

JOHN OSBORN
EXEMPLAR

UNIT 1: ICT SKILLS FOR BUSINESS

TASK 5: Design, create and use a business spreadsheet

ASSESSMENT CHECK LIST

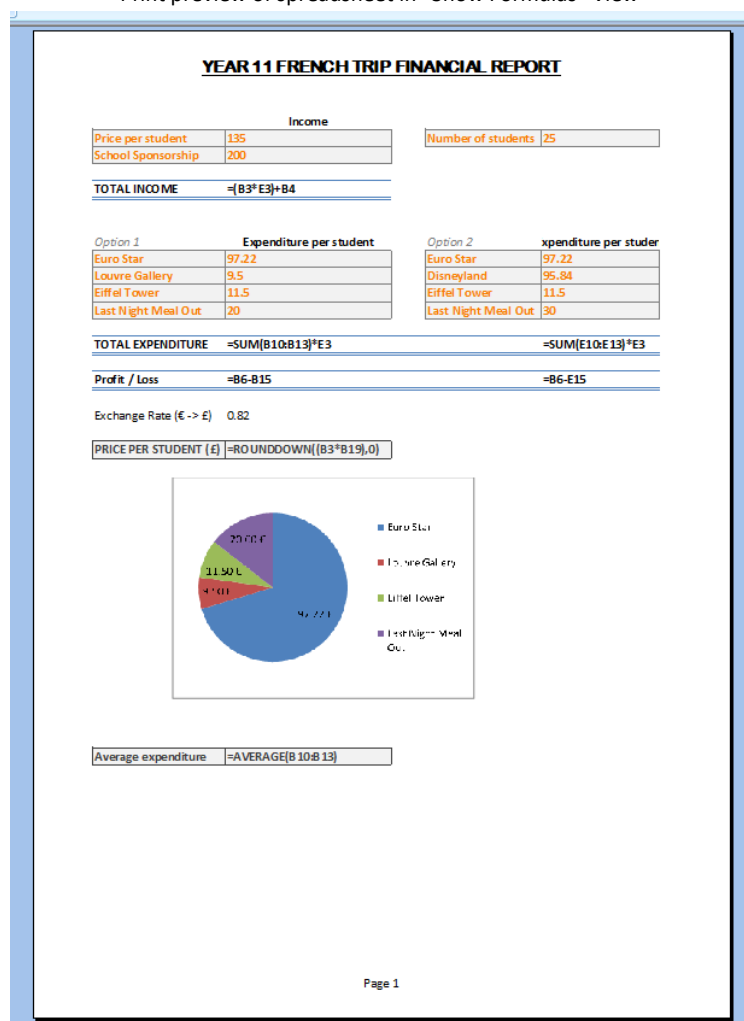
TASK	Student	Teacher
PASS: Create a simple business Spreadsheet and at least two calculations.	JO	
PASS: You must show that you have used suitable column / row headings and a title in your spreadsheet.	JO	
PASS: Show any functions and formulas you used in your spreadsheet.	JO	
PASS: You must show that you have used a range of formatting features such as number formatting, borders, colours and fonts.	JO	
PASS: You must show that you have changed some values in your spreadsheet to get at least two different outcomes, noting the results.	JO	
PASS: You must show evidence that you have printed out your spreadsheet.	JO	
MERIT: You must show that you have used a number of formulas, at least 1 function (e.g. SUM, AVERAGE etc.) and 1 arithmetic operator (e.g. +, -, *, /) in your spreadsheet.	JO	
MERIT: You must show that you have edited your spreadsheet by adding and deleting rows.	JO	
MERIT: You must show that you have changed some values in your spreadsheet to get at least two different outcomes, noting and explaining the results.	JO	
MERIT: You must show evidence that you have printed your spreadsheet in an appropriate orientation with page numbers	JO	
DISTINCTION: Your spreadsheet must be of a very high quality and it must be easy to understand.	JO	
DISTINCTION: You must show evidence that you have used at least 2 arithmetic operators (e.g. +, -, *, /) and 1 function (e.g. AVERAGE, SUM) within a good range of formulas.	JO	
DISTINCTION: You must show evidence that you have set some of the optional print settings (e.g. show gridlines, show column/row headings, set print area)	JO	
DISTINCTION: You must show evidence that you have used appropriate headers and footers	JO	

