



# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## SENIOR CERTIFICATE EXAMINATIONS

### COMPUTER APPLICATIONS TECHNOLOGY P1

2018 (2)

MARKS: 180

CENTRE NUMBER							
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FINAL MARK	
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EXAMINATION NUMBER													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	28	22	27	23	40	21	19	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 14 pages.

EXAMINATION NUMBER																			
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**IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.**

**QUESTION 1**

File name: 1Day

Total Q1: 28

No	Criteria	Maximum Mark			Candidate Mark
1.1.1	<b>Manager</b> <ul style="list-style-type: none"> <li>Examination number inserted as manager in the content control ✓ <i>(do not award the mark if anywhere else)</i></li> </ul>	1		1	
1.1.2	<b>Picture border</b> <ul style="list-style-type: none"> <li>Any border inserted around picture ✓</li> <li>Yellowish colour ✓ <i>(accept any colour)</i></li> <li>3 pt size ✓</li> </ul>	1		3	
		1			
		1			
1.2	<b>Page layout</b> <ul style="list-style-type: none"> <li>Paper size set to A4 ✓</li> <li>Gutter position set to 'Top' ✓</li> <li>Gutter set to 1 cm ✓</li> </ul>	1		3	
		1			
		1			
1.3	<b>WordArt</b> <ul style="list-style-type: none"> <li>Position fixed on page ✓ <i>('fix position on page' checked)</i></li> <li>Any reflection added to WordArt ✓ <i>(text or shape)</i></li> </ul>	1		2	
		1			
1.4	<b>Indentation and text alignment</b> <ul style="list-style-type: none"> <li>Left indentation set ✓</li> <li>To approximately 2 cm ✓</li> <li>Text centred ✓</li> </ul>	1		3	
		1			
		1			
1.5	<b>Footnote</b> <ul style="list-style-type: none"> <li>Footnote added to the text 'Robben Island' ✓</li> <li>(Any) footnote text added: ✓ 'Prison'</li> <li>Footnote custom mark ** (two stars) ✓ <i>(ignore if any other mark also appears)</i></li> </ul>	1		3	
		1			
		1			
1.6	<b>Hyperlink</b> <ul style="list-style-type: none"> <li>Hyperlink added ✓ to text 'The Message'</li> <li>Links to www.message.com ✓ <i>(ignore http://)</i></li> </ul>	1		2	
		1			
1.7	<b>Bullets</b> <ul style="list-style-type: none"> <li>Numbered list changed to bullets ✓</li> <li>☞ bullet applied to all or some items ✓</li> </ul>	1		2	
		1			

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1.8	<b>Comment</b> <ul style="list-style-type: none"> <li>Comment added on word 'transition' ✓</li> <li>Text added to comment ✓ ('change')</li> </ul>	1 1		2	
1.9	<b>Watermark</b> <ul style="list-style-type: none"> <li>1EveryDay.jpg picture ✓</li> <li>Appears as a watermark ✓</li> </ul>	1 1		2	
1.10	<b>Automatic page numbering</b> <ul style="list-style-type: none"> <li>Automatic page numbers added to footer ✓</li> <li>First page is not numbered ✓</li> <li>Page numbers start from 1 on second page ✓</li> <li>Format of page numbers set to 'Page 1' ✓</li> <li>Page numbers are right aligned ✓</li> </ul>	1 1 1 1 1		5	
	<b>Total for QUESTION 1</b>			<b>[28]</b>	

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**QUESTION 2****File name: 2Minutes****Total Q2: 22**

