



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1
NOVEMBER 2013
MEMORANDUM/MARK SHEET

MARKS: 200

CENTRE NUMBER										
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FINAL MARK		
SPEED ENDORSEMENT		WPM

EXAMINATION NUMBER																			
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	21	41	40	22	45	25	6	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/mark sheet consists of 20 pages.

EXAMINATION NUMBER																			
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QUESTION 1 File name: 1Aware_Bewus

Total Q1: 21

No	Criteria	Max Mark			Candidate Mark
1.1	Paper size <ul style="list-style-type: none"> Paper size is set to A5 ✓ or any other size 	1		1	
1.2	Page orientation <ul style="list-style-type: none"> Page orientation is landscape ✓ 	1		1	
1.3	Page border <ul style="list-style-type: none"> Page border appears ✓ 3 pt ✓ shadowed ✓ page border <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <i>Accept if the page border obscures the table slightly.)</i> 	1 2		3	
1.4	Text wrapping <ul style="list-style-type: none"> Text wrapping of the layout (in the Format AutoShape dialog box) is set to 'behind text' ✓/'send behind' (MSOffice [MSO]) ('To background' – LibreOffice [LO]) <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <i>Accept any other valid wrapping/formatting method that displays the hidden word 'NOW'/'now' still within the starburst/explosion shape.)</i> 	1		1	
1.5	Grouping <ul style="list-style-type: none"> Four circles are grouped as one object ✓ 	1		1	
1.6	Text box <ul style="list-style-type: none"> Text box is inserted ✓ 2 pt ✓ dashed border line ✓ The text 'Don't be part of the problem! Be part of the solution!' appears in the text box ✓ <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <i>Accept any non-solid line.</i> <i>Do not allocate the 4th mark if the text was copied and not moved.)</i> 	1 2 1		4	
1.7	Font <ul style="list-style-type: none"> 'Treat others as ... when socialising online' appears in italics ✓ <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <i>Accept these 6 words above or whole sentence.)</i> 	1		1	

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1.8	<p>Spell Checker</p> <ul style="list-style-type: none"> Spelling error 'inappropriate' is corrected to 'inappropriate' ✓ <p>(Note to marker: <ul style="list-style-type: none"> Ignore spelling of 'cyberbullied'.) </p>	1		1	
1.9	<p>Indentation</p> <ul style="list-style-type: none"> Indent level of the bulleted list is decreased ✓ <p>(Note to marker: <ul style="list-style-type: none"> Check that bulleted list is aligned against the left border of the 2nd cell in the 2nd column. Check that indentation level is less than 0.63) </p>	1		1	
1.10	<p>Column</p> <ul style="list-style-type: none"> Table has a third column ✓ Heading 'What do you ... being bullied online?' appears in heading/first row of the third column ✓ Text 'Don't forward messages...' to '... report the bullying.' appears in the second row of the third column ✓ <p>(Note to marker: <ul style="list-style-type: none"> Ignore if third column is not bulleted.) </p>	1 1 1		3	
1.11	<p>Table</p> <ul style="list-style-type: none"> Table is resized to fit across the page ✓ <p>(Note to marker: <ul style="list-style-type: none"> Ignore second empty/blank page.) </p>	1		1	
1.12	<p>Cell alignment</p> <ul style="list-style-type: none"> Cell alignment of the first row of the table is set to Align Centre ✓ (vertically and horizontally centred) 	1		1	
1.13	<p>Hyperlink</p> <ul style="list-style-type: none"> Hyperlink inserted on text which links to the website ✓ Screen tip (MSO) 'Internet search' added to the hyperlink ✓/'Mouse over Object' (LO) <p>(Note to marker: <ul style="list-style-type: none"> Ignore spelling errors in screen tip and URL. Open the footer to see the screen tip - mouse-over to see the screen tip LibreOffice: Hyperlink should appear as 'Internet Search' linking to the given web address.) </p>	1 1		2	
	Total for QUESTION 1			[21]	

