculate the **REORDER REQUIRED** value for the first fish:

If the (**STOCK LEVEL AT JANUARY 1<sup>ST</sup>** minus **TOTAL SOLD**) is greater than the **REORDER LEVEL** return the answer **NO**, otherwise return the answer **YES**.

Replicate this formula for the other fish.

11. The **CICHLIDS** were included in error. Remove these details from the spreadsheet.

12. In the **INCOME DETAILS** section, use a formula to calculate the **TOTAL NET INCOME** from all the fish sales. The **TOTAL NET INCOME** is calculated by finding the total of the **NET INCOME** column for all the fish.

13. In the **INCOME DETAILS** section, use a formula to count the different numbers of fish types. Display the result beside the heading **NUMBER OF FISH TYPES**.

14. The Manager would like to see what effect a 10% Sale Reduction would have had on the **TOTAL NET INCOME**. In the **INCOME DETAILS** section change the **SALE REDUCTION** to 10%. Ensure that the **TOTAL NET INCOME** figure has been updated.

In the **INCOME DETAILS** section display the new **TOTAL NET INCOME** figure in the cell alongside **NET INCOME 10% SALE**.

In the **INCOME DETAILS** section return the **SALE REDUCTION** to 5%.

15. In the **INCOME DETAILS** section, use a formula to calculate the **AVERAGE FISH COST** for all the fish. The **AVERAGE FISH COST** is calculated by finding the average **NET PRICE** for all the fish.
16. In the **INCOME DETAILS** section, rotate the section heading 45° anticlockwise on two lines with horizontal alignment set to centre and vertical alignment set to centre.
17. In the **FISH DETAILS** and **SALES DETAILS** sections, sort the data by **NAME OF FISH** ascending. Ensure all corresponding data is also sorted.
18. Apart from the exceptions specified previously ensure that you apply the house style to your work, as detailed in the House Style Sheet.
19. In the **SALES DETAILS** section hide the columns **NUMBER SOLD WEEK1**, **NUMBER SOLD WEEK2**, **NUMBER SOLD WEEK3** and **NUMBER SOLD WEEK4**. Print the remaining data from the **FISH DETAILS** and **SALES DETAILS** sections only including the main heading. The page orientation, margins, header and footer should be as specified in the House Style Sheet.
20. With the columns still hidden, print the whole of the spreadsheet including the section headings, showing formulae (cell contents). Make sure that all formulae are displayed in full. Include row and column headings and gridlines on this print. The page orientation, margins, header and footer should be as specified in the House Style Sheet. Ensure that the printout fits to one page only.
21. Change the spreadsheet display from formulae back to display of data and unhide the relevant columns.

## TASK 2

Your second task is to link figures that are in two spreadsheets.

1. Open the datafile **sale** and save it in your software's normal file type using the filename **junesale**.

There is no need to apply the house style to this spreadsheet.

2. In the **tropical** spreadsheet in the **LAST SALE FIGURES** section use a function to calculate the total sales for the first fish, TETRAS.

The formula will link the **tropical** spreadsheet to the **junesale** spreadsheet. Replicate this formula for all remaining fish.

3. In the **tropical** spreadsheet print the data in the **INCOME DETAILS** and **LAST SALE FIGURES** sections. Ensure all the data is formatted according to the House Style Sheet and that the orientation, margins, header and footer are as specified in the House Style Sheet.
4. In the **tropical** spreadsheet hide the NUMBER SOLD WEEK1, NUMBER SOLD WEEK2, NUMBER SOLD WEEK3 and NUMBER SOLD WEEK4 columns. Display the formulae and print the **INCOME DETAILS** and **LAST SALE FIGURES** sections with corresponding data making sure that all the formulae are displayed in full. Include gridlines on this print. The page orientation, margins, header and footer should be as specified in the House Style Sheet.
5. Unhide all columns and save and close all open spreadsheets.