

Improving Productivity using IT – Level 3

Scenario Assignment Sample Test 2

Version SampleMQTB/1.0/IP3/v1.0

This test is divided into two parts. You must read through the whole scenario assignment before starting.

You **MUST** complete the **Performance** part before the **Knowledge** part.

The time allowed for both the Performance and the Knowledge parts is **one hour**.

In the **Performance** part of the test you will carry out tasks based on a scenario using an appropriate application of your choice. It is recommended that you allow approximately 45 minutes to complete the Performance part of the test. The pass mark for this part of the test is 75%.

In the **Knowledge** part of the test you will answer some questions which relate to the work you carried out in the Performance part. There are 12 tasks in this section of the test. It is recommended that you allow approximately 15 minutes to complete the Knowledge part of the test. The pass mark for this part of the test is 75%.

Part 1 – Performance

NOS Ref.	Tasks
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| C1.1 | As the Courses Administrator for Academy Applications Training, your Manager, the Director of Training, has asked you to amend, add to and present data collated from other Academy training centres throughout the UK for the Directors Meeting due to take place later today. |
| C1.5 | <p>Data already exists in the files provided but substantial work is required to finalise the work to the standard required.</p> <p>Whilst data is presented to you in different formats, you should pick the most suitable application for the task.</p> <p>Consider the IT experience of the users who will view the files; not all employees who access the data have the same skills as yourself. Ensure that data is presented consistently.</p> <p>Read the scenario assignment. Ensure that the correct application is used and that the intended data is used.</p> <p>Instructions are given to save the file but good practice dictates that you should save your work regularly during the assignment.</p> |
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C1.1 Amongst other things, the assignment will require you to:

- Record a macro.
- Concatenate entries.
- Functions: Sum, Average, SumIF, CountIF, VLookup.
- Copy / move worksheets between spreadsheets.
- Use named cells / ranges in a formula.
- Remove a hyperlink.
- Create a nested function.
- Use a 3D reference within a sum function.
- Use automatic subtotalling features.
- Password protect a file.
- Provide constructive feedback on a file.

Three files are provided for this part of the assignment:

- ***Academy Statistics.***
- ***Feedback.***
- ***Training Needs Analysis.***

C1.5 Open the file ***Academy Statistics*** from your Learner Drive. You are required to make the following changes to the file:

C1.6 Save the file immediately to your Learner Drive as ***Academy Statistics*** adding your initials at the end of the filename, for example ***Academy Statistics AZ.***

C1.6 Copy the **Future Courses** page to a new file.

Protect the file so that **ONLY** users who have been given the password **test** can open it.

Save the file to your Learner Drive using the new filename ***2010 Dates.*** Close the file.

C1.6 On the **Course Income** page of the **Academy Statistics [your initials]** file, some of the data in the **Course Code** column acquired spaces before the text when it was imported from another file.

C2.3

C3.3

C3.4

- Immediately below the **Course Code** title in the blank column, insert a function that takes the data from the original **Course** entries and removes the trailing blanks. Copy the formula to the other entries in the column.

- Hide the original **Course** column.

It has been agreed that the course name should include the course level.

- Immediately below the **Full Course Name** title in the blank column, insert a function that will join together the text in the **Course Name** column with the number in the **Course Level** column. Ensure that there is a space to separate the two items. Copy the formula to **ALL** the entries in the column.
 - Hide the original **Course Name** and **Course Level** columns.
 - Select the entries in the **Course Cost** column and record a macro that will apply currency formatting with **2** decimal places. The macro should be titled **GBP** and must be created for this file **ONLY**.
 - Test the macro in the **Monthly Turnover** column, on **ALL** the entries between rows **2** to **18**.
 - Delete the macro called **Footer** as this is no longer required.
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C1.5 When data is required in different areas of a file, a productivity feature would be to have this core data in once place then use a function to display it where needed.