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QUESTION 2File name: **2Bully_Boelie****Total Q2: 41**

No	Criteria	Max Mark			Candidate Mark
2.1	Margins <ul style="list-style-type: none">• Bottom page margin set to 2 cm ✓ <p>(Note to marker: • Ignore all other margins.)</p>	1		1	
2.2	WordArt/Fontwork <ul style="list-style-type: none">• 'Cyberbullying' placed in WordArt/Fontwork ✓• textured fill ✓ <p>(Note to marker: • MSO 2010 – Accept texture as a background fill. • LibreOffice – 'n Bitmap texture is used.)</p>	1 1		2	
2.3	Find and Replace <ul style="list-style-type: none">• All occurrences of 'cyber bullying' replaced with 'cyberbullying' ✓ <p>(Note to marker: • Find 'cyber bullying' (as two words) to check a nil return.)</p>	1		1	

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2.4	<p>Table of Contents</p> <ul style="list-style-type: none"> • Automatic Table of Contents inserted ✓ • 2 levels of headings appear ✓ (Heading 1 and Heading 2) • Page numbers ✓ with no tab leader ✓ appear • No Hyperlinks ✓ appear 	1 1 2 1		5															
<table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">How is it different to face-to-face bullying?</td> <td style="width: 20%; text-align: right;">4</td> </tr> <tr> <td style="background-color: #90EE90;">How do I deal with it?</td> <td style="text-align: right;">4</td> </tr> <tr> <td>What do you do if your friend is being bullied online?</td> <td style="text-align: right;">4</td> </tr> <tr> <td style="padding-left: 20px;">Parents and teens can do come things that help reduce the cyberbullying statistics:</td> <td style="text-align: right;">5</td> </tr> <tr> <td style="background-color: #FFFF00;">Cyberbullying Statistics</td> <td style="text-align: right;">6</td> </tr> <tr> <td style="padding-left: 20px;">The Harford County Examiner reported similarly concerning cyberbullying statistics:</td> <td style="text-align: right;">6</td> </tr> <tr> <td style="padding-left: 20px;">The Cyberbullying Research Center also did a series of surveys that found these cyberbullying statistics:</td> <td style="text-align: right;">7</td> </tr> </table>		How is it different to face-to-face bullying?	4	How do I deal with it?	4	What do you do if your friend is being bullied online?	4	Parents and teens can do come things that help reduce the cyberbullying statistics:	5	Cyberbullying Statistics	6	The Harford County Examiner reported similarly concerning cyberbullying statistics:	6	The Cyberbullying Research Center also did a series of surveys that found these cyberbullying statistics:	7				
How is it different to face-to-face bullying?	4																		
How do I deal with it?	4																		
What do you do if your friend is being bullied online?	4																		
Parents and teens can do come things that help reduce the cyberbullying statistics:	5																		
Cyberbullying Statistics	6																		
The Harford County Examiner reported similarly concerning cyberbullying statistics:	6																		
The Cyberbullying Research Center also did a series of surveys that found these cyberbullying statistics:	7																		
	<p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> • Check in the Available Styles in the TOC options that only Heading 1 and Heading 2 are selected. • Ignore if the text <Insert table of contents here> still appears. • Accept with or without the words 'Contents' or 'Table of Contents' and • Accept TOC anywhere in the document. • LibreOffice users need to apply a Table of Contents style such as Contents 1 or Index.) 																		
2.5	<p>Paragraph borders and shading</p> <ul style="list-style-type: none"> • 1½ pt ✓ shadowed border ✓ • Greenish shading ✓ (highlight) <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> • Mark in the formatting pane.) 	2 1		3															
2.6	<p>Shapes</p> <ul style="list-style-type: none"> • Rounded rectangular callout shape is inserted ✓ • The shape must be exactly 2 cm high ✓ and 10 cm wide ✓ • The text 'Stand up and speak out!' appears inside the shape ✓ • The text must be Arial Black ✓ 16 pt ✓ <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> • Ignore text alignment. • Ignore if the original text still appears. • Ignore spelling errors.) 	1 1 1 1 2		6															

