**PRACTICAL**

**Task 1 – Evidence Document**

* Open the file **1631evidence.rtf**
* Make sure your name, Centre number (QA 038) and Student id will appear on every page of your Evidence Document by placing these details in the header.
* Save this Evidence Document, as a word processed document, in your work area as **1631evidence** followed by your student id. For example,1631evidence9999

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 are going to prepare a spreadsheet to manage the budgets and create charts comparing 6 global projects. Unless working in local currencies, display all currency values rounded to the nearest US dollar. The file* ***1631currency.csv*** *contains information about countries and their currencies. Make sure that you use the most efficient methods to do each task.*

1. Using a suitable software package, load the file **1631sheet.csv**

* Save this file as a spreadsheet with the file name **1631\_** and your Centre number and student id. For example, 1631\_ZZ999\_9999
* Insert 2 new rows above row 1. [1]

1. In cell **A1** enter the title **TMCP Projects 2016**

In cell **A2** enter your name, Centre number and student id. [1]

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

Format this cell so that:

* text is centre aligned with a white, 36 point, sans-serif font
* it has a black background colour. [4]

1. In cell **B4** enter a function to look up, from the external file **1631currency.csv**, the name of the currency for Honduras. [6]
2. In cell **B5** enter a function to total the Amount of money in local currency for the Honduras project. [4]
3. In cell **B6** enter a formula to look up, from the external file **1631currency.csv,** the exchange rate from the local currency to US dollars for Honduras. Multiply this value by the total for the local currency, rounded to the nearest dollar. [5]
4. Replicate the formulae entered in steps 4, 5 and 6 for each project. [1]
5. In cell **H6** enter a function to add the total income in US dollars. [1]
6. Sort the list of individual donations into ascending order of *Project* then descending order of *Amount* [2]
7. Apply appropriate formatting to all cells in **rows 3 to 6** inclusive. [4]
8. Save your spreadsheet.

Print only the cells **A1 to I6** showing the formulae. Make sure:

* it is in landscape orientation
* the row and column headings are displayed
* the contents of these cells are fully visible. [2]

**PRINTOUT 1**

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

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

* printout fits on a single page wide
* contents of all cells are fully visible. [1]

**PRINTOUT 2**

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

1. Extract only the data for Fiji and the Maldives, where the *Amount* of the donation was more than 90

* Print only this extract showing the values. Make sure the:
* printout fits on a single page wide
* contents of all cells are fully visible. [2]

**PRINTOUT 3**

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

1. Save and print your Evidence Document.

**PRINTOUT 4**

Make sure that you have entered your **name, Centre number and student id** on your Evidence Document.