



Higher
Coursework
Assessment Task



Higher Administration and IT Assignment Assessment task

Coursework Finalised Marking Instructions

© Scottish Qualifications Authority 2025

General marking principles

Always apply these general principles. Use them in conjunction with the detailed/specific marking instructions, which identify the key features required in candidates' responses.

- a Always use positive marking. This means candidates accumulate marks for the demonstration of relevant skills, knowledge and understanding; marks are not deducted for errors or omissions.
- b If a candidate response does not seem to be covered by either the principles or detailed/specific marking instructions, and you are uncertain how to assess it, you must seek guidance from your team leader.
- c Candidates gain marks for specific skills, knowledge and understanding. Award marks for using different functions and features of a variety of IT applications in the following areas:

Spreadsheet – 20 marks (+/- 4 marks)

- ♦ using a range of simple, complex and advanced formulae to perform calculations and summarise information
- ♦ using a range of simple, complex and advanced functions to manipulate and analyse information

Database – 20 marks (+/- 4 marks)

- ♦ searching and sorting information using a range of criteria
- ♦ presenting information

Word processing – 20 marks (+/- 4 marks)

- ♦ layout and presentation of information
- ♦ integration of information from other IT applications

Communication – 10 marks (+/- 2 marks)

- ♦ presenting/disseminating information to different audiences

d Layouts

Marks will be awarded for a wide variety of layouts used in word processing and desktop publishing tasks. Candidates will not be penalised for applying a layout to a document that is different to one that has been supplied in the detailed Marking Instructions. The over-riding principle is that a document must be 'fit-for-purpose'.

e Formulae

It is possible for candidates to use a variety of different formulae to resolve the problem and provide the information needed in the spreadsheet. Marks will be awarded where a formulae has been used that provides the correct answer, the formulae provided in the Marking Instructions is not the only correct answer.

f Printouts

Candidates are clearly directed, within the instructions, as to the printing requirements. Where a printout for a task is missing, marks will be awarded on any available alternative printout.

- g **Keying-in**
Marks will be awarded for every block of text that is accurately keyed in. This will be for approximately every 25 words. Flags may be included where appropriate to identify where marks are awarded.
- h **Marking codes**
Marking codes may be provided in the marking instructions for markers to use to identify what they are awarding marks for, for example F - formula, L - layout, to help with the quality assurance of marking.

Specific marking instructions

| TASK 1 - WORD - LETTER - PAGE 1 | | |
|---------------------------------|------|------------------------|
| Evidence | Mark | Comment |
| Insert reference and date | 1 | |
| Insert date/time of event | 1 | |
| Keying-in opportunities | 2 | See text markers below |
| | 4 | |

Velocity Motors

Grange Avenue
Edinburgh
EH8 2VG

Telephone No: 01315208945



ME/AS

30 April 2025 ✓ Reference & Date

Dear Customer

At Velocity Motors, we are very excited to invite you to an exclusive event dedicated to the future of driving – our Special Electric Vehicle (EV) Event.

Date: 14 June 2025 ✓ Date & Time

Time: 11 am – 5 pm

Events will take place at our Aberdeen, Dumfries, East Kilbride, Edinburgh and Inverness dealerships.

During this special event, you will gain access to the following exclusive opportunities:

- Test Drive the Latest EV Models: Experience the power, performance and luxury of the newest electric vehicles on the market.
- Special Event-Only Offers: Take advantage of special event pricing, finance options and trade-in bonuses available only to attendees.
- EV Technology Showcase: Learn about cutting edge technology, charging solutions and the benefits of switching to an electric vehicle from our knowledgeable staff.
- Q&A with EV Experts: Have all your questions answered by industry experts and discover how an electric vehicle can fit into your lifestyle. ✓

As a valued customer, we wanted you to be among the first to explore our latest EV lineup and benefit from these time-limited offers. Whether you're considering your first electric vehicle or looking to upgrade, this event is the perfect opportunity to find out why so many drivers are making the switch.

