



LEADING TREASURY
PROFESSIONALS

ASSESSMENT GUIDELINES

Calculator and spreadsheet



INTRODUCTION

These guidelines contain tips on the calculator and the spreadsheet available on Surpass.

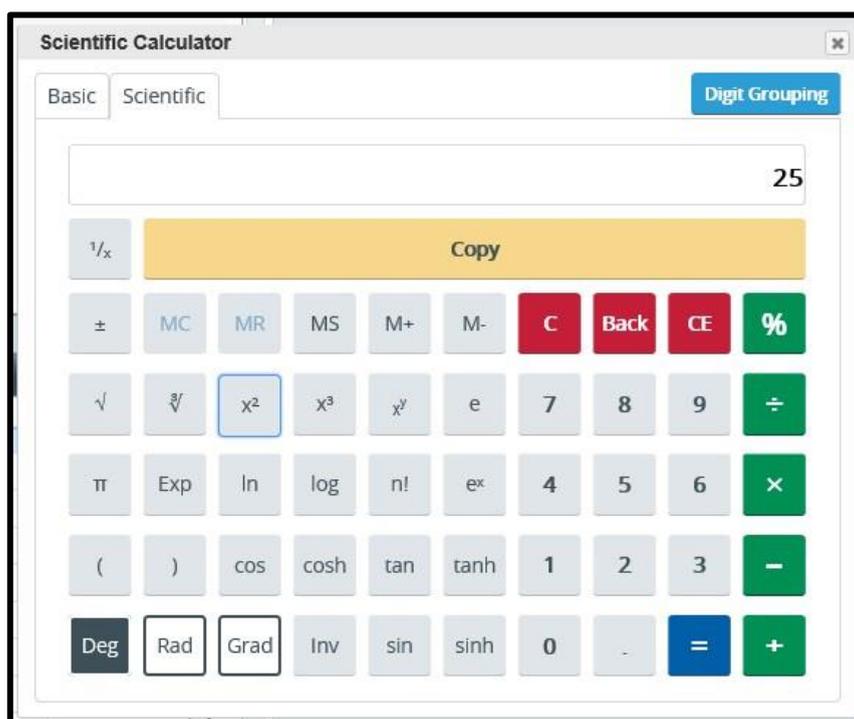
CALCULATOR

In your exam an onscreen calculator is available however you can also take your own scientific calculator in to the exam, if it is not programmable. If you bring your own calculator, you will be required to show the calculator in the environment check and clear any memory on the device.

The **Calculator** obeys the standard **BODMAS**

- B** Brackets first
- O** Orders (i.e. Powers and Square Roots, etc.)
- DM** Division and **M**ultiplication (left-to-right)
- AS** Addition and **S**ubtraction (left-to-right)

To do anything in a different order, you need brackets.



When using the calculator, you can select the keys on the calculator, but for keys that are on your keyboard, you can use these as well. i.e. numbers you can type from your keyboard or selecting the keys.