OVERALL GRADE FOR AO5 - **DISTINCTION**

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2. Functions and Formulas (P) (M) (D)

Print preview of spreadsheet in "Show Formulas" View



I have calculated the total income and expenditure for the trip to Paris including two different options. I have used a SUM function to calculate the total for the income, option 1 and option 2 and have subtracted the total expenditure from the total income to work out the break even point based on what each pupil will pay. All the calculations are in Euros and I have used a multiplication to convert the price per student into pounds (using the ROUNDDOWN function). I have created a pie chart of the total expenditure and used the AVERAGE function to calculate the average expenditure per student.

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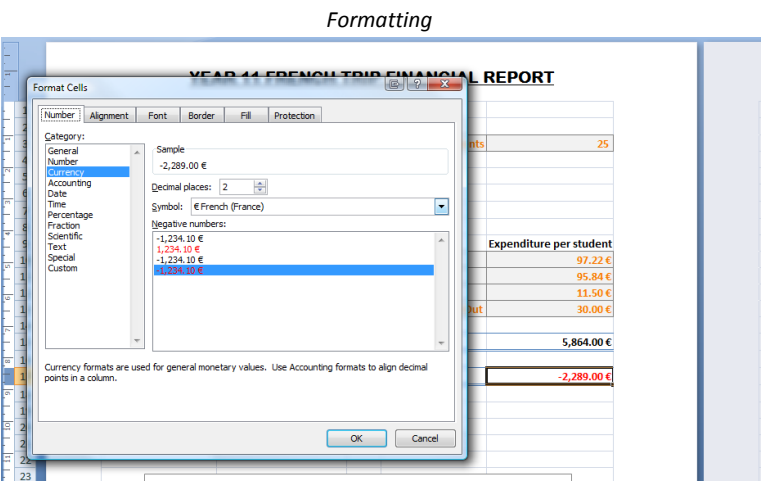
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3. Formatting the spreadsheet (P)

Formatting

	Income
Price per student	135.00 €
School Sponsorship	200.00 €
TOTAL INCOME	3,575.00 €

I have used cell styles to format the income cells with a background colour, font colour, and borders. The total uses a double line border style to highlight the value.



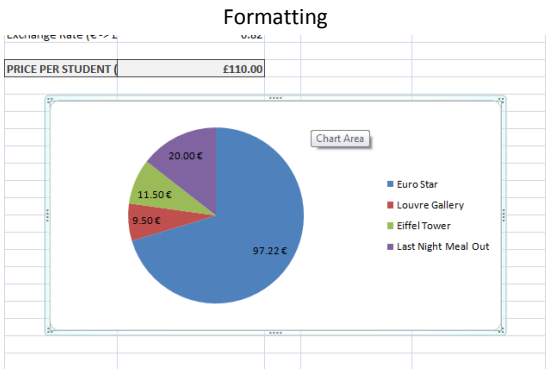
I have formatted most of the cells to be currency in Euros with negative numbers formatted to be in red. The “Price per student (£)” is formatted to be in pounds. I have ensured the decimal places are 2 so that the smallest amount is 1 cent (or 1p). The labels on the spreadsheet have been formatted as text.

Describe the formatting features you have used in your spreadsheet. This can include text formatting (font, style, size, alignment) and cell formatting (borders, shading) and number formatting (number type, decimal places, currency etc.)

Formatting

	Income	
	135.00 €	

I have used the centre alignment tool to ensure my text is centred in the cells so that it looks professional.



