

Spreadsheet evidence should be restricted to printouts or screen shot in both ordinary and formula view with no annotation

Startup user Interface

Labels on form buttons



Multiple Worksheets

Worksheet showing Data and Labels

The screenshot shows a Microsoft Excel window titled "Microsoft Excel - FlyingPigBathrooms V2". The worksheet has a light orange background. In the top left, there is a logo of a pig with a purple body and a black silhouette. To its right, the text "Enter Stock" is written in a large, black, stylized font. A grey button labeled "Return To Menu" is in the top right. Below the logo and text is a table with a purple header and white data rows:

Stock Ref	
Type	Basin
Manufacturer	
Colour	
Cost	
No In Stock	

To the right of the table is a grey button labeled "Update Stock Sheet". A black arrow points from the "Update Stock Sheet" button to a red text box at the bottom of the worksheet that says "Control button used to initiate macro". Another black arrow points from the top of the worksheet to the "Enter Stock" text.

At the bottom of the Excel window, the taskbar shows the Start button, a search bar, and several open applications: "Unit 3", "Microsoft Excel - Flyin...", and "Document1 - Microsoft ...".

**Date
Function**

Spinners

Microsoft Excel - FlyingPigBathrooms V2

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

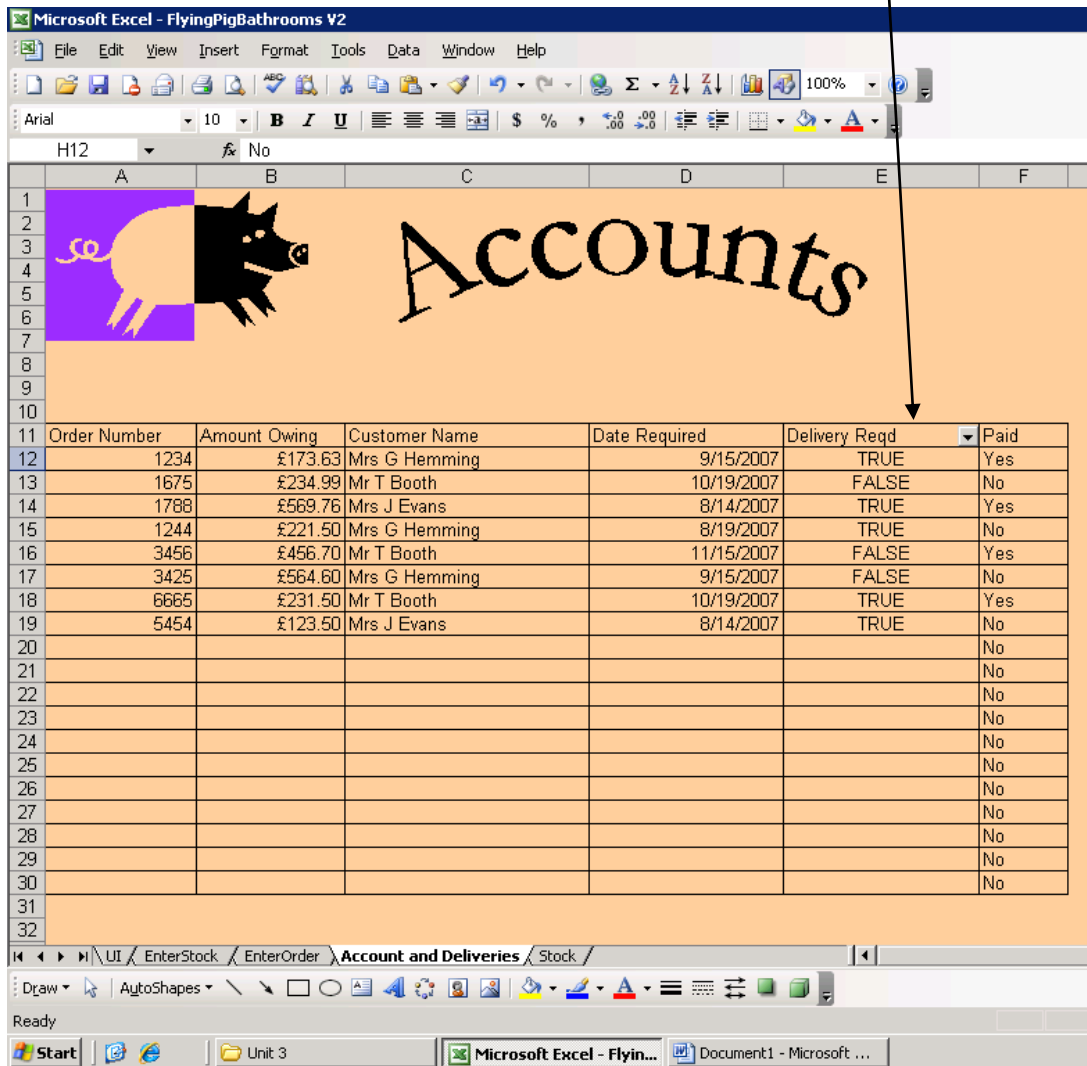
H29 =IF(B13="Trade",0.2*H28,IF(B13="Regular",0.1*H28,IF(B13="Builder",0.05*H28,0)))

