



# basic education

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

## NATIONAL SENIOR CERTIFICATE

**GRADE 12**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**NOVEMBER 2017 (2)**

**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	27	24	24	26	41	19	19	180
MARKER								
SM								
CM								
IM/EM								

**These marking guidelines consist of 16 pages.**

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NUMBER

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

**QUESTION 1****File name: 1Rio****Total Q1: 27**

No.	Criteria	Maximum Mark			Candidate Mark
1.1	<b>Cover page</b> <ul style="list-style-type: none"> <li>Text 'Rio Carnival' or any other text inserted in 'Title' control ✓</li> <li>Text 'Rio Carnival is the Mother of All Brazilian Carnival Parties' moved (not copied) into 'Subtitle' control (<i>ignore formatting but no marks allocated if text also appears in original position</i>) ✓</li> <li>'Company' control removed ✓</li> </ul>	1		3	
		1			
		1			
1.2	<b>Style</b> <ul style="list-style-type: none"> <li>'Heading 1' style renamed to 'Rio' ✓</li> </ul>	1		1	
1.3	<b>Table of contents</b> <ul style="list-style-type: none"> <li>Table of contents updated ✓ (<i>'The Carnival Original' does not appear</i>)</li> </ul>	1		1	
1.4	<b>Page numbers</b> <ul style="list-style-type: none"> <li>Section break inserted ✓</li> <li>Page number from 'Table of Contents' page removed ✓</li> <li>Page after 'Table of Contents' page numbered as 1 ✓</li> </ul>	1		3	
		1			
		1			
1.5	<b>Superscript</b> <ul style="list-style-type: none"> <li>'Adapted from www.dobrazilrighth.com' appears in superscript ✓ (<i>Accept all or part of text</i>)</li> </ul>	1		1	
1.6	<b>Line spacing</b> <ul style="list-style-type: none"> <li>Paragraph 'Carnival is on ...' line spacing changed to 'Multiple' ✓</li> <li>At 1.2 ✓</li> </ul>	1		2	
		1			
1.7	<b>Footnote</b> <ul style="list-style-type: none"> <li>Footnote removed from the word 'Portuguese' ✓</li> </ul>	1		1	

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1.8	<b>Columns</b> <ul style="list-style-type: none"> <li>Text inserted into 2 columns ✓</li> <li>First column width set to 5 cm ✓</li> <li>Second column width set to 10 cm ✓</li> </ul>	1		3	
		1			
		1			
1.9	<b>Leader tabs</b> <ul style="list-style-type: none"> <li>Tab set on 10 cm ✓</li> <li>Right-aligned ✓</li> <li>Dotted leader tab set ✓</li> </ul>	1		3	
		1			
		1			
1.10	<b>WordArt/Picture</b> <ul style="list-style-type: none"> <li>Picture 1Mask.jpg inserted ✓</li> <li>Wrapping changed to Square/Tight/Through/Behind Text/In Front of Text ✓ (<i>Mask appears to the right of Rio and above the WordArt</i>)</li> <li>Picture adjusted and moved to resemble example ✓</li> </ul>	1		3	
		1			
		1			
1.11	<b>Find and replace</b> <ul style="list-style-type: none"> <li>All occurrences (<i>5 changes/6 occurrences</i>) ✓ (<i>accept 7 occurrences if original is still in document</i>)</li> <li>ao replaced with ão ✓</li> </ul>	1		2	
		1			
1.12	<b>Hyperlink screentip</b> <ul style="list-style-type: none"> <li>Screentip 'Read more' inserted on hyperlink ✓ (<i>Accept any text for the screentip</i>)</li> </ul>	1		1	
1.13	<b>Source</b> <ul style="list-style-type: none"> <li>Website source inserted ✓</li> <li>URL <b>OR</b> name of website inserted ✓</li> </ul>	1		2	
		1			
1.14	<b>Bibliography</b> <ul style="list-style-type: none"> <li>Automatic bibliography inserted ✓</li> </ul>	1		1	
	<b>Total for QUESTION 1</b>			<b>[27]</b>	