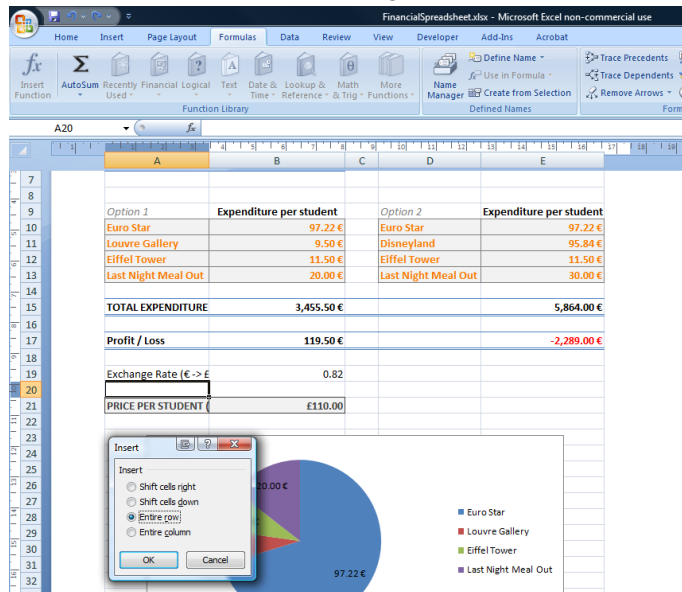
I have created a pie chart to show the proportions in which the total expenditure is spent for my chosen option. The chart makes the data much clearer and easier to understand.

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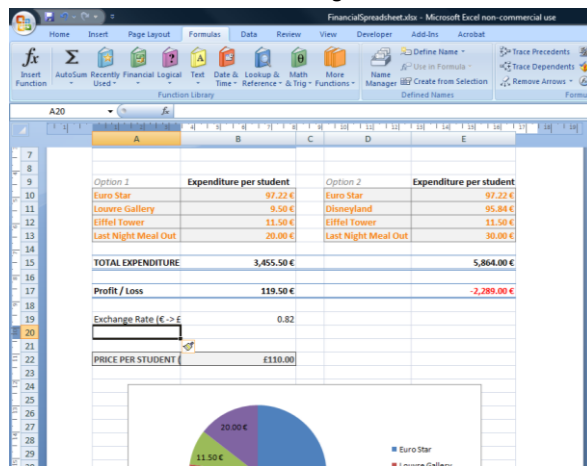
4. Insert/delete Rows (M)

a. Insert Rows

Before inserting rows



After inserting rows



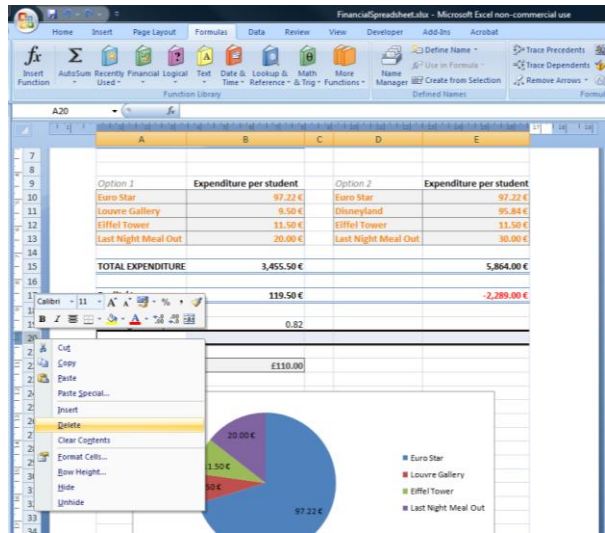
I used a right click and the insert row tool to add an extra row to my spreadsheet

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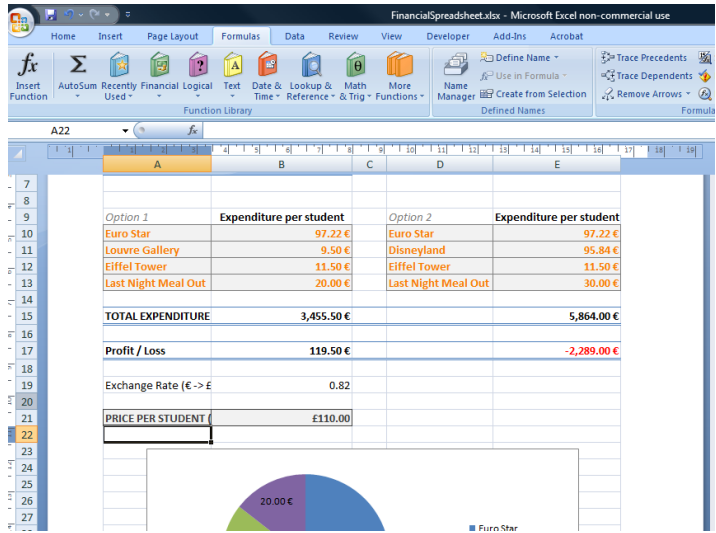
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b. Delete Rows