3	Flying Pig Bathrooms					Print
10	Order Number	1234				Customer Name Mrs G Her
11	Date of Order	9/12/2007				Address 1 19 West B
12	VAT Rate	17.5				Address 2 South Ans
13	Discount Rate	Builder				Address 3 Sheffield
14						PC S25 5HT
15	Stock Ref	Description	Cost Per Unit	Units Required	Subtotal Inc VAT	
16	1234	Dolphin Basin White	£45.99	1	£54.04	
17	1200	Stalrad Doulton Basin Ped Blue	£67.00	1	£78.73	
18	1001	0 0 0	£0.00	0	£0.00	
19	1001	0 0 0	£0.00	0	£0.00	
20	1001	0 0 0	£0.00	0	£0.00	
21	1001	0 0 0	£0.00	0	£0.00	
22	1001	0 0 0	£0.00	0	£0.00	
23	1001	0 0 0	£0.00	0	£0.00	
24	1001	0 0 0	£0.00	0	£0.00	
25	Total Ex Del				£132.76	
26	Del Reqd				<input checked="" type="checkbox"/>	
27	Cost Delivery				£50.00	
28	Total Inc Del				£182.76	
29	Discount				£9.74	
30	Date Required	9/15/2007				Amount Owing £173.63

Data

Tick box

Drop down List



The screenshot shows an Excel spreadsheet with a header row (11) and data rows (12-30). The 'Delivery Req'd' column (E) contains a dropdown arrow in cell E12. A callout box from the top of the page points to this arrow.

Order Number	Amount Owing	Customer Name	Date Required	Delivery Req'd	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
					No
					No
					No
					No

Use of 3D referencing. (Data from EnterOrder pulled through to Accounts Sheet = Amount Owing.)

Sheets in Formula View

Formulae, VLookup Tables

The screenshot shows Microsoft Excel in Formula View. The active cell is H29, containing 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
1234	=VLOOKUP(A16,Stock,3)	=VLOOKUP(A16,Stock,2)	=VLOOKUP(A16,Stock,4)	=VLOOKUP(A16,Stock,5)
1200	=VLOOKUP(A17,Stock,3)	=VLOOKUP(A17,Stock,2)	=VLOOKUP(A17,Stock,4)	=VLOOKUP(A17,Stock,5)
1001	=VLOOKUP(A18,Stock,3)	=VLOOKUP(A18,Stock,2)	=VLOOKUP(A18,Stock,4)	=VLOOKUP(A18,Stock,5)
1001	=VLOOKUP(A19,Stock,3)	=VLOOKUP(A19,Stock,2)	=VLOOKUP(A19,Stock,4)	=VLOOKUP(A19,Stock,5)
1001	=VLOOKUP(A20,Stock,3)	=VLOOKUP(A20,Stock,2)	=VLOOKUP(A20,Stock,4)	=VLOOKUP(A20,Stock,5)
1001	=VLOOKUP(A21,Stock,3)	=VLOOKUP(A21,Stock,2)	=VLOOKUP(A21,Stock,4)	=VLOOKUP(A21,Stock,5)
1001	=VLOOKUP(A22,Stock,3)	=VLOOKUP(A22,Stock,2)	=VLOOKUP(A22,Stock,4)	=VLOOKUP(A22,Stock,5)
1001	=VLOOKUP(A23,Stock,3)	=VLOOKUP(A23,Stock,2)	=VLOOKUP(A23,Stock,4)	=VLOOKUP(A23,Stock,5)
1001	=VLOOKUP(A24,Stock,3)	=VLOOKUP(A24,Stock,2)	=VLOOKUP(A24,Stock,4)	=VLOOKUP(A24,Stock,5)

Multiple IF Function

Microsoft Excel - FlyingPigBathrooms V2

File Edit View Insert Format Tools Data Window Help

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H29 $=IF(B13="Trade",0.2*H28,IF(B13="Regular",0.1*H28,IF(B13="Builder",0.05*H28,0)))$

