

In your work for the University of Tawara you are going to use a spreadsheet to analyse data about students and tutors.

Different faculties within the University use different platforms, some use MACs and some use PCs, and those faculties using PCs use different vendors' software packages.

The University of Tawara logo includes an italic red sans-serif font on a pale blue background. It also uses these styles for all of its products.

Currency values in Tawara are in \$ with 2 decimal places.

12 Using suitable spreadsheet software, open and examine the data in the files:

COURSE.CSV
FACULTY.CSV
QUALS.CSV
TUTOR.CSV

In the most appropriate file, create a header containing the text **Available Courses – last edited by:** followed by your name, Centre number and candidate number. [2]

13 Insert a formula in cell D2 which uses the most appropriate file to look up the name of the Faculty. [6]

14 Insert a formula in cell F2 which uses the most appropriate file to look up the full name of the qualification. [7]

15 Replicate the formulae placed in steps 13 and 14 for all courses. [1]

16 Apply the University's house style to row 1. [3]

Evidence 5

Save your spreadsheet as **Tawara1_** followed by your Centre number_candidate number

The data manager would prefer another solution to that shown in steps 13 and 14. The new solution is to use a single data file.

17 Create a word processed document for the data manager, of no more than 400 words, to:

- (a) explain how the new solution would work [2]
- (b) compare and contrast the new solution to your solution in steps 13 and 14 [3]
- (c) evaluate a suggestion that named ranges could be used within these formulae. [5]

Evidence 6

Save your word processed document as **Evidence1_** followed by your Centre number_candidate number

18 Select only the courses where the code contains the letter E and the number 2.

Sort this data by:

- level in descending order, then
- faculty in ascending order. [5]

Evidence 7

Save your spreadsheet as **Tawara2_** followed by your Centre number_candidate number

19 *The University calculates tutors' pensions using the date that they started their employment. Use dd/mm/yy format.*

Using suitable spreadsheet software, load the file **TUTOR.CSV**

Place the text **Tawara University list of course tutors** in cell A1.

Merge cells A1 to M1 into a single cell. Centre align the contents of this cell. Apply appropriate formatting to this cell. [3]

20 You will place the date that will be used to calculate the pension in cell J2.

Restrict the data entry for this cell to ensure that only dates between (and including) 2010 and 2040 can be entered. Inform the user if incorrect data has been entered. [5]

Evidence 8

Save your spreadsheet as **Tutor2_** followed by your Centre number_candidate number

21 Open the document **TESTTABLE.RTF**

Complete the test table for step 20.

If the actual outcome of the test is an error message, take a screenshot of the message for the user and place that in the correct cell of the table. [10]

Evidence 9

Save your document as **Test1_** followed by your Centre number_candidate number

22 In cell J2 enter the date of the 1st April 2017. [1]

23 In cell K5 use a function to display the date held in cells H5 to J5. [4]

24 In cell L5 enter a formula to calculate the number of days that this tutor has been employed by the University. [3]

25 In cell M5 enter a formula to calculate the number of years, rounded to 2 decimal places, that this tutor has been employed by the University. [5]

26 Replicate the formulae entered in steps 23 to 25 for all tutors. [1]

27 Format the appropriate cells into currency. [2]

Evidence 10

Save your spreadsheet as **Tutor3_** followed by your Centre number_candidate number

28 **Evidence 11**

Export your spreadsheet as a csv file

[1]

29 Create a word processed document of no more than 200 words.

In this document compare and contrast the suitability of the files saved and exported in Evidence 10 and Evidence 11. [5]

Evidence 12

Save your word processed document as **Explain_** followed by your Centre number_candidate number

BLANK PAGE

Permission to reproduce items where third-party owned material protected by copyright is included has been sought and cleared where possible. Every reasonable effort has been made by the publisher (UCLES) to trace copyright holders, but if any items requiring clearance have unwittingly been included, the publisher will be pleased to make amends at the earliest possible opportunity.

Cambridge International Examinations is part of the Cambridge Assessment Group. Cambridge Assessment is the brand name of University of Cambridge Local Examinations Syndicate (UCLES), which is itself a department of the University of Cambridge.