No	Criteria	Maximum Mark			Candidate Mark
2.1	<b>Page colour</b> • Page colour changed to any colour ✓	1		1	
2.2.1	<b>'Nelson' style</b> • New style 'Nelson' created ✓ • Based on 'Heading 1' style ✓ • 'Small caps' font effect selected ✓ • Any border around paragraph ✓ • Paragraph spacing changed ✓ to 3 pt after  (Note to marker: Award marks for last three bullets if candidate could not create a new style but applied these changes to the selected text.)	1 1 1 1 1		5	
2.2.2	<b>Title</b> • Any other style besides 'Title' applied to title 'IDEAS FOR MANDELA DAY' ✓	1		1	
2.3	<b>Table of contents</b> • Automatic table of contents inserted ✓ • Only 'Heading 2' headings display ✓ (5 entries)	1 1		2	
2.4	<b>Drop cap</b> • 'In Margin' changed to 'Dropped Cap' ✓ • Dropped over 7 lines ✓ • Font changed to 'Tempus Sans ITC' ✓	1 1 1		3	
2.5	<b>Bookmark</b> • Bookmark ('Bookmark1') renamed to 'Ubuntu' ✓	1		1	
2.6	<b>Caption</b> • Automatic 'Figure' caption inserted ✓ • Text added to caption ✓ (Figure 1: Adopt a dog)	1 1		2	
2.7	<b>Figure 2: Freedom size</b> • Image resized ✓ (originally 8.71 cm x 14.82 cm) • Height set to 6 cm ✓ • Width set to 10 cm ✓	1 1 1		3	
2.8	<b>Page orientation</b> • Page from 'Buy a Christmas ...' until 'Figure 3: Collect a can' appears in landscape ✓ • Section breaks inserted, all other pages in portrait ✓	1 1		2	
2.9	<b>Bibliography</b> • Automatic bibliography inserted ✓ • APA style ✓	1 1		2	
	<b>Total for QUESTION 2</b>			<b>[22]</b>	

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**QUESTION 3****File name: 3SA****Total Q3: 27**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the data.

No	Criteria	Maximum Mark			Candidate Mark
3.1	<b>Sheet1</b> <ul style="list-style-type: none"> <li>• Sheet1 hidden ✓</li> </ul>	1		1	
<b>Tour_Toer worksheet</b>					
3.2	<b>Cell A1:</b> <ul style="list-style-type: none"> <li>• Cell centred vertically ✓</li> </ul>	1		1	
3.3.1	<b>Cells A2:J2:</b> <ul style="list-style-type: none"> <li>• Text wrapped ✓</li> </ul>	1		1	
3.3.2	<b>Cells A2:J2:</b> <ul style="list-style-type: none"> <li>• Any dashed border ✓</li> <li>• Around cells ✓</li> </ul>	1 1		2	
3.4	<b>Freeze panes</b> <ul style="list-style-type: none"> <li>• Freeze panes removed ✓</li> </ul>	1		1	
3.5	<b>Conditional formatting</b> <ul style="list-style-type: none"> <li>• Conditional formatting applied to column E ✓</li> <li>• Bottom 10 rule set to 10 (<i>not percentage</i>) ✓</li> <li>• Any fill colour ✓</li> </ul>	1 1 1		3	
3.6	<b>Cell L3:</b> <b>=SUM(B4:J11)</b> <ul style="list-style-type: none"> <li>• SUM function ✓</li> <li>• Range (B4:J11) ✓ <b>OR</b> (A4:J11)</li> </ul>	1 1		2	
3.7	<b>Cell L4:</b> <b>=MIN(B4:J31)</b> <ul style="list-style-type: none"> <li>• MIN function ✓</li> <li>• Range (B4:J31) ✓ <b>OR</b> (A4:J31)</li> </ul>	1 1		2	

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3.8	<b>Cell L5:</b> <b>=SUMIF(A4:A31,"Malawi",B4:J31)</b>  <b>OR</b> <b>=SUMIF(A4:A31,"A6",B4:J31)</b>  <ul style="list-style-type: none"> <li>SUMIF function ✓</li> <li>Criteria range: A4:A31 ✓ <b>OR</b> A3:A31 <b>OR</b> A4:A46</li> <li>Criteria: "Malawi" ✓</li> <li>Sum range: B4:J31 ✓ <b>OR</b> B3:J31 <b>OR</b> B4:J46</li> </ul>	1 1 1 1		4	
3.9	<b>Cell L6:</b> <b>=SUM(J33:J45)/SUM(B33:J45)</b>  <ul style="list-style-type: none"> <li>Total of all European visitors to Free State SUM(J33:J45) <b>OR</b> SUM(J32:J45) ✓</li> <li>/ operator ✓</li> <li>Total of European visitors to all provinces SUM(B33:J45) <b>OR</b> SUM(B32:J45) ✓</li> <li>Formatting changed to percentage ✓ <i>(do not award mark if divided by 100)</i></li> <li>Formatted to 3 decimal places ✓</li> </ul>	1 1 1 1 1		5	
<b>Curr_Geld worksheet</b>					
3.10.1	<b>Chart/Graph type</b> <ul style="list-style-type: none"> <li>Any 3D column chart/graph inserted ✓</li> </ul>	1		1	
3.10.2	<b>Chart/Graph title</b> <ul style="list-style-type: none"> <li>Chart/Graph title changed to 'Currency Rates' ✓</li> </ul>	1		1	
3.10.3	<b>Data label</b> <ul style="list-style-type: none"> <li>Data label displayed for 2016-pound column ✓</li> <li>Value moved out to top ✓</li> </ul>	1 1		2	
3.10.4	<b>Gridlines</b> <ul style="list-style-type: none"> <li>No gridlines displayed ✓</li> </ul>	1		1	
	<b>Total for QUESTION 3</b>			<b>[27]</b>	

