

2.06

Spreadsheets Evidence Exercise 1

- 1 Create a spreadsheet for your customer, a small shop selling painting and decorating materials, use the formatting instructions below and add any other formatting features (bold, italic, font, font size etc), which you think will improve the look of the spreadsheet. Check with your customer as you go along that this is what she needs.
- 2 Insert a header with your name the customer number (2.06) and the date
- 3 Insert a footer and include a page number and the name of your file
- 4 Give the spreadsheet the heading "Substances in stock". The text of the heading should be size 20 point and in bold. The rest of the text and numeric data should be the default size.
- 5 Below the heading and starting in cell A6, create a spreadsheet from the information given below.

| Substances | Quantity | Unit price | Total price |
|---------------|----------|------------|-------------|
| Matt Emulsion | 15 | 6.99 | |
| Silk Emulsion | 27 | 6.50 | |
| Undercoat | 9 | 5.50 | |
| Wood Primer | 12 | 4.95 | |
| Gloss | 12 | 6.25 | |
| Masonry Paint | 100 | 11.50 | |
| Wood Stain | 5 | 12.30 | |
| Varnish | 8 | 7.90 | |
| Timber Paint | 14 | 4.99 | |
| Preservative | 2 | 5.20 | |
| | | | |
| Total | | | |

- 6 Embolden all column headings and row labels.
- 7 All monetary amounts must be formatted to as currency.
- 8 Create formulas that will calculate the Total price for each item (Quantity x Unit Price) and an overall total.
- 9 Check through your work Save the spreadsheet using the name you typed in the footer. Change the Page Orientation to landscape and Print.
- 10 The price of Gloss paint has been increased to 6.99. Make the change.
- 11 You need to add two new items to the spreadsheet. Wallpaper paste and Woodchip wallpaper. There are 200 rolls of wallpaper at 2.99 per roll and 70 packets of Wallpaper paste at 3.50 per packet.
- 12 Sort your spreadsheet by Substances in column A.
- 13 Ensure that the spreadsheet reflects any changes you have made.
- 14 Save and Print the spreadsheet.
- 15 Insert a column after Total price. Name the column "Incl. VAT".
- 16 In the Incl. VAT column create a formula that will work out the price of Matt Emulsion if VAT at 17.5% is added to the Total price. Replicate the formula to include all other items.
- 17 Save and print out the spreadsheet.
- 18 Provide a printout showing all the formula used.

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- 19 Make a new column with a heading VAT at 20%, and calculate the prices if VAT is changed to 20%. Calculate the difference in takings if this was to occur and put the result in cell E21.
- 20 Copy the whole of the spreadsheet data (column headings, row labels and data) and paste it three rows beneath the original one. Delete the information in the Quantity column of the **copied** spreadsheet data. You should now have a spreadsheet ready for you to input the next week's figures.
- 21 Change all occurrences of the word "Substances" to "Materials".
- 22 Check, Save and Print the spreadsheet. Make sure that the spreadsheet is checked by your customer and meets her requirements.
- 23 Your customer wants you to create a pie chart of the quantity of substances currently in stock for a director's review meeting.
- 24 Using the data from your spreadsheet highlight just the cells containing the name of the materials and their quantities
- 25 Your customer would like you to display the data in an exploded pie with 3-D visual effect
- 26 Give the chart a Title which describes it effectively
- 27 Make sure that the Data Labels show the % of substances in stock
- 28 The customer needs to place the chart on an acetate for a presentation, make sure that it is inserted in the spreadsheet as a new sheet.
- 29 Because the Pie Chart is to be used on an OHP (overhead project) it is preferable to display it in portrait. Change the orientation of the paper to portrait.
- 30 Move/Resize the Legend and the Pie Chart to enhance the presentation of the chart.
- 31 Check, Save and Print (including Header and Footer information) the Pie Chart
- 32 Your customer would like you to do another Chart showing the data in a different way. She is unsure which one would be best, advise her whether to use a bar chart or line graph and produce your recommendation for her changing your paper orientation to Landscape. Make sure you include a Title and any Labels. Check, Save and Print (including Header and Footer information) the Chart.
- 33 Check, Save and Print your second chart.

You should have 7 prints in total as evidence, 4 spreadsheets, 1 formulas and 2 charts