

# PC Passport

## SPREADSHEET — Beginner Instructor's Guide



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This guide makes up part of a suite of three documents designed to deliver the PC Passport course at Beginner level for Spreadsheet

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## **Welcome**

Welcome to the Spreadsheets Beginner course. The Student Workbook for this course is designed to teach the topics required for the assessment of this unit. The companion Student 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.



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## 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 Student Exercise Booklet

The Student 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 4

In the **Product Pricing** workbook in the **Financial** folder, add two rows to the table with the following data and then save the changes that you've made. Remember to type only the values — the worksheet has been formatted to add the currency symbol and the comma separator.

**Row 15 — Product Code CA490: Production Costs 1750**

**Row 16 — Product Code CA491: Production Costs 2335.75**

Print the workbook (remembering to type your name in the footer first) and then close it.

### Exercise Files

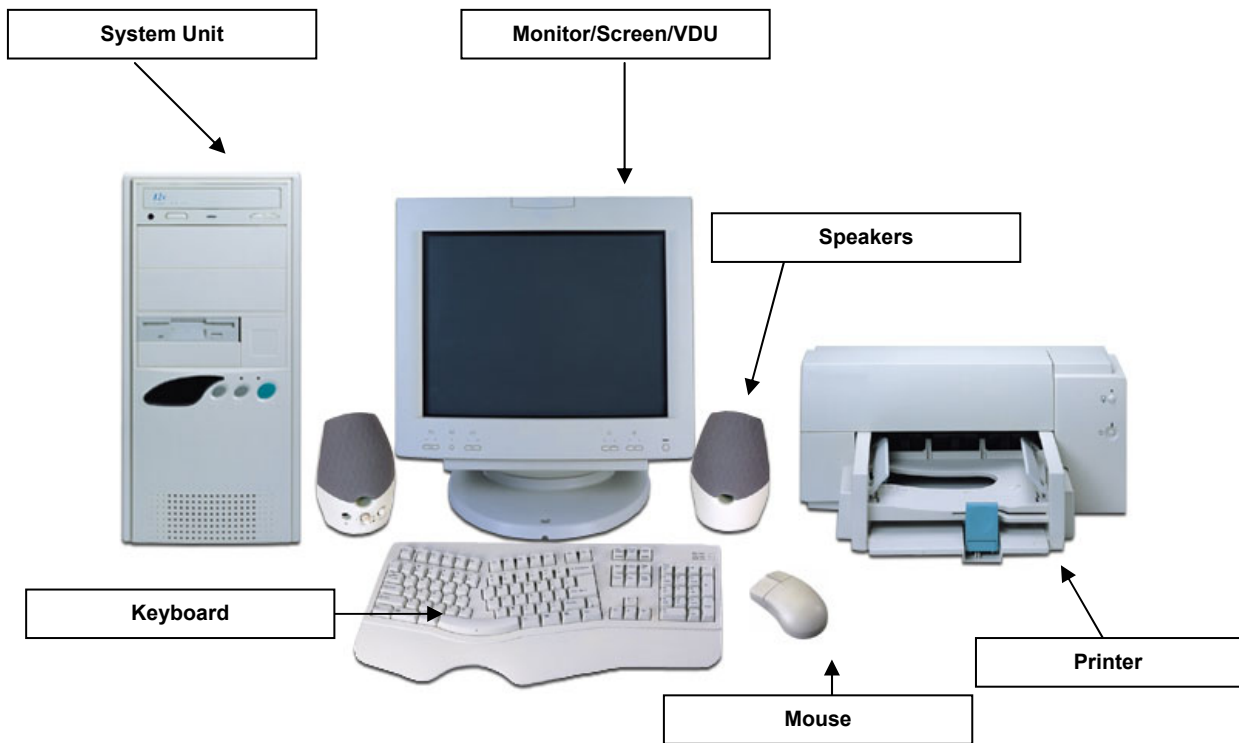
Most of the practical exercises and Summary Tasks in the Student Exercise Booklet ask the learner to open specific files. These are available to download from SQA's website. For more information, please contact your SQA Co-ordinator. If possible, a copy of these files should be placed on the hard disk (the C drive) 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 C drive.

