

GCSE ICT Portfolio (Short Course and Full Course)

Spreadsheet Design and Creation of a telephone ordering form

Name:

Tutor Group:

You currently have up to 15/20 for “Exam Results”. This piece of work is required to gain the final 5 marks for this aspect of the portfolio, (unless achieved already).

The task:

Design and create an order form that can be used for telephone orders. This can be for anything. Here are a few examples;

- DVDs from a hire shop, or video games hire shop
- Takeaway at a restaurant, café, sandwich bar, fish & chip shop, pasty shop.

Things to consider:

- Portrait or landscape?
- What information do you need to gather from the caller? (e.g. name, address, tel.no.)
- What information do you need to have to hand already? (e.g. Items for sale, prices)
- What formatting skills might you put to use? (e.g. borders, wrap text, merge cells)
- What simple formulas do you know that might be useful use? (+, -, * or /)
- What advanced processes and formulas might be included? (Use of formula wizard)

Use the checklist to be sure you have covered everything required.

1. Paper Design [1 mark for design, 1 mark for use of currency symbol]

- Produce your spreadsheet design on paper. You need use only one sheet.

2. Value Version [1 mark]

- Create the spreadsheet from your hand drawn design.
- Check that all the formulas are working.
- Do you need to add text boxes with explanations of some parts of it?*(See 4. below)
- Check in print preview and add appropriate headers and footers.
- Save and print it off.¹

3. Formulas Version [1 mark]

- Select Tools / Options / Formulas / OK
- Resize columns and rows as appropriate.
- Note that currency data loses the £ symbol which you used for the value version.
- Check in print preview and add appropriate headers and footers.
- Save and print it off.¹

4. Formula Explanation [1 mark]* (Optional if text boxes used for this task)

- Use the template provided to describe the different formulas and advanced formatting and processing you used.
- Check your final table in print preview. Add your name as a footer. Print it off.¹

¹ These can be printed off in school

Spreadsheet Telephone Order Form Design for GCSE ICT Portfolio	Importance	Tick when done
Paper Design		
Text labels clearly entered in appropriate cells	Vital	
Example data entered at head of each column and start of each row		
Arrows used to indicate similar data or replicated formulas		
Accurate formulas in appropriate cells		
Advanced formatting or processes added as required	Perfectionists	
Value Version		
Looks similar to original design with only minor changes, if any	Vital	
Currency symbol used where appropriate		
At least 2 simple formula used: (e.g. =D2*E2)		
At least on formula using the wizard (e.g. =SUM(F2:F6), =NOW())		
An advanced formula used (e.g. IF function, VLOOKUP)	Perfectionists	
Cells with advanced formatting (e.g. wrap text, conditional format)		
An advanced process (validation, drop down list)		
Textboxes with explanations as required	Optional	
Formula Version (N.B. currency symbol will not be evident)		
Resize column widths to see all of the formula	Vital	
Try to fit on one page using manual margins in print preview	If possible	
Formula Explanation Template (Mostly optional if text boxes used effectively)		
Paragraph about the task	Vital	
All simple formulas and formulas using wizard explained	Vital unless you have used text boxes on the spreadsheet	
All other formulas and advanced processing and formatting explained		
Any teacher instructions followed, and notes and helps deleted		

