

CBE guidance

Strategic Professional (SBL)

This document explains the workspace and response options used in Strategic Professional CBEs, and gives guidance on how to best use the exam functionality to navigate through the exam and answer questions.

WHAT ARE STRATEGIC PROFESSIONAL CBEs LIKE?

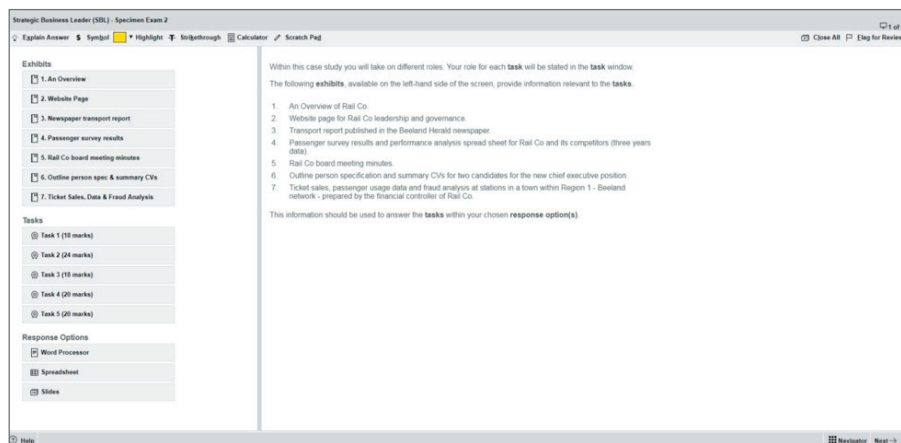
Strategic Professional CBEs use the same kind of technology found in today's workplace, including specially designed spreadsheet, word processing and presentation slide response options. This means the exams closely reflect how a modern finance professional works, boosting your employability skills.

The following section of the guide tells you more about the workspace and response options, and how they work.

The workspace and response options

The following pages provide information on the workspace item, such as available functionality and guidance which should be followed when constructing your response within the workspace.

1 WORKSPACE OVERVIEW



Your exam consists of one case study. Each case study is presented in a workspace.

The workspace is the area within the computer based exam which contains all of the case study content, the tasks and the response options within which you will construct your responses.

All workspace response options will be expert marked.

The workspace contains introductory information about the case study on the right hand side of the screen.

The left hand side of the screen lists a series of buttons under the headings Exhibits, Tasks and Response Options. When the buttons are selected, the relevant windows are opened and displayed on-screen.

There is a splitter bar which can be used for you to see more or less of the left or right hand side of the screen, as required.

Exhibits

- These contain the case study scenario content broken down into sections or sources of information that you will need to answer the tasks.
- An exhibit may be in the format of a spreadsheet or may contain text or images.

Tasks

- These are the tasks you are expected to complete in the workspace.

Response options

- You may be presented with one or more response options within which to construct your answer.
- A response option may be in the format of:
 - A word processor
 - A spreadsheet
 - Slides.

Each of these response options are explained later in this document.

Important:

Some tasks may specify which response option you should use to answer it, however if this is not specified you can choose which of the response options (one or more) within which to construct your answer

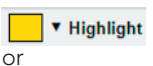
2 WORKSPACE FUNCTIONALITY

Windows

- All exhibit, tasks and response option windows can be moved around the screen and resized as required.
- You can bring any window to the front, either by selecting the relevant button on the left hand side of the screen, or by selecting the window itself.
- Some windows will require you to scroll vertically and/or horizontally. Always scroll to the bottom of each window and where relevant, to the far-right of the window to ensure you have viewed all content.
- You can close each window individually or close all windows at once by selecting **Close All** from the top toolbar. This minimises the open windows to the left-hand side of the screen. Anything you have entered into the response options will be saved, so you can re-open them and continue working at any time.