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## QUESTION 2

File name: 2Party

Total Q2: 24

No.	Criteria	Maximum Mark		Candidate Mark
2.1	<b>Page footer</b> <ul style="list-style-type: none"> <li>File path inserted as a field ✓ (<i>File name will be included</i>)</li> <li>Appear in page footer ✓ (<i>not header</i>)</li> </ul>	1		2
		1		
2.2	<b>Widow/Orphan control</b> <ul style="list-style-type: none"> <li>Widow/Orphan control checked ✓ for paragraph that starts with 'Blocos are groups ...'</li> </ul>	1		1
2.3	<b>Caption</b> <ul style="list-style-type: none"> <li>Automatic caption inserted on picture either above or below ✓</li> <li>'Figure 1: Orguestra' (<i>accept any text</i>) ✓</li> </ul>	1		2
		1		
2.4	<b>Indentation</b> <ul style="list-style-type: none"> <li>Number position set at 0 cm ✓</li> <li>Text indent set at 1.4 cm ✓</li> </ul>	1		2
		1		
2.5	<b>Antonym</b> <ul style="list-style-type: none"> <li>'Successors' replaced with 'predecessors' ✓</li> </ul>	1		1
2.6	<b>Comment</b> <ul style="list-style-type: none"> <li>Comment inserted on '2010' with text 'Since 2000' ✓</li> </ul>	1		1
2.7	<b>Cross-reference</b> <ul style="list-style-type: none"> <li>Cross-reference added ✓ on 'ref'</li> <li>Moves to '9.Other Blocos' ✓</li> </ul>	1		2
		1		
2.8	<b>Bullets</b> <ul style="list-style-type: none"> <li>Bullets changed ✓</li> <li>To 2Maraca.jpg ✓</li> </ul>	1		2
		1		
2.9	<b>Table</b> <ul style="list-style-type: none"> <li>Table style changed to any other table style ✓</li> <li>Repeat row header selected ✓ (<i>not for whole table</i>)</li> <li>Textbox form control type changed to 'Date' ✓</li> <li>Displays in date format 'dd Mmm' <b>OR</b> 'dd mmm' <b>OR</b> 'dd MMM' ✓</li> <li>First five cells in last row merged ✓ (<i>Accept any number of cells merged</i>)</li> <li>Formula entered: =SUM ✓ (<i>Above</i>) ✓</li> </ul>	1		7
		1		
		1		
		1		
		1		
		2		

EXAMINATION NUMBER																	
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2.10	<b>Spreadsheet inserted</b> <ul style="list-style-type: none"><li>• Data from spreadsheet 2Carnival inserted as table ✓</li><li>• As linked object ✓ (Verify by checking 'Edit Links to Files' or checking that 'Update Link' appears on the right-click menu)</li></ul>	1 1		2	
2.11	<b>Table to text</b> <ul style="list-style-type: none"><li>• Table converted to text ✓</li><li>• Character used to separate '#' ✓</li></ul>	1 1		2	
	<b>Total for QUESTION 2</b>			<b>[24]</b>	

EXAMINATION NUMBER																			
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**QUESTION 3****File name: 3Stat****Total Q3: 24**

- *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>Visit_Besoek worksheet</b>					
3.1	<b>Foreign worksheet:</b> • Foreign worksheet shows ✓	1		1	
3.2	<b>Cell D4:</b> • =VALUE(C4) ✓	1		1	
3.3	<b>Cell E89:</b> <b>=SUM(E4:E88)</b>  • E89 changed to E88 ✓	1		1	
3.4	<b>Cell F89:</b> <b>=LARGE(F4:F88,7)</b>  • LARGE function ✓ • F4:F88 ✓ • ,7 ✓	1 1 1		3	

