7 Spreadsheets

ICT Focus

- For using online spreadsheet, no software is required to install in the desktop computers. Commercial spreadsheet software is needed to be installed which occupies storage space of hard disk.
- It is normally free for using online spreadsheets for basic operations while commercial spreadsheet software is not free.

(or other reasonable answers)

Activity 1

Extended Activity

Click the cell for inputting footnote and then select the ‘Align Right’ button in the ‘Alignment’ group on the ‘Home’ tab.

Activity 3

3. \(=(A8*(1-B7)-B3)/B3\)
4. \(=($A8*(1-$B$7)-$B$3)/$B$3\)

Activity 7

2. 6
5. Select ‘does not equal’ and ‘2’ for the ‘Group’ option.
6. (a) 7
   (b) Fong Lung

Activity 8

1. School Offer Buffet and Photo Frame
2. School Offer Buffet and Standard Buffet
5. Supreme, Full Menu and Seafood because they exceed the budget.
6. $400 because it is the minimum dinner charge such that the budget is balanced.

Activity 9

3. (a) 190
   (b) DVD writer, memory and monitor
4. (a) LG1
   (b) It is because most of printers are located at UG1 and UG2 where take longer time to look for.

5.
### Activity 10

3. No, because the pivot table did not tell the sales manager which kind of items under the categories are out of stock.

4. P98112; Hotkey Ltd

### Concept Map

1. E  
2. D  
3. H  
4. A  
5. B  
6. G  
7. F  
8. C

### Concept Checker

1. T  
2. F  
3. F  
4. T  
5. F

### Multiple Choice Questions

1. A  
2. C  
3. B  
4. B  
5. D  
6. D  
7. A  
8. C  
9. C  
10. D
Short Questions

1. (a) ‘Goal Seek’ works reversely to evaluate the values of cells concerned from a given conclusion. (1)
   (b) (i) B5: =B1*(1+D1) (1)
        B6: =D5*(1+$D$1) (1)
   (ii) Perform Goal Seek by setting the value of cell D8 to 0. (1)
        The correct amount will be shown in cell B2. (1)

2. (a) • It is more flexible and systematic in organizing data. (1)
      • It can apply functions of structured tables and pivot tables. (1)
      (or any reasonable answers)
   (b) (i) A4: =Stock!A4; B4: =Stock!B4; C4: =Stock!C4 (1)
   (ii) =SUMIF(Sales!A$3:A$7,A4,Sales!B$3:B$7) (2)
   (iii) =(C4-B4)*D4 (1)

3. (a) • Display data visually
      • Use for data analysis
      • Use in presentations
      (any two × 1)
   (b) (i) Line chart / column chart (any one × 1)
   (ii) Pie chart (1)
   (iii) Scatter chart (1)

4. (a) • Student IDs cannot begin with zero if it is formatted as numbers. (0.5)
      • Student IDs may contain character(s). (0.5)
      Thus, text should be used. (1)
   (b) =COUNTIF(C2:C101, “=4?”) / =COUNTIF(C2:C101, “=4*”) (any one × 2)
   (c) Create a structured table for the records (1) and then set the filter as: Class field contains ‘4’. (1)

Long Questions

1. (a) =IF(B4<C1, B2, IF(B4<D1C1, C2, D2) ) (2)
   (b) =HLOOKUP(B6, B1:E2, 2, TRUE) / HLOOKUP(B6,B1:D2,B6,2) (any one × 3)
   (c) =HLOOKUP(IF(B6<B4,B4,B6), B1:D2,2) /
       =HLOOKUP(IF(B6<B4,B4,B6), B1:D2,2, TRUE) (any one × 3)
   (d) When the input value in cell B6 is less than 0 (e.g. –1), (1) the two formulae
do not behave the same. The HLOOKUP function in cell B7 returns the message ‘#N/A’, (1) but the formula in cell B5 still returns the grade ‘Failed’. (1)

2. (a) (i) Row Labels / Column Labels = House (any one × 0.5)  
Values = Sum of Score (0.5)  
(ii) Row Labels = House (0.5)  
Sub-layer = Student ID (0.5)  
(iii) Row Labels = Class (0.5) Sub-layer = Student ID (0.5)  
Values = Max of Score (1)  
(iv) Row Labels = House (0.5)  
Column Labels = Class (0.5)  
Values = Count of Score / Count of Class / Count of Student ID (any one × 1)  
(b) Pie chart (1)  
Axis Fields / Row Labels = House (any one × 0.5)  
Values = Score (0.5)  
(c) Column chart (1)  
Axis Fields = House (0.5)  
Legend Fields = Class (0.5)  
Values = Sum of Score (1)  
Set filter to 'Earth' in Axis Fields (1)