

Candidate B


Spreadsheets – Pivot Table

Sum of VALUE	Column Labels	✘ INCORRECT HEADINGS									
Row Labels	Bike Rack	Car Mats	Cargo Net	Dash Cam	First Aid Kit	Pet Barrier	Roof Rack	Sunshade	Tow Bar	Wheel Locks	Grand Total
Oct	£200	£30		£400		£300		£100	£275		£1,305
Nov	£200	£30	£40	£200	£80	£150	£300		£275	£95	£1,370
Dec	£200	£30	£80		£160		£600	£50	£275	£190	£1,585
Grand Total	£600	£90	£120	£600	£240	£450	£900	£150	£825	£285	£4,260

✘ NO RUNNING TOTAL FOR SALES


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Customer quote – value view

VELOCITY MOTORS		CUSTOMER QUOTE	
			
CUSTOMER NAME	hmoody	CAR MODEL	Zephyr
CONTACT TEL NO	567845	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	£6,900.00	
	DISCOUNT AMOUNT	£829.43	
	TOTAL AFTER DISCOUNT	£6,070.57	
	VAT	£1,214.11	
VAT 20%	TOTAL PRICE	£7,284.68	

Customer quote – formula view

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	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				
12	ITEM		PRICE PER ITEM	
13	Metallic Paint		=OPTIONAL EXTRAS!B11	
14	Sunroof		=OPTIONAL EXTRAS!B2	
15	Heated Seats		=OPTIONAL EXTRAS!B3	
16	Sports Package		=OPTIONAL EXTRAS!B6	
17	Extended Warranty		=OPTIONAL EXTRAS!B9 ❌ ❌	
18			SUB-TOTAL	=SUM(D13:D17) ❌
19			DISCOUNT AMOUNT	=HLOOKUP(DB,DISCOUNT!\$B\$1:\$I\$2,2,TRUE)*D8
20			TOTAL AFTER DISCOUNT	=D18-D19
21			VAT	=D20*20% ❌
22	VAT	0.2	TOTAL PRICE	=D20+D21

Formulae is not 'future proofed' eg if data were to be sorted differently it would not work without change.

If a figure is available to use on the worksheet, then the cell reference must be inserted – similar principle to above.

Finance quote – value view

CUSTOMER	MAKE	MODEL	PURCHASE PRICE	DEALER DISCOUNT	DEPOSIT PAID	AMOUNT TO FINANCE	INTEREST CHARGED	BALANCE TO PAY
A Hobbs	Nexus	Raptor	£26,995.00	£1,500.00	£2,699.50	£22,795.50	£0.07	£22,795.57
R Sutherland	Stellar	Drift	£18,995.00	£1,000.00	£1,899.50	£16,095.50	£0.07	£16,095.57
L Murphy	Zenith	Nimbus	£21,995.00	£1,250.00	£2,199.50	£18,545.50	£0.07	£18,545.57
J Thomson	Quasar	Nova	£13,498.00	£750.00	£1,349.80	£11,398.20	£0.08	£11,398.28
T Campbell	Stratos	Helix	£10,998.00	£500.00	£1,099.80	£9,398.20	£0.08	£9,398.28
S Marks	Zenith	Storm	£16,298.00	£1,000.00	£1,629.80	£13,668.20	£0.08	£13,668.28
J Munro	Stellar	Spectra	£15,000.00	£800.00	£1,500.00	£12,700.00	£0.08	£12,700.08
B Crawford	Quasar	Ventura	£17,698.00	£1,000.00	£1,769.80	£14,928.20	£0.08	£14,928.28
V Singh	Stellar	Spectra	£11,298.00	£500.00	£1,129.80	£9,668.20	£0.08	£9,668.28
G Huntly	Zenith	Nimbus	£24,998.00	£1,500.00	£2,499.80	£20,998.20	£0.07	£20,998.27
P Duncan	Quasar	Nova	£20,988.00	£1,250.00	£2,098.80	£17,639.20	£0.07	£17,639.27
F Reid	Aero	Voyager	£31,993.00	£1,750.00	£3,199.30	£27,043.70	£0.07	£27,043.77
S Fraser	Zenith	Nimbus	£23,598.00	£1,500.00	£2,359.80	£19,738.20	£0.07	£19,738.27
M Sharp	Aero	Maverick	£29,402.00	£1,750.00	£2,940.20	£24,711.80	£0.07	£24,711.87
C Jack	Stellar	Spectra	£12,498.00	£750.00	£1,249.80	£10,498.20	£0.08	£10,498.28
A McDonald	Quasar	Nova	£18,998.00	£1,000.00	£1,899.80	£16,098.20	£0.07	£16,098.27
D Sherwood	Stellar	Drift	£17,498.00	£1,000.00	£1,749.80	£14,748.20	£0.08	£14,748.28
E Murray	Stellar	Raven	£15,498.00	£800.00	£1,549.80	£13,148.20	£0.08	£13,148.28
M Muir	Zenith	Z-65	£32,495.00	£1,750.00	£3,249.50	£27,495.50	£0.07	£27,495.57
H Willis	Stratos	Ranger	£30,220.00	£1,750.00	£3,022.00	£25,448.00	£0.07	£25,448.07
K Gallacher	Stellar	Drift	£15,998.00	£800.00	£1,599.80	£13,598.20	£0.08	£13,598.28
W McLaren	Zenith	Nimbus	£21,998.00	£1,250.00	£2,199.80	£18,548.20	£0.07	£18,548.27
N Galbraith	Nexus	Cruiser	£29,298.00	£1,750.00	£2,929.80	£24,618.20	£0.07	£24,618.27
V Matthews	Stellar	Spectra	£21,498.00	£1,250.00	£2,149.80	£18,098.20	£0.07	£18,098.27
S Irvine	Stratos	Helix	£9,988.00	£500.00	£998.80	£8,489.20	£0.08	£8,489.28

