Assessment Commentary

Assessment Objective	Candidate A – PASS	Candidate B – DISTINCTION
AO1 Demonstrate good working practices with files, directories/folders and sub-directories/sub-folders	The candidate on page 1 has clearly shown that they have set up at least two directories. This is a clear screen print which shows a Nat cert folder which contains two sub-folders – Unit 1 and Unit 21. The Unit 1 folder contains 8 sub-folders, one for each task in the OCR model assignment. This screen print also shows that the candidate has saved their evidence for Task 1 in the Task 1 & 9 folder and has used some appropriate filenames. The candidate has shown how they have password protected their word document on pages 2-3 and on page 4 they have shown that they have <u>actually</u> set a password on the file as the screen print shows the software asking for a password to open the file.	It is a pity that this candidate' screenshots are so small, making them difficult to read. In Section 1 the candidate has shown evidence of a folder structure with 6 main folders. Within NC ICT there is a unit 1 sub-folder containing 6 sub-folders for the unit 1 tasks. One of these (AO2) contains 2 subfolders. This section also shows evidence of a backup of the Unit 1 folder on a removable disk. Additional evidence of backup is shown in Section 7, including opening a file from backup, which would allow it to be restored. Sections 2 and 4 show the candidate has saved files with appropriate filenames into appropriate folders, but there is no evidence that this has been consistently done. A teacher witness statement could have been used here. Section 11 shows the candidate using search in Windows Vista to find and open a file,

	Pages 5-7 show how the candidate has located their files. Although there is no explicit evidence of opening any of these files this can be assumed as the candidate has evidence throughout the portfolio of opening files from saved directories	Section 7 shows the candidate deleting a folder, moving a folder, deleting a file, copying and moving a file. Section 10 shows renaming of a file and folder. In section 3 the candidate has created a shortcut to one folder and one file, including before and after screen shots to confirm that this action has been carried out. Section 4 shows that the candidate has password protected PowerPoint files, showing both process and evidence that the files have been password protected. Section 5 shows that the candidate has created a shortcut on the desktop to the PowerPoint program. The evidence further shows that the program, folder and file shortcuts have been edited by changing the shortcut keys used. The evidence shows that the keyboard shortcuts, though not the shortcuts themselves, have been deleted. Section 6 shows the candidate searching for and opening files that have been created, although this could have been implied from the rest of the portfolio.
	Pages 8-10 show the candidate backing up their work. The first screen print shows the USB device with no folders and then they show the folders that have been copied across and how this was carried out.	
	Page 11 shows that the candidate has created a shortcut to a file, a folder and a program.	
	All Pass requirements are met, with very few additional requirements.	The evidence presented by the candidate is well annotated. All Distinction requirements have been attempted, although the candidate has failed to delete the desktop shortcuts. Additionally, consistently saving using appropriate filenames and locations and restoring from a backup are not well evidenced.
		Overall, a Distinction is just the best fit for this AO.

AO2		
AO2 Using appropriate software, select and use tools and facilities to download files/information and to send and receive email messages	The candidate has used the OCR Downloadable Tunes model assignment and has searched for relevant information using Google to search for the top 20 singles. Search criteria are simplistic but functional. Screen shots on pages 12-15 are annotated to show the source addresses of the different websites accessed. The evidence searched for was used later in the portfolio. The candidate has sent an email (pg 19), received and replied to an email (pg 16), forwarded an email (pg 17) and included a message with a document attached (pg 18). The text and header in the emails are not good but at least some text has been added to each email and the sent message contains a header. Page 18 shows that the candidate has opened an attachment sent to them via email and saved this to their AO2 folder in their work area Page 20 shows where the candidate has forwarded a message to more than one person. There is no message text added by the candidate, but because this is an extra email, in addition to the minimum requirements, the candidate is not penalised for this. Page 21 contains a very brief comment about the risks of opening email attachments. All pass requirements have been met,	Pages 32-28 show the use of advanced search criteria to locate information on the WWW. Although the candidate has used Boolean operators this could have been equally well evidenced through correct use of the Advanced search page of a search engine. There is no evidence of searching from local media. On pages 39-41 the candidate has listed the URLs of pages found, with the date the information was accessed. There is a brief comment on the validity of two of these sources, with a simple reason for one of these. This is the weakest element of the work in this AO. Page 42 shows where the candidate has bookmarked URLs and organised these into suitable folders. There is limited evidence that the candidate understands the implications of copyright. A list of the websites accessed has been provided, although it is unclear which information has been downloaded and stored. The candidate has sent (pages 54-56), received (45), replied to (page 48) and forwarded (page 47) emails, including a message with multiple documents attached (page 56). Some of the screen prints have been taken too early, however the witness statement confirms that the final emails were all sent with suitable subject lines and message text. Candidates should be advised to produce their screen prints from the sent folder rather than compose mode, in order to ensure all text/subject line is shown. Additionally, this provides clear evidence that the emails have actually been sent. An attachment has been received, opened and saved (page 45-46). Page 50 shows that the candidate has sent a high priority message to multiple recipients using cc and bcc, demonstrating some understanding of the appropriate use of these features.