Before deleting rows



After deleting rows



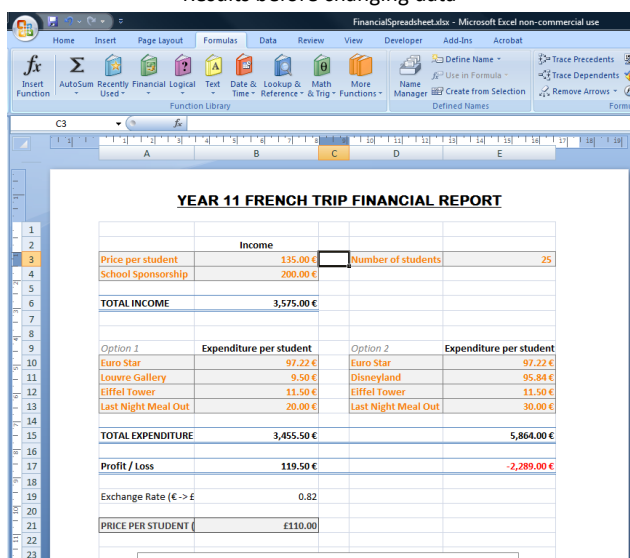
I used a right click and delete to remove a selected row.

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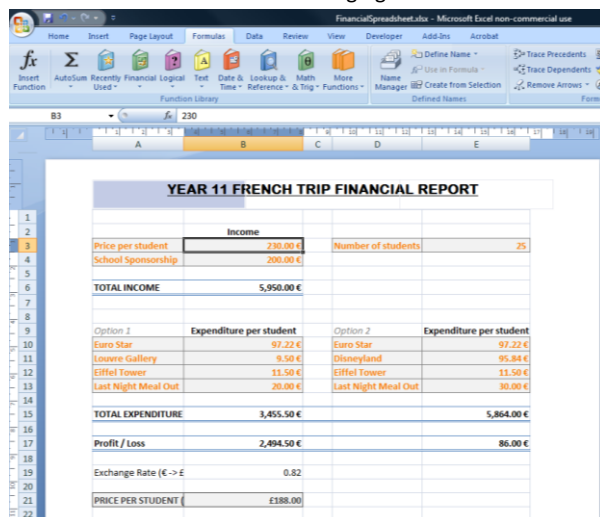
5. Change the data to obtain different results (P) (M)

Results before changing data



YEAR 11 FRENCH TRIP FINANCIAL REPORT			
Income			
Price per student	135.00 €	Number of students	25
School Sponsorship	200.00 €		
TOTAL INCOME	3,575.00 €		
Expenditure per student			
Option 1	Expenditure per student	Option 2	Expenditure per student
Euro Star	97.22 €	Euro Star	97.22 €
Louvre Gallery	9.50 €	Disneyland	95.84 €
Eiffel Tower	11.50 €	Eiffel Tower	11.50 €
Last Night Meal Out	20.00 €	Last Night Meal Out	30.00 €
TOTAL EXPENDITURE	3,455.50 €		5,864.00 €
Profit / Loss	119.50 €		-2,289.00 €
Exchange Rate (€ -> £)	0.82		
PRICE PER STUDENT	£110.00		

Results after changing data



YEAR 11 FRENCH TRIP FINANCIAL REPORT			
Income			
Price per student	230.00 €	Number of students	25
School Sponsorship	200.00 €		
TOTAL INCOME	5,950.00 €		
Expenditure per student			
Option 1	Expenditure per student	Option 2	Expenditure per student
Euro Star	97.22 €	Euro Star	97.22 €
Louvre Gallery	9.50 €	Disneyland	95.84 €
Eiffel Tower	11.50 €	Eiffel Tower	11.50 €
Last Night Meal Out	20.00 €	Last Night Meal Out	30.00 €
TOTAL EXPENDITURE	3,455.50 €		5,864.00 €
Profit / Loss	2,494.50 €		86.00 €
Exchange Rate (€ -> £)	0.82		
PRICE PER STUDENT	£188.00		

I changed the value of B3 (Price per student) to see how much each would have to pay for the option 2 scenario. By a process of trial and error I was able to use the spreadsheet to work out that it would about 230 Euros or £188.

