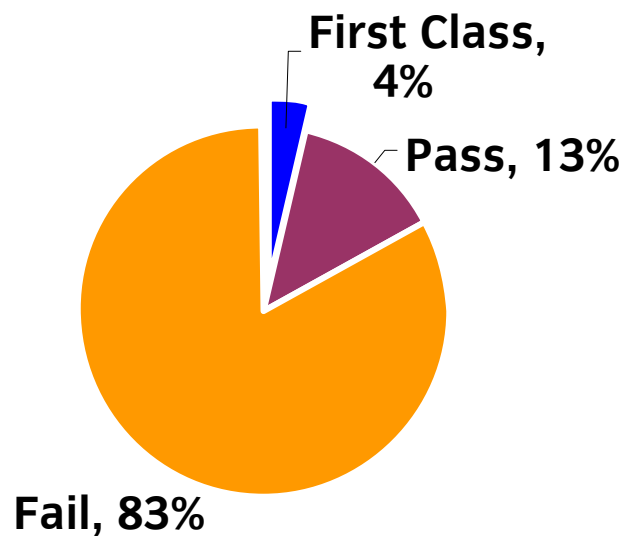


8970-SPT-25 Spreadsheet Processing Techniques Advanced

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.