

TLM

Essential Digital Skills

Level 1



## Practical Assessment 1 – Creating and editing

*\*This is a sample assessment. Marking for this assessment does not reflect the marks within the official Practical Assessment which is issued to registered learners. \**

### Information

The time to complete this assessment is 1 hour.

The total marks available for this assessment is 28.

### Instructions

Read the scenario and complete all tasks without anyone's help.

When you see this symbol



write your answers in the relevant section of the Answer sheet provided.

When you see this symbol



show your assessor your work. Your assessor will observe you as you go through the tasks.

### Scenario

You are an office apprentice at a retail company.

1. Your manager has asked you to put selected income data from 6 shops into a spreadsheet and create a bar chart for a meeting.



2. You will email this spreadsheet to your manager and save it in a new folder in a cloud.

## Task 1: Processing data and creating a line graph (15 marks)

### Part A

**Get a word-processing file** from “c:\Shops\Shops Performance” folder which contains data about the income from the 6 shops. Make sure you retrieve only **one, the most recently modified** file.

### Part B

**Create a spreadsheet file** and name it “Shops Performance (meeting graph)” and complete the following:

- **transfer data** about the shops in the **South region only** into a sheet of your spreadsheet and name it “Shops in the South”

### Part C

**Format the data** in the sheet “Shops in the South” as follows:

	<i>Formatting</i>
<b>1</b>	<b>Arrange the data</b> into three columns with the heading in Column A “Shop”, Column B “Quarter” and Column C “Income”. Make sure that each row shows correct shop, quarter and income data as the original file.
<b>2</b>	<b>Use the filter tool</b> to arrange the Quarters Income value in Column C in ascending order.
<b>3</b>	<b>Type</b> “Total” in Column A, in the row immediately under your data.
<b>4</b>	<b>Enter a formula</b> in Column C, in the row immediately under your data to show the total number for all quarters in the South region.

## Part D

**Create a column chart** to show data only for the 4 quarters with the highest income.

**Format your bar chart** as follows:

	<i>Format</i>
<b>1</b>	<b><i>Include a title</i></b> “Best performing quarters in the South”
<b>2</b>	<b><i>Label both axes</i></b> appropriately
<b>3</b>	Have each bar in <b><i>different colour/shading or pattern.</i></b>

## Task 2: E-mailing a spreadsheet (13 marks)

**Create a folder** named “My Practical Assessment 1” in your local drive. Then **Save your spreadsheet** as “Shops Performance (meeting graph) - final” and **back it up** to your cloud storage.

1. ***Make a note*** of the file type, file size and the version of the software you used.
2. Then ***write an email to your manager*** and briefly explaining what the information in the spreadsheet is and **mention the total income figure** you found.
3. Tell your manager about ***the software version you used*** and the file size.
4. ***Ensure that you use*** a subject line, appropriate language and clear email layout.
5. ***Attach the spreadsheet to the email*** and send it to ([email@email.com](mailto:email@email.com))

