



# basic education

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

## NATIONAL SENIOR CERTIFICATE

### GRADE 12

#### COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2016

#### MEMORANDUM/MARKING GUIDELINES

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	30	22	25	25	38	20	20	180
MARKER								
SM								
CM								
IM/EM								

This memorandum/marking guideline consists of 15 pages.

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

**QUESTION 1**

**File name: 1Metal**

**Total Q1: 30**

No	Criteria	Maximum Mark			Candidate Mark
1.1.1	<b>First page: 'Precious Metals'</b> <ul style="list-style-type: none"> <li>Font type changed to 'Verdana' ✓</li> <li>Strikethrough effect removed ✓</li> </ul>	1		2	
		1			
1.1.2	<b>Picture</b> <ul style="list-style-type: none"> <li>First image flipped for text to read from left to right ✓</li> </ul>	1		1	
1.1.3	<b>Picture</b> <ul style="list-style-type: none"> <li>Height and width set to exactly 5 cm x 5 cm (<i>or 4.57 x 5 or 5 x 5.47 if aspect ratio still checked</i>) ✓</li> <li>Aspect ratio unchecked (<i>if 5 cm x 5 cm allocate mark</i>) ✓</li> </ul>	1		2	
		1			
1.1.4	<b>First page</b> <ul style="list-style-type: none"> <li>Cover page/some pages/all pages are vertically aligned as 'center' ✓</li> </ul>	1		1	
1.2	<b>'Metal' style</b> <ul style="list-style-type: none"> <li>'Coin' style changed to 'Metal' ✓</li> </ul>	1		1	
1.3	<b>Table of contents</b> <ul style="list-style-type: none"> <li>Table of contents updated (<i>see heading 'Bullion'</i>) ✓</li> <li>Four levels display (<i>see 'Annexure A' headings</i>) ✓</li> </ul>	1		2	
		1			
1.4	<b>Hyperlink</b> <ul style="list-style-type: none"> <li>Hyperlink removed from the word 'nuggets' ✓</li> </ul> <p>(<i>Note to marker: Do not award mark if the word 'nuggets' is deleted.</i>)</p>	1		1	
1.5	<b>Table</b> <ul style="list-style-type: none"> <li>Row 2 merged ✓ and text centred ✓</li> <li>Palladium shape filled with 'Gold, Accent, Lighter 60%' or '80%' (<i>OR one shade lighter (blue or gold)</i>) ✓</li> <li>Any column border changed to double line/thick border line ✓</li> <li>Formula field insert: =SUM(Above) ✓</li> <li>Formula formatted to display comma separator 000,000,000 <b>OR</b> ####,###,### <b>OR</b> #,##0 ✓</li> <li>Metals measured in tons sorted ✓</li> <li>In descending order ✓ according to number</li> </ul>	2		8	
		1			
		1			
		1			
		1			

EXAMINATION NUMBER																			
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1.6	<b>Index entries</b> <b>{XE "Precious Metals:silver"}</b> <ul style="list-style-type: none"> <li>'silver' marked as a sub-entry for the marked index entry 'Precious Metals' ✓</li> </ul>	1		1	
1.7	<b>Spelling of 'totaling'</b> <ul style="list-style-type: none"> <li>Spelling of the word 'totaling' corrected to 'totalling' ✓</li> </ul>	1		1	
1.8	<b>Find and Replace: Word 'platinum'</b> <ul style="list-style-type: none"> <li>Replaced with symbol ✪ <b>OR</b> □ ✓ and letters 'Pt' (<b>OR</b> 'pt' <b>OR</b> 'P ◆') ✓</li> <li>Symbol ✪, space AND 'Pt' correct ✓</li> <li>7 occurrences of lowercase 'platinum' have been replaced ✓</li> </ul>	1 1 1 1		4	
1.9	<b>Automatic numbering</b> <ul style="list-style-type: none"> <li>Automatic numbering (1., 2., 3.) applied to subheading 'A question of value investing' ✓</li> <li>'Continue numbering' applied to the second sub-heading (<i>rest of numbering automatically adjusted</i>) ✓</li> <li>Number position set consistently against margin/to approximately 0 ✓</li> <li>Text indent of subheading set consistently (to approximately 1.25 cm) ✓</li> <li>Text alignment under one or more subheadings is justified ✓</li> </ul>	1 1 1 1 1		5	
1.10	<b>Index</b> <ul style="list-style-type: none"> <li>Index updated (<i>'commodity markets' appear in Index</i>) ✓</li> </ul>	1		1	
	<b>Total for QUESTION 1</b>			<b>[30]</b>	

