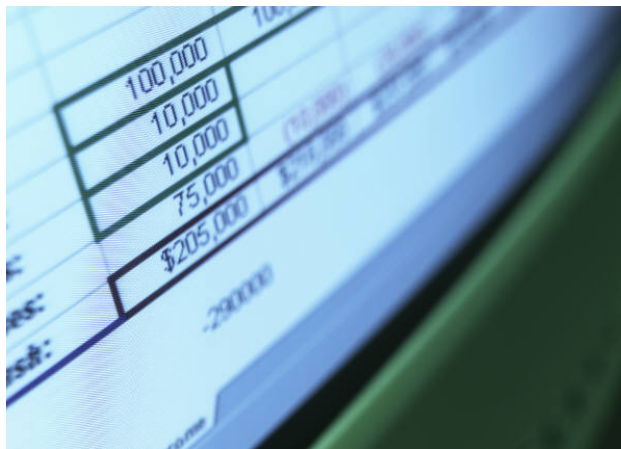


Clydebank High School

Computing Department Standard Grade



Spreadsheets

Homework Booklet

Task 1 - Foundation Level

- Name the **three** types of information that a spreadsheet can contain. (3 Marks)
- Below is an example spreadsheet. Match the letters up with the words below: (5 Marks)
cell, spreadsheet, formula, value, column, row

	A	B	C
1		30	
2		20	
3		=B1+B2	

- Jamie owns a small computer store which sells hardware to local businesses. What makes a spreadsheet useful to Jamie and his business? (2 Marks)
- Below is a spreadsheet that calculates the takings from the school tuck shop.

- Name a cell reference which contains a formula.
- Write down the formula used in the cell mentioned above
- What cell is the text 'hula hoops' in? (3 Marks)

	A	B	C	D	E
1	Tuck Shop				
2					
3	Items	Quantity Sold	Price	Total Sales	
4	Mars Bar	15	£0.40	£6.00	
5	Snickers	11	£0.35	£3.85	
6	Hula Hoops	22	£0.30	£6.60	
7					

- The school wants a paper copy of the tuck shop sales. What output device would they use? (1 Mark)

Total Marks 14

Task 2 - Foundation Level

1. A local newsagent keeps track of the paper boys' wages on his spreadsheet.

	A	B	C	D	E	F	G	H
1	Newsag							
2	Name	Sun	Mon	Tue	Wed	Thur	Fri	Wages
3	Callum	£3.00					£3.00	£6.00
4	Neil		£2.50	£2.50	£2.50	£2.20		£10.00
5	Aiden	£3.00	£2.50			£2.50		£8.00
6	Reece			£2.50	£2.50		£3.00	£8.00
7								
8							Total Wages	£32.00
9								

- The word **newsagent** was entered into cell A1 but does not fit. What must be done to fix this? (1mark)
- What cell contains a label? (1 Mark)
- What cell contains a value? (1 Mark)
- Write the formula that appears in cell H3. (1 Mark)
- Write the formula that appears in cell H8. (1 Mark)

Total Marks 5

Task 3 – General Level

1. A spreadsheet is kept of the money pupils have saved towards a schools trip. Part of the spreadsheet is shown below:

	A	B	C	D	E	F	G
1	Trip Saver						
2							
3	Name	Aug	Sept	Oct	Total Saved	Cost of Trip	Extra Money
4	Homer Simpson	15	23	18	56	30	26
5	Marge Simpson	20	25	22	67	30	37
6	Bart Simpson	18	26	15	59	30	29
7	Maggie Simpson	23	30	32	85	30	55
8	Lisa Simpson	15	19	28	62	30	32

- What formula is used in cell E4? (1 Mark)
- What formula is used in cell G4? (1 Mark)
- What would have to be done to display all the appropriate figures as money? (2 Marks)
- Cell E4 contains a formula to calculate the total amount saved. It has been replicated into cells E5, E6, E7 and E8.
 - What does the term replication mean? (1 Mark)
 - Two copies of the Trip Saver file have been saved. State **one** reason for this. (1 Mark)
- What would be done to stop the formulae in column F from being altered unintentionally? (1 Mark)

Total Marks 6

Task 4 – General Level

1. The Computing department uses the spreadsheet section of an integrated package to calculate pupil results.

	A	B	C	D	E
1	Computing Results				
2					
3	Name	Test 1	Test 2	Test 3	Total Mark
4	Kyle Smith	15	16	15	46
5	Lynn Ross	13	20	19	52
6	Paula Simpson	16	14	12	42
7	Susan Wilson	13	16	15	44
8					
9	Average Mark	14.25	16.5	15.25	
10	Highest Mark	16	20	19	
11	Lowest Mark	13	14	12	