		Pages 49 and 51 show where the candidate has stored, retrieved and used email addresses and details of personal contacts.
		Page 58 shows where the candidate has included and created an email signature, although there is no evidence of this being used. Where subject lines and message text are shown these are appropriate.
		Page 57 includes a summary of the risks of opening and receiving email attachments and the candidate has suggested limited actions
AO3		
AO4 Select and use tools and facilities in word processing or DTP software to produce a variety of business documents	The candidate has created a number of straightforward and simple business documents. Page 22 shows a letter, page 25 shows a memo, page 28 shows a flyer and pages 32-33 show a newsletter. These are based on standard templates and there is little consistency, other than the inclusion of the logo on the letter, flyer and newsletter. Although there is a page headed 'House Style' the candidate shows no understanding of this. Centres should encourage candidates to develop a consistent house style (position of logo, consistent font, font size, colours etc) across all their business documents in this AO. The letter contains all necessary elements but the layout is poor, with the two addresses the wrong way around, the date incorrectly formatted and placed, incorrect line spacing and inconsistent font. Although it is acceptable for text to be copied and pasted it is expected that it would be proof read for content, and the footnote references in the text of the newsletter should have been removed.	The candidate has produced a flyer (p84), newsletter (pgs 71-74), letter (pg 64), agenda (pg 80) and a business card pg 81). A brief report has also been included on page 79; however this is too brief and does not use suitable headings to be classed as a report. The letter has been mail merged on pages 68 and the newsletter contains 4 pages and contains a chart, though not a table, imported from a spreadsheet.. The candidate has included graphics from a wide range of sources (pages 83-86). The candidate has included a list of the images used, where they have been used and their original source which is an excellent piece of evidence. Each of the documents show a company logo and similar fonts, and the original prints showed a consistent use of colour.. The candidate has used an extensive range of software tools and facilities, such as italics, drawing tools (lines and boxes), justification and left alignment, numbering, centring and different emphasis techniques (bold, italics). Different font sizes have also been used and there is some evidence of a table