Highlight and Strikethrough

- You can highlight or strikethrough text in the introductory information, exhibits or tasks by selecting



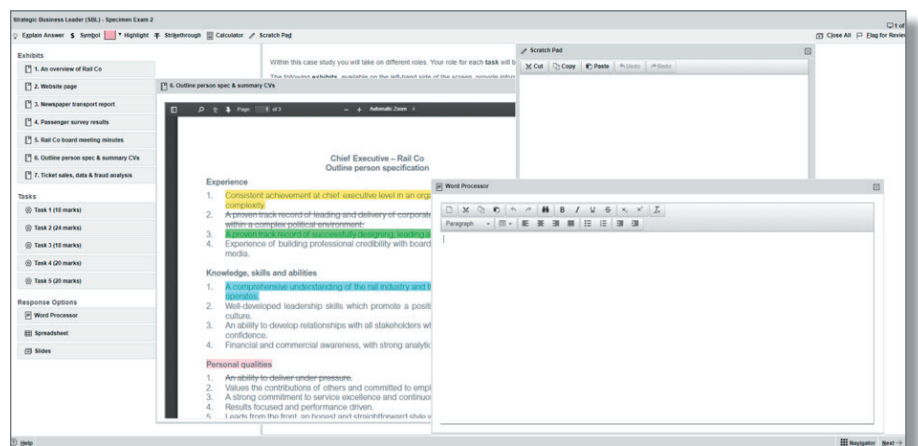
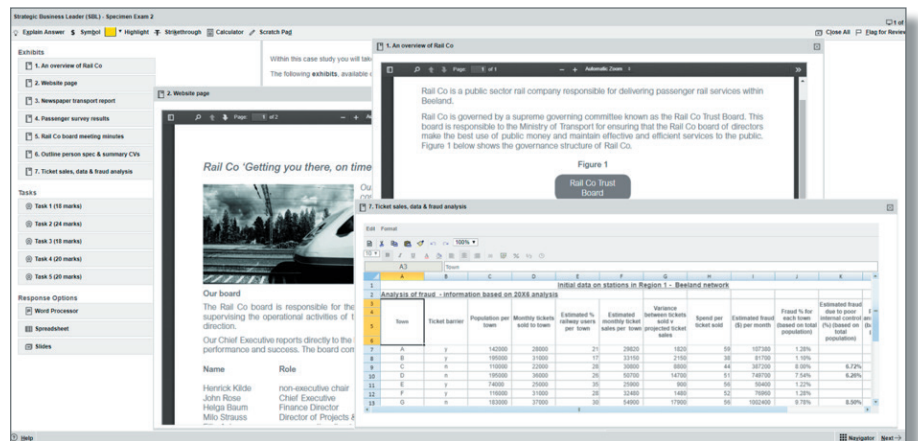
or




- If you close windows individually or use the Close All button, any highlighting or strikethrough you have applied will be saved for when the window is re-opened.

Copy and Paste

- You can copy and paste between different elements of the workspace by using the Ctrl-C (Copy) and Ctrl-V (Paste) shortcuts.



- Copy and paste is possible between each of the following areas of the workspace:
 - Response options (eg word processor to slides or spreadsheets, or between different slides).
 - Scratch Pad.
- You can also **copy from** the following workspace areas to those listed above:
 - Introductory information
 - Exhibits
 - Tasks
 however you cannot copy text from other areas into them.
- When pasting into a spreadsheet response from elsewhere in workspace you must double-click the cell or select the formula bar.
- Formatting will be retained in most cases, however will not be retained for example, when copying from spreadsheet to word processing responses/Scratch Pad.
- Copying from word processing responses/Scratch Pad to a spreadsheet, will copy the text into one spreadsheet cell.


NOTE: When using PDF exhibits in the real exam, and you want to select text to highlight, strikethrough or copy, you need to select the 'text tool' button .

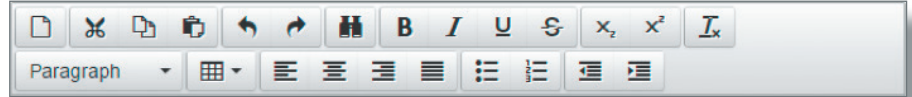
3 WORD PROCESSOR RESPONSE OPTIONS













You will either be presented with:

- A blank word processing area within which you enter your answer; or
- A pre-formatted area (a template) within which you should complete your answer.

Functions

- A number of word processing functions are available via the tool bar.
- You can add a selection of currency symbols to your answer by selecting  **Symbol** on the top toolbar.