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**QUESTION 4****File name: 4Visitors****Total Q4: 23**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the data.

No	Criteria	Maximum Mark			Candidate Mark
Country_Land worksheet					
4.1	<b>Tab colour:</b> <ul style="list-style-type: none"><li>Tab changed to reddish colour ✓</li></ul>	1		1	
4.2	<b>Cell B3:</b> <b>=HLOOKUP(C3,Capital_Hoofstad!\$A\$1:\$T\$2,2, FALSE)</b> <ul style="list-style-type: none"><li>Lookup value: C3 ✓</li><li>Table array: Capital_Hoofstad!\$A\$1:\$T\$2 ✓ <i>(do not penalise if absolute addressing not applied)</i></li><li>Row index: 2 ✓</li><li>Range lookup: False ✓</li></ul>	1 1 1 1		4	
4.3	<b>Cell E3:</b> <b>=FIND(" ",D3)</b> <ul style="list-style-type: none"><li>FIND function used correctly ✓</li><li>Determine space in the correct cell (" ",D3) ✓</li></ul>	1 1		2	
4.4	<b>Cell F4:</b> <b>=RIGHT(D4,LEN(D4)-E4)&amp;LEFT(H4,3)</b>  <b>OR</b> <b>=MID(D4,E4+1,LEN(D4))&amp;LEFT(H4,3)</b> <ul style="list-style-type: none"><li>Extracting the text after the space:<ul style="list-style-type: none"><li>MID/RIGHT function used correctly ✓</li><li>Extract the text after the space (+1) <b>OR</b> (-E4) ✓</li><li>LEN(D4) ✓</li></ul></li><li>CONCATENATE function <b>OR</b> &amp; used correctly ✓</li><li>Extracted text combined with LEFT ✓ (H4,3) ✓</li></ul> <i>(Note to marker: Accept any other correct options using alternative methods.)</i>	1 1 1 1 1 2		6	

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4.5	<b>Cell I3:</b> <b>=IF(H3=LARGE(\$H\$3:\$H\$21,5),C3,"")</b> <ul style="list-style-type: none"> <li>Condition H3=LARGE ✓ (H3:H21,5 ✓)</li> <li>Value if true is C3 ✓</li> <li>Value if false is "" ✓</li> <li>Absolute cell referencing added correctly ✓ and function copied down (<i>should only display Brazil</i>)</li> </ul>	2 1 1 1		5	
4.6	<b>Cell J3:</b> <b>=IF(H3/G3&gt;30,"High risk",IF(H3/G3&gt;=10,"Low risk","Acceptable"))</b>  <b>OR</b> <b>=IF(H3/G3&lt;10,"Acceptable",IF(H3/G3&lt;=30,"Low risk","High risk"))</b>  <b>OR</b> <b>=IF(H3/G3&gt;30,"High risk",IF(H3/G3&lt;10,"Acceptable","Low risk"))</b>  <b>OR</b> <b>=IF(H3/G3&lt;10,"Acceptable",IF(H3/G3&gt;=30,"High risk","Low risk"))</b> <ul style="list-style-type: none"> <li>Criteria 1: Check that the population/km<sup>2</sup> is &gt;30 ✓</li> <li>Criteria 2: Check that the population/km<sup>2</sup> is &lt;10 <b>OR</b> &gt;=10 <b>OR</b> &lt;=30 ✓</li> <li>Correct output if population/km<sup>2</sup> is &gt;30 ✓</li> <li>Correct output if population/km<sup>2</sup> is &gt;=10 <b>OR</b> &lt;=30 ✓</li> <li>Correct output if population/km<sup>2</sup> is &lt;10 ✓</li> </ul> <p>(Note to marker: Accept any other correct options using alternative methods such as the AND operator etc.)</p>	1     1 1 1 1		5	
	<b>Total for QUESTION 4</b>			<b>[23]</b>	