EXAMINATION NUMBER																			
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**QUESTION 2**

**File name: 2Pall**

**Total Q2: 22**

No	Criteria	Maximum Mark			Candidate Mark
2.1	<p><b>Page border/Watermark</b></p> <ul style="list-style-type: none"> <li>• Any page border added to the document ✓</li> <li>• <b>2PalMetal</b> ✓ image inserted as washout watermark ✓</li> <li>• Scaling of watermark/picture is set to 150% ✓</li> </ul>	1		4	
		1			
		1			
		1			
2.2	<p><b>Bookmark</b></p> <ul style="list-style-type: none"> <li>• 'History of Palladium' linked to 'History' bookmark ✓</li> <li>• Bookmark 'Applications' removed ✓</li> </ul> <p><i>(Note to marker: Do not award second mark if the text has been deleted.)</i></p>	1		2	
		1			
2.3	<p><b>Text box and callout shape</b></p> <ul style="list-style-type: none"> <li>• Text box changed to any callout shape ✓</li> <li>• Text in shape/text box reads from bottom to top ✓</li> <li>• All text clearly visible ✓</li> <li>• Position of shape/text box fixed to its position page ✓</li> </ul> <p><i>(Note to marker: 'Move object with text box' should be unchecked to allocate fourth mark.)</i></p>	1			
		1			
		1			
		1			
2.4	<p><b>Caption</b></p> <ul style="list-style-type: none"> <li>• Caption label 'Picture' used <i>(do not accept typed text)</i> ✓</li> <li>• Caption added with caption text ✓ ('Beautiful rings')</li> <li>• Caption placed above image ✓</li> </ul>	1		3	
		1			
		1			
2.5	<p><b>Form controls</b></p> <ul style="list-style-type: none"> <li>• Page break/Section break (Next page)/Page break before inserted before 'Quiz' ✓</li> <li>• 'Full Name' text form field maximum length set to 12 ✓</li> <li>• 'Full Name' text form field format set to 'First capital' ✓</li> <li>• Any checkbox form field added ✓</li> <li>• Any dropdown form field added ✓</li> <li>• Option values set to Russia, South Africa, Ethiopia <i>(accept if only some options entered)</i> ✓</li> </ul>	1		6	
		1			
		1			
		1			
		1			
		1			
2.6	<p><b>Table of figures (Use Alt + F9 to mark)</b></p> <ul style="list-style-type: none"> <li>• Any automatic table of figures inserted ✓</li> <li>• 'Simple' format used for table of figures ✓ <i>(sentence case, in bold)</i></li> <li>• Page numbers don't display in table of figures ✓</li> </ul>	1		3	
		1			
		1			
<b>Total for QUESTION 2</b>				<b>[22]</b>	

EXAMINATION NUMBER															
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**QUESTION 3****File name: 3Platinum****Total Q3: 25**

- *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 existing data.*

No	Criteria	Maximum Mark			Candidate Mark
<b>Platinum/Sheet1 worksheet</b>					
3.1	<b>Rename worksheet</b> • 'Sheet1' renamed to 'Platinum' ✓	1		1	
3.2	<b>Cells A1:E1:</b> • Cells A1:E1 merged ✓ • Font size is 16 ✓ • Any gradient fill added to cells A1:E1 <i>(not normal fill)</i> ✓	1		3	
3.3	<b>Cell E2:</b> • Comment removed from cell E2 ✓	1		1	
3.4	<b>Cell B6:</b> =SUM(B3:B5) (accept only if a function was used) ✓	1		1	
3.5	<b>Cell E3:</b> =(D3-B3)/B3*100 • Correct cells: D3-B3 <b>OR</b> B3-D3 ✓ • Correct use of brackets ✓ • Division: /B3 <b>OR</b> D3 relative to 1 <sup>st</sup> bullet ✓ • *100 ✓ (accept formatting as a percentage instead)	1		4	
3.6	<b>Conditional formatting: Cells B8:D11</b> • Conditional formatting applied to cells B8:D11 ✓ • Top/Bottom rule ✓ set to 40 ✓ % ✓ (or values that rank in top 4) • Any border applied ✓	1		5	

