



Higher
Coursework
Assessment Task



Higher Administration and IT Assignment

Assessment task – Gadot Amateur Athletics Club

Marking instructions

General marking principles

Always apply these general principles. Use them in conjunction with the detailed/specific marking instructions, which identify the key features required in candidates' responses.

- a Always use positive marking. This means candidates accumulate marks for the demonstration of relevant skills, knowledge and understanding; marks are not deducted for errors or omissions.
- b If a candidate response does not seem to be covered by either the principles or detailed/specific marking instructions, and you are uncertain how to assess it, you must seek guidance from your team leader.
- c Candidates gain marks for specific skills, knowledge and understanding. Award marks for using different functions and features of a variety of IT applications in the following areas:

Spreadsheet – 24 marks

- ◆ using a range of simple, complex and advanced formulae to perform calculations and summarise information
- ◆ using a range of simple, complex and advanced functions to manipulate and analyse information

Word processing – 24 marks

- ◆ layout and presentation of information
- ◆ integration of information from other IT applications

Communication – 12 marks

- ◆ presenting/disseminating information to different audiences

d Layouts

Marks will be awarded for a wide variety of layouts used in word processing and desktop publishing tasks. Candidates will not be penalised for applying a layout to a document that is different to one that has been supplied in the detailed Marking Instructions. The over-riding principle is that a document must be 'fit-for-purpose'.

e Formulae

It is possible for candidates to use a variety of different formulae to resolve the problem and provide the information needed in the spreadsheet. Marks will be awarded where a formulae has been used that provides the correct answer, the formulae provided in the Marking Instructions is not the only correct answer.

f Printouts

Candidates are clearly directed, within the instructions, as to the printing requirements. Where a printout for a task is missing, marks will be awarded on any available alternative printout.

g Keying-in

Marks will be awarded for every block of text that is accurately keyed in. This will be for approximately every 25 words. Flags may be included where appropriate to identify where marks are awarded.

h **Marking codes**

Marking codes may be provided in the marking instructions for markers to use to identify what they are awarding marks for, eg F - formula, L - layout, to help with the quality assurance of marking.

Specific marking instructions

GUEST PRESENTATION	MARKS	COMMENT
Insert date	1	
Logo on all slides	1	In same position
Slide order	1	
Note added	1	
Internet research	2	3 pieces of personal information and 3 sporting achievements
Insert photograph	1	
Printing – all slides	1	Landscape, comments deleted
Printing – notes page	1	
Total	9	



Welcome
Laura Muir!

2 October 2021

1

The story so far...

Accept suitable photo of Laura Muir with a medal




PERSONAL FACTS

- Born in Inverness
- 1 brother – Rory
- Went to Glasgow University

SPORTING ACHIEVEMENTS

- 2018 European 1500 metres champion
- 2018 World indoor 1500 metres champion
- 2018 Diamond league winner 1500 metres

2

Train like a pro – weekly training routine 


Running

- Three track sessions a week, on Monday, Wednesday and Saturday, and they tend to be pretty tough.
- Fast pace with short recoveries, with the intervals ranging from 200m to 600m.

Strength and conditioning

- Body-weight training, which would involve press-ups, sit-ups, triceps dips and moves like that.
- Weights - working with a light barbell, about 12kg, and do squats, lunges and other leg work.

3

Fuel like a pro – food diary 

- Breakfast – porridge
- Lunch – eggs
- Dinner – fish and vegetables
- Snacks – apple and peanut butter
- Treats – chocolate or ice cream
- Alcohol – no thanks

4

Train like a pro – weekly training routine



Running

- Three track sessions a week, on Monday, Wednesday and Saturday, and they tend to be pretty tough.
- Fast pace with short recoveries, with the intervals ranging from 200m to 600m.

Strength and conditioning

- Body-weight training, which would involve press-ups, sit-ups, triceps dips and moves like that.
- Weights - working with a light barbell, about 12kg, and do squats, lunges and other leg work.