Toolbar icon(s)	Function	Additional guidance/shortcuts
	Reset	Care should be taken with this icon. Only select this if you want to clear your full response and start again. You will be presented with a message asking you to confirm if you wish to proceed.
	Cut Copy Paste	Ctrl-X (Cut) Ctrl-C (Copy) Ctrl-V (Paste)
	Undo Redo	Ctrl-Z (Undo) Ctrl-Y (Redo) These allow you to undo/redo your last action(s). Note: If your last action was resetting your response, Undo will restore a Word Processing response (but will not restore a Spreadsheet response so care must be taken when resetting responses.)
	Find and Replace	Ctrl-F
	Bold Italic Underline Strikethrough	Ctrl-B (Bold) Ctrl-I (Italic) Ctrl-U (Underline)
	Subscript Superscript	
	Clear Formatting	
	Paragraph	You can choose from six font sizes.
	Tables	Standard table features including cell, row and column functions.
	Left Align Centre Right Align Justify	
	Bulleted List Numbered List	You can enter text as either bulleted or numbered lists.
	Decrease Indent Increase Indent	
	Select All	Ctrl-A (no toolbar icon available).

4 SLIDE RESPONSE OPTIONS

- You will be presented with a number of slides and for each one, an additional slide allowing you to enter your supporting speaker notes.
- In each slide you will either be presented with:
 - A blank response area within which you enter your answer; or
 - A pre-formatted area (a template) within which you should complete your answer.
- Each slide will contain the same functionality as is available in the Word Processing response options. See Word Processor Response Options above.

5 SPREADSHEET RESPONSE OPTIONS

You will either be presented with:

- A blank spreadsheet within which you enter your answer; or
- A pre-formatted area (a template) within which you should complete your answer.

Spreadsheet instructions

- The spreadsheet response can only be made up of one worksheet. It is not possible for you to add another worksheet.
- If you have been provided with a pre-formatted response (template) some data within the spreadsheet may be protected so you cannot change it.
- You **cannot enter or delete rows or columns** within the spreadsheet. If you wish to re-arrange your answer please use the copy and paste functions.
- If you wish to add cell borders or styles, you can do this by:
 - Right-clicking the cell and selecting Format Cells, or
 - Selecting the Format Cells function from the Format menu.

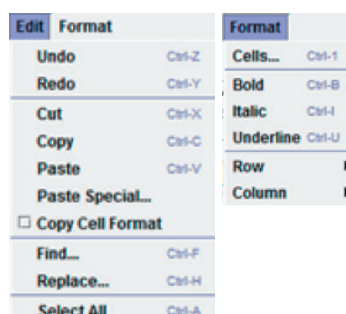
You must select the style and/or colour and then the selected border (eg Outline, Left, Horizontal).

- Please only use cell colours in your answer if necessary.

- Selecting cells and using the drag handle to fill other cells (where no formulae are applied) copies and pastes the exact contents of the selected cells. In an example where 1 and 2 have been entered as numbers, the result is 1, 2, 1, 2 instead of the sequence being extended (eg 1, 2, 3, 4).
- You can add a selection of currency symbols to your answer by selecting **\$ Symbol** on the top toolbar.
- Guidance on commonly used spreadsheet functions and formulae is provided below.

Spreadsheet functions


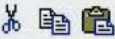


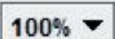





- A number of spreadsheet functions are available via:
 - the Edit and Format menus:








- the toolbar:



The toolbar functions are outlined below:

Toolbar icon	Function	Additional guidance/ shortcuts
	Reset	Care should be taken with this icon. Only select it if you want to clear your full response and start again. You will be presented with a message asking you to confirm if you wish to proceed.
	Cut Copy Paste	Ctrl-X (Cut) Ctrl-C (Copy) Ctrl-V (Paste) If you are cutting, copying and pasting between cells within the spreadsheet response, you can also use the right click menu options.
	Format painter	This allows you to copy the format from a selected object or text and apply it to other objects or text.
	Undo Redo	Ctrl-Z (Undo) Ctrl-Y (Redo) These allow you to undo/redo your last action(s). Note: If your last action was resetting a Spreadsheet response, Undo will not restore your response so care must be taken when resetting responses.
	Zoom	This allows you to reduce/increase the display of the document.
	Font size	
	Bold Italic Underline	Ctrl-B (Bold) Ctrl-I (Italic) Ctrl-U (Underline)
	Font colour	
	Cell fill colour	Please only use cell colours in your answer if necessary. This function can also be accessed by right-clicking the cell and selecting Format Cells.
	Left Align Centre Right Align	

