



**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2022

**COMPUTER APPLICATIONS TECHNOLOGY P1
(EXEMPLAR)**

MARKS: 150

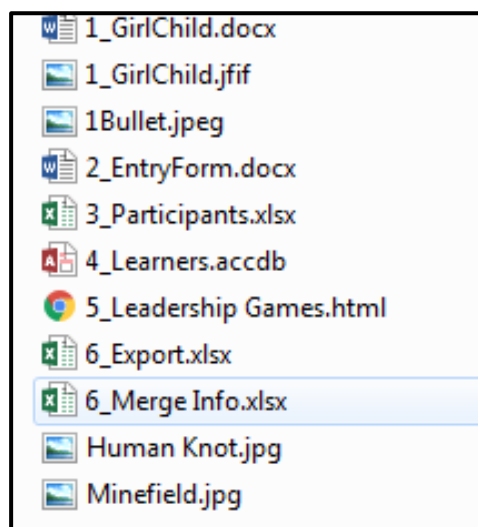
TIME: 3 hours

This question paper consists of 15 pages, an HTML tag sheet and an input mask character sheet.

INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this practical examination, it is important to note that, even if you complete the examination early, you will NOT be permitted to leave the examination room until all the administrative functions associated with the examination have been finalised. During the examination, the normal rules regarding leaving the examination room apply.
2. If you are working on the network, or the data files have been preloaded, you must follow the instructions provided by the invigilator/teacher. Alternatively, the invigilator will give you a CD/DVD/flash drive containing all the files needed for the examination. If a CD/DVD/flash drive has been issued to you, you must write your examination number and centre number on the CD/DVD/flash drive.
3. At the end of the examination, you must hand in the CD/DVD/flash drive given to you by the invigilator with ALL your answer files saved onto the CD/DVD/flash drive, OR you should make sure that ALL the answer files are saved on the network/computer as explained to you by the invigilator/teacher.
4. Make absolutely sure that ALL files can be read. Do NOT save unnecessary files/folders and do NOT hand in duplicate answer files/folders. Do NOT delete any original files that you did not work on.
5. 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.
6. This question paper consists of SIX questions. Answer ALL the questions.
7. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
8. 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.
9. You may NOT use any resource material.
10. Accuracy will be taken into account, e.g. if a question requires the answer to be in cell F3 in a spreadsheet, and you enter the answer in cell G4, it will NOT be marked.

11. Ensure that the regional settings are set to South Africa and date and time settings, number settings and currency settings are correctly set.
12. 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. Use centimetres as the unit of measurement.
13. Formulae and/or functions must be used 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.
14. **NOTE:** All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if changes are made to the existing data.
15. The examination folder/CD/DVD/flash drive that you receive with this question paper contains the files listed below. Ensure that you have all the files before you begin this examination.



SCENARIO

Women, especially your girls, have their rights violated for many years. The United Nations took a decision to protect and promote the rights of women, mostly that of young girls. October 11 has then been declared the International Girl Child Day. A non-governmental organisation in your Municipal Ward decided to organise a leadership camp for thirty young girls.

QUESTION 1: WORD PROCESSING

A document was created to give the background about the International Girl Child Day. Edit the document as required.

Open the **1_GirlChild** word processing document.

- 1.1 Change the heading of the document as follows. The heading must be modified to:
 - WordArt with a Gold Accent colour 4
 - and a Bevel Relaxed Inset text effect. (3)
- 1.2 Locate the text under the document heading and do the following:
 - Add an endnote to this text.
 - Insert the symbol ☞ (Wingdings character code 0046 or new version code 70) symbol for the endnote.
 - Move the text at the end of the document (last page) starting with 'Adapted...2021' and place it in the endnote. (3)
- 1.3 Replace all occurrences of the words, 'COVID-19' with '**COVID-19**'. (3)
- 1.4 Find the text 'Live ... change' under heading 3 and edit as follows:
 - 1.4.1 Insert bullets to the paragraph using the image 1Bullet.jpg in the exam folder. (2)
 - 1.4.2 Set the text to be 1.5 cm from the bullets. (1)
- 1.5 Find the picture 'Figure 1' and remove the hyperlink on it. (1)
- 1.6 Create a new style called 'GirlChild' as follows:
 - Base the new style on the 'Heading 2' style.
 - Format the font to small caps effect.
 - Apply the style to ALL the subheadings under heading '6. Facts and figures: Women's leadership and political participation'. (4)
- 1.7 Locate the text 'Rwanda' under the subheading 'Women in national parliaments' and insert a citation using the source 'Adapted from ... girl-child-day' at the bottom of the document. Ensure that the information about name of the source and the address where to find the source is inserted. (4)

1.8 Insert the picture 1GirlChild.jfif to a new page at the end of the document as follows:

- The page must be in landscape.
- The picture must be in the middle of the page. (3)

1.9 Insert an automatic outline circle page numbering in the footer of the document so that the even pages are left aligned and odd pages are right aligned. The first page must not be numbered. (4)

[28]

QUESTION 2: WORD PROCESSING

A form was created for the girls who want to attend the leadership camp. Open the 2Form word processing document and modify the document.