Laura trains 6 days a week. She runs 50/60 miles per week and spends one day in the gym.

LETTER WITH ITINERARY	MARKS	COMMENT
Insert Letterhead	1	
Ref & date	1	
Subject heading	1	
Footer – all both pages	1	centred
Header – only on page 2	1	
Landscape – page 2	1	
Convert text to table	1	
Enhance itinerary & fit to 1 page	1	
Keyboarding – Ardentinny Information	3	
Indent keyboarding	1	
Footnote	1	
Sort kit alphabetically	1	
Kit 2 columns	1	
Find/replace	1	
Complimentary close, name & designation	1	
Presentation	1	
Print double sided with comments removed	1	
Total	19	

Gadot Amateur Athletics Club
Bayley Sports Hub
130 Red Lane
PAISLEY
PA31 6RS



Email: gaac@mailier.com
Tel: 01412283331

PM/Candidate Initials

Date

Dear Member

END OF SEASON AWAY DAY – 4 SEPTEMBER 2021

As a reward for all your hard work and effort at training sessions and at competitions, the Club has organised a trip to Ardentinny Outdoor Centre for athletes in all categories from Under 11 to Under 17.

Ardentinny has provided us with the following information about the Centre:

We're an outdoor education centre, situated in the remote village of Ardentinny, where you, your family or group can experience and learn a wide range of challenging and exciting outdoor activities. We see the great outdoors as a place to inspire and motivate; a context for exploring and developing personality and relationships.

Different from most outdoor centres, we are a registered charity. That means that we work to give every person the possibility to enjoy the benefits of outdoor education.

Many exciting activities are offered at the Centre including abseiling, archery, climbing, orienteering, kayaking and many more. Athletes will need to bring the following items:

Fleece	Spare clothes
Gloves	Thick socks
Hat	Water bottle
Lunch box	Waterproof jacket ¹
Snacks	Wellies

Please find a copy of the itinerary for the day overleaf.

If you are interested please collect an Expression of Interest form from The Hub — this should be signed and returned by 2 August 2021. Places will be allocated on a first come basis. If all places have been allocated, your name can be added to a reserve list.

Looking forward to a great day after a successful season.

Yours faithfully

Peter MacDonald
Competitions Manager

¹ waterproof jackets and wellies will be available to borrow from the Centre

Good is not good when better is expected

ITINERARY

0800 hours	Bus departs The Hub
0840 hours	Arrive Gourock for ferry to Dunoon
0915 hours	Ferry departs for Dunoon
0940 hours	Arrive Dunoon
1000 hours	Arrive at Ardentinny Outdoor Centre – centre-led activities
1600 hours	Depart Centre for ferry terminal
1620 hours	Arrive Dunoon ferry terminal
1650 hours	Ferry departs for Gourock
1715 hours	Arrive Gourock
1815 hours	Estimated arrival time at The Hub

Good is not good when better is expected

EXPRESSION OF INTEREST FORM	MARKS	COMMENT
Logo	1	Club name and logo
Relevant information	3	Heading/expression of interest Name of trip Date of trip Athlete's name Signature
Presentation/layout	1	
Total	5	

Expression of Interest Form

Ardentinny Outdoor Centre

4 September 2021



First Name	
Surname	
Category	
Date of Application	
Signature of Parent	
Signature of Athlete	

AWARDS COST	MARKS	COMMENT
Cost of Items (Vlookup)	2	
Sort by Event then Item	1	
Print	1	Omitting price list Must fit on one page
Total	4	

