



EXCEL PROJECT  
PROJET EXCEL

**IT OFFICE SOFTWARE APPLICATIONS**  
**TI-APPLICATION DE LOGICIELS BUREAUTIQUE**  
SECONDARY AND POST-SECONDARY  
NIVEAU SECONDAIRE ET POSTSECONDAIRE

CONTINUOUS LEARNING



FORMATION CONTINUE

DIGITAL



COMPÉTENCES NUMÉRIQUES

DOCUMENT USE



UTILISATION DE DOCUMENTS

NUMERACY



NUMÉRIQUE

ORAL COMMUNICATION



COMMUNICATION ORALE

READING TEXT



LECTURE

WORKING WITH OTHERS



TRAVAIL DÉOUISE

WRITING



RÉDACTION

THINKING



CAPACITÉ DE RAISONNEMENT

**General Instructions:**

In this portion of the competition you will continue to provide business solutions for Canadian Coastal College.

This part of the test will be 3 hours. The tasks to be completed are listed in the table below with details provided on the following pages.

**Files** listed below are provided for your use in the **folder** called **Data Files**.

Logo.jpg  
CCC theme.thmx

Student List Data File.xlsx

**Deliverables:**

Create a folder called **##Excel** and save all of your work in this folder.  
*Wherever you see ##, use your competition number as per style guide.*

| ID  | Save as      | Description                                     |
|-----|--------------|---|
| 3.1 | ##Excel.xlsx | Create a worksheet to track Accounts Receivable |
| 3.2 | ##Excel.xlsx | Create an amortization table                    |
| 3.3 | ##Excel.xlsx | Create a database                               |
| 3.4 | ##Excel.xlsx | Create a budget                                 |

|   |   |
|---|---|
| <b>Excel Task 3.1</b>   | <b>Create a worksheet to track Accounts Receivable.</b> |
| <b>The data required can be found in the folder: Data Files</b> |   |
| <b>Save as: ##Excel.xlsx</b>                                    |   |

### Accounts Receivable for 2015-2016 Academic Year

1. Create a worksheet to track Accounts Receivable. The following information needs to be included in the sheet: Student ID, First Name, Last Name, Program, and Account Balance (owing).
2. Create a LookUp table to store the necessary program tuition information (see *Program Tuition List* below) and automatically insert tuition fees based on program name.

#### *Program Tuition List*

| Program Name                | Tuition Fee |
|-----------------------------|-------------|
| Office Administrator        | \$7650      |
| Electronics                 | \$8490      |
| Game Programmer             | \$9250      |
| Computer Programmer Analyst | \$8490      |
| Legal Administrator         | \$7930      |
| Web Designer                | \$8250      |

3. In order for the status of students' accounts to be considered in "good standing," students must have 60% of their tuition paid by the end of the first term; if they are not in "good standing," their account will "go to collections." Create a column that will flag the accounting office regarding the status of students with the appropriate wording and formatting. If student names go to collections, they need to be highlighted with red font.

The Program Manager of IT Studies (Electronics, Game Programmer, and Computer Programmer Analyst) would like to know the sum of accounts receivable for each program under his department.

4. Using the data on the **AccountsReceivable** worksheet and the most efficient tools available, create a table displaying the total amount owing for the three programs (Electronics, Game Programmer, and Computer Programmer Analyst) listed above.
5. Create a column chart that clearly shows the total amount owing for the three programs listed above.
6. Show this chart and table on a new worksheet, named **IT Studies Accounts Receivable**. Include an appropriate chart title and data labels that show the accounts receivable for each program.

7. Remember to display the company logo appropriately in the chart area, label and format the document.
8. Hide the sheet so only Program Manager for IT Studies will see it.

|   |                                      |
|---|--------------------------------------|
| <b>Excel Task 3.2</b>   | <b>Create an amortization table.</b> |
| <b>The data required can be found in the folder: Data Files</b> |                                      |
| <b>Save as: ##Excel.xlsx</b>                                    |                                      |

### **Amortization Sheet**

The Moncton Campus of Canadian Coastal College (CCC) has decided to invest in new computers for one of its labs. To do this, CCC must borrow the necessary funds from a financial institution. The chief financial officer (CFO) wants you to prepare this analysis for a \$20 000 loan to be repaid monthly for the term of the loan (2 years) at a rate of 8%.

1. Create a new sheet and name it ***Computers Amortization Table***.
2. Create an amortization table for the previous loan. Date of the loan is June 1, 2016, and the 1<sup>st</sup> payment is due in one month. Your amortization table should display in columns: the payment number (1, 2, 3...), the payment date, the payment made each time, the principal (amount that goes on the balance for each payment), the interest (amount paid for interest for each payment), and the balance (value of the loan at that moment).
3. The first line of data should only display the date of the loan in the date column and the starting balance (loan amount) in the balance column. The lines after should display all data for each payment made (payment number, the payment date, the payment made each time, the interest, the principal and the balance) until the balance of the loan reaches a value of \$0.00.
4. The CFO wants to know the total interest paid and the total cost of the loan. Please indicate this in the top section of the spreadsheet.
5. Use your theme to improve the appearance, in accordance with the Style Guide.

|   |                          |
|---|--------------------------|
| <b>Excel Task 3.3</b>   | <b>Create a database</b> |
| <b>The data required can be found in the folder: Data Files</b> |                          |
| <b>Save as: ##Excel.xlsx</b>                                    |                          |

### **Database Tools**

The registrar's office has requested that you create a database sheet using the data that is currently available on the **Student List** sheet.

1. Create a new sheet and call it **Student Database**.
2. Within the sheet, clearly display an area for both the criteria and the extraction of data (in addition to the data from the Student List sheet).
3. To test it out, extract the records of students who are in the Computer Programmer Analyst program, are male, and owe money.

|   |                        |
|---|------------------------|
| <b>Excel Task 3.4</b>   | <b>Create a budget</b> |
| <b>The data required can be found in the folder: Data Files</b> |                        |
| <b>Save as: ##Excel.xlsx</b>                                    |                        |

### Scenario Summary:

The CCC plans to increase its tuition rates for 2018 and the staff members are receiving a raise. The Program Manager for Administrative Studies would like to figure out how these budget changes will affect the bottom line for the Office Administrator Program.

1. Create a new sheet called **2017 Budget – Office Admin.**, and use the data below to create a budget. Within the budget sheet, show Total Revenue, Total Expenses, and Net Income.

|                       | <b>2017 Budget - Office Admin.</b> |
|-----------------------|------------------------------------|
| <b>Revenue</b>        |                                    |
| 25 students           | \$191 250                          |
| <b>Expenses</b>       |                                    |
| Wages                 | \$122 000                          |
| Textbooks             | \$15 000                           |
| Photocopying/Printing | \$1 500                            |
| Mileage (OJT Visits)  | \$500                              |
| Promotions            | \$2 500                            |

2. Update with the following scenarios: Tuition increased to \$8 500, staff salaries are increased to \$145 000, and textbooks are increased to \$17 000.
3. Create a new sheet, **Scenario Summary**, that will allow the Program Manager to analyse the budget updates.