- a. Write down the formula which is in cell E4. (1 Mark)
- b. In cell B9, B10 and B11 a function has been used. Write down the formula for:
- i. B9 =
 - ii. B10 =
 - iii. B11 =
- (6 Marks)
- c. The teacher has made a mistake with Paula Simpson. He changes Paula Simpson's test 3 mark to 15 and this automatically changes cell E6. What other cells will automatically change? (3 Marks)
- d. The teacher decides to use the database section of the integrated package to create a class list. Give **two** advantages of using an integrated package. (2 Marks)

Total 12

Task 5 – General Level

1. Ross runs a printer cartridge company. To help him keep track of sales he uses a spreadsheet.

	A	B	C	D	E
1	Inkjet and Toners				
2					
3	Item	Jan	Feb	March	Total
4	Black Ink	5	6	2	13
5	Colour Ink	3	1	2	6
6	Black Toner	10	4	14	28
7	Colour Toner	1	0	3	4
8					

- a. The cells in the package contain 3 types of information. Copy and complete the following using the following words only once.

Row	Text	Spreadsheet	Formulas	Columns	Calculations	Values
-----	------	-------------	----------	---------	--------------	--------

A _____ package is a general purpose package that is mostly used for _____. A spreadsheet is divided into vertical _____ and horizontal _____. The three types of information a spreadsheet can contain is _____, _____ and _____.

(7 Marks)

- b. Write down the formula used in cell E4. (1 Mark)
- c. What can Ross do to the spreadsheet so that it includes the month of April and May? (2 marks)
- d. Two copies of the file are saved. Why would Ross save two copies at the end of every night? (1 Mark)

Total 11

Task 6 – Credit Level

1. A shop uses a spreadsheet to keep control of its stock as shown below.

	A	B	C	D	E
1	Item Code	Item	Current Stock	Recorder Level	Order
2	41562	Jumper	12	7	N
3	45621	Shirt	13	15	N
4	15652	Socks	36	18	N
5	12621	Jacket	4	6	Y

- a. A formula has been entered in cell E2 which places a Y or an N. What kind of formula would be used in column E? (1 Mark)
- b. Write down a suitable formula for cell E2 (4 Marks)
- c. An integrated package is used to produce the report on stock levels every month. The table shown above is included in the word processed report.
 - i. Should static or dynamic linkage be used in this case? Justify your answer. (2 Marks)
 - ii. What is an integrated package? (1 Mark)
- b. The integrated package has a user-friendly HCI. Describe **two** features of an HCI that would make it user-friendly? (2 Marks)
- c. The manager wants the data printed on a chart instead of a report format. State **one** reason why he might present the figures as a chart for this printout. (1 Mark)

Total 11

Task 7 – Credit Level

1. A Young Enterprise group hopes to raise money by selling bath bombs. They use a spreadsheet to calculate what customers spend on their product.

	A	B	C	D	E	F
1	Discount	20%				
2						
3	Name	Pink Bath Bomb	Blue Bath Bomb	Total	Discount	Final Cost
4	Frank	10.00	5.00	15.00	3.00	12.00
5	Jimmy	3.00	7.00	10.00	0.00	10.00
6	Kate	3.00	3.00	6.00	0.00	6.00
7	Peter	8.00	3.00	11.00	2.20	8.80

- Which type of referencing would have been used to replicate cell D7? (1 Mark)
- Write down a suitable formula for cell E4 which includes B1. (3 Marks)
- What is meant by cell attributes? (1 Mark)
- Suggest a suitable alteration to the cell attributes. (1 Mark)
- The young enterprise group have created a Fizzy Bombshell Bath Bomb. What can they do to the spreadsheet so that it includes the new bath bomb? (2 Marks)

Task 8 – Credit Level

1. Mike runs the local gym. Mike uses a spreadsheet to keep track of his clients' memberships. Part of the spreadsheet is shown below.

	A	B	C	D	E	F
1	Name	Cost per month	No. of Months	Total (before discount)	Discount	Amount Due
2	Jordan Thomson	25.00	12	300	45	255
3	Jack Wright	25.00	18	450	67.5	382.5
4	David Morrison	18.00	12	216	0	216
5	Ben Douglas	25.00	18	450	67.5	382.5

- a. Cell E2 contains a function that determines any discount due to the client. If a client spends £300 or more on a membership, then a discount of 15% is given, otherwise they receive no discount. Write down a suitable formula that can be used in cell E2. (3 Marks)
- b. This function has been replicated from cell E2 into cells E3 to E5. What type of referencing has been used? Explain your answer. (2 Marks)
- c. At the end of the month, Mike produces a report using a word processing package the report also contains charts which were created using a spreadsheet package. This information changes from month to month.
 - I. What type of linkage has taken place between the word processing package and the spreadsheet package? (1 Mark)
 - II. Explain your answer. (1 Mark)
- d. Mike wants to let his clients know about a new fitness course which runs at the gym. He decides to send a *standard letter* to all clients within the gym.
 - I. What is a standard letter? (2 Marks)
 - II. Apart from a word processing package what other application package is usually involved in the creation of a standard letter? (1 Mark)

Total 10