

European Computer Driving Licence – Unit 4
Syllabus Version 5.0 – Sample Test

Spreadsheets

Version SampleMQTB/5.0/SS2/v1.1

<h2 style="margin: 0;">SAMPLE TEST</h2>

You work as the administrator for a golf club. The manager has asked you to create a spreadsheet which will be presented to the club members.

He has provided you with some files. One of these is a budget for improvements to the club facilities. You will need to make changes to the budget, apply various formatting actions to it and make some calculations.

We recommend you use the most suitable (efficient) formulae and functions. Use relative and/or absolute cell references when needed.

There are 30 tasks in this test.

You have 45 minutes to complete them.

Calculators are **NOT** allowed.

Tasks.	Marks.
1. Open the spreadsheet application. Open the file called <i>golf.xls</i> from your Learner Drive. Save this file to your Learner Drive using the new filename <i>budget.xls</i> .	[1 Mark].
2. Continue using the new file <i>budget.xls</i> . Find the costings worksheet. Zoom the display to 100% .	[1 Mark].
3. Find column A . Widen this column so you can see ALL the data.	[1 Mark].
4. Find the cell range A14:A17 . Format this range with a fill colour of your choice.	[1 Mark].

5.	There is an error in the data. Change the number in cell D8 to 600 .	[1 Mark].
6.	There is some missing data. Enter 1600 in cell D11 . Save your spreadsheet keeping the same filename <i>budget.xls</i> .	[1 Mark].
7.	Continue using the costings worksheet. Find cell D12 . Enter a function to calculate the sum of the cell range D7:D11 .	[1 Mark].
8.	Find cell F7 . Correct this formula with an absolute cell reference for one cell ONLY to allow accurate copying.	[1 Mark].
9.	Continue using cell F7 . Copy this formula to the cell range F8:F11 .	[1 Mark].
10.	Find the cell range F7:F11 . Format the range as a percentage with 2 decimal places.	[1 Mark].
11.	Which of the two cells E7 OR E8 displays good practice in summing a cell range? Enter your answer, E7 OR E8 in cell B22 . Save your spreadsheet keeping the same filename <i>budget.xls</i> .	[1 Mark].
12.	Continue using the costings worksheet. Find cell B14 . Enter a formula to subtract cell B12 from cell B3 .	[1 Mark].
13.	Find cell B15 . Enter a function to show the maximum cost from cell range B7:B11 .	[1 Mark].
14.	Find cell B16 . Enter a function to show the minimum cost from cell range B7:B11 .	[1 Mark].
15.	Find cell B17 . Enter a function to show the average from the cell range B7:B11 .	[1 Mark].

16.	Find cell B20 . Enter a function that will: display the text Yes if the number in cell B14 is less than zero and display the text No if it is NOT . Save your spreadsheet keeping the same filename <i>budget.xls</i> .	[3 Marks].
17.	Continue using the costings worksheet. Find the cell range B3:E12 . Format the range as £ currency with NO decimal places.	[1 Mark].
18.	Find the donations worksheet. Find the cell range A2:C135 . Sort this range by Amount in ascending order.	[1 Mark].
19.	Freeze row 1 of the donations worksheet.	[1 Mark].
20.	Insert an automatic field that shows the worksheet tab name in the right section of the footer of the donations worksheet ONLY . Save your spreadsheet keeping the same filename <i>budget.xls</i> .	[1 Mark].
21.	Find the Sheet 3 worksheet. Rename this worksheet as ages .	[1 Mark].
22.	Merge and centre the title Age Profile across the cell range A1:D1 .	[1 Mark].
23.	Find the chart starting at cell D12 . Change the colour of the columns in the chart to a colour of your choice.	[1 Mark].
24.	Add value data labels to the chart. Save your spreadsheet keeping the same filename <i>budget.xls</i> .	[1 Mark].
25.	Find the funding worksheet. Create a column chart from the cell range A2:B6 . Accept the default chart settings.	[1 Mark].

26. Enter your own name into the left section of the header of the **funding** worksheet **ONLY**. [1 Mark].

27. Print one copy of the **funding** worksheet **ONLY**. [1 Mark].
Save and close your spreadsheet keeping the same filename ***budget.xls***.

28. Open the file called ***members.xls*** from your Learner Drive. [1 Mark].
Find the **new members** worksheet.
Change both the top and bottom margins to **2.5**.

29. Find cell **B42**. [1 Mark].
Enter a function to count the new member names in the cell range **B4:B40**.
Save and close your spreadsheet keeping the same filename ***members.xls***.

30. Open the file called ***scoreboard.xls*** from your Learner Drive. [1 Mark].
Save this spreadsheet in Template format as **scores** to your Learner Drive.
Save and close **ALL** files and the spreadsheet application.

Total Marks 32

This is the end of the test.
If you have time, check the work you have done.