



(National Council for Vocational Awards)



Spreadsheet Methods B20028

Practical Examination 2004
This exam counts for 50% of the module

Duration: Two Hours

INSTRUCTIONS TO CANDIDATES

1. Attempt **all** 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 alteration may be made to saved files.*
5. The use of calculators is strictly forbidden.
6. Files must be saved on your allocated network drive/home folder.
7. At the end of the examination, return all printouts and this examination paper to the exam supervisor.

Candidate Name: _____ **Date:** _____

PPS Number: _____

Markstown Insurances Ltd retails insurance policies. They sell different types of insurance and pay commission to their sales personnel based on certain criteria. You are required to set up a spreadsheet to assist with the calculation of the commissions.

All monetary data should be displayed in currency format with two decimal places.

	A	B	C	D	E	F
1	Markstown Insurances Ltd					
2						
3	Policy Sales: Bonus Calculations					
4						
5		Life	Misc.	Policies	Commission	
6	Salesperson	Policies	Insurances	Total	Rate	Commission
7	Michael	23	78			
8	Elinor	12	67			
9	Brian	45	34			
10	William	67	55			
11	Sean	11	29			
12						
13	Name:				Total:	
14	Date:				Average:	

Figure 1

- Set up the spreadsheet and input the data as shown in Figure 1, with alignments as shown and appropriate column widths.
- Insert today's date from the computer clock beside the heading **Date:**
- Calculate the **Policies Total** as the sum of **Life Policies** and **Misc. Policies**
- Use the IF function to calculate the **Commission Rate** based on the following information:

If the **Policies Total** is greater than 100, the **Commission Rate** is €55.75

Otherwise the **Commission Rate** is €43.25
- Calculate the **Commission** as the **Policies Total** multiplied by the **Commission Rate**.
- Use the SUM function to calculate the total **Commissions**, and display in the cell beside the side heading **Total:**
- Use the AVERAGE function to calculate the average **Commissions**, and display in the cell beside the side heading **Average:**
- Insert your Name in the second column, beside the appropriate label.
- Save the spreadsheet using the name **MARKSTOWN1**, for printing now or later.
 - Produce a printout of the whole spreadsheet, **MARKSTOWN1**, excluding the main heading, and showing Row/Column identifiers.
 - Produce a printout of the spreadsheet, **MARKSTOWN1**, showing all formulae with cell references and Row/Column identifiers.

10.Delete the record for Brian from the spreadsheet.

11.Input the additional information as shown in **Bold** print in Figure 2 below, and move the side heading **Date:** and today's date to their new positions.

	A	B	C	D	E	F	G	H	I	J
1	Markstown Insurances Ltd									
2										
3	Policy Sales: Bonus Calculations									
4										
5		Life	Misc.	Policies	Commission		Sales	Target	Total	Percentage
6	Salesperson	Policies	Policies	Total	Rate	Commission	Target	Bonus	Payment	Of Average
7	Michael	23	78							
8	Elinor	12	67							
9	William	67	55							
10	Sean	11	29							
11	Gary	43	61							
12										
13					Total:			Total:		
14					Average:			Average:		
15										
16	Salesperson:	Michael	Elinor	Brian	William	Sean	Gary			
17	Sales Target:	95	95	85	110	65	110			
18										
19	Name:									
20	Date:									

Figure 2

12.Insert the additional record for Gary as shown.

13.Use the LOOKUP function to insert the **Sales Target** from the table into the column under the column-heading **Sales Target**.

14.Use an IF statement to apply the **Target Bonus** based on the following basis:

- If the **Policies Total** exceeds the **Sales Target** and the salesperson is on the *higher Commission Rate* then the **Target Bonus** is €5000
- If the **Policies Total** exceeds the **Sales Target** and the salesperson is on the *lower Commission Rate* then the **Target Bonus** is €4000
- Otherwise the **Target Bonus** is granted at €2000

15.Calculate the **Total Payment** as the sum of the **Commission** and the **Target Bonus**

16.Calculate the **Total** and **Average** of the **Total Bonuses** as shown.

17.Calculate the **Percentage of Average** by expressing the **Total Payment** as a percentage of the **Average**.

18.Re-centre both headings as shown.

19.Sort the spreadsheet in ascending order on the **Total Payment** column.

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20. Save the spreadsheet under the name **MARKSTOWN2**, for printing now or later.
- (a) Produce a printout on one page, in landscape orientation, of the whole spreadsheet, **MARKSTOWN2**, showing Row/Column identifiers.
 - (b) Produce a printout on one page of the spreadsheet, **MARKSTOWN2**, showing all formulae with cell references and Row/Column identifiers.
21. Produce a **Bar Chart** from the spreadsheet **MARKSTOWN2** to show the **Total Payment** paid to each plant Salesperson.
- (a) The total payment should be taken from the **Total Payment** column.
 - (b) The bar chart should have the heading:
Sales Bonus Payments – Quarter 2.
 - (c) The X axis should have the Salespersons name under each bar and have the word **Seller** as the X axis label.
 - (d) The Y axis should show the payment made and have the words **Total Payment** as the Y axis label.
22. Save the bar chart under the filename **CHART** (either separately or as part of the spreadsheet - **MARKSTOWN2**), for printing now or later.
23. Print the chart.

CHECK LIST OF REQUIREMENTS

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

The following files saved on disk:

- (a) **MARKSTOWN1**
- (b) **MARKSTOWN2**
- (c) **CHART**

The following printouts:

- (a) **MARKSTOWN1**, (specified area only), to show all values.
- (b) **MARKSTOWN1**, to show all **formulae** and cell references.
- (c) **MARKSTOWN2**, to show all **values**.
- (d) **MARKSTOWN2**, to show all **formulae** and cell references.
- (e) **CHART**