

Extract from IT in Business: Spreadsheets Unit

Outcome 1: Create a spreadsheet design to provide solutions for a business scenario

Knowledge and/or Skills

Spreadsheet design

Functions

Formulas

Evidence Requirements

Candidates will need to provide evidence to demonstrate their Knowledge and/or Skills by showing that they can:

- (ER1) create a spreadsheet using three interconnected worksheets to solve a business problem
- (ER2) create four simple formulas and two complex formulas to include one occurrence of each of the following: add, subtract, multiply, divide
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Description of proposed task

Using the attached printed grid (the printed grid shows numbered rows and lettered columns as you would see on a spreadsheet), write out your spreadsheet design for the following task:

You should calculate the gross and net monthly salaries of the following people:

Sarah M Watts, Senior Manager, £32000 per annum. Sarah pays a pension of 9% of her salary, she is not a member of a Trade Union, therefore does not pay any Union dues. She pays tax at the standard rate and the usual National Insurance contributions.

John Parker, Junior Manager, £22,000 per annum. John pays a pension of 9% of his salary. He is a member of a Trade Union, therefore he pays Union dues of £12 per month. He pays tax at the standard rate and the usual National Insurance contributions.

[Note the candidate will be required to calculate the following:

- 1 there are 5 other members of staff for whom similar details are provided.
- 2 The following calculations would have been necessary:
 - a. Calculate monthly gross salary (annual salary divided by 12 months)

- b. Calculate 9% of salary for pension contributions (salary multiplied by 9%)
 - c. Calculate monthly tax threshold amount
 - d. Creates =IF statement for those who earn over tax threshold
 - e. Calculate NI contributions as a percentage of total salary
 - f. Creates an =IF statement for the payment of TU dues
 - g. Add together all deductions using = SUM
 - h. Find net salary by calculating Gross salary minus all deductions
- 3 The candidates are instructed to submit their handwritten materials in for marking.