

Exemplar Exercise Standard Level

5283 Spreadsheets

1. Open the file C:\CIE\SSS.xls
2. Rename the file as c:\CIE\YourName.xls
3. Embolden the text in cells A1 to G2
4. The candidates have to pay \$22.5 for each module they take. Store this value in cell J2.
5. In cells E4 to E10 insert a formula, using an Absolute Cell Reference to cell J2, to calculate the Total Cost of Modules for each candidate.
6. The candidates have to pay an Admin fee of \$9 per module. Store this value in cell J3.
7. In cells F4 to F10 insert a formula, using an Absolute Cell Reference to cell J3, to calculate the Admin Fee Payable (Admin Fee Payable is 'Number of Modules Taken' * 'The Admin Fee')
8. In cells G4 to G10 use a formula to calculate 'The Total Amount Payable' for each candidate. (Total Amount Payable = Admin Fee Payable + Total Cost of Modules)
9. Use a formula in cell G12, containing the Sum function, to calculate the Total Amount Payable for all candidates
10. Format the columns E, F and G to any currency, 2 decimal places, using the dollar symbol \$
11. Sort the spreadsheet, by column D, into ascending order
12. Using the cell range F4 to G10, create a Line Graph:
 - a. Set the back colour to blue
 - b. Set the Chart Title to 'Admin Fee compared to Total Payable'
 - c. Label the X axis as Number of Modules and the Y axis as Fee
 - d. Align the top left corner of the chart to be in the middle of cell B13
13. Set the page layout to landscape
14. Spell check the document, correcting any errors (proper names can be ignored)
15. Save the document as SSSTest.xls
16. Print the document to file.