	The newsletter shows evidence of images from the world wide web and an image from a drawing package – however it would be helpful to the moderator the sources of any images used were clearly identified. Pages 24, 26, 29, 30, 31, 36, 37, 39 and 40 show evidence of using a spelling checker and proofreading the documents. The documents presented show some evidence of using different font style, size and paragraph justification. Helpful screen prints are provided which show some of the formatting techniques used. Although the number of documents produced meets Merit requirements the quality is of Pass standard.	The candidate has inserted fields, including date and document information on page 69. Pages 59-66 and 71-74 show where the candidate has checked through their documents and used a spelling and grammar checker. Candidate's should be reminded to proof-read after carrying out a spell check to ensure that they have chosen the correct word suggested by the spell checker The final documents are virtually error-free and most of the documents would be usable in a professional context, although the letter layout contains a number of errors and the last page of the newsletter is inconstant in style. Overall a Distinction can just be awarded as a best fit grade.
AO5 Create and use a simple business spreadsheet	The candidate has used the Downloadable Tunes model assignment and created a very simple spreadsheet. The spreadsheet on pages 41-49 show a limited number of calculations (sum and average). The formulas/functions appear to work. However, it is unclear how the later totals and averages have been calculated. The candidate has entered headings and has provided some evidence of formatting on pages 41-42 (different borders and colours with appropriate format chosen for some dates and currency columns). However, further improvements could have been made. Page 44 shows some data being changed to obtain different results. The amendments that the candidate has made to the spreadsheet and how the data has been amended to show different results. Pages 45 and 46 demonstrate inserting and deleting a row.	The candidate has produced an effective spreadsheet on pages 87-94 and formulas have been printed on pages 89 and 91. There is evidence of the use of +, - and more than one function (sum, average and max). Page 92 shows that the candidate has formatted the spreadsheet effectively using different borders, shading, fonts, currency and date format. Evidence of inserting and deleting rows is shown on pages 93 and 94. Page 92 shows where the candidate has edited some of the data to obtain different results. Pages 88-91 show that the candidate has printed out the spreadsheet using appropriate page orientation and number of pages.

	The candidate has printed out the spreadsheet on pages 41-42 although these could have been presented in a better way, showing less white space. All Pass requirements have been met, with some Merit requirements (use of a function, a range of formatting and insert/delete rows) but there is no formula printout and no evidence of using print preview and adjusting print options to fit the whole sheet onto one side. Pass is therefore the best fit here..	Some use of headers and footers are included and other print layout features have been used appropriately, such as printing row and column headings. All Distinction criteria are evidenced here.

Unit 1
Level 2
AO5

Candidate A
Distinction

Draft 1

Downloadable Tunes - Financial year 2006-2007

Sales Income

Order No	Date Received	Amount	VAT
1001	18-Apr	15	2.63
1002	26-Apr	8	1.4
1003	04-May	23	4.03
1004	12-May	18	3.15
1005	20-May	23	4.03
1006	28-May	29	5.08
1007	05-Jun	36	6.3
1009	13-Jun	8	1.4
1010	21-Jun	6.5	1.14
1011	29-Jun	23	4.03
1012	07-Jul	18	3.15
1013	15-Jul	23	4.03
1015	23-Jul	6.5	1.14

total income

Expenditure

Date	Description	Amount
18-Apr	Web host	99
26-Apr	Paper	2
04-May	Stationery	15
12-May	Electricity	1.99
11-Jul	New software	15
19-Jul	Ink	5

Total expenditure

Profit

✓ Add formatting

(P)

1

Draft 2

Downloadable Tunes - Financial year 2006-2007

Sales Income

1001	18/04/2006	£15.00	£2.63
1002	26/04/2006	£8.00	£1.40
1003	04/05/2006	£23.00	£4.03
1004	12/05/2006	£18.00	£3.15
1005	20/05/2006	£23.00	£4.03
1006	28/05/2006	£29.00	£5.08
1007	05/06/2006	£36.00	£6.30
1009	13/06/2006	£8.00	£1.40
1010	21/06/2006	£6.50	£1.14
1011	29/06/2006	£23.00	£4.03
1012	07/07/2006	£18.00	£3.15
1013	15/07/2006	£23.00	£4.03
1015	23/07/2006	£6.50	£1.14

Expenditure

18/04/2006	Web host	£99.00
26/04/2006	Paper	£2.00
04/05/2006	Stationery	£15.00
12/05/2006	Electricity	£1.99
11/07/2006	New software	£15.00
19/07/2006	Ink	£5.00

