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## General

Overall the standard of work seen was high and candidates seem to have been able to use effectively all the software examined this session. The work was well presented but centres are requested not to use paperclips or staples to keep the work in the folder.

### Task One – Spreadsheet

- (a)+(b) These were correctly completed by the vast majority of candidates.
- (c) Most candidates were able to correctly complete this question. The main issue was the use of upper case letters for the month.
- (d)+(e) Many candidates did not know how to use a formula to calculate an average. Where they did, not all candidates included the average for December. A significant number of candidates did produce a printout showing the formulae. It was not necessary to produce another printout without the formulae.
- (f) Most candidates could create a bar chart but the correct data was not always shown.
- (i) Overall candidates found the report more challenging. Many candidates used their own name in the 'From' section and did not use the information from the spreadsheet in the content of their report. Very few candidates used the correct figures, that is, took on board that the figures given were in the 000's. Some candidates used what they thought were the reasons, writing for example, about the recession and Christmas shopping.

### Task Two – Advertisement

- (a) Many candidates did not correct all three items, often the job title was not changed.
- (b) The majority of candidates left the wording much the same as the old advertisement they were given. Where candidates did try to make the advertisement more motivational it was usually well done. A number of candidates did not mention the location of the job or that the successful applicant would have responsibility for the shop.
- (c) Most candidates attempted to use formatting tools in some way but left the layout much the same. They were not always able to make the advertisement suitable for a newspaper. Candidates would benefit from greater familiarity with different types of advertisements including job advertisements.

### Task Three – Presentation

- (a)+(b) Most candidates had little difficulty inserting a title or completing slides three and four. Some candidates greatly over-worded the slides and invented a lot of information that was not needed.
- (c) Insertion of the logo was not well undertaken and it was often far too big or had multiple copies on each slide. Bullet points were often inconsistent through the presentation and sometimes the text centred after the bullet.
- (d) Most candidates produced the presentation as a handout with three slides to a page as requested.

### Mark Ranges and Award of Grades

Grade boundaries and cumulative percentage grades are available on the [Results statistics](#) page of the AQA Website.

UMS conversion calculator [www.aqa.org.uk/umsconversion](http://www.aqa.org.uk/umsconversion)