<b>EXAMINATION NUMBER</b>														
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3.7	<p><b>Chart/Graph</b></p> <ul style="list-style-type: none"> <li>• Data selection extended to cells A3:D5 <b>OR</b> A2:D5 ✓</li> <li>• Data for 'South Africa' filled with <b>3Platinum</b> image ✓</li> <li>• Any stacked effect applied ✓</li> <li>• Legend moved to bottom ✓</li> <li>• Vertical axis display years (2014, 2015 and 2016) ✓</li> </ul>	1		5		
		1				
		1				
		1				
		1				
<b>Qual_Kwal worksheet</b>						
3.8	<p><b>Cell D10: (Check for building blocks)</b></p> <p><b>=LEFT(B1,TRUNC(B10/550))</b></p> <p><b>OR</b></p> <p><b>=LEFT(B1,INT(B10/550))</b></p> <p><b>OR</b></p> <p><b>=LEFT(B1,ROUNDDOWN(B10/550),0)</b></p> <p><b>OR</b></p> <p><b>=RIGHT(B1,TRUNC(B10/550))</b></p> <p><b>OR</b></p> <p><b>=MID(B1,1,(TRUNC(B10/550)))</b></p> <p><b>OR</b></p> <p><b>=IF(B10/550&gt;=5,"*****",IF(B10/550&gt;=4,"****",IF(B10/550&gt;=3,"***",IF(B10/550&gt;=2,"**","*")))))</b></p> <ul style="list-style-type: none"> <li>• Function(s) used correctly ✓</li> <li>• Used weight ✓ to determine the correct number of stars ✓</li> <li>• Extract correct number of stars for all possibilities ✓</li> <li>• Display stars for all possibilities ✓</li> </ul> <p>(Notes to marker:</p> <ul style="list-style-type: none"> <li>• <i>Accept any valid variation of the nested IF or LOOKUP functions. (Nested IF ✓, division/values ✓✓, conditions ✓, outcomes ✓)</i></li> <li>• <i>Check for building blocks.)</i></li> </ul>			5		
		1				
		1				
		1				
		1				
		1				
	<b>Total for QUESTION 3</b>			<b>[25]</b>		

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**QUESTION 4**

**File name: 4Jewel\_Juweel**

**Total Q4: 25**

- 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 existing data.

No	Criteria	Maximum Mark			Candidate Mark
<b>Jewel_Juweel worksheet</b>					
4.1	<b>Row 3: Formatting</b> <ul style="list-style-type: none"> <li>• Any text wrapped ✓</li> </ul>	1		1	
4.2	<b>Cell A5:</b> =CONCATENATE(MID(C5,2,3),B5)  <b>OR</b> =MID(C5,2,3)&B5  • CONCATENATE function <b>OR</b> & ✓ • MID ✓ (C5,2,3) <b>OR</b> appropriate arguments ✓ • B5 ✓	1		4	
4.3	<b>Cell D5: (Check for building blocks)</b> =VLOOKUP(C5,Qual_Kwal!\$A\$1:\$E\$6, RANDBETWEEN(1,4)+1)  <b>OR</b> =VLOOKUP(C5,Qual_Kwal!\$A\$3:\$E\$6, RANDBETWEEN(1,4)+1)  <b>OR</b> =VLOOKUP(C5,Qual_Kwal!\$A\$3:\$E\$6,(RAND()* 3+1)+1)  <b>OR</b> =VLOOKUP(C5,Qual_Kwal!\$A\$1:\$E\$6, RANDBETWEEN(2,5))	1		5	
	<ul style="list-style-type: none"> <li>• Lookup value: C5 ✓</li> <li>• Table array: Qual_Kwal!A1:E6 <b>OR</b> Qual_Kwal!\$A\$1:\$E\$6 ✓ (<i>A3:E6 can also be used</i>)</li> <li>• Column index number <b>OR</b> RAND() <b>OR</b> RANDBETWEEN ✓</li> <li>• Upper boundary (2) <b>OR</b> (1)+1 ✓</li> <li>• Lower boundary (5) <b>OR</b> (4)+1 ✓</li> </ul>	1			
		1			
		1			
		1			