| TASK 1 - WORD - LETTER - PAGE 2 | | |
|--|------|--|
| Evidence | Mark | Comment |
| Search and replace - 'unique' with 'special' | 1 | 3 occurrences |
| Insert table of offers | 1 | Must be in correct position |
| Convert text to table | 1 | No extra rows/columns and accurate |
| Sort table | 1 | Ascending order of discounted price |
| Insert name (person signing) | 1 | |
| Complimentary close | 1 | Must be faithfully with a small 'f' |
| Footnote - directly after the 't' of 'spot' | 1 | Deadline is 23 May 2025 |
| Letter presentation | 1 | Appropriate spacing/page break/consistent font |
| | 8 | |

Here's a preview of some of our special offers which will be available at the event:

| MAKE | MODEL | PRICE | DISCOUNTED PRICE |
|---------|---------|---------|------------------|
| Stratos | Helix | £15,498 | £14,498 |
| Stellar | Drift | £15,698 | £15,000 |
| Stellar | Raven | £18,319 | £17,750 |
| Quasar | Nova | £19,998 | £18,998 |
| Stratos | Zephyr | £23,698 | £20,942 |
| Nexus | Raptor | £26,969 | £24,998 |
| Nexus | Phoenix | £26,551 | £25,850 |
| Nexus | Cruiser | £31,767 | £30,498 |
| Quasar | Ventura | £37,180 | £36,000 |

Please confirm your attendance by completing the attached Confirmation of Attendance Form, telling us what type of vehicle you are interested in. This will allow us to tailor your visit and give you a more bespoke service. Please return the form in the pre-paid envelope provided.

Spaces at the event are limited, so be sure to reserve your spot¹.

We look forward to welcoming you to our dealership and sharing the exciting future of driving with you.

Yours faithfully

Molly Evans
Event Organiser

Encs

¹ Form must be returned by 23 May 2025

| TASK 1 - WORD - FORM | | |
|--|------|--|
| Evidence | Mark | Comment |
| Insert letterhead | 1 | Page 1 and Page 3 only |
| Landscape | 1 | |
| Form details: form title, customer name, e-mail, telephone number and dietary requirements | 1 | For any item missing do not award mark |
| Vehicle type | 1 | Can be a list or a space for entry however car types must be shown |
| Tick box for test drive | 1 | With an appropriate comment |
| Professional layout | 1 | Appropriate space to enter customer details Form title should be at the top |
| Footer | 1 | Page numbers on page 1 and 2 only and FAO Molly Evans on page 3 only |
| Keyboarding | 1 | |
| | 8 | |
| | 20 | |

Velocity Motors

Grange Avenue
Edinburgh
EH8 2VG

Telephone No: 01315208945



✓ Letterhead

✓ Landscape

CONFIRMATION OF ATTENDANCE FORM

| | |
|------------------|--|
| Customer name | |
| Telephone number | |
| E-mail address | |

Preferred vehicle type

| | |
|------------|--|
| Hatchback | |
| Saloon | |
| SUV | |
| Sports Car | |

Please tick this box if you require a test drive ☐

✓ Vehicle type

✓ Tick box/comment

| | |
|--------------------------------------|--|
| Please list any dietary requirements | |
|--------------------------------------|--|

✓ Details

✓ Keyboarding

FAO Molly Evans ✓ Footer

✓ Layout

| TASK 2 (a) - PRESENTATION | | |
|----------------------------------|----------|--|
| Evidence | Mark | Comment |
| Apply a suitable design template | 1 | Do not award if any information/graphics overlaps the slide design |
| Insert slide number | 1 | Not on title slide |
| Notes - keyboarding | 1 | Accurate and in notes section |
| Smart art | 1 | Do not award (DNA) if data is truncated/missing/inconsistent font/inconsistent alignment and size/illegible/inaccurate |
| Cities & LEZ charges | 2 | Must have all details ie 4 cities and charge to gain both marks. Max 1 mark DNA for keyboarding errors |
| Print without comments | 1 | 2 slides per page and notes view for 'Saves you Money' slide |
| | 7 | |

