



# basic education

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

## NATIONAL SENIOR CERTIFICATE

### GRADE 12

#### COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2017 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	34	16	31	19	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 15 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: 1Harvest

Total Q1: 34

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	<b>Heading (HARVEST FOOD FESTIVAL)</b> <ul style="list-style-type: none"> <li>Any WordArt applied to heading ✓</li> <li>WordArt rotated by 90° or 270° ✓</li> </ul>	1		2	
		1			
1.1.2	<b>Picture</b> <ul style="list-style-type: none"> <li>Picture cropped to display only the basket and grapes ✓</li> <li>Height set to 10 cm ✓</li> <li>Width set to 12 cm ✓</li> <li>Any oval-like picture style or shape applied ✓</li> </ul>	1		4	
		1			
		1			
		1			
1.1.3	<b>Table</b> <ul style="list-style-type: none"> <li>Default top cell margin set to 0.1 cm ✓ (<i>check table or cell options</i>)</li> <li>No borders display ✓</li> </ul>	1		2	
		1			
1.2	<b>Page break</b> <ul style="list-style-type: none"> <li>Page break or section break (next page) inserted ✓</li> </ul>	1		1	
1.3.1	<b>Styles (Mark from Styles Gallery)</b> <ul style="list-style-type: none"> <li>Display1 style removed ✓</li> </ul>	1		1	
1.3.2	<b>Display2 style modified</b> <ul style="list-style-type: none"> <li>Numbering added in format 1., 2., ✓ (<i>Accept 1), 2),</i>)</li> <li>Any border added ✓</li> <li>Left indent set to 0 cm ✓</li> <li>All occurrences of the style updated ✓</li> </ul>	1		4	
		1			
		1			
		1			
1.4	<b>Cross reference (Figure 3: Gourmet Meals)</b> <ul style="list-style-type: none"> <li>Cross reference inserted within brackets ✓ (<i>Accept hyperlink/ bookmark</i>)</li> <li>Reference to label 'Figure 3: Gourmet Meals' ✓</li> </ul>	1		2	
		1			
1.5	<b>Language</b> <ul style="list-style-type: none"> <li>Word 'explore' language changed to English (South Africa) ✓ (<i>mark from task bar</i>)</li> </ul>	1		1	

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1.6	<b>Tabs</b> <ul style="list-style-type: none"> <li>• Tab set at 2 cm ✓</li> <li>• Left aligned ✓</li> <li>• Tab set at 10 cm ✓</li> <li>• Right aligned ✓</li> <li>• Solid leader tab set ✓</li> <li>• Tab settings applied to all lines ✓</li> </ul>	1 1 1 1 1 1		6	
1.7	<b>Citation (Ward)</b> <ul style="list-style-type: none"> <li>• Citation to 'Jean Ward' source inserted ✓</li> <li>• Year does not display ✓</li> </ul>	1 1		2	
1.8.1	<b>Caption (Figure 6: Jumping Castle) (Alt + F9)</b> <ul style="list-style-type: none"> <li>• Automatic figure caption added ✓ to correct picture</li> <li>• Text 'Jumping Castles' inserted ✓ for caption</li> </ul>	1 1		2	
1.8.2	<b>Table of figures</b> <ul style="list-style-type: none"> <li>• Table of figures updated ✓ (see 'Figure 5: Wine Shop')</li> </ul>	1		1	
1.9	<b>Bibliography</b> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;">           Book, A. (2015). Too little too late. Entertainment All.            Business To All. (2016, July). Retrieved from Biz Communities:                www.biz_com.com            Sousher, P. L. (2014). Marketing South Africa. Business Journal, 61-62.            Ward, J. (2005). Coetzenburg: A Tourist Site.         </div> <ul style="list-style-type: none"> <li>• Automatic bibliography inserted ✓</li> <li>• Appears in APA style ✓</li> </ul>	1 1		2	
1.10	<b>Page numbering and section numbering</b> <ul style="list-style-type: none"> <li>• Page number does not appear on first page ✓</li> <li>• Section 2/Last page formatted with i, ii, iii, ... format ✓ starts from i ✓</li> <li>• Style of page number with 'i' not changed ✓</li> </ul>	1 1 1 1		4	
	<b>Total for QUESTION 1</b>			<b>[34]</b>	

