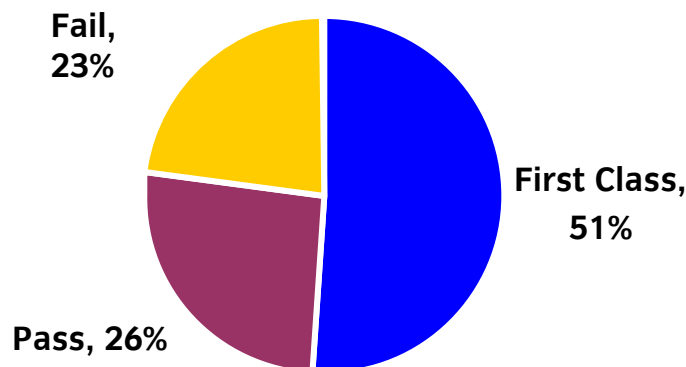# 8970-22-022 Spreadsheet Processing Techniques - Essential

General Observations
The statistics to date show that fewer candidates have obtained a FCP so far this year.

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

Areas for development
Problems that arose at this level were often due to one or more of the following:
- incorrect number of printouts handed in
- formula printout is not produced
- range of cells to be included.

Candidates should:
- ensure that the SUM function is used appropriately ie only to total a range of cells
- any currency is allowed but a currency format must be applied when specified on the paper.

Recommendations
Candidates should:
- read the instructions carefully before attempting the tasks
- 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 eg formulas displayed
- 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 ie do not include a total.

Tutor should ensure that candidate's can format numeric data in a currency format.

Tips
- Check that the formulas are correct replicated into the correct cells.
- Make sure that data is displayed to the correct number of decimal places and with the correct format eg currency to two 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 candidates should make sure that they do a formula printout otherwise formulas cannot be marked.

8970-23-023 Spreadsheet Processing Techniques - Intermediate

General Observations
The statistics to date show that the number of fails, passes and FCPs have remained about the same as for last year
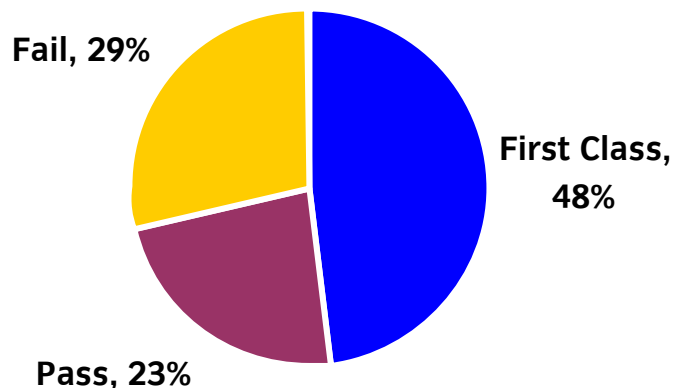
Areas of good performance
Accuracy, formatting and layout and creation of pie charts were performed well.

Areas for development
Problems that arose at this level were often due to one or more of the following:
- 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
- incorrect number of printouts handed in.

Candidates should:
- ensure that the SUM function is used appropriately ie to total a range of cells
- resizing of chart to display all labels on the chart ie all labels are fully displayed
- 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.

Recommendations
Candidates should:
- read the instructions carefully before attempting the tasks
- candidates 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
- check that all labels are fully displayed on a graph and that the required elements are present eg 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 ie do not include a total
- ensure that instructions are followed for producing a printout eg chart only, chart and text box only, positioned vertically and horizontally on a page.

Tutor should ensure that candidate's can format numeric data in a currency format and to the correct number of decimal places.

Tips
- Check that the formulas are correct and replicated into the correct cells.
- Use print preview to check that all data is fully displayed.
- Tick off tasks as they are completed.

8970-25-025 Spreadsheet Processing Techniques - Advanced

General Observations
The statistics to date show that the number of failures has increased by 13% so the number of passes and FCP's have decreased. There are very low numbers taking this qualification.

First Class, 7%

Pass, 10%

Fail, 83%
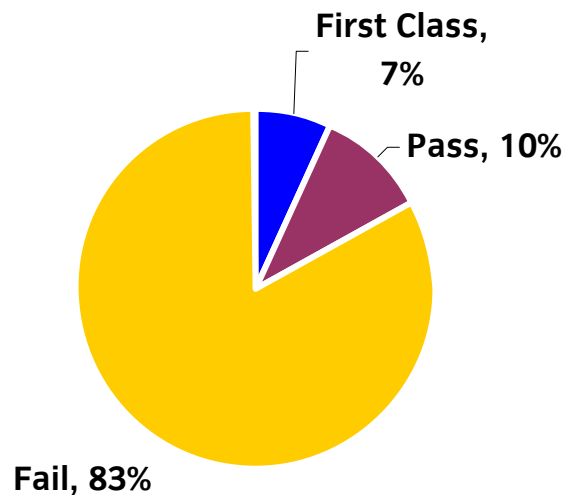
Areas of good performance
Accuracy, formatting and layout were well performed.

Areas for development
Problems that arose at this level were often due to one or more of the following:
- Lookup functions and error trapping to prevent formula calculation when no data is present.
- Creation of chart/graph from selected data.

Candidates should**:**
- understand the use of more complicated formulas
- use of absolute cell references in a formula.

Recommendations
Candidates should:
- read the instructions carefully before attempting the tasks
- remember to go back and correct a previous spreadsheet eg 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 eg 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 eg sample papers, could be supplied to tutors in centres about the content for this qualification and the type of formulas required.