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## QUESTION 5

File name: 5Tourist

Total Q5: 40

No	Criteria	Maximum Mark			Candidate Mark
Table: tbBooking					
5.1.1	Field: <i>ID</i> <ul style="list-style-type: none"><li><i>ID</i> field deleted ✓</li></ul>	1		1	
5.1.2	New field: <i>Image</i> <ul style="list-style-type: none"><li>New field added called <i>Image</i> ✓</li><li>As the last field ✓</li><li>Data type: OLE Object ✓ (<i>accept Attachment</i>)</li></ul>	1 1 1		3	
5.1.3	Field: <i>BookingRef</i> Input Mask >L009 <ul style="list-style-type: none"><li>&gt; – capital letters ✓</li><li>L – required letter ✓</li><li>00 – 2 ✓ compulsory digits ✓</li><li>9 – optional digit ✓</li></ul>	1 1 2 1		5	
5.1.4	Field: <i>Rate</i> Validation rule: Between 500 and 8000 OR >=500 AND <=8000 OR >499 AND <8001 <ul style="list-style-type: none"><li>Required property set to Yes ✓</li><li>Lower boundary 500 (included), 499 (excluded) ✓</li><li>AND ✓</li><li>Upper boundary 8000 (included), 8001 (excluded) ✓</li><li>Appropriate validation text referring to limits ✓</li></ul>	1 1 1 1 1		5	
Form: frm5_2					
5.2.1	<ul style="list-style-type: none"><li>Examination number added to form header ✓</li><li>Date and/or time added to form header ✓</li><li>As fields ✓</li></ul>	1 1 1		3	
5.2.2	<ul style="list-style-type: none"><li>The <i>Country</i> field is changed to a combo box ✓ (<i>not list box</i>)</li><li>Row Source Type: Table/Query ✓</li><li>Row Source: tbCountry ✓ OR SELECT [tbCountry].[CountryName] FROM tbCountry (<i>Displays list of countries</i>)</li></ul>	1 1 1		3	
5.2.3	<ul style="list-style-type: none"><li>Picture inserted in form footer ✓</li><li>5Back picture used ✓</li></ul>	1 1		2	
5.2.4	<ul style="list-style-type: none"><li>Calculation inserted in the form footer ✓</li><li>SUM ✓</li><li>([Days]) ✓</li></ul>	1 1 1		3	

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Query qry5_3																																																	
5.3	<ul style="list-style-type: none"><li>qry5_3 created based on the tbBooking table ✓</li><li>TouristName field added (at least) ✓</li><li>Is Null used as criteria ✓ (accept on either name or surname)</li></ul> <p>(Note to marker: 5 records expected.)</p>	1 1 1		3																																													
Query qry5_4																																																	
5.4	<ul style="list-style-type: none"><li>Days criteria: &gt;= ✓ 10 ✓</li></ul> <p>(Note to marker: 16 records expected.)</p>	2		2																																													
Query qry5_5																																																	
5.5	<ul style="list-style-type: none"><li>HotelLodges criteria: Krakensberg Sun Hotel ✓ (Also accept correct use of like operator e.g. "Like Kraken*")</li><li>Country criteria: South Africa ✓ OR operator ✓ Namibia ✓</li><li>AND operator applied for HotelsLodges and Country ✓</li></ul> <table><tr><td>Field:</td><td>TouristSurname</td><td>HotelsLodges</td><td>Country</td></tr><tr><td>Table:</td><td>tbBooking</td><td>tbBooking</td><td>tbBooking</td></tr><tr><td>Sort:</td><td></td><td></td><td></td></tr><tr><td>Show:</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Criteria:</td><td></td><td>"Krakensberg Sun Hotel"</td><td>"South Africa" Or "Namibia"</td></tr></table> <p>OR</p> <table><tr><td>Field:</td><td>TouristSurname</td><td>HotelsLodges</td><td>Country</td></tr><tr><td>Table:</td><td>tbBooking</td><td>tbBooking</td><td>tbBooking</td></tr><tr><td>Sort:</td><td></td><td></td><td></td></tr><tr><td>Show:</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Criteria:</td><td></td><td>"Krakensberg Sun Hotel"</td><td>"South Africa"</td></tr><tr><td>or:</td><td></td><td>"Krakensberg Sun Hotel"</td><td>"Namibia"</td></tr></table> <p>(Note to marker: 4 records expected.)</p>	Field:	TouristSurname	HotelsLodges	Country	Table:	tbBooking	tbBooking	tbBooking	Sort:				Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:		"Krakensberg Sun Hotel"	"South Africa" Or "Namibia"	Field:	TouristSurname	HotelsLodges	Country	Table:	tbBooking	tbBooking	tbBooking	Sort:				Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:		"Krakensberg Sun Hotel"	"South Africa"	or:		"Krakensberg Sun Hotel"	"Namibia"	1  1 1 1  1		5	
Field:	TouristSurname	HotelsLodges	Country																																														
Table:	tbBooking	tbBooking	tbBooking																																														
Sort:																																																	
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																														
Criteria:		"Krakensberg Sun Hotel"	"South Africa" Or "Namibia"																																														
Field:	TouristSurname	HotelsLodges	Country																																														
Table:	tbBooking	tbBooking	tbBooking																																														
Sort:																																																	
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																														
Criteria:		"Krakensberg Sun Hotel"	"South Africa"																																														
or:		"Krakensberg Sun Hotel"	"Namibia"																																														
Report rpt5_6																																																	
5.6	<ul style="list-style-type: none"><li>Function inserted the Detail section ✓</li><li>=[Rate] ✓ *[Days] ✓</li><li>Format set to currency ✓</li><li>Label added that refers to cost ✓</li></ul>	1 2 1 1		5																																													
Total for QUESTION 5				[40]																																													