EXAMINATION NUMBER															
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3.5	<b>Cell G4:</b> =RIGHT(A4,3)&LEN(B4)&RANDBETWEEN(100,200)  OR =CONCATENATE(RIGHT(A4,3),LEN(B4),RANDBETWEEN(100,200))  OR =RIGHT(A4,3)&LEN(B4)&TRUNC(RAND()*(200-100)+100)  <ul style="list-style-type: none"> <li>• RIGHT function ✓</li> <li>• (A4,3) ✓</li> <li>• LEN(B4) ✓</li> <li>• RANDBETWEEN function/(TRUNC(RAND() ...) ✓</li> <li>• (100,200)/(200-100)+100 ✓</li> <li>• &amp; OR CONCATENATE ✓</li> </ul>	1 1 1 1 1 1		6	
3.6	<b>Conditional formatting:</b>  <ul style="list-style-type: none"> <li>• Conditional formatting applied to cells B4:B88 ✓</li> <li>• Format all unique values ✓</li> <li>• Font colour set to red ✓</li> </ul>	1 1 1		3	
<b>Summary_Opsom worksheet</b>					
3.7	<b>Cell C2:</b> <ul style="list-style-type: none"> <li>• Hyperlink set in cell C2 ✓</li> <li>• Links to cell F4 ✓ in the Visit_Besoek worksheet ✓</li> </ul>	1 2		3	
3.8	<b>Graph/Chart:</b> <ul style="list-style-type: none"> <li>• Graph/Chart title inserted 'Visitors' ✓</li> <li>• Column graph/chart created for 'National' and 'Foreign' ✓ and line graph with or without markers for 'Total' ✓</li> <li>• Legend displayed on left of chart/graph ✓</li> <li>• 3Brazil set as plot/chart area background ✓</li> <li>• 'National' data series filled with any pattern ✓</li> </ul>	1 1 1 1 1 1		6	
<b>Total for QUESTION 3</b>				<b>[24]</b>	

EXAMINATION  
NUMBER**QUESTION 4****File name: 4Tickets****Total Q4: 26**

- 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>Sales_Verkoop worksheet</b>					
4.1	<b>Page orientation</b> • Page orientation changed to landscape ✓	1		1	
4.2.1	<b>Row 1 height</b> • Row height changed from 78.75 to 135 pt ✓	1		1	
4.2.2	<b>Picture</b> • Picture stretched to approximately fit into cell A1 ✓	1		1	
4.3	<b>Cells A2:K2:</b> • Headings appear in bold ✓ • Background shaded to any colour ✓	1 1		2	
4.4	<b>Cell K1:</b> <b>=DATE(2018,2,1)</b>  • Year: 2018 ✓ • Month: 2 ✓ • Day: 1 ✓ • Custom format: dd MMMM yyyy ✓ (Accept dd-MMM-yyyy)	1 1 1 1		4	
4.5	<b>Cell G4:</b> <b>=(F4-E4)*24</b>  • (F4-E4) ✓ • *24 ✓ • Cell's number format changed to number or general ✓	1 1 1		3	



EXAMINATION NUMBER															
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4.6.1	<p><b>Cell N3:</b> =ROUNDDOWN(AVERAGE(H3:H80),0)</p> <p><b>OR</b> =INT(AVERAGE(H3:H80))</p> <p><b>OR</b> =INT(AVERAGE(H:H))</p> <ul style="list-style-type: none"> <li>• ROUNDDOWN function ✓</li> <li>• AVERAGE function ✓</li> <li>• Range: (H3:H80) ✓ (OR H:H)</li> <li>• ,0 ✓</li> </ul>				4	
		1				
		1				
		1				
		1				
4.6.2	<p><b>Cell J3:</b> =IF(H3&gt;=\$N\$2,IF(H3&lt;=\$N\$3,"TRUE","FALSE"),"FALSE")</p> <p><b>OR</b> =IF(AND(H3&gt;=\$N\$2,H3&lt;= \$N\$3),"TRUE","FALSE")</p> <p><b>OR</b> =(H3-\$N\$2)*(H3-\$N\$3)&lt;=0</p> <p><b>OR</b> =IF(AND(H3&gt;\$N\$3,H3&gt;\$N\$2),"FALSE",IF(AND(H3&lt;\$N\$3,H3&lt;\$N\$2),"FALSE","TRUE"))</p> <p><b>OR</b> =AND(H3&gt;=\$N\$2,H3&lt;=\$N\$3)</p> <ul style="list-style-type: none"> <li>• IF H3 ✓</li> <li>• &gt;=N2 ✓ (Ignore absolute cell reference)</li> <li>• AND &lt;=N3 ✓ (Ignore absolute cell reference)</li> <li>• TRUE if between ✓</li> <li>• FALSE if not between ✓</li> </ul>				5	
		1				
		1				
		1				
		1				
		1				

