

## 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

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**TOTAL FOR TASK 2: 25 MARKS**