Total expenditure

Profit

✓ Add formulas

Ⓓ Formatting e.g Currency, Colour, borders

	A	B	C	D	E
1	*Downloadable Tunes - Financial year 2006-2007*				
2					
3					
4	**Sales Income**				
5					
6	1001	38825	15	2.63	=C6+D6
7	1002	38833	8	1.4	=C7+D7
8	1003	38841	23	4.03	=C8+D8
9	1004	38849	18	3.15	=C9+D9
10	1005	38857	23	4.03	=C10+D10
11	1006	38865	29	5.08	=C11+D11
12	1007	38873	36	6.3	=C12+D12
13	1009	38881	8	1.4	=C13+D13
14	1010	38889	6.5	1.14	=C14+D14
15	1011	38897	23	4.03	=C15+D15
16	1012	38905	18	3.15	=C16+D16
17	1013	38913	23	4.03	=C17+D17
18	1015	38921	6.5	1.14	=C18+D18
19					=SUM(E6:E18)
20					
21					
22	**Expenditure**				
23					
24	38825	Web host	99		
25	38833	Paper	2		
26	38841	Stationery	15		
27	38849	Electricity	1.99		
28	38909	New software	15		
29	38917	Ink	5		
30		*Total expenditure*	=SUM(C24:C29)		
31					
32				*Profit*	
33				=E19-C30	
34					

Draft 3

	A	B	C	D	E
1	*Downloadable Tunes - Financial year 2006-2007*				
2					
3					
4	*Sales Income*				
5					
6	1001	18/04/2006	£15.00	£2.63	£17.63
7	1002	26/04/2006	£8.00	£1.40	£9.40
8	1003	04/05/2006	£23.00	£4.03	£27.03
9	1004	12/05/2006	£18.00	£3.15	£21.15
10	1005	20/05/2006	£23.00	£4.03	£27.03
11	1006	28/05/2006	£29.00	£5.08	£34.08
12	1007	05/06/2006	£36.00	£6.30	£42.30
13	1009	13/06/2006	£8.00	£1.40	£9.40
14	1010	21/06/2006	£6.50	£1.14	£7.64
15	1011	29/06/2006	£23.00	£4.03	£27.03
16	1012	07/07/2006	£18.00	£3.15	£21.15
17	1013	15/07/2006	£23.00	£4.03	£27.03
18	1015	23/07/2006	£6.50	£1.14	£7.64
19					£278.51
20					
21				average income	£21.42
22	*Expenditure*				
23					
24	18/04/2006	Web host	£99.00		
25	26/04/2006	Paper	£2.00		
26	04/05/2006	Stationery	£15.00		
27	12/05/2006	Electricity	£1.99		
28	11/07/2006	New software	£15.00		
29	19/07/2006	Ink	£5.00		
30		*Total expenditure*	£137.99		
31		maximum	£99.00		
32					
33				*Profit*	
34				£140.52	

✓ excellent

Ⓓ Formulas +
2 Functions

Draft 4

	A	B	C	D	E
1	*Downloadable Tunes - Financial year 2006-2007*				
2					
3					
4	*Sales Income*				
5					
6	1001	38825	15	2.63	=C6+D6
7	1002	38833	8	1.4	=C7+D7
8	1003	38841	23	4.03	=C8+D8
9	1004	38849	18	3.15	=C9+D9
10	1005	38857	23	4.03	=C10+D10
11	1006	38865	29	5.08	=C11+D11
12	1007	38873	36	6.3	=C12+D12
13	1009	38881	8	1.4	=C13+D13
14	1010	38889	6.5	1.14	=C14+D14
15	1011	38897	23	4.03	=C15+D15
16	1012	38905	18	3.15	=C16+D16
17	1013	38913	23	4.03	=C17+D17
18	1015	38921	6.5	1.14	=C18+D18
19					=SUM(E6:E18)
20					
21					
22	*Expenditure*			average income	=AVERAGE(E6:E18)
23					
24	38825	Web host	99		
25	38833	Paper	2		
26	38841	Stationery	15		
27	38849	Electricity	1.99		
28	38909	New software	15		
29	38917	Ink	5		
30		*Total expenditure*	=SUM(C24:C29)		
31		maximum	=MAX(C24:C29)		
32					
33				*Profit*	
34				=E19-C30	