Toolbar icon	Function	Additional guidance/shortcuts
	<p>Number formats</p> <div> <p>General</p> <p>Custom</p> <p>0.00</p> <p>#,###0</p> <p>#,###0.00</p> </div>	<p>This allows you to format cell numbers.</p> <p>Select 'Custom' to access a number of formatting options.</p> <p>This function can also be accessed by right-clicking the cell and selecting Format Cells.</p>
	<p>Currency formats</p> <div> <p>General</p> <p>Custom</p> <p>£#,##0[Red];£#,##0</p> <p>£#,##0.00;£#,##0.00</p> <p>£#,##0.00[Red];£#,##0.00</p> <p>#,##0;#,##0</p> <p>#,##0[Red];#,##0</p> <p>#,##0.00;#,##0.00</p> <p>#,##0.00[Red];#,##0.00</p> <p>_-£"#,##0_-;£"#,##0_-;£""_@_-</p> <p>_-£"#,##0_-;£"#,##0_-;£""_@_-</p> <p>_-£"#,##0.00_-;£"#,##0.00_-;£""_@_-</p> <p>_-£"#,##0.00_-;£"#,##0.00_-;£""_@_-</p> </div>	<p>This allows you to select a currency format.</p> <p>Select 'Custom' to access a number of formatting options, including the \$ symbol.</p> <p>This function can also be accessed by right-clicking the cell and selecting Format Cells.</p>
	<p>Percentage formats</p> <div> <p>0%</p> <p>0.00%</p> </div>	<p>This allows you to display the cell in a percentage format.</p> <p>Select 'Custom' to access a number of formatting options.</p> <p>This function can also be accessed by right-clicking the cell and selecting Format Cells.</p>
	<p>Fraction formats</p> <div> <p># ?/?</p> <p># ??/??</p> </div>	<p>This allows you to display the cell in a fraction format.</p> <p>Select 'Custom' to access a number of formatting options.</p> <p>This function can also be accessed by right-clicking the cell and selecting Format Cells.</p>
	<p>Date/Time formats</p> <div> <p>dd/mm/yyyy</p> <p>dd-mmm-yy</p> <p>dd-mmm</p> <p>mmm-yy</p> <p>h:mm AM/PM</p> <p>h:mm:ss AM/PM</p> <p>hh:mm</p> <p>hh:mm:ss</p> <p>dd/mm/yyyy hh:mm</p> <p>mm:ss</p> <p>[h]:mm:ss</p> <p>mm:ss.0</p> </div>	<p>This allows you to select a date/time format for the cell.</p> <p>Select 'Custom' to access a number of formatting options.</p> <p>This function can also be accessed by right-clicking the cell and selecting Format Cells.</p>

6 COMMONLY USED SPREADSHEET FORMULAE

- You must use the = symbol to start a formula in a cell.
- Guidance on commonly used formulae and examples of these are provided in the table below.

Function	Syntax	Description	Example formulae
Sum	=SUM(number1,[number2],...) number1 (required) – the first number argument to be added. number2,... (optional) - additional number arguments to be added.	Adds everything you specify as arguments. An argument can be, for example, a number, range, cell reference.	=SUM(B2:B8) adds all the numbers in cells B2 to B8. =SUM(A1, A3, A5) adds the numbers in cells A1, A3, and A5.
Average	=AVERAGE(number1,[number2],...) number1 (required) – the first number, cell reference or range for which you want the average number2,... (optional) – additional numbers, cell references or ranges for which you want the average	Provides the average of everything you specify as arguments	=AVERAGE(B2:B15) provides the average of the numbers in cells B2 to B15.
Square root	=SQRT(number) number (required) – the number for which you want the square root.	Returns a positive square root	=SQRT(J11)- returns the number 2 if the number in cell J11 was 4
Power	=POWER(number,power) number (required) – the base number (must be a real number) power (required) – the exponent to which the base number is raised.	Returns the number raised to a power Can also be used to apply multiple roots.	=POWER(3,2) returns the figure 9 (3 squared) =POWER(27, 1/3) returns the figure 3 (cube root of 27) = POWER(81,1/4) returns the figure 3 (fourth root of 81)
Count	=COUNT(value1,[value2],...) value1 (required) – the item, cell reference, or range you want to count numbers within. value2,... (required) - additional numbers, cell references or ranges to be counted.	Counts the number of cells that contain numbers.	=COUNT(C4:C8) – if 3 of the cells between C4 and C8 contain numbers, the result will be 3
Round	=ROUND(number,num_digits) number (required) – the number you wish to round num_digits – the number of digits which you wish to round the number argument to.	Rounds a number to the requested number of digits	=ROUND(C4, 2) – this would round the number in cell C4 to 2 digits
Log	=LOG(number,[base]) number (required) – the positive real number for which you want the logarithm base (optional) – base of the logarithm. Note - if base is omitted it is assumed to be 10.	Returns the logarithm of a number of the base you specify	=LOG(J11,2) – if the number in cell J11 was 8, returns a logarithm of 8 with base 2 (ie 3)
NPV	=NPV(rate,value1,[value2],...) rate (required) – the discount rate given as a decimal value1 (required) – the item, cell reference, or range you want to discount cash flows within. value2,... (required) - additional numbers, cell references or ranges to be discounted.	Calculates the net present value of an investment based on a supplied discount rate and a series of future cash flows.	=NPV(0.1,B12:E12) – discount values in cells B12-E12 at a discount rate of 10%, with B12 being Year 1
IRR	=IRR(values,[guess]) values (required) – the range of cash flows for which you want the internal rate of return. guess (optional) – a rate you think is close to the result of the IRR given as a decimal.	Calculates the internal rate of return for a series of cash flows.	=IRR(B15:F15,0.12) – calculates the internal rate of return of cells B15-F15 using 0.12 as an estimate, with B15 being Year 0.

