

## Task 2 Guidance (P2, P3, P4, M1, M2)

### P2

Make sure that your spreadsheet model meets the 'complex' criteria and exhibits some aspects of complexity such as multiple worksheets (with links), complex formulae (for example at least a two-step process), large data sets, cells linkage, data entry forms (for example menu systems, list boxes, drop-down boxes, event controls), data validation, error trapping, lookup tables, nested IF functions, templates and cell protection.

<p><b>What to cover: Complexity:</b></p> <ul style="list-style-type: none"> <li>• multiple worksheets (with links);</li> <li>• complex formulae             <ul style="list-style-type: none"> <li>○ at least two-step process;</li> </ul> </li> <li>• large data sets;</li> <li>• cells linkage;</li> <li>• data entry forms (cover <b>3</b> from the following list):             <ul style="list-style-type: none"> <li>○ menu systems,</li> <li>○ list boxes,</li> <li>○ drop-down boxes,</li> <li>○ event controls;</li> </ul> </li> <li>• data validation;</li> <li>• error trapping;</li> <li>• lookup tables;</li> <li>• nested IF functions;</li> <li>• templates;</li> <li>• cell protection</li> </ul>	<p><i>Structure and fitness for purpose:</i></p> <ul style="list-style-type: none"> <li>• formatting (cover <b>3</b> from the following list):             <ul style="list-style-type: none"> <li>○ integer,</li> <li>○ real,</li> <li>○ date,</li> <li>○ currency,</li> <li>○ text;</li> </ul> </li> <li>• styling (cover <b>4</b> from the following list):             <ul style="list-style-type: none"> <li>○ bold,</li> <li>○ italics,</li> <li>○ borders,</li> <li>○ shading,</li> <li>○ column alignment,</li> <li>○ consistency;</li> </ul> </li> <li>• context</li> </ul>	<p><i>Features and functions:</i></p> <ul style="list-style-type: none"> <li>• named ranges;</li> <li>• file sharing;</li> <li>• tracking changes;</li> <li>• security issues;</li> <li>• user interface;</li> <li>• add-ins;</li> <li>• built-in functions (cover <b>3</b> from the following list):             <ul style="list-style-type: none"> <li>○ cell functions,</li> <li>○ lookup functions,</li> <li>○ text functions,</li> <li>○ statistical function;</li> </ul> </li> <li>• finding data</li> </ul>
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## P3

Check that you have incorporated some of the required range: relative references, absolute references, logical functions (eg, IF, AND, OR, NOT, SUMIF) correct operators, named ranges, file sharing, track changes, security issues, user interface, add-ins, built-in functions, for example, cell functions, LOOKUP functions, text functions, statistical functions and finding data.

### What to cover:

#### *Formulae:*

- relative references;
- absolute references;
- logical functions (cover **3** from the following list):
  - IF,
  - AND,
  - OR,
  - NOT,
  - SUMIF;
- correct operators

## P4

You will create charts and graphs from numeric data sets. This can be either the same data used in different graphical images or a number of different charts or graphs created from different data. Make sure your charts and graphs are fit for purpose, ie are of the appropriate type according to the type of data being presented, that they include appropriate titles, labels and axis scales and that you choose suitable colouration

### **What to cover: Tools:**

- charts and graphs
  - titles;
- labels
  - axis scales,
  - colours,
  - annotation;
- select appropriate type
  - line,
  - bar,
  - column,
  - pie,
  - xy (scatter)

### *Presenting:*

- combining information
  - table of data and chart;
- maintaining data
  - between worksheets, workbooks, packages

## M1

Think about refinements such as introducing shortcuts or other methods to aid navigation, and improving the presentation by applying different styles and formatting techniques – all of which should make the spreadsheet model more presentable and user-friendly.

### What to cover:

*Refine:*

- improving efficiency
  - shortcuts,
  - aiding navigation;
- formatting (cover **4** from the following list):
  - fonts,
  - page orientation,
  - header and footer,
  - print area,
  - use of colour,
  - conditional formatting

## M2

You might use sub-totals or pivot tables, data sorting and data comparison techniques (trends for example) to interpret a complex spreadsheet model. You can use the graphs or charts you have developed for P4 as a method of analysing and interpreting data from your spreadsheet model. Alternatively, you could use sub-totals or pivot tables, data sorting and data comparison (trends for example) techniques to analyse data. You will need to demonstrate that you are using these techniques to interpret the complex spreadsheet model.

<p><b>What to cover:</b> <i>Sorting and summarising data:</i></p> <ul style="list-style-type: none"><li>• use of sub-totals and facilities</li><li>○ pivot tables;</li><li>• sorting data on multiple fields;</li><li>• filtering data sets</li></ul>	<p><i>Analysing and interpreting data:</i></p> <ul style="list-style-type: none"><li>• convert data</li><li>○ charts,</li><li>○ graphs;</li><li>• lists</li><li>○ filtering,</li><li>○ sorting;</li><li>○ trends;</li><li>• patterns;</li><li>• data analysis;</li><li>• results;</li><li>• conclusions</li></ul>
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