Notes view

| SAVES YOU MONEY | | |
|--------------------------------|----------------------|---------------|
| Typical cost of charging an EV | | |
| | Typical cost per kWh | Cost per mile |
| Home (off-peak/EV rate) | 7.5p | 2p |
| Home (standard rate) | 22.36p | 7p |
| Public ultra-rapid charging | 79p | 26p |

A medium sized EV car costs 16p per mile, the cost dramatically increases when using a public ultra-rapid charger. This method would generally be chosen when charging time is limited. ✓ Notes

2 slides per page

26/04/2025

VELOCITY MOTORS

The Future of Cars is Electric

5 THINGS YOU NEED TO KNOW

1

SAVES YOU MONEY

Typical cost of charging an EV

| | Typical cost per kWh | Cost per mile |
|-----------------------------|----------------------|---------------|
| Home (off-peak/EV rate) | 7.5p | 5p |
| Home (standard rate) | 22.36p | 7p |
| Public ultra-rapid charging | 79p | 26p |

2

✓ Design Temp

26/04/2025

BETTER DRIVING EXPERIENCE


An electric engine generates instant torque – EVs zoom off starting lines and provide smooth, responsive acceleration and deceleration.

EVs have a low centre of gravity which means better responsiveness and increased comfort.

3

EASY HOME CHARGING

Most EV charging in the UK takes place at home. If you have an electric car charging station installed at home, this will generally be the quickest, easiest and most cost-effective way to keep your EV battery charged.



4

30/04/2025

CUT EMISSIONS

Average "lifetime" emissions from EVs are 30% lower than a petrol car in the UK.

By 2050 if every second car was an EV, global CO2 emissions would reduce by 1.5 gigatonnes per year.

The UK has pledged that by 2035 every new car will be zero emissions.

5

LEZ CHARGES

Apply in the following Scottish cities:

Aberdeen, Dundee, Edinburgh and Glasgow.

The initial penalty charge is £60. ✓ ✓ Research

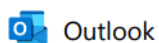
6

✓ Slide Numbers

✓ Print

| TASK 2 (b) - E-MAIL | | |
|---|------|---|
| Evidence | Mark | Comment |
| Evidence of sending | 1 | |
| Content: Subject heading, message and close | 1 | DNA if spelling error or if message is not meaningful |
| Attachment - PowerPoint | 1 | Accept shared document |
| | 3 | |

26/04/2025, 19:25



EV PRESENTATION

From

Date Sat 26/04/2025 19:25 ✓

To

1 attachment (478 KB) ✓

EV Promotion.pptx;

Hi

Please find attached the presentation for the forthcoming EV event.

Regards

A Student ✓


Senior Admin Assistant


| TASK 3 - SPREADSHEET - ACCESSORY SALES | | |
|--|------|--|
| Evidence | Mark | Comment |
| Create pivot table with appropriate headings | 1 | Check for consistent capitalisation and spelling |
| Total Sales Value | 1 | |
| Running Total | 1 | |
| Formatting | 1 | Accept with 2 decimal places if consistent |
| | 4 | |

| Month | Total Sales | Running Total | |
|-------------|-------------|---------------|---|
| Oct | £1,305 | £1,305 | ✓ |
| Nov | £1,370 | £2,675 | |
| Dec | £1,585 | £4,260 | ✓ |
| Grand Total | £4,260 | | |

