



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 11**

**NOVEMBER 2019**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**MARKS: 180**

**TIME: 3 hours**



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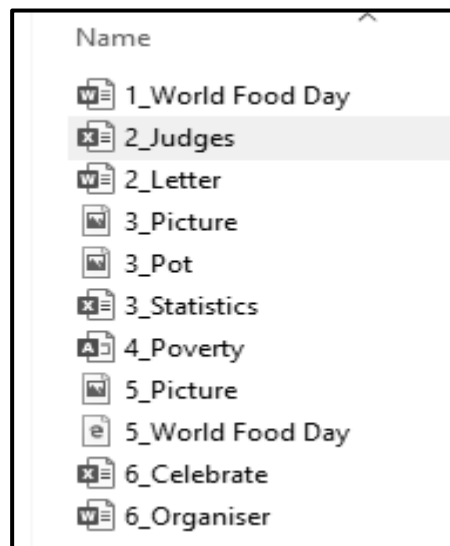
This question paper consists of 16 pages, HTML tag sheet and an input mask character sheet.

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## INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this practical three-hour examination, it is important to note that you will NOT be permitted to leave the examination room before the end of the examination period.
2. Insert your surname and name in the header of EVERY document that you create or save.
3. The invigilator will give you a disk containing all the files needed for the examination OR you will be told where the files can be found on the network or computer. If a disk has been issued to you, you must write your centre number and examination number on the label. If you are working on the network, you must follow the instructions provided by the invigilator.
4. A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator.
5. This question paper consists of SIX questions.
6. Answer ALL the questions.
7. Ensure that you save EACH document using the file name given in the question paper. Save your work at regular intervals as a precaution against possible power failures.
8. Read through each question before answering or solving the problem. Do NOT do more than required by the question.
9. At the end of the examination you must hand in the disk given to you by the invigilator with ALL the files saved on the disk, OR you should make sure that ALL the files are saved on the network/computer as explained to you by the invigilator/teacher. Make absolutely sure that all files can be read.
10. During the examination you may make use of the help functions of the programs which you are using. You may NOT use any other resource material.
11. If data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
12. Unless instructed otherwise, you must use formulae and/or functions for ALL calculations in questions involving spreadsheets. Use *absolute cell references* only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.

13. In ALL questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise.
14. In Annexure A the HTML tag sheet is provided.
15. The examination folder/data disk that you receive with this question paper will contain the folder and files listed below. Ensure that you have the folder and all the files before you begin this examination.



## SCENARIO

The world celebrates **World Food Day** each year on 16 October to commemorate the founding of the organisation in 1945. Events are organised in over 150 countries across the **world**, making it one of the most celebrated **days** of the UN calendar. On this day strategies on fighting poverty throughout the world are discussed.

### QUESTION 1: WORD PROCESSING

A document was created to give an insight about what World Food Day is. Edit the document as requested.

Open the **1\_WorldFoodDay** word processing document.

- 1.1 Insert a cover page in the document. The cover page must display the following:
  - 1.1.1 Select the Ion (Dark) cover page. (1)
  - 1.1.2 Type in the document name as World Food Day and the year as 2019. (2)
- 1.2 Find the heading on page two 'World Food Day' and apply the following changes.
  - 1.2.1 Create a heading style called 'Main Heading' with font Century Gothic, font size 20, bold and red font colour. (3)
  - 1.2.2 Apply the Main Heading style to the main heading, "World Food Day". (1)
- 1.3 Locate the paragraph starting with 'World ...' and ending with '... Agricultural Development' and format it to resemble the rest of the paragraphs in the document. (3)
- 1.4 Find all occurrences of the word 'poverty' in lower case and replace it with poverty underlined. (2)
- 1.5 Find the green shaded part Placeholder 1 below the heading Theme and add the following references to the report:

Author: Dominic Anriasse  
Title: Celebrating World Food Day by Feeding the Needy  
Year: 2016  
Publisher: IOL  
City: Cape Town (4)

- 1.6 Use the multilevel list or outline numbering to renumber the items to resemble the list below:
1. 2010
    - 1.1 2010: United against hunger
    - 1.2 2011: Food prices – from crisis to stability
    - 1.3 2012: Agricultural cooperatives – key to feeding the world
    - 1.4 2013: Sustainable Food Systems for Food Security and Nutrition
      - 1.4.1 2014: Family Farming: “Feeding the world, caring for the earth”
  2. 2015:
    - 2.1 2015: “Social Protection and Agriculture: Breaking the Cycle of Rural Poverty”
    - 2.2 2016: Climate change: “Climate is changing. Food and agriculture must too”
    - 2.3 2017: Change the future of migration. Invest in food security and rural development.
      - 2.3.1 2018: Our actions are our future. (5)
- 1.7 The picture Figure 1 below the heading ‘Events’ has been wrongly labelled. Change this label so that it resembles the rest of the pictures. (3)
- 1.8 Locate the text ‘Go to Africa’ under the heading ‘Europe’ and create a hyperlink to the bookmark ‘Africa’. Add a screentip ‘See how Africa commemorates WFD’. (3)
- 1.9 Sort the paragraphs below the heading ‘Africa’ in descending order. (2)
- 1.10 Add a footnote to the text ‘Action Against Hunger (AAH)’ as follows:
- Use a, b, c number format.
  - Add the text ‘This is a non-profit organisation.’
  - Add the footnote below the text. (3)
- 1.11 Insert page numbers in the page footer as follows:
- Use the ‘Stacked Pages 1’ page numbering style.
  - Align the odd page number to the left of the footer.
  - Align the even page numbers to the right of the footer. (4)
- 1.12 Insert an automatic bibliography on the last page of the document. (1)

**QUESTION 2: WORD PROCESSING**

You were also requested to modify the letter that was created in Word. This letter will be distributed to those people who would like to be judges.

Open the **2\_Letter** word processing document and modify the document.

- 2.1 Locate the highlighted word email and replace it with a symbol Wingdings 2-character code 63. (2)
- 2.2 Apply a right-aligned tab setting at 10 cm in line with the highlighted date and insert a field with today's date. The date should show the current date on any day that the letter will be opened. (4)
- 2.3 Locate the heading 'Registration information' and make the following changes:
- 2.3.1 Change the properties of the 'Name' text form field to accept a maximum of 15 characters. (1)
- 2.3.2 Add a checkbox form field before the text 'Male' so that the person can choose either male or female. (1)
- 2.3.3 Insert a dropdown form field next to the text 'Qualification'. The following options must appear on the dropdown list. (3)
- Degree
  - Diploma
  - Higher Certificate
- 2.4 Send letters to the people who are interested in becoming judges. The names of the people are stored in the **2\_Judges** spreadsheet. (6)
- Use the 'Applicants' worksheet from the **2\_Judges** spreadsheet as a data source.
  - Replace the 'Sir / Madam' with the data in the 'Name' column.
  - Send letters only to those who have a degree.
  - Sort the letters according to 'Name'.
- Save the letters as **2\_Merged letters**. [17]

**QUESTION 3: SPREADSHEET**

A spreadsheet file containing Better Life Index of World Countries has been stored in the **3\_Statistics** spreadsheet.