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**QUESTION 6****File name: 6Quotes****Total Q6: 21**

- This question should be marked from the HTML code.
- Numerical attribute values do not need to be in inverted commas.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.

No	Criteria	Maximum Mark			Candidate Mark
6.1	<b>Title</b> <b>&lt;title&gt;Examination number&lt;/title&gt;</b>  <ul style="list-style-type: none"> <li>• Any text added as title ✓</li> <li>• Title tags added correctly ✓</li> </ul>	1		2	
		1			
6.2	<b>Background</b> <b>&lt;body background="6SAFlag.jpg"&gt;</b>  <ul style="list-style-type: none"> <li>• 6SAFlag.jpg added as background ✓</li> <li>• In body tag ✓</li> </ul>	1		2	
		1			
6.3	<b>Heading 2</b> <b>&lt;h2&gt;&lt;font color="grey" size="14"&gt;Famous Quotes&lt;/font&gt;&lt;/h2&gt;</b> <b>&lt;br&gt;</b>  <ul style="list-style-type: none"> <li>• Text added ✓ (<i>Famous Quotes</i>)</li> <li>• Heading 2 style: &lt;h2&gt; ✓</li> <li>• Font colour set to grey: <i>font color=grey</i> ✓</li> <li>• Font size set to 14: <i>size=14</i> ✓</li> <li>• Open line inserted after text: &lt;br/&gt; ✓</li> </ul>			5	
		1			
		1			
		1			
		1			
6.4	<b>Horizontal line</b> <b>&lt;hr size=7 color="black"/&gt;</b>  <ul style="list-style-type: none"> <li>• Horizontal line colour changed to black ✓</li> </ul>			1	
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6.5	<b>Table</b> <code>&lt;table border="1" width="100%"&gt;</code> <code>&lt;tr&gt;&lt;th&gt;&lt;font size=6&gt;Famous Mandela</code> <code>Quotes&lt;/font&gt;&lt;/th&gt;&lt;/tr&gt;</code> <code>&lt;tr&gt;&lt;td&gt;Education ...&lt;/td&gt;&lt;/tr&gt;</code> <code>&lt;tr&gt;&lt;td&gt;It always seems impossible until it's</code> <code>done.&lt;/td&gt;&lt;/tr&gt;</code> <code>&lt;tr&gt;&lt;td&gt;After climbing ...&lt;/td&gt;&lt;/tr&gt;</code> <code>&lt;tr&gt;&lt;td&gt;The greatest ...&lt;/td&gt;&lt;/tr&gt;</code> <code>&lt;tr&gt;&lt;td&gt;&lt;b&gt;A good head and a good heart&lt;/b&gt; are</code> <code>always a formidable combination.&lt;/td&gt;&lt;/tr&gt;</code> <code>&lt;/table&gt;</code>  <ul style="list-style-type: none"> <li>• Size of table set to 100%: <code>width="100%"</code> ✓</li> <li>• First row changed to table headings ✓ (<code>&lt;th&gt;</code>)</li> <li>• Text 'It always seems impossible until it's done.' appears as table row ✓</li> <li>• 'A good head and a good heart' appears in bold ✓</li> </ul>	1 1 1 1		4	
6.6	<b>Image</b> <code>&lt;p align=center&gt;&lt;img src="6Face.jpg"/&gt;&lt;/p&gt;</code> <b>OR</b> <code>&lt;center&gt; img src="6Face.jpg" &lt;/center&gt;</code>  <ul style="list-style-type: none"> <li>• Image 6Face.jpg inserted ✓</li> <li>• <code>&lt;img src&gt;</code> tags for image used correctly ✓</li> <li>• Alignment set to centre ✓</li> </ul>	1 1 1		3	
6.7	<b>Bulleted list</b> <code>&lt;ul&gt;...&lt;/ul&gt;</code>  <ul style="list-style-type: none"> <li>• Numbered list changed to bulleted list ✓</li> </ul>	1		1	
6.8	<b>Link</b> <code>&lt;a href="#Top"&gt;Back to top&lt;/a&gt;</code>  <ul style="list-style-type: none"> <li>• Link created ✓</li> <li>• To link to target location "#Top" ✓</li> <li>• On text 'Back to top' ✓</li> </ul>	1 1 1		3	
	<b>Closing tag(s) or triangular brackets omitted</b>	-1			
	<b>Total for QUESTION 6</b>			<b>[21]</b>	