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4.4	<p><b>Cell F4:</b>                  =IF(C4="Silver",IF(H4&lt;&gt;"", "*", ""), "")</p> <p><b>OR</b>                  =IF(C4="Silver",IF(H4="", "", "*"), "")</p> <p><b>OR</b>                  =IF(AND(C4="Silver",H4&lt;&gt;""), "*", "")</p> <p><b>OR</b>                  =IF(C4="Silver",IF(LEN(H4)&gt;0, "*", ""), "")</p> <p><b>OR</b>                  =IF(AND(C4="Silver",H4&gt;0), "*", "")</p> <ul style="list-style-type: none"> <li>Criteria 1: Check that the precious metal is silver: C4="Silver" ✓</li> <li>Criteria 2: Check if a value appears in column H <b>OR</b> column I: H4&lt;&gt;" " ✓</li> <li>Correct output (" ") if metal is not silver ✓</li> <li>Correct output (" ") if metal is silver and no value appears in column H <b>OR</b> column I ✓</li> <li>Correct output ("*") if metal is silver and value appears in column H <b>OR</b> column I ✓</li> <li>Function copied to cells below (<i>any function</i>) ✓</li> </ul> <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <li>Accept any valid test for blank cell including COUNTBLANK(H4) and LEN(H4)=0.</li> <li>Accept any other correct test if the correct corresponding output is displayed.)</li> </ul>	1 1 1 1 1 1	6
4.5	<p><b>Cell M6:</b>                  =SUMIF(B4:B53,"*ring*",J4:J53)</p> <p><b>OR</b>                  =SUMIF(B4:B53,"Ring",J4:J53)+SUMIF(B4:B53,"Earrings",J4:J53)</p> <p><b>OR</b>                  =SUMIFS(J4:J53,B4:B53,"*ring*")</p> <ul style="list-style-type: none"> <li>SUMIF/SUMIFS function ✓</li> <li>Criteria range: B4:B53 ✓</li> <li>Criteria: "*ring*", <b>OR</b> "Ring" AND "Earrings" ✓</li> <li>Sum range: J4:J53 ✓</li> </ul>	1 1 1 1	4



EXAMINATION NUMBER												
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4.6	<p><b>Cell M7:</b>  <b>=COUNTIF(C4:C53,"Gold")</b></p> <ul style="list-style-type: none"> <li>• COUNTIF function ✓</li> <li>• Range: C4:C53 ✓</li> <li>• Criteria: "Gold" ✓</li> </ul>	1 1 1		3	
4.7	<p><b>Cell M8:</b>  <b>=COUNTA(H4:H53)</b></p> <p><b>OR</b>  <b>=COUNT(E4:E53)-COUNTBLANK(H4:H53)</b></p> <p><b>OR</b>  <b>=COUNTA(B4:B53)-COUNTBLANK(H4:H53)</b></p> <p><b>OR</b>  <b>=COUNTIF(H4:H53,"*")</b></p> <ul style="list-style-type: none"> <li>• Correct function ✓</li> <li>• Correct range (<i>accept column I</i>) ✓</li> </ul> <p><i>(Note to marker: If COUNTA(range)-COUNTBLANK(range) structure is used accept columns (B,C,D,E,G,J) as correct range for COUNTA and columns (H or I) as correct range for COUNTBLANK.)</i></p>	1 1		2	
	<b>Total for QUESTION 4</b>			<b>[25]</b>	

