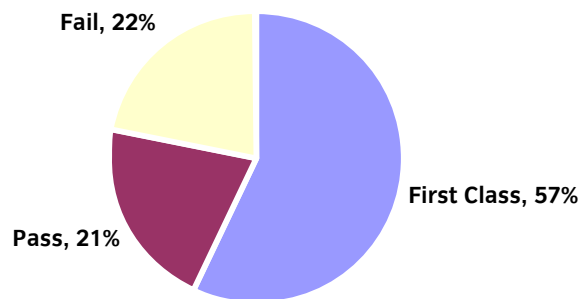


8970 Spreadsheet Processing Techniques - Essential

General Observations

The statistics to date show that fewer candidates have failed 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:

- any currency is allowed but a currency format must be applied when specified on the paper
- incorrect number of printouts handed in
- formula printout is not produced.

Candidates should:

- ensure that the SUM function is used appropriately ie to total a range of cells
- include range of cells in an average function.

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 can format numeric data in a currency format.

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.

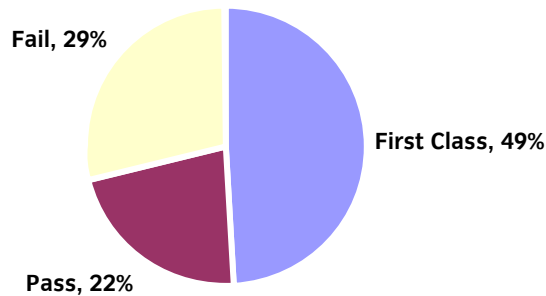
Additional comments

None.

8970 Spreadsheet Processing Techniques - Intermediate

General Observations

The statistics to date show that the number of failures has remained the same but the number of FCP's has increased.



Areas of good performance

Accuracy, formatting, 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
- display of labels on a graph i.e. all labels are fully displayed
- understanding the use of brackets in a formula i.e. how brackets affect the result
- incorrect number of printouts handed in.

Candidates should:

- ensure that the SUM function is used appropriately ie to total a range of cells
- include range of cells in an average function.

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
- ensure that formulas are fully displayed on a printout
- check that all labels are fully displayed on a graph
- 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 can format numeric data in a currency format.

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.

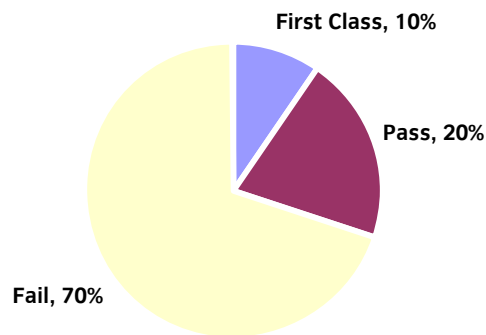
Additional comments

None.

8970 Spreadsheet Processing Techniques - Advanced

General Observations

The statistics to date show that the number of failures has remained the same but the number of FCP's has increased. 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 complicated formulas.

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.

Tips

- Use print preview to check that data is fully displayed.
- 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.