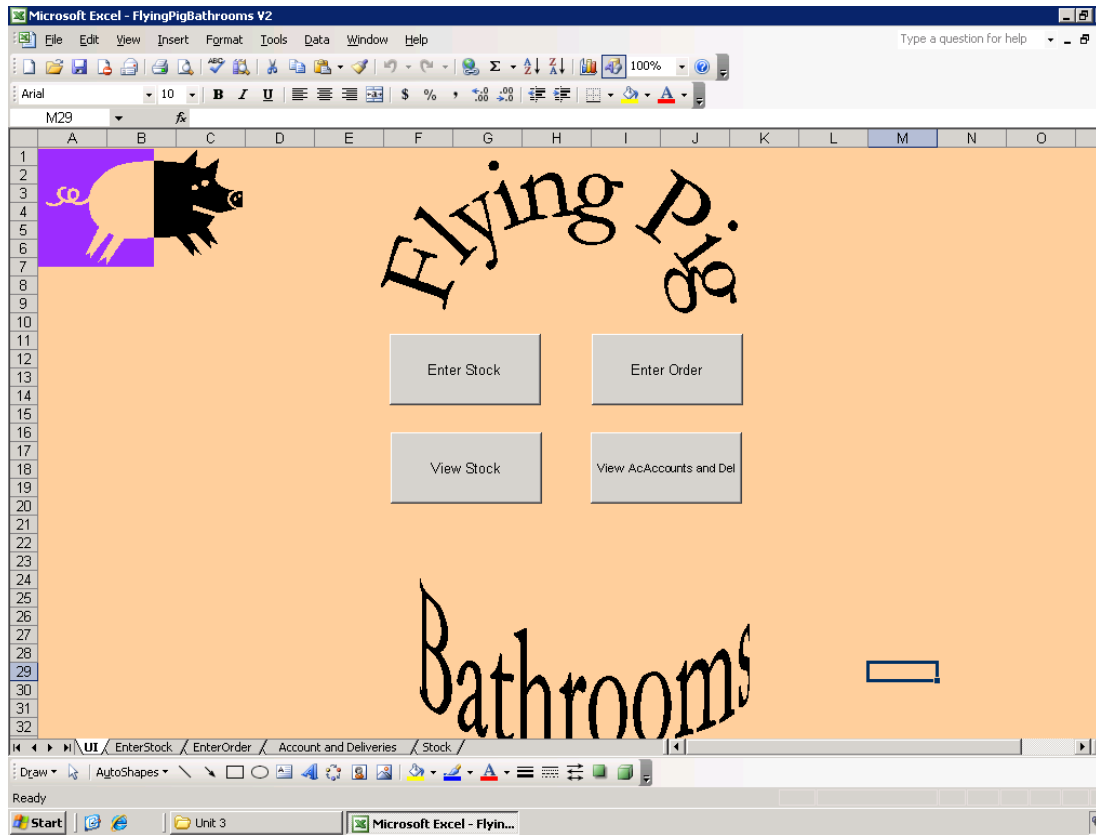


## **Spreadsheet evidence for ICT Unit 1** **New ICT As level specification 2008**

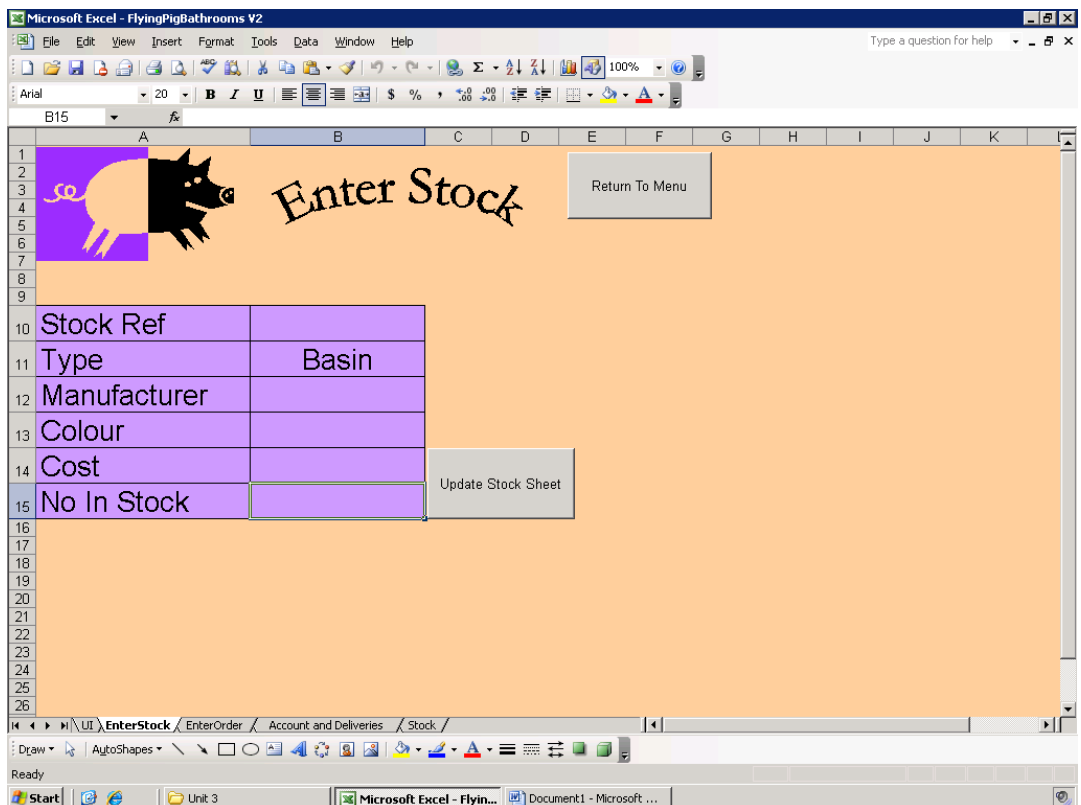
- **Spreadsheet evidence should be restricted to printouts or screenshots in both ordinary and formula view with no annotation other than the headings. The centre is responsible for ensuring that the candidate has not annotated the printouts.**
- **It is up to the candidate to ensure that all features and formulas are readable and visible to the examiner.**
- **The printouts should be placed in the folder provided by the WJEC.**
- **This folder should be given to the examinations officer who will give it back to the pupils at the beginning of the exam.**
- **The folder containing the spreadsheet printouts must be attached to the candidates answer book and sent with the candidates exam paper.**

The following is an example of what the portfolio might look like.  
Thanks to Wales High School for the use of this spreadsheet

**User interface**



**Sheets in data view**

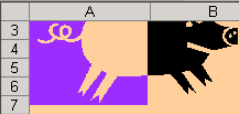


# ICT Unit 1 Spreadsheet

Microsoft Excel - FlyingPigBathrooms V2

File Edit View Insert Format Tools Data Window Help

Formula Bar:  $=IF(B13="Trade",0.2*H28,IF(B13="Regular",0.1*H28,IF(B13="Builder",0.05*H28,0)))$



# Flying Pig Bathrooms

Print Order

Order Number: 1234  
 Date of Order: 9/12/2007  
