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| http://www.cooperstc.com/index_htm_files/25897.png | **My School**  OCR Cambridge TEC (Certificate/Diploma) in IT  **Unit 19 - Spreadsheet Modelling** | Student Name:­­­­ \_\_\_\_\_\_\_\_\_\_\_ **Grade Awarded by: \_\_\_\_\_\_\_**  **Date Awarded: \_\_\_\_\_\_\_\_\_\_** Grade: PASS/MERIT/DISTINCTION |

##### Unit 19 - Assignment Feedback

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| **TASK & LEVEL** | **ACTIVITIES** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **FEEDBACK** |
| **LO1 - Understand how spreadsheets can be used to solve complex problems** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **P1.1 - Task 01** | Identify and explain what a spreadsheet is, what it can do and how beneficial is it, with examples. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **P1.2 - Task 02** | Identify how a spreadsheet system would meet the requirements of a business user for the following purposes, with industry examples. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Cash flow forecasting** | | | | | | **Budget control** | | | | | **Sales forecasting** | | | | | | | | | **Payroll** | | | | | | **Stock control** | |
| **P1.2 - Task 03** | Identify how a spreadsheet system would meet the requirements of personal users for the following purposes, with examples. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Budgeting** | | **Tracking Finances** | | | | | | | | | | | | | | | | | | | **Personal Tracking** | | | | |  | |
| **P1.2 - Task 04** | Identify how a spreadsheet system would meet the Problem Solving requirements of Business users for the following purposes, with examples. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Trend Analysis** | | | | | | | | | | **Comparing Data** | | | | | | | | | | | **Predictive Modelling** | | | | | | |
| **P1.2 - Task 05** | Identify how a spreadsheet system would meet the Problem Solving requirements of Business users for the following purposes, with examples. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Analysis of Data** | | | | **Goal Seek** | | | | | | | | | | | **Scenarios** | | | | | | | **What If’s** | | | | | |
| **P1.3 - Task 06** | Explain in your own words, what the following terms are within a spreadsheet | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Formulas** | | | | **Functions** | | | | | | | | | | **Graphs/charts** | | | | | | | **Pivot table** | | | | | | |
| **P1.3 - Task 07** | Explain in your own words, what the following mathematical operators are, provide examples | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **+** | | | | **-** | | | | | | | | | | **/** | | | | | | | **\*** | | | | | | |
| **P1.3 - Task 08** | Explain in your own words, what the following functions are, provide examples | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Sum** | | | | **Min** | | | | | | | | | | | | | **Max** | | | | | | | **Average** | | | |
| **Count** | | | | **If** | | | | | | | | | | | | | **Sumif** | | | | | | | **Countif** | | | |
| **Upper** | | | | **Lower** | | | | | | | | | | | | | **Left** | | | | | | | **Right** | | | |
| **Concatenate** | | | | **Replace** | | | | | | | | | | | | | **Substitute** | | | | | | | **Hlookup** | | | |
| **Vlookup** | | | | **Today** | | | | | | | | | | | | | **Date** | | | | | | | **Time** | | | |
| **Round** | | | | **Ceiling** | | | | | | | | | | | | | **Rand** | | | | | | | **Randbetween** | | | |
| **P1.3 - Task 09** | Explain in your own words how the following features are used within a spreadsheet | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Naming a range of cells** | | | | **Drop down list** | | | | | | | | | | **Data validation checks** | | | | | | | **Error messages** | | | | | | |
| **LO2 - Be able to develop complex spreadsheet models** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **P2.1 - Task 01** | Create a report that explains the purpose, audience and needs of the new spreadsheet system. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Purpose** | **Audience** | | | | | | **Needs** | | | | | | | | | **Processing** | | | | | **Hardware and Software required** | | | | | | **Conclusion** |
| **P2.2 - Task 02** | Produce a design sketch for each sheet of the new spreadsheet. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Workbook Name** | | | | | **Layout / Page Orientation** | | | | | | | | **Header and Footer** | | | | | | **Workbook Name** | | | | | | | **Layout / Page Orientation** | |
| **Visual Formatting (Cells, Text, Shading, Borders, Colours, etc..)** | | | | | **Cell Formatting (Text Currency, Time, etc..)** | | | | | | | | **Conditional Formatting** | | | | | | **Visual Formatting (Cells, Text, Shading, Borders, Colours, etc..)** | | | | | | | **Cell Formatting (Text Currency, Time, etc..)** | |
