**Task 1 – Evidence Document**

* Open the file **173evidence.rtf**
* Make sure your name, Centre number and candidate number will appear on every page of your Evidence Document by placing these details in the header.
* Save this as a word-processed document in your work area with the file name **173evidence**

 followed by your candidate number, for example, **173evidence9999**

 You will need your Evidence Document during the examination to enter answers to questions and to

 place your screenshots in when required.

**Task 2 – Spreadsheet**

 *You work for the Cozumel Tourist Board who use a spreadsheet to analyse data about cruise ship*

 *passengers in the Caribbean. Use the most efficient methods in your work.*

1. Open and examine the files **173cruise.csv** and **173location.csv** in a spreadsheet package.

Save the file 173cruise as a spreadsheet with the file name cruise\_ and your candidate

 number, for example, **cruise\_9999**

 In your cruise spreadsheet, place the text **Cruise ship analysis** left aligned in the header

 of the page. Place your name, Centre number and candidate number, right aligned in the

 header of the page.

 Place the text **Last edited on** followed by today’s date (automated), the text at and then the

 time (automated), centre aligned in the footer of the page.

 [3]

1. Merge cells **E2 to F2**.

Format this merged cell and cell **G2**, so that the text is centre aligned in a black, 16 point,

 sans-serif font.

 [2]

1. Merge cells **A1 to H1**.

Format this merged cell so that:

• the text is right aligned with a red, 20 point, sans-serif font

• it has a pale blue background colour.

1. In cell **B4** enter a function to look up the name of the cruise ship’s destination from the content of the file **173location.csv**  [6]
2. In cell **F4** enter a formula to calculate the average number of visitors a month for this destination, rounded down to the nearest visitor. [3]
3. In cell **H4** enter a formula to calculate the percentage change in the number of visitors between 2014 and 2015. [3]
4. Replicate the formulae entered in **steps 4 to 6** for each destination. [1]
5. Apply appropriate formatting to your spreadsheet. [3]
6. Save your spreadsheet.

• Print the spreadsheet showing the formulae. Make sure:

• it is in landscape orientation

• the row and column headings are displayed

• the contents of all cells are fully visible.

 [2]

**PRINTOUT 1**

Make sure that you have entered your **name, Center number and student Id** on your spreadsheet showing the formulae

1. Print all of the spreadsheet showing the values. Make sure:

• it fits on a single portrait page

• the row and column headings are not displayed

• the contents of all cells are fully visible.

 [1]

**PRINTOUT 2**

Make sure that you have entered your **name, Center number and student Id** on your spreadsheet showing the values.

1. New data has just arrived for Barbados in March and the British Virgin Islands in April. Edit

the data in the spreadsheet to show these changes:

 **Destination Month Extra visitors**

 Barbados March 2015 70,041

 British Virgin Islands April 2015 68,457

 Print all of the spreadsheet showing the values. Make sure:

• it fits on a single portrait page

• the row and column headings are not displayed

• the contents of all cells are fully visible.

 [3]

**PRINTOUT 3**

Make sure that you have entered your **name, Center number and student Id** on your spreadsheet showing the values.

1. In cell **E24** enter a function to calculate the total number of visitors to all destinations in 2015. [1]
2. In cell **E25** enter a function to calculate the average number of visitors to all destinations in 2015. [1]
3. In cell **E26** enter a function to calculate the number of visitors to the most popular cruise destination in 2015. [1]
4. In cell **I4** use a formula to copy the value held in **B4**.

• Replicate the formula for each destination.

• In cell **E27** enter a function to return the name of the most popular cruise destination in 2015. [4]

1. Place appropriate labels in cells **D24 to D27.** [2]
2. Save your spreadsheet.

• Print only cells **D24 to E27** inclusive showing the formulae. Make sure:

• the row and column headings are displayed

• the contents of these cells are fully visible.

**PRINTOUT 4**

Make sure that you have entered your **name, Center number and student Id** on your spreadsheet showing the formulae.

 Print only cells **I4 to I22** inclusive showing the formulae. Make sure:

• the row and column headings are displayed

• the contents of these cells are fully visible.

**PRINTOUT 5**

Make sure that you have entered your **name, Center number and student Id** on your spreadsheet showing the formulae.

 [1]

1. Print all of the spreadsheet showing the values. Make sure:

• it fits on a single page

• the contents of all cells are fully visible. [1]

**PRINTOUT 6**

Make sure that you have entered your **name, Center number and student Id** on your spreadsheet showing the values

.

1. • Extract only the data gathered for 3 months.

• Sort this data into descending order of percentage change.

• Print only this extract showing the values. Make sure the:

 • printout fits on a single page

 • contents of all extracted cells are fully visible.

 [2]

**PRINTOUT 7**

Make sure that you have entered your **name, Center number and student Id** on the extract showing the values

.

 [Total : 43]