✓

| TASK 4 - SPREADSHEET - CUSTOMER QUOTE | | |
|---|------|------------------------------|
| Evidence | Mark | Comment |
| Price per Item | 2 | Vlookup |
| Sub-total | 1 | Accept suitable alternatives |
| Discount % | 2 | Hlookup |
| Discount amount | 1 | |
| Total after Discount | 1 | |
| VAT | 1 | Accept named cell for VAT |
| | 8 | |
| Alternative formulae with named ranges: =VLOOKUP(A13,OPTIONAL_EXTRAS,2,FALSE) =HLOOKUP(D8,DISCOUNT_RATE,2,TRUE) | | |

| VELOCITY MOTORS | | |  | | |
|-------------------|--|-------------|---|--|--|
| CUSTOMER QUOTE | | | | | |
| CUSTOMER NAME | | A Mahmood | | CAR MODEL | |
| | | | | Zephyr | |
| CONTACT TEL NO | | 07992567845 | | BASIC PRICE | |
| | | | | 23698 | |
| | | | | | |
| OPTIONAL EXTRAS | | | | | |
| ITEM | | | | PRICE PER ITEM | |
| Metallic Paint | | | | =VLOOKUP(A13,'OPTIONAL EXTRAS'!\$A\$2:\$B\$11,2,FALSE) | |
| Sunroof | | | | =VLOOKUP(A14,'OPTIONAL EXTRAS'!\$A\$2:\$B\$11,2,FALSE) | |
| Heated Seats | | | | =VLOOKUP(A15,'OPTIONAL EXTRAS'!\$A\$2:\$B\$11,2,FALSE) | |
| Sports Package | | | | =VLOOKUP(A16,'OPTIONAL EXTRAS'!\$A\$2:\$B\$11,2,FALSE) | |
| Extended Warranty | | | | =VLOOKUP(A17,'OPTIONAL EXTRAS'!\$A\$2:\$B\$11,2,FALSE) | |
| | | | | SUB-TOTAL | |
| | | | | DISCOUNT AMOUNT | |
| | | | | TOTAL AFTER DISCOUNT | |
| | | | | VAT | |
| VAT | | 0.2 | | TOTAL PRICE | |

| VELOCITY MOTORS | |  | |
|-------------------|-------------|--|------------|
| CUSTOMER QUOTE | | | |
| CUSTOMER NAME | A Mahmood | CAR MODEL | Zephyr |
| CONTACT TEL NO | 07992567845 | BASIC PRICE | £23,698.00 |
| | | | |
| OPTIONAL EXTRAS | | | |
| ITEM | | PRICE PER ITEM | |
| Metallic Paint | | £700.00 | |
| Sunroof | | £600.00 | |
| Heated Seats | | £800.00 | |
| Sports Package | | £4,000.00 | |
| Extended Warranty | | £800.00 | |
| | | SUB-TOTAL | £30,598.00 |
| | | DISCOUNT AMOUNT | £829.43 |
| | | TOTAL AFTER DISCOUNT | £29,768.57 |
| | | VAT | £5,953.71 |
| VAT | 20% | TOTAL PRICE | £35,722.28 |

Accept:
0 for "false"
1 for "true"

| TASK 5 - DATABASE - CUSTOMER ENQUIRY | | |
|---------------------------------------|------|----------------------|
| Evidence | Mark | Comment |
| Price - £25000 to £35000 | 1 | |
| Fuel type - not diesel | 1 | |
| Features - air con or climate control | 1 | |
| Available for sale | 1 | Notes field: is null |
| Print selected fields | 1 | Accept in any order |
| | 5 | |

| MAKE | MODEL | COLOUR | DOORS | FEATURES | PRICE | MILEAGE | FUEL TYPE |
|---------|---------|--------|-------|---|------------|---------|-----------|
| Nexus | Phoenix | White | 4 | alloy wheels, air conditioning | £26,551.00 | 5444 | Electric |
| Quasar | Ventura | Black | 4 | air conditioning, metallic paint | £33,095.00 | 12999 | Petrol |
| Stratos | Ranger | Red | 5 | metallic paint, air conditioning | £29,991.00 | 31481 | Hybrid |
| Zenith | Nimbus | Beige | 3 | climate control, metallic paint, isofix | £25,998.00 | 16894 | Petrol |