Open the **3\_Statistics** spreadsheet and work in the **World Data** worksheet.

3.1 Row 1 has been merged from **A1** to **N1**. Format the worksheet as follows:

3.1.1 Increase the height of **Row 1** to 60 pt or 120 pixels. (1)

3.1.2 The heading 'Better Life Index of World Countries' must be centred both vertically and horizontally. (2)

3.1.3 Insert a Two colour red gradient fill in the merged cells **A1:N1**. (2)

3.1.4 Insert the picture 3\_Picture.jpg found in your data folder, in **Row 1**. The picture must be formatted as follows:

- The height of the picture must be 2 cm and width 6 cm.
- The picture must be placed on the right side of merged **Row 1**. (4)

3.2 Use a spreadsheet feature so that all contents in **Row 2** is visible. (1)

3.3 Ensure that all headings in **Row 1** and **Row 2** remain visible when scrolling down the worksheet. (2)

3.4 Insert a function in cell **C42**, to determine the number of countries used in this study. (2)

3.5 Use a spreadsheet feature to determine the 5 countries with the highest Net Household Adjusted Disposable Income. Format those names with red font colour. (3)

3.6 In cell **C44**, determine the second highest value of the Net Household Financial Wealth. (2)

3.7 The countries' ability to fight food shortages are influenced by the insecurities in the labour market. Countries with a volatile labour market will suffer. In cell **C46**, use the criteria below to determine the status of South Africa.

**Hint:** Is the status of South Africa volatile or fair?

Countries whose insecurity in the labour market is more than and equal to the average of all countries, their Labour Market Insecurities are considered to be volatile but those with less are fair. (6)

3.8 Use a spreadsheet function to insert any number between 1 and 20, in cell **F6**. (2)

- 3.9 Insert a function in cell **C48** to determine the number of countries whose citizens have a life expectancy of 60 years and above. (3)
- 3.10 In cell **O1**, insert the date in year 2019 on which the World Food Day was commemorated. The date must be a long date type. (3)
- 3.11 The number of years expected in education have been mistakenly inserted in cell **O34**. Use a spreadsheet feature to insert this in the correct cell **M34**. (2)
- 3.12 Use a function in cell **C50** to determine the total amount paid by all the countries starting with letter 'S'. (4)
- 3.13 The amount used by each worker per month in South Africa is stored in cell **N34** and is in US Dollars. In cell **C52** convert the amount to South African currency. The exchange rate is stored in cell **B52**. (3)
- 3.14 In cell **C54** calculate the percentage of the amount used by South African workers per month compared to the amount per month used by all the other workers. (4)
- 3.15 Amongst the countries used in the study are the Bucks countries namely: Brazil, Russian Federation, South Africa and United Kingdom.
- Create an appropriate graph / chart that will display the Educational attainment of the adult working-age population and Expected years in education.
- Add an appropriate title above the graph.
  - Name both the axes.
  - Rename both series with the appropriate heading.
  - Fill the plot area with the image 3\_Pot.jpg.
  - Add a Data Callout to the highest bar and fill this bar with a solid purple colour.
  - Use a spreadsheet feature to move the graph to a new tabsheet and name it Graph.

(11)  
[57]

**QUESTION 4: DATABASE**

A database of all provincial poverty statuses was created. **Modify the database and use design view in all queries.**

Open the **4\_Poverty** database.

- 4.1 As part of the World Food Day awareness campaign schools are requested to write an essay. Learners of Village Primary School will be stored in the Essay Registration table. Edit the **Essay Registration** table as follows:
- 4.1.1 Apply a feature to any field of the database that can uniquely identify the records in the table. (1)
  - 4.1.2 Use a database feature in the **IDNo** field to make sure that a correct number of digits are inserted for the identity number of the learner. (3)
  - 4.1.3 Move the **Name of School** field to be between **IDNo** field and **School Logo** field. (1)
  - 4.1.4 Change the data type of the **School Logo** field so that a picture can be inserted in the table. (1)
  - 4.1.5 Set the **Size of family** field to always display the number 3 in this field. (1)
  - 4.1.6 The learners of Village Primary School come from PE, EL and KWT. Change the data type of the **Town** field to show these towns in alphabetical order. (3)
  - 4.1.7 Add a validation rule to the **Rural School** field to accept R for Rural and U for Urban only.  
Add an appropriate message to help the user. (3)
  - 4.1.8 Change the property of the **Essay** field so that it may not be left blank. (1)
- 4.2 Create the form **frm4\_2** based on the Provincial Data table.
- Include the following fields: Province, Households in Agriculture, % in National GDP, Average Household size, Main Source of Income and Source of Employment.
  - Edit the form heading to be 'Provinces of SA'.
  - Sort the data of '**Households in Agriculture**' field in descending order.
  - Apply a red fill colour to all the labels in the detail section.
  - The layout of the table should be stacked.
  - Add a horizontal line at the top of the form footer.
  - Add today's date as a field in the form footer. (8)

4.3 Create a query called **qry4\_3** based on Provincial Data-table.

- Add the following fields: Province, % in National GDP and Source of Employment.
- Add criteria to show the provinces whose % in National GDP is 10% or more **and**
- show the provinces that have a majority of people that are working.
- Sort in ascending order of % in National GDP.

(5)

4.4 Open query **qry4\_4** and do the following:

A calculated field was added in **qry4\_4** to determine whether there has been an improvement in the people's poverty gap between 2006 and 2015.

- Correct the error in the calculated field to determine the poverty gap.
- Add a criteria to show which provinces had a negative impact.

(4)

4.5 Create a report called **rpt5\_5** based on the Provincial Data-table.

- Add the following fields: Province, Main Source of income, Source of Employment, Poverty Gap 2015, % in National GDP and Average Household.
- Group according to Main Source of Income field.
- Set the page orientation of report to landscape.
- Sort according to Source of Employment field.
- Calculate and display the total number of provinces as per Main Source of Income, in the group footer.

