# Spreadsheet Methods

## Practical Exam Checklist *(2 hours only)*

| ID | Task | Mark |
|----|------|------|
| 1 | Create a new spreadsheet and input the data as shown below using the Calibri size 11point font. Rename the worksheet with the name **Data**.  Save this spreadsheet file as Practical Exam with your own name eg **TEST Ray O Connor**. (Note: The grey shaded columns indicate where you will input functions and formula). The screenshot below only shows sample data. | |

|  | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | Cork Credit Union | | | | | |
| 2 | | | | Loan Book Analysis | | | | | |
| 3 | | | | | | | | | |
| 4 | Customer | | Principal | Interest Rate | Years | | Monthly Payment | Total Spending | Total Interest |
| 5 | Alan Farrell | | 15000 | 6.5% | 4 | | €355.72 | €17,074.77 | €2,074.77 |
| 6 | Barry Daly | | 15500 | 5% | 6 | | €251.43 | €18,102.81 | €2,602.81 |
| 7 | Carol Cronin | | 16000 | 6% | 10 | | €177.63 | €21,315.94 | €5,315.94 |
| 8 | Denise Dunne | | 16500 | 4% | 5 | | €303.87 | €18,232.36 | €1,732.36 |
| 9 | Eric Caulfield | | 17000 | 5% | 3 | | €509.51 | €18,342.19 | €1,342.19 |
| 10 | Fiona Dooley | | 17500 | 3% | 5 | | €314.45 | €18,867.13 | €1,367.13 |
| 11 | Gary Dunlea | | 18000 | 5% | 3 | | €539.48 | €19,421.14 | €1,421.14 |
| 12 | Harry Stokes | | 18500 | 4% | 5 | | €340.71 | €20,442.34 | €1,942.34 |
| 13 | Ian O'Connor | | 19000 | 6% | 6 | | €314.88 | €22,671.71 | €3,671.71 |
| 14 | Jean Bradley | | 19500 | 8% | 5 | | €395.39 | €23,723.38 | €4,223.38 |
| 15 | Kyle Donovan | | 20000 | 7% | 3 | | €617.54 | €22,231.51 | €2,231.51 |
| 16 | | | | | | | | | |
| 17 | Totals = | | 192500 | 0.5975 | 55 | | €4,120.61 | €220,425.26 | €27,925.26 |
| 18 | Average = | | 17500 | 0.054318182 | 5 | | €374.60 | €20,038.66 | €2,538.66 |
| 19 | Max = | | 20000 | 0.08 | 10 | | €617.54 | €23,723.38 | €5,315.94 |
| 20 | Min = | | 15000 | 0.03 | 3 | | €177.63 | €17,074.77 | €1,342.19 |
| 21 | | | | | | | | | |

Sheet tabs: Loan Book | **Loan Book incl Formula** | Formula | (+)

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|----|------|------|
| 2 | Create a new worksheet named. | |
| 3 | Copy everything from the worksheet named Data and paste it into the   worksheet. | |
| 4 | Insert today's date in the cell to the right of the heading Date: | |
| 5 | Insert a new column with the heading. | |
| 6 | Delete the row containing. | |
| 7 | In the column, use the correct LOOKUP function | |
| 8 | In the column, you are required to input the formula to calculate 21.5%. | |
| 9 | In the column, you must input the formula to adding the price and VAT | |
| 10 | In the column, input a formula which subtract 2 cells. | |
| 11 | In the column, **if function** the number of days is 30 or less the customer is entitled to a 7% deduction, hence you are required to input a formula to calculate 93% of the for all cells in this column. | |
| 12 | In the column, input a formula which subtracts two columns. | |
| 13 | In the **Mortgage** column and based on a mortgage rate of 3.05% for 25 years for all customers you are required to use the correct financial function to calculate the monthly mortgage repayment based on the Price. | |
| 14 | Set all columns to AutoFit the column width. | |
| 15 | Set the font of the heading | |
| 16 | Set the size of the sub heading X point. | |
| 17 | Set the background colour of the range of cells. | |
| 18 | In cell, input the function to calculate the average price | |

| 19 | In cell, input the function to calculate the sum of all prices. | |
|---|---|---|
| 20 | Set the cells to currency format with 2 decimal places. | |
| 21 | Embolden all the column headings in row.  (Note: set contents to bold) | |
| 22 | Centre the main heading and sub heading across the columns. Set all columns to Autofit to Contents. | |
| 23 | Create a new worksheet named. Copy all data from the one worksheet and paste into the second worksheet. | |
| 24 | Sort all data in ascending from smallest to largest. | |
| 25 | Right align the contents of the House Type column. | |
| 26 | Centre align the contents of the Deposit Paid column. | |
| 27 | Use Conditional Formatting to highlight the cells containing "" in the specific column. Cells should be highlighted in Light Red. | |
| 28 | Create a new worksheet named. | |
| 29 | Create a bar chart based on contents of 2 columns(Select two separate columns using SHIFT/CTRL keys) | |
| 30 | Change the title of the bar chart. Ensure you enlarge this chart, so it is clearly legible. | |
| 31 | Save this spreadsheet file containing all worksheets as TEST with your own name eg **TEST Ray O Connor**. | |
| 32 | From the worksheet named Sorted select the contents of cell A11 to L21 only and print as a PDF with filename **TEST PDF**. | |
| | When you are finished double check everything and upload your spreadsheet file and the PDF file via Moodle for assessment by the deadline. | |