VALUE VIEW

CLUB CHAMPIONSHIP AWARDS - 2021

EVENT NAME	AGE GROUP	ITEM	COST
100 metres	Under 11 Boys	Boxed medal	£1.95
100 metres	Under 11 Girls	Boxed medal	£1.95
100 metres	Under 13 Girls	Metal plaque	£2.20
100 metres	Under 13 Boys	Metal plaque	£2.20
100 metres	Under 17 Girls	Trophy - silver	£12.99
100 metres	Under 17 Boys	Trophy - silver	£12.99
100 metres hurdles	Under 15 Boys	Silver salver	£7.50
100 metres hurdles	Under 15 Girls	Silver salver	£7.50
110 metres hurdles	Under 17 Boys	Trophy - silver	£12.99
110 metres hurdles	Under 17 Girls	Trophy - silver	£12.99
1500 metres	Under 13 Girls	Metal plaque	£2.20
1500 metres	Under 13 Boys	Metal plaque	£2.20
1500 metres	Under 15 Boys	Silver salver	£7.50
1500 metres	Under 15 Girls	Silver salver	£7.50
1500 metres	Under 17 Boys	Trophy - silver	£12.99
1500 metres	Under 17 Girls	Trophy - silver	£12.99
200 metres	Under 13 Girls	Metal plaque	£2.20
200 metres	Under 13 Boys	Metal plaque	£2.20
200 metres	Under 15 Boys	Silver salver	£7.50
200 metres	Under 15 Girls	Silver salver	£7.50
200 metres	Under 17 Girls	Trophy - silver	£12.99
200 metres	Under 17 Boys	Trophy - silver	£12.99
300 metres	Under 15 Boys	Silver salver	£7.50
300 metres	Under 15 Girls	Silver salver	£7.50
400 metres	Under 13 Girls	Metal plaque	£2.20
400 metres	Under 17 Girls	Trophy - silver	£12.99
400 metres	Under 17 Boys	Trophy - silver	£12.99
50 metres hurdles	Under 11 Girls	Boxed medal	£1.95
50 metres hurdles	Under 11 Boys	Boxed medal	£1.95
60 metres hurdles	Under 13 Girls	Metal plaque	£2.20
60 metres hurdles	Under 13 Boys	Metal plaque	£2.20
600 metres	Under 11 Girls	Boxed medal	£1.95
600 metres	Under 11 Boys	Boxed medal	£1.95

800 metres	Under 13 Girls	Metal plaque	£2.20
800 metres	Under 13 Boys	Metal plaque	£2.20
800 metres	Under 13 Girls	Metal plaque	£2.20
800 metres	Under 15 Boys	Silver salver	£7.50
High Jump	Under 11 Girls	Boxed medal	£1.95
High Jump	Under 11 Boys	Boxed medal	£1.95
High Jump	Under 13 Girls	Metal plaque	£2.20
High Jump	Under 13 Boys	Metal plaque	£2.20
High Jump	Under 17 Girls	Trophy - glass	£10.50
High Jump	Under 15 Boys	Wooden shield	£8.99
High Jump	Under 15 Girls	Wooden shield	£8.99
Javelin	Under 13 Girls	Metal plaque	£2.20
Javelin	Under 13 Boys	Metal plaque	£2.20
Javelin	Under 17 Girls	Trophy - glass	£10.50
Javelin	Under 17 Boys	Trophy - glass	£10.50
Javelin	Under 15 Boys	Wooden shield	£8.99
Javelin	Under 15 Girls	Wooden shield	£8.99
Long Jump	Under 11 Girls	Boxed medal	£1.95
Long Jump	Under 11 Boys	Boxed medal	£1.95
Long Jump	Under 13 Girls	Metal plaque	£2.20
Long Jump	Under 13 Boys	Metal plaque	£2.20
Long Jump	Under 17 Boys	Trophy - glass	£10.50
Long Jump	Under 17 Girls	Trophy - glass	£10.50
Long Jump	Under 15 Girls	Wooden shield	£8.99
Long Jump	Under 15 Boys	Wooden shield	£8.99
Pole Vault	Under 17 Boys	Trophy - glass	£10.50
Pole Vault	Under 17 Girls	Trophy - glass	£10.50
Shot Put	Under 11 Girls	Boxed medal	£1.95
Shot Put	Under 11 Boys	Boxed medal	£1.95
Shot Put	Under 13 Girls	Metal plaque	£2.20
Shot Put	Under 13 Boys	Metal plaque	£2.20
Shot Put	Under 17 Boys	Trophy - glass	£10.50
Shot Put	Under 17 Girls	Trophy - glass	£10.50
Shot Put	Under 15 Boys	Wooden shield	£8.99
Shot Put	Under 15 Girls	Wooden shield	£8.99
Triple Jump	Under 17 Girls	Trophy - glass	£10.50
Triple Jump	Under 17 Boys	Trophy - glass	£10.50
Triple Jump	Under 15 Boys	Wooden shield	£8.99
Triple Jump	Under 15 Girls	Wooden shield	£8.99