Exam functionality explained

NAVIGATION

- The case study number you are viewing is displayed in the top display bar. This exam will display '1 of 1' as it contains only one case study.
- You can navigate between screens by selecting **Next →** or **← Previous**. As this exam contains only one case study, you should note that if you select **Next →** from the workspace, you will be taken to the Item Review Screen.
- You can change your answers at any time during the exam.


FLAG FOR REVIEW

- If you wish to revisit/review the case study later in the exam, click **Flag for Review**. As this exam only contains one case study you are unlikely to use this feature.
- Click the button again to remove the flag.

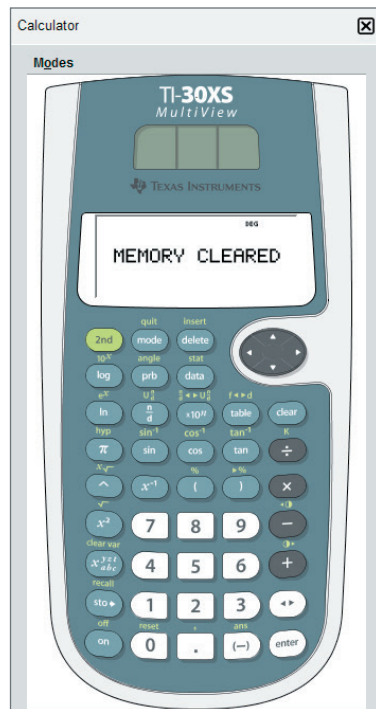
HELP FEATURE

- Click **Help** to access:
 - A copy of the exam instructions.
 - Help and guidance on the workspace.