| **Formulas / Functions** | | | | | **Action Buttons (Macros)** | | | | | | | | **Data Entry Messages / Cell Comments** | | | | | | **Formulas / Functions** | | | | | | | **Action Buttons (Macros)** | |
| **P2.3 - Task 03** | Provide evidence of the navigation system created for your spreadsheet based on the designs identified during Task 02. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **P3.1 - Task 04** | **Provide evidence of using the following basic formulas, functions and features within your spreadsheet based on the designs identified during Task 02.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Relative cell references** | | **Absolute cell references** | | | | | | | | | | **Named data ranges** | | | | | | | | | **Mathematical operators**   * **+** * **-** * **/** * **\*** | | | | | **Simple functions**   * **Sum** * **Min** * **Max** * **Average** * **Count** | |
| **M2.1 - Task 05** | **Provide evidence of using a range o f advanced formulas and functions within your spreadsheet based on the designs identified during Task 02.** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Logical Functions**   * **If** * **Nested If** * **Countif** * **Sumif** * **And** * **Or** * **Not** | | **Text Functions**   * **Upper** * **Lower** * **Left** * **Right** * **Concatenate** * **Substitute** | | | | | | | | | | | **Date And Time Functions**   * **Today** * **Date** * **Time** | | | | | | | | **Lookup And Reference Functions**   * **Vlookup** * **Hlookup** | | | | | **Math & Trig Functions**   * **Round** * **Ceiling** * **Rand** * **Randbetween** | |
| **P2.3 - Task 06** | Provide evidence of the Security measures created for your spreadsheet based on the designs identified during Task 02. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Sheet protection** | | | | | | | | **Workbook Protection** | | | | | | | | | | | | | | | **Appropriate file format** | | | | |
| **P2.3 - Task 07** | Provide evidence of setting a range of Data Validation on your spreadsheet based on the designs identified during Task 02. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Data Validation** | | | | | | | | **List** | | | | | | | | | | **Date** | | | | | **Parameter Validation** | | | | |
| **M1.1 - Task 08** | Use Visual, Cell and Sheet formatting to enhance the complex spreadsheet model. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Visual Formatting**   1. **Font Style** 2. **Font Size** 3. **Colour** 4. **Font Alignment** 5. **Text Direction** 6. **Borders** 7. **Shading** | | | | | | | | | **Cell Formatting**   1. **Text** 2. **Time** 3. **Currency** 4. **Conditional Formatting** | | | | | | | | | | | | **Sheet Formatting**   1. **Named Cells And Ranges** 2. **Navigation Links** 3. **Page Orientation** 4. **Header And Footer** | | | | | | |
| **P4.1 - Task 09** | Create an effective user interface that users can use within your spreadsheet system for entering details for the customers and orders | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **P4.2 - Task 10** | Create an interface with Macro that will generate and prepare for print a Sales Invoice. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Formulas + Functions** | | | **Page Orientation** | | | | | | | | | | | | | | | **Header and Footer** | | | | | | | **Macros + Code** | | |
| **P4.3 - Task 11** | Produce a range of appropriate charts/graphs to represent the sales of the orders stored | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **Standard Chart 1** | | | | | | | | **Standard Chart 1** | | | | | | | | | | | | | | | **Comparative Chart** | | | | |
| **M1.2 - Task 12** | Evidence the use of appropriate labels, titles, axis, scales and colour used within the charts/graphs. | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |

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| **L03 - Be able to automate and customise spreadsheet models** | | | | | | | | | | | | | | | | | | | | | |
| **P5.1 - Task 01** | Explain the navigation system you have implemented within the spreadsheet to navigate between each sheet. | | | | | | | | | | | | | | | | | | |  | |
| **P5.1 - Task 02** | Customise and justify the shortcuts on the toolbar | | | | | | | | | | | | | | | | | | |  | |
| **P5.1 - Task 03** | Evidence how you have minimised the toolbar | | | | | | | | | | | | | | | | | | |  | |
| **P5.2 - Task 04** | Evidence how you have hidden data within the spreadsheet system | | | | | | | | | | | | | | | | | | |  | |
| **Row** | | | | | **Column** | | | | | | | | **Sheet/tab** | | | | | |
| **P5.2 - Task 05** | Set the print area for the invoice and Page sizes for your Sheets. | | | | | | | | | | | | | | | | | | |  | |