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2.7	Watermark <ul style="list-style-type: none"> Section break inserted/different first page ✓ The section break in the header is unlinked to the previous section/watermark appears from page 2 onwards ✓ 2Logo_Logo used as a watermark ✓ 	1		3	
		1			
		1			
2.8.1	Justification <ul style="list-style-type: none"> Body text is fully justified ✓ <p>(Note to marker:</p> <ul style="list-style-type: none"> Allocate this mark if all or some of the body text 'Cyberbullying is ...' to '... consider suicide' is fully justified.) 	1		1	
2.8.2	Columns <ul style="list-style-type: none"> All text 'Interpretation: Cyberbullying is ...' to '... consider suicide' ✓ appears in 2 equal columns ✓ Spacing between columns is set to 0.5 cm ✓/14 pt 	2		3	
		1			
2.9	Drop Cap <ul style="list-style-type: none"> Drop Cap effect is applied to 'I' ✓ of 'Interpretation' at top of page 3 Over 4 lines ✓ 0.5 cm/14 pt from text ✓ <p>(Note to marker:</p> <ul style="list-style-type: none"> Accept position of Drop Cap as Dropped or In margin.) 	1		3	
		1			
		1			
2.10	Page numbering <ul style="list-style-type: none"> Automatic page numbering has been inserted ✓ (in any format) In the footer of the document ✓ First page is not numbered ✓ Second page starts at number 1 ✓ 	1		4	
		1			
		1			
		1			
2.11	Paragraph spacing of paragraph under the sub-heading 'Cyberbullying can take many forms:' <ul style="list-style-type: none"> Paragraph spacing set to <u>10 pt/0.35 cm before</u> ✓ Line spacing is set to <u>exactly</u> ✓ <u>26 pt/0.92 cm</u> ✓ 	1		3	
		2			

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2.12	<p>Bookmark</p> <ul style="list-style-type: none"> Bookmark Stats links to text 'How do I deal with it?' ✓ <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <i>Click on bookmark and Go To to check that Stats bookmark link works.</i> <i>Accept: Bookmark inserted on all or part of the text.)</i> 	1		1	
2.13	<p>Endnote</p> <ul style="list-style-type: none"> Endnote ✓ set on main heading of 'CyberBullying Statistics' ✓ The web address is used as the text ✓ (<i>mouse-over</i>) Text of the website does not appear twice in the document ✓ 	1 1 1 1		4	
2.14	<p>Bullets</p> <ul style="list-style-type: none"> Bullets changed to Webdings #151 (MSO) or U+F097 (LO): ☹ symbol ✓ 	1		1	
Total for QUESTION 2				[41]	

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QUESTION 3 File name: 3Schools_Skole

Total Q3: 40

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (The cell reference may differ depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answer the questions.

No	Criteria	Max Mark			Candidate Mark
3.1	Sheet1 deleted • Sheet1 has been deleted/does not appear ✓	1		1	
Policy_ Beleid worksheet					
3.2.1	Cell colour • Merged cells A1:H1 filled with a reddish colour ✓	1		1	
3.2.2	Merge • Cells A2:H2 merged ✓ (Note to marker: • Accept if cells A1: H2 are merged.)	1		1	
3.2.3	Font colour (Row 2) • Font colour of the merged cells A2:H2 is white ✓ • Heading is left aligned ✓	1 1		2	
3.2.4	Cell border (Cells A1:H2) • Double line ✓ • Outside border only ✓ • <u>Around</u> cells A1:H2 ✓ (Note to marker: • Do not allocate the mark for the outside border if inside borders between cells are visible. • LO: check settings or enlarge the screen view.)	1 1 1		3	
3.2.5	Column width • Column F is 8 or 61 pixels wide ✓ /1.6 cm (Calc)	1		1	
3.3	Cell G4 =2013 – D4 • Correct cells ✓ • Subtraction sign ✓ (Note to marker: • Also accept: =2013 – D4 + 1) • Also accept =E4–D4 (Accept with/without absolute referencing)	1 1		2	