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**QUESTION 2**

File name: 2Stay

Total Q2: 16

No.	Criteria	Maximum Mark			Candidate Mark
2.1	<b>Page layout</b> <ul style="list-style-type: none"> <li>Page size set to 'Legal' (21.59 cm x 35.56 cm) ✓</li> <li>Multiple pages set to 'Book fold' ✓</li> </ul>	1		2	
		1			
2.2	<b>Comment</b> <ul style="list-style-type: none"> <li>Any comment added ('New'/'Reply'/'Edited) ✓</li> <li>Any relevant response added ✓</li> </ul>	1		2	
		1			
2.3	<b>Watermark</b> <ul style="list-style-type: none"> <li>Any watermark added ✓</li> <li>Image '2Pic.jpg' used ✓</li> <li>Scale set to 200% ✓</li> </ul>	1		3	
		1			
		1			
2.4	<b>Check box: Special Shopper</b> <ul style="list-style-type: none"> <li>Default value set to checked ✓</li> </ul> <b>Combo box: Type of Accommodation</b> <ul style="list-style-type: none"> <li>Option 'B and B' added to combo box ✓</li> <li>'B and B' appears first ✓</li> </ul> <b>Text form field: Total</b> <ul style="list-style-type: none"> <li>Type: Number ✓</li> <li>Number format: R# ##0.00;(R# ##0.00) ✓</li> <li>Help text inserted on F1 key ✓</li> <li>Any text entered ✓ (<i>Days*Rate</i>) (<i>Allocate this mark if text is in status bar</i>)</li> </ul>	1		7	
		1			
		1			
		1			
		1			
2.5	<b>SaveDate field (Alt + F9)</b> <ul style="list-style-type: none"> <li>Any date field added ✓ (<i>Accept any date field in any format</i>)</li> <li>SaveDate field added ✓</li> </ul>	1		2	
		1			
<b>Total for QUESTION 2</b>				<b>[16]</b>	

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**QUESTION 3****File name: 3Acc****Total Q3: 31**

- 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>Accom_Verblyf worksheet</b>					
3.1	<b>Row 6:</b> <ul style="list-style-type: none"> <li>• Row 6 height changed to exactly 45 pt ✓</li> <li>• Row 6 headings wrapped ✓</li> </ul>	1		2	
		1			
3.2	<b>Cell H7:</b> =G7-F7 <b>OR</b> =DAYS(G7,F7) <b>OR</b> =DAY(G7)-DAY(F7) <ul style="list-style-type: none"> <li>• Correct cells used ✓</li> <li>• To determine difference correctly ✓</li> </ul>	1		2	
		1			
3.3	<b>Cell I8:</b> VLOOKUP(D8,Rate_Tarief!\$B\$3:\$C\$23,2) <b>OR</b> =VLOOKUP(D8,Rate_Tarief!\$B\$4:\$C\$23,2) <ul style="list-style-type: none"> <li>• Lookup value: D8 ✓</li> <li>• Lookup range: Rate_Tarief!\$B\$3:\$C\$23 <b>OR</b> Rate_Tarief!\$B\$4:\$C\$23 ✓ (accept named range)</li> <li>• Absolute cell references correctly used ✓ (allocate mark if named range was used)</li> <li>• Correct column: 2 ✓</li> </ul>	1		4	
		1			
		1			
		1			
3.4	<b>Cell J9:</b> =H9*I9 <b>OR</b> =PRODUCT(H9,I9) <b>OR</b> =(G9-F9)*I9 <ul style="list-style-type: none"> <li>• Correct cells used ✓</li> <li>• Multiplication ✓</li> <li>• Format changed to any currency format ✓</li> </ul>	1		3	
		1			
		1			

