


Candidate 1

Spreadsheets – Pivot table

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

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	£0.04
		TOTAL AFTER DISCOUNT	£30,597.97
		VAT	£6,119.59
VAT	20%	TOTAL PRICE	£36,717.56

Customer quote - formulae view

	A	B	C	D
1	VELOCITY MOTORS			
2	CUSTOMER QUOTE			
3				
4				
5				
6	CUSTOMER NAME	A Mahmood	CAR MODEL	Zephyr
7				
8	CONTACT TEL NO	07992567845	BASIC PRICE	23698
9				
10	OPTIONAL EXTRAS			
11	ITEM	PRICE PER ITEM		
12	Metallic Paint	=VLOOKUP(A13,'OPTIONAL EXTRAS'!\$A\$1:\$B\$11,2,0)		
13	Sunroof	=VLOOKUP(A14,'OPTIONAL EXTRAS'!\$A\$1:\$B\$11,2,0)		
14	Heated Seats	=VLOOKUP(A15,'OPTIONAL EXTRAS'!\$A\$1:\$B\$11,2,0)		
15	Sports Package	=VLOOKUP(A16,'OPTIONAL EXTRAS'!\$A\$1:\$B\$11,2,0)		
16	Extended Warranty	=VLOOKUP(A17,'OPTIONAL EXTRAS'!\$A\$1:\$B\$11,2,0)		
17		SUB-TOTAL	=D8+D13+D14+D15+D16+D17	
18		DISCOUNT AMOUNT	=HLOOKUP(D8,DISCOUNT!A1:12,2,1)	
19		TOTAL AFTER DISCOUNT	=D18-D19	
20		VAT	=D20*B22	
21	VAT	0.2	TOTAL PRICE	=D20+D21

Finance quote – value view

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

Finance quote – formula view

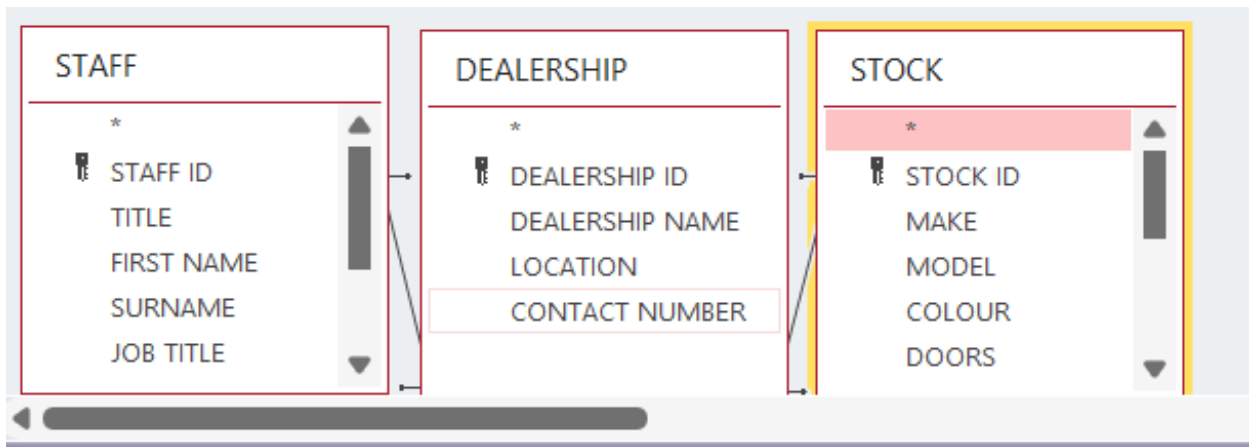
	A	D	E	F	G	H	I
		DEALER					
1	CUSTOMER	PURCHASE PRICE	DISCOUNT	DEPOSIT PAID	AMOUNT TO FINANCE	INTEREST CHARGED	BALANCE TO PAY
2	A Hobbs	26995	1500	=D2*10%	=D2-(E2+F2)	=IF(G2>25000,6.95%,IF(G2>=15000,7.25%,8%))*G2	=G2+H2
3	R Sutherland	18995	1000	=D3*10%	=D3-(E3+F3)	=IF(G3>25000,6.95%,IF(G3>=15000,7.25%,8%))*G3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

