## 116937 Workplace Assessments

## Observation

The following questions will be performed by you, while being observed by the trainer

Specific Outcome 2 Create, open and save spreadsheets

* When creating new spreadsheets, the name of the new spreadsheet must allow the spreadsheet to be easily identified in terms of its purpose and content.
* The spreadsheet application program is opened
* A new spreadsheet is created: At least 4 columns and 4 rows of data are entered, no calculations.
* Methods of moving the cell cursor are demonstrated in order to move about the spreadsheet: At least 2 methods are demonstrated
* The Application Help facilities are used: Help facilities to be used at least twice in different situations
* Saving spreadsheets is explained in terms of its purpose and the destination of the saved filed
* The spreadsheet is saved with a specific name in a specific folder: At least two different methods of saving a spreadsheet
* An existing spreadsheet is opened and closed
* The spreadsheet application program is closed

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| **Action to be performed** | **Yes/No** |
| 1. **Highlight from Cell A1:G5 and keep the screen that way till the trainer has seen your computer screen or call the trainer to view your screen. (2)** |  |
| 1. **Open an Excel workbook (2)** |  |
| 1. **From A1 to D1, enter the following information: A1: Car; B1: House; C1: School; D1: Groceries. Once you have completed this task, enter an amount (only an estimate) from A2 to D2 for each of the payments that need to be made in an average budget each month. (8)** |  |
| 1. **Once the above tasks have been completed, use Save As to save your spreadsheet to My Documents with the name, Budget July, followed by your name and close Excel (3)** |  |
| 1. **Open Excel and use the Help feature to look up AutoSum. Once you have the required results from Help, copy the result and paste it in a Word document. Save the Word document in My Documents as Help feature followed by your name. (Help feature Raymond) (3)** |  |

## Problem Solving Assessment

Specific Outcome 3: Produce a spreadsheet from a given specification: At least 8 rows and 5 columns, first row to be column headings, first column to be row headings, the last row to be column totals, the last column to be row totals. E.g. Row1 \* Row2 = Row3 + Row4 - Row5 = Row6 / Row7 = Row8. Format limited to the assessment criteria of specific outcome 5.

**Assessment Criteria**

* A spreadsheet is produced with the required data from given specification: Text, numbers, dates
* Formula are entered to achieve the given specification: Formulae: addition, subtraction, division, multiplication, sum
* The differences between data cells, label cells, and formula cells are explained.
* The spreadsheet is in accordance with the given specifications
* The spreadsheet is saved regularly to avoid loss of data.
* Practices are demonstrated to ensure the integrity of the data: Check against data source, check-totals, audit formulae
* The benefits of saving a file in different formats is explained: Formats: Text, CSV, HTML, other software versions, other software types
* A spreadsheet is saved in a different format: At least two of: Text, CSV, HTML, other software versions, other software types

Specific Outcome 4: Edit a spreadsheet

* An existing spreadsheet is opened
* Cells are selected for manipulation and de-selected: Cell, cell range, entire column, entire row, entire spreadsheet
* Cells are manipulated: Move, copy, delete
* Use the automatic fill feature to automatically enter data in cells: At least two of: Year, Quarter, Month, Week, Day
* Text is located in a spreadsheet: Text is located and replaced in a spreadsheet

Specific Outcome 6: Check spelling in a spreadsheet

* The dictionary to be used for spelling and word usage is set up
* Text is entered and corrected automatically while entering
* Text is checked for spelling and grammar and corrections made based on judgement: Cell, range of cells
* Words are added to the custom dictionary

Specific Outcome 7: Print a spreadsheet

* A row is selected to print on each page of the printed spreadsheet

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| 1. Open a new spreadsheet and complete the following instructions: enter the following amounts in cells C1 to C5: C1: 28443; C2: 31296; C3: 8543; C4: 12; C5: 96. Set the number of decimal places to zero and the currency to R English. (3) |
|
| 1. Type the following names in cells A1:A5: Thabo, Lebohang, Jack, Raymond and Sally. Select all the names and change the font to Bookman Old Style and the font size to 12. Once you have completed these steps, select cell A2 (Lebohang) and use the Shrink to Fit feature to fit the name into the cell. (5) |
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| 1. In cells D1:D5 enter the following values: 150; 286; 94; 1268; 732. Use the AutoSum function to add these values so that the answer displays in D6. Save the workbook in an HTML format with the name Outcome 3 116937 followed by your name and close it. (2) |
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| 1. Open the car Sales workbook. Make the headings bold and italics Save the workbook in My Documents as Car Sales followed by your name and close the workbook. (5) |
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| 1. Open the Sales Projections Workbook. Repeat Jan-Mar in cells G2:I2 by using the AutoFill function. Once you have completed this, select cells A1:F16. Cut them and Paste them in cells B1:G16. Once you have completed the instructions, save the workbook in My Documents as Sales Projectionst, followed by your name. (5) |
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| 1. Use the find and replace function to find O’heads and replace it with Overheads. (2) |
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| 1. Run a spell check and correct all the spelling mistakes. (3) |
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| 1. Freeze the first column of the sales projections worksheet (View – Freeze panes) Save the workbook in My Documents as Sales Projections, followed by your name. (5) |
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| TOTAL: 87 |

## Workplace assignments

### Research assignment

1. Find out what spreadsheets are used for at work.
   1. Explain at least 3 different uses of spreadsheets at work.

### Reflexive questions

1. What benefits do spreadsheets have for the people who use them?

### Work sample

1. Produce a spreadsheet for your department. This could be to show sales figures, hours of attendance or absenteeism, fuel usage of vehicles, etc.
   1. Your spreadsheet must contain at least two formulas
   2. Use text, numbers and dates in your spreadsheet
   3. Format your spreadsheet
   4. Mail the spreadsheet to your facilitator