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<p>3.5</p>	<p><b>Cell L10: (Check for building blocks)</b>  <b>=LEN(K10)/100*J10</b>  <b>OR</b>  <b>=J10*LEN(K10)/100</b>  <b>OR</b>  <b>=J10*LEN(K10)%</b>  <b>OR</b>  <b>=LEN(K10)*1%*J10</b>  <b>OR</b>  <b>=J10*("0.0"&amp;LEN(K10))</b></p> <ul style="list-style-type: none"> <li>• LEN ✓ (K10) ✓</li> <li>• /100 ✓ (Accept decimals instead of percentages)</li> <li>• * J10 ✓</li> </ul> <p>(Notes to marker:</p> <ul style="list-style-type: none"> <li>• Accept any method that will yield the correct answer.</li> <li>• =IF(LEN(K10)=5,J10*5%,IF(LEN(K10)=4,J10*4%,IF(LEN(K10)=3,J10*3%,IF(LEN(K10)=2,J10*2%,J10*1%))))</li> <li>• =IF(K10="*****",J10*5%,IF(K10="****",J10*4%,IF(K10="***",J10*3%,IF(K10="**",J10*2%,J10*1%))).</li> <li>• Mark allocation for nested if: test K10 for correct number of stars✓, J10 used to calculate discount✓, identified correct %✓, nested if correctly applied for all options✓.)</li> </ul>	<p>2 1 1</p>	<p>4</p>	
<p>3.6</p>	<p><b>Cell M7: (Check for building blocks)</b>  <b>=IF(VALUE(MID(C7,7,1))&gt;=5,"Male","Female")</b>  <b>OR</b>  <b>=IF(VALUE(MID(C7,7,1))&lt;5,"Female","Male")</b></p> <ul style="list-style-type: none"> <li>• IF function ✓</li> <li>• Criteria: VALUE OR NUMBERVALUE function ✓ ((MID(C7,7,1) ✓) &gt;=5 ✓ OR &gt;4 (OR &gt;="5" if VALUE was not used)</li> <li>• Value if true: "Male" OR "M" ✓</li> <li>• Value if false: "Female" OR "F" ✓</li> </ul> <p>(Notes to marker:</p> <ul style="list-style-type: none"> <li>• Evaluate the candidates answer against the bulleted options e.g. CODE function.</li> <li>• Penalise only the second mark if VALUE was not used.)</li> </ul>	<p>1 1 1 1 1 1</p>	<p>6</p>	

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3.7	<p><b>Cell G2:</b>  <b>=SMALL(I7:I66,3) OR =SMALL(I:I,3)</b></p> <ul style="list-style-type: none"> <li>SMALL function ✓</li> <li>Range: I7:I66 ✓</li> <li>Third smallest: 3 ✓</li> </ul>	1 1 1		3	
3.8	<p><b>Cell G3:</b>  <b>=MODE(I7:I66) OR =MODE(I:I)</b></p> <ul style="list-style-type: none"> <li>MODE function <b>OR</b> MODE.MULT <b>OR</b> MODE.SNGL function ✓</li> <li>Range: I7:I66 ✓</li> </ul>	1 1		2	
3.9	<p><b>Cell G4:</b>  <b>=SUMIF(E7:E66,"Country*",J7:J66)</b></p> <p><b>OR</b>  <b>=SUMIF(E7:E66,"*Country*",J7:J66)</b></p> <p><b>OR</b>  <b>=SUMIF(E7:E66,"Country House",J7:J66)+SUMIF(E7:E66,"Country Inn",J7:J66)</b></p> <ul style="list-style-type: none"> <li>SUMIF(S) function ✓</li> <li>Criteria range: E7:E66 ✓</li> <li>Criteria: Country <b>OR</b> C ✓ * ✓ (accept * in front, allocate both marks if "Country House" and "Country Inn" was used)</li> <li>Sum range: J7:J66 ✓</li> </ul> <p><i>(Note to marker: =SUMIFS(J7:J66,E7:E66,"Country*")</i></p>	1 1 2 1		5	
<b>Total for QUESTION 3</b>				<b>[31]</b>	

