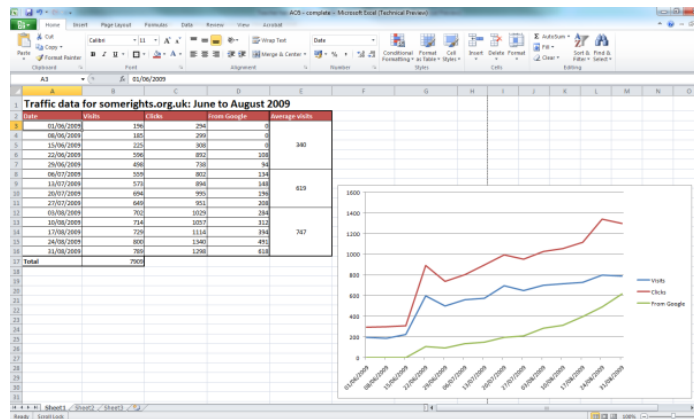


AO5: Spreadsheet



Tasks

In this assessment objective, you will complete a spreadsheet & perform analyses on it. Complete the tasks below in order to do this. You need to show that you can use **cell referencing, formulas & functions**. Take screenshots as evidence of completing the tasks, saving them in a blank document called “AO5 Evidence”.

Pass

- Using fonts, colour, borders & sizing, format the spreadsheet appropriately.
- Using the key for donations, enter the values of donations in column E in the second table.
- Work out the total donation by adding gift aid if it is indicated in column F. Enter the total donations in column G.
- Calculate the grand total for donations for this period.
- The entry for Jin Zenshin is incorrect. He did not make a B donation – he donated £10. Change the spreadsheet and see what effect this change has.
- Print preview your spreadsheet.

Merit

- Find the average visits for the months of June, July and August separately. Display them on your spreadsheet.
- Find the average donations for this period. Display this on your spreadsheet.
- Find the maximum number of clicks for any week and display it on your spreadsheet.
- Format your spreadsheet so the traffic data prints out on one page, and the donation data prints out on a second page.
- Joseph Carney's entry for Gift Aid *should* read “yes”. Add the value of Gift Aid to his donation and see what effect this change has.

Distinction

- Apply a header to your spreadsheet. Call it “Some Rights Reserved traffic & donation data”.
- Put the page number in the footer.
- Print preview your spreadsheet, and ensure that your traffic table fits on one landscape A4 page. Move your donations table so it fits on the next page.