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

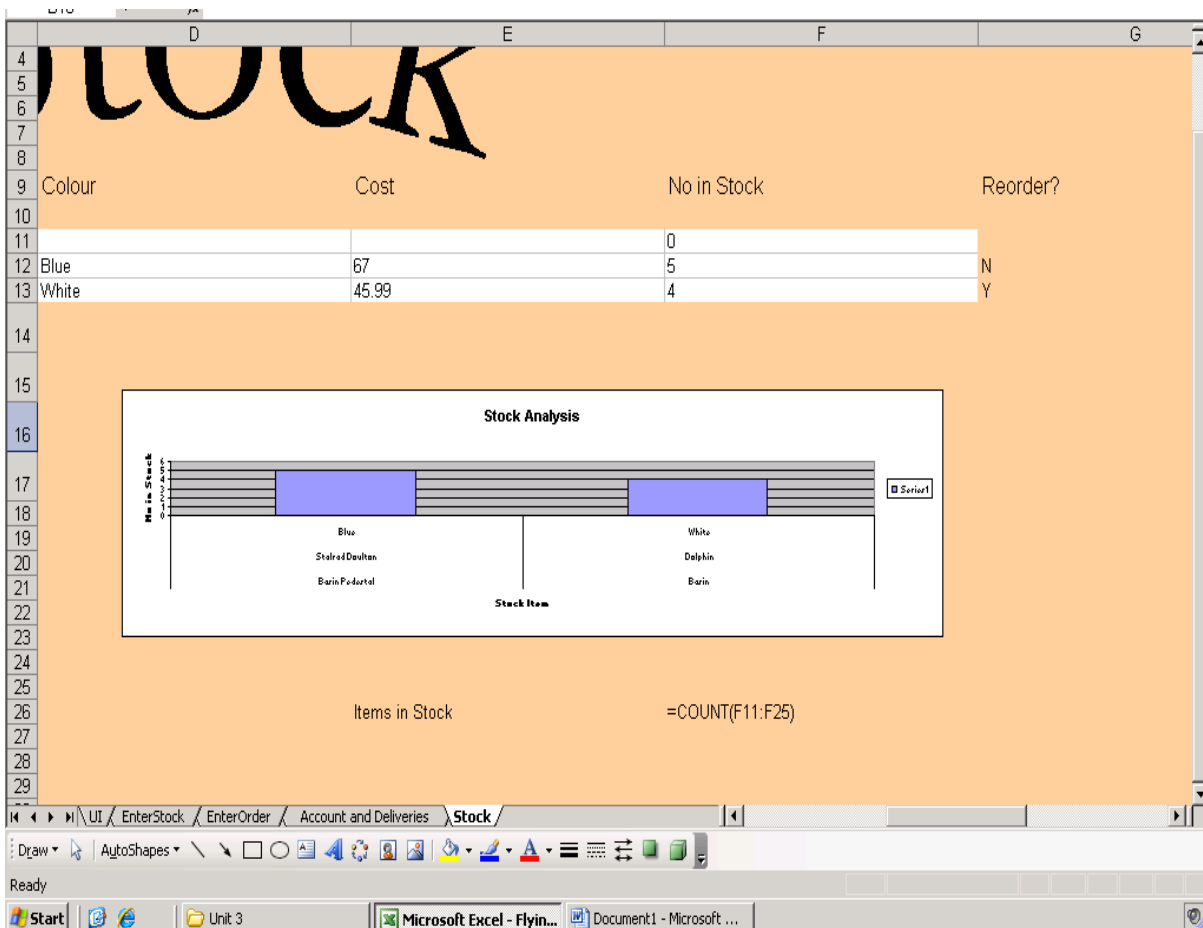
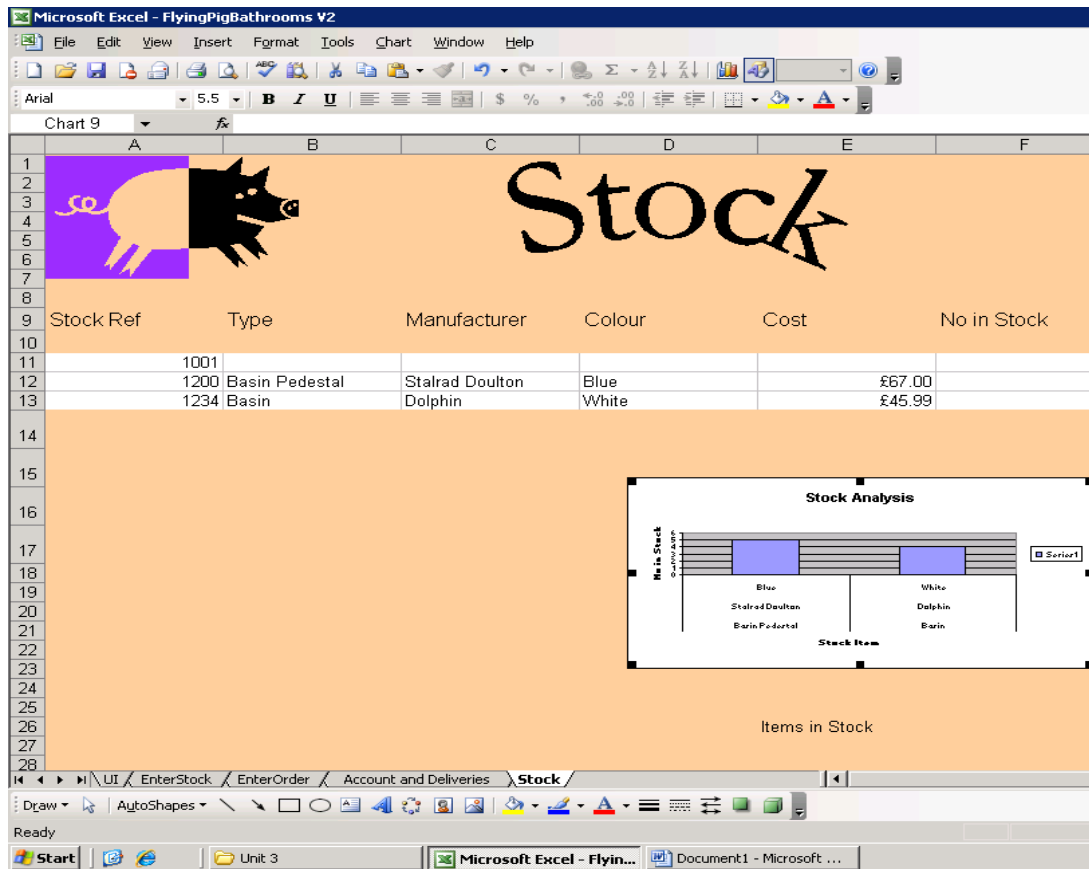
Customer Name Mrs G Hemmin
Address 1 19 West Bank I
Address 2 South Anston
Address 3 Sheffield
PC S25 5HT