CLUB CHAMPIONSHIP AWARDS - 2021

EVENT NAME	AGE GROUP	ITEM	COST
100 metres	Under 11 Boys	Boxed medal	=VLOOKUP(C4,\$F\$3:\$G\$8,2,FALSE)
100 metres	Under 11 Girls	Boxed medal	=VLOOKUP(C5,\$F\$3:\$G\$8,2,FALSE)
100 metres	Under 13 Girls	Metal plaque	=VLOOKUP(C6,\$F\$3:\$G\$8,2,FALSE)
100 metres	Under 13 Boys	Metal plaque	=VLOOKUP(C7,\$F\$3:\$G\$8,2,FALSE)
100 metres	Under 17 Girls	Trophy - silver	=VLOOKUP(C8,\$F\$3:\$G\$8,2,FALSE)
100 metres	Under 17 Boys	Trophy - silver	=VLOOKUP(C9,\$F\$3:\$G\$8,2,FALSE)
100 metres hurdles	Under 15 Boys	Silver salver	=VLOOKUP(C10,\$F\$3:\$G\$8,2,FALSE)
100 metres hurdles	Under 15 Girls	Silver salver	=VLOOKUP(C11,\$F\$3:\$G\$8,2,FALSE)
110 metres hurdles	Under 17 Boys	Trophy - silver	=VLOOKUP(C12,\$F\$3:\$G\$8,2,FALSE)
110 metres hurdles	Under 17 Girls	Trophy - silver	=VLOOKUP(C13,\$F\$3:\$G\$8,2,FALSE)
1500 metres	Under 13 Girls	Metal plaque	=VLOOKUP(C14,\$F\$3:\$G\$8,2,FALSE)
1500 metres	Under 13 Boys	Metal plaque	=VLOOKUP(C15,\$F\$3:\$G\$8,2,FALSE)
1500 metres	Under 15 Boys	Silver salver	=VLOOKUP(C16,\$F\$3:\$G\$8,2,FALSE)
1500 metres	Under 15 Girls	Silver salver	=VLOOKUP(C17,\$F\$3:\$G\$8,2,FALSE)
1500 metres	Under 17 Boys	Trophy - silver	=VLOOKUP(C18,\$F\$3:\$G\$8,2,FALSE)
1500 metres	Under 17 Girls	Trophy - silver	=VLOOKUP(C19,\$F\$3:\$G\$8,2,FALSE)
200 metres	Under 13 Girls	Metal plaque	=VLOOKUP(C20,\$F\$3:\$G\$8,2,FALSE)
200 metres	Under 13 Boys	Metal plaque	=VLOOKUP(C21,\$F\$3:\$G\$8,2,FALSE)
200 metres	Under 15 Boys	Silver salver	=VLOOKUP(C22,\$F\$3:\$G\$8,2,FALSE)
200 metres	Under 15 Girls	Silver salver	=VLOOKUP(C23,\$F\$3:\$G\$8,2,FALSE)
