

**Spreadsheet and Chart Task** (based on a Higher Tier question)**Total 14 marks**

- (a) Set up a spreadsheet using the following data that shows the details of newspaper sales at Owen's Newsagents during a four-week period. (2 marks)

*Owen's Newsagents – Sales to Sat 30 March 2002*

<i>Newspaper</i>	<i>Week 1</i>	<i>Week 2</i>	<i>Week 3</i>	<i>Week 4</i>	<i>TOTAL</i>
<i>Daily Mirror</i>	<i>204</i>	<i>189</i>	<i>220</i>	<i>201</i>	
<i>The Telegraph</i>	<i>114</i>	<i>125</i>	<i>103</i>	<i>111</i>	
<i>The Independent</i>	<i>75</i>	<i>80</i>	<i>77</i>	<i>79</i>	
<i>The Guardian</i>	<i>101</i>	<i>95</i>	<i>113</i>	<i>87</i>	
<i>The Mail</i>	<i>232</i>	<i>219</i>	<i>227</i>	<i>214</i>	
<i>TOTAL</i>					

- (b) Change 'The Mail' to 'The Daily Mail'. (1 mark)
- (c) Enter a formula at the bottom of column 2 to calculate the total sales for week 1 of all newspapers. (1 mark)
- (d) Replicate the formula in (c) to calculate the totals for each other week. (1 mark)
- (e) Enter formulae to calculate the total sales for each newspaper during the four-week period. (2 marks)
- (f) There have been some mistakes in entering the data. Alter the spreadsheet to show the following: (1 mark)

Daily Mirror: Week 2 198  
The Guardian: Week 4 97

- (g) Save the file as **SALES** and print a copy showing the formulae. (1 mark)
- (h) Create a pie chart to show the total sales of each newspaper during this period. Give the chart a suitable title and a legend. The data labels should show the percentage sales for each paper. (4 marks)
- (i) Save the file as **CHART** and print a hard copy. (1 mark)