(7)

4.6 Export the results from the QueryExport to a spreadsheet and save it as **Query Export**.

(2)

**[40]**

## QUESTION 5: WEB DESIGN (HTML)

A web page has been created to make people aware of World Food Day.

Open the incomplete **5\_World Food Day** web page in a web browser and also in a text editor.

### NOTE:

- Question numbers are inserted as comments in the coding as guidelines to show approximately where the answer(s) should be inserted. Do NOT remove the comments.
- An HTML tag sheet has been attached for reference.

Your final web page should look like the example below.

# World Food Day: Action for #ZeroHunger

For your information!

World Food Day is observed every year on October 16 to promote awareness and action for those suffering from hunger and for the need to ensure food security and nutritious diets for everyone. The Food and Agriculture Organization of the United Nations (FAO) calls upon citizens, governments, farmers, corporations, and youth a world to take action and to make the goal of Zero Hunger by 2030 a reality.

## World Food Day Key Facts

- 821 million people in the world still suffer from hunger even though the world produces enough food to feed everyone. 60% of them are women.
- About 70% of the world's extreme poor live in rural areas. Most of them depend on agriculture.
- Hunger kills more people every year than malaria, tuberculosis and AIDS combined.
- Nearly 45% of infant deaths are related to undernutrition.

Resource: Food and Agriculture Organization of the United Nations

## WORLD FOOD DAY POSTER CONTEST (AGE 5-19)

We are calling on children and teens all over the world, from age 5 to 19, to use their imagination and create a poster that illustrates their idea of what needs to be done to make healthy diets available for everyone and how each of us can improve our diets. Young minds will be inspired by our World Food Day Activity Book that shows healthy eating matters and how everyone can come together and take action to achieve better nutrition and #ZeroHunger. Take a photo or scan your poster and submit your entry by filling out the form on our website. The deadline is 8 November 2019. Three winners in each age category will be selected by our jury and announced by December. Winners will be promoted by FAO offices around the world and receive a surprise gift bag and Certificate of Recognition. To participate, you must be age 5 - 19. The deadline for entries is 8 November 2019.

## HOW CAN I TAKE PART?

- Participation is free of charge.
- The entry period will begin at 12:00 (CEST) on Wednesday 29 May 2019 and will close at 12:00 (CEST) on Friday, 8 November 2019.
- The competition is divided into the following categories: 5 to 8, 9 to 12, 13 to 15, and 16 to 19.
- Only one entry should be submitted per person. Multiple entries from one person will result in disqualification.
- Poster entries may be drawn, painted or sketched using pens, pencils, crayons or charcoal, or using oil, acrylic or watercolour paint, as well as mixed media. Digitally created artwork is also permitted. No photographs are allowed.
- Poster entries may or may not include text. If text is used, no more than 25 words or 100 characters can be accepted.
- Working on an A4 sheet or an 8 1/2 inches by 11 inches sheet is recommended, to make it easier for you to scan and upload your poster design. If your poster is larger, you may have to take a digital photo of the work and upload the photo file.
- Only digital files saved as a JPEG will be accepted and submissions must be made through the online form provided. Please do not send in physical posters.
- Only the shortlisted contestants will be notified by email in December 2019.



For more information

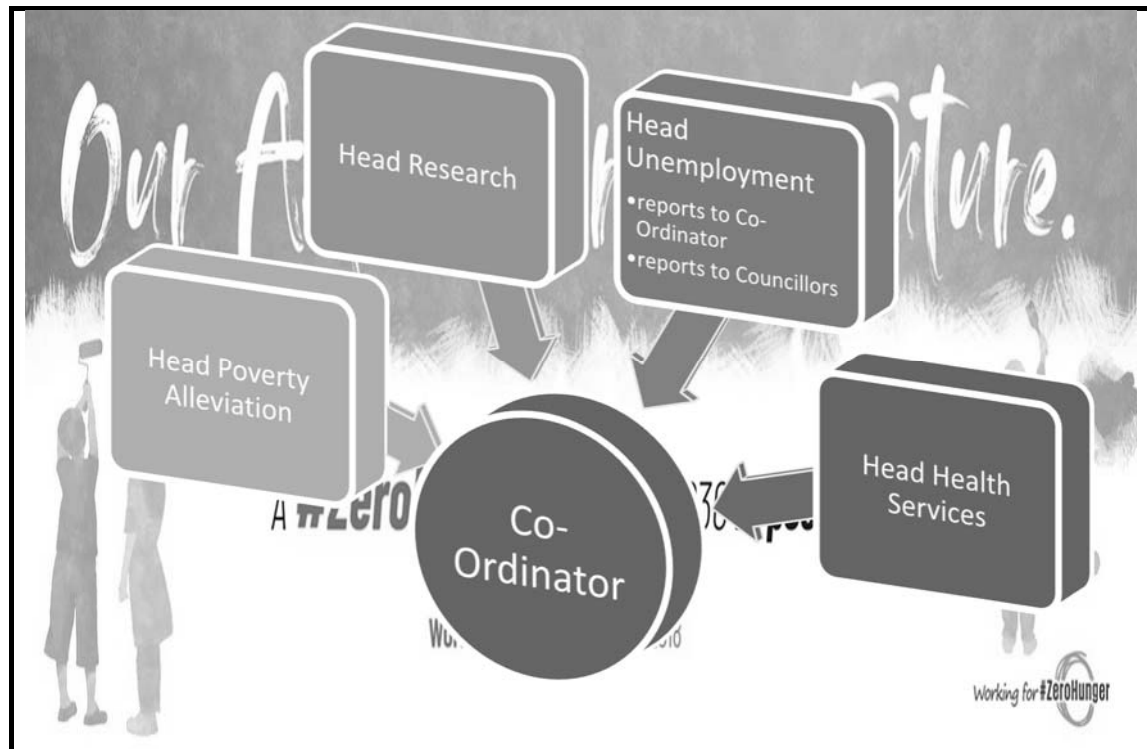
- 5.1 Correct the HTML tags to display the text 'No to Hunger' in the browser tab. (1)
- 5.2 Change the background colour of the page to light blue. (1)
- 5.3 Centre the main heading 'World Food Day: Action for #Zero Hunger'. (1)
- 5.4 Add a green line and set the size to 10. (3)
- 5.5 Set the font colour of the text below the horizontal line to red and bold. (3)
- 5.6 The text 'Resource: Food and Agriculture Organization of the United Nations' should be in italics. (1)
- 5.7 Modify the listed items under the heading 'HOW CAN I TAKE PART?' to be in capital letters. (2)
- 5.8 Insert an image below the listed text. The image should be formatted as follows:
- Use the picture '5\_Picture' from your folder.
  - Both the width and the height should be 200.
  - The abbreviation 'WFD' should display when the picture is not displaying.
  - The picture should be centred. (5)
- 5.9 Insert a hyperlink to the text 'For more information' to link to the website fao.org. (3)

**[20]**

**QUESTION 6: GENERAL**

Open the file **6\_Organiser**.