200 metres	Under 17 Girls	Trophy - silver	=VLOOKUP(C24,\$F\$3:\$G\$8,2,FALSE)
200 metres	Under 17 Boys	Trophy - silver	=VLOOKUP(C25,\$F\$3:\$G\$8,2,FALSE)
300 metres	Under 15 Boys	Silver salver	=VLOOKUP(C26,\$F\$3:\$G\$8,2,FALSE)
300 metres	Under 15 Girls	Silver salver	=VLOOKUP(C27,\$F\$3:\$G\$8,2,FALSE)
400 metres	Under 13 Girls	Metal plaque	=VLOOKUP(C28,\$F\$3:\$G\$8,2,FALSE)
400 metres	Under 17 Girls	Trophy - silver	=VLOOKUP(C29,\$F\$3:\$G\$8,2,FALSE)
400 metres	Under 17 Boys	Trophy - silver	=VLOOKUP(C30,\$F\$3:\$G\$8,2,FALSE)
50 metres hurdles	Under 11 Girls	Boxed medal	=VLOOKUP(C31,\$F\$3:\$G\$8,2,FALSE)
50 metres hurdles	Under 11 Boys	Boxed medal	=VLOOKUP(C32,\$F\$3:\$G\$8,2,FALSE)
60 metres hurdles	Under 13 Girls	Metal plaque	=VLOOKUP(C33,\$F\$3:\$G\$8,2,FALSE)
60 metres hurdles	Under 13 Boys	Metal plaque	=VLOOKUP(C34,\$F\$3:\$G\$8,2,FALSE)
600 metres	Under 11 Girls	Boxed medal	=VLOOKUP(C35,\$F\$3:\$G\$8,2,FALSE)
600 metres	Under 11 Boys	Boxed medal	=VLOOKUP(C36,\$F\$3:\$G\$8,2,FALSE)
800 metres	Under 13 Girls	Metal plaque	=VLOOKUP(C37,\$F\$3:\$G\$8,2,FALSE)
800 metres	Under 13 Boys	Metal plaque	=VLOOKUP(C38,\$F\$3:\$G\$8,2,FALSE)
800 metres	Under 13 Girls	Metal plaque	=VLOOKUP(C39,\$F\$3:\$G\$8,2,FALSE)
800 metres	Under 15 Boys	Silver salver	=VLOOKUP(C40,\$F\$3:\$G\$8,2,FALSE)
High Jump	Under 11 Girls	Boxed medal	=VLOOKUP(C41,\$F\$3:\$G\$8,2,FALSE)
High Jump	Under 11 Boys	Boxed medal	=VLOOKUP(C42,\$F\$3:\$G\$8,2,FALSE)
High Jump	Under 13 Girls	Metal plaque	=VLOOKUP(C43,\$F\$3:\$G\$8,2,FALSE)
High Jump	Under 13 Boys	Metal plaque	=VLOOKUP(C44,\$F\$3:\$G\$8,2,FALSE)
High Jump	Under 17 Girls	Trophy - glass	=VLOOKUP(C45,\$F\$3:\$G\$8,2,FALSE)

