PC Passport

Spreadsheet — Intermediate
Instructor's Guide (Macintosh)

Welcome

Welcome to the Spreadsheets Intermediate course. The Student Workbook for this course is designed to teach the topics required for the assessment of this Unit. The companion Exercise Booklet contains practical exercises that will reinforce the topics taught in the Workbook as well as Summary Tasks for each Learning Outcome. It is expected that the tutor leading the learner will supplement these materials with some practical assignments that are appropriate to their group.

This Instructor's Guide explains the layout and use of these manuals and gives the answers to the questions and tasks included in the Exercise Booklet.

Contents

Using the Student Workbook

The workbook has been organised into the three Learning Outcomes for this Unit. Each of these 'sections' contains the topics to be covered along with references to the practical exercises that the learner should complete at specific points. At the end of the 'section' there is a reference to that Learning Outcome's *Summary Tasks*, which usually take the form of small projects, to help the learner consolidate what they've learned.

The references to the exercise booklet look like this:

Exercise 1.1

Now do Exercise 1.1 in the Exercise Booklet.

Summary Tasks

Now do the Learning Outcome 1 Summary Tasks in the Exercise Booklet.

Using the Exercise Booklet

The Exercise Booklet contains the practical sessions that the learners should undertake to consolidate their learning. Throughout each of the Learning Outcomes there are a number of exercises that will cover the topics most recently taught, and at the end of each Learning Outcome there is a Summary Tasks section. Here is a sample Summary Task from this Unit:

Task 3

1. Use the search facility in Windows Explorer to find the **Salary Analysis** file.

2. Choose to cut this document from the folder in which you find it.

3. In your **PersonalStuff** folder, create a new folder called **Salary** and paste the **Salary Analysis** file into it, using whatever method you prefer.

4. Rename the **Salary** folder as **Financial Documents** and move the **Loan Calculator** and **Credits** workbooks from the **Financial** folder in your **WorkStuff** folder into it.

Exercise Files

Most of the practical exercises and Summary Tasks in the Exercise Booklet ask the learner to open specific files. These are available to download from SQA's website. For more information, please contact your SQA Co-ordinator. If possible, a copy of these files should be placed on the hard disk on the system the learner will use. However, the exercises instruct the learner to find out where these files have been placed if they do not have access to the hard drive.

A copy of the Unit exercise folder with the practical sessions completed has been supplied for the use of teaching staff. This folder is named **SS – Int 2 – Completed Versions**.

Answers to Written Exercises

Learning Outcome 1

Exercise 1.1

Name	Description	Typical Storage Capacity
Tape Cartridge	Tapes and tape cartridges are widely used by large organisations although, because of their low access speeds, they are mainly used for long-term storage of data. Their main use is backing up data in case of loss.	20 – 40 GB currently
CD-RW	Using a CD Rewriter and special CD-RW (Compact-Disk Re-Writable) format disks, the user can both write to the disk a number of times, and delete files from the disk, making it like a very large floppy disk.	780 MB currently
Zip disk	A Zip disk is like a floppy disk but is physically larger and can store more data, usually 100 MB or 250 MB currently. To use these disks you need a *zip drive* which these days you usually plug in to your computer	100 – 750 MB
Floppy disk	Floppy disks can be used to move or copy information from one computer to another, or to hold a backup copy of your data in case your system fails or you lose the data another way. These disks are 3.5 inch plastic squares containing a thin magnetic disk. In terms of text only, you could store roughly one standard dictionary on a floppy disk	1.44MB

Exercise 1.2

Question 7

All 'documents' with the word 'car' in their name that are stored in the SS – Int 2 folder or one of its subfolders.	
Credit Card Details	Car Sales
Car Costs	Car Survey
Car Purchase	

Exercise 1.3

Question 1

Text files	When you save a workbook using one of the text formats, only the text and results of calculations are saved. This means that you lose all formatting, graphics, objects and other contents from the file. Normally you would use the **Text (Tab-delimited)** file type. When you use this type, the resulting file contains all the text with each row from the worksheet shown on a new line, and with tab characters between the columns. Files of this type have a **.txt** extension on their names. **Note:** If you're saving a text file for a Windows computer user, use the **Text (Windows)** file type.
Comma Separated Value (CSV) files	This format saves text and results of calculations, with the rows on separate lines of the CSV file and the columns separated with commas. Files that use this format can be identified by their **.csv** file name extension. **Note:** If you're saving a CSV file for a Macintosh computer user, use the **CSV (Windows)** file type.
Symbolic Link (SYLK) files	When you save a workbook using the SYLK format, the text and the *formulas* (used to perform the calculations) are saved along with limited formatting. If any part of a formula is not supported by the SYLK format, the result of the calculation, rather than the formula used to calculate it, will be saved in the SYLK file. Files that use this format can be identified by their **.slk** file name extension.

Learning Outcome 1 — Summary Tasks

Task 1

Question 1

Description	Medium
Like a floppy disk but is physically larger and can store more data, usually 100 MB – 750 MB currently.	Zip disk
A film, cinema quality sound and special features can all be stored on a single disk.	DVD
Used to move or copy information from one computer to another, or to hold a backup copy of your data in case your system fails or you lose the data another way. These disks are 3.5 inch plastic squares containing a thin magnetic disk.	Floppy disk
A newer type of storage. These come in a variety of forms and the most common type is connected to your computer via the USB port, which means that on the newer versions of Mac OS, you simply plug them in and use them.	Memory stick

Task 2

Contents of the Sales folder	
Sales 1Qtr	Sales Analysis South
Sales Analysis Midland East	Sales Analysis
Sales Analysis Midland North	Sales Q2
Sales Analysis Midland West	Sales Turnover
Sales Analysis North	

Learning Outcome 2

Learning Outcome 2 — Summary Tasks

None of the exercises or Summary Tasks in this section requires answers.

Learning Outcome 3

Learning Outcome 3 — Summary Tasks

Task 1

Question 4

a)	Display only people who attended the Excel 2000 Intro course.	6
b)	How many people attended the Business Writing Skills course?	11
c)	How many people attended the Business Writing Skills course on 19/11/2000?	6
d)	How many people attended courses run by Gillian Black?	25
e)	How many of these people attended $^1/2$ day courses run by Gillian?	4
f)	How many people attended a 2-day course run by any trainer?	27
g)	What trainer ran the only 5-day course?	Tom Peters
h)	Which courses were run as $^1/2$ day courses?	Health & Safety at Work Business Writing Skills

Task 2

Question 3

a)	What percentage profit would you need to use to achieve a gross selling price of **2500** for product **AA467**?	20%
b)	What percentage profit would you need to charge to achieve a gross selling price of **3000**?	44%
c)	What percentage profit would you need to charge to achieve a gross selling price of **4000** for product **AA473**?	53%
d)	What would the production costs of product **AA473** have to be to achieve a gross selling price of **3500**?	2590.19