EXAMINATION NUMBER															
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3.4	<p>Cell H4 = IF(F4="Yes","*",") or Cell H4 = IF(F4<>"Yes",",",)*") or Cell H4 = IF(F4>="Yes",",",") or Cell H4 = IF(F4>"Yes",",",)*") or Cell H4 = IF(F4="No",",",)*")</p> <ul style="list-style-type: none"> • Condition F4 = "Yes" ✓ • True value "*" ✓ • False value "" ✓ <p><i>(Note to marker:</i> <ul style="list-style-type: none"> • Accept if a space was added for a blank cell.) </p>	1 1 1		3	
3.5	<p>Columns hidden</p> <ul style="list-style-type: none"> • Columns I and J hidden ✓ 	1		1	
3.6	<p>Cell M4 = ROUND(AVERAGE(G4:G51),1)</p> <ul style="list-style-type: none"> • Function ROUND ✓ • Function AVERAGE ✓ • Correct range (G4:G51) ✓ • Number of digits rounded to (1) ✓ 	1 1 1 1		4	
3.7	<p>Cell M6 = COUNTA(A4:A51) or Cell M6 = COUNTA(B4:B51) or Cell M6 = COUNTA(C4:C51) or Cell M6 = COUNT(I4:I51) or Cell M6 = COUNT(J4:J51)</p> <ul style="list-style-type: none"> • Function COUNTA ✓ or COUNT • Correct range ✓ 	1 1		2	

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3.8	<p>Cell M8 = COUNTIF(F4:F51,"Yes") or = COUNTIF(C4:C51,"Yes") or = COUNTIF(H4:H51,"*") or = COUNTA(H4:H51) (Award 3 marks) or = COUNTIFS(C4:C51,"Yes", F4:F51, "Yes")</p> <ul style="list-style-type: none"> • Function ✓ • Correct range ✓ • Correct criteria ✓ <p>(Note to marker: • Award only 2 marks if candidates did not use a function but the formula =M6 – M7.)</p>	1 1 1		3	
3.9	<p>Chart/Graph (Source: Cells L1:M2)</p> <ul style="list-style-type: none"> • 3-D bevel/realistic format (on chart/chart area, top/bottom) ✓ Doughnut chart/graph created ✓ placed across cells K15:N30 ✓ • Heading appears above the chart/graph ✓ • Doughnut hole is approximately 20% (MSO) ✓ /Object borders are applied in 3-D view (LO) <p>(Note to marker: Check the Format Selection in MSO to mark the Doughnut Hole Size.)</p> <ul style="list-style-type: none"> • Category names appear as labels (legend) in segments of chart/graph ✓ 	2 1 1 1 1		6	
Newest_Nuutste worksheet					
3.10	<p>Cell K1 = Hoërskool Superior ✓</p> <p>(Note to marker: • Accept anywhere in column K.)</p>	1		1	
Codes_Kodes worksheet					
3.11	<p>Cell C4 = LEFT(A4,2) or Cell C4 = MID(A4,1,2)</p> <ul style="list-style-type: none"> • Function LEFT ✓ • Cell A4 and 2 characters ✓ 	1 1		2	

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3.12	<p>Cell D4 = MID(B4,3,2)</p> <ul style="list-style-type: none"> • Function MID ✓ • Correct cell B4 ✓ • Start at character 3 ✓ and copy 2 characters ✓ 	1		4	
		1			
		2			
3.13	<p>Cell G5 = UPPER(CONCATENATE(C5,D5,E5))</p> <ul style="list-style-type: none"> • Function UPPER ✓ • Function CONCATENATE ✓ OR & between elements • Correct cells: C5,D5,E5 ✓ 	1		3	
		1			
		1			
	Total for QUESTION 3			[40]	

EXAMINATION NUMBER																			
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QUESTION 4

File name: 4Report_Aanmeld

Total Q4: 22

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (The cell reference may differ depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answer the questions.