High Jump	Under 15 Boys	Wooden shield	=VLOOKUP(C46,\$F\$3:\$G\$8,2,FALSE)
High Jump	Under 15 Girls	Wooden shield	=VLOOKUP(C47,\$F\$3:\$G\$8,2,FALSE)
Javelin	Under 13 Girls	Metal plaque	=VLOOKUP(C48,\$F\$3:\$G\$8,2,FALSE)
Javelin	Under 13 Boys	Metal plaque	=VLOOKUP(C49,\$F\$3:\$G\$8,2,FALSE)
Javelin	Under 17 Girls	Trophy - glass	=VLOOKUP(C50,\$F\$3:\$G\$8,2,FALSE)
Javelin	Under 17 Boys	Trophy - glass	=VLOOKUP(C51,\$F\$3:\$G\$8,2,FALSE)
Javelin	Under 15 Boys	Wooden shield	=VLOOKUP(C52,\$F\$3:\$G\$8,2,FALSE)
Javelin	Under 15 Girls	Wooden shield	=VLOOKUP(C53,\$F\$3:\$G\$8,2,FALSE)
Long Jump	Under 11 Girls	Boxed medal	=VLOOKUP(C54,\$F\$3:\$G\$8,2,FALSE)
Long Jump	Under 11 Boys	Boxed medal	=VLOOKUP(C55,\$F\$3:\$G\$8,2,FALSE)
Long Jump	Under 13 Girls	Metal plaque	=VLOOKUP(C56,\$F\$3:\$G\$8,2,FALSE)
Long Jump	Under 13 Boys	Metal plaque	=VLOOKUP(C57,\$F\$3:\$G\$8,2,FALSE)
Long Jump	Under 17 Boys	Trophy - glass	=VLOOKUP(C58,\$F\$3:\$G\$8,2,FALSE)
Long Jump	Under 17 Girls	Trophy - glass	=VLOOKUP(C59,\$F\$3:\$G\$8,2,FALSE)
Long Jump	Under 15 Girls	Wooden shield	=VLOOKUP(C60,\$F\$3:\$G\$8,2,FALSE)
Long Jump	Under 15 Boys	Wooden shield	=VLOOKUP(C61,\$F\$3:\$G\$8,2,FALSE)
Pole Vault	Under 17 Boys	Trophy - glass	=VLOOKUP(C62,\$F\$3:\$G\$8,2,FALSE)
Pole Vault	Under 17 Girls	Trophy - glass	=VLOOKUP(C63,\$F\$3:\$G\$8,2,FALSE)
Shot Put	Under 11 Girls	Boxed medal	=VLOOKUP(C64,\$F\$3:\$G\$8,2,FALSE)
Shot Put	Under 11 Boys	Boxed medal	=VLOOKUP(C65,\$F\$3:\$G\$8,2,FALSE)
Shot Put	Under 13 Girls	Metal plaque	=VLOOKUP(C66,\$F\$3:\$G\$8,2,FALSE)
Shot Put	Under 13 Boys	Metal plaque	=VLOOKUP(C67,\$F\$3:\$G\$8,2,FALSE)
Shot Put	Under 17 Boys	Trophy - glass	=VLOOKUP(C68,\$F\$3:\$G\$8,2,FALSE)
Shot Put	Under 17 Girls	Trophy - glass	=VLOOKUP(C69,\$F\$3:\$G\$8,2,FALSE)
Shot Put	Under 15 Boys	Wooden shield	=VLOOKUP(C70,\$F\$3:\$G\$8,2,FALSE)
Shot Put	Under 15 Girls	Wooden shield	=VLOOKUP(C71,\$F\$3:\$G\$8,2,FALSE)
Triple Jump	Under 17 Girls	Trophy - glass	=VLOOKUP(C72,\$F\$3:\$G\$8,2,FALSE)
Triple Jump	Under 17 Boys	Trophy - glass	=VLOOKUP(C73,\$F\$3:\$G\$8,2,FALSE)
Triple Jump	Under 15 Boys	Wooden shield	=VLOOKUP(C74,\$F\$3:\$G\$8,2,FALSE)
Triple Jump	Under 15 Girls	Wooden shield	=VLOOKUP(C75,\$F\$3:\$G\$8,2,FALSE)

