

Spreadsheet Modelling Unit 1

Questions in Section B of the unit 1 examination will relate to a spreadsheet modelling task carried out by the candidate. The questions will focus on the following areas.

USER REQUIREMENTS

What the purpose of the spreadsheet is?

What are the detailed outcomes?

*User interface, sheets, features to be used,
Processes including searches sort validations automated processes
Outline calculations and results required
Reports to be printed.*

DESIGN and IMPLEMENTATION

Identify and explain the purpose of;

1. Labels, data,
2. Formulas

Any two from Group A and two from Group B

Group A

*SUM
COUNT
MAX
MIN
AVERAGE
RAND*

Group B

*SINGLE IF
MULTIPLE IF
DATE
ROUND*

3. Multiple sheets and 3D links (*Sheets!*)

4. Simplification of data entry

*drop down list boxes
Lists
Spinners
logical True or False or Tick Boxes or Option boxes
lookup or vlookup or hlookup tables*

5. Ease of use and professionalism

*startup user interface
data entry forms
Control buttons should be used to initiate macros. e.g. navigation / print / data transfer*

6. Error trapping e.g. validation techniques and error messages produced

NOT spinners or lists

7. Processing

*sorting techniques
Search for specific criteria e.g. single and multiple criteria*

8. Appropriate use of graphs such as bar or column graphs, line graphs, pie charts, scatter graphs, pictographs.

Must relate to own spreadsheet not general descriptions and must be clearly evidenced in the submitted spreadsheet.