EXAMINATION NUMBER																
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4.7	<p><b>Cell K3:</b>  <b>=VLOOKUP(I3,Places_Plekke!A2:C7,3,False)*H3</b></p> <p><b>OR</b>  <b>=VLOOKUP(I3,Places_Plekke!A2:C7,3)*H3</b></p> <p><b>OR</b>  <b>=VLOOKUP(I3,Places_Plekke!\$A\$1:\$C\$7,3)*H3</b></p> <ul style="list-style-type: none"> <li>• VLOOKUP function ✓</li> <li>• Lookup value: I3 ✓</li> <li>• Lookup array Places_Plekke!A2:C7 <b>OR</b> Places_Plekke!A1:C7 ✓ (<i>Ignore absolute cell reference</i>)</li> <li>• Column index: 3 ✓</li> <li>• *H3 ✓</li> </ul>	1 1 1 1 1		5	
	<b>Total for QUESTION 4</b>			<b>[26]</b>	

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## QUESTION 5

File names: 5Samba, 5\_7Gender.pdf

Total Q5: 41

No.	Criteria	Maximum Mark			Candidate Mark
<b>Table: tbComp</b>					
5.1.1	<b>Field: Entry</b> • Field size changed to 15 ✓	1		1	
5.1.2	<b>Field: PerformanceDay</b> <b>Input Mask: &gt;L?09</b> • > ✓ • L ✓ • ? ✓ • 0 ✓ • 9 ✓	1		5	
		1			
		1			
		1			
		1			
5.1.3	<b>Field: Class</b> <b>Validation rule: "A" or "B" or "C" or "D" or "E" or "F"</b> • AND operator changed to OR operator ✓ • Suitable validation text entered that refers to characters A–F to be entered ✓	1		2	
		1			
5.1.4	<b>New field</b> • New field added with suitable name (should refer to sound clips) ✓ • Data type set to OLE object /attachment /hyperlink ✓	1		2	
		1			
5.1.5	<b>Field: Year</b> • Moved to appear last in field list ✓ ( <i>Check in datasheet view and design view</i> )	1		1	
5.1.6	<b>Sorting</b> • Database sorted according to school names ✓ ( <i>Check in datasheet view and design view</i> )	1		1	

EXAMINATION NUMBER																			
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**Form: frm5\_2**

- |     |  |   |  |   |  |
|-----|--|---|--|---|--|
| 5.2 | <ul style="list-style-type: none"> <li>Form created with all fields from tbComp table ✓</li> <li>Heading 'Entries' inserted in form header ✓ (<i>May appear with default heading</i>)</li> <li>Class field changed to combo box ✓</li> <li>Row source: "A";"B";"C";"D";"E";"F" ✓</li> <li>Row source type: "Value list" ✓</li> <li>Label with examination number ✓ added in form footer ✓</li> </ul> | 1 |  | 7 |  |
|     |  | 1 |  |   |  |
|     |  | 1 |  |   |  |
|     |  | 1 |  |   |  |
|     |  | 1 |  |   |  |
|     |  | 1 |  |   |  |
|     |  | 1 |  |   |  |

**Query: qry5\_3**

- |     |  |   |  |   |  |
|-----|--|---|--|---|--|
| 5.3 | <ul style="list-style-type: none"> <li>Sorted first by <i>Surname</i> ✓ then by <i>School</i> ✓</li> <li>Criteria on <i>Position</i>: 1 ✓</li> <li><i>School, Surname, Name</i> fields displayed ✓</li> </ul> <p>(Note to marker: 6 records expected.)</p> | 1 |  | 4 |  |
|     |  | 1 |  |   |  |
|     |  | 1 |  |   |  |
|     |  | 1 |  |   |  |

**Query: qry5\_4**

- |     |   |   |  |   |  |
|-----|---|---|--|---|--|
| 5.4 | <ul style="list-style-type: none"> <li>Criteria in <i>PerformanceDay</i>:<br/>Between #2017/03/02# ✓ AND #2017/03/03# ✓<br/>OR &gt;=#2017/03/02# AND &lt;=#2017/03/03#<br/>OR #2017/03/02# OR #2017/03/03#<br/>OR Day([PerformanceDay])=2<br/>OR Day([PerformanceDay])=3 AND<br/>Month([PerformanceDay])=3 AND<br/>Year([PerformanceDay])=2017</li> <li>Calculated field:<br/>[TotalPoints]*110/100<br/>OR ([TotalPoints]*0.1) + [TotalPoints]<br/>OR [TotalPoints] *1.1<br/>OR ([TotalPoints]*10/100) + [TotalPoints]<br/><i>NewPoints</i> field name: ✓<br/>[TotalPoints]* ✓<br/>Calculation of 10% ✓<br/>Added to [TotalPoints] ✓</li> <li><i>TotalPoints</i> criteria: &gt;265 ✓</li> </ul> <p>(Notes to marker:<br/>• 17 records expected.<br/>• The format of the date may differ.)</p> | 2 |  | 7 |  |
|     |   |   |  |   |  |
|     |   |   |  |   |  |
|     |   |   |  |   |  |
|     |   | 1 |  |   |  |
|     |   | 1 |  |   |  |
|     |   | 1 |  |   |  |

