

GCSE ICT Short Course - Design and create a spreadsheet

This part of your Modelling Course work accounts for up to a further 6 marks.

The school is interested in running a refreshments kiosk for Study Support. You are asked to design and create a spreadsheet for this. It is important that records are kept. You need to consider the following and include them in your design:

- A list of appropriate food and drink
- Realistic prices for each item
- A record of which items are sold and on which nights, (Monday-Thursday)
- Formulas for updating sales as they occur, both individual items and overall takings

Task 1 Hand drawn design

On a blank piece of paper draw a draft copy (neatly) of your designed spreadsheet. You may wish to do several draft copies. Only the final draft need be handed in. You will get *1 mark* for the quality of your design and *1 mark* for the formulas if they are shown and explained.

Think about using the space sensibly. Make sure the cell sizes are appropriate for the information. Not every cell has to be filled in. Arrows can indicate where and what labels, data and formulas would be typed. (See the example). Allow room for holes to be punched into the page. Add a suitable title and your name.

Name	English	Maths	Science	Total	Pupil Average
John Pender	63	60	73	=B2+C2+D2	=E2/3
Ann Gunn					
Don Brooks					
Mean	=Average(B2:J2)				

Task 2 Spreadsheet created

Make a copy of your chosen design using a new file in Excel. Save it with a suitable file name. Add your name as a footer and a relevant title as a header, and print off.

Task 3 Explanation of formulas

Complete the template in the Short Course Modelling folder and print off.

Task 4 Discount or special offer

Some of your stock is not sold and it is near the end of term. You need to try and sell it before it goes passed the sell by date. Make a copy of your original spreadsheet and show the changes you would make to it to allow for these. Add appropriate headers and footers and print off this altered copy. Make sure you explain any changes fully.