

Guidance on knowledge assumed for the CA2 practical exam

It is expected that students will be familiar with computer based spreadsheets and word processing packages.

In particular, students need to have successfully worked through the past papers and sample projects on the website.

Students should have the following particular skills:

Spreadsheets

- **Application**
 - Create/ open/ save/ close/ switch between worksheets
 - Adjust settings to zoom/ freeze/ unfreeze
 - Format cells to enhance clarity including decimal places/ dates/ applying fonts/ aligning contents
- **Cells**
 - Edit data/ sort data
 - Select cells/ copy/ move/ delete cell contents
- **Worksheets**
 - Insert/ move/ rename/ copy/ delete worksheets
- **Formulae**
 - Use cell references and standard mathematical and statistical functions to generate formulae
- **Charts and graphs**
 - Create and label charts/ graphs using chart wizard
 - Export to word package
- **Producing output**
 - Check results
 - Set up output including orientation/ margins/ headers/ footers
 - Preview printing
 - Print cell range

Word processing

- **Application**
 - Create/ open/ save/ close/ switch between documents

- Adjust settings to zoom/ change view
- Format document to enhance clarity including applying fonts
- **Text**
 - Insert/ select/ edit/ copy/ move/ delete text
 - Use search and replace function
 - Format text to enhance clarity including using bulleted lists
- **Charts and tables**
 - Insert charts and graphs from spreadsheet package, resizing if necessary
 - Create tables
- **Producing output**
 - Use spell check function
 - Set up output including orientation/ margins/ headers/ footers
 - Preview printing
 - Print page range

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