



**KEY SKILLS DEVELOPMENT PROJECT  
PHASED IMPLEMENTATION - (Series 2)  
QUESTION BOOKLET**

---

<b>KEY SKILL</b>	<b>LEVEL</b>	<b>TEST VERSION</b>
<b>Information Technology</b>	<b>Level 3</b>	<b>C</b>

---

**WHAT YOU NEED FOR THIS TEST**

- Access to a computer, software and a printer
  - This Question Booklet
  - **Bilingual dictionaries may be used**
- 

**TIME ALLOWED – 1 HOUR AND 30 MINUTES**

***THERE ARE 22 TASKS IN THIS TEST  
(Total Marks: 50)***

To complete this test successfully you will need to:

- Use the information supplied in this Question Booklet to carry out the tasks
  - Complete the tasks using the computer and software provided
  - Give all the print-outs appropriate file names
- 

**INSTRUCTIONS TO CANDIDATES**

- Write your personal details in the spaces provided on the Cover Sheet
- Read each question carefully
- Answer all of the questions
- Make sure that you print out all your work and that it is clearly labelled with your name
- At the end of the test, attach your print-outs securely to your Cover Sheet and hand them, together with this Question Booklet, to your supervisor

**DO NOT OPEN THIS QUESTION BOOKLET UNTIL YOU ARE TOLD TO DO SO BY THE SUPERVISOR**

**REMEMBER. YOU HAVE 1 HOUR AND 30 MINUTES TO FINISH THE TEST**

## Answer all questions

The theme for this assessment involves working with a set of sales figures for a company called Compre-Tech. You will need to use software that has spreadsheet and charting facilities. Specifically you will be asked to:

- enter information into a spreadsheet
- perform calculations on the spreadsheet data
- create a pie chart based on data in the spreadsheet

The sales staff and their sales figures during last year are shown below. The figures are in pounds and pence. Each of the months shown represent the total sales for that quarter of the year. For example, March shows the total sales for January, February and March.

### Compre-Tech sale figures (£s)

Sales staff	March	June	September	December
Adams M.	13,413.67	14,459.23	23,985.45	14,414.62
Caslow R.	16,784.56	17,650.50	25,575.55	16,905.00
Michaels G.	12,450.75	23,046.78	14,340.65	13,955.90
Atkinson P.	27,800.80	17,560.99	16,854.35	17,205.73

## Task 1

1. Using the spreadsheet software create a spreadsheet showing the sales figures for Compre-Tech as given in the table. *(3 marks)*
2. Format the cells with numbers in them to display the values as pounds and pence. Make any adjustments necessary to ensure that all the information in the cells is clearly and fully displayed. *(3 marks)*
3. Above the table of data add a suitable title for the spreadsheet. Emphasise the title by displaying it in bold and a larger font size. *(2 marks)*
4. The column to the immediate right of your table is to be used to display the total sales for the year for each member of the sales staff. Give the column an appropriate heading. For the first member of the sales staff, enter a formula that displays his or her annual sales. Replicate the formula for all other sales staff. *(3 marks)*
5. The row immediately below the table is to be used to display the total sales revenue for each quarter and for the year. Give the row an appropriate heading. For March, enter a formula that displays the total sales for the first quarter. Replicate the formula for each of the other quarters and for the annual sales. *(3 marks)*
6. Save your work using an appropriate filename that includes reference to the spreadsheet's contents and has the figure 1 at the end of it. *(1 mark)*
7. Insert a footer into your spreadsheet that contains
  - your name and today's date
  - the filename you used in Instruction 6 above
  - the label **Printout 1***(1 mark)*
8. Print the contents of the spreadsheet with row and column headings and gridlines, so that it fits onto one A4 page. *(1 mark)*
9. Printout a copy of the spreadsheet showing the formulae used, column headings and gridlines, so that it fits onto one A4 page. *(1 mark)*
10. Save your work again using a different filename. (By changing the figure 1 to a figure 2.)

## Task 2

This task requires you to make changes to the spreadsheet that you saved in instruction 10. Each sales person is paid a basic salary of £10,000 per annum, and in addition is paid a bonus of 3% of his or her annual sales. This general information needs to be entered above the existing table of sales information as follows:

11. Make room above the existing table for two rows of new input and enter the two columns of data as shown.

Basic Salary	£10,000
Bonus rate	3%

(4 marks)

12. Two further columns are to be added to the immediate right of the sales table to display the bonus and the total income for each member of the sales staff. Enter a suitable label in the first column for the bonus and for the first person, enter a formula that displays his or her annual bonus. Replicate this formula to display the annual bonus for all other sales staff.

(4 marks)

13. The second column is to be used to display each person's total annual income. This consists of the person's basic salary together with his or her annual bonus. Enter a suitable label for the column. For the first employee, enter a formula that displays annual income, and replicate the formula to display the annual income for all other sales staff.

(4 marks)

14. Sort this table so that the information is ordered alphabetically by Sales staff names.

(1 mark)

15. Change the label in the footer to **Printout 2**, and save the modified spreadsheet under a new filename. (Use the figure 3 to replace the figure 2 at the end of the filename.) Print out the contents of the spreadsheet with row and column headings and gridlines, so that it fits onto one A4 page.

(1 mark)

16. Print another copy showing the formula, headings and gridlines, so that the output fits onto one A4 page.

(1 mark)

17. The management of Compre-Tech has decided to make the following change relating to the payment of bonuses. Sales staff will be paid only the basic salary if their annual sales are less than £70,000. When annual sales are £70,000 or more, a bonus of 5% of the annual sales figure is paid on top of the basic salary. Modify the spreadsheet so that it displays the revised bonus payments and annual income for all sales staff.

(4 marks)

18. Change the label in the footer to **Printout 3**, and save the modified spreadsheet under a new filename. (Use the figure 4 to replace the figure 3 at the end of the filename.) Print out the contents of the spreadsheet with row and column headings and gridlines, so that it fits onto one A4 page.

(1 mark)

19. Print another copy with all the labels, values and formulae which have been added to the spreadsheet in Instruction 16, showing both row and column headings and gridlines, so that the output fits onto one A4 page. *(1 mark)*

### Task 3

This task involves creating a pie chart.

20. Using the information contained within your spreadsheet, create a pie chart that shows the percentage of the total annual sales achieved by each member of staff. Include a legend containing each person's name. (6 marks)
21. Add the title **TOTAL SALES PER YEAR** above the chart. Use 16 point bold. (2 marks)
22. Change the label in the footer to **Printout 4**, and save the spreadsheet under a new filename. (Use the figure 5 to replace the figure 4 at the end of the filename.). Print out the contents of the spreadsheet including the pie chart and its title, with row and column headings and gridlines showing, so that it fits onto one A4 page. (2 marks)

**If you have not completed the following question within the allotted time, it must be carried out at the end of the test**

23. Provide a copy of all filenames created during the test. This can be in the form of a screen dump of the filenames or a handwritten list of filenames that has been signed by the supervisor. (1 mark)