(D) Print out showing formulas

Draft 5

	A	B	C	D	E
1	*Downloadable Tunes - Financial year 2006-2007*				
2					
3					
4	*Sales Income*				
5					
6	1001	18/04/2006			
7	1002	26/04/2006	£8.00	£1.40	£9.40
8	1003	04/05/2006	£23.00	£4.03	£27.03
9	1004	12/05/2006	£18.00	£3.15	£21.15
10	1005	20/05/2006	£23.00	£4.03	£27.03
11	1006	28/05/2006	£29.00	£5.08	£34.08
12	1007	05/06/2006	£36.00	£6.30	£42.30
13	1009	13/06/2006	£8.00	£1.40	£9.40
14	1010	21/06/2006	£6.50	£1.14	£7.64
15	1011	29/06/2006	£23.00	£4.03	£27.03
16	1012	07/07/2006	£18.00	£3.15	£21.15
17	1013	15/07/2006	£23.00	£4.03	£27.03
18	1015	23/07/2006	£6.50	£1.14	£7.64
19					
20					
21					
22	*Expenditure*				
23					
24	18/04/2006	Web host	£99.00		
25	26/04/2006	Paper	£2.00		
26	04/05/2006	Stationery	£15.00		
27	12/05/2006	Electricity	£1.99		
28	11/07/2006	New software	£15.00		
29	19/07/2006	Ink	£5.00		
30			£137.99		
31		maximum	£99.00		
32					
33					
34					

— data changed

(D) Print options changed
— Landscape/Scale

1

Draft 7

	A	B	C	D	E
1	*Downloadable Tunes - Financial year 2006-2007*				
2					
3					
4	*Sales Income*				
5					
6	1001	18/04/2006	£18.00	£3.15	£21.15
7	1002	26/04/2006	£8.00	£1.40	£9.40
8	1003	04/05/2006	£23.00	£4.03	£27.03
9	1004	12/05/2006	£18.00	£3.15	£21.15
10	1005	20/05/2006	£23.00	£4.03	£27.03
11	1006	28/05/2006	£29.00	£5.08	£34.08
12	1007	05/06/2006	£36.00	£6.30	£42.30
13	1008	10/06/2006	£12.99	£2.01	£15.00
14	1009	13/06/2006	£8.00	£1.40	£9.40
15	1010	21/06/2006	£6.50	£1.14	£7.64
16	1011	29/06/2006	£23.00	£4.03	£27.03
17	1012	07/07/2006	£18.00	£3.15	£21.15
18	1013	15/07/2006	£23.00	£4.03	£27.03
19	1014	19/07/2006	£10.00	£1.83	£11.83
20	1015	23/07/2006	£6.50	£1.14	£7.64
21				▉	£308.86
22					
23				▉	£20.59
24	*Expenditure*				
25		▉			
26	18/04/2006	Web host	£99.00		
27	26/04/2006	Paper	£2.00		
28	04/05/2006	Stationery	£15.00		
29	12/05/2006	Electricity	£1.99		
30	11/07/2006	New software	£15.00		
31		▉	£132.99		
32		maximum	£99.00		
33					
34			▉		
35			£175.87		

✓

Deleted ink row.

Unit 1
Level 2
AO5

Candidate B
Pass

task 4

income

downloadable tunes
sales

order no	date recived	amount	vat	total
1001	18/04/2007	15.00	2.63	£17.63
1002	26/04/2007	8.00	1.40	£9.40
1003	04/05/2007	23.00	4.03	£27.03
1004	12/05/2007	18.00	3.15	£21.15
1005	20/05/2007	23.00	4.03	£27.03
1006	28/05/2007	29.00	5.08	£34.08
1007	05/06/2007	36.00	6.30	£42.30
1009	13/06/2007	8.00	1.40	£9.40
1010	21/06/2007	6.50	1.14	£7.64
1011	29/06/2007	23.00	4.03	£27.03
1012	07/07/2007	18.00	3.15	£21.15
1013	15/07/2007	23.00	4.03	£27.03
1015	23/07/2007	6.50	1.14	£7.64
	total	237.00	41.51	

a05

Expenditure

downloadable tunes expenditure

Date	Description	Amount
18-Apr	Web Host	99
26-Apr	CDs	2
04-May	ink	15
12-May	paper	1.99
11-Jul	ink	15
19-Jul	CDs	5
	total	137.99