No	Criteria	Max Mark			Candidate Mark
Learners_Leerders worksheet					
4.1	Tab colour Tab colour applied to Learners_Leerders worksheet ✓ (other than the default)	1		1	
4.2	Conditional formatting: Column G <ul style="list-style-type: none"> • Conditional formatting applied ✓ • To cells containing the text 'Y' ✓ • Light greyish fill colour ✓ • Greenish border ✓ 	1		4	
		1			
		1			
		1			
4.3	Nested IF in cell E2 = IF(D2>17,"C",IF(D2 < 15,"A","B")) or =IF(AND(D2>=15,D2<=17),"B",IF(D2<15,"A","C")) <ul style="list-style-type: none"> • Condition: D2<15 is in group A ✓ • Condition: D2>17 or >=17 is in group C ✓ • Condition: all others (15, 16 or 17) are in group B ✓ • Nested IF-construct is correctly used ✓ 	1		4	
		1			
		1			
		1			
4.4	VLOOKUP Cell J2 =VLOOKUP(H2,Data_Data!\$A\$4:\$F\$51,6) <ul style="list-style-type: none"> • LOOKUP Value: H2 ✓ • Table array: Data_Data!A4:F51 ✓ • Column index number: 6 ✓ <p>(Note to marker:</p> <ul style="list-style-type: none"> • Can ignore range lookup or ignore if False value has been added. • Do not penalise if absolute cell addressing has not been used. • Accept if heading was included in range, i.e. A3.) 	1		3	
		1			
		1			

EXAMINATION NUMBER																			
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4.5	<p>Cell M4 = $M3/M2*100$ or = $M3/M2\%$ or = $M3/M2$ and then format as %</p> <ul style="list-style-type: none"> • Correct cells (M3 and M2) ✓ • Division sign ✓ • Multiplied by 100 ✓/percentage symbol appears • Cell <u>only</u> formatted to show one decimal place ✓ <p><i>(Note to marker:</i> • Do not allocate mark if the ROUND function was used. • Accept if candidate calculated two percentages and added together to get an answer of 97%)</p>	1 1 1 1		4	
4.6	<p>Chart/Graph</p> <ul style="list-style-type: none"> • The chart/graph is a column chart ✓ • The value of the data labels appear at the top ✓ of the '<u>Reported Aangemeld</u>' column only ✓ • The major unit on the Y-axis is 9 units ✓ • The Y-axis title reads from top to bottom ✓ • The longest column has a gradient fill ✓ 	1 1 1 1 1 1		6	
Total for QUESTION 4				[22]	

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QUESTION 5

File name: 5Cyber_Kuber

Total Q5: 45

No	Criteria	Max Mark			Candidate Mark
Table: 51School_Skool					
5.1.1	Field: Schoolnum_Skoolnom <ul style="list-style-type: none"> Required/Entry required property is set to "Yes" ✓ <p><i>(Note to marker: Do not accept Primary Key.)</i></p>	1		1	
5.1.2	New field <ul style="list-style-type: none"> Visit_Besoek field inserted ✓ After the Province_Provinsie field ✓ Data type changed to Date/Time ✓ Date/Time format changed to Long Date format ✓ 	1		4	
5.1.3	Field: NumLearners_GetalLeerdere <ul style="list-style-type: none"> Validation Rule >249 ✓ and ✓ <2501 ✓ OR ≥ 250 and ≤ 2500 or Between 250 and 2500 (<i>one mark for 'between', one mark for 'and' and one mark for upper and lower boundaries</i>) Validation text Enter a number from 250 to 2500 ✓ <p><i>(Note to marker: Accept any suitable message that contains the bounds for the number to be entered.)</i></p>	3		4	
	<p>LibreOffice: Mark allocation shown as <input checked="" type="checkbox"/></p> <ul style="list-style-type: none"> NumLearners → Form control → Data → Filter Filter <input checked="" type="checkbox"/> Condition 1 ≥ 250 <input checked="" type="checkbox"/> Condition 2 ≤ 2500 <input checked="" type="checkbox"/> <p>NumLearners → Control Help text: Enter a number between 250 and 2500 <input checked="" type="checkbox"/></p> <p><i>(Note to marker: Accept any suitable message that contains the bounds for the number to be entered.)</i></p>		1		
5.1.4	Field size/type: Ratio_Verhouding <ul style="list-style-type: none"> Double ✓ Decimal places set to 1 ✓ 	1		2	

