

<b>Individual Candidate Marking Sheet B20028</b>	 <b>FETAC</b> Further Education and Training Awards Council Comhairle na nDámhachtainí Breisoidreachais agus Oiliúna	<b>Spreadsheet Methods Practical Examination Weighting 50%</b>
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**Candidate Name:** \_\_\_\_\_

Performance Criteria			Max	Mark
<b>Creating Spreadsheet</b>	<i>Create spreadsheet Tasks 1, 2, 3, 4, 20, 21</i> - insert headings & insert data* - align cell contents & appropriate column widths - format cell contents (€, %, decimal places) - insert date from computer clock	1 1 1 1	4	
<b>Formula</b>	<i>Correct use of</i> - 6, 13 formula with +, -, *, / operators# - 17, 18 formula with operators & absolute addressing	2 2	4	
<b>Functions</b>	<i>Correct use of</i> - 12 LOOKUP functions (2 marks each) - 14, 15 SUM, AVERAGE (1 mark each) - 16 (a, b) simple IF function (1 mark each) - 16 (c) IF function with logical operator	4 2 2 4	12	
<b>Edit Spreadsheet</b>	<i>Insert additional data</i> - 6 insert column - 7, 8 insert row & column - 9 delete row - 11 add additional headings - 10 re-center main headings & leave spreadsheet in good order	2 2 2 2 2	10	
<b>Sort (Organize)</b>	- 19 Sort portion of spreadsheet (½ marks for up/down)	5	5	
<b>Chart</b>	<i>Chart produced</i> - 23 correct data - 23 (a) main heading - 23 (b, c) axis labels (2 marks each) - 24 Chart saved on separate sheet	3 2 4 1	10	
<b>Save &amp; Print</b>	- 5, 22 Save spreadsheets with correct names (1 mark each) (½ marks as appropriate) - 5 (a, b), 22 (a, b), 25 Print spreadsheets, formulas and chart with row column headers (1 mark each print section) (½ marks as appropriate)	2 3	5	
<b>Total Mark</b>			<b>50</b>	

\* Entering data – deduct 0.5 mark per keystroke error to maximum

# Formulas - correct, full marks. Incorrect, no marks.

Signed Teacher: \_\_\_\_\_ Date: April 2008

Signed External Examiner: \_\_\_\_\_ Date: \_\_\_\_\_