G 05

42

Task 4

Formulas GoS

H22

	A	B	C	D	E	F	G
1				income			
2							
3				downloadable tunes			
4				sales			
5							
6		order no	date recived	amount	vat	total	
7		1001	39190	15	2.63	=SUM(D7:E7)	
8		1002	39198	8	1.4	=SUM(D8:E8)	
9		1003	39206	23	4.03	=SUM(D9:E9)	
10		1004	39214	18	3.15	=SUM(D10:E10)	
11		1005	39222	23	4.03	=SUM(D11:E11)	
12		1006	39230	29	5.08	=SUM(D12:E12)	
13		1007	39238	36	6.3	=SUM(D13:E13)	
14		1009	39246	8	1.4	=SUM(D14:E14)	
15		1010	39254	6.5	1.14	=SUM(D15:E15)	
16		1011	39262	23	4.03	=SUM(D16:E16)	
17		1012	39270	18	3.15	=SUM(D17:E17)	
18		1013	39278	23	4.03	=SUM(D18:E18)	
19		1015	39286	6.5	1.14	=SUM(D19:E19)	
20			total	237	41.51		

Sheet1 / Sheet2 / Sheet3 /

Ready

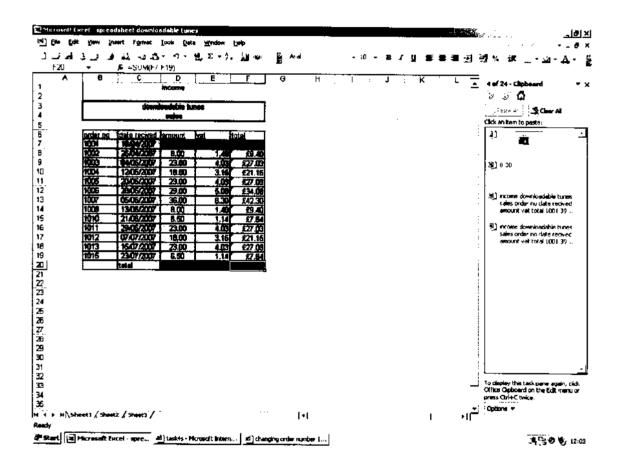Start   task 4 spreadsheet (Not ...   Microsoft Excel - spre...   10:54

This shows my formulas of my spreadsheet.

43

Task 4

changing order 1001

The owner has noticed that order number 1001 has been entered incorrectly. The amount of 15 pound should be 18 and the vat should be 3.15.

This shows I have changed the amount number to 18.00 and the vat number to 3.15.the total number of the amount number is now240.00 and the vat total is

a05

This shows I have added number 1014 in the appropriate place.

Income				
downloadable tunes sales				
order no	date recived	amount	vat	total
1001	18/04/2007			
1002	26/04/2007	8.00	1.40	£9.40
1003	04/05/2007	23.00	4.03	£27.03
1004	12/05/2007	18.00	3.15	£21.15
1005	20/05/2007	23.00	4.03	£27.03
1006	28/05/2007	29.00	5.08	£34.08
1007	05/06/2007	36.00	6.30	£42.30
1009	13/06/2007	8.00	1.40	£9.40
1010	21/06/2007	6.50	1.14	£7.64
1011	29/06/2007	23.00	4.03	£27.03
1012	07/07/2007	18.00	3.15	£21.15
1013	15/07/2007	23.00	4.03	£27.03
1015	23/07/2007	6.50	1.14	£7.64
	total			

LS

deleting row 1006

GoS

	income			
	downloadable tunes sales			

order no	date recived	amount	vat	total
1001	18/04/2007			
1002	26/04/2007	8.00	1.40	£9.40
1003	04/05/2007	23.00	4.03	£27.03
1004	12/05/2007	18.00	3.15	£21.15
1005	20/05/2007	23.00	4.03	£27.03
1007	05/06/2007	36.00	6.30	£42.30
1009	13/06/2007	8.00	1.40	£9.40
1010	21/06/2007	6.50	1.14	£7.64
1011	29/06/2007	23.00	4.03	£27.03
1012	07/07/2007	18.00	3.15	£21.15
1013	15/07/2007	23.00	4.03	£27.03
1015	23/07/2007	6.50	1.14	£7.64
	total			

This shows I have deleted the loo6 row from the table.

