8970-SPT-25 Spreadsheet Processing Techniques Advanced

General Observations
At this level candidates perform well for accuracy and formatting and layout but do not do well in completing the complex formula requirements of the set tasks. The statistics to date show that the number of failures is approximately the number of passes has increased and the number of FCP’s has decreased. There are very low numbers taking this qualification.

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

Areas for development
Lookup functions and error trapping to prevent formula calculation when no data is present
Understand the use of more complex formulas
Creation of chart/graph from selected data
Use of absolute cell references in a formula

Recommendations
Read the instructions carefully before attempting the tasks
Remember to go back and correct a previous spreadsheet e.g. containing formulas, if an error is found in a later spreadsheet
Practice the use of complicated formulas in particular use of error trapping in formulas so that cells which contain no data are blank
Ensure that instructions are followed for producing a printout e.g. formulas displayed, selected cells only, positioned vertically and horizontally on a page

Tips
Use print preview to check that data is fully displayed
Practise the use of lookup functions and formulas including error trapping
Check that formulas are correct and replication has been applied to the correct cells
Tick off tasks as they are completed
**Additional comments**
More support/guidance e.g. sample papers, could be supplied to tutors in centres about the content for this qualification and the type of formulas required.