Ready

Start Unit 3 Microsoft Excel - Flyin... Document1 - Microsof...

SUM Function

Appropriate Use of Graphs



Sorting evidence

Before sort

Sorted on Product Price Code

Microsoft Excel - music shop

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

After sort

Microsoft Excel - music shop

	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	

Search for specific criterion – King Arthur

The screenshot shows a Microsoft Excel spreadsheet titled 'music shop'. The data is organized in a table with the following columns: Member no., Member name, House name/No., Street/Village, Town, and Phone No. The search results are as follows:

Member no.	Member name	House name/No.	Street/Village	Town	Phone No.
4	Adrian Sutton	Caemadog house	Cilcennin	Lampeter	01570 471 156
Name of produ	Product price code	Product price	Quantity	Total price	Date of order
King Arthur	1254	£4.00	1	£4.00	09/06/07

The status bar at the bottom indicates '1 of 9 records found'. A task pane on the right shows a 'Find' dialog box.

Validation – and error message

The screenshot shows the same Microsoft Excel spreadsheet, but now with a validation error message displayed over the 'Product price' cell (C5). The error message reads: 'Input a price between £3 and £6'. The spreadsheet data is as follows:

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

The error message is triggered because the value in the 'Product price' cell (C5) is £5.00, which is within the range of £3 to £6. A 'Back' button is visible next to the error message.

Another approach could be to show the step by step creation of validation techniques. Remember Validation is not a spinner or list box as these are recorded as a feature. Review the specific instructions from WJEC on this task.

The context for the task in 2009/2010 is ‘business modelling’.

Care must be taken to ensure an appropriately demanding task is undertaken which addresses the features listed below.

Candidates will be given credit when providing practical evidence from their task to support their answers in the written examination. Candidates should produce a spreadsheet workbook which contains **evidence** of;

- worksheets showing labels, data, formula
- multiple sheets and the use of 3D referencing between them
- lookup or vlookup or hlookup tables

drop down list boxes

spinners for data entry

logical True or False or Tick Boxes or Option boxes

- startup user interface
- validation techniques and error messages produced
- sorting techniques
- Search for specific criteria
- Control buttons should be used to initiate macros.
- Appropriate use of graphs such as bar or column graphs, line graphs, pie charts, scatter graphs, pictographs

Candidates should be familiar with the following formulas / standard functions:

A	B
SUM	SINGLE IF
COUNT	MULTIPLE IF
MAX	DATE
MIN	ROUND
AVERAGE	
RAND	

and should include evidence of at least two formulas or standard functions from list A and two from list B in their workbook.

Simulation Modelling

Candidates should understand and be able to discuss the following;

- Definition of a simulation model.
- Uses of simulation modelling for weather forecasting, car crash analysis and financial forecasting.
- Advantages and disadvantages of using simulation models.
- Issues relating to hardware used for simulation modelling, including parallel and distributed processing.

Candidates should hand the task to their teacher beforehand for checking. The teacher will place the task evidence in a folder and return it to the student on the day of the exam to answer the questions on Section B from the exam paper, Unit 1.

Study the blog for an example of the type of questions which are asked on the spreadsheet modelling section.