# Answers to Written Exercises

## Learning Outcome 1

### Exercise 1.1

#### Question 1



### Exercise 1.2

#### Question 1

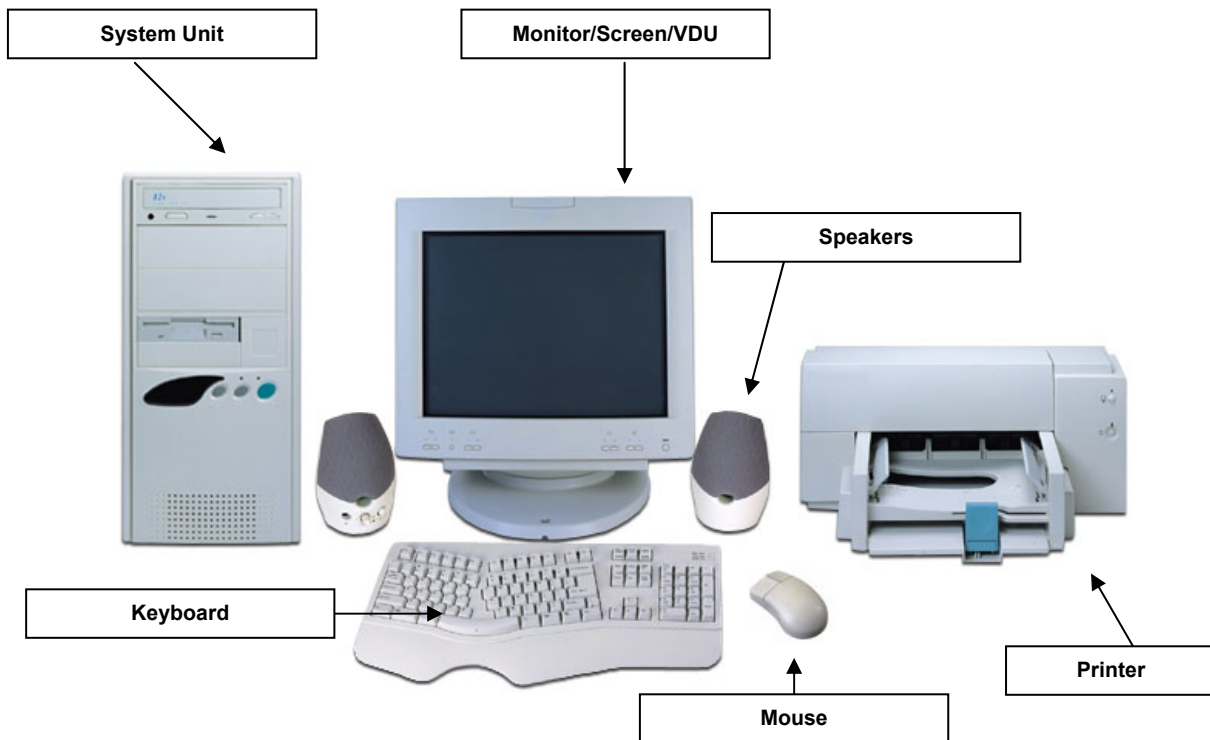
- Microsoft Excel is an example of **application** software, and it allows you to **create, format, edit and print workbooks that calculate values.**
- Microsoft Windows is system software and its purpose is responsibility for communicating and managing the software and files saved on the hard disk.
- Microsoft Access/Microsoft Visual FoxPro is an example of Database software.