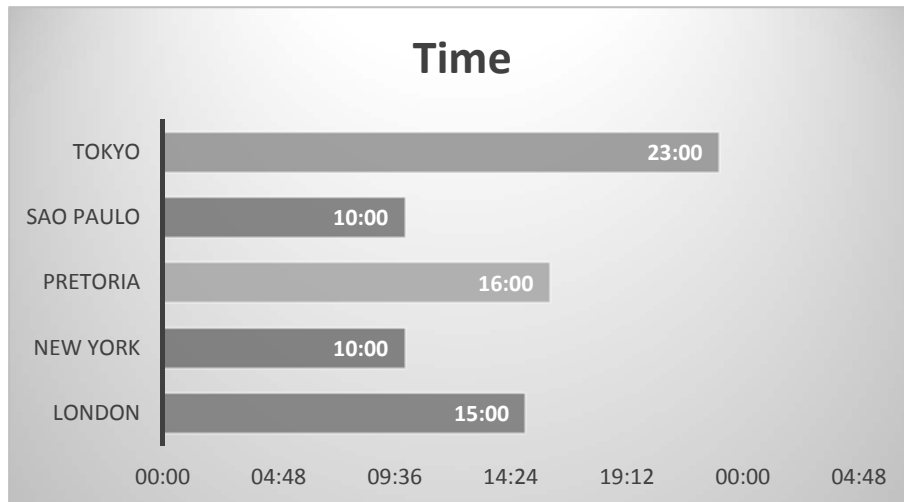
- 6.1 Your school will participate in the events of the World Food Day. An organogram of the organising committee has been made. Study the picture below and answer the questions that follow.



- 6.1.1 Edit the Co-Ordinator shape so that the text reads correctly. (1)
- 6.1.2 Add the following information under Head Unemployment: (2)
- Reports to Co-Ordinator
  - Reports to Councillors
- 6.1.3 Add another shape named Head Research. (1)
- 6.1.4 Switch the layout of the smart art from right to left. (1)

## 6.2 Open the spreadsheet 6\_Celebrate.

This year the celebrations began with the countdown a minute before 12 midnight. Some cities celebrated earlier than others because of their geographical position on the world. A graph was created to show the differences in time and which cities will possibly celebrate first.



- 6.2.1 Change the graph to resemble the one above. (1)
  - 6.2.2 The cities must be sorted in descending order. (2)
  - 6.2.3 Use a spreadsheet feature to vary the colours of the bars by point. (1)
- [9]**

**TOTAL: 180**

## INPUT MASK CHARACTER SHEET

| CHARACTER   | DESCRIPTION                                                                                                                                                                                                              |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 0           | Digit (0 to 9, entry required, plus [+] and minus [-] signs not allowed)                                                                                                                                                 |
| 9           | Digit or space (entry not required, plus [+] and minus [-] signs not allowed)                                                                                                                                            |
| #           | Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus [+] and minus [-] signs allowed)                                                  |
| L           | Letter (A to Z, entry required)                                                                                                                                                                                          |
| ?           | Letter (A to Z, entry optional)                                                                                                                                                                                          |
| A           | Letter or digit (entry required)                                                                                                                                                                                         |
| a           | Letter or digit (entry optional)                                                                                                                                                                                         |
| &           | Any character or a space (entry required)                                                                                                                                                                                |
| C           | Any character or a space (entry optional)                                                                                                                                                                                |
| . , : ; - / | Decimal placeholder and thousand, date and time separators (The actual character used depends on the settings in the <b>Regional Settings Properties</b> dialog box in the Windows Control Panel.)                       |
| <           | Causes all characters to be converted to lower case                                                                                                                                                                      |
| >           | Causes all characters to be converted to upper case to right. You can include the exclamation point anywhere in the input mask.                                                                                          |
| !           | Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask. |
| \           | Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A)                                                                                                      |

## ANNEXURE A – HTML TAG SHEET

| Basic Tags                                |                                                                              |
|-------------------------------------------|------------------------------------------------------------------------------|
| Tag                                       | Description                                                                  |
| <body></body>                             | Defines the body of the web page                                             |
| <body bg color="pink">                    | Sets the background colour of the web page                                   |
| <body text="black">                       | Sets the colour of the body text                                             |
| <head></head>                             | Contains information about the document                                      |
| <html></html>                             | Creates an HTML document – starts and ends a web page                        |
| <title></title>                           | Defines a title for the document                                             |
| <!-- -->                                  | Comment                                                                      |
| Text Tags                                 |                                                                              |
| Tag                                       | Description                                                                  |
| <h1></h1>                                 | Creates the largest heading                                                  |
| <h6></h6>                                 | Creates the smallest heading                                                 |
| <b></b>                                   | Creates bold text                                                            |
| <i></i>                                   | Creates italic text                                                          |
| <font size="3"></font>                    | Sets size of font, from "1" to "7"                                           |
| <font color="green"></font>               | Sets font colour                                                             |
| <font face="Times New Roman"></font>      | Sets font type                                                               |
| Link Tags                                 |                                                                              |
| Tag                                       | Description                                                                  |
| <a href="URL"></a>                        | Creates a hyperlink                                                          |
| <a href="URL"></a>         | Creates an image link                                                        |
| <a name="NAME"></a>                       | Creates a target location                                                    |
| <a href="#NAME"></a>                      | Links to a target location created somewhere else in the document            |
| Formatting Tags                           |                                                                              |
| Tag                                       | Description                                                                  |
| <p></p>                                   | Creates a new paragraph                                                      |
| <p align="left">                          | Aligns a paragraph to the "left" (default), can also be "right", or "center" |
| <br/>                                     | Inserts a line break                                                         |
| <ol></ol>                                 | Creates a numbered list                                                      |
| <ol type="A", "a", "I", "i", "1"></ol>    | Defines the type of numbering used                                           |
| <ul></ul>                                 | Creates a bulleted list                                                      |
| <ul type="disc", "square", "circle"></ul> | Defines the type of bullets used                                             |

