**Student RPL Assessment (Practical Test)**

**Microsoft Excel 2016**

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| **Business Unit/Work Group** | Library Studies | | |
| **Qualification Code** | National Code: BSB42115  TAFE SA Code: TP00894 | **Qualification Title:** | Certificate IV Library and Information Services |
| **Unit Code:** | ICTICT203 | **Unit Title:** | Operate application software packages |
| **RPL Assessment Task Title** | 2UAP Excel Assessment 2016 | | |
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| **Date:** | 2020 Academic Year | | |

**Student RPL guide for practical assessment**

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| **Overview of RPL Assessment** | This assessment will require you to create an Excel Workbook with several Excel sheets following the directions within the 2UAP Excel Assessment 2016 instructions   * Using Microsoft Word 2016 * Using Microsoft Excel 2016 |
| **Task/s to be assessed** | * iREAD\_Sales Sheet * iREAD\_Report\_V2 * Wages Sheet * DVD’s Sheet |
| **Due date:** | You would have received an email from your TAFE SA RPL Coordinator or Lecturer outlining the due date for your assessment. |
| **Location:** | You can complete this assessment anywhere. |
| **Decision making rules:** | To receive a satisfactory outcome for this assessment you must complete all questions correctly. |
| **Assessment conditions:** | You may refer to Microsoft online help. |
| **Resources required:** | A computer installed with Microsoft Word 2016 and Microsoft Excel 2016. |
| **Results/re-submission:** | You have 2 attempts to complete this assessment. After your first attempt you will be given one more opportunity to rectify your work and resubmit. |
| **Submission:** | Please email your RPL submission including all required attachments directly to Assessor |

**Recognition of Prior Learning (RPL)**

**2UAP Excel Assessment 2016**

1. Create a folder called “Excel\_Assessment” and place a copy of your *2UAP\_iREAD\_Report V2 Finished example* and the *iREAD\_Books* database files in the folder. Rename your *2UAP\_iREAD\_Report V2 Finished example* file to *2UAP\_iREAD\_Report V2*.
   1. Open a new Excel Spreadsheet and save it in the Excel Assessment folder as “*iREAD\_Sales*”.
   2. Make sure you have a copy of the *iREAD\_Books* Database in your Excel Assessment folder.
   3. Click the Data Menu, choose Get Data, choose from Access Database, browse to the 2UAP\_iREAD\_Books\_Database and click Import.

*Note: Steps 1.4 – 1.7 may be slightly different in earlier versions of software, please utilise your Microsoft Excel skills and experience to adapt to functionality in earlier versions if required. For example, Import the entire Access database to your new iREAD\_Sales spreadsheet.*

* 1. Choose the Books table and click on Edit (Not: This step may not be required if you have imported the entire Access database as a table to your new spreadsheet). Proceed to step 1.5.
  2. Click on the BookID heading and then click on Remove Column or right click and select Delete -> Table Columns.
  3. Click on the ISBN heading and then click on Remove Column or right click and select Delete -> Table Columns.
  4. In E1 Type the Heading “Discount”.
  5. In F1 Type the Heading “No. Sold”.
  6. In G1 Type the Heading “Discounted Price”.
  7. In H1 Type the Heading “Total”.
  8. Adjust the columns to see the headings.
  9. Add a discount of 0.15 to all books except the last one which had a discount of 0.20.
  10. Format the cells in the Discount column to display as a Percentage with no decimal places.
  11. Add a formula to cell G2 to find the discounted price (Hint: will equal the price minus the price multiplied by the discount, don’t forget to bracket where appropriate).
  12. Use the *iREAD\_Opening\_Night\_Sales* document in your student folder to enter the number of books sold in column F.
  13. Add a Formula to H2 to find the total price of sales of the 13-Story Treehouse, use the discount price per book. Format the totals with two decimal points.
  14. Check the total price of all books using the same formula in column H (Use the Fill handle command if needed). Format all columns containing pricing as Australian Dollars ($).
  15. Open *2UAP\_iREAD\_Report V2* from your Excel\_Assessment Folder.
  16. Select Cells A1 to H12 in your iREAD\_Sales spreadsheet.
  17. Copy the data.
  18. On Page 3 of your iREAD\_Report (Word Assessment) change the page orientation to Landscape.
  19. Paste the data copied from the spreadsheet under the subheading Children’s Books making sure you choose Link & Keep Source Formatting from the Paste drop down box.
  20. Make sure the table of Data fits neatly in your iREAD\_Report on page 3 only.
  21. Click on the Table of Contents in your iREAD\_Report to highlight it.
  22. Press F9 and Choose Update Entire Table to update page numbers.
  23. On the iREAD\_Sales Spreadsheet under the table of data in cell G14 put Grand Total. Then add the other data and functions so that you receive these totals from the existing data in Columns F and H.



1. Select Cells A2 though to A12, hold down the CTRL key and then select Cells F2 though to F12, let go of CTRL.
   1. From the Insert Menu choose Recommended Charts and insert a Clustered Bar Chart into your spreadsheet, position neatly on page, then copy the chart.
   2. In your iREAD\_Report\_V2 we want page 4 to also have Landscape orientation, this page has no title, we will just put our chart here. Paste the Chart as a link keeping source formatting, adjust the size of the chart in proportion to the page.
   3. Rename the Title of the Chart to Number of Books Sold.
   4. Use F9 to update the Table of Contents to show the new page numbering.
2. Using another sheet in the workbook iREAD\_Sales recreate the following pay sheet for employees using relative and absolute cell addressing in your Formulas when referring to Pay Rate and Tax Rate.



* 1. Save both documents making sure they are in your Excel\_Assessment folder.
  2. Add a new sheet to iREAD\_Sales.
  3. Web research 10 Children’s DVD titles and design the spreadsheet to show the title, the hyperlink of the web address, the cost and the total cost of all ten DVD’s, use your initiative to make this sheet organised with clear information.
  4. Select the sheet where your chart is then close iREAD\_Sales Excel Workbook (meaning that when the spreadsheet is opened, the sheet showing your chart will be displayed first).
  5. Save As or Print to PDF the iREAD\_Report\_V2 into your Excel\_Assessment folder.
  6. Zip the Excel Assessment folder and rename it to your student ID and email to your assessor.

\*\*\* END OF ASSESSMENT \*\*\*