| **P5.3 - Task 06** | Evidence the various forms of data validation checks with customised error alerts implemented within the spreadsheet model to prevent invalid data entry. | | | | | | | | | | | | | | | | | | |  | |
| **Drop Down List** | | | | | **Valid Number Of Characters** | | | | | | | | **Accept Numbers Only** | | | | | |
| **P6.1 - Task 07** | Select a range of **macros** created within the spreadsheet system to highlight the complex features/skills used to assist the users. | | | | | | | | | | | | | | | | | | |  | |
| **M3.1 - Task 08** | Create a step-by-step guide to sort the customer and order table by a specific column and by a criteria of multiple options | | | | | | | | | | | | | | | | | | |  | |
| **Standard Sort on Orders and Customers** | | | | | | | | | **Multiple Criterion Sort** | | | | | | | | | |
| **M3.1 - Task 09** | Produce a guide that demonstrates the implementation of a **standard** filtering option and an **advanced** filtering option for the data stored within the customer and order table based on the designs identified during **LO2 - Task 2**. | | | | | | | | | | | | | | | | | | |  | |
| **Standard Filter on Orders and Customers** | | | | | | | | | **Advanced Filters** | | | | | | | | | |
| **M3.2 - Task 10** | Show the creation of at least 3 pivot-tables for the information stored. Provide evidence of the process and creating pivot table charts of the results. | | | | | | | | | | | | | | | | | | |  | |
| **P6.2 - Task 11** | Show evidence of startup feature setup within the spreadsheet system | | | | | | | | | | | | | | | | | | |  | |
| **P6.2 - Task 12** | Show evidence of two more automated features for your spreadsheet that can be controlled from opening or from a macro button. | | | | | | | | | | | | | | | | | | |  | |
| **Feature 1** | | | | | | | | | **Feature 2** | | | | | | | | | |
| **A04 - Produce user documentation and technical information** | | | | | | | | | | | | | | | | | | | | | |
| **P7.1 - Task 01** | Create a test table that can be used to test your spreadsheet system | | | | | | | | | | | | | | | | | | | |  |
| **Client Requirements** | | **Formulas and Functions** | | | | **Data Validations** | | | | **Error Messages** | | | | **House style** | | | **Automation (Macros)** | | |
| **Navigation** | | **Comments** | | | | **Layout** | | | | **Pivot table updates** | | | | **Conditional formatting** | | | **VB Scripts** | | |
| **D1.1 - Task 02** | Conduct and collect Peer feedback on the produced Spreadsheet with the purpose of improving their quality and usability for the target audience. | | | | | | | | | | | | | | | | | | | |  |
| **D1.2 - Task 03** | Analyse the feedback from the interviewees, catalogue and present the results and your synopsis of the qualitative comments. | | | | | | | | | | | | | | | | | | | |  |
| **D1.3 - Task 04** | Modify the Spreadsheet in light of feedback gathered in order to improve the functionality of the product. | | | | | | | | | | | | | | | | | | | |  |
| **D1.3 - Task 05** | Give a detailed justification why these changes were made and how they will improve the functionality of the Spreadsheet. | | | | | | | | | | | | | | | | | | | |  |
| **P8.1 - Task 06** | Export data into different formats | | | | | | | | | | | | | | | | | | | |  |
| **.xls** | | | **.csv** | | | | **.txt** | | | | | **.xml** | | | | **.html** | | | |
| **P8.2 - Task 07** | Import data from the Spreadsheet into a Word Document for a specified purpose. | | | | | | | | | | | | | | | | | | | |  |
| **P9.1 - Task 08** | Create a step-by-step User guide illustrating how the system functions. | | | | | | | | | | | | | | | | | | | |  |
| **Purpose and Audience** | **Hardware and Software Requirements** | | | **How to start spreadsheet** | | | | **Formulas and Functions Used** | | | **Data Validation** | | | | **Navigation of the system** | | | **How to input data** | |
| **Storing information** | **Searching information** | | | **How to respond to error messages** | | | | **Generating Invoices** | | | **Charts/Graph** | | | | **Analysing Data** | | | **Fault Log** | |
| **D2.1 – Task 09** | Annotate the purpose of the selection of graphs/charts implemented within the analysis sheet | | | | | | | | | | | | | | | | | | | |  |
| **D2.2 – Task 10** | Using the pivot table(s), create a selection of graphs/charts to represent the orders stored | | | | | | | | | | | | | | | | | | | |  |
| **D2.3 – Task 11** | Produce an evaluation on your spreadsheet that focuses on the requirements identified in LO2 | | | | | | | | | | | | | | | | | | | |  |
| **D2.4 – Task 12** | Complete a written witness statement for the assessor, illustrating how the final spreadsheet system. | | | | | | | | | | | | | | | | | | | |  |