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**QUESTION 4**

**File name: 4Quest**

**Total Q4: 19**

- 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>Responss worksheet</b>					
4.1	<p><b>Cell H3:</b>                      =COUNTBLANK(H6:H115)</p> <p><b>OR</b>                      =COUNTIF(H6:H115,"")</p> <ul style="list-style-type: none"> <li>• COUNTBLANK function ✓</li> <li>• Range: (H6:H115) ✓</li> </ul>	1	1	2	
4.2	<p><b>Cell K6:</b>                      =TIME(HOUR(J6),MINUTE(J6)+20,0)</p> <p><b>OR</b>                      =J6+TIME(0,20,0)</p> <p><b>OR</b>                      =SUM(TIME(0,20,0),J6)</p> <p><b>OR</b>                      =J6+TIMEVALUE("0:20")</p> <ul style="list-style-type: none"> <li>• J6 ✓</li> <li>• Any time function ✓</li> <li>• 20 minutes ✓</li> <li>• Added ✓</li> </ul>	1	1	1	4



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4.3	<p><b>Cell K3:</b>                  =COUNTA(H6:H115)/K2*100  <b>OR</b>                  =COUNTA(H6:H115)/K2  <b>OR</b>                  =COUNTIF(H6:H115,"*")/K2  <b>OR</b>                  =(K2-H3)/K2*100  <b>OR</b>                  =(K2-H3)/K2  <b>OR</b>                  =100*(1-H3/K2)  <b>OR</b>                  =((K2-COUNTBLANK(H6:H115))/K2*100)/100</p> <ul style="list-style-type: none"> <li>• COUNTA function <b>OR</b> K2-H3 ✓</li> <li>• Range: (H6:H115) <b>OR</b> Correct use of brackets ✓</li> <li>• /K2 ✓ (Accept COUNTA of columns A, B, C, D or G)</li> <li>• *100 <b>OR</b> format changed to percentage ✓</li> </ul>	1			4	
4.4	<p><b>Columns A and B: Conditional formatting</b></p> <ul style="list-style-type: none"> <li>• Conditional formatting applied to A6:B115 ✓</li> <li>• =\$B\$3=\$G6 ✓ <b>OR</b> =\$B\$3=\$G6:\$G115 (Ignore absolute cell reference)</li> <li>• Absolute cell reference correctly applied (\$G6 <b>OR</b> G6 <b>OR</b> \$G6:\$G115 <b>OR</b> G6:G115) ✓</li> <li>• Format style: Any fill colour ✓</li> </ul>	1			4	
<b>Earn_Verdien worksheet</b>						
4.5	<p><b>Chart/Graph:</b></p> <ul style="list-style-type: none"> <li>• Vertical axis title inserted 'Amount' ✓</li> <li>• 4Coin image inserted ✓ and stacked and scaled in units of 100 000 ✓ (8 coins display)</li> <li>• Horizontal axis labels:                         <ul style="list-style-type: none"> <li>○ Alignment set to: Rotate all text 270° or 90° ✓</li> <li>○ Major units set to 2 days ✓</li> </ul> </li> </ul>	1			5	
<b>Total for QUESTION 4</b>					<b>[19]</b>	

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**QUESTION 5**

**File name: 5Visit**

**Total Q5: 40**

No.	Criteria	Maximum Mark			Candidate Mark
<b>Table: tbAccom</b>					
5.1.1	<b>Field: Name</b> • Field size changed to 30 ✓	1		1	
5.1.2	<b>Field: Surname</b> • Set as required field ✓	1		1	
5.1.3	<b>Field: IdentityNumber</b> Input Mask: 0000000000000 • Compulsory digit used: 0 ✓ • 13 characters ✓	1 1		2	
5.1.4	<b>Field: Province</b> • Option 'EC' added to drop down list ✓ • Added as first option in drop down list ✓	1 1		2	
5.1.5	<b>Field: DateIn</b> • <b>Validation Rule:</b> >= #2017/11/18# ✓ <b>AND</b> ✓ <= #2017/11/28 # ✓ <b>OR</b> >#2017/11/17# <b>AND</b> <#2017/11/29# <b>OR</b> Between #2017/11/18# <b>AND</b> #2017/11/28# <b>OR</b> Between "2017/11/18" <b>AND</b> "2017/11/28"  • <b>Validation text</b> Any appropriate validation text that refers to the range of dates ✓	3    1		4	
5.1.6	<b>Field: Code</b> • Expression modified as: LEFT([Surname] ✓ • ,3 ✓)	1 1		2	
<b>Form: frm5_2</b>					
5.2	• Form header text changed ✓ to examination number <i>(accept if examination number was added)</i> • Show date picker for <i>DateIn</i> field set to never ✓ • Format of <i>Rate</i> field changed to any currency ✓ • Date field inserted <b>OR</b> DATE() ✓ • Time field inserted <b>OR</b> TIME() ✓ • In the form footer ✓  <i>(Note to marker: Allocate Date and Time mark if =NOW() was used.)</i>	1 1 1 1 1 1		6	