2.1 Edit the form to resemble the form below:



Girl Leadership Competition

Entry Form

ONLY Girls between the age of 16 to 18 years of age are ALLOWED to enter.

Surname

Name

Age: 16 ☐ 17 ☐ 18 ☐

Amount Paid :

Accommodation : List of Accomodation

Note the following:

- Change the paper size to A3.
- Change the orientation of the page.
- Logo is a combination of the picture and any WordArt.
- Insert tab leaders for Surname and Name.
- Insert form field check boxes.
- Number format for amount paid is 0.00.
- Add 'Hotel' under Accommodation dropdown list.
- Use a combination of red and green colours for page background.

(12)

QUESTION 3: SPREADSHEET

The organisers of the leadership camp decided to create a spreadsheet to record some information about the participants.

Open the **3_Participants** spreadsheet and work in the **Girls** worksheet.

3.1 Format the worksheet as follows:

3.1.1 Make the text in the merged row 1 to be visible without removing the shading of the cell. (1)

3.1.2 Add a red outside border around the merged cell. (1)

3.2 Format all the headings in Row 7 bold, horizontal and vertical centrerer. (2)

3.3 Use a spreadsheet feature to ensure that all the headings in Row 7 remain on the screen if the user scrolls down. (2)

3.4 In cell **D3** use a function to show the date of birth of the youngest participant. (2)

3.5 The organisers noticed that the venue where the camp will take place does not have a Cell C signal.
Insert a function in cell **G4** to determine the number of participants who use Cell C. (3)

NOTE: Cell C users have cell numbers beginning with 084.

3.6 Insert a function in cell **H6** to calculate the number of participants who have not paid any registration money. (2)

3.7 In cell **I8** insert a function to calculate the outstanding amount for Rasheed. Copy the function without formatting to all participants. (4)

3.8 Buso Noel was awarded a R1500.00 gift by the school. She decided to pay her outstanding amount and that of Wessels Jane.
In cell **J11** calculate the money she has left for herself. (3)

3.9 Use a spreadsheet feature to apply a green fill with dark green text to all BnB accommodation in **Column K**. (3)

3.10 Use a function in cell **M6** to determine the total amount paid by participants whose first activity is 'Whatif'. (4)

3.11 The organisers decided to remind all the participants who have not paid any registration fee by sending them an email. Insert a function in cell **P8** to display the text 'Send email' to ONLY the participants who has not paid any registration fee.
Copy the function to all participants. (4)

3.12 Use the information in cell **A40:B44** to create a graph of the number of participants per class as follows:

- 3D clustered graph.
- Format chart area with any gradient fill of your choice.
- Format data series to full cone.
- Add data labels that shows only the number of participants.
- Format the X-axis with inside tick marks.
- Apply a filter not to show Grade 10 participants.
- Use a spreadsheet feature to move the graph to the new sheet named My Graph.

(10)

[41]

QUESTION 4: DATABASE

A database with all the information of the participants were created and stored.

Modify the database by doing the following:

Open the **4_Learners** database.

4.1 Format the Entries table as follows:

4.1.1 Change the format of the Surname field to display the text in uppercase. (1)

4.1.2 Set the field of the Surname field so that it does not accept more than 15 characters. (1)

4.1.3 Insert a new field Image between Name and DOB fields and it must be able to store pictures. (3)

4.1.4 Add a validation rule to the DOB field so that it accepts only participants from age 01 January 2003 to 31 December 2005. Add a suitable validation message. (2)

4.1.5 Set the field properties of the UserCode field to ensure that the user inserts a code for the participants in the following format.
• Two letters in lower case
• Followed by '*'
• Followed by one or two digits (3)

4.1.6 Modify the Accommodation field to display a dropdown list with the following options:
• BnB
• Lodge
• Hotel (2)

4.2 Create a form called Participants based on the Participants table.

- Include only the following fields: Surname, Name, Grade and Accommodation.
- Create a label in the form header and enter your name.
- Place a shadowed border around the label with your name.
- Add today's date as a field in the form footer.
- Insert an action button in the form footer to close the form. (6)

4.3 Create a query called Query 4_3 based on Participants table:

- Display only the following fields: Surname, Name, DOB, Grade and Cell Number.
- Show all grade 10 and 11 learners who were born in 2004.
- Sort the query in alphabetical order of surnames. (4)

4.4 The organisers received some airtime sponsored by a telecommunications company. Open the query Query4_4 and modify the query as follows:

- All participants who use 073 or 083 cell numbers will receive the sponsored airtime.
- Only those participants who have paid R300.00 and above will be sponsored.
- Only Surname, Name and Registration fee fields must display. (4)

4.5 Create a report Report 4_5 based on the Participants table as follows:

- Display all fields except Accommodation and Catering fields.
- Group according to Grade then Town.
- Sort according to Surname field.
- Change the orientation of the report to landscape.
- Change the heading of the report to 'Report Girl Child.
- Add a calculated field in the Grade footer to calculate the number of participants per grade.
- Add a suitable description for the calculated field. (9)

[38]