CALCULATOR

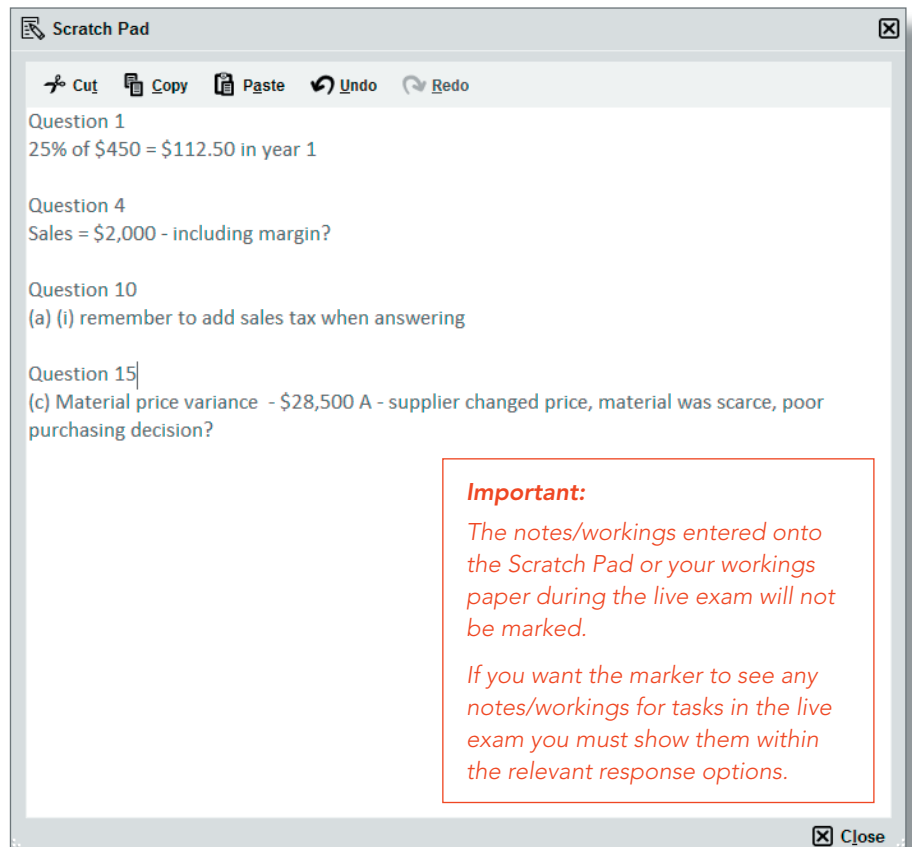
- You have the option to use the on-screen standard or scientific calculators by selecting  **Calculator**.

Note that most students choose to bring their own calculator to the live exam – this is permitted, providing it does not have the facility to store or display text.



WORKINGS/SCRATCH PAD

- You may use an on-screen Scratch Pad to make notes/workings by selecting  **Scratch Pad**.
- You can cut and copy text from the Scratch Pad and paste into your response options using the Ctrl-C (Copy), Ctrl-X (Cut) and Ctrl-V (Paste) shortcuts, or the on-screen buttons. **Note:** When pasting into a spreadsheet response you must double-click the cell or select the formula bar.
- The Scratch Pad retains all notes/workings entered and these are available for the duration of the exam. They will not be submitted for marking after your live exam.
- You will also be provided with paper for notes/workings for your live exam, should you prefer to use it. This will not be submitted for marking. It will be collected at the end of the exam and must not be removed from the exam room.

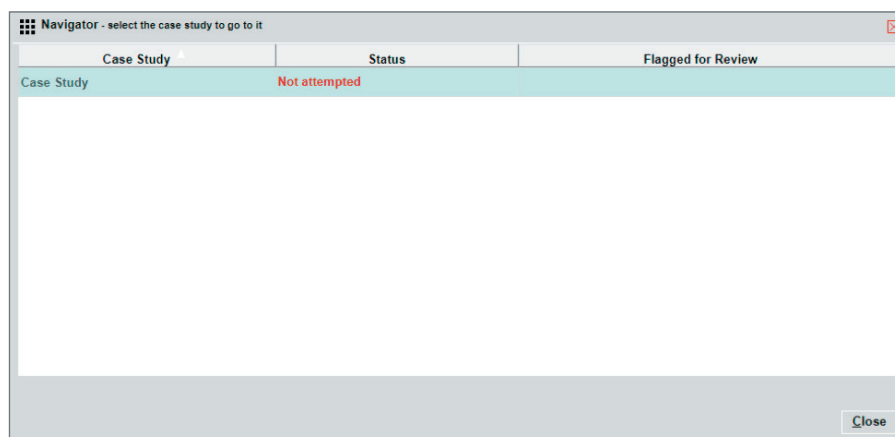


SYMBOL

- You can add a selection of currency symbols to your answers by selecting **\$ Symbol** on the top toolbar.

NAVIGATOR SCREEN

- Navigator can be accessed at any time during the exam by selecting **Navigator**.
- This screen allows you to jump to any case study in the exam. As this exam only contains one case study, you are unlikely to use this feature.
- It also allows you to see the status of the case study and whether it has been viewed, attempted or flagged for review.



ENDING THE EXAM

- Click **Next →** at the bottom of workspace.
- This takes you to the Item Review screen:
 - Item Review screen**
 - This screen gives you a final opportunity to see the flag and attempted status of the case study and to review your answers before you exit the exam.
- You can revisit the case study by selecting the case study number from this screen.
 - Once you have completed your item review and wish to finally end the exam click **End Exam** from the Item Review screen.
- Once you end the exam, you cannot revisit the case study.

