

**BCS IT User – Syllabus Version 1.0 – Sample Test**  
**Spreadsheets Level 1**  
**Version SampleMQTB/1.0/SS1/v1.0\_XP07**

<h2 style="margin: 0;">SAMPLE TEST</h2>
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You work for Pillsbury Appliances. One of your duties is to update a spreadsheet containing stock data. This includes creating a chart to analyse the data contained in the spreadsheet. You are also required to create a new spreadsheet.

All the files that you need are on the Learner Drive.

There are 30 questions in this test.

You have 45 minutes to complete them.

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Tasks	Marks
<p>Open the word processing application.</p> <p>On your Learner Drive find and open the <b>answerfile.docx</b> document.</p> <p>Enter your name in the space provided.</p> <p>Use this document to record your answers to questions 1-8.</p>	
<p>1. Which one of the following is a type of data that is needed in a spreadsheet?</p> <ul style="list-style-type: none"><li>A. Video.</li><li>B. Numbers.</li><li>C. Icons.</li><li>D. Audio.</li></ul> <p>Enter your answer, <b>A</b>, <b>B</b>, <b>C</b>, or <b>D</b> in <b>answerfile.docx</b> in the space for question 1.</p>	<p>[1 Mark].</p>

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2. Which one of the following is displayed to identify the rows of a spreadsheet? [1 Mark].

- A. Letters.
- B. Numbers.
- C. Symbols.
- D. Keys.

Enter your answer, **A**, **B**, **C**, or **D** in *answerfile.docx* in the space for question 2.

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3. Which one of the following is the number of elements of data that should be contained in any one cell in a spreadsheet? [1 Mark].

- A. One.
- B. Two.
- C. Three.
- D. Four.

Enter your answer, **A**, **B**, **C**, or **D** in *answerfile.docx* in the space for question 3.

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4. Which one of the following displays spreadsheet data in an easy-to-understand, graphical format? [1 Mark].

- A. Pictures.
- B. Shapes.
- C. SmartArt.
- D. Charts.

Enter your answer, **A**, **B**, **C**, or **D** in *answerfile.docx* in the space for question 4.

Save your document keeping the same filename *answerfile.docx*.

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5. Which one of the following can be used to create a formula in a spreadsheet? [1 Mark].

- A. Tables.
- B. AutoSum.
- C. Charts.
- D. Sorting.

Enter your answer, **A**, **B**, **C**, or **D** in *answerfile.docx* in the space for question 5.

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6. Which one of the following is good practice when creating formulas or using functions in a spreadsheet? [1 Mark].

- A. Not using parentheses.
- B. Using a full stop at the end.
- C. Typing data using uppercase.
- D. Using cell references rather than typing numbers.

Enter your answer, **A**, **B**, **C**, or **D** in **answerfile.docx** in the space for question 6.

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7. Which one of the following best describes a spreadsheet that is accurate and ready to be shared with others? [1 Mark].

- A. Previewed and printed.
- B. Proofread and spell checked.
- C. Saved and sent to the printer.
- D. Printed and closed.

Enter your answer, **A**, **B**, **C**, or **D** in **answerfile.docx** in the space for question 7.

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8. Which one of the following describes why you should observe guidelines and conventions when naming and storing spreadsheets? [1 Mark].

- A. To identify the user.
- B. To save the location and time of editing.
- C. To ensure standardisation.
- D. To ensure file accuracy.

Enter your answer, **A**, **B**, **C**, or **D** in **answerfile.docx** in the space for question 8.

Save and close your document keeping the same filename **answerfile.docx**.

Close the word processing application.

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9. Open the spreadsheet application. [2 Marks].

Open the file called **Appliance Data.xlsx** from your Learner Drive.

Find the **Products** worksheet and enter your name into cell **C1**.

Save this file to your Learner Drive using the new filename **Inventory.xlsx**.

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10. Continue using the new file **Inventory.xlsx**. [1 Mark].

Find cell **D7**.

Copy the data from this cell and paste it into cell **D6**.

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11. There is an error in the data. [1 Mark].  
Change the Item Code of the Dryer in cell **A17** to **DRY3672**.
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12. Delete row **19** which contains no data. [1 Mark].  
Save your file keeping the same filename **Inventory.xlsx**.
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13. Find the cell range **A11:A19**. [1 Mark].  
Format the data in these cells to be centre aligned.
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14. Continue using the cell range **A11:A19**. [1 Mark].  
Add a thick box border to this cell range.
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15. Find the cell range **E11:E19**. [1 Mark].  
Format the data in these cells to bold.
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16. Find the cell range **G11:G19**. [1 Mark].  
Format the data in these cells to display as **£** currency.
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17. Find cell **H11**. [1 Mark].  
Create a simple formula by subtracting the **Wholesale Price** in cell **F11** from the **Retail Price** in cell **G11**.  
Save your file keeping the same filename **Inventory.xlsx**.
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18. Find column **I**. [1 Mark].  
Widen this column as appropriate to display **ALL** the data.
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19. Change **ALL** occurrences of the word **Item** with the word **Unit**. [1 Mark].
- 
20. Find the table starting at cell **A10**. [1 Mark].  
Sort the table by **Product** in descending alphabetical order (Z to A).
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21. Find the column chart on the **Products** worksheet. [1 Mark].  
Add the title **Units in Stock** above the chart.  
Save your file keeping the same filename **Inventory.xlsx**.
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22. Find cell **G1**. [1 Mark].  
Insert the image **logo.jpg** from your Learner Drive into this cell.
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23. Check the whole spreadsheet for spelling mistakes using the most suitable tool from the application. [1 Mark].  
Make corrections where needed.  
You can safely ignore proper names.

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24. Change the paper size for the **Products** worksheet to A4. [1 Mark].

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25. Change the left margin of the **Products** worksheet to **1.4** cm. [1 Mark].  
Save your file keeping the same filename ***Inventory.xlsx***.

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26. Insert automatic page numbers to the footer of the **Products** worksheet. [1 Mark].

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27. Print one copy of the **Products** worksheet **ONLY**. [1 Mark].  
Accept default settings.

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28. Find the **Stock** worksheet. [1 Mark].  
Create a 3-D pie chart from the cell range **A1:B10**.  
Accept default settings.  
Save and close your file keeping the same filename ***Inventory.xlsx***.

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29. Create a new spreadsheet based on the blank workbook template. [2 Marks].  
In cell **A1**, enter the following text:  
**Stock Review**.

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30. Save the new file to your Learner Drive using the filename [1 Mark].  
***Appliance Updates.xlsx***.  
Close **ALL** files and the spreadsheet application.

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**Total Marks [32 Marks].**

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