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**QUESTION 7****Total Q7: 19****File names: 7Merge, 7EMerge, 7Places, 7Bookings, 7Answ**

No	Criteria	Maximum Mark			Candidate Mark
7Merge/7EMerge document					
7.1.1	<b>Image</b> <ul style="list-style-type: none"><li>Images/shapes grouped ✓ <i>(accept if only two are grouped)</i></li></ul>	1		1	
7.1.2	<b>Date field</b> <ul style="list-style-type: none"><li>Date inserted ✓</li><li>Updates automatically ✓</li></ul>	1 1	 	2	
7.1.3	<b>Mail Merge</b> <ul style="list-style-type: none"><li>Linked to 7Guests database ✓</li><li>Surname field sorted alphabetically ✓</li><li>PostCode field added ✓ <i>(ignore position)</i></li><li>Merge completed (7EMerge) <i>(10 envelopes)</i> ✓</li></ul>	1 1 1 1	   	4	
7Places document					
7.2.1	<b>Style set</b> <ul style="list-style-type: none"><li>Style set changed <i>(not Shaded)</i> <i>(see Design, Document Formatting)</i> ✓</li></ul>	1		1	
7.2.2	<b>Columns</b> <ul style="list-style-type: none"><li>Text inserted into 2 column ✓</li><li>Spacing between columns set to 3 cm ✓</li></ul>	1 1	 	2	

DBE Stamp

EXAMINATION NUMBER																			
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- Accept any method that will yield the correct answer.
- Allocate two marks if the answer is correct. If the answer is incorrect check the method and allocate one mark for the correct method.

7Answ document					
7.3.1	How many bookings appear in the spreadsheet? • <b>51 ✓</b>	1		1	
7.3.2	How many people will visit Zambia? • <b>4 ✓</b>  Method: ✓ • Filtered <i>Country</i> for Zambia • COUNTIF function in column D • Sort <i>Country</i> column and count	1  1		2	
7.3.3	How many lodges appear in the spreadsheet? • <b>17 OR 7 ✓</b>  Method: ✓ • COUNTIF function with *lodges* as criteria • Filter that contains 'lodges' • Filter and deselect all hotels	1  1		2	
7.3.4	What is the average rating of the hotels and lodges that will be visited during peak season? • <b>8.83 ✓</b>  Method: ✓ • AVERAGEIF function • SUMIF/COUNTIF function • Filter on <i>Peak</i> , select all and see average on scroll bar	1  1		2	
7.3.5	How many people will be touring only in August? • <b>8 ✓</b>  Method: ✓ • Use Advanced filter to find records in August • Use 2 filters on <i>Date In</i> and <i>Date Out</i> filter • Sort on <i>Date In</i> and <i>Date Out</i> fields and count manually	1  1		2	
	<b>Total for QUESTION 7</b>			<b>[19]</b>	
	<b>TOTAL</b>			<b>180</b>	

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