EXAMINATION  
NUMBER

## QUESTION 5

File name: 5Inves

Total Q5: 38

No	Criteria	Maximum Mark			Candidate Mark
<b>Table: tbJewellery</b>					
5.1.1	<b>Field: Metal</b> • Field size set to 33 ✓	1		1	
5.1.2	<b>Field: Stones</b> • Format changed to Yes/No <b>OR</b> Lookup ✓	1		1	
5.1.3	<b>Field: Grams</b> • Required property set to Yes ✓ • Validation Rule: >10 ✓ and ✓ <=80 ✓ <b>OR</b> Between 11 and 80 • Appropriate validation text inserted that refers to correct range (more than 10 and less than or equal to 80) ✓	1		5	
		3			
		1			
5.1.4	<b>Field: JewelleryType</b> • 'Watch' option does not appear ✓ • 'Bangle' option appears ✓ • In second position ✓	1		3	
		1			
		1			
5.1.5	<b>Field: JewelleryId</b> • Input Mask: LLLA09 LLL ✓ A ✓ 0 ✓ 9 ✓	1		4	
		1			
		1			
		1			
5.1.6	<b>Field: ValuationDate</b> Default value: DATE()+60 <b>OR</b> #2016-10-19# + 60 <b>OR</b> NOW()+60 <b>OR</b> #2016/12/18#  • DATE() <b>OR</b> NOW() <b>OR</b> Actual date ✓ • + 60 ✓			2	
		1			
		1			

EXAMINATION NUMBER											
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<b>Form: frm5_2</b>																										
5.2	<ul style="list-style-type: none"> <li>• Label added ✓ and examination number in form header ✓</li> <li>• Combo box or list box added ✓</li> <li>• Combo box values based on tb5_2 ✓ and bound/linked to <i>InvestmentTerm</i> field ✓ (Row Source: tb5_2 <b>OR</b> Select[tb5_2]. [InvestmentTerm] FROM tb5_2 <b>OR</b> "Long"; "Medium"; "Short" <b>AND</b> Row Source Type: Table/Query <b>OR</b> Value List)</li> </ul>	1		5																						
		1																								
		1																								
		1																								
		1																								
		1																								
<b>Query: qry5_3</b>																										
5.3	<ul style="list-style-type: none"> <li>• <i>InvestorCountry</i>: Total: Group By ✓</li> <li>• Criteria: 'United States' ✓ (or correct variations)</li> <li>• <i>NumberOfCoins</i>: Total: Sum ✓</li> </ul>	1		3																						
	<table border="1" style="font-size: small; margin-left: auto; margin-right: auto;"> <tr> <td>Field:</td> <td><i>InvestorCountry</i></td> <td><i>NoOfCoins</i></td> </tr> <tr> <td>Table:</td> <td>tblInvestor</td> <td>tblInvestor</td> </tr> <tr> <td>Total:</td> <td>Group By</td> <td>Sum</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td colspan="2">"United States"</td> </tr> <tr> <td>or:</td> <td></td> <td></td> </tr> </table>	Field:	<i>InvestorCountry</i>	<i>NoOfCoins</i>	Table:	tblInvestor	tblInvestor	Total:	Group By	Sum	Sort:			Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:	"United States"		or:			1			
Field:	<i>InvestorCountry</i>	<i>NoOfCoins</i>																								
Table:	tblInvestor	tblInvestor																								
Total:	Group By	Sum																								
Sort:																										
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																								
Criteria:	"United States"																									
or:																										
		1																								
		1																								
<b>Query: qry5_4</b>																										
5.4	<ul style="list-style-type: none"> <li>• Fields displayed: <i>InvestorName</i>, <i>InvestorSurname</i>, <i>InvestmentDate</i> and/or new field (<i>CheckMatch</i>) ✓</li> <li>• Criteria <i>InvestmentDate</i>: &gt;=#1975-01-01# ✓ <b>OR</b> &gt;#1974-12-31# <b>AND</b> ✓ &lt;=#1989-12-31# ✓ <b>OR</b> &lt;#1990-01-01# <b>OR</b> Between #1975-01-01# <b>AND</b> #1989-12-31# <b>OR</b> Year([InvestmentDate]): Between 1975 and 1989</li> <li>• Calculated field: <i>CheckMatch</i>: ✓ [InvestorCountry] ✓ = ✓ [InvestorOrigin] ✓ <b>OR</b> <i>CheckMatch</i>: IIF(✓) ([InvestorCountry]=[InvestorOrigin](✓✓),"True","False")</li> </ul> <p>(Note to marker: 50 records expected.)</p>	1		8																						
		1																								
		1																								
		1																								
		1																								
		3																								
<b>Report: rpt5_5</b>																										
5.5	<ul style="list-style-type: none"> <li>• Grouping changed to <i>InvestmentTerm</i> field ✓</li> <li>• Field <i>InvestmentTerm</i> appears in group header/footer ✓</li> <li>• Function inserted in <i>InvestorCountry</i> group footer or group header ✓</li> <li>• =COUNT ✓ ([InvestorSurname]) ✓ or any other field <b>OR</b> Count(*)</li> <li>• Suitable label (must refer to number of investors) ✓</li> </ul>	1		6																						
		1																								
		1																								
		2																								
		1																								
<b>Total for QUESTION 5</b>				<b>[38]</b>																						