 VAT Rate: 17.5  
 Discount Rate: Builder

Customer Name: Mrs G Hemming  
 Address 1: 19 West Bank Drive  
 Address 2: South Anston  
 Address 3: Sheffield  
 PC: S25 5HT

Stock Ref	Description	Cost Per Unit	Units Required	Subtotal Inc VAT
1234	Dolphin Basin White	£45.99	1	£54.04
1200	Stalrad Doulton Basin Ped Blue	£67.00	1	£78.73
1001		£0.00	0	£0.00
1001		£0.00	0	£0.00
1001		£0.00	0	£0.00
1001		£0.00	0	£0.00
1001		£0.00	0	£0.00
1001		£0.00	0	£0.00
1001		£0.00	0	£0.00
1001		£0.00	0	£0.00
1001		£0.00	0	£0.00
1001		£0.00	0	£0.00
Total Ex Del				£132.76
Del Reqd				<input checked="" type="checkbox"/>
Cost Delivery				£50.00
Total Inc Del				£182.76
Discount				£9.14
Amount Owing				£173.63


Date Required: 9/15/2007

Ready

Microsoft Excel - FlyingPigBathrooms V2

File Edit View Insert Format Tools Data Window Help

Formula Bar: No



# Accounts

Order Number	Amount Owing	Customer Name	Date Required	Delivery Reqd	Paid
1234	£173.63	Mrs G Hemming	9/15/2007	TRUE	Yes
1675	£234.99	Mr T Booth	10/19/2007	FALSE	No
1788	£569.76	Mrs J Evans	8/14/2007	TRUE	Yes
1244	£221.50	Mrs G Hemming	8/19/2007	TRUE	No
3456	£456.70	Mr T Booth	11/15/2007	FALSE	Yes
3425	£564.60	Mrs G Hemming	9/15/2007	FALSE	No
6665	£231.50	Mr T Booth	10/19/2007	TRUE	Yes
5454	£123.50	Mrs J Evans	8/14/2007	TRUE	No
					No
					No
					No
					No
					No
					No
					No
					No
					No
					No
					No
					No