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Query: qry5_5					
5.5	<ul style="list-style-type: none"> <li>Criteria in Entry: Like "??" <b>OR</b> LEN([Entry])=2               <ul style="list-style-type: none"> <li>? ✓ (correct character or use of LEN function)</li> <li>Two characters ✓</li> </ul> </li> </ul> <p>(Note to marker: 15 records expected.)</p>	1		2	
		1			
Report: rpt5_6					
5.6	<ul style="list-style-type: none"> <li>Fields inserted <i>PerformanceDay, Class, Surname, Name, Title, School</i> ✓ (Ignore sequence)</li> <li>Report firstly grouped by <i>PerformanceDay</i> ✓</li> <li><i>Performance</i> grouping intervals set to Normal/Day ✓</li> <li>Report secondly grouped by <i>Class</i> ✓</li> <li>Function in <i>Class</i> group footer/group header ✓ =Max ✓ ([TotalPoints]) ✓</li> </ul> <p>(Note to marker: Allocate the marks for the function even if it appears in the wrong place.)</p>	1		7	
		1			
		1			
		1			
		1			
		2			
PDF: 5_7Gender					
5.7	<ul style="list-style-type: none"> <li>Report exported ✓</li> <li>As PDF ✓</li> </ul>	1		2	
		1			
	<b>Total for QUESTION 5</b>			<b>[41]</b>	

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**QUESTION 6****File name: 6Post****Total Q6: 19**

- 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> <code>&lt;title&gt;Examination number&lt;/title&gt;</code> <ul style="list-style-type: none"> <li>• Examination number added as title ✓</li> </ul>	1		1	
6.2	<b>Body background colour</b> <code>&lt;body text="#ecf8a4" bgcolor="green"&gt;</code> <ul style="list-style-type: none"> <li>• Background of web page (bgcolor) ✓</li> <li>• Changed to green ✓ (ignore if text tags removed)</li> </ul>	1		2	
6.3	<b>Image</b> <code>&lt;img src="6Redeem.jpg" width="24%" height="200"&gt;</code> <code>&lt;img src="6House.jpg" width="24%" height="200"&gt;</code> <code>&lt;img src="6Flag.jpg" width="24%" height="200"&gt;</code> <code>&lt;img src="6Dance.jpg" width="24%" height="200"&gt;</code> <ul style="list-style-type: none"> <li>• Picture inserted as second image ✓</li> <li>• Picture 6House.jpg inserted correctly ✓</li> <li>• Width="24%" and Height="200" ✓ (copied from other images)</li> </ul>	1		3	
6.4	<b>Alignment</b> <code>&lt;h3 align="center"&gt;SAMBA DANCERS   FREE PAINT   FREE CARNIVAL MASKS&lt;/h3&gt;</code> <b>OR</b> <code>&lt;center&gt;&lt;h3&gt;SAMBA DANCERS   FREE PAINT   FREE CARNIVAL MASKS&lt;/h3&gt;&lt;/center&gt;</code> <ul style="list-style-type: none"> <li>• Text centred ✓</li> </ul>	1		1	