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YEAR 11 FRENCH TRIP FINANCIAL REPORT			
Income			
Price per student	230.00 €	Number of students	25
School Sponsorship	200.00 €		
TOTAL INCOME	5,950.00 €		
Expenditure per student			
Option 1	Expenditure per student	Option 2	Expenditure per student
Euro Star	97.22 €	Euro Star	97.22 €
Louvre Gallery	9.50 €	Disneyland	95.84 €
Eiffel Tower	11.50 €	Eiffel Tower	11.50 €
Last Night Meal Out	20.00 €	Last Night Meal Out	30.00 €
TOTAL EXPENDITURE	3,455.50 €		5,864.00 €
Profit / Loss	2,494.50 €		86.00 €
Exchange Rate (€ -> £)	0.82		
PRICE PER STUDENT (£)	£188.00		

Results before changing data

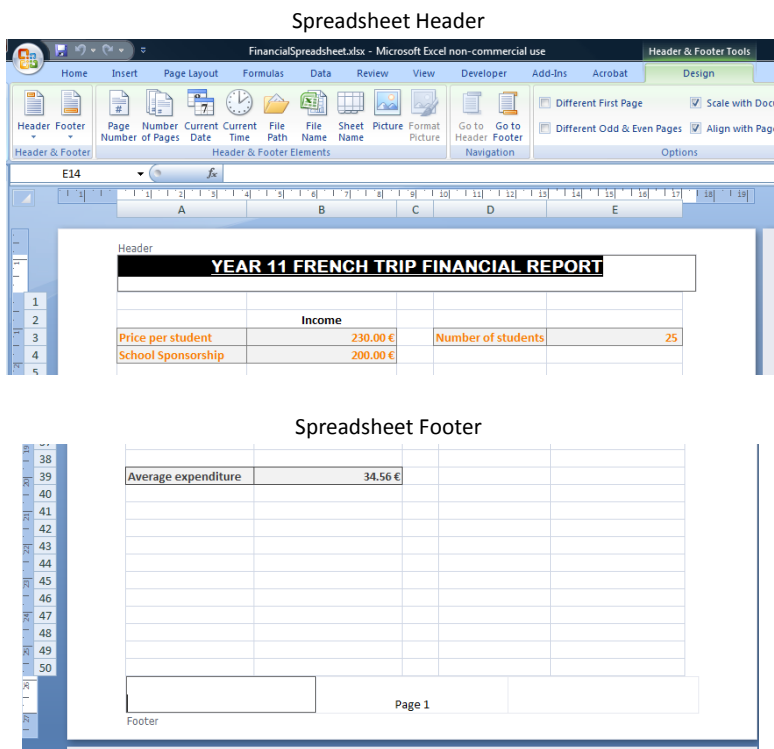
YEAR 11 FRENCH TRIP FINANCIAL REPORT			
Income			
Price per student	230.00 €	Number of students	25
School Sponsorship	200.00 €		
TOTAL INCOME	5,950.00 €		
Expenditure per student			
Option 1	Expenditure per student	Option 2	Expenditure per student
Euro Star	97.22 €	Euro Star	97.22 €
Louvre Gallery	9.50 €	Disneyland	95.84 €
Eiffel Tower	11.50 €	Eiffel Tower	11.50 €
Last Night Meal Out	20.00 €	Last Night Meal Out	40.00 €
TOTAL EXPENDITURE	3,455.50 €		6,114.00 €
Profit / Loss	2,494.50 €		-164.00 €
Exchange Rate (€ -> £)	0.82		
PRICE PER STUDENT (£)	£188.00		

Results after changing data

I changed the value of the E13 (Last Night meal out) for option 2 to see how a more expensive meal would affect the price per student. I could see that I would need to increase the price for the trip to up the difference in E17.