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**Query: qry5\_3**

5.3	<ul style="list-style-type: none"> <li>Province criteria: LP ✓ OR ✓ MP ✓ OR In("LP", "MP")</li> <li>Data sorted ascending by Surname ✓</li> </ul> <p>(Note to marker: 11 records expected.)</p>	3		4	
		1			

**Query: qry5\_4**

5.4	<ul style="list-style-type: none"> <li>Total (Group by) row displayed ✓</li> <li>SUM selected for NumberOfNights field in Total row ✓</li> </ul>	1		2	
		1			

**Query: qry5\_5**

5.5	<ul style="list-style-type: none"> <li>Only Name and Surname fields are displayed ✓</li> <li>NumberOfNights criteria: &lt;=5 ✓ (OR &lt;6)</li> <li>Amount field criteria: &lt;800 ✓ OR ✓ &gt;2000 ✓</li> <li>DOB criteria: IS NULL OR Not Like "*" ✓</li> <li>AND operator for all field criteria ✓</li> </ul>	1		7	
		1			
		3			
		1			
		1			

NumberOfNights	Amount	DOB
tbAccom	tbAccom	tbAccom
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<=5	<800 Or >2000	Is Null

NumberOfNights	Amount	DOB
tbAccom	tbAccom	tbAccom
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<=5	<800 Or >2000	Is Null
<=5	<800 Or >2000	Is Null

(Note to marker: 2 records expected.)

**Query: qry5\_6**

5.6	<p><b>Calculated field:</b>  <b>Discount:[Amount]-[Amount]*10/100 OR</b>  <b>Discount:[Amount]-[Amount]*0.1 OR</b>  <b>Discount:[Amount]*0.9 OR</b>  <b>Discount:[Amount]*90/100</b></p> <ul style="list-style-type: none"> <li>New calculated field Discount added ✓</li> <li>10% calculated ✓</li> <li>On the original Amount ✓</li> <li>Subtract to get the difference ✓</li> </ul>	1		4	
		1			
		1			
		1			

**Report: rpt5\_7**

5.7	<ul style="list-style-type: none"> <li>Shading applied to Province field ✓ (in Province group header)</li> <li>Amount field sorted ✓ in descending (largest to smallest) order</li> <li>Function in Accommodation group footer/header =SUM ✓ ([Amount]) ✓</li> </ul> <p>(Note to marker: Allocate the marks for the function even if it appears in the wrong place.)</p>	1		5	
		1			
		1			
		2			

	<b>Total for QUESTION 5</b>			<b>[40]</b>	
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**QUESTION 6**

**File name: 6Viti**

**Total Q6: 20**

- NO marks should be allocated for answering this question using Word.
- 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>Font Type</b> <font face="Arial"> <ul style="list-style-type: none"> <li>• Font type set to 'Arial' ✓</li> </ul>	1		1	
6.2	<b>Heading 1: 'Growing Grapes'</b> <h1 align="center"><font color="blue">Growing Grapes</font></h1>  <b>OR</b> <h1><center><font color="Blue">Growing Grapes</font></center></h1> <ul style="list-style-type: none"> <li>• Text 'Growing Grapes' alignment set to centre ✓ <b>align="center" OR &lt;center&gt;&lt;/center&gt;</b></li> <li>• Text 'Growing Grapes' font colour set to blue ✓ <b>&lt;font color="blue"&gt;</b></li> </ul>			2	
		1			
		1			
6.3	<b>Horizontal line</b> <hr size="3"> OR <hr size="3"/> <ul style="list-style-type: none"> <li>• Horizontal line inserted ✓</li> <li>• Size set to 3 ✓</li> </ul>	1		2	
6.4	<b>Bulleted list</b> <ul type="circle">                     <li>the composition of the soil</li>                     <li>the climate</li>                     <li>situation of vineyard</li>                     </ul> <ul style="list-style-type: none"> <li>• Unordered list ✓</li> <li>• Bullet circle type: <b>type="circle"</b> applied to all list items ✓</li> <li>• List item applied to at least one item ✓ (if list items are not closed, check line 1 for &lt;&lt;!DOCTYPE html&gt;&gt;)</li> </ul>			3	
		1			
		1			