✓

✓

✓

✓

✓

TASK 6 - DATABASE - AGGREGATE QUERY

| Evidence | Mark | Comment |
|-------------------------|----------|--|
| Field Headings | 1 | Appropriate headings with consistent capitalisation & correct spelling |
| Group by Job Title | 1 | |
| Correct table selection | 1 | |
| Number of Staff | 1 | |
| Total Salary | 1 | |
| | 5 | |

| Job Title | Number of Staff | Total Salaries Paid |
|---------------------------------|-----------------|---------------------|
| Car Salesperson | 11 | £386,945.00 |
| Customer Service Representative | 5 | £110,423.00 |
| Finance Manager | 3 | £145,615.00 |
| Parts Specialist | 2 | £79,777.00 |
| Sales Manager | 4 | £216,010.00 |
| Service Technician | 5 | £170,748.00 |



1

| TASK 7 (a) - SPREADSHEET - CAR FINANCE | | |
|---|------|---|
| Evidence | Mark | Comment |
| Deposit | 1 | |
| Amount to Finance | 1 | |
| Interest percentage | 2 | Nested IF |
| Interest amount | 1 | |
| Print value and formula view - omitting Make & Model columns | 1 | Remove comment. No truncation Both printouts on one page |
| | 6 | |
| Accept alternative formulae as follows: =IF(G2<15000,8%,IF(G2>25000,6.95%,7.25%))*G2 =IFS(G2>25000,6.95%,G2>=15000,7.25%,G2<15000,8%)*G2 =IFS(G2<15000,8%,G2>25000,6.95%,G2>=15000,7.25%)*G2 Do not accept: =IF(G2>=15000,7.25%,IF(G2<15000,8%,6.95%))*G2 =IFS(G2<15000,8%,G2>=15000,7.25%,G2>25000,6.95%)*G2 | | |

| CUSTOMER | PURCHASE PRICE | DEALER DISCOUNT | DEPOSIT PAID | AMOUNT TO FINANCE | INTEREST CHARGED | BALANCE TO PAY |
|--------------|----------------|-----------------|--------------|-------------------|------------------|----------------|
| A Hobbs | £26,995.00 | £1,500.00 | £2,699.50 | £22,795.50 | £1,652.67 | £24,448.17 |
| R Sutherland | £18,995.00 | £1,000.00 | £1,899.50 | £16,095.50 | £1,166.92 | £17,262.42 |
| L Murphy | £21,995.00 | £1,250.00 | £2,199.50 | £18,545.50 | £1,344.55 | £19,890.05 |
