ECDL / ICDL Advanced Spreadsheets Sample Test

Syllabus Version 2.0

22nd November 2010

SAMPLE TEST FOR ECDL / ICDL ADVANCED SPREADSHEETS

The following is a sample test for ECDL / ICDL Advanced Spreadsheets. As with the certification test, the sample test contains 20 questions. The suggested test duration for this sample test is 60 minutes, which is the same duration as the certification test.

The purpose of this sample test is to allow candidates to experience the structure and content of ECDL / ICDL Advanced tests. All test items within ECDL / ICDL Advanced tests are based on ECDL / ICDL Advanced Syllabus Version 2.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL / ICDL Advanced tests please refer to ECDL / ICDL Advanced Syllabus Version 2.0 on http://www.ecdl.org

This sample test must only be used for candidate preparation and **must not** be used under any circumstances for certification testing.

Pass Mark

The pass mark for certification tests is 75%.

Measurement Units

Default measurements (margins, indents, tabs etc.) are expressed in centimetres.

Naming Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL Advanced tests and sample tests. References to file names, file extensions, folders, URL's (Uniform Resource Locators), hyperlinks, image links, Web pages, e-mail messages, field identification names etc., together with textual insertions are presented in *bold italic* for ease of identification within the test paper. Naming or insertion actions for text or numeric data should be added without any formatting except where a formatting action is requested as part of the question item.

ECDL Foundation

ECDL / ICDL Advanced Spreadsheets Sample Test

The following test for ECDL / ICDL Advanced Spreadsheets is based on analysing a spreadsheet for a travel company, Rainbow that has branches throughout Europe. In the test amongst other things you are asked to change sales data and modify a pivot table, modify charts, link data and perform calculations on the data using various functions, for presentation to your Financial Controller.

This sample test consists of 20 questions with 5 marks available for each question.

1. Open the file named ***rainbow.xlsx*** from your candidate drive.

    On the ***sales*** worksheet apply conditional formatting to the ***cell range C2:C18*** as follows:

Cell value	Cell Shading Colour	
Between 20 and 30	Any light blue colour	
Greater than 30	Any light grey colour	**[5 Marks]**

2. Add a function in ***cell D2*** to round the value in ***cell C2*** up to zero decimal places. Copy the function in ***cell D2*** to the ***cell range D3:D18***.   **[5 Marks]**

3. Add a function in ***cell E2*** that will rank the number in ***cell C2*** from highest to lowest, relative to the ***cell range*** named ***sales***. Copy the function in ***cell E2*** to the ***cell range E3:E18***.   **[5 Marks]**

4. Protect **only** the cell range ***C20:D20*** using ***nochange*** as the password. Ensure that all other cells in the worksheet are available for data entry.   **[5 Marks]**

5. On the ***staff*** worksheet:

    a. Remove the horizontal split bar.   **[1 Mark]**

    b. Unhide row 5.   **[1 Mark]**

    c. Hide the staff worksheet.   **[3 Marks]**

6. On the ***analysis*** worksheet:
    Add a lookup function in ***cell C5*** to show the name of the chief salesperson that deals with the region in ***cell B5*** (West). Copy the function in ***cell C5*** to the ***cell range C6:C31***. Save the ***rainbow*** file.   **[5 Marks]**

7. Add a function in ***cell J5*** that will display the first five characters of the contents of ***cell G5***. Copy the function in ***cell J5*** to the ***cell range J6:J8***.   **[5 Marks]**

8. Enter an appropriate criterion within the ***cell range A1:D2*** and a database function in ***cell D33*** to calculate the maximum sales for the ***North*** region of Europe.   **[5 Marks]**

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9. a. Hide the comment in *cell G1*. **[2 Marks]**

   b. Use built-in commands to display all formulas used on the worksheet. **[3 Marks]**

10. On the *yr 2008* worksheet:
    a. Simultaneously sort the *cell range A1:D81* by *City* in ascending order then by *Sales (€000)* in descending order. **[3 Marks]**
    b. Filter the *cell range A1:D81* so that only *Sales (€000)* greater than 10 are visible. **[2 Marks]**

11. On the *forecast 2009* worksheet:
    a. Delete the *year* range name. **[2 Marks]**
    b. Edit the formula in *cell B10* by using named cells instead of the *B5:B8* cell references.
    Save the *rainbow* file **[3 Marks]**

12. a. Remove the hyperlink from the text in *cell B4*. **[1 Mark]**
    b. Link the *cell range A4:B10* as a worksheet object to the line below the heading in the document named *budgeted sales 2009.docx* on your candidate drive. Save and close the *budgeted sales 2009* file. **[4 Marks]**

13. On the *forecast 2009* worksheet:
    a. Delete the scenario named *Mid Case*. **[2 Marks]**
    b. Create a scenario named *Worst Case* as follows:

Changing Cells	Cell values
B5	6,200
B6	6,500
B7	6,700
B8	6,400

   [3 Marks]

14. On the *forecast 2010* worksheet:
    a. Apply validation criteria to the *cell range B5:B8* so that only a whole number between *6,500* and *8,000* can be entered. **[3 Marks]**
    b. Apply a validation input message to the *cell range B5:B8* with the title *Number restriction* and input message *Whole number between 6,500 and 8,000*. **[2 Marks]**

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15. On the *subtotals* worksheet:
   a. Use a ribbon feature to subtotal by sum the *Sales (€000)* column after each change in *Region of Europe* in the *cell range A1: D81*. **[3 Marks]**
   b. Collapse all the subtotalled data so that only the *Region of Europe* subtotals and the *Grand Total* are displayed. Save the *rainbow* file. **[2 Marks]**

16. On the *charting* worksheet:
   a. On the chart beginning at *cell A7* change the chart type for the *Total Overheads (€000)* data series **only** to a Line chart. **[2 Marks]**
   b. On the chart beginning at *cell A35* without editing the contents of the *cell range A33:F33* delete the data series for *Budgeted Overheads (€000)*. **[3 Marks]**

17. On the chart beginning at *cell A35*:
   a. Format the *Budgeted Sales (€000)* data series to display the *jet* image from your candidate drive. **[2 Marks]**
   b. Format the position of the *Budgeted Sales (€000)* data labels to appear at the outside end. **[3 Marks]**

18. On the *pivot* worksheet:
   a. Change the content of *cell C4* to 16 and refresh the pivot table. **[3 Marks]**
   b. Filter the pivot table so that the *East* and *West* details do NOT display. **[2 Marks]**

19.a. Use built-in commands to replace the formulas in the *cell range C104:C106* with values. **[2 Marks]**
   b. In *cell A108* type the commands you used. Save and close the *rainbow* file. **[3 Marks]**

20. Open the file named *2011 forecast.xlsx*. Select the cell range *A4:B8*.
   a. Record a macro called *darkstyle* stored in the *2011 forecast* workbook (accepting default settings) that applies the style Table Style Dark 2 to the *cell range A4:B8*. **[4 Marks]**
   b. Save the *2011 forecast* file as an Excel macro-enabled workbook to your candidate drive. **[1 Mark]**

END OF SAMPLE TEST