

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

Spreadsheets

Version SampleMQTB/5.0/SS2/v1.0_MS2010

<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.xlsx</i> from your Learner Drive. Save this file to your Learner Drive using the new filename <i>budget.xlsx</i> .	[1 Mark].
2. Continue using the new file <i>budget.xlsx</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].

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5. There is an error in the data. [1 Mark].
Change the number in cell **D8** to **600**.
-
6. There is some missing data. [1 Mark].
Enter **1600** in cell **D11**.
Save your spreadsheet keeping the same filename **budget.xlsx**.
-
7. Continue using the **costings** worksheet. [1 Mark].
Find cell **D12**.
Enter a function to calculate the sum of the cell range **D7:D11**.
-
8. Find cell **F7**. [1 Mark].
Correct this formula with an absolute cell reference for one cell **ONLY**
to allow accurate copying.
-
9. Continue using cell **F7**. [1 Mark].
Copy this formula to the cell range **F8:F11**.
-
10. Find the cell range **F7:F11**. [1 Mark].
Format the range as a percentage with **2** decimal places.
-
11. Which of the two cells **E7 OR E8** displays good practice in summing a [1 Mark].
cell range?
Enter your answer, **E7 OR E8** in cell **B22**.
Save your spreadsheet keeping the same filename **budget.xlsx**.
-
12. Continue using the **costings** worksheet. [1 Mark].
Find cell **B14**.
Enter a formula to subtract cell **B12** from cell **B3**.
-
13. Find cell **B15**. [1 Mark].
Enter a function to show the maximum cost from cell range **B7:B11**.
-
14. Find cell **B16**. [1 Mark].
Enter a function to show the minimum cost from cell range **B7:B11**.
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15. Find cell **B17**. [1 Mark].
Enter a function to show the average from the cell range **B7:B11**.
-
16. Find cell **B20**. [3 Marks].
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 **budget.xlsx**.
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17. Continue using the **costings** worksheet. [1 Mark].
Find the cell range **B3:E12**.
Format the range as **£** currency with **NO** decimal places.
-
18. Find the **donations** worksheet. [1 Mark].
Find the cell range **A2:C135**.
Sort this range by **Amount** in smallest to largest order.
-
19. Insert an automatic field that shows the worksheet tab name in the right [1 Mark].
section of the footer of the **donations** worksheet **ONLY**.
-
20. Freeze row **1** of the **donations** worksheet. [1 Mark].
Save your spreadsheet keeping the same filename **budget.xlsx**.
-
21. Find the **Sheet 3** worksheet. [1 Mark].
Rename this worksheet as **ages**.
-
22. Merge and centre the title **Age Profile** across the cell range **A1:D1**. [1 Mark].
-
23. Find the chart starting at cell **D12**. [1 Mark].
Change the colour of the columns in the chart to a colour of your choice.
-
24. Add value data labels to the chart. [1 Mark].
Save your spreadsheet keeping the same filename **budget.xlsx**.
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25. Find the **funding** worksheet. [1 Mark].
Create a column chart from the cell range **A2:B6**.
Accept the default chart settings.
-
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.xlsx**.
-
28. Open the file called **members.xlsx** from your Learner Drive. [1 Mark].
Find the **new members** worksheet.
Change both the top and bottom margins to **2.5**.
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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.xlsx**.
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30. Open the file called **scoreboard.xlsx** 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.
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Total Marks 32

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