| Formatting Tags continued                 |                                                                                                      |
|-------------------------------------------|------------------------------------------------------------------------------------------------------|
| Tag                                       | Description                                                                                          |
| <li></li>                                 | Inserted before each list item, and adds a number or symbol depending upon the type of list selected |
|                           | Adds an image                                                                                        |
|              | Aligns an image: can also be "right", "center", "bottom", "top", "middle"                            |
|                | Sets size of border around an image                                                                  |
|  | Sets the height and width of an image                                                                |
|    | Displays alternative text when the mouse hovers over the image or when the image is not found        |
| <hr/>                                     | Inserts a horizontal line                                                                            |
| <hr size="3"/>                            | Sets size (height) of line                                                                           |
| <hr width="80%"/>                         | Sets width of line, in percentage or absolute value                                                  |
| <hr color="ff0000"/>                      | Sets the colour of the line                                                                          |
| Table Tags                                |                                                                                                      |
| Tag                                       | Description                                                                                          |
| <table></table>                           | Creates a table                                                                                      |
| <tr></tr>                                 | Creates a row in a table                                                                             |
| <td></td>                                 | Creates a cell in a table                                                                            |
| <th></th>                                 | Creates a table header (a cell with bold, centered text)                                             |
| <table width="50">                        | Sets the width of the table                                                                          |
| <table border="1">                        | Sets the width of the border around the table cells                                                  |
| <table cellpadding="1">                   | Sets the space between the table cells                                                               |
| <table cellspacing="1">                   | Sets the space between a cell border and its contents                                                |
| <tr align="left">                         | Sets the alignment for cell(s) (can also be "center" or "right")                                     |
| <tr valign="top">                         | Sets the vertical alignment for cell(s) (can also be "middle" or "bottom")                           |
| <td colspan="2">                          | Sets the number of columns a cell should span                                                        |
| <td rowspan="4">                          | Sets the number of rows a cell should span                                                           |



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**COMPUTER APPLICATIONS TECHNOLOGY P1  
MARKING GUIDELINE**

NAME OF CANDIDATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

SIGNATURE OF EDUCATOR: \_\_\_\_\_

|        | TOTAL | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 |
|--------|-------|----|----|----|----|----|----|
| MARKS: |       |    |    |    |    |    |    |
|        | 180   | 37 | 17 | 57 | 40 | 20 | 9  |

\_\_\_\_\_  
This marking guideline consists of 13 pages.  
\_\_\_\_\_

## QUESTION 1

File Name: 1\_WorldFoodDay

Total Q1: 37

| No.   | Criteria                                                                                                                                                                                                                                                                                         | Maximum Mark          |  |   | Candidate Mark |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--|---|----------------|
| 1.1.1 | <b>Cover Page</b> <ul style="list-style-type: none"> <li>Cover page Ion (Dark) inserted. ✓</li> </ul>                                                                                                                                                                                            | 1                     |  | 1 |                |
| 1.1.2 | <b>Cover Page</b> <ul style="list-style-type: none"> <li>World Food Day inserted in document's name field ✓</li> <li>2019 entered in Year field. ✓</li> </ul>                                                                                                                                    | 1<br>1                |  | 2 |                |
| 1.2.1 | <b>Style</b> <ul style="list-style-type: none"> <li>Style 'Main Heading' created. ✓</li> <li>With font size 20 and bold. ✓</li> <li>With red font colour. ✓</li> </ul>                                                                                                                           | 1<br>1<br>1           |  | 3 |                |
| 1.2.2 | <b>Style</b> <ul style="list-style-type: none"> <li>Main Heading style applied to the main heading. ✓</li> </ul>                                                                                                                                                                                 | 1                     |  | 1 |                |
| 1.3   | <b>Formatting</b> <ul style="list-style-type: none"> <li>Paragraph is justified. ✓</li> <li>Paragraph is 1.5 line spacing. ✓</li> <li>Tahoma is applied as font. ✓</li> </ul>                                                                                                                    | 1<br>1<br>1           |  | 3 |                |
| 1.4   | <b>Find and Replace</b> <ul style="list-style-type: none"> <li>All occurrences of 'poverty' are found. ✓</li> <li>'poverty' is underlined. ✓</li> </ul> <i>(Note to marker: only 1 occurrence)</i>                                                                                               | 1<br>1                |  | 2 |                |
| 1.5   | <b>References</b> <ul style="list-style-type: none"> <li>Reference added ✓</li> <li>in the correct place ✓</li> <li>Added as a report ✓</li> <li>Correct information included ✓</li> </ul>                                                                                                       | 1<br>1<br>1<br>1      |  | 4 |                |
| 1.6   | <b>Numbering and formatting</b> <ul style="list-style-type: none"> <li>Multilevel or outline numbering used. ✓</li> <li>Level 1 number style = 1 ✓</li> <li>Level 2 number style = 1.1 ✓</li> <li>Level 3 number style = 1.1.1 ✓</li> <li>Alignment and indentation as per example. ✓</li> </ul> | 1<br>1<br>1<br>1<br>1 |  | 5 |                |
| 1.7   | <b>Caption</b> <ul style="list-style-type: none"> <li>Caption label changed (No new caption created). ✓</li> <li>Caption label changed to picture. ✓</li> <li>Position changed to above picture. ✓</li> </ul>                                                                                    | 1<br>1<br>1           |  | 3 |                |

|      |                                                                                                                                                                                                                                                                                                    |                  |  |             |  |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--|-------------|--|
| 1.8  | <b>Hyperlink</b> <ul style="list-style-type: none"> <li>• Hyperlink added to text 'Go to Africa'. ✓</li> <li>• Linking to the bookmark 'Africa'. ✓</li> <li>• Screen tip 'See how Africa commemorates WFD' added. ✓</li> </ul>                                                                     | 1<br>1<br>1      |  | 3           |  |
| 1.9  | <b>Sorting paragraphs</b> <ul style="list-style-type: none"> <li>• Paragraphs sorted. ✓</li> <li>• In descending order. ✓ (Ghana to Angola)</li> </ul>                                                                                                                                             | 1<br>1           |  | 2           |  |
| 1.10 | <b>Footnote</b> <ul style="list-style-type: none"> <li>• Footnote added with a, b, c format. ✓</li> <li>• Footnote text: 'This is a non-profit organization.' ✓</li> <li>• Footnote below text. ✓</li> </ul>                                                                                       | 1<br>1<br>1      |  | 3           |  |
| 1.11 | <b>Page numbering</b> <ul style="list-style-type: none"> <li>• Automatic page numbering inserted in footer. ✓</li> <li>• Stacked Pages 1-page numbering style used. ✓</li> <li>• Odd and even checked. ✓</li> <li>• Consistent page numbering style added to both odd and even pages. ✓</li> </ul> | 1<br>1<br>1<br>1 |  | 4           |  |
| 1.12 | <b>Bibliography</b> <ul style="list-style-type: none"> <li>• Automatic bibliography inserted on last page. ✓</li> </ul>                                                                                                                                                                            | 1                |  | 1           |  |
|      | <b>Total for QUESTION 1</b>                                                                                                                                                                                                                                                                        |                  |  | <b>[37]</b> |  |

