

Spreadsheets pre-assessment section

1. Create the following spreadsheet and save it to your pre-assessment folder, backing up onto your pre-assess folder on OneDrive shared with your lecturer.

	A	B	C	D	E	F	G	H	I
1	Your Name:			Current Date:					
2									
3	Conversion rate between Miles and Kilometres								
4	1 mile=	1.60934 Kilometres			Starting pedometer kilometres:				
5					22343				
6									
7	Date:	Kilometres for trip:	Miles covered:	Time taken (hours):	Pedometer (after each Trip Km)	Speed (MPH):	Checkpoint:	Checkpoint Inspector Name:	Faster or Slower than average MPH?
8	07/08/2020	424		2.4			4		
9	14/08/2020	201		3.2			0		
10	21/08/2020	515		2.8			2		
11	28/08/2020	584		3.1			1		
12	04/09/2020	382		3.8			2		
13	11/09/2020	457		2.4			4		
14	18/09/2020	195		4.3			3		
15	25/09/2020	524		3.7			4		
16	02/10/2020	617		2.5			1		
17	09/10/2020	646		2.2			3		
18	16/10/2020	571		4.1			0		
19	23/10/2020	402		4.4			2		
20	30/10/2020	694		3.9			1		
21									
22	TOTAL KILOMETRES:								
23	TOTAL MILES:								
24									
25	Average MPH:								
26	Fastest MPH:								
27	Slowest MPH:								
28									
29									
30	No. of inspections:				Inspection Details				
31					Checkpoint:	Checkpoint Inspector Name:			
32					0	No inspection			
33					1	Karen Smilesbetter			
34					2	Johnny McDonald			
35					3	Ling Patel			
					4	Brilliant Omgona			

(A pdf showing the above spreadsheet is available, the file is named: speedsheets)

2. Use appropriate formula to complete the spreadsheet, as follows (using relative referencing and absolute referencing where appropriate):
 - In cell B1, insert your name.
 - Insert a formula into cell E1 to always show the current date.
 - The pedometer reading at the end of each journey has not been recorded, you are required to insert a formula to calculate the pedometer value at the end of each day trip. So, cell E8 needs to show the Pedometer (after the trip for the day) based upon the starting pedometer in kilometres. Cell E9 would take into consideration the previous end of day reading and the kilometres covered for the trip that day. Each cell underneath for the pedometer reading would be likewise.
 - From cell C8 down to cell C20 needs to calculate the number of miles covered, based upon the conversion rate provided within the shaded and emboldened area above the table. Do not type the conversion rate into the formula, use absolute referencing as required. Format to the nearest whole mile.
 - Speed in MPH (Miles Per Hour) from cell F8 to F20 requires completion.

continued on the next page ...

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- Checkpoint Inspector Name from cell H8 to H20 should be completed using a function to search for the Checkpoint name in the left-side column and return the full name of the inspector name from the greyed table headed up “Inspection Details”.
 - Cell B22 requires a calculation of the total Kilometres for all trips.
 - Cell B23 requires a calculation of the total Miles for all trips.
 - Cells B25, B26, B27, all require a predefined function to calculate each of the amounts relevant to each label shown. For example, for B25 insert a formula to calculate the average Miles Per Hour.
 - Not all day trips had an inspection, in cell B30, insert a formula to count the number of inspections that did take place.
 - Cells I8 through to I20 need a predefined function and use of relative reference to show the word “Faster” if the MPH for each day is faster than the average MPH shown in cell B25. For any daily MPH that do not exceed the average MPH, the word “Slower” must be displayed.
3. Create a bar chart showing the dates and the miles covered for each date. The chart must be labelled with an appropriate title, named axes. The bars and text on the chart need to be shown in a green colour. Place the chart starting at cell A38 for the top left corner of the chart.
 4. Create a line graph showing the dates and the MPH achieved for that date. The chart must be labelled with an appropriate title, named axes. The lines and text on the chart need to be shown in a blue colour. Place the chart on a sheet by itself (taking up the whole sheet), naming the sheet MPHchart.
 5. The following needs evidence as to how you would print hard copies, possibly make use of screenshot evidence. There is no need to physically print; just provide screenshot evidence within a Word document named: PrintEvidence
Place the Word document containing the screenshot (or Photographic) evidence in the Pre-assess folder and shared folder for your lecturer.

Show evidence for the printing of the following:
 - Printing of the whole spreadsheet in data view
 - Printing out only the values in cells A7:C20
 - Printing out of the bar chart with associated data
 - Printing of the graph chart by itself on one sheet
 6. Save the file, exit the spreadsheet application package.

Now continue to the DATABASE pre-assessment.