## Learning Outcome 1 — Summary Tasks

### Task 1

#### Question 1



#### Question 2

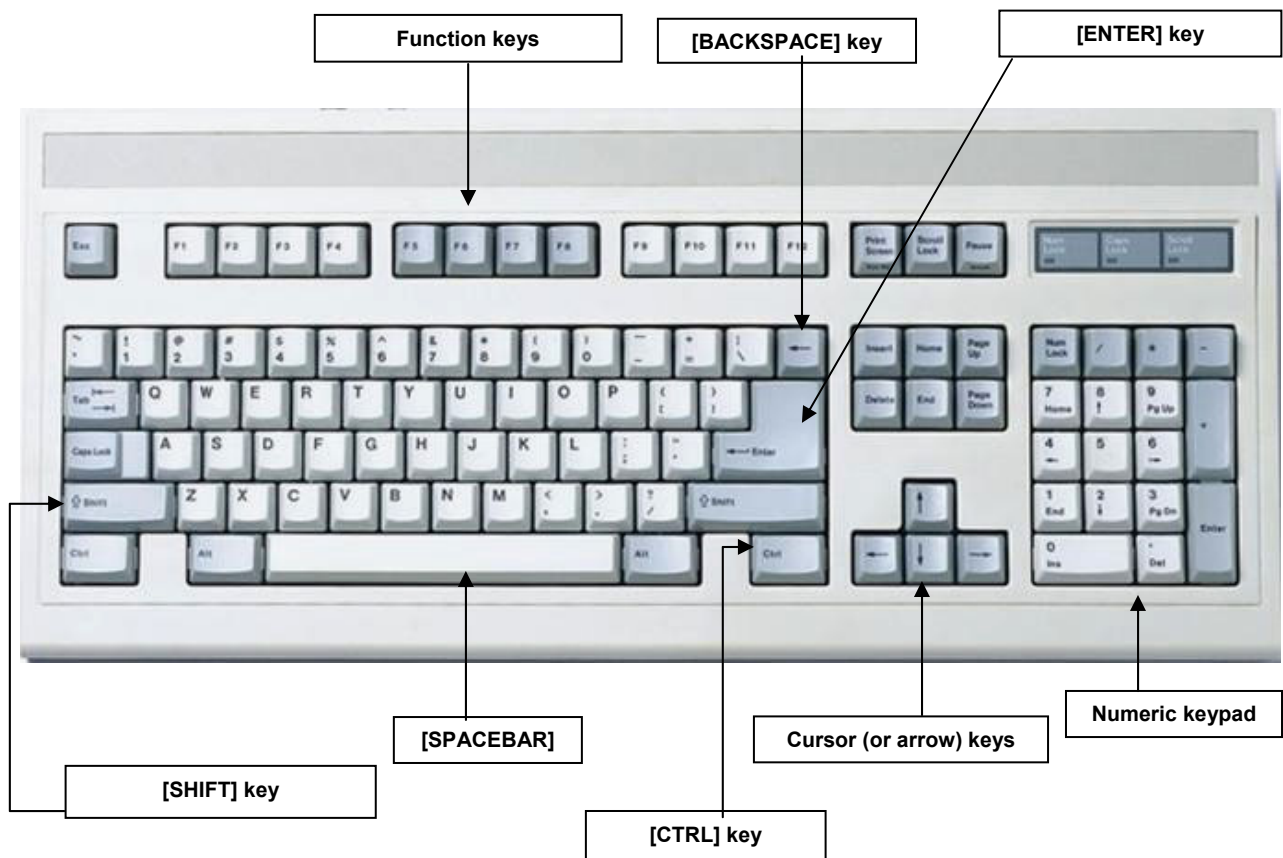
	Input	Output
Mouse	✓	
Monitor		✓
Speakers		✓
Keyboard	✓	
Printer		✓
Scanner	✓	
Multimedia projector		✓

**Question 3**

	System Software	Application Software
Microsoft Word		✓
Adobe Acrobat		✓
Microsoft Windows 2000	✓	
Microsoft Notepad		✓
MAC OS X	✓	
Microsoft PowerPoint		✓
Microsoft Outlook		✓