**QUESTION 2**

File Name: 2\_letter

Total Q2: 17

| No.   | Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                        | Maximum Mark |  |             | Candidate Mark |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|-------------|----------------|
| 2.1   | <b>Find and Replace</b> <ul style="list-style-type: none"> <li>Correct word replaced. ✓</li> <li>With correct symbol (Wingdings 2 Code 63). ✓</li> </ul>                                                                                                                                                                                                                                                                                        | 1            |  | 2           |                |
| 2.2   | <b>Tabs and Date</b> <ul style="list-style-type: none"> <li>Right aligned tab added ✓</li> <li>Set at 10 cm ✓</li> <li>Today's date inserted ✓</li> <li>Date automatically updates ✓</li> </ul>                                                                                                                                                                                                                                                 | 1            |  | 4           |                |
| 2.3.1 | <b>Forms</b> <ul style="list-style-type: none"> <li>Name text formfield maximum length = 15 ✓</li> </ul>                                                                                                                                                                                                                                                                                                                                        | 1            |  | 1           |                |
| 2.3.2 | <b>Forms</b> <ul style="list-style-type: none"> <li>Check box formfield inserted before 'Male'. ✓</li> </ul>                                                                                                                                                                                                                                                                                                                                    | 1            |  | 1           |                |
| 2.3.3 | <b>Forms</b> <ul style="list-style-type: none"> <li>Dropdown formfield inserted next to 'Qualifications' ✓</li> <li>Text added ✓</li> <li>Text added in correct order ✓</li> </ul>                                                                                                                                                                                                                                                              | 1            |  | 3           |                |
| 2.4   | <b>Mail Merge</b> <ul style="list-style-type: none"> <li>Applicants worksheet from 2_Judges spreadsheet used as data source ✓</li> <li>Only people with degrees will receive letters. ✓</li> <li>Letters are sorted according to Name. ✓ (Cele to Symthe)</li> <li>Sir / Madam replaced by the names in the 'name' column ✓</li> <li>Mail Merge completed ✓</li> <li>Letters saved as 2_Merged letters ✓</li> </ul> <p>(8 letters expected)</p> | 1            |  | 6           |                |
|       | <b>Total for QUESTION 2</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |              |  | <b>[17]</b> |                |

**QUESTION 3****File Name: 3\_Statistics****Total Q3: 57**

- 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 |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------|---|----------------|
| World Data worksheet |                                                                                                                                                                  |                  |                                                 |   |                |
| 3.1.1                | <b>Row Height</b> <ul style="list-style-type: none"><li>Row 1 increased to 60 pt or 120 pixels. ✓</li></ul>                                                      | 1                |                                                 | 1 |                |
| 3.1.2                | <b>Centering</b> <ul style="list-style-type: none"><li>Heading 'Better Life Index of World Countries' is centred both horizontally ✓ and vertically. ✓</li></ul> | 1<br>1           | <div></div>                                     | 2 |                |
| 3.1.3                | <b>Fill</b> <ul style="list-style-type: none"><li>Any fill is applied to merged cells. ✓</li><li>Two colours red gradient fill is used. ✓</li></ul>              | 1<br>1           | <div></div>                                     | 2 |                |
| 3.1.4                | <b>Picture</b> <ul style="list-style-type: none"><li>Insert 3_Picture ✓</li><li>Height 2 cm ✓</li><li>Width 6 cm ✓</li><li>Right aligned Row 1 ✓</li></ul>       | 1<br>1<br>1<br>1 | <div></div> <div></div> <div></div> <div></div> | 4 |                |
| 3.2                  | <b>Wrapping</b><br>Wrap text feature applied to Row 2. ✓                                                                                                         | 1                |                                                 | 1 |                |
| 3.3                  | <b>Freeze Pane</b><br>Freeze pane feature ✓ applied to Row 3. ✓                                                                                                  | 1<br>1           | <div></div>                                     | 2 |                |
| 3.4                  | <b>Cell C42</b><br><b>=COUNTA (A3:A40)</b> <ul style="list-style-type: none"><li>Function: CountA ✓</li><li>Correct range ✓</li></ul>                            | 1<br>1           | <div></div>                                     | 2 |                |

|      |                                                                                                                                                                                                                                                                          |                            |   |  |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---|--|
| 3.5  | <b>Conditional formatting</b><br> <ul style="list-style-type: none"> <li>• Correct column used (Range) ✓</li> <li>• Criteria: Top 5 ✓</li> <li>• Red font formatting used ✓</li> </ul> | 1<br>1<br>1                | 3 |  |
| 3.6  | <b>Cell C44</b><br><b>=LARGE (C3:C40,2)</b> <ul style="list-style-type: none"> <li>• Function: Large, 2 ✓</li> <li>• Correct range ✓</li> </ul>                                                                                                                          | 1<br>1                     | 2 |  |
| 3.7  | <b>Cell C46</b><br><b>=IF(E34&gt;=AVERAGE(E3:E40),"Volatile","Fair")</b> <ul style="list-style-type: none"> <li>• Function: IF ✓</li> <li>• Criteria range : (E34 ✓ &gt;=✓</li> <li>• AVERAGE(E3:E40) ✓,"</li> <li>• "Volatile"✓,"Fair") ✓</li> </ul>                    | 1<br>1<br>1<br>1<br>1<br>1 | 6 |  |
| 3.8  | <b>Cell F6 Random number</b><br><b>=RANDBETWEEN (1,20)</b> <ul style="list-style-type: none"> <li>• Correct function ✓</li> <li>• (1,20) ✓</li> </ul>                                                                                                                    | 1<br>1                     | 2 |  |
| 3.9  | <b>Cell C48</b><br><b>=COUNTIF (K3:K40,"&gt;=60")</b> <ul style="list-style-type: none"> <li>• Function: Countif ✓</li> <li>• Correct range: (K3:K40, ✓</li> <li>• Criteria: "&gt;=60") ✓</li> </ul>                                                                     | 1<br>1<br>1                | 3 |  |
| 3.10 | <b>Cell O1 - Date</b><br><b>16 October 2019</b> <ul style="list-style-type: none"> <li>• Date inserted ✓</li> <li>• Date: long date ✓</li> <li>• Correct date ✓</li> </ul>                                                                                               | 1<br>1<br>1                | 3 |  |

