wjec cbac

Candidate Name   Cand. No.   Centre No.

Organising folders	MAX	5	Communicating information and Formative Evaluation	MAX	16	Create and use a spreadsheet model	MAX	5
Store a file(s)			Electronic draft of a document 1		1	Data entry		2
Use of folders			Own comment on document to improve it		2	Explanation of formulas and features and functions used		2
Use of subfolders and their files			Comments from others on document to improve it		1	Accuracy and plausibility and fitness for purpose		1
Sensible naming of files and folders			Evidence of responding to comments in document		1			
Evidence of backup folders on an external device			Final version of document		1	Develop and organise numerical data fit for purpose	MAX	5
Demonstrate careful version management			Accuracy and plausibility and fitness for purpose of document		1	currency, or % or Decimal places, or grid		
Evidence of at least two different folder operations e.g. copy, move						use formula with single operator		
Organise emails, groups and folders			Electronic draft of web or presentation		1	use a simple function e.g. SUM, Average, Max, Min RAND etc.		
TOTAL			Own comment on web or presentation to improve it		2	relative referencing		
Research and Design	MAX	6	Comments from others on web or presentation to improve it		1	create a chart		
use of online information source(s) data collection from other people			Evidence of responding to comments in document		1	appropriate title legend axis labels and formatting		
use a url for a purpose			Final version of web or presentation		1	Testing with investigations MAX		2
use search engine(s) for **one** purpose			Accuracy and plausibility and fitness for purpose of web or presentation		1	What if investigation changing data		
use search engine(s) a **second different** purpose			Appropriate page layout / formatting of data	MAX	6	What if investigation changing formula		
manage and use references to make it easier to find information again			fonts and sizes			Development of the model. Max 3 if no sort	MAX	4
download, organise and store different types of information			simple formatting techniques e.g. bold, text alignment, colour fonts			enhanced grids/borders/ merged cell/ text wrap/conditional formatting		
data collection from printed sources			word art, borders, autoshapes			headers *or* footers		
emails			simple tables or original templates			Forms/spinners/droplists/tick boxes		
interviews or questionnaires			simple bullets or numbering			IF, LOOKUP and COUNT functions etc.		
TOTAL			Insert, crop or resize and position an image fit for purpose			absolute referencing/3D referencing		
Emails	MAX	6	combine text with information in different forms *from a library*			Sorts		
open email			on a web page or in a presentation, sequence a set of events			goal seek		
save emails efficiently			Develop and format data	MAX	4	pivot tables /validation/spark lines		
create and send email			e.g. enhance tables with borders, cell merging, text direction or rotation			macros /mailmerge/hyperlinks		
reply to email			rotation or enhanced manipulation of image			Testing (more what if investigations)		
send to a group			customised bullets using *internal* facilities			**TOTAL**		
attach a file to an email			numbering with subnumbering					
open attachment			use of formulas in a document e.g. invoices etc.					
use a contacts list – add amend and delete entry			use a **second** different sources for data					
forward an email			headers or footers					
adapt style to suit purpose			page numbering on more than one page					
contribute to blog or forum			macros *(play and record macros)*					
TOTAL			**TOTAL Com Info = 16** **Review = 8**					

Information Handling			Advanced processes	MAX	4	Evaluation		
Basic skills	MAX	7	create an on screen data entry form			**Summative process**	MAX	7
importing data from csv file			command buttons or macros			analysis of data information used in modelling		
adding key field			**With a reason** use logical operator NOT/ AND/OR or at least one wild card/parameter/ /LIKE			analysis of data and information used in data handling		
adding fields with suitable fieldnames *(1mark 2 fields; 2 marks 4 fields) max 2*			**clearly explain** how logical operators work/wildcard/parameter/like works			suggestions for improvements		
			sort on multiple fields			evaluation of other tools + techniques		
adding suitable data types *1 mark*			use of a calculation			review of feedback		
ensure variety of data types *(At least two other NOT text)*			use a report			analysis of research methods/ data		
adding suitable data *(1 mark per record max 2)*			VB enhancements			evaluation of working practice		
			TOTAL			**TOTAL**		
editing a record *as required or state a reason*								
deleting a record *as required or state a reason*								

Produce lists	MAX	5
use sort		
use a simple search		
use a double search		
add a validation technique		
testing that validation works		

Centre Mark	
Your mark	
Difference	

Organisation	5	
Research and design	6	
Email	6	
Comm. Info.	16	
Modelling	16	
Info. Hand.	16	
Evaluation (7)+Review(8)	15	
Total out of 80	80	