

## SECTION 2

### PRODUCTIVITY TOOLS

7. Answer the following questions based on the spreadsheet given below:

	A	B	C	D	E	F
1	<b>FIRST</b>	<b>LAST</b>	<b>STATUS</b>	<b>YEARS</b>	<b>RATE</b>	<b>FEES</b>
2	Ray	Charles	Junior	3	100	\$300.00
3	Imran	Ally	Junior	4	100	\$400.00
4	John	Persaud	Senior	5	200	\$1,000.00
5	Michael	Scott	Senior	6	200	\$1,200.00
6	Mary	Allen	Senior	7	200	\$1,400.00
7					<b>TOTAL</b>	

- (a) Junior members are charged a rate of 100 while senior members are charged a rate of 200. Write a function in Cell E2 that would insert the correct rate. ( 2 marks)
- (b) Write the function that would be appropriate for Cell F7. ( 2 marks)
- (c) State the numeric data format which has been applied to Column F. ( 1 mark )
- (d) The data in the spreadsheet have been sorted by a primary field and then by a secondary field. List the primary and secondary field. ( 2 marks)

**Total 7 marks**

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Section 2

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write  
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margin.

(a) if (L:2; Junior; 100, 200)

(b) = Sum (f:2; F:4)

(c) currency to two decimal places was applied

(d) Primary field = STATUS

Secondary field = YEARS

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# **CSEC Information Technology**

**June 2011**

## **Comments**

### Question 7

The question tested the candidate's knowledge and application of the use of spreadsheet functions, types of formats used in spreadsheets and sorting.

For Part (a), the candidate inserted the formula using the correct function.

In Part (b), the candidate recorded the correct function.

In Part (c), the candidate recorded the correct format used.

For Part (d), the candidate identified the correct sort fields.

### Summary

The candidate demonstrated good knowledge and application of the use of spreadsheet functions and types of format used in spreadsheets and sorting. Full marks were awarded for this question.