General Observations
At this level the majority of candidates showed a high level of competence in using spreadsheets to solve the set tasks
The statistics to date show that the number of fails has increased, the number of passes is about the same and the number of FCP’s has decreased so far this year

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

Areas for development
Ensure that the SUM function is used appropriately i.e. to total a range of cells
Any currency is allowed but a currency format must be applied when specified on the paper
Use of an absolute cell reference within a formula
Resizing of chart to display all labels on the chart i.e. all labels are fully displayed
Incorrect number of printouts handed in
Range of cells to be included in an average function
Understand the precedence of arithmetic operators in a formula and the use of brackets to alter arithmetic operator precedence
Understand how to include a footer in a printout
Use of a date function e.g. TODAY()

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
Ensure that formulas are fully displayed on a printout
Ensure that the candidate can format numeric data in a currency format and to the correct number of decimal places
Check that all labels are fully displayed on a chart and that the required elements are present e.g. title, legend, axis labels
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
Ensure that instructions are followed for producing a printout e.g. chart only, chart and text box only,
positioned vertically and horizontally on a page

**Tips**
Check that the formulas are correct and that the formulas are replicated into the correct cells
Check that the correct data is selected for a chart
Use print preview to check that all data is fully displayed
Tick off tasks as they are completed

**Additional comments**
Check that the correct number of printouts has been produced and that they contain the correct data in the correct format.