



Unit Number

U3028607/KT4T**Key Skills****Information & Communication Technology****Level 4 - Events****15 - 17 June 2005****Total Marks: 50****Time: 2 hours 30 minutes (including reading time)****Materials required for examination**

This test paper

A return sheet

Access to a computer, software and a printer

Access to the data files to support the scenario 'Events': **Events, Prices and Staff****You may use a bilingual dictionary****Instructions to Candidates**

Do not open this test paper until you are told to do so by the supervisor.

In the boxes on the Return Sheet, write your centre number, registration number, surname and initials. The paper reference is shown above.

Task D **must** be completed. If necessary, it may be carried out after the end of the test.

Check that your name appears on EVERY printed page.

At the end of the test, hand the test paper, your printouts (attached to your Return Sheet) and all notes to the supervisor.

Information for Candidates

This test consists of 4 tasks.

Task A (total 23 marks) consists of Questions 1 - 3

Task B (total 10 marks) consists of Questions 4

Task C (total 16 marks) consists of Question 5 - 6

Task D (total 1 mark) consists of Question 7

You may commence with Task A, Task B or Task C, Task D must be completed at the end of the test.

Advice to Candidates

Try to complete All the tasks

Try to complete ALL the tasks
ENTER YOUR NAME ON EVERY PAGE, PREFERABLY AS A FOOTER
Pages without a name will not be marked

A Hotel Events Manager needs to analyse future business and staff wages to estimate revenues and costs. You are required to use spreadsheet software to:

- import data files to analyse revenues from services provided
- produce reports including charts
- prepare a table of staff wages
- perform "what-if" analyses on proposed wage increases.

Task A

A spreadsheet is required to produce a report and a chart of services and expected revenues.

1 A spreadsheet is required.

- a Open a spreadsheet application and create a new spreadsheet. Import the data file **Events** into the spreadsheet starting at the cell **A1**. (If the software you are using does not allow import, then open the data file.) The data is comma delimited and text is enclosed in quotes (").

	A	B	C	D	E
1	Account Number	PA System	Guest Speaker	Exhibition Hall	Marquee
2	EV-51004	Yes	No	Yes	No
3	EV-51012	Yes	No	No	Yes

- b Name the worksheet **Events**.
- c Create a new worksheet named **Prices**.
- d Import the data file **Prices** into the worksheet **Prices** starting at the cell **A1**. (If the software you are using does not allow import, then open the data file in a new spreadsheet, copy and paste the data as required then close the new spreadsheet.) The data is comma delimited and text is enclosed in quotes (").

	A	B
1	No of Delegates	No of Staff
2	0	15
3	81	25
4	151	30

F	G	H
Guest Speaker	Exhibition Hall	Marquee
450	1500	500

- e Set the format for the values in the range **E2:H2** as currency with zero decimal places.

1 Mark

- 2 A worksheet is required to analyse services and expected revenue.
- Create a new worksheet named **Services**.
 - Enter the following data into the **Services** worksheet.

	A	B	C	D	E
1		PA System	Guest Speaker	Exhibition Hall	Marquee
2	Yes				
3	No				
4	Undecided				
5					

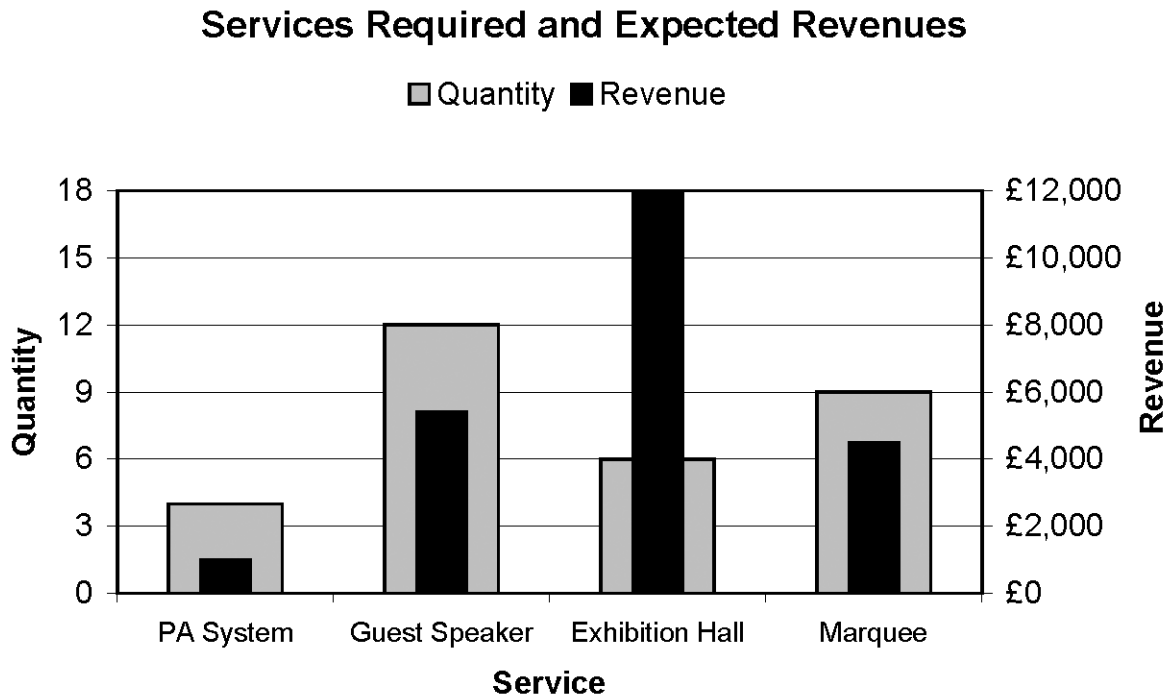
- In cell **B2** enter a formula that uses the content in cell **A2** and the data from the **Events** worksheet to return the number of times that a PA System is required.
- Modify this formula to make it suitable for replication over the range **B2:E4** to calculate the requirements for the other services.
- Replicate the formula in cell **B2** over the cell range **B2:E4**.
- Insert a new row between rows 2 and 3 and add the heading **Expected Revenue** in cell **A3**.