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6. Add Header/Footer to your Page (D)



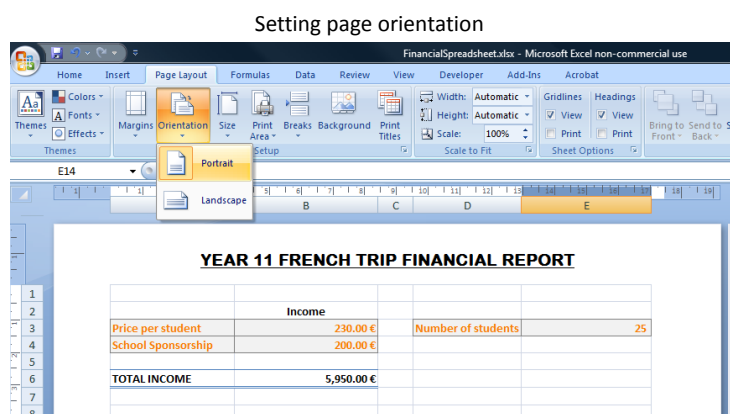
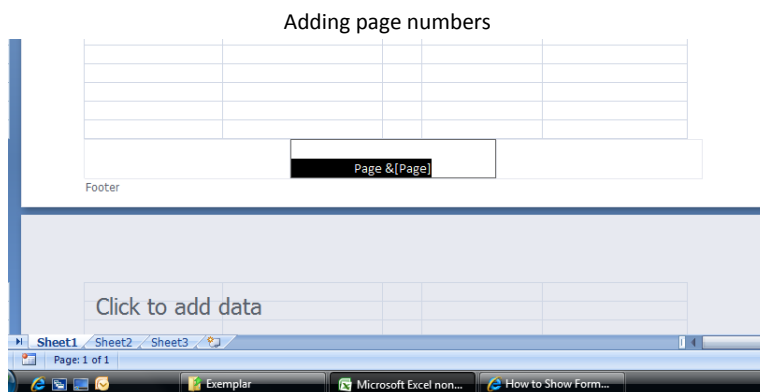
I used the Header to add a title to my spreadsheet. I used the footer to add automatic page numbering to my spreadsheet

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7. Page setup and printing

- a. Changing page orientation and page number (M)



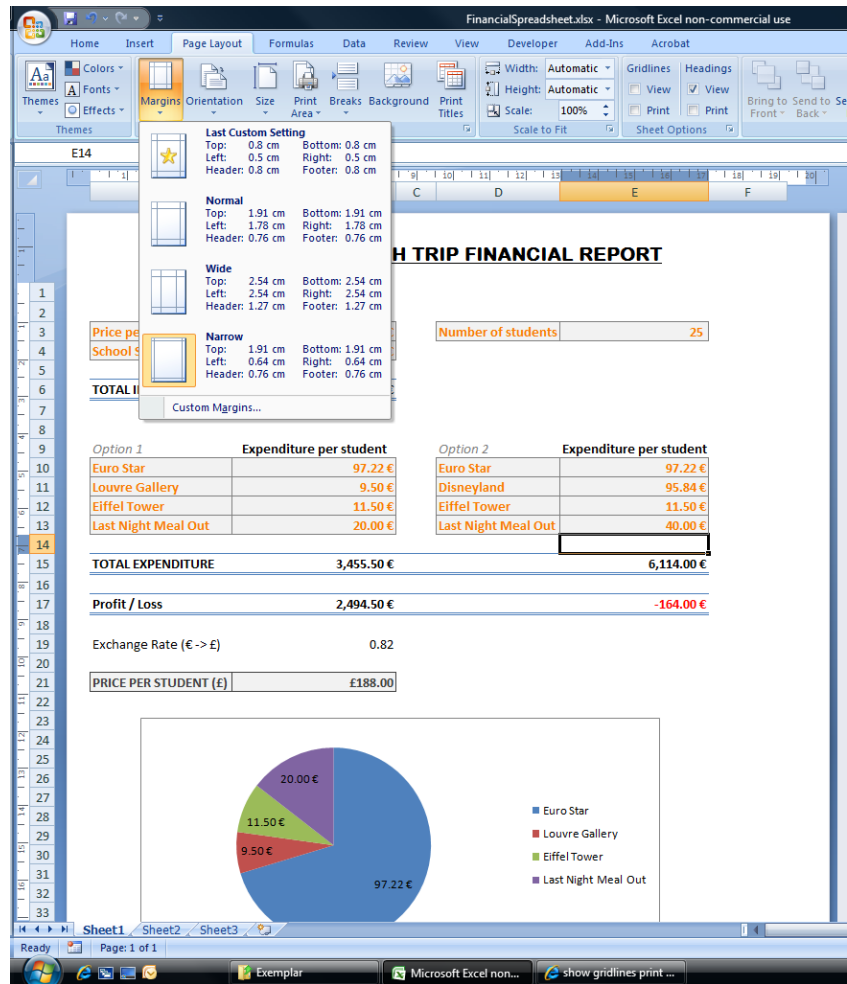
I used the footer tool to add automatic page numbering to my spreadsheet. I used portrait orientation for my spreadsheet as I need to include some of the data I from it for a report which will also be portrait.

