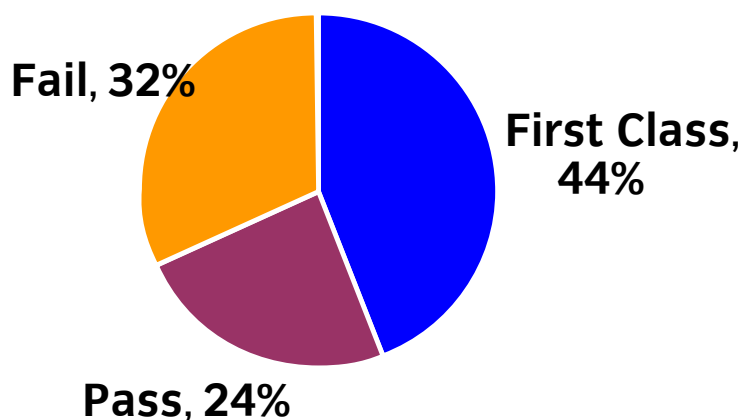


8970-SPT-23 Spreadsheet Processing Techniques Intermediate

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.