C1.6 Make the following changes to the **Candidates** page:

- In the first blank space beneath the column heading **Last Name**, add a function that looks up the data in the first column on the **Data** page and returns the **Last Name** and **First Name**, based on the entry in the **Candidate Number** column. Copy the formula to the remaining entries in the columns.
 - Below the main block of data, where indicated, count the number of candidates who have failed a module.
 - Where candidates have failed a module, use a conditional formatting to display the word **Fail** in any emboldened dark colour.
 - Create a filter that will display where candidates have passed **ALL** modules but where they have **NOT** received certificates.
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- C1.6 The **Feedback** sheet is generated automatically from the evaluation forms that are received electronically from delegates at the end of a course.
- Insert today's date as a function, where indicated, next to the title **Date Checked** at the top of the page.
 - Immediately below the **Trainer Score** heading, create a formula that will count the entries that are true for each learner, i.e. where there is a tick in a box. The formula must include the columns **D** through to **I** even though some columns are hidden.
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- C1.6 On the **Operating Expenditure (Next Yr)** page, immediately below the **Oct** heading, enter a 3D formula to sum the entries from the month of **Oct** in the **Operating Expenditure (This Yr)** page.
- Copy the formula to **Nov** and **Dec**.
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- C1.6 On the **Breakdown** page:
- Remove the split screen.
 - Where indicated, use a function to calculate the **Revenue from York courses**.
 - Attach a comment to the function you just entered that displays the text: **Checked by** then type your own name.
 - Create a pivot table based on the named range **data** on the **Breakdown** page. The pivot table should be displayed on the same page as the data, at the top right of the main block of data. Display the fields in the following layout:
 - **Location** in the row area.
 - **Product** in the column area.
 - **Level** in the page area.
 - **Sum of Revenue** in the data area.
 - Display **ONLY Level 3** courses.
 - Amend the data in the data source to display **ALL York** courses as fully booked with 10 delegates.
 - Update the pivot table to reflect the changes in the source data.
 - Remove the hyperlink from the **Breakdown** page.
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- C1.6 Hide the **Data** page.
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C1.6 In calculations it is useful to name frequently used entries. The effect is the same as using an absolute cell reference.

- On the **Monthly Invoices** page, in the **Silver** column, name the entry **15%** as **silver**. In the **Platinum** column, name the entry **30%** as **platinum**.
- Immediately below the **Discount** heading, create a function using the named entries that looks at the **Discount Level** being offered and, depending on the level being **Silver** or **Platinum**, calculates the discount amount based on the **Monthly Spend**. Ensure that the formula is copied to **ALL** the entries in the column.

You have been asked to create a way of automatically splitting up the data to display subtotals.

- Basing the subtotals on the data in the **Discount Level** column, create totals to **sum** the **Silver** and **Platinum** discount entries.
- Amend the display of the data by adding a **count** of each **Discount Level**. Do **NOT** replace the existing subtotals.
- Finally, complete the display of the data by showing level **3** in the **outline**.

C2.2 Ensure that the layout and the quality of the work is suitable for the intended audience.

Save the file to your Learner Drive keeping the same filename **Academy Statistics [your initials]**.

C2.4 Your colleague has prepared a training needs analysis form which will be used to see where delegates will benefit from training.

C2.3 This draft is in a file called **Training Needs Analysis** which you should open now.

After reviewing the **Training Needs Analysis** file, use the form **Feedback** to give constructive feedback to your colleague in terms of one strength, one weakness and one recommendation for improvement to the document.

C1.6 Save the feedback document to your Learner Drive as **My Feedback** adding your initials at the end of the filename, for example **My Feedback AZ**.

C3.4 Save and close **ALL** files and any open applications.

This is the end of Part 1 - Performance.
Continue on to Part 2 - Knowledge.

Part 2 – Knowledge

NOS Ref.	Item Ref.	Tasks	Marks
<p>Open the file called Answerfile from your Learner Drive.</p> <p>Enter your Learner Identification and Scenario Assignment Number in the cells provided.</p> <p>Use this file to record your answers to the relevant questions.</p>			
C1.2	1.	<p>Thinking about the resources needed for this assignment, which software application did you consider the most suitable?</p> <p>A. Spreadsheet.</p> <p>B. Presentation.</p> <p>C. Word Processing.</p> <p>D. Email.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 1.</p>	[1 Mark].
C1.3	2.	<p>Which of the following factors would have a negative impact on the outcome of the task?</p> <p>A. Your colleague has completed his/her work for you to be able to check it.</p> <p>B. You have not been provided with all the information you need for the task.</p> <p>C. You have allocated enough time to carry out the work.</p> <p>D. Your computer is working perfectly.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 2.</p>	[1 Mark].
C1.4	3.	<p>Which of the following tools would be the most appropriate for the task?</p> <p>A. Sorting the data by cutting and pasting into the correct order.</p> <p>B. Using addition (+) to calculate a large number of entries, for example =b1+b2+b3+b4+b5+b6...etc...</p> <p>C. Using Lookup functions to lookup data from another area of the file.</p> <p>D. Hiding columns that contain data that will be used a lot.</p> <p>Enter A, B, C, or D in Answerfile in the space for question 3.</p>	[1 Mark].

