

Student Form: Spreadsheet Success

Student name: _____

School: _____

Course: _____

Age: _____ Grade: _____ Gender: Male Female

Number of years I have used a computer: _____

Number of computer courses I have taken: _____

Computer Careers I am interested in: _____

Directions: Complete the assessment task following directions of your teacher. In the footer of your completed memo, put the title of this scenario assessment, your name, date and school. Allocate your time so that you are able to save or print your work as directed and hand it in before the end of the test. Read the scenario carefully, pay special attention to the skills and knowledge being tested.

Topic: Computer Applications

Skill and knowledge being tested in this assessment include:

CA3 – Create Spreadsheets (design spreadsheet, prepare a chart, format spreadsheet, create formulas, edit spreadsheet, print and save spreadsheet)

Assessment Scenario: Spreadsheet Success

You work part-time at King's Food Supplies, and your supervisor has tasked you to create a spreadsheet showing sales to date for all regions by quarter. Figures for each region are as follows:

Region	Quarter 1	Quarter 2	Quarter 3	Quarter 4
Central	41234	52678	54987	
Eastern	38906	48907	43215	
Midwest	22349	29845	34985	
Mountain	21345	23123	21568	
Western	56231	54211	53678	

Part One: Creating the Spreadsheet, writing formulas and entering data (50 points)

Create the spreadsheet. Include a total sales figure for each region that will automatically recalculate if any of the quarterly figures change. Include an appropriate title for the spreadsheet. Format the spreadsheet so it is attractive and easy to read. Print the spreadsheet in formula view for the supervisor to review.

Part Two: Revising data, revising format and creating a graph. (25 points)

2a. You now have 4th Quarter figures for all regions. Add them to the spreadsheet. The figures are as follows:

Central	47895
Eastern	45609
Midwest	42980
Mountain	22765
Western	50456

2b. Your supervisor would like to see the following formatting changes:

- Format the title and headings with a larger font and add shading
- Bold and center all headings
- Format total sales as currency and all other numbers with commas and 2 decimal places

2c. Create a pie graph for the Midwest Region.

2d. Print the reformatted spreadsheet and the pie graph for the supervisor to review.

Part Three: Additional Questions (12 points)

3. In the following illustration of a spreadsheet, assume a column is inserted between the Quarter 3 and Grand Total column for the Quarter 4 figure. After entering the column and 4th Quarter figure, the grand total did not change. Give 2 possible reasons for this. (4 points)

Quarter 1	Quarter 2	Quarter 3	Grand Total
456,000	34,666	356,000	846,666

4. To clearly illustrate the figures as shown in the sample spreadsheet in question 1, identify what you think would be the best type of graph to depict the figures and explain why you have chosen that graph type. (4 points)

5. If total figures in a spreadsheet are not automatically recalculating correctly, what steps would you take to fix the problem? (4 points)

Student Answer Sheet

Spreadsheet Success

Student name: _____

School: _____

**Part One – Question 1. Attach printed spreadsheet in formula view
(Total possible points: 50)**

**Part Two: Questions 2a – 2d. Attach printed reformatted spreadsheet and pie graph
(Total possible points: 25)**

Part Three: (Total possible points: 12)

Question 3.

Question 4.

Question 5.