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b. Optional print settings (D)

Additional print set up



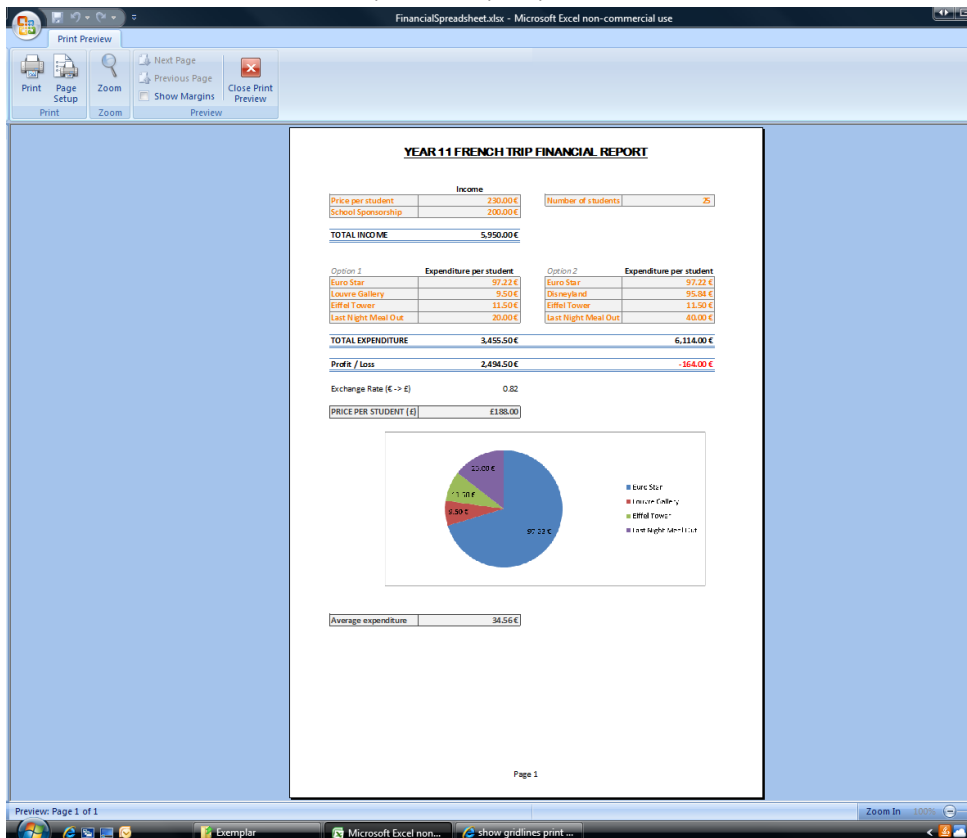
I have changed the margins of my spreadsheet to narrow to help make more space for my data so that it is clearer. I have removed the gridline to give it a more professional look and feel.

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c. Print Preview (P) (M) (D)

Spreadsheet print preview



I did a print Preview just before printing to check the format etc of my spreadsheet

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