C1.7 4. Which of the following statements explains why you chose the software application for the task? [1 Mark].

- A. The application automatically applies borders to the pages as they are printed.
- B. The application is useful for editing images.
- C. The spell checker checks totals as well as text.
- D. Data can be quickly and cost effectively processed.

Enter **A, B, C, or D** in **Answerfile** in the space for question 4.

C1.7 5. Which of the following represents the best reason why you chose this particular software application for the task? [1 Mark].

- A. The files are saved with sound file extensions.
- B. Calculations can be carried out very quickly using both simple and complex functions.
- C. The application is ideal for text but not photographs.
- D. The application uses related tables to store the information.

Enter **A, B, C, or D** in **Answerfile** in the space for question 5.

C1.8 6. Which of the following is a legal consideration when using IT? [1 Mark].

- A. You can copy software at work and use it at home.
- B. Copyright law allows users to copy and publish whatever data they wish.
- C. Ensure that you use licensed software.
- D. Data protection laws don't apply if your company employs less than 25 people.

Enter **A, B, C, or D** in **Answerfile** in the space for question 6.

C2.1 7. Which of the following would represent the main strength in your final work? [1 Mark].

- A. Inserting images or charts to replace important data.
- B. The document is not quite finished as there was not time.
- C. Deleting data instead of hiding data.
- D. The finished document is clear, well laid out and suitable for the intended audience.

Enter **A, B, C, or D** in **Answerfile** in the space for question 7.

C2.1 8. Which of the following would represent a weakness in a colleague's work? [1 Mark].

- A. Sorting the data in the correct order.
- B. A chart or image hiding data beneath it.
- C. Spell checking before printing.
- D. Applying currency symbols to financial data.

Enter **A, B, C, or D** in **Answerfile** in the space for question 8.

C2.5 9. Which of the following would have a negative impact on a colleague's work? [1 Mark].

- A. Sending your colleague the wrong documents that they have asked for.
- B. Prioritising so that if work is asked for that is urgent you carry this out first.
- C. Saving all files so you have a backup before you pass on to your colleague.
- D. Making sure any work you pass on to your colleague is accurate.

Enter **A, B, C, or D** in **Answerfile** in the space for question 9.

C3.1 10. In terms of business productivity, which of the following is NOT efficient? [1 Mark].

- A. Ensuring that all work is accurate, proof read and meets the needs of the intended audience.
- B. Using charts to display and summarise data.
- C. Taking regular backups of all electronic files.
- D. Using an inkjet printer for large volume print jobs.

Enter **A, B, C, or D** in **Answerfile** in the space for question 10.

C3.2 11. Which of the following is an example of an efficient, streamlined work process? [1 Mark].

- A. Work can only be saved at the end of each day.
- B. It is quicker to hand-write documents than produce them on the computer.
- C. Insufficient care taken when arranging data may lead to work having to be re-done.
- D. All files are automatically backed up.

Enter **A, B, C, or D** in **Answerfile** in the space for question 11.

C3.5 12. In terms of IT systems and procedures which of the following would increase productivity? [1 Mark].

- A. Email your friends and family in work time before you complete urgent work.
- B. Ensure that you take more breaks than you are entitled to.
- C. Check all work thoroughly to ensure there are no errors.
- D. Do not prioritise work.

Enter **A, B, C,** or **D** in **Answerfile** in the space for question 12.

Save and close your file keeping the same filename **Answerfile**.

Close **ALL** files and applications.

Total marks	12
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This is the end of Scenario Assignment.
If you have time, check the work you have done.