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6.5	<p><b>Image: Height and width</b>  <code>&lt;img src="6Hectare.png" height="250" width="350"&gt;</code></p> <ul style="list-style-type: none"> <li>• Img tag ✓</li> <li>• Correct source file: <b>src = "6Hectare.png"</b> ✓</li> <li>• Height set to 250 ✓ <b>height="250"</b></li> <li>• Width set to 350 ✓ <b>width="350"</b></li> </ul>	1 1 1 1		4	
6.6	<p><b>Table</b>  <code>&lt;table border="5" width="60%"&gt;</code>  <code>&lt;tr&gt;</code>  <code>&lt;td colspan="2"&gt;&lt;font color="blue"&gt;</code>  <code>&lt;b&gt;Variety of grapes&lt;/b&gt;&lt;/font&gt;&lt;/td&gt;</code>  <code>&lt;/tr&gt;</code>  <code>...</code>  <code>&lt;tr&gt;</code>  <code>&lt;td&gt;Currants*&lt;/td&gt;</code>  <code>&lt;td&gt;987 125&lt;/td&gt;</code>  <code>&lt;/tr&gt;</code>  <code>&lt;tr&gt;</code>  <code>&lt;td&gt;Sultana&lt;/td&gt;</code>  <code>&lt;td&gt;148 759 871&lt;/td&gt;</code>  <code>&lt;/tr&gt;</code>  <code>&lt;/table&gt;</code></p> <ul style="list-style-type: none"> <li>• Table border changed to 5: <b>border="5"</b> ✓</li> <li>• Spans two columns: <b>colspan="2"</b> ✓</li> <li>• Last row added to table: <b>&lt;tr&gt; ... &lt;/tr&gt;</b> ✓</li> <li>• Two cells added to last row: <b>&lt;td&gt; ... &lt;/td&gt;</b> ✓</li> <li>• Any required text added in at least one cell ✓</li> </ul>	1 1 1 1 1		5	
6.7	<p><b>Hyperlink</b>  <code>&lt;a href="6SAStats.docx"&gt;&lt;img src=6More.jpg&gt;&lt;/a&gt;</code></p> <ul style="list-style-type: none"> <li>• Hyperlink created: <b>&lt;a href&gt;&lt;/a&gt;</b> ✓</li> <li>• On image ✓</li> <li>• To correct file: <b>"6SAStats.docx"&gt;</b> ✓</li> </ul>	1 1 1		3	
	<b>Closing tag(s) or triangular brackets omitted or incorrect nesting</b>	-1			
	<b>Total for QUESTION 6</b>			<b>[20]</b>	

EXAMINATION NUMBER																			
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**QUESTION 7**