| J Thomson | £13,498.00 | £750.00 | £1,349.80 | £11,398.20 | £911.86 | £12,310.06 |
| T Campbell | £10,998.00 | £500.00 | £1,099.80 | £9,398.20 | £751.86 | £10,150.06 |
| S Marks | £16,298.00 | £1,000.00 | £1,629.80 | £13,668.20 | £1,093.46 | £14,761.66 |
| J Munro | £15,000.00 | £800.00 | £1,500.00 | £12,700.00 | £1,016.00 | £13,716.00 |
| B Crawford | £17,698.00 | £1,000.00 | £1,769.80 | £14,928.20 | £1,194.26 | £16,122.46 |
| V Singh | £11,298.00 | £500.00 | £1,129.80 | £9,668.20 | £773.46 | £10,441.66 |
| G Huntly | £24,998.00 | £1,500.00 | £2,499.80 | £20,998.20 | £1,522.37 | £22,520.57 |
| P Duncan | £20,988.00 | £1,250.00 | £2,098.80 | £17,639.20 | £1,278.84 | £18,918.04 |
| F Reid | £31,993.00 | £1,750.00 | £3,199.30 | £27,043.70 | £1,879.54 | £28,923.24 |
| S Fraser | £23,598.00 | £1,500.00 | £2,359.80 | £19,738.20 | £1,431.02 | £21,169.22 |
| M Sharp | £29,402.00 | £1,750.00 | £2,940.20 | £24,711.80 | £1,791.61 | £26,503.41 |
| C Jack | £12,498.00 | £750.00 | £1,249.80 | £10,498.20 | £839.86 | £11,338.06 |
| A McDonald | £18,998.00 | £1,000.00 | £1,899.80 | £16,098.20 | £1,167.12 | £17,265.32 |
| D Sherwood | £17,498.00 | £1,000.00 | £1,749.80 | £14,748.20 | £1,179.86 | £15,928.06 |
| E Murray | £15,498.00 | £800.00 | £1,549.80 | £13,148.20 | £1,051.86 | £14,200.06 |
| M Muir | £32,495.00 | £1,750.00 | £3,249.50 | £27,495.50 | £1,910.94 | £29,406.44 |
| H Willis | £30,220.00 | £1,750.00 | £3,022.00 | £25,448.00 | £1,768.64 | £27,216.64 |
| K Gallacher | £15,998.00 | £800.00 | £1,599.80 | £13,598.20 | £1,087.86 | £14,686.06 |
| W McLaren | £21,998.00 | £1,250.00 | £2,199.80 | £18,548.20 | £1,344.74 | £19,892.94 |
| N Galbraith | £29,298.00 | £1,750.00 | £2,929.80 | £24,618.20 | £1,784.82 | £26,403.02 |
| V Matthews | £21,498.00 | £1,250.00 | £2,149.80 | £18,098.20 | £1,312.12 | £19,410.32 |
| S Irvine | £9,988.00 | £500.00 | £998.80 | £8,489.20 | £679.14 | £9,168.34 |