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Query: Qry52					
5.2	<ul style="list-style-type: none"> Query exists and is based on 52Type_Tipe table ✓ Criterion: <i>Reported_Aangemeld</i> field: Is Null ✓ <p>(Expect 15 records)</p>	1		2	
		1			
Query: Qry53					
5.3	<ul style="list-style-type: none"> Displays only <i>Name_Naam</i>, <i>Surname_Van</i> and <i>Grade_Graad</i> fields ✓ Criteria: <ul style="list-style-type: none"> <i>Gender_Geslag</i> field : F ✓ <i>Grade_Graad</i> field : 11 or ✓12 <i>Rumours_Gerugte</i> field: Yes ✓ or True <p>(Note to marker: With reference to the 3rd bullet also accept ≥ 11; > 10; ≥ 11 and ≤ 12, etc.)</p> <p>(Expect 11 records)</p>	1		4	
		1			
		1			
		1			
		1			
Query: Qry54					
5.4	<ul style="list-style-type: none"> Calculated field caption/alias is <i>Calc54</i> ✓ <i>Grade_Graad</i> field sorted ✓ Descending ✓ Totals shown ✓ (results displayed) Per Grade ✓ 	1		5	
		1			
		1			
		1			
		1			
Form: frmType_Tipe					
5.5	<ul style="list-style-type: none"> Form background changed to a reddish colour ✓ Heading/text box is centred ✓ Border around the heading is a solid line ✓ Combo box/Drop down list added ✓ (Not a list box) M and F appear in the list ✓ Image moved to form footer ✓/bottom (LibreOffice) <p>(Note to marker: <ul style="list-style-type: none"> Accept if only one section of the background has a reddish colour. Do not accept if the edit box is appears together with the drop down list/combo box.) </p>	1		6	
		1			
		1			
		1			
		1			
		1			
		1			

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Report: MyReport					
5.6	<ul style="list-style-type: none"> Report called MyReport is created ✓ Report is based on Qry56 ✓ Report shows only <i>Name_Naam</i> and <i>Surname_Van</i> fields ✓ (<i>Accept with Grade_Graad</i> field showing.) Report grouped/sorted according to the <i>Grade_Graad</i> field ✓ The heading 'Bullying' ✓ appears 	1		5	
		1			
		1			
		1			
		1			
Report: rptType_Tipe					
5.7	<ul style="list-style-type: none"> <i>StatsID_StatsID</i> field deleted ✓ Page orientation changed to landscape ✓ 'Name_Naam' heading resized to display all text ✓ <i>Name_Naam</i> field resized to display all text ✓ In group footer ✓ or group header = sum ✓ ([Rumours_Gerugte]) ✓ <p>(Note to marker: <ul style="list-style-type: none"> Expected answer for the first group = 6. Ignore a negative answer.) </p> <ul style="list-style-type: none"> In report footer ✓ Function: Count ✓ Field: [Reported_Aangemeld] ✓ Examination number appears in a label ✓ in the page footer ✓ <p>(Note to marker: <ul style="list-style-type: none"> Accept if the header <i>StatsID_StatsID</i> remains.) </p>	1		12	
		1			
		1			
		1			
		1			
		2			
Total for QUESTION 5				[45]	