Summary sheet

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

	A	B	C
1	MAKE	NO OF CARS SOLD	TOTAL DEALER DISCOUNT
2	Nexus	=COUNTIF(MAKE,A2)	=SUMIF(MAKE,A2,DEALER__DISCOUNT)
3	Stellar	=COUNTIF(MAKE,A3)	=SUMIF(MAKE,A3,DEALER__DISCOUNT)
4	Zenith	=COUNTIF(MAKE,A4)	=SUMIF(MAKE,A4,DEALER__DISCOUNT)
5	Quasar	=COUNTIF(MAKE,A5)	=SUMIF(MAKE,A5,DEALER__DISCOUNT)
6	Stratos	=COUNTIF(MAKE,A6)	=SUMIF(MAKE,A6,DEALER__DISCOUNT)
7	Aero	=COUNTIF(MAKE,A7)	=SUMIF(MAKE,A7,DEALER__DISCOUNT)

JOB TITLE	Number of Staff	Total Salaries Paid
Car Salesperson	142	£5,006,725.00
Customer Service Representative	65	£1,444,401.00
Finance Manager	36	£1,749,574.00
Parts Specialist	29	£1,148,101.00
Sales Manager	52	£2,823,674.00
Service Technician	65	£2,228,173.00



Field:	JOB TITLE	STAFF ID	SALARY	
Table:	STAFF	STAFF	STAFF	
Total:	Group By	Count	Sum	
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Criteria:				

Search query

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

STOCK

*
 † STOCK ID
 MAKE
 MODEL
 COLOUR
 DOORS

DEALERSHIP

*
 † DEALERSHIP ID
 DEALERSHIP NAME
 LOCATION
 CONTACT NUMBER

STAFF

*
 † STAFF ID
 TITLE
 FIRST NAME
 SURNAME
 JOB TITLE

Field:	[MODEL]	[COLOUR]	[DOORS]	[FEATURES]	[PRICE]	[MILEAGE]	[FUEL TYPE]	[NOTES]
Table:	STOCK	STOCK	STOCK	STOCK	STOCK	STOCK	STOCK	STOCK
Sort:								
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				Like ""air*" Or Like ""climate**	Between 25000 And 35000		Not "diesel"	Is Null
or:								

Database report

POSSIBLE CANDIDATES FOR ASSISTANT SALES MANAGER



DEALERSHIP NAME	FIRST NAME	SURNAME	EMAIL	NEW SALARY
Brown Motors				
	Tiya	Hassan	hassant8@df.velocitymotors.co.uk	£34,316.70
	Noah		hornn@edi.velocitymotors.co.uk	£40,700.00
Casa Heat				
	Isabella	Miller	milleri@df.velocitymotors.co.uk	£40,700.00
	Olivia	Brown	brown01@ab.velocitymotors.co.uk	£39,244.70
Castle Dealership				
	Nora	Miller	millern1@edi.velocitymotors.co.uk	£40,700.00
	Emma	Edwards	edwardse@ek.velocitymotors.co.uk	£34,316.70
Johnston Jags				
	Riyaan	Ali	alir4@iv.velocitymotors.co.uk	£40,700.00
	Aiden	Campbell	campbella@ab.velocitymotors.co.uk	£39,244.70
McManus Drew				
	Hamish	MacLean	macleanh1@df.velocitymotors.co.uk	£34,316.70
	William	Brooks	brooksw@edi.velocitymotors.co.uk	£40,700.00
	Sophia	Bennett	bennetts@ek.velocitymotors.co.uk	£40,700.00

PowerPoint – full page notes slide

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.

VELOCITY MOTORS

The Future of Cars is Electric

5 THINGS YOU NEED TO KNOW

1

SAVES YOU MONEY

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2

PowerPoint – 2 slides per page

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

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

4

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

5

LEZ CHARGES

Apply in the following Scottish cities:

- Aberdeen
- Glasgow
- Dundee
- Edinburgh

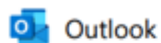
The initial penalty charge is £60

6

6

07/10/2025, 20:10

Email - [REDACTED] - Outlook



EV PRESENTATION

From [REDACTED]
Date Tue 07/10/2025 17:31
To [REDACTED]

Hello

Attached is the presentation file you asked for

Thanks

A Student