

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

Performance Criteria			Max	Mark
Creating Spreadsheet	Create spreadsheet Tasks 1, 2, 3, 4, 20, 21 - insert headings & insert data* - align cell contents & appropriate column widths - format cell contents (€, %, decimal places) - insert date from computer clock	1	4	
		1		
		1		
		1		
Formula	Correct use of - 6, 13 formula with +, -, *, / operators# - 17, 18 formula with operators & absolute addressing	2	4	
		2		
Functions	Correct use of - 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	12	
		2		
		2		
		4		
Edit Spreadsheet	Insert additional data - 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	10	
		2		
		2		
		2		
		2		
Sort (Organize)	- 19 Sort portion of spreadsheet (½ marks for up/down)	5	5	
Chart	Chart produced - 23 correct data - 23 (a) main heading - 23 (b, c) axis labels (2 marks each) - 24 Chart saved on separate sheet	3	10	
		2		
		4		
		1		
Save & Print	- 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	5	
		3		
Total Mark			50	

* 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: _____