✘ Candidate did not omit the make/model column on the value view so no print mark is awarded.

Finance quote – formula view

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The 'Iifs' function is an acceptable alternative to the traditional 'Nested If'

	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*0.1	=D2-E2-F2	=IFS(G2>=15000,7.25%,G2>25000,6.95%,G2<15000,8%)	
3	R Sutherland	18995	1000	=D3*0.1	=D3-E3-F3	=IFS(G3>=15000,7.25%,G3>25000,6.95%,G3<15000,8%)	=G3+H3
4	L Murphy	21995	1250	=D4*0.1	=D4-E4-F4	=IFS(G4>=15000,7.25%,G4>25000,6.95%,G4<15000,8%)	=G4+H4
5	J Thomson	13498	750	=D5*0.1	=D5-E5-F5	=IFS(G5>=15000,7.25%,G5>25000,6.95%,G5<15000,8%)	=G5+H5
6	T Campbell	10998	500	=D6*0.1	=D6-E6-F6	=IFS(G6>=15000,7.25%,G6>25000,6.95%,G6<15000,8%)	=G6+H6
7	S Marks	16298	1000	=D7*0.1	=D7-E7-F7	=IFS(G7>=15000,7.25%,G7>25000,6.95%,G7<15000,8%)	=G7+H7
8	J Munro	15000	800	=D8*0.1	=D8-E8-F8	=IFS(G8>=15000,7.25%,G8>25000,6.95%,G8<15000,8%)	=G8+H8
9	B Crawford	17698	1000	=D9*0.1	=D9-E9-F9	=IFS(G9>=15000,7.25%,G9>25000,6.95%,G9<15000,8%)	=G9+H9
10	V Singh	11298	500	=D10*0.1	=D10-E10-F10	=IFS(G10>=15000,7.25%,G10>25000,6.95%,G10<15000,8%)	=G10+H10
11	G Huntly	24998	1500	=D11*0.1	=D11-E11-F11	=IFS(G11>=15000,7.25%,G11>25000,6.95%,G11<15000,8%)	=G11+H11
12	P Duncan	20988	1250	=D12*0.1	=D12-E12-F12	=IFS(G12>=15000,7.25%,G12>25000,6.95%,G12<15000,8%)	=G12+H12
13	F Reid	31993	1750	=D13*0.1	=D13-E13-F13	=IFS(G13>=15000,7.25%,G13>25000,6.95%,G13<15000,8%)	=G13+H13
14	S Fraser	23598	1500	=D14*0.1	=D14-E14-F14	=IFS(G14>=15000,7.25%,G14>25000,6.95%,G14<15000,8%)	=G14+H14
15	M Sharp	29402	1750	=D15*0.1	=D15-E15-F15	=IFS(G15>=15000,7.25%,G15>25000,6.95%,G15<15000,8%)	=G15+H15
16	C Jack	12498	750	=D16*0.1	=D16-E16-F16	=IFS(G16>=15000,7.25%,G16>25000,6.95%,G16<15000,8%)	=G16+H16
17	A McDonald	18998	1000	=D17*0.1	=D17-E17-F17	=IFS(G17>=15000,7.25%,G17>25000,6.95%,G17<15000,8%)	=G17+H17
18	D Sherwood	17498	1000	=D18*0.1	=D18-E18-F18	=IFS(G18>=15000,7.25%,G18>25000,6.95%,G18<15000,8%)	=G18+H18
19	E Murray	15498	800	=D19*0.1	=D19-E19-F19	=IFS(G19>=15000,7.25%,G19>25000,6.95%,G19<15000,8%)	=G19+H19
20	M Muir	32495	1750	=D20*0.1	=D20-E20-F20	=IFS(G20>=15000,7.25%,G20>25000,6.95%,G20<15000,8%)	=G20+H20
21	H Willis	30220	1750	=D21*0.1	=D21-E21-F21	=IFS(G21>=15000,7.25%,G21>25000,6.95%,G21<15000,8%)	=G21+H21
22	K Gallacher	15998	800	=D22*0.1	=D22-E22-F22	=IFS(G22>=15000,7.25%,G22>25000,6.95%,G22<15000,8%)	=G22+H22
23	W McLaren	21998	1250	=D23*0.1	=D23-E23-F23	=IFS(G23>=15000,7.25%,G23>25000,6.95%,G23<15000,8%)	=G23+H23
24	N Galbraith	29298	1750	=D24*0.1	=D24-E24-F24	=IFS(G24>=15000,7.25%,G24>25000,6.95%,G24<15000,8%)	=G24+H24
25	V Matthews	21498	1250	=D25*0.1	=D25-E25-F25	=IFS(G25>=15000,7.25%,G25>25000,6.95%,G25<15000,8%)	=G25+H25
26	S Irvine	9988	500	=D26*0.1	=D26-E26-F26	=IFS(G26>=15000,7.25%,G26>25000,6.95%,G26<15000,8%)	

