X214/103

NATIONAL QUALIFICATIONS 2007

FRIDAY, 1 JUNE
9.00 AM – 10.45 AM

ADMINISTRATION
INTERMEDIATE 1
Instructions to Teachers/ Lecturers

SCOTTISH QUALIFICATIONS AUTHORITY ©

Instructions to Teachers/Lecturers

Prior to the examination the following files require to be created and saved using the file names indicated. This will enable the candidate to access the required information to complete the tasks.

Teachers and lecturers should ensure that candidates CANNOT access files prior to the examination.

Housestyle is acceptable for all documents. Ensure all data is **accurate**.

Any suitable font may be used. Margins should be set as per housestyle unless otherwise indicated.

SOSSS — a spreadsheet file

Note 1: Candidates may use the calculator function on their PC if they are familiar with it, or a hand-held calculator. The hand-held calculator must conform to Scottish Qualifications Authority guidelines.

Note 2: If the question paper necessitates, candidates may have access to a calendar, either an electronic or paper copy.

Note 3: On the date of the examination you are required to send printouts of the prepared files to the Scottish Qualifications Authority. These should be submitted, by the invigilator, along with the candidates' printouts in **each** return envelope.

FILENAME: SOSSS

Key in the following spreadsheet taking account of the following instructions.

- Wrap the text in the column headings as show and embolden.
- Format **Cost per person per month** column for currency to 2 decimal places.
- Exclude gridlines and row and column headings.
- Use portrait orientation.

	A	B	C	D	E	F
1	**Venue**	**Class name**	**Number of places**	**Number enrolled**	**Cost per person per month**	**Income**
2	Water Palace	Tadpoles	10	10	£15.00	
3		Ducklings	13	9	£17.50	
4		Otters	16	16	£19.50	
5		Dolphins	20	17	£20.75	
6	Swimnsplash	Tadpoles	7	7	£15.00	
7		Ducklings	12	11	£17.50	
8		Otters	16	14	£19.50	
9		Dolphins	15	15	£20.75	

[*END OF INSTRUCTIONS TO TEACHERS/LECTURERS*]

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