

**B 028C**

# **National Council for Vocational Awards**



## **Spreadsheet Methods Level 2 Practical Examination**

**Duration: Two Hours**

### **INSTRUCTIONS TO CANDIDATES**

1. Attempt all **four** tasks **in order**.
2. Read the paper throughout before you carry out any of the tasks.
3. Enter your name and Examination Number clearly on all printouts.
4. Printing may be carried out, under supervision, after the time allowed for the practical examination but no alterations may be made to saved files.
5. The use of calculators is strictly forbidden.
6. The following specifications apply to all tasks:
  - (i) The main and second headings should be centrally aligned over the data.
  - (ii) Column widths should be set to appropriate values.
  - (iii) Column headings should be centrally aligned.
  - (iv) Side headings should be right aligned.
  - (v) All text (character) data should be left aligned (unless otherwise indicated).
  - (vi) All numeric data should be centrally aligned (unless otherwise indicated).
  - (vii) All monetary data should be displayed in currency format with one decimal place (unless otherwise indicated).
  - (viii) All printouts should show row/column identifiers.

## Introduction

Full Cover Insurance is a small insurance company who specialise in a limited sector of the insurance market. You are required to produce a confidential report for 1996 and then to carry out two modifications to that report. Finally you are required to produce a pie chart to show the breakdown of the profit for the company.

### Task 1

**30 marks**

1.1 Set up the spreadsheet and input the data as shown in **Figure 1** below.

Full Cover Insurance					
Confidential Report 1996					
				Claim	Gross
Category	Type	Value	Premium	Provision	Profit
1	Private Property	£490.6		£47.8	
2	Commercial Property	£762.4		£62.2	
3	Private Cars	£124.7		£9.8	
4	Commercial Fleet	£184.2		£13.2	
5	Livestock	£78.5		£6.4	
		Total Claim Provision:			
			Total Gross Profit:		
Name:					
Exam No:					

**Figure 1**

- 1.2 The **Premium** should be calculated as 10% of the **Value**.
- 1.3 Calculate the **Gross Profit** as **Premium** minus **Claim Provision**.
- 1.4 Use the SUM function to calculate the **Total Claim Provision** as the sum of the **Claim Provisions**.
- 1.5 Use the SUM function to calculate the **Total Gross Profit**, as the sum of the **Gross Profit** figures
- 1.6 Insert your Name and Examination Number in the second column, beside the appropriate label.
- 1.7 Save the spreadsheet under the filename **REPORT1**, for printing now or later.

**Task 2****25 marks**

- 2.1 (a) Move your name and examination number to the fourth column.  
 (b) Hide the second column (**Type**) and the third column (**Value**). (The shaded area indicates the two hidden columns, and will not appear on your screen in Figure 2 below).
- 2.2 Input the additional information as shown in **Bold** print in **Figure 2** . Move side headings as required.

Full Cover Insurance							
Confidential Report 1996							
		<b>Premium</b>		<b>Outstanding</b>	<b>Average</b>	<b>Claim</b>	<b>Gross</b>
<b>Category</b>		<b>Rate</b>	Premium	<b>Claims</b>	<b>Claim</b>	Provision	Profit
1				<b>1.36</b>			
2				<b>1.04</b>			
3				<b>0.71</b>			
4				<b>1.12</b>			
5				<b>0.68</b>			
				<b>Total Claim Provision:</b>			
					<b>Total Gross Profit:</b>		
<b>Category:</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	
<b>Avg. Claim:</b>		<b>65%</b>	<b>78%</b>	<b>112%</b>	<b>72%</b>	<b>121%</b>	
Name:							
Exam No:							

**Figure 2**

- 2.3 (a) Use the IF function to insert the **Premium Rate** figures based on the following information:  
 If the **Category** is 5, then the **Premium Rate** is 18%,  
 Otherwise the **Premium Rate** is 14%.  
 (b) Display the **Premium Rates** as percentage and align centrally.
- 2.4 (a) Delete the values in the **Premium** column.  
 (b) Calculate the **Premium** as the **Value** multiplied by the **Premium Rate**.  
 (Note: You may have to temporarily unhide a column for this task).
- 2.5 Use the LOOKUP function to insert the average claim as the **Avg. Claim** from the table, multiplied by the Premium and insert into the column under the **Average Claim** column heading.
- 2.6 (a) Delete the values in the **Claim Provision** column.  
 (b) Calculate the **Claim Provision** as the **Outstanding Claims** multiplied by the **Average Claim**.
- 2.7 Save the spreadsheet under the filename **REPORT2**, for printing now or later.  
 (This printout will be of a selected area, to print the whole spreadsheet but not first and second headings)