	A	F
1		
2	Yes	
3	Expected Revenue	
4	No	
5	Undecided	
6		

- Set the format for the values in the cell range **B3:E3** as currency to zero decimal places.
- For each service **Expected Revenue** is the number of times the service is required multiplied by the price of the service. In cell **B3** enter a formula to calculate the revenue for **PA System**. Replicate the formula across the cell range **B3:E3**.
- Save the spreadsheet (in normal spreadsheet format ie NOT as a .txt file) using the characters **S1-** followed by your initials as a filename, for example **S1-FJB**.
- Place your name, today's date, the page number and number of pages and the title **Printout-1** in a footer and print the **Services** worksheet, in landscape form showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all information is fully displayed.
- Save the spreadsheet using the characters **S2-** followed by your initials as a filename, for example **S2-FJB**.

9 Marks

- 3 A chart of services used and expected revenues is required.
- Open (revert to) the spreadsheet **S1-**.
 - In the **Services** worksheet using only the values in the range **B1:E3**, create a combination bar chart similar to the one illustrated below. (Note the values are not the same). Position the chart below the data on the worksheet **Services**.
 - Provide a secondary y-axis with the range £0 to £12,000 for plotting the revenues from services and label this axis **Revenue**.
 - Set the range of the y-axis to be 0 to 18 with an increment of 3 and label this axis **Quantity**.
 - Label the x-axis **Service**.
 - Give the chart the title **Services Required and Expected Revenues**.
 - Provide a suitable legend showing correct axis names and position it at the top of the chart.
 - Modify the format of the chart so that all information is clearly displayed on the printout.



- Place your name, today's date, the page number and number of pages and the title **Printout-2** in a footer and print the **Services** worksheet in portrait form, including the chart. Make sure all information is fully displayed.
- Save the spreadsheet using the characters **S3-** followed by your initials as a filename, for example **S3-FJB**.

13 Marks

Task C

An analysis of costs, staff reductions and overhead increases is required.

- 5 A 'What-If' analysis table of total staff costs for different rates of pay is required.
- Open (revert to) spreadsheet **S4-**.
 - The wage cost is **Staff Rate** plus **Overhead** plus **Staff Rate** multiplied by **NI Rate**, all multiplied by **Hours**. In cell **D8**, on the **Staff** worksheet, enter a formula that uses the values in the cell range **B1:B4** to calculate the wage cost per hour.
 - Use cell range **D8:I25** to create a two variable 'What-If' data table to show the total cost of staff for each event at each of the hourly rates given.
 - Save the spreadsheet using the characters **S6-** followed by your initials as a filename, for example **S6-FJB**.
 - Place your name, today's date, the page number and number of pages and the title **Printout-4** in a footer and print only cell range **D7:I25** of the **Staff** worksheet, in landscape form showing all formulas, sheet row numbers, sheet column letters and gridlines. Make sure all information is fully displayed.
 - Save the spreadsheet using the characters **S7-** followed by your initials as a filename, for example **S7-FJB**.

12 Marks

- 6 A 'What-If' analysis of staff reductions and overhead increases is required.
- Open (revert to) spreadsheet **S6-**.
 - In cell **D27** on the **Staff** worksheet enter a formula that totals the **Staff Hours** required to cover all events.
 - Replicate the formula in cell **D27** to cell range **E27:I27** to calculate what the total cost of staff would be for each hourly rate.
 - Set the value in cell **B4** on the **Prices** worksheet to be 29.
 - On the **Staff** worksheet use goal seek or similar techniques to change the value displayed in cell **I27** to be **£65,000** by modifying **only** the value of the **Overhead** in cell **B3**.
 - Place your name, today's date, the page number and number of pages and the title **Printout-5** in a footer and print the **Staff** worksheet in landscape form. Make sure all information is fully displayed.
 - Save the spreadsheet using the characters **S8-** followed by your initials as a filename, for example **S8-FJB**.

4 Marks

Task D

The following task must be completed. If you have not completed this item within the time allowed, it must be completed at the end of the test.

- 7 A printed list of the filenames you produced during the test is required.
- a Produce a list of all the files created during the test. This may be in the form of a screen dump (print screen) of the filenames with your name, today's date and the title **Printout-6** as a footer.

1 Mark

End of test

Important note

Collect together all your printouts. They should include

- | | |
|-------------------|---|
| Printout-1 | Formulas used on the Services worksheet |
| Printout-2 | Totals and chart from Services worksheet |
| Printout-3 | Formulas used on the Staff worksheet |
| Printout-4 | 'What If' analysis from the Staff worksheet showing formulas |
| Printout-5 | Staff worksheet |
| Printout-6 | A list of filenames created |

Check that your name is printed on every page. If it is not, write it there. Now attach all the pages in order, and this test paper, to the cover sheet and hand them to the supervisor.

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