

Spreadsheet and Chart Task (based on Foundation Tier questions) **Total 21 marks**

- (a) Set up a spreadsheet using the following data. This shows several products for sale at *Chameleon Records* and how many were sold during the past week: (2 marks)

<i>Product</i>	<i>No. Sold</i>	<i>Price</i>	<i>Total Income</i>
<i>DVD</i>	<i>210</i>	<i>17.99</i>	
<i>Video (VHS)</i>	<i>375</i>	<i>14.09</i>	
<i>CD</i>	<i>545</i>	<i>12.9</i>	
<i>Tape Cassette</i>	<i>138</i>	<i>13.99</i>	
<i>Gift Token (£10)</i>	<i>21</i>	<i>10</i>	
<i>Gift Token (£5)</i>	<i>36</i>	<i>5</i>	
<i>Posters</i>	<i>69</i>	<i>1.6</i>	
<i>Disc Cleaning Kit</i>	<i>5</i>	<i>7.5</i>	
<i>TOTAL</i>			

- (b) There have been some mistakes in entering the data. Alter the spreadsheet to show the following:
- Video (VHS): Price 14.9
Posters: No. Sold 96 (2 marks)
- (c) (i) Enter a formula in the '**Total Income**' column to calculate the income from the sale of DVD's (**No. Sold** multiplied by **Price**). (1 mark)
- (ii) Replicate the formula to calculate the income from all products. (1 mark)
- (d) Enter a formula, in an appropriate cell, to show the total income for the week from all the products. (1 mark)
- (e) Format the '**Price**' and '**Total Income**' column to show the values in currency format. Print a hard copy showing the values. (1 mark)
- (f) Insert a new row above the headings row and enter an suitable title for your spreadsheet. (2 marks)
- (g) Save the file as **SALES** and print a hard copy showing the formulae. (1 mark)
- (h) Create a pie chart to show the numbers sold of each item. Give the chart a suitable title and legend. The data labels should show the numbers sold. (4 marks)
- Save the file as **CHART** and print a hard copy. (1 mark)
- (i) Create a bar chart to show the total income from each item. Label the axes and give the chart a suitable title. (4 marks)
- Save the file as **CHART2** and print a hard copy. (1 mark)