**File names: 7Calc, 7Rep**

**Total Q7: 20**

No.	Criteria		Maximum Mark	Candidate Mark
<b>7Calc: Num_Nom worksheet</b>				
7.1	<p><b>Cell A3:</b>  <b>RANDBETWEEN (100,999)</b>  <b>OR</b>  <b>=RAND()*(999-100)+100</b>  <b>OR</b>  <b>=RANDBETWEEN(1,9)&amp;RANDBETWEEN(0,9)&amp;RANDBETWEEN(0,9)</b></p> <ul style="list-style-type: none"> <li>• RANDBETWEEN OR RAND function ✓</li> <li>• Lower boundary (Any 3-digit number) ✓</li> <li>• Upper boundary (Any 3-digit number) ✓ <i>(Should be larger than lower boundary)</i></li> </ul> <p><b>Cell B3:</b>  <b>=LEFT(A3,1) OR TRUNC(A3/100) OR MID(A3,1,1) OR INT(A3/100) OR LEFT(A3)</b></p> <ul style="list-style-type: none"> <li>• LEFT function ✓ <i>(OR TRUNC OR MID)</i></li> <li>• Extract one character from cell A3 ✓</li> </ul> <p><b>Cell C3:</b>  <b>=RIGHT(A3,1) OR MID(A3,3,1) OR MID(A3,LEN(A3),1) OR A3-INT(A3/10)*10 OR RIGHT(A3)</b></p> <ul style="list-style-type: none"> <li>• RIGHT function ✓ <i>(OR MID)</i></li> <li>• Extract one character from cell A3 ✓</li> </ul> <p><b>Cell D3:</b>  <b>=IF(B3=C3,"YES","NO") OR =IF(EXACT(B3,C3),"YES","NO")</b></p> <ul style="list-style-type: none"> <li>• Check that B3=C3 ✓ <i>(OR (B3&lt;&gt;C3))</i></li> <li>• Value if true: "YES" ✓</li> <li>• Value if false: "NO" ✓</li> </ul>	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="margin-bottom: 10px;">1</div> <div style="margin-bottom: 10px;">1</div> <div style="margin-bottom: 10px;">1</div> <div style="margin-bottom: 10px;">1</div> <div style="margin-bottom: 10px;">1</div> <div style="margin-bottom: 10px;">1</div> <div style="margin-bottom: 10px;">1</div> <div style="margin-bottom: 10px;">1</div> <div style="margin-bottom: 10px;">1</div> <div style="margin-bottom: 10px;">1</div> </div>	10	

EXAMINATION NUMBER																
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**7Calc: Vouch\_Bewys worksheet**

7.2.1	<p><b>Cell E2: (Check for building blocks)</b>                  =TODAY()&lt;=DATE(YEAR(NOW()),MONTH(D2),DAY(D2))  <b>OR</b>                  =IF(TODAY()&gt;=DATE(2017,MONTH(D2),DAY(D2)),                  "FALSE","TRUE")  <b>OR</b>                  =IF(TODAY()&lt;DATE(YEAR(TODAY()),MONTH(D2),DAY(D2)), "TRUE","FALSE")  <b>OR</b>                  =IF(DATE(YEAR(TODAY()),MONTH(D2),DAY(D2))&gt;=TODAY(),"TRUE", "FALSE")  <b>OR</b>                  =OR(AND(MONTH(D2)=MONTH(TODAY()),DAY(D2)&gt;=DAY(TODAY())),MONTH(D2)&gt;MONTH(TODAY()))  <b>OR</b>                  =OR(IF(MONTH(D2)&gt;MONTH(TODAY()),TRUE),AND(MONTH(D2)=MONTH(TODAY()),DAY(D2)&gt;=DAY(TODAY()))))  <b>OR</b>                  =IF(MONTH(D2)&gt;MONTH(TODAY()),"TRUE",IF(MONTH(D2)=MONTH(TODAY()),IF(DAY(D2)&gt;=DAY(TODAY()),"TRUE","FALSE"),"FALSE"))</p> <ul style="list-style-type: none"> <li>Criteria 1: Check if birth month is greater than current month ✓</li> <li>Correct output (TRUE) if birth month/date is greater than current month/date ✓</li> <li>Criteria 2: Check if current month is equal to birth month ✓ AND current day is greater or equal to birth day ✓</li> <li>Correct output (TRUE) if both aspects in criteria 2 are true ✓</li> <li>Correct output (FALSE) if criteria 2 is false ✓</li> <li>Function copied to cells E3:E111 ✓</li> </ul> <p>(Note to marker: Award the output mark if the second criteria is wrong but the output is correct.)</p>			7	
7.2.2	<p><b>rpt7_2 report in 7Rep database</b></p> <ul style="list-style-type: none"> <li>7Calc data imported to 7Rep ✓ (110 records)</li> <li>Any report created ✓ with 4 or 5 correct fields ✓</li> </ul>	1 2		3	
	<b>Total for QUESTION 7</b>			<b>[20]</b>	
	<b>TOTAL</b>			<b>180</b>	