# Task 4 Guidance (P7, P8, P9, M4, D2)

**P7**

Make sure the functionality works as required and that the calculations are accurate. Check the data validation, and that data has been displayed to appropriate levels of detail (for example, currency to two decimal places). Record what you have tested and the results on your test plan.

**What to cover:**

*Test*:
>    manual calculations eg formula, functions;
>    data entry forms;
>    validation;
>    calculations;
>    correct outcomes eg layout, values;
>    suitability for client;
>    user testing;
>    test plans using normal, extreme and erroneous data

**P8**

Your conversion to an alternative format could be evidenced through an observation and witness statement. You might, for example, convert to an alternative format and then import the converted file into some other relevant software.

**What to cover:**

*Alternative formats*:
• converting to (choose **1** of the following formats)
>    o xls,
>    o csv,
>    o txt,
>    o xms,
>    o xml,
>    o html

**P9**

Your user documentation should include instructions on how to use the spreadsheet model, especially when navigating with user interfaces.

**What to cover:**

*Documentation*:
• user documentation
>    o instructions,
>    o guide,
>    o troubleshooting;

**M4**

Your technical documentation should include the required hardware and software resources, instructions and an explanation of calculations used in the spreadsheet model.

**What to cover:**

*Documentation*:
• technical documentation
- o hardware resources,
- o software resources;
- o instructions;
- o calculations
  - formula,
  - functions used;
    - • validation procedures

**D2**

Reflect on your performance in building a spreadsheet model and what hurdles you have had to overcome to achieve the desired result. Did the spreadsheet model meet the given requirements? What did other people think of your spreadsheet model? Make sure your recommendations are sensible.

**What to cover:**
*Feedback:*
- methods eg surveys, questionnaire, interview;
- analyse results;
- make recommendations