| CUSTOMER | PURCHASE PRICE | DEALER DISCOUNT | DEPOSIT PAID | AMOUNT TO FINANCE | INTEREST CHARGED | BALANCE TO PAY |
|--------------|----------------|-----------------|--------------|-------------------|--|----------------|
| A Hobbs | 26995 | 1500 | =D2*10% | =D2-E2-F2 | =IF(G2>25000,6.95%,IF(G2>=15000,7.25%,8%))*G2 | =G2+H2 |
| R Sutherland | 18995 | 1000 | =D3*10% | =D3-E3-F3 | =IF(G3>25000,6.95%,IF(G3>=15000,7.25%,8%))*G3 | =G3+H3 |
| L Murphy | 21995 | 1250 | =D4*10% | =D4-E4-F4 | =IF(G4>25000,6.95%,IF(G4>=15000,7.25%,8%))*G4 | =G4+H4 |
| J Thomson | 13498 | 750 | =D5*10% | =D5-E5-F5 | =IF(G5>25000,6.95%,IF(G5>=15000,7.25%,8%))*G5 | =G5+H5 |
| T Campbell | 10998 | 500 | =D6*10% | =D6-E6-F6 | =IF(G6>25000,6.95%,IF(G6>=15000,7.25%,8%))*G6 | =G6+H6 |
| S Marks | 16298 | 1000 | =D7*10% | =D7-E7-F7 | =IF(G7>25000,6.95%,IF(G7>=15000,7.25%,8%))*G7 | =G7+H7 |
| J Munro | 15000 | 800 | =D8*10% | =D8-E8-F8 | =IF(G8>25000,6.95%,IF(G8>=15000,7.25%,8%))*G8 | =G8+H8 |
| B Crawford | 17698 | 1000 | =D9*10% | =D9-E9-F9 | =IF(G9>25000,6.95%,IF(G9>=15000,7.25%,8%))*G9 | =G9+H9 |
| V Singh | 11298 | 500 | =D10*10% | =D10-E10-F10 | =IF(G10>25000,6.95%,IF(G10>=15000,7.25%,8%))*G10 | =G10+H10 |
| G Huntly | 24998 | 1500 | =D11*10% | =D11-E11-F11 | =IF(G11>25000,6.95%,IF(G11>=15000,7.25%,8%))*G11 | =G11+H11 |
| P Duncan | 20988 | 1250 | =D12*10% | =D12-E12-F12 | =IF(G12>25000,6.95%,IF(G12>=15000,7.25%,8%))*G12 | =G12+H12 |
| F Reid | 31993 | 1750 | =D13*10% | =D13-E13-F13 | =IF(G13>25000,6.95%,IF(G13>=15000,7.25%,8%))*G13 | =G13+H13 |
| S Fraser | 23598 | 1500 | =D14*10% | =D14-E14-F14 | =IF(G14>25000,6.95%,IF(G14>=15000,7.25%,8%))*G14 | =G14+H14 |
| M Sharp | 29402 | 1750 | =D15*10% | =D15-E15-F15 | =IF(G15>25000,6.95%,IF(G15>=15000,7.25%,8%))*G15 | =G15+H15 |
| C Jack | 12498 | 750 | =D16*10% | =D16-E16-F16 | =IF(G16>25000,6.95%,IF(G16>=15000,7.25%,8%))*G16 | =G16+H16 |
| A McDonald | 18998 | 1000 | =D17*10% | =D17-E17-F17 | =IF(G17>25000,6.95%,IF(G17>=15000,7.25%,8%))*G17 | =G17+H17 |
| D Sherwood | 17498 | 1000 | =D18*10% | =D18-E18-F18 | =IF(G18>25000,6.95%,IF(G18>=15000,7.25%,8%))*G18 | =G18+H18 |
| E Murray | 15498 | 800 | =D19*10% | =D19-E19-F19 | =IF(G19>25000,6.95%,IF(G19>=15000,7.25%,8%))*G19 | =G19+H19 |
| M Muir | 32495 | 1750 | =D20*10% | =D20-E20-F20 | =IF(G20>25000,6.95%,IF(G20>=15000,7.25%,8%))*G20 | =G20+H20 |
| H Willis | 30220 | 1750 | =D21*10% | =D21-E21-F21 | =IF(G21>25000,6.95%,IF(G21>=15000,7.25%,8%))*G21 | =G21+H21 |
| K Gallacher | 15998 | 800 | =D22*10% | =D22-E22-F22 | =IF(G22>25000,6.95%,IF(G22>=15000,7.25%,8%))*G22 | =G22+H22 |
| W McLaren | 21998 | 1250 | =D23*10% | =D23-E23-F23 | =IF(G23>25000,6.95%,IF(G23>=15000,7.25%,8%))*G23 | =G23+H23 |
| N Galbraith | 29298 | 1750 | =D24*10% | =D24-E24-F24 | =IF(G24>25000,6.95%,IF(G24>=15000,7.25%,8%))*G24 | =G24+H24 |
| V Matthews | 21498 | 1250 | =D25*10% | =D25-E25-F25 | =IF(G25>25000,6.95%,IF(G25>=15000,7.25%,8%))*G25 | =G25+H25 |
| S Irvine | 9988 | 500 | =D26*10% | =D26-E26-F26 | =IF(G26>25000,6.95%,IF(G26>=15000,7.25%,8%))*G26 | =G26+H26 |