Yes  
No

**Sheets in formula view**

The screenshot shows the Microsoft Excel interface for 'FlyingPigBathrooms V2'. The formula bar at the top displays the formula:  $=IF(B13="Trade",0.2*H28,IF(B13="Regular",0.1*H28,IF(B13="Builder",0.05*H28,0)))$ . The spreadsheet contains the following data:

Order Number	1234
Date of Order	39337
VAT Rate	17.5
Discount Rate	Builder

Stock Ref	Description	Cost Per Unit	Units Required
1234	=VLOOKUP(A16,Stock,3)	=VLOOKUP(A16,Stock,2)	=VLOOKUP(A16,Stock,4)
1200	=VLOOKUP(A17,Stock,3)	=VLOOKUP(A17,Stock,2)	=VLOOKUP(A17,Stock,4)
1001	=VLOOKUP(A18,Stock,3)	=VLOOKUP(A18,Stock,2)	=VLOOKUP(A18,Stock,4)
1001	=VLOOKUP(A19,Stock,3)	=VLOOKUP(A19,Stock,2)	=VLOOKUP(A19,Stock,4)
1001	=VLOOKUP(A20,Stock,3)	=VLOOKUP(A20,Stock,2)	=VLOOKUP(A20,Stock,4)
1001	=VLOOKUP(A21,Stock,3)	=VLOOKUP(A21,Stock,2)	=VLOOKUP(A21,Stock,4)
1001	=VLOOKUP(A22,Stock,3)	=VLOOKUP(A22,Stock,2)	=VLOOKUP(A22,Stock,4)
1001	=VLOOKUP(A23,Stock,3)	=VLOOKUP(A23,Stock,2)	=VLOOKUP(A23,Stock,4)
1001	=VLOOKUP(A24,Stock,3)	=VLOOKUP(A24,Stock,2)	=VLOOKUP(A24,Stock,4)

Date Required	39340
---------------	-------

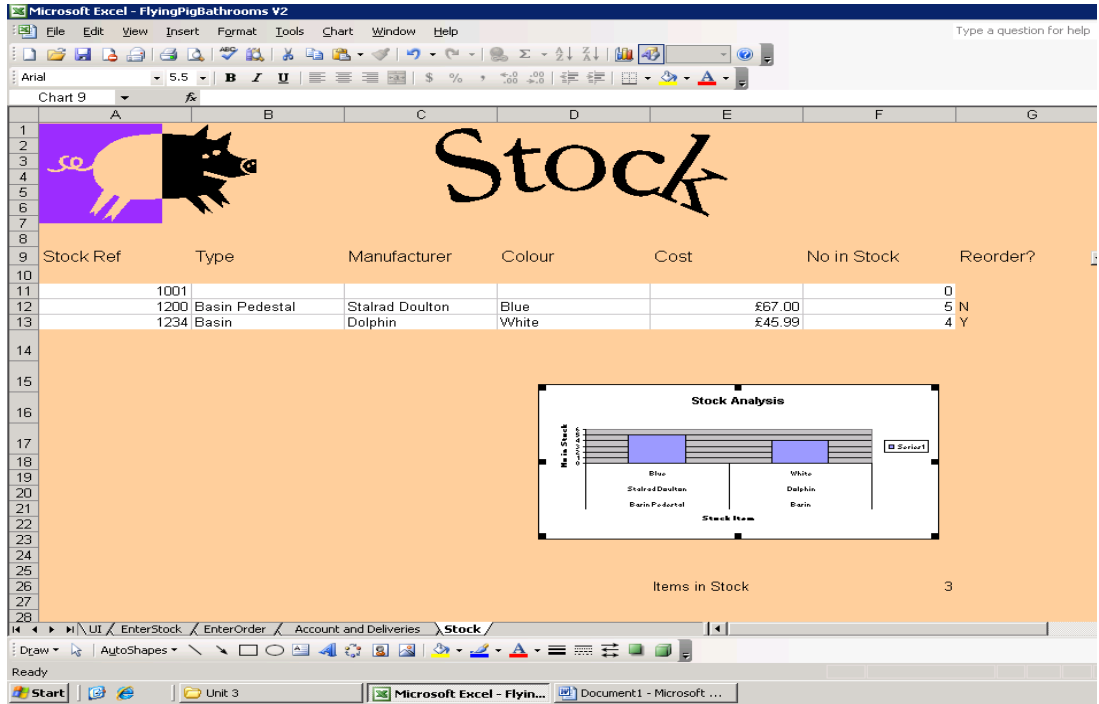
The screenshot shows the Microsoft Excel interface for 'FlyingPigBathrooms V2'. The formula bar at the top displays the formula:  $=IF(B13="Trade",0.2*H28,IF(B13="Regular",0.1*H28,IF(B13="Builder",0.05*H28,0)))$ . The spreadsheet contains the following data:

Customer Name	Mrs G Hemmin
Address 1	19 West Bank I
Address 2	South Anston
Address 3	Sheffield
PC	S25 5HT

Cost Per Unit	Units Required	Subtotal Inc VAT
=VLOOKUP(A16,Stock,5)	1	=(1+\$B\$12/100)*E16*G16
=VLOOKUP(A17,Stock,5)	1	=(1+\$B\$12/100)*E17*G17
=VLOOKUP(A18,Stock,5)	0	=(1+\$B\$12/100)*E18*G18
=VLOOKUP(A19,Stock,5)	0	=(1+\$B\$12/100)*E19*G19
=VLOOKUP(A20,Stock,5)	0	=(1+\$B\$12/100)*E20*G20
=VLOOKUP(A21,Stock,5)	0	=(1+\$B\$12/100)*E21*G21
=VLOOKUP(A22,Stock,5)	0	=(1+\$B\$12/100)*E22*G22
=VLOOKUP(A23,Stock,5)	0	=(1+\$B\$12/100)*E23*G23
=VLOOKUP(A24,Stock,5)	0	=(1+\$B\$12/100)*E24*G24
Total Ex Del		=SUM(H16:H24)
Del Reqd		<input checked="" type="checkbox"/>
Cost Delivery		=IF(H26=TRUE,50,0)
Total Inc Del		=H25+H27
Discount		=IF(B13="Trade",0.2*H28,IF(B13="Regular",0.1*H28,IF(B13="Builder",0.05*H28,0)))
Amount Owing		=H28-H29

Graphs



**Sorting evidence**

- Before sort

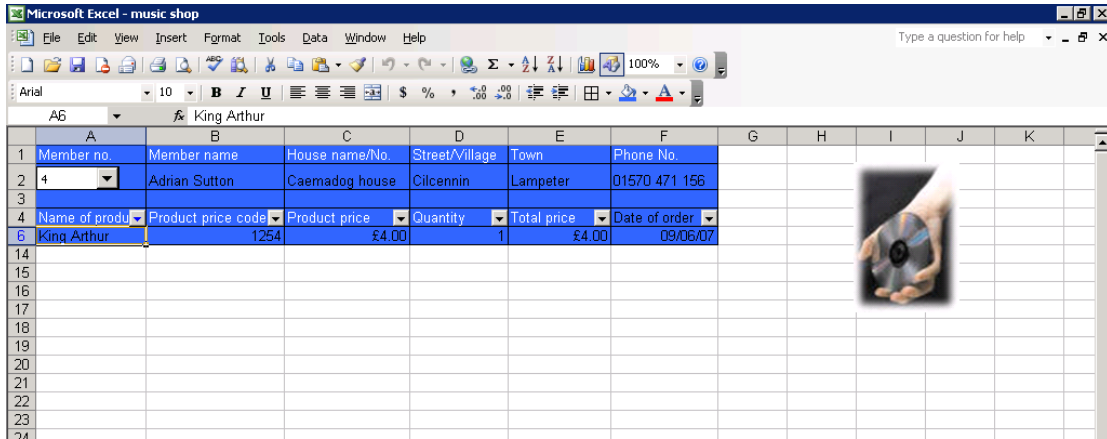
	A	B	C	D	E	F
1	Member no.	Member name	House name/No.	Street/Village	Town	Phone No.
2	4	Adrian Sutton	Caemadog house	Cilcennin	Lampeter	01570 471 156
3						
4	Name of product	Product price code	Product price	Quantity	Total price	Date of order
5	Pirates	6745	£5.00	2	£10.00	10/04/07
6	King Arthur	1254	£4.00	1	£4.00	09/06/07
7	Shrek	5643	£6.00	2	£12.00	03/11/07
8	Legally Blonde	2000	£5.00	4	£20.00	09/12/07
9	Braveheart	1099	£3.00	1	£3.00	11/12/07
10				Subtotal	£49.00	
11				Delivery charge		
12				VAT	£8.58	
13				Total	£57.58	