EXAMINATION NUMBER														
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**QUESTION 6**

**File name: 6Rhodium**

**Total Q6: 20**

- 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	<p><b>Heading, alignment and font colour</b>  <code>&lt;h1 align="center"&gt;&lt;font color="red"&gt;Rhodium                      Investment: The Rarest of Precious Metals&lt;/font&gt;&lt;/h1&gt;</code></p> <ul style="list-style-type: none"> <li>• 'Rhodium Investment: The Rarest of Precious Metals' appear as heading 1 ✓</li> <li>• Alignment: center ✓</li> <li>• Font colour: red ✓</li> </ul> <p>(Note to marker: Accept if font changes implemented with a paragraph tag.)</p>			3	
		1			
		1			
		1			
6.2	<p><b>Horizontal line</b>  <code>&lt;hr width="90%" /&gt;</code></p> <ul style="list-style-type: none"> <li>• Horizontal line added ✓</li> <li>• Line width set to 90% ✓</li> </ul>			2	
		1			
		1			
6.3	<p><b>Background image</b>  <code>&lt;body background="6Rh.jpg"&gt;</code></p> <ul style="list-style-type: none"> <li>• <code>background="6Rh.jpg"</code> inserted correctly ✓</li> <li>• In body tag ✓</li> </ul>			2	
		1			
		1			
6.4	<p><b>Unordered list and line break</b>  <code>&lt;ul type="square"&gt;                      &lt;li&gt;Diesel catalytic converters&lt;/li&gt;                      &lt;br&gt;                      &lt;li&gt;Non-diesel catalytic converters&lt;/li&gt;                      &lt;/ul&gt;</code></p> <ul style="list-style-type: none"> <li>• Bulleted list added ✓</li> <li>• Bullet type: square ✓</li> <li>• Line break added between bullets (not paragraph) ✓</li> </ul>			3	
		1			
		1			
		1			

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6.5	<p><b>Image: height, width and border</b>  <code>&lt;img src="6RMine.jpg" height="100" width="200" border="5"&gt;</code></p> <ul style="list-style-type: none"> <li>Height = 100 ✓</li> <li>Width = 200 ✓</li> <li>Border = 5 ✓</li> </ul>	1 1 1	3	
6.6	<p><b>Formatting: Bold and italics</b>  <code>&lt;b&gt;&lt;i&gt;South Africa&lt;/i&gt;&lt;/b&gt; OR</code>  <code>&lt;i&gt;&lt;b&gt;South Africa&lt;/b&gt;&lt;/i&gt;</code></p> <ul style="list-style-type: none"> <li>Bold applied to 'South Africa' ✓</li> <li>Italics applied to 'South Africa' ✓</li> </ul>	1 1	2	
6.7	<p><b>Link</b>  <code>&lt;a href="www.ResourceInvestor.com"&gt;</code>  <b>www.ResourceInvestor.com</b><code>&lt;/a&gt;</code></p> <ul style="list-style-type: none"> <li>Link text 'www.ResourceInvestor.com' inserted <b>OR</b> 'http://www.ResourceInvestor.com' ✓</li> <li>Link 'href' added correctly ✓</li> </ul> <p><i>(Note to marker: The link will work correctly if the web browser opens and the address displays in the address bar. No Internet access is needed.)</i></p>	1 1	2	
6.8	<p><b>Table: Cell spacing and colspan</b>  <code>&lt;table align="center" border="3" cellpadding = "10"&gt;</code>  <code>&lt;tr&gt; &lt;td colspan = "3"&gt;Rhodium Prices&lt;/td&gt;&lt;/tr&gt;</code>  <code>&lt;tr&gt; &lt;th&gt;Metal&lt;/th&gt;</code>  <code>&lt;th&gt;Year&lt;/th&gt;</code>  <code>&lt;th&gt;Price&lt;/th&gt;&lt;/tr&gt;</code>  <code>&lt;tr&gt; &lt;td&gt;Rhodium&lt;/td&gt;</code>  <code>&lt;td&gt;2014&lt;/td&gt;</code>  <code>&lt;td&gt;R1 235&lt;/td&gt;&lt;/tr&gt;</code>  <code>&lt;/table&gt;</code></p> <ul style="list-style-type: none"> <li>Cellspacing = 10 ✓</li> <li>First row: colspan = 3 ✓ (appears as a 'merged' cell)</li> <li>Text appears in the first row ('Rhodium Prices') ✓</li> </ul>	1 1 1	3	
	<b>Closing tag(s) or triangular brackets omitted</b>	-1		
	<b>Total for QUESTION 6</b>		<b>[20]</b>	