Print

| TASK 7 (b) - SPREADSHEET - SUMMARY SHEET | | |
|--|------|--------------------------------------|
| Evidence | Mark | Comment |
| No of Sales | 2 | All or nothing - accept named range |
| Total Value - Dealer Contribution | 2 | All or nothing - accept named ranges |
| | 4 | |

| MAKE | NO OF CARS SOLD | TOTAL DEALER DISCOUNT |
|---------|-----------------|-----------------------|
| Nexus | 2 | £3,250.00 |
| Stellar | 8 | £6,900.00 |
| Zenith | 6 | £8,250.00 |
| Quasar | 4 | £4,000.00 |
| Stratos | 3 | £2,750.00 |
| Aero | 2 | £3,500.00 |

| MAKE | NO OF CARS SOLD | TOTAL DEALER DISCOUNT |
|---------|---|--|
| Nexus | =COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A2) | =SUMIF('CAR SALES'!\$B\$2:\$B\$26,A2,'CAR SALES'!\$E\$2:\$E\$26) |
| Stellar | =COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A3) | =SUMIF('CAR SALES'!\$B\$2:\$B\$26,A3,'CAR SALES'!\$E\$2:\$E\$26) |
| Zenith | =COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A4) | =SUMIF('CAR SALES'!\$B\$2:\$B\$26,A4,'CAR SALES'!\$E\$2:\$E\$26) |
| Quasar | =COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A5) | =SUMIF('CAR SALES'!\$B\$2:\$B\$26,A5,'CAR SALES'!\$E\$2:\$E\$26) |
| Stratos | =COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A6) | =SUMIF('CAR SALES'!\$B\$2:\$B\$26,A6,'CAR SALES'!\$E\$2:\$E\$26) |
| Aero | =COUNTIF('CAR SALES'!\$B\$2:\$B\$26,A7) | =SUMIF('CAR SALES'!\$B\$2:\$B\$26,A7,'CAR SALES'!\$E\$2:\$E\$26) |

✓ ✓

✓ ✓

=COUNTIF(MAKE,A2))

=SUMIF(MAKE,A2,DEALER__DISCOUNT)

| TASK 8 - DATABASE - REPORT | | |
|-----------------------------|----------|--|
| Evidence | Mark | Comment |
| Query Car Salesperson | 1 | |
| Title & Logo | 1 | Title must mention 'Assistant Sales Manager' DNA if inconsistent capitalisation or spelling errors |
| Group by dealership name | 1 | |
| New salary field heading | 1 | Appropriate heading with consistent capitalisation & correct spelling |
| New salary calculation | 2 | All or nothing |
| Formatting | 1 | Currency with 2 decimal places |
| Presentation/correct fields | 1 | DNA if any data is truncated Accept employee name with or without the "Title" field |
| | 8 | |

SUITABLE EMPLOYEES FOR ASSISTANT SALES MANAGER JOB

✓ Title and Logo



| DEALERSHIP NAME | TITLE | FIRST NAME | SURNAME | EMAIL | NEW SALARY | ✓ New field |
|-------------------|-------|------------|----------|-----------------------------------|------------|-----------------|
| Brown Motors | Ms | Tiya | Hassan | hassant8@df.velocitymotors.co.uk | £40,556.10 | ✓ ✓ Calculation |
| Casa Heat | Mr | Noah | Horn | hornn@edi.velocitymotors.co.uk | £48,100.00 | |
| | Miss | Isabella | Miller | milleri@df.velocitymotors.co.uk | £48,100.00 | ✓ £ & 2dp |
| | Miss | Olivia | Brown | brownno1@ab.velocitymotors.co.uk | £46,380.10 | |
| Castle Dealership | Miss | Nora | Miller | millern1@edi.velocitymotors.co.uk | £48,100.00 | |
| | Ms | Emma | Edwards | edwardse@ek.velocitymotors.co.uk | £40,556.10 | |
| Johnston Jags | Mr | Riyaan | Ali | alir4@iv.velocitymotors.co.uk | £48,100.00 | |
| | Mr | Aiden | Campbell | campbella@ab.velocitymotors.co.uk | £46,380.10 | |
| McManus Drew | Mr | Hamish | MacLean | macleanh1@df.velocitymotors.co.uk | £40,556.10 | |
| ✓ Grouping | Mr | William | Brooks | brooksw@edi.velocitymotors.co.uk | £48,100.00 | |
| | Miss | Sophia | Bennett | bennetts@ek.velocitymotors.co.uk | £48,100.00 | |

✓ Query

Page 1 of 1

✓ Presentation/fields

[END OF MARKING INSTRUCTIONS]