Order of the arguments is crucial – in this case it does not work as >=15000 comes first so all amounts >= will return 7.25% including those over £25,000

* Candidate did not omit the make/model column on the value view so no print mark is awarded.

* Candidate has not converted the % to a currency value

Note the conversion to a decimal – accept

* *

*

Summary sheet

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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('CAR SALES CORRECT'!\$B\$2:\$B\$26,A2,'CAR SALES CORRECT'!\$E\$2:E26)	=SUMIF('CAR SALES CORRECT'!\$B\$2:\$B\$26,A2,'CAR SALES CORRECT'!\$E\$2:E26)
3	Stellar	=COUNTIF('CAR SALES CORRECT'!\$B\$2:\$B\$26,A3,'CAR SALES CORRECT'!\$E\$2:E27)	=SUMIF('CAR SALES CORRECT'!\$B\$2:\$B\$26,A3,'CAR SALES CORRECT'!\$E\$2:E27)
4	Zenith	=COUNTIF('CAR SALES CORRECT'!\$B\$2:\$B\$26,A4,'CAR SALES CORRECT'!\$E\$2:E28)	=SUMIF('CAR SALES CORRECT'!\$B\$2:\$B\$26,A4,'CAR SALES CORRECT'!\$E\$2:E28)
5	Quasar	=COUNTIF('CAR SALES CORRECT'!\$B\$2:\$B\$26,A5,'CAR SALES CORRECT'!\$E\$2:E29)	=SUMIF('CAR SALES CORRECT'!\$B\$2:\$B\$26,A5,'CAR SALES CORRECT'!\$E\$2:E29)
6	Stratos	=COUNTIF('CAR SALES CORRECT'!\$B\$2:\$B\$26,A6,'CAR SALES CORRECT'!\$E\$2:E30)	=SUMIF('CAR SALES CORRECT'!\$B\$2:\$B\$26,A6,'CAR SALES CORRECT'!\$E\$2:E30)
7	Aero	=COUNTIF('CAR SALES CORRECT'!\$B\$2:\$B\$26,A7,'CAR SALES CORRECT'!\$E\$2:E31)	=SUMIF('CAR SALES CORRECT'!\$B\$2:\$B\$26,A7,'CAR SALES CORRECT'!\$E\$2:E31)



COUNTIF is truncated



Award 2 marks for:
• SUMIF

Aggregate query

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JOB TITLE	NUMBER OF STAFF	TOTAL SALARIES PAID
Car Salesperson	11	£386,945.00
Customer Service Representative	5	£110,423.00
Finance Manager	3	£145,615.00
Parts Specialist	2	£79,777.00
Sales Manager	4	£216,010.00
Service Technician	5	£170,748.00

STAFF

- STAFF ID
- TITLE
- FIRST NAME
- SURNAME
- JOB TITLE

Field:	JOB TITLE	STAFF ID	SALARY
Table:	STAFF	STAFF	STAFF
Total:	Group By	Count	Sum
Sort:			

Award one mark each for:

- Correct field headings
- Correct table selection
- Grouping on correct field
- Using count correctly
- Summing the 'Salary' field

Search query

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Extraneous field

MAKE	MODEL	COLOUR	DOORS	FEATURES	PRICE	MILEAGE	FUEL TYPE	TRANSMISSION
Nexus	Phoenix	White	4	alloy wheels, air conditioning	£26,551.00	5444	Electric	Automatic
Quasar	Ventura	Black	4	air conditioning, metallic paint	£33,095.00	12999	Petrol	Manual
Stratos	Zephyr	Grey	2	climate control, parking sensors, electric sun roof	£25,454.00	15000	Electric	Automatic
Stratos	Zephyr	Silver	2	isofix, air conditioning	£25,819.00	13833	Hybrid	Automatic
Stratos	Ranger	Red	5	metallic paint, air conditioning	£29,991.00	31481	Hybrid	Automatic
Zenith	Nimbus	Beige	3	climate control, metallic paint, isofix	£25,998.00	16894	Petrol	Manual
Nexus	Raptor	White	3	cruise control, air conditioning	£26,969.00	10488	Electric	Automatic

Missing * before climate

1

1


Is Null not queried

- STOCK
- COLOUR
- DOORS
- FEATURES
- PRICE
- YEAR REGISTERED
- MILEAGE
- FUEL TYPE
- TRANSMISSION

Field:	[MODEL]	[COLOUR]	[DOORS]	[FEATURES]	[PRICE]	[MILEAGE]	[FUEL TYPE]	TRANSMISSION
Table:	STOCK	STOCK	STOCK	STOCK	STOCK	STOCK	STOCK	STOCK
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"	
or:								

Database report

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SUITABLE EMPLOYEES FOR ASSISTANT SALES MANGER 

FIRST NAME	SURNAME	EMAIL	JOB TITLE	NEW SALARY
Alexander	Brown	browna15@ek.velocitymotors.co.uk	Sales Manager	£5,659.10
Olivia	Brown	brown01@ab.velocitymotors.co.uk	Car Salesperson	£3,567.70
Benjamin	Miller	millerb6@edi.velocitymotors.co.uk	Service Technician	£3,119.70
Isabella	Miller	milleri@df.velocitymotors.co.uk	Car Salesperson	£3,700.00
Daniel	Scott	scottd7@iv.velocitymotors.co.uk	Sales Manager	£5,832.10
Emma	Edwards	edwardse@ek.velocitymotors.co.uk	Car Salesperson	£3,119.70
Michael	Brown	brownm6@ab.velocitymotors.co.uk	Finance Manager	£4,780.70
Sophia	Bennett	bennetts@ek.velocitymotors.co.uk	Car Salesperson	£3,700.00
James	Davis	davisj5@edi.velocitymotors.co.uk	Customer Service Representa	£2,355.50
Mia	Farooq	farooqm@df.velocitymotors.co.uk	Parts Specialist	£3,700.00
William	Brooks	brookaw@edi.velocitymotors.co.uk	Car Salesperson	£3,700.00
Ava	Kelly	keliya@iv.velocitymotors.co.uk	Customer Service Representa	£1,910.40
Elijah	Cohen	cohen3@edi.velocitymotors.co.uk	Sales Manager	£5,832.10
Aiden	Campbell	campbella@ab.velocitymotors.co.uk	Car Salesperson	£3,567.70
Harper	Anderson	andersonh2@ek.velocitymotors.co.uk	Customer Service Representa	£1,910.40
Samuel	Friedman	friedmans@ab.velocitymotors.co.uk	Service Technician	£3,567.70
Noah	Horn	hornn@edi.velocitymotors.co.uk	Car Salesperson	£3,700.00
Zoe	Brown	brownz3@ek.velocitymotors.co.uk	Service Technician	£3,700.00
Scarlett	Foster	fosters@edi.velocitymotors.co.uk	Finance Manager	£4,780.70

Acceptable title but cannot award due to spelling error

1 New field heading and currency formatting can be awarded.

XX Candidate has correctly calculated the increase but not the new salary – 0/2 as all or nothing.