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6.5	<b>Horizontal line</b> <code>&lt;hr size="4"/&gt;</code>  <ul style="list-style-type: none"> <li>Horizontal line tag corrected ✓</li> <li>Size set to 4 ✓</li> </ul>	1 1		2	
6.6	<b>Font size</b> <code>&lt;font size="20"&gt;It starts on Friday&lt;/font&gt;</code>  <ul style="list-style-type: none"> <li>Font size tags inserted ✓</li> <li>Font size set to 20 pt ✓</li> </ul>	1 1		2	
6.7	<b>Table</b> <code>&lt;table border="2"&gt;</code> <code>&lt;th colspan="2"&gt;Facts about Brazil&lt;/th&gt;</code> <code>&lt;tr&gt; &lt;td&gt;OFFICIAL NAME:&lt;/td&gt;</code> <code>&lt;td&gt;Federal Republic of Brazil&lt;/td&gt;&lt;/tr&gt;</code> <code>&lt;tr&gt; &lt;td&gt;CAPITAL:&lt;/td&gt;&lt;td&gt;Brasilia&lt;/td&gt;&lt;/tr&gt;</code> <code>&lt;tr&gt; &lt;td&gt;POPULATION:&lt;/td&gt;&lt;td&gt;183 888 841&lt;/td&gt;</code> <code>&lt;/tr&gt;</code> <code>&lt;tr&gt; &lt;td&gt;OFFICIAL LANGUAGE:&lt;/td&gt;</code> <code>&lt;td&gt;Portuguese&lt;/td&gt;&lt;/tr&gt;</code> <code>&lt;/table&gt;</code>  <ul style="list-style-type: none"> <li>Table inserted ✓</li> <li>Table border added ✓</li> <li>First row merged (<i>colspan=2</i>) ✓</li> <li>First row contain a heading (<i>th</i>) ✓</li> <li>Table contains 5 rows (<i>correct text</i>) ✓</li> <li>Table contains 2 columns (<i>correct text</i>) ✓</li> </ul>	1 1 1 1 1 1		6	
6.8	<b>Hyperlink</b> <code>&lt;a</code> <code>href="http://www.riotickets.com"&gt;www.riotickets.com</code> <code>&lt;/a&gt;</code>  <ul style="list-style-type: none"> <li>Tag completed (<code>&lt;a href=</code>) ✓</li> <li>To correct target <code>http://www.riotickets.com</code> ✓ (<i>ignore if 'http://' is left out</i>)</li> </ul>	1 1		2	
	<b>Closing tag(s) or triangular brackets omitted</b>	-1			
	<b>Total for QUESTION 6</b>			<b>[19]</b>	

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## QUESTION 7

Total Q7: 19

File names: 7Travel.docx, 7Handout &amp; 7Tickets

No.	Criteria	Maximum Mark			Candidate Mark
<b>7Travel_Toer</b>					
7.1.1	<b>Page border</b> <ul style="list-style-type: none"> <li>Page border inserted ✓</li> <li>Any double line ✓ border</li> </ul>	1 1		2	
7.1.2	<b>Footnote</b> <ul style="list-style-type: none"> <li>Footnote (<i>or endnote</i>) added on the 'Redeemer' picture ✓</li> <li>Any footnote text added ✓</li> </ul>	1 1		2	
7.1.3	<b>Picture formatting</b> <ul style="list-style-type: none"> <li>Alt Text Title inserted ✓</li> <li>Alt Text Description changed to 'Photo of Hotel' ✓</li> </ul>	1 1		2	
7.1.4	<b>Hyperlink</b> <ul style="list-style-type: none"> <li>Hyperlink removed ✓</li> </ul>	1		1	
<b>7Handout</b>					
7.2	<b>Handouts</b> <ul style="list-style-type: none"> <li>Slides exported to word processing document ✓</li> <li>As handouts ✓</li> <li>Provision for notes next to slides ✓</li> </ul>	1 1 1		3	
<b>7Tickets</b>					
7.3	<b>Tickets table</b> <ul style="list-style-type: none"> <li>Table created ✓</li> <li>5 (6) fields added ✓</li> <li><i>Date</i> set to Date data type ✓</li> <li><i>Date</i> field format set to any date format ✓</li> <li><i>Section, Row</i> set to Short Text/Text ✓</li> <li><i>Section, Row</i> field size changed to less than 255 ✓ (Accept if only one field size changed)</li> <li><i>Price</i> set to Currency ✓</li> <li><i>Price</i> field format changed to Euro ✓</li> <li><i>Sold</i> field set to Yes/No ✓</li> </ul>	1 1 1 1 1 1 1 1 1 1		9	
<b>Total for QUESTION 7</b>				<b>[19]</b>	
<b>TOTAL</b>				<b>180</b>	