SUMMARY SHEET	MARKS	COMMENT
Number of Awards (Countif)	2	
Total Costs (Sumif)	2	Some candidates may use a Vlookup here to find the price and then multiply - in this instance would only be worth 2 marks
Discount Rate (conditional statement)	2	
Discount Amount	1	
Discounted Cost	1	
Totalling columns	1	Must have £
Total	9	

VALUE VIEW

SUMMARY OF AWARDS WITH COSTS

	TOTAL NUMBER	TOTAL COST	DISCOUNT AMOUNT	DISCOUNTED COST
Boxed medal	12	£23.40	£1.17	£22.23
Metal plaque	20	£44.00	£4.40	£39.60
Wooden shield	10	£89.90	£4.50	£85.41
Silver salver	9	£67.50	£0.00	£67.50
Trophy - silver	10	£129.90	£6.50	£123.41
Trophy - glass	11	£115.50	£5.78	£109.73
Total	72	£470.20	£22.34	£447.87

FORMULA VIEW

SUMMARY OF AWARDS WITH COSTS

	TOTAL NUMBER	TOTAL COST	DISCOUNT AMOUNT	DISCOUNTED COST
Boxed medal	=COUNTIF('Awards '!\$C\$4:\$C\$75,A4)	=SUMIF('Awards '!\$C\$4:\$C\$75,A4,'Awards '!\$D\$4:\$D\$75)	=IF(B4>15,10%,IF(B4>=10,5%,0))*C4	=C4-D4
Metal plaque	=COUNTIF('Awards '!\$C\$4:\$C\$75,A5)	=SUMIF('Awards '!\$C\$4:\$C\$75,A5,'Awards '!\$D\$4:\$D\$75)	=IF(B5>15,10%,IF(B5>=10,5%,0))*C5	=C5-D5
Wooden shield	=COUNTIF('Awards '!\$C\$4:\$C\$75,A6)	=SUMIF('Awards '!\$C\$4:\$C\$75,A6,'Awards '!\$D\$4:\$D\$75)	=IF(B6>15,10%,IF(B6>=10,5%,0))*C6	=C6-D6
Silver salver	=COUNTIF('Awards '!\$C\$4:\$C\$75,A7)	=SUMIF('Awards '!\$C\$4:\$C\$75,A7,'Awards '!\$D\$4:\$D\$75)	=IF(B7>15,10%,IF(B7>=10,5%,0))*C7	=C7-D7
Trophy - silver	=COUNTIF('Awards '!\$C\$4:\$C\$75,A8)	=SUMIF('Awards '!\$C\$4:\$C\$75,A8,'Awards '!\$D\$4:\$D\$75)	=IF(B8>15,10%,IF(B8>=10,5%,0))*C8	=C8-D8
Trophy - glass	=COUNTIF('Awards '!\$C\$4:\$C\$75,A9)	=SUMIF('Awards '!\$C\$4:\$C\$75,A9,'Awards '!\$D\$4:\$D\$75)	=IF(B9>15,10%,IF(B9>=10,5%,0))*C9	=C9-D9
Total	=SUM(B4:B9)	=SUM(C4:C9)	=SUM(D4:D9)	=SUM(E4:E9)

EVENT COSTS	MARKS	COMMENT
Link cell	1	
Round	1	Must have £
% difference	1	
Total	3	