**Question 4**

4. Label this diagram.



### Question 5

Operating system	<b>Software that is responsible for communicating and managing the software and files saved on the hard disk</b>
Scanner	<b>Input device used for creating electronic versions of paper documents and photographs.</b>
Software	<b>The software is what makes your computer do things. For example, Microsoft Word is a software <i>program</i> (list of instructions) that allows you to create documents, usually for printing. Another piece of software on your computer is responsible for displaying (on screen) the characters you type using the keyboard on the screen.</b>
Hardware	<b>The physical machinery of your computer system.</b>
Modem	<b>Device for connecting to the internet via a standard telephone line.</b>
Windows Explorer	<b>Software program that allows the user to work with files and folders.</b>
Digital camera	<b>Camera that places photographs onto a memory card instead of film. Images can be downloaded to your computer in a JPEG file format. They can then be added to documents or shared with other users, perhaps via e-mail.</b>

### Question 6

a)	<b>The Current Projects folder</b>
b)	<b>Two folders (plus two other subfolders)</b>
c)	<p><b>Folders are:</b></p> <ul style="list-style-type: none"> <li>♦ <b>Completed Projects and Current Projects</b></li> </ul> <p><b>Subfolders are:</b></p> <ul style="list-style-type: none"> <li>♦ <b>Eastwood Project and Urban Development Project</b></li> </ul>
d)	<b>Alan Falls</b>
e)	<b>The Reports folder</b>
f)	<b>Letters</b>

**Task 2**

**Question 5**

(all Excel workbooks except where file extension is given)

<b>SS – Int 1</b> (don't include subfolders)	<b>Financial</b>	<b>General</b>	<b>Sales</b>
<b>Profit and Loss</b>	<b>Exchange Rates</b>	<b>10K Results</b>	<b>Avensis.bmp</b>
<b>Stock List</b>	<b>Mileage</b>	<b>Clothes</b>	<b>Camry.bmp</b>
<b>Stock.csv</b>	<b>P&amp;L</b>	<b>Exam Results</b>	<b>Corolla.bmp</b>
	<b>Product Pricing</b>	<b>Favourite Colours – Pie Chart</b>	<b>Dealer Pricing</b>
	<b>Profit and Loss</b>	<b>Invoice Record</b>	<b>First Quarter Sales</b>
	<b>Projections</b>	<b>Rates Table</b>	<b>Monthly Sales Sheet</b>
	<b>Repayment Calculator</b>	<b>Standard Grade Candidates</b>	<b>MR2 Roadster.bmp</b>
	<b>Salaries</b>	<b>TV Viewing Figures</b>	<b>Previa.bmp</b>
		<b>Weather</b>	<b>Second Quarter Sales</b>
		<b>Weather Analysis</b>	<b>Yaris.bmp</b>

## Learning Outcome 2

### Learning Outcome 2 — Summary Tasks

#### Task 1

Write here the formulas that appear on the worksheet:

<b>F5</b>	=SUM(B5:E5)	<b>F7</b>	=SUM(B7:E7)	<b>F8</b>	=SUM(B8:E8)
<b>F9</b>	=SUM(B9:E9)	<b>F11</b>	=SUM(B11:E11)		
<b>B11</b>	=B5-B7-B8-B9	<b>C11</b>	=C5-C7-C8-C9	<b>D11</b>	=D5-D7-D8-D9
<b>E11</b>	=E5-E7-E8-E9				

#### Task 2

##### Question 3

Write the results shown in these cells:

<b>F20</b>	£494.05	<b>G20</b>	£796.77
<b>F21</b>	£35.29	<b>G21</b>	£56.91

##### Question 6

Write the results shown in these cells:

<b>F20</b>	£501.55	<b>G20</b>	£816.77
<b>F21</b>	£35.83	<b>G21</b>	£58.34

## Learning Outcome 3

### Learning Outcome 3 — Summary Tasks

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