**Task 3**

**35 marks**

3.1 Input the additional information as shown in **Bold** print in **Figure 3** below. Move side headings as required.

Full Cover Insurance									
Confidential Report 1996									
	Premium		Outstanding	Average	Claim	Fixed		Gross	
Category	Rate	Premium	Claims	Claim	Provision	Costs	Comm.	Profit	
1			1.36			<b>£0.25</b>			
2			1.04			<b>£1.44</b>			
3			0.71			<b>£0.51</b>			
4			1.12			<b>£0.72</b>			
5			0.68			<b>£1.13</b>			
			Total Claim Provision:						
						Total Gross Profit:			
<b>Fixed Assets:</b>	<b>£24.22</b>					<b>Profit after Depreciation:</b>			
<b>Depreciation:</b>						<b>Dividend:</b>			
Category:	1	2	3	4	5				
Avg. Claim:	65%	78%	112%	72%	121%				
Name:									
Exam No.									

**Figure 3**

- 3.2 Use the IF function to calculate the **Comm.** on the following basis:  
 If the **Premium** is greater than 70, then the **Comm.** is 15% of the **Premium**,  
 If the **Premium** is between 31 and 70, then the **Comm** is 10% of the **Premium**,  
 Otherwise the **Comm.** is 5% of the **Premium**
- 3.3 (a) Delete the values in the **Gross Profit** column.  
 (b) Recalculate the **Gross Profit** figures as the **Premium** minus the **Claim Provision**, minus the **Fixed Costs** and minus the **Comm.**
- 3.4 Calculate the **Depreciation** using the Straight Line Depreciation function, based on the following information:  
 Cost of fixed assets as displayed in Fixed Assets:,  
 Salvage(Scrap) value of fixed assets = £ 2.5,  
 The expected Life of the assets = 15 years.
- 3.5 Calculate the **Profit after Depreciation** as the **Total Gross Profit** minus the **Depreciation** and insert in the appropriate cell.
- 3.6 Sort the spreadsheet in ascending order on the **Premium** column.
- 3.7 Calculate the **Dividend** on the following basis:  
 If the **Total Claims Provision** is greater than twenty five times the **Total Gross Profit** then there is no **Dividend**.  
 Otherwise the **Dividend** is calculated as a percentage of the **Gross Profits** for the individual **Categories** as follows: 8% of **5** + 10% of **4** + 2% of **2**.
- 3.8 Save the spreadsheet under the filename **REPORT3** for printing now or later.  
 Produce two printouts (in landscape orientation, if your printer accommodates such) of **REPORT3** to show (i) **Values** and (ii) **formulas and cell references**.

## **Task 4**

**10 marks**

- 4.1 Produce a **Pie Chart** (either 2D or 3D), from the spreadsheet REPORT3 to show the Gross Profit for each Category.
- (a) The values should be taken from the **Gross Profit** column.
  - (b) The pie chart should have the heading **Profit Distribution**.
  - (c) Each section of the pie chart should be labelled with the **Type** and percentage of the profit for each **Type**.
- 4.2 Save the Pie Chart under the filename **PROFIT** (either separately or as part of the spreadsheet - **REPORT3**), for printing now or later.

(Note: If you have not calculated the Gross Profit figures then you may insert the following alternative figures in the Gross Profit column, for the purpose of producing the Pie Chart: £ 2.0, £4.0, £6.0, £8.0 and £22.0)

## **CHECK LIST OF REQUIREMENTS**

At the end of the examination you should have the following items:

Tick ✓

- |  |   |                          |
|--|---|--------------------------|
| 1. The following <b>files</b> saved on disk:   | (a) <b>REPORT1</b>  | <input type="checkbox"/> |
|  | (b) <b>REPORT2</b>  | <input type="checkbox"/> |
|  | (c) <b>REPORT3</b>  | <input type="checkbox"/> |
|  | (d) <b>PROFIT</b>   | <input type="checkbox"/> |
| 2. The following <b>printouts</b> :<br>(showing row/column<br>identifiers)                                 | (a) <b>REPORT1.</b>   | <input type="checkbox"/> |
|  | (b) <b>REPORT2.</b>   | <input type="checkbox"/> |
|  | (c) <b>REPORT3</b> , to show all <b>values</b> .                        | <input type="checkbox"/> |
|  | (d) <b>REPORT3</b> , to show all <b>formula</b> and cell<br>references. | <input type="checkbox"/> |
|  | (e) <b>The Pie Chart (PROFIT).</b>                                      | <input type="checkbox"/> |
| 3. Return your disk, printouts and this examination paper to the supervisor at the end of the examination. |   |                          |