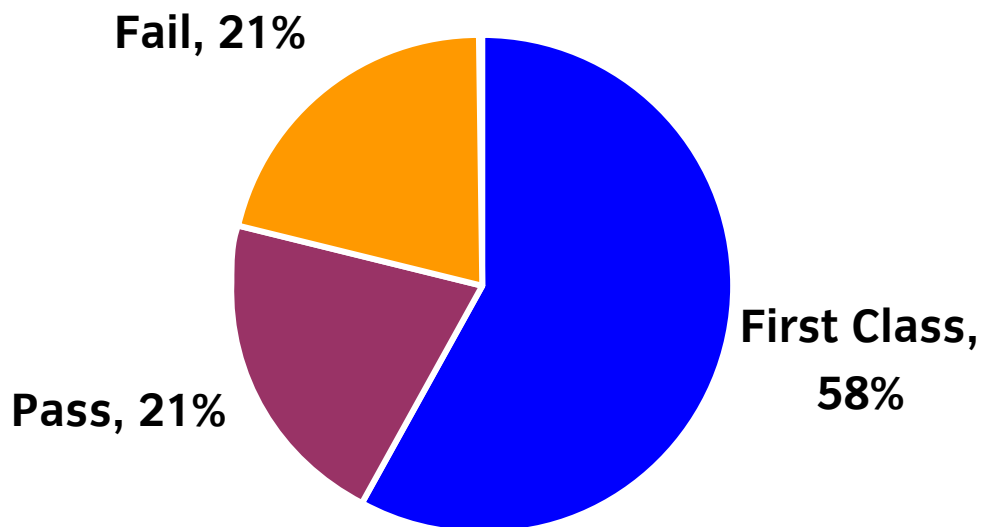# 8970-SPT-22 Spreadsheet Processing Techniques Essential

General Observations
At this level a high percentage of candidates entered showed a very good knowledge of spreadsheet techniques.
The statistics to date show that more candidates have obtained a FCP so far this year.

Fail, 21%

Pass, 21%

First Class, 58%

Areas of good performance
Accuracy, formatting and layout were performed well

Areas for development
Ensure that the SUM function is used appropriately i.e. only to total a range of cells
Any currency is allowed but a currency format must be applied when specified on the paper
Incorrect number of printouts handed in
Formula printout is not produced
Range of cells to be included in an average function

Recommendations
Read the instructions carefully before attempting the tasks
The candidate should make sure that they understand the difference between a function and a formula
Use the SUM function only when totalling a range of cells
Check the correct number of printouts is handed in and in the correct format e.g. formulas displayed
Ensure that the candidate can format numeric data in a currency format
Check that cell contents are deleted when required and that a row or column is not deleted by accident
Ensure that the correct cells are included in the average function range i.e. do not include a total

Tips
Check that the formulas are correct and that the formulas are replicated into the correct cells
Make sure that data is displayed to the correct number of decimal places and with the correct format e.g. currency to 2 decimal places, integer (no decimal places)
Use print preview to check that all data is fully displayed
Tick off tasks as they are completed

Additional comments

A formula printout is always required and the candidate should make sure that they do a formula printout otherwise formulas cannot be marked.