EXAMINATION  
NUMBER**QUESTION 7****Total Q7: 20**

File names: 7Data, 7DataImp, 7Gem\_Edel, 7GemMerge, 7DOB, 7Answ\_Antw

No	Criteria	Maximum Mark			Candidate Mark
<b>7Data</b>					
7.1.1	<b>Print Area</b> • Print area set ✓	1		1	
7.1.2	<b>Data validation: G2:G101</b> • Allow: Whole numbers ✓ • Data greater than or equal to 0 ✓	1 1		2	
<b>7DataImp</b>					
7.2	<b>Data imported</b> • All data (100 records) imported ✓ to Clients table in database • Column headings of worksheet used as field names ✓ • Table named as Clients ✓	1 1 1		3	
<b>7Gem_Edel/7GemMerge</b>					
7.3.1	<b>Track changes</b> • All track changes accepted ✓ ( <i>'Birthstone Chart appears as 16 pt and bold</i> )	1		1	
7.3.2	<b>Footnote</b> • Endnote converted to footnote ✓  ( <i>Note to marker: No marks awarded if a footnote is added in addition to the existing endnote.</i> )	1		1	
7.3.3	<b>Paragraph spacing</b> • Spacing after set to 3 pt after ✓	1		1	
7.3.4	<b>Tab setting: &lt;&lt;Birthstone_GeboorteSteen&gt;&gt;</b> • Any leader tab set ✓ • To 8 cm ✓	1 1		2	
7.3.5	<b>Mail merge</b> • Text '<InvestorName_BeleggerNaam>' replaced with the field <<InvestorName_BeleggerNaam>> ✓ • Data source: Month criteria set to 10 ✓	1 1		2	
<b>7GemMerge</b>					
7.3.6	<b>Merge completed</b> • Mail merge completed ✓ ( <i>see letters in 7GemMerge</i> )	1		1	

- *Accept any method that will yield the correct answer.*

EXAMINATION NUMBER																			
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- Allocate two marks for only the correct answer.
- If nothing appears in **7Answ\_7Antw** or the answer is incorrect, check **7Coin\_Munt** for the method/answer.

<b>7Answ_Antw, 7Coin_Munt</b>					
7.4.1	How many investors bought coins in any dollar currency? • <b>77 ✓</b>  Method: ✓ • Filter on CoinFaceValue: Criteria: contains '\$' • OR Filter on CoinCurrency: Criteria: contains 'Dollar' • =COUNTIF(M2:M101,"*Dollar*") • Sort and count	1		2	
		1			
7.4.2	How many long term investors have a start date in September? • <b>3 ✓</b>  Method: ✓ • Filter on InvestmentTerm: 'Long' AND Filter on StartDate: Dates in periods: 'September' • OR add =MONTH(E2) in an extra column – in this case done in column P and use function =COUNTIFS(D2:D101,"Long",P2:P101,"9")	1		2	
		1			
7.4.3	What is the name of the most popular occurring coin? • <b>Maple Leaf OR Eagle ✓</b>  Method: ✓ • 7 COUNTIF/SUMIF for every coin name e.g.=COUNTIF(J2:J101,"Maple Leaf") • First sort the data according to the coin name, and then use of the SUBTOTAL function to get a subtotal for each coin name • Pivot table • Use outline and get subtotal on <i>CoinName</i>	1		2	
		1			
	<b>Total for QUESTION 7</b>			<b>[20]</b>	
	<b>TOTAL</b>			<b>180</b>	