

Information Technology Level 3

General Comments

This test had a good range of level 3 skills making it quite challenging for a number of candidates. The focus of the paper was on a spreadsheet, chart and word-processing skills and included the ability to import, resize and position a graphic and produce selected printouts. The number of entries was slightly lower than the January series last year.

Task A

Almost all of the candidates successfully imported the data into the spreadsheet and were able to format the cell range correctly. The majority were able to create a formula that calculated the total spend to date although a significant number did not use the SUM function correctly. The IF function caused greater problems for many candidates who were unable to form either a nested IF or an IF/AND. Marks were also lost for failing to use absolute cell references and for logic errors (<=, >=). Cell replication and the ability to produce a formula printout of the correct cell range did not appear to cause a problem for the majority of candidates, although failing to fully display formulas and display gridlines, column and row headings continues to be an issue for a few. The majority charted the correct data but not as a stacked bar chart and many candidates had incorrect legends (series 1 etc).

Task B

The majority of candidates attempted this task demonstrating the ability to import the data correctly, setting the margins and format as required. Most candidates found and replaced the word 'voucha', although a significant number appeared to have done this manually resulting in at least one occurrence being missed.

Many candidates failed to set the tabs correctly, particularly the decimal tabs. The majority inserted and resized the image correctly and printed the letter on one page.

The majority of candidates were able to produce a merge standard, although those that used address blocks failed to realise the loss of the Address 3 field. Spacing of the merge fields was inconsistent or incorrect for some candidates, and a few failed to print out a copy of the unmerged letter.

Most had little difficulty in setting up a new folder but a significant number of candidates failed to copy and rename the text file.

Task C

The majority of candidates produced a satisfactory screen dump of their word-processing and spreadsheet files. Centres are reminded that during an exam, candidates **should not have access to other files.**

Recommendations to Centres

Candidates appear to need further guidance on:

- The correct use of the SUM function
- How and when to form combined IF functions (AND/OR/nested)
- Customising a printout (print area, gridlines, column/row headings)
- Fully displaying data
- Creating stacked bar charts
- Working with chart legends
- Creating a merge standard (including field content and spacing)
- Search and replace, including matching case
- Tab setting
- File management (renaming, moving files)

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