46

This show I have
added averages

adding averages

a05

order no	date recived	amount	vat	total
1001	15/05/2007			
1002	20/05/2007	8.00	1.40	£9.40
	total	26.00	4.55	£30.55
1003	04/06/2007	23.00	4.03	£27.03
1004	12/06/2007	18.00	3.15	£21.15
1005	20/06/2007	23.00	4.03	£27.03
1006	28/06/2007	29.00	5.08	£34.08
	total	93.00	16.29	£109.29
1007	05/06/2007	36.00	6.30	£42.30
1009	13/06/2007	8.00	1.40	£9.40
1010	21/06/2007	6.50	1.14	£7.64
1011	29/06/2007	23.00	4.03	£27.03
	total	73.50	12.87	£86.37
1012	07/07/2007	18.00	3.15	£21.15
1013	15/07/2007	23.00	4.03	£27.03
1015	23/07/2007	6.50	1.14	£7.64
	total	47.50	8.32	£55.82
	total			

This show I have added
averages

order no	date recived	amount	vat	total
1001				
1002	20/05/2007	3.00	9.00	10.00
	total	26.00	12.15	31.15
		17.00	10.00	20.50
1003	04/06/2007	23.00	4.03	27.03
1004		18.00	3.15	21.15
1005		23.00	4.03	27.03
1006		29.00	5.08	34.08
		93.00	16.29	109.29
			6.30	43.72
1007	05/06/2007	36.00	6.30	42.30
1009	13/06/2007	8.00	1.40	9.40
1010		6.50	1.14	7.64
1011		23.00	4.03	27.03
		73.50	12.87	86.37
		18.00	3.52	21.15
1012		18.00	3.15	21.15
1013		23.00	4.03	27.03
1015		6.50	1.14	7.64

48

income				
downloadable tunes sales				

order no	date recived	amount	vat	total
1001	18/04/2007			
1002	26/04/2007	8.00	1.40	£9.40
1003	04/05/2007	23.00	4.03	£27.03
1004	12/05/2007	18.00	3.15	£21.15
1005	20/05/2007	23.00	4.03	£27.03
1006	28/05/2007	29.00	5.08	£34.08
1007	05/06/2007	36.00	6.30	£42.30
1009	13/06/2007	8.00	1.40	£9.40
1010	21/06/2007	6.50	1.14	£7.64
1011	29/06/2007	23.00	4.03	£27.03
1012	07/07/2007	18.00	3.15	£21.15
1013	15/07/2007	23.00	4.03	£27.03
1015	23/07/2007	6.50	1.14	£7.64
	total			

This is what the table looked like before I changed it.

This shows that I have calculated a total for each of the four months.

income				
downloadable tunes sales				

order no	date recived	amount	vat	total
1001	18/04/2007			
1002	26/04/2007	8.00	1.40	£9.40
	total	28.00	4.55	£30.55
1003	04/05/2007	23.00	4.03	£27.03
1004	12/05/2007	18.00	3.15	£21.15
1005	20/05/2007	23.00	4.03	£27.03
1006	28/05/2007	29.00	5.08	£34.08
	total	93.00	16.29	£109.29
1007	05/06/2007	36.00	6.30	£42.30
1009	13/06/2007	8.00	1.40	£9.40
1010	21/06/2007	6.50	1.14	£7.64
1011	29/06/2007	23.00	4.03	£27.03
	total	73.50	12.87	£86.37
1012	07/07/2007	18.00	3.15	£21.15
1013	15/07/2007	23.00	4.03	£27.03
1015	23/07/2007	6.50	1.14	£7.64
	total	47.50	8.32	£55.82
	total			

49