<table>
<tr><td colspan="2">Individual Candidate Marking Sheet B20028</td><td>FETAC
Further Education and Training Awards Council
Comhairle na nDámhachtainí Breisoideachais agus Oiliúna</td><td>Spreadsheet Methods Practical Examination Weighting 50%</td></tr>
</table>

Candidate Name: _____

Performance Criteria		Max. Mark	Candidate Mark
Creating Spreadsheet	*Create spreadsheet* **Tasks 1, 2** - *insert headings*[*] 1 - *insert data*[*] 1 - *alignment of cell contents* 1 - *appropriate column widths* 1 - *format cell contents (€, %, decimal places)* 1 - *insert date/time from computer clock* 1	6	
Formula	*Correct use of* - **17** *formula with +, -, *, / operators*[#] 4 - **Several** *replicate formulas* 2	6	
Functions	*Correct use of* - **3** *sum function*[#] 1 - **7** *average function*[#] 1 - **4** *simple IF function*[#] 2 - **14** *complex IF function*[#] 4 - **13** *Use of LOOKUP function with calc.*[#] 8	16	
Modifying Spreadsheet	*Insert additional data* - **10** *delete row/column* 1 - **11 (table)** *insert rows/columns* 1 - **11** *insert additional headings*[*] 1 - **11** *insert additional data*[*] 1 - **15** *final total formula with abs. addressing*[#] 3	7	
Chart	*Chart produced* 2 - **20 (a)** *correct data* 1 - **20 (b)** *main heading* 1 - **20 (c, d)** *axis labels (1 mark each)* 2	6	
Sort	**19** *Sort portion of spreadsheet* 3	3	
Save	**9, 20** *Save spreadsheets with correct names (marks divided between number of saves)* 2	2	
Print	**9, 20** *Print spreadsheets, formulas and chart with row column headers (marks divided between number of printouts)* 4	4	
	Total Mark	50	

[*] *Entering data – deduct 0.5 mark per keystroke error to maximum*
[#]*Formulas - correct, full marks. Incorrect, no marks.*

Signed **Teacher:** _____   **Date:** _____ 09/05/03

Signed **External Examiner:** _____   **Date:** _____