|      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                |  |             |  |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|--|-------------|--|
| 3.11 | <b>Cell M34</b><br><b>=O34</b> <ul style="list-style-type: none"> <li>Spreadsheet feature used ✓</li> <li>Linking to cell O34 ✓</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1<br>1                                         |  | 2           |  |
| 3.12 | <b>Cell C50</b><br><b>=SUMIF (A3:A40,"s*", N3:N40)</b> <ul style="list-style-type: none"> <li>Function Sumif ✓</li> <li>Range: A3:A40 ✓</li> <li>Criteria: s* ✓</li> <li>Sum range: N3:N40 ✓</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      | 1<br>1<br>1<br>1                               |  | 4           |  |
| 3.13 | <b>Cell C52</b><br><b>=N34*B52</b> <ul style="list-style-type: none"> <li>Correct cells used ✓</li> <li>Multiplication sign (*) used ✓</li> <li>Currency changed to Rand ✓</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                        | 1<br>1<br>1                                    |  | 3           |  |
| 3.14 | <b>Cell C54</b><br><b>=N34/SUM (N3:N40) *100</b> <ul style="list-style-type: none"> <li>N34 ✓</li> <li>Division (/) ✓</li> <li>Sum (N3:N40) ✓</li> <li>*100 ✓</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                     | 1<br>1<br>1<br>1                               |  | 4           |  |
| 3.15 | <b>Graph Worksheet</b> <ul style="list-style-type: none"> <li>Graph created ✓</li> <li>Graph displays the Educational attainment of the adult working-age population and Expected years in education ✓</li> <li>Appropriate chart title inserted ✓</li> <li>Both axes named correctly. ✓</li> <li>Both series named with appropriate heading ✓✓</li> <li>Plot area filled ✓</li> <li>Correct picture used (3_Pot ) ✓</li> <li>Data Callout added to highest bar ✓</li> <li>Bar with purple solid colour fill ✓</li> <li>Graph moved to a new sheet called Graph ✓</li> </ul> | 1<br>1<br>1<br>1<br>2<br>1<br>1<br>1<br>1<br>1 |  | 11          |  |
|      | <b>TOTAL for QUESTION 3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                |  | <b>[57]</b> |  |

## QUESTION 4

File Name: 4\_Poverty

Total Q4: 42

| No.                       | Criteria                                                                                                                                                                                        | Maximum Mark |  |   | Candidate Mark |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|---|----------------|
| Table: Essay Registration |                                                                                                                                                                                                 |              |  |   |                |
| 4.1.1                     | Field: IDNo/StudentNo<br>Set as Primary Key ✓                                                                                                                                                   | 1            |  | 1 |                |
| 4.1.2                     | Field: IDNo field <ul style="list-style-type: none"><li>Input mask created ✓</li><li>0 used to represent numbers ✓</li><li>13 0's used (00000000000000) ✓</li></ul>                             | 1            |  | 3 |                |
|                           |                                                                                                                                                                                                 | 1            |  |   |                |
|                           |                                                                                                                                                                                                 | 1            |  |   |                |
| 4.1.3                     | Name of School field <ul style="list-style-type: none"><li>Name of School field moved between IDNo and School Logo ✓</li></ul>                                                                  | 1            |  | 1 |                |
| 4.1.4                     | School Logo field<br>Data type changed to OLE Object ✓                                                                                                                                          | 1            |  | 1 |                |
| 4.1.5                     | Size of family field <ul style="list-style-type: none"><li>Default value set to 3 ✓</li></ul>                                                                                                   | 1            |  | 1 |                |
| 4.1.6                     | Town field <ul style="list-style-type: none"><li>Data type changed to Lookup Wizard ✓</li><li>PE, EL and KWT used ✓</li><li>In alphabetical order (EL, KWT and PE) ✓</li></ul>                  | 1            |  | 3 |                |
|                           |                                                                                                                                                                                                 | 1            |  |   |                |
|                           |                                                                                                                                                                                                 | 1            |  |   |                |
| 4.1.7                     | Rural School <ul style="list-style-type: none"><li>Validation rule applied to Rural school field ✓</li><li>Accepts only R for Rural and U for urban ✓</li><li>Validation text added ✓</li></ul> | 1            |  | 3 |                |
|                           |                                                                                                                                                                                                 | 1            |  |   |                |
|                           |                                                                                                                                                                                                 | 1            |  |   |                |
| 4.1.8                     | Essay field<br>Required field. ✓                                                                                                                                                                | 1            |  | 1 |                |

| Form    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |  |   |  |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--|---|--|
| 4.2     | <b>Form: frm4_2</b> <ul style="list-style-type: none"> <li>• Display only Provinces; Households in Agriculture; % in National GDP; Average Household Size; Main Source of Income and Source of Employment fields. ✓</li> <li>• Form heading changed to Provinces of SA. ✓</li> <li>• Data sorted descending according to Households in Agriculture field. ✓</li> <li>• Red fill colour applied to all labels in the detail section. ✓</li> <li>• Table layout set to stacked. ✓</li> <li>• Horizontal line inserted at the top of form footer. ✓</li> <li>• Today's date added. ✓</li> <li>• Date added in form footer. ✓</li> </ul> | 1<br>1<br>1<br>1<br>1<br>1<br>1<br>1 |  | 8 |  |
| Queries |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                      |  |   |  |
| 4.3     | <b>Qry4_3</b> <ul style="list-style-type: none"> <li>• Query created using Province Data table with the following fields: Province, % in National GDP and Source of employment. ✓</li> <li>• Criteria: % in National GDP: &gt;=10 ✓</li> <li>• Criteria Majority of people working: Yes ✓</li> <li>• Sorted: % in National GDP ✓</li> <li>• In ascending order ✓</li> </ul> <b>(3 Records)</b>                                                                                                                                                                                                                                       | 1<br>1<br>1<br>1<br>1                |  | 5 |  |
| 4.4     | <b>Qry4_4</b> <p>Difference: ([Poverty Gap 2006]) - ([Poverty Gap 2015])</p> <ul style="list-style-type: none"> <li>• / replaced with – (minus) sign ✓</li> <li>• Criteria in Calculated field ✓</li> <li>• &lt; ✓</li> <li>• 0 ✓</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         | 1<br>1<br>1<br>1                     |  | 4 |  |

