

Functional Skills: ICT (L2)

UKR Car Sales task sheet



Name _____ Date _____

1. Use the Text file UKR Car Sales to produce a spreadsheet.
2. Format the spreadsheet.
3. Add a column to show the percentage profit.
The formula is **(sale price less bought price)/sale price**.
Set this column to percentage showing whole numbers.
4. Use a function or formula to show all the vehicles that are at or below 46% profit.
Show that these vehicles are 'Sell Now' and the rest 'Keep'.
5. Save the sheet with an appropriate name, ensure it fits one page and print it off.
6. Show the formulas. Ensure it fits one page and print it off.
7. Produce a chart to show the make of car, mileage and sale price in descending order of mileage. The chart should be on a separate sheet.
8. Save the chart with an appropriate name, print it off and sign it.
9. Use the UKR Car Service text file you have been given to create a database.
10. Set the price fields to currency and mileage to number. Take a screen shot of the design page to show the changes.
11. Create a query to search for all those vehicles that require an MOT and have a manual gear box. An MOT is required for all vehicles registered before 2012.
12. Save the query with a suitable file name.
13. Use the service letter file to create a letter to be sent to all the people you have identified as needing an MOT.
14. Ensure the letter is formatted correctly with no spelling mistakes.
15. Print out the unmerged letter and the first three merged letters.