Nora	Miller	miller1@edi.velocitymotors.co.uk	Car Salesperson	£3,700.00
Zia	Jenkins	jenkinsz4@df.velocitymotors.co.uk	Service Technician	£3,567.70
Hamish	MacLean	macleanh1@df.velocitymotors.co.uk	Car Salesperson	£3,119.70
Hassan	Khan	khanh11@ek.velocitymotors.co.uk	Finance Manager	£5,000.10
Riyaan	Ali	alir4@iv.velocitymotors.co.uk	Car Salesperson	£3,700.00
Ini	Farell	farell@ab.velocitymotors.co.uk	Customer Service Representa	£2,510.50
Dhakah	Ahmed	ahmedd5@ek.velocitymotors.co.uk	Parts Specialist	£4,277.70
Molly	Evans	evansm2@df.velocitymotors.co.uk	Sales Manager	£4,277.70
Tiya	Hassan	hassant8@df.velocitymotors.co.uk	Car Salesperson	£3,119.70
Evie	Goldberg	goldberge@iv.velocitymotors.co.uk	Service Technician	£3,119.70
Nina	Massucci	massuccin@df.velocitymotors.co.uk	Customer Service Representa	£2,355.50

XX Candidate has not queried on 'Car Salesperson'

XX No grouping

XX Layout mark lost for truncation & missing 'Dealership Name' field

Word Processing – letter page 1

Velocity Motors

Grange Avenue
Edinburgh
EH8 2VG

Telephone No: 01315208945



AS/ME **✘ Correct date but reference is the wrong way around**

30 April 2025 **NB Accept any correct date format**

Dear Customer

At Velocity Motors, we are very excited to invite you to an exclusive event dedicated to the future of driving – our Special Electric Vehicle (EV) Event.

Date: 14 June 2025

1 Time spacing is consistent so accept

Time: 11am – 5pm

Events will take place at our Aberdeen, Dumfries, East Kilbride, Edinburgh and Inverness dealerships.

During this special event, you will gain access to the following exclusive opportunities:

- Test Drive the Latest EV Models: Experience the power, performance and luxury of the newest electric vehicles on the market.
- Special Event-Only Offers: Take advantage of special event pricing, finance options and trade-in bonuses available only to attendees.
- EV Technology Showcase: Learn about cutting edge technology, charging solutions and the benefits of switching to an electric vehicle from our knowledgeable staff.
- Q&A with EV experts: Have all your questions answered by industry experts and discover how an electric vehicle can fit into your lifestyle. **✘**



As a valued customer, we wanted you to be among the first to explore our latest EV lineup and benefit from these time-limited offers. Whether you're considering your first electric vehicle or looking to upgrade, this event is the perfect opportunity to find out why so many drivers are making the switch.

Word Processing – letter page 2

✘ Search and replace not fully carried out

Here's a preview of some of our unique offers which will be available at the event:

MAKE	MODEL	PRICE	DISCOUNTED PRICE
Nexus	Raptor	£26,969	£24,998
Nexus	Cruiser	£31,767	£30,498
Stratos	Helix	£15,498	£14,498
Stratos	Zephyr	£23,698	£20,942
Stellar	Raven	£18,319	£17,750
Stellar	Drift	£15,698	£15,000
Quasar	Ventura	£37,180	£36,000
Quasar	Nova	£19,998	£18,998
Nexus	Phoenix	£26,551	£25,850

1

Marks for:
Converting text to table
Inserting in the correct place

✘ Discounted price not sorted

1

✘ Inconsistent spacing between sections – lose presentation

Please confirm your attendance by completing the attached Confirmation of Attendance Form, telling us what type of vehicle you are interested in. This will allow us to tailor your visit and give you a more bespoke service. Please return the form in the pre-paid envelope provided.

Spaces at the event are limited, so be sure to reserve your spot.¹

✘ Footnote marker must go before the full stop

We look forward to welcoming you to our dealership and sharing the exciting future of driving with you.

Yours faithfully

1

Molly Evans
Event Organiser

1

Encs

¹ Form must be returned by 23 May 2025

Word Processing – letter page 3

9/20

Velocity Motors

Grange Avenue
Edinburgh
EH8 2VG

Telephone No: 01315208945

Letterhead on pages 1 & 3 1



1 Landscape

Form title missing ✘

Customer name	
Telephone number	
E-mail address	
Dietery requirements	



Inadequate spacing for details to be entered – professional layout mark not awarded

✘ Lose Keyboarding

Preferred vehicle type	Hatchback	Saloon	SUV	Sports Car
------------------------	-----------	--------	-----	------------

1 Vehicle type


Test drive required? Yes No 1 Tick box for test drive


FOA Molly Evans ✘ Footers all present but incorrect

Email

2/3

(No subject) Summarise

 to: Tue 07/10/2025 17:25

 EV Promotion.pptx 466 KB 1 **Correct attachment** 1

Hi

Please find attached the completed presentation for the EV event.

Regards

A Student
Admin Assistant

Reply Forward

Screen snip is acceptable as evidence of sending providing date sent is visible

✘ Greeting, punctuation and close all good but missing the subject heading.