

TASK 2: RECORD OF DONATIONS

Heart Touch must keep a record of the donations it receives. You must create a spreadsheet for this purpose. The spreadsheet will be updated each time a new donation is received.

OPEN a blank spreadsheet.

ENTER this title: Donations to Heart Touch

USE these column headings:

Name	Date of Donation	Amount Given	Gift Aid Y/N	Gift Aid (28% of Amount Given)	Total
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ENTER the following information about donations received so far:

Name	Date of Donation	Amount Given
Barrett, Jane	20 April 2008	£50.00
Wright, Amelia	12 May 2008	£40.00
Whitehead, Dave	17 April 2008	£76.00
Olsen, Tarisa	18 April 2008	£34.00
Chung, Kim	21 May 2008	£57.00
Brown, Susan	23 May 2008	£200.00

Heart Touch can claim an extra 28% (Gift Aid) on some donations.

Heart Touch can claim Gift Aid for:

- Jane Barrett
- Amelia Wright
- Susan Brown

INSERT the letter Y in the Gift Aid column for these people. Put N for all the others.

ENTER an appropriate formula in the Gift Aid column. If Gift Aid is claimed it must calculate 28% of the amount donated. If not it must show 0.

ENTER an appropriate formula in the Total column that works out the total including Gift Aid for each person.

SORT the records in ascending date order.

INSERT your name, candidate number, centre number and **today's date** in the footer.

SAVE your spreadsheet with an appropriate name.

PRINT your spreadsheet in data view. Make sure it fits on one A4 page.

DISPLAY your spreadsheet in formula view. Use landscape orientation. Show row and column headings. Ensure that all formulae can be clearly seen and are not cut off.

PRINT your spreadsheet in formula view. Make sure it fits on one A4 page.

Reminder:

- check that all information has been entered accurately
- check that your printouts display all information fully
- use a suitable layout and font
- use formatting features to ensure the spreadsheet looks professional and is easy to read

TOTAL FOR TASK 2: 25 MARKS