| Report |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |  |             |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|-------------|
| 4.5    | <b>Report4_5</b> <ul style="list-style-type: none"> <li>Report is created ✓</li> <li>Fields: Province, Main Source of income, Source of employment; Poverty Gap 2015, % in National GDP and Average Household. ✓</li> <li>Grouping according to Main Source of Income field. ✓</li> <li>Sorted according to the Source of Employment field. ✓</li> <li>Page orientation set to landscape ✓</li> <li>Calculation on the group footer of the Main Source of Income field: ✓</li> <li>=count([Province]) ✓</li> </ul> | 1 |  | 7           |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 |  |             |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 |  |             |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 |  |             |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 |  |             |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 |  |             |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 |  |             |
| 4.6    | <b>Data export</b> <ul style="list-style-type: none"> <li>All data from Query Export has been exported. ✓</li> <li>Saved in Spreadsheet Data Export. ✓</li> </ul>                                                                                                                                                                                                                                                                                                                                                  | 1 |  | 2           |
|        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 |  |             |
|        | <b>Total for QUESTION 4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |   |  | <b>[40]</b> |

## QUESTION 5

File Name: 5\_World Food Day

Total Q5: 20

- This question should be marked from the HTML code.
- Numerical attributes values do not need to be in inverted commas.

| No. | Criteria                                                                                                                                                                                                | Maximum Mark |  |   | Candidate Mark |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--|---|----------------|
| 5.1 | <b>Title</b><br><b>&lt;title&gt;No to Hunger &lt;/title&gt;</b><br>• Title in title tag spelt correctly. ✓                                                                                              | 1            |  | 1 |                |
| 5.2 | <b>Background colour</b><br><b>&lt;body bgcolor = "lightblue"&gt;</b><br>• Correct tag and colour used. ✓                                                                                               | 1            |  | 1 |                |
| 5.3 | <b>Centering</b><br><b>&lt;center&gt;&lt;h1&gt;World Food Day: Action for #ZeroHunger&lt;/h1&gt; &lt;/center&gt;</b><br>• Main heading 'World Food Day: Action for #Zero Hunger' is centred. ✓          | 1            |  | 1 |                |
| 5.4 | <b>Horizontal line</b><br><b>&lt;hr color = "green" size = 10&gt;</b><br>• Green ✓ horizontal line added. ✓<br>• Size of the line is 10. ✓                                                              | 1<br>1<br>1  |  | 3 |                |
| 5.5 | <b>Font colour</b><br><b>&lt;b&gt; &lt;font color = "red"&gt;....&lt;/b&gt; &lt;/font&gt;</b><br>• Font colour set to red. ✓<br>• Text set to bold. ✓<br>• Applied to the text below horizontal line. ✓ | 1<br>1<br>1  |  | 3 |                |
| 5.6 | <b>Paragraph text</b><br><b>&lt;i&gt;&lt;p&gt;Resource: Food and Agriculture Organization of the United Nations&lt;/p&gt;&lt;/i&gt;</b><br>• Paragraph text set to italics. ✓                           | 1            |  | 1 |                |
| 5.7 | <b>Lists</b><br><b>&lt;ol type = "A"&gt;</b><br>• Ordered list changed to letters. ✓<br>• Letters are in upper case. ✓                                                                                  | 1<br>1       |  | 2 |                |

|     |                                                                                                                                                                                                                                                                                                                                                                              |   |  |             |  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--|-------------|--|
| 5.8 | <b>Image</b><br><b>&lt;center&gt;&lt;img src = "5_Picture.jpg" width = 200 height = 200 alt = "WFD"&gt; &lt;/center&gt;</b><br><ul style="list-style-type: none"> <li>• Img tag used to insert image. ✓</li> <li>• Correct picture used. ✓</li> <li>• Width and height of picture set at 200. ✓</li> <li>• Alt = WFD tag used. ✓</li> <li>• Picture is centred. ✓</li> </ul> | 1 |  | 5           |  |
|     |                                                                                                                                                                                                                                                                                                                                                                              | 1 |  |             |  |
|     |                                                                                                                                                                                                                                                                                                                                                                              | 1 |  |             |  |
|     |                                                                                                                                                                                                                                                                                                                                                                              | 1 |  |             |  |
|     |                                                                                                                                                                                                                                                                                                                                                                              | 1 |  |             |  |
| 5.9 | <b>Hyperlink</b><br><b>&lt;a href = "http://fao.org"&gt; For more information &lt;/a&gt;</b><br><ul style="list-style-type: none"> <li>• Hyperlink tags used. ✓</li> <li>• To the correct text "For more information". ✓</li> <li>• Links to "<u>fao.org</u>". ✓</li> </ul>                                                                                                  | 1 |  | 3           |  |
|     |                                                                                                                                                                                                                                                                                                                                                                              | 1 |  |             |  |
|     |                                                                                                                                                                                                                                                                                                                                                                              | 1 |  |             |  |
|     | <b>Total for QUESTION 5</b>                                                                                                                                                                                                                                                                                                                                                  |   |  | <b>[20]</b> |  |

**QUESTION 6****File Name: 6\_Organisers****Total Q6: 9**

| <b>No.</b> | <b>Criteria</b>                                                                                      | <b>Maximum Mark</b> |  |            | <b>Candidate Mark</b> |
|------------|------------------------------------------------------------------------------------------------------|---------------------|--|------------|-----------------------|
| 6.1.1      | • The Coordinator shape flipped horizontally. ✓                                                      | 1                   |  |            |                       |
| 6.1.2      | • Information is added under Head Unemployment. ✓<br>• Information is correct and correctly added. ✓ | 1                   |  | 2          |                       |
| 6.1.3      | • New shape Head Research is added above Coordinator. ✓                                              | 1                   |  | 1          |                       |
| 6.1.4      | • SmartArt switched from left to right to resemble the picture. ✓                                    | 1                   |  | 1          |                       |
| 6.2.1      | • Graph changed to a bar graph. ✓                                                                    | 1                   |  | 1          |                       |
| 6.2.2      | • Cities sorted in descending order. ✓<br>• Cities begin with Tokyo and ends with London. ✓          | 1<br>1              |  | 2          |                       |
| 6.2.3      | • The colours of bars vary from point to point. ✓                                                    | 1                   |  | 1          |                       |
|            | <b>Total for QUESTION 6</b>                                                                          |                     |  | <b>[9]</b> |                       |
|            |                                                                                                      |                     |  |            |                       |
|            | <b>TOTAL:</b>                                                                                        |                     |  | <b>180</b> |                       |