ICT IGCSE

Task 1 – Evidence Document

- Create a document in a word processing application. Make sure your name, centre number and candidate number will appear on every page by placing these details in the header.

- Save the document in your work area with the name **Evidence_** followed by your candidate number, for example **Evidence_9999**

You will need your Evidence Document during the examination to display images, text and screenshots when required.

Task 2 – Data Analysis

- Open and examine the files **TTSstaff.csv** and **TTSbranches.csv** in a spreadsheet application.

- Save the file **TTSbranches.csv** as a spreadsheet with the name **TTSanalysis_** followed by your centre number and candidate number, for example, **TTSanalysis_ZZ999_9999**

- Save the file **TTSstaff.csv** as a spreadsheet with the name **TTSsales_** followed by your centre number and candidate number, for example, **TTSsales_ZZ999_9999**

In your **TTSanalysis** spreadsheet:

- Place your name, centre number and candidate number, centre aligned in the footer of the page.

- In cell C1 add the text **Branch Sales**

- Insert a new row above Row 1.

- Merge the cells A1 to C1.

- In the merged cell add the text **TTS sales 2019**

- Format the merged cell so that:
  - the text is centre aligned with a red 24-point serif font
  - it has a green fill
  - it has a solid black border.

- Wrap the text in cells A2 and C2.

- Format the cells A2 to C2 as:
  - bold
  - centred horizontally and vertically.

- Adjust the cell widths so all data is visible.

- Save the *TTSanalysis* spreadsheet.   [11]

In your **TTSsales** spreadsheet:

- Place your name, centre number and candidate number, centre aligned in the header of the page.

- In cell E1 enter the text **Branch**

- In cell E2 enter a function to use the Branch code to lookup the Branch from the **TTSanalysis** file.

- Replicate this formula for each member of staff.

- Save the *TTSsales* spreadsheet.

- Keeping the data in ascending order of Branch, sort the TTSsales data so that the sales for the members of staff in the branch are in descending order.

- Save the *TTSsales* spreadsheet.

In your **TTSanalysis** spreadsheet:

- Sort the data so that the branches are in ascending order.

- In cells C3 to C12 enter functions to calculate the total sales for each branch.

- Save the *TTSanalysis* spreadsheet.