

ECDL / ICDL Spreadsheets

Sample Part-Tests

The following are sample part-tests for ECDL / ICDL Spreadsheets. This sample part-test contains 15 questions and 1 theory question giving a total of 16 marks.

The actual ECDL / ICDL Spreadsheets certification test contains 32 questions giving a total of 32 marks. The candidate has passed the test if he/she scores 24 out of 32 marks. The pass mark for the module is 75%. The duration of the actual ECDL / ICDL Spreadsheets certification test is 45 minutes.

Although the ECDL / ICDL Spreadsheets sample part-tests are not certification tests they do give an indication about the scope and approach adopted within the actual ECDL / ICDL Spreadsheets certification test. All test items within the actual ECDL / ICDL Spreadsheets certification tests are based on ECDL / ICDL Spreadsheets Syllabus Version 6.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL Spreadsheets tests please refer to ECDL / ICDL Spreadsheet Syllabus Version 5.0 which is available for download at the appropriate section of the Programmes page of www.ecdl.org

Answer Guide

An Answer Guide for the sample part-tests theory questions is contained within the sample part-tests folder.

Module Goals

ECDL / ICDL Spreadsheets sets out essential concepts and skills relating to understanding the concept of spreadsheets and using a spreadsheet to produce accurate work outputs.

Successful candidates will be able to:

- Work with spreadsheets and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool to enhance productivity.
- Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets.
- Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and recognize error values in formulas.
- Format numbers and text content in a spreadsheet and use available autoformat/table styles.
- Choose suitable charts, and create and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings and check and correct spreadsheet content before printing.

Sample Part-Test 1***This is a sample part-test.***

The following is the sample part-test for ECDL / ICDL Spreadsheets. This test consists of 16 practical questions with 1 mark available for each question. The total marks available are 16 marks.

The sample part-test is based on creating a spreadsheet for improvements to your house. In the test you are asked to develop a budget for improvements to your house, to carry out various formatting actions, and to make some calculations before presenting the spreadsheet to your bank manager.

1. Open the spreadsheet application and open the file called **improvements.xlsx** from your candidate drive. Save the file as **costings.xlsx** to your candidate drive. [1 Mark]
2. On the **projection** worksheet, zoom the display to **100%**. [1 Mark]
3. Widen **column A** so that the content of the column is fully visible. [1 Mark]
4. Enter a function in **cell B11** to calculate the sum of the **cell range B5:B10**. [1 Mark]
5. Copy the sum function in **cell B11** to the **cell range C11:F11**. [1 Mark]
6. Enter a formula in **cell B13** that subtracts **cell B11** from **cell B3**. Copy the formula in **cell B13** to the **cell range C13:E13**. [1 Mark]
7. Enter a formula in **cell F5** with an absolute cell reference for one cell only that divides the content of **cell E5** by the content of **cell E11**. Copy the formula in **cell F5** to the **cell range F6:F10**. [1 Mark]
8. Format the **cell range F5:F11** as a percentage with no decimal places and save. [1 Mark]
9. Enter a function in **cell B15** to calculate the minimum of the **cell range B5:B10**. Copy the function in **cell B15** to the **cell range C15:D15**. [1 Mark]
10. Enter a function in **cell B17** to calculate the maximum of the **cell range B5:B10**. Copy the function in **cell B17** to the **cell range C17:D17**. [1 Mark]
11. Format the **cell range B3:E17** to € currency with no decimal places. [1 Mark]
12. Rename the **Sheet3** worksheet so that it meaningfully relates to the worksheet content. [1 Mark]

Continued...

Sample Part-Test 1 (Contd.)

13. On the **loan** worksheet create a 2-D clustered column chart from the **cell range A3:D5**. Position the chart to display at **cell A7** in the worksheet and save. [1 Mark]
14. Which one of the following charts would use horizontal bars to compare data from a survey that asked 300 people "which is the most popular home improvement to make"? [1 Mark]
- a. Scatter chart.
 - b. Area chart
 - c. Line chart
 - d. Bar chart
- Enter your answer (a, b, c or d) into the grey shaded **cell A26**.
15. On the **loan** worksheet enter your name in the right section of the header of the worksheet. [1 Mark]
16. Print one copy of the contents of the **loan** worksheet to an output printer. Save and close any open files and close the spreadsheet application. [1 Mark]

This is the end of the test.

If you have time, check the work you have done.

Sample Part-Test 2***This is a sample part-test.***

The following is the sample part-test for ECDL / ICDL Spreadsheets. This test consists of 16 practical questions with 1 mark available for each question. The total marks available are 16 marks.

The sample part-test is based on an analysis of revenues at the Jupiter ice-rink. In the test you are asked to create a small spreadsheet for the ice-rink management showing receipts over the four quarters of the trading period just passed, to carry out various formatting actions and to make some calculations.

1. Open the spreadsheet application and open the file called **arena.xlsx** from your candidate drive. Save the spreadsheet as **rink.xlsx** to your candidate drive. [1 Mark]
2. On the **revenue** worksheet adjust the height of row 6 so that the content of the row is fully visible. [1 Mark]
3. Enter the number **250** into **cell C5** and the number **275** into **cell D5**. [1 Mark]
4. Change the number in **cell D7** to **160**. [1 Mark]
5. Enter a function in **cell B8** to calculate the sum of the **cell range B4:B7**. [1 Mark]
6. Copy the sum function in **cell B8** to the **cell range C8:G8**. [1 Mark]
7. Enter a function in **cell B10** to calculate the average of the **cell range B4:B7**. Copy the average function in **cell B10** to the **cell range C10:E10**. [1 Mark]
8. Enter a formula in **cell G4** with an absolute cell reference for one cell only that divides **cell F4** by **cell F8**. Copy the formula in **cell G4** to the **cell range G5:G7** and save. [1 Mark]
9. Format the **cell range G4:G8** to percentage with no decimal places. [1 Mark]
10. Enter a function in **cell B12** that displays the text **Above Budget** if the number in **cell F8** is greater than 3500 and otherwise displays the text **Below Budget**. [1 Mark]
11. Which of the two cells **F4** or **F5** displays good practice in totalling a cell range? Enter your answer in **cell B14**. [1 Mark]
12. On the **sales details** worksheet add a legend to the bottom of the 2-D pie chart. [1 Mark]
13. Add outside end positioned value data labels to the pie chart. [1 Mark]

Continued...

Sample Part-Test 2 (Contd.)

14. Delete the **2012** worksheet. [1 Mark]
15. On the **names** worksheet sort the **cell range A4:C135** by **Surname** in ascending order. Save and close the **rink** file. [1 Mark]
16. Open the file called **yearly.xlsx** from your candidate drive. Save the **yearly** spreadsheet as an excel template called **yearly results.xltx** to your candidate drive. Save and close all open files and close the spreadsheet application. [1 Mark]

This is the end of the test.

If you have time, check the work you have done.