**BTEC Assignment Brief Digital Technologies**

|  |  |  |
| --- | --- | --- |
| **Qualification** | | BTEC Level 1 Introductory Certificate in Information Technology |
| **Unit or Component number and title** | | IT 8: Creating a Spreadsheet to Solve Problems |
| **Learning aim(s)** | | A: Create a simple spreadsheet to solve problems for a specific purpose  B: Present information in different ways to meet a specific purpose |
| **Assignment title** | | Charity Fundraiser |
| **Assessor** | | Denys Lewis |
| **Hand out date** | | 8.1.20 |
| **Hand in deadline** | | 23.1.20 |
|  | | | |
| **Scenario** | | The IT department has decided to arrange a fundraiser for charity.  Firstly, you need to decide on:   * a target amount of money you want to raise * what events you are going to run * how long you think it will take * what things you might need to buy   You will need to give regular monthly updates to the charity showing how much each event has raised and how much you have raised in total. The charity want you to present the information in table and graphical formats. |
|  | | | |
| **Task 1** | | Create a spreadsheet which will present the information clearly for the charity. Format the spreadsheet using a range of formatting tools and use simple and functional formulae to create basic calculations  [e.g; addition, subtraction, division, multiplication, SUM(), AVERAGE(), MAX() MIN(), CountA(), Date() and Now()  Remember to review the spreadsheet for accuracy and appropriateness of information and check for mistakes.  Once you have created your spreadsheet, apply filters so the charity can access the data in a number of ways. |
| **Criteria covered by this task:** | | | |
| Unit/Criteria reference | To achieve the criteria you must show that you are able to: | | |
| **A.P1 (Pass)** | Create a simple spreadsheet with basic calculations to solve problems. | | |
| **A.M1 (Merit)** | Create a simple spreadsheet with appropriate calculations to solve most problems. | | |
| **A.D1 (Distinction)** | Create a simple spreadsheet with comprehensive calculations to solve the majority of problems. | | |
| **Task 2** | | Produce different types of graphs/charts with labels, titles and legends to display the information for the charity.  Using tools and techniques, enhance the presentation of your information. |
| **Checklist of evidence required** | | You must produce at least 2 graphs /charts e.g. bar chart, pie chart, single line graph |
| **Criteria covered by this task:** | | | |
| Unit/Criteria reference | To achieve the criteria you must show that you are able to: | | |
| **B.P2 (Pass)** | Present simple graphical information to meet a specific purpose. | | |
| **B.M2 (Merit)** | Present relevant graphical information to meet a specific purpose. | | |
| **B.D2 (Distinction)** | Present well-organised graphical information in different ways to meet a specific purpose. | | |
|  |  | | |

|  |  |
| --- | --- |
| **Sources of information to support you with this Assignment** | babybird practice sheets  spreadsheet software planning template  spreadsheet ticklist |
| **Other assessment materials attached to this Assignment Brief** | NA |
| **Plagiarism** | Work handed in against this brief must be the learner’s own work. Any content not generated by the learner must be appropriately referenced; otherwise it will be taken to be that of the learner submitting it. Any infringement of the College’s Plagiarism guidelines will result in the Assignment not being marked and Disciplinary proceedings initiated. |