You have X to the power of 2 x^2

and to the power of 3, x^3

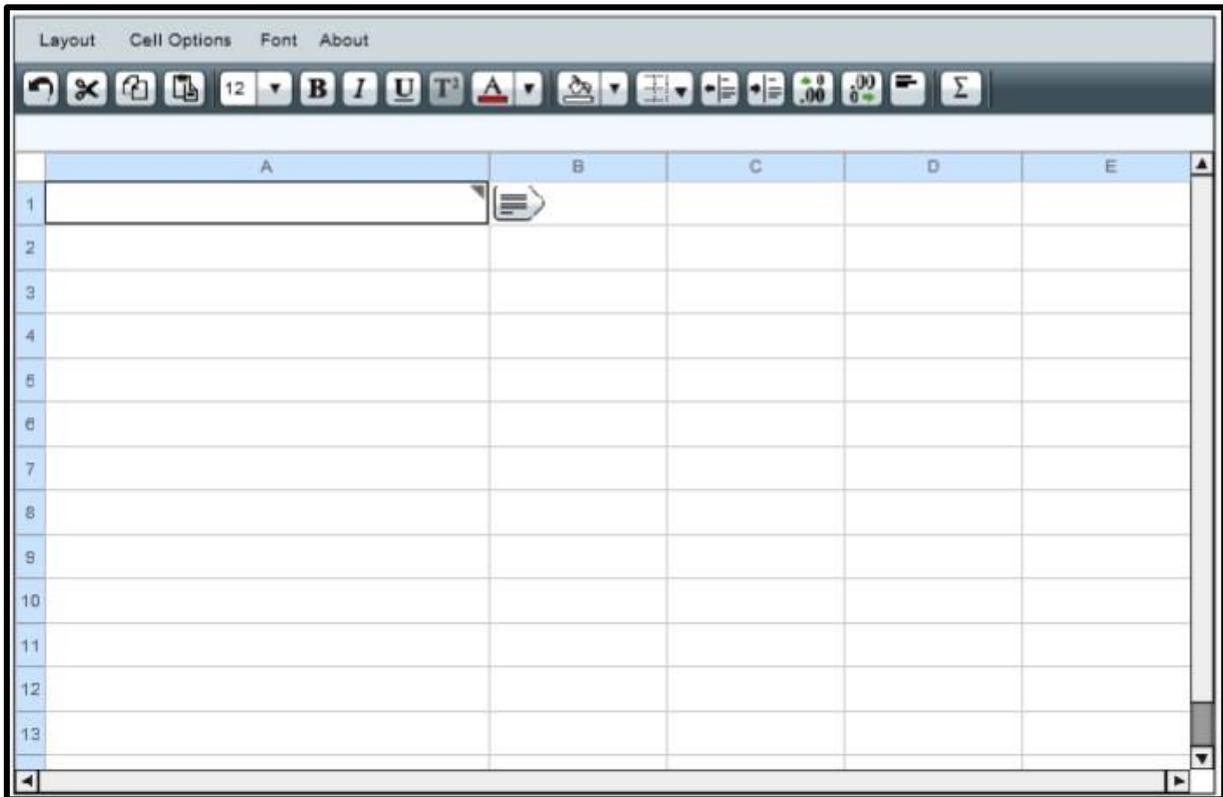
any other power, insert the number, select x^y and enter the power in the little box 5^{\square}

The Calculator has both the square and cube roots, but no other roots.

To copy the data from the calculator to the exam, highlight it and press **Ctrl-C**, go into exam and do **Ctrl-V**.

To paste into the spreadsheet, you need to double-click the designated cell, to make it active and then do **Ctrl-V**. If you are more comfortable with your own calculator, then please use this during the exam.

THE SPREADSHEET



Heading menu



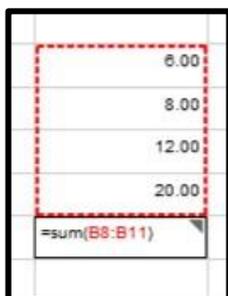
Layout	
	<p>Layout enables you to add/delete rows or columns.</p> <p>To add a row/column: highlight a cell and select the Add Row/Column button.</p> <p>To add more than one (for example 3 rows/columns) highlight 3 cells and select add or simply do them one at a time.</p> <p>Row height and width can be adjusted by dragging.</p>
Cell Options	

	<p>Cell options main functionality is to:</p> <ul style="list-style-type: none"> merge cells highlight the desired cells select merged cells. <p>Split cells will enable you to split cells that have previously been merged.</p>
<p>Font</p>	
	<p>Font - you can change the font, but we don't recommend that you spend too much time doing this in the exam.</p>

Powers

Powers can only be done using the Calculator.

Calculations (Calcs)



To do a calculation in a spreadsheet:

- type in = followed by the formula, for example **=Sum(**
- highlight the first cell
- insert a colon
- highlight the last cell
- close brackets and **Enter**.

This does not enable highlighting a range of cells.

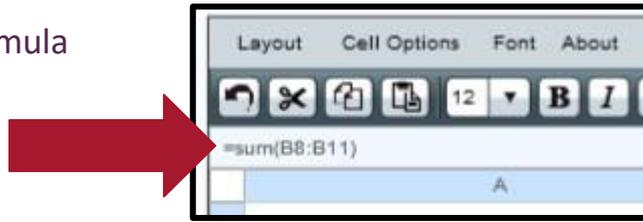
You can also use the formula button, by highlighting a range and pressing the formula button:



If you **highlight a column**, it will apply the formula to that column. If you **highlight the row**, it will apply that formula to that row.

If you **highlight the whole table**, it will apply the formula for, every column.

To see a formula

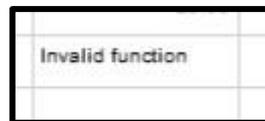


Highlight the cell that contains the Formula and you will see the Formula, just below the menu.

To edit the Formula, just double-click.

Error in formula

(invalid function)



If you have a typo in your Formula, you will get the statement: **Invalid function**

CONTACT US

Should you have any queries regarding the calculator or spreadsheet, please contact the Assessment team via assessment@treasurers.org