

ECDL Advanced – Unit 4
Syllabus Version 2.0 – Sample Test

Spreadsheets
Version SampleMQTB/2.0/SS3/v1.0

<h2 style="margin: 0;">SAMPLE TEST</h2>

You need to finalise a spreadsheet for a travel company, Rainbow that has branches throughout Europe. Amongst other things, you are required to change sales data and modify a pivot table, modify charts, link data and perform calculations on the data using various functions.

There are 20 tasks in this sample test with 5 marks available for each question.

You have 60 minutes to complete them.

Tasks.	Marks.						
1. Open the file called rainbow.xls from your Learner Drive. On the sales worksheet apply conditional formatting to the cell range C2:C18 as follows:	[5 Marks].						
<table><tr><th>Cell value</th><th>Cell Shading Colour</th></tr><tr><td>Between 20 and 30</td><td>Any light blue colour</td></tr><tr><td>Greater than 30</td><td>Any light grey colour</td></tr></table>	Cell value	Cell Shading Colour	Between 20 and 30	Any light blue colour	Greater than 30	Any light grey colour	
Cell value	Cell Shading Colour						
Between 20 and 30	Any light blue colour						
Greater than 30	Any light grey colour						
2. Add a function in cell D2 to round the value in cell C2 up to zero decimal places. Copy the function in cell D2 to the cell range D3:D18 .	[5 Marks].						
3. Add a function in cell E2 that will rank the number in cell C2 from highest to lowest, relative to the cell range named sales . Copy the function in cell E2 to the cell range E3:E18 .	[5 Marks].						

4.	On the staff worksheet, remove the horizontal split bar.	[1 Mark].
	Unhide row 5.	[1 Mark].
	Hide the staff worksheet.	[3 Marks].
5.	On the analysis worksheet, add a lookup function in cell C5 to show the name of the chief salesperson that deals with the region in cell B5 . Copy the function in cell C5 to the cell range C6:C31 . Save your file keeping the same filename rainbow.xls .	[5 Marks].
6.	Add a function in cell J5 that will display the first five characters of the contents of cell G5 . Copy the function in cell J5 to the cell range J6:J8 .	[5 Marks].
7.	Enter an appropriate criterion within the cell range A1:D2 and a database function in cell D33 to calculate the maximum sales for the North region of Europe.	[5 Marks].
8.	Hide the comment in cell G1 .	[2 Marks].
	Use a menu or shortcut key command to display ALL formulas used on the worksheet.	[3 Marks].
9.	On the yr 2008 worksheet, simultaneously sort the cell range A1:D81 by City in ascending order then by Region of Europe in ascending order.	[3 Marks].
	Apply an autofilter to the cell range A1:D81 so that Sales (€000) greater than 10 ONLY are visible.	[2 Marks].
10.	Ensuring that ALL other cells in the worksheet are available for data entry, protect ONLY the cell range D83:D85 using nochange as the password.	[5 Marks].
11.	On the forecast 2009 worksheet, delete the range name year .	[2 Marks].
	Edit the formula in cell B10 by using a named cell range instead of the B5:B8 cell references.	[3 Marks].
	Save your file keeping the same filename rainbow.xls .	

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12. Remove the hyperlink from the text in cell **B4**. [1 Mark].

Link the cell range **A4:B10** as a worksheet object to the line below the heading in the document named ***budgeted sales 2009.doc*** on your Learner Drive. [4 Marks].

Save and close your document keeping the same filename ***budgeted sales 2009.doc***.

13. Continue using the file ***rainbow.xls***. [2 Marks].

On the **forecast 2009** worksheet, delete the scenario named **Mid Case**.

Create a scenario named **Worst Case** as follows: [3 Marks].

Changing Cells	Cell values
B5	6,200
B6	6,500
B7	6,700
B8	6,400

14. On the **forecast 2010** worksheet, apply validation criteria to the cell range **B5:B8** so that **ONLY** a whole number between **6,500** and **8,000** can be entered. [3 Marks].

Apply a validation input message to the cell range **B5:B8** with the title **Number restriction** and input message **Whole number between 6,500 and 8,000**. [2 Marks].

15. On the **subtotals** worksheet, use a menu command to subtotal by sum the **Sales (€000)** column after each change in **Region of Europe** in the cell range **A1: D81**. [3 Marks].

Collapse **ALL** the subtotalled data so that **ONLY** the **Region of Europe** subtotals and the **Grand Total** are displayed. [2 Marks].

Save your file keeping the same filename ***rainbow.xls***.

16.	On the charting worksheet, find the chart beginning at cell A7 . Change the chart type for the Total Overheads (€000) data series ONLY to a line chart.	[2 Marks].
	On the chart beginning at cell A35 , without editing the contents of the cell range A33:F33 , delete the data series for Budgeted Overheads (€000) .	[3 Marks].
17.	On the chart beginning at cell A35 format the position of the data labels to appear at the outside end.	[2 Marks].
	Format the Budgeted Sales (€000) data series to display the jet image from your Learner Drive.	[3 Marks].
18.	On the pivot worksheet, change the content of cell C4 to 16 and refresh the pivot table.	[3 Marks].
	Filter the pivot table so that the East and West details do NOT display.	[2 Marks].
19.	Use menu commands to replace the formulas in the cell range C104:C106 with values.	[2 Marks].
	In cell A108 type the menu commands you used.	[3 Marks].
20.	From the pivot worksheet record a macro named footer that inserts the file path and file name in the right section of the footer. Accept default settings. Save your file keeping the same filename rainbow.xls . Save and close ALL files and the spreadsheet application.	[5 Marks].
Total Marks		100

This is the end of the sample test.
If you have time, check the work you have done.