- After sort

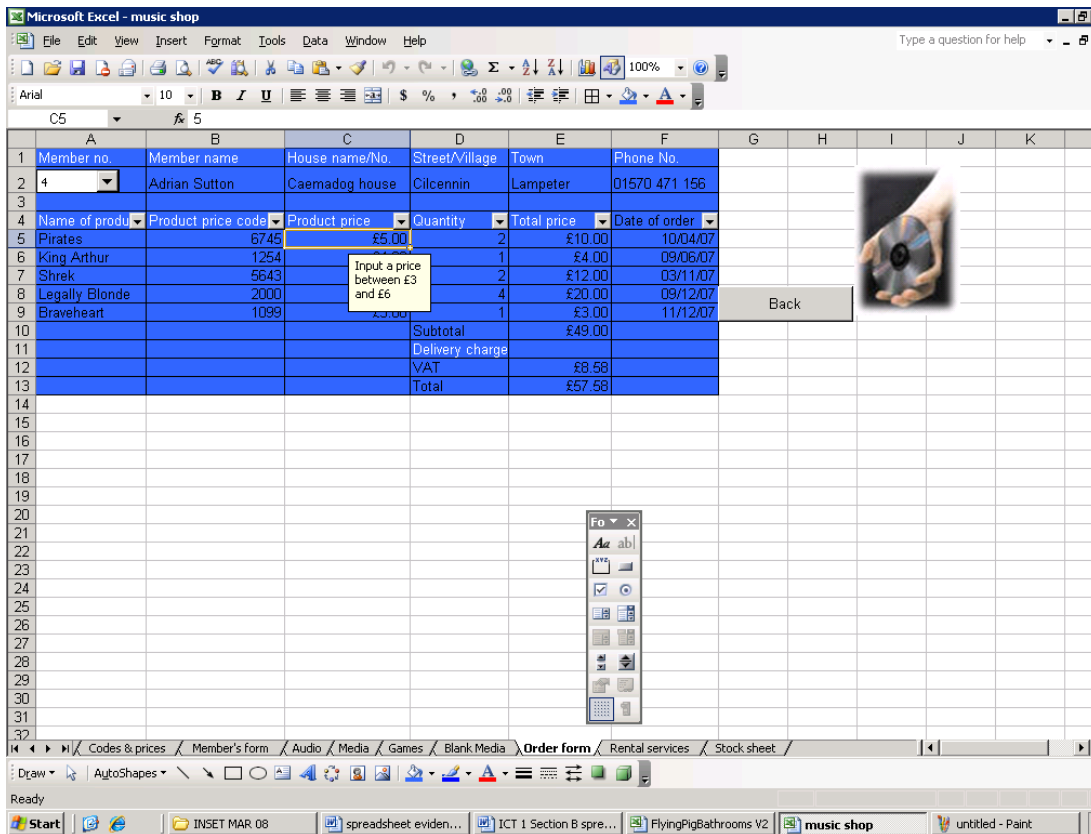
	A	B	C	D	E	F
1	Member no.	Member name	House name/No.	Street/Village	Town	Phone No.
2	4	Adrian Sutton	Caemadog house	Cilcennin	Lampeter	01570 471 156
3						
4	Name of product	Product price code	Product price	Quantity	Total price	Date of order
5	Braveheart	1099	£3.00	1	£3.00	11/12/07
6	King Arthur	1254	£4.00	1	£4.00	09/06/07
7	Legally Blonde	2000	£5.00	4	£20.00	09/12/07
8	Shrek	5643	£6.00	2	£12.00	03/11/07
9	Pirates	6745	£5.00	2	£10.00	10/04/07
10				Subtotal	£49.00	
11				Delivery charge		
12				VAT	£8.58	
13				Total	£57.58	

# ICT Unit 1 Spreadsheet

## Search



## Validation



*NB Construction of validation techniques would also be permissible.  
Remember validation is not a spinner or list box as these are recorded as a feature*