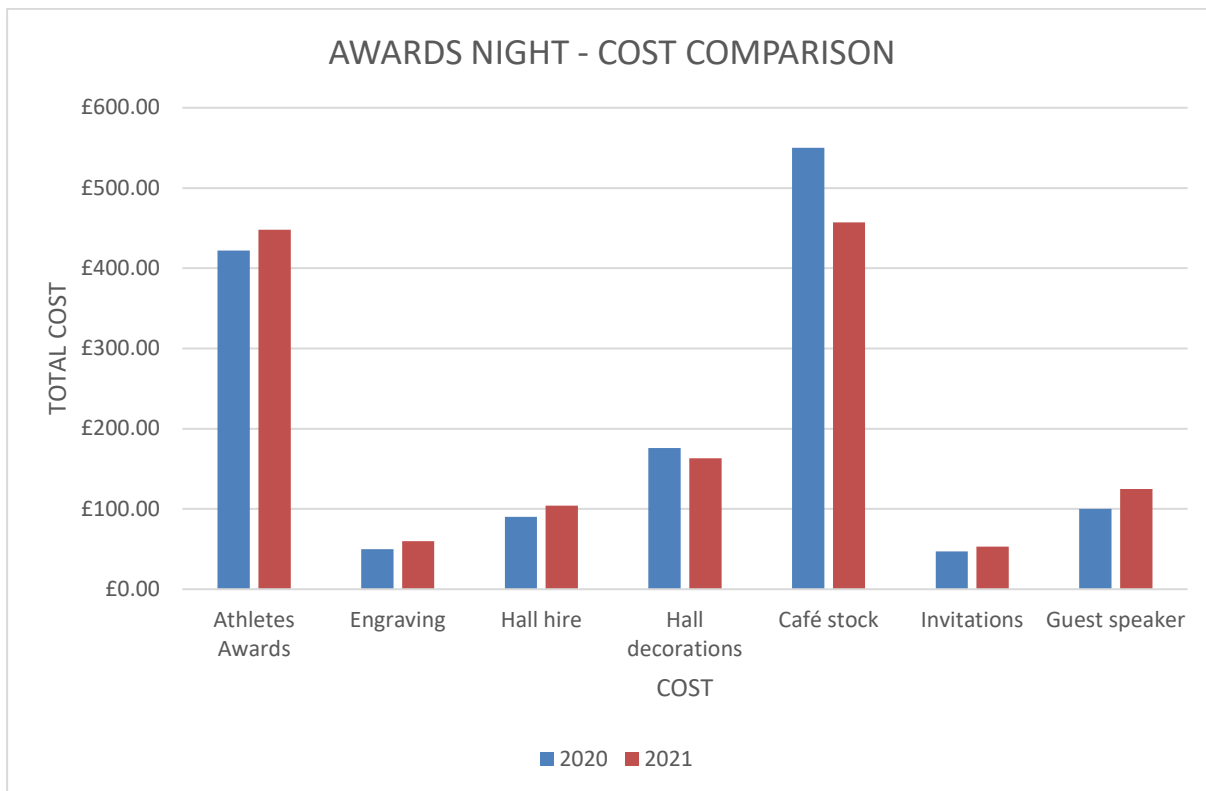
VALUE VIEW

COMPARISON OF COSTS			
COST	2020	2021	PERCENTAGE DIFFERENCE
Athletes Awards	£422.00	£448.00	6%
Engraving	£50.00	£60.00	20%
Hall hire	£90.00	£104.00	16%
Hall decorations	£176.00	£163.00	-7%
Cafe stock	£550.00	£457.00	-17%
Invitations	£47.00	£53.00	13%
Guest speaker	£100.00	£125.00	25%

FORMULA VIEW

COMPARISON OF COSTS			
COST	2020	2021	PERCENTAGE DIFFERENCE
Athletes Awards	422	=ROUND('Summary Sheet'!E10,0)	=(C3-B3)/B3
Engraving	50	60	=(C4-B4)/B4
Hall hire	90	104	=(C5-B5)/B5
Hall decorations	176	163	=(C6-B6)/B6
Cafe stock	550	457	=(C7-B7)/B7
Invitations	47	53	=(C8-B8)/B8
Guest speaker	100	125	=(C9-B9)/B9

COMPARISON CHART	MARKS	COMMENT
Labelling	1	With data table
Correct data	1	
Suitable chart and printed on a separate sheet	1	
Total	3	



E-MAIL TO GUEST	MARKS	COMMENT
Marked as urgent	1	
Text composition/subject heading	1	
Attachment	1	
Total	3	

From: [REDACTED]
Sent: 13 January 2021 15:29
To: [REDACTED]
Subject: Club Awards Night
Attachments: Guest_Information.pptx

Importance: High

Hi Laura

Can you please confirm your attendance at our club awards night on 2 October 2021? I've also attached a presentation, can you confirm you are happy for this to be used to introduce you on the night?

Thanks

Candidate Name

SUPPLIER PAYMENTS	MARKS	COMMENT
Labelling	1	
Filter date	1	
Data/correct fields	1	
% of overall total	1	
Print showing comment/note	1	
Total	5	

MONTH OF ORDER	April			
Supplier	Cost	Percentage		
Bubba Inc	£115.99	45.73%		
Candor & Sons	£20.00	7.89%		
Lionel F Supplies	£68.63	27.06%		
Woodcase	£49.00	19.32%		
Grand Total	£253.62	100.00%		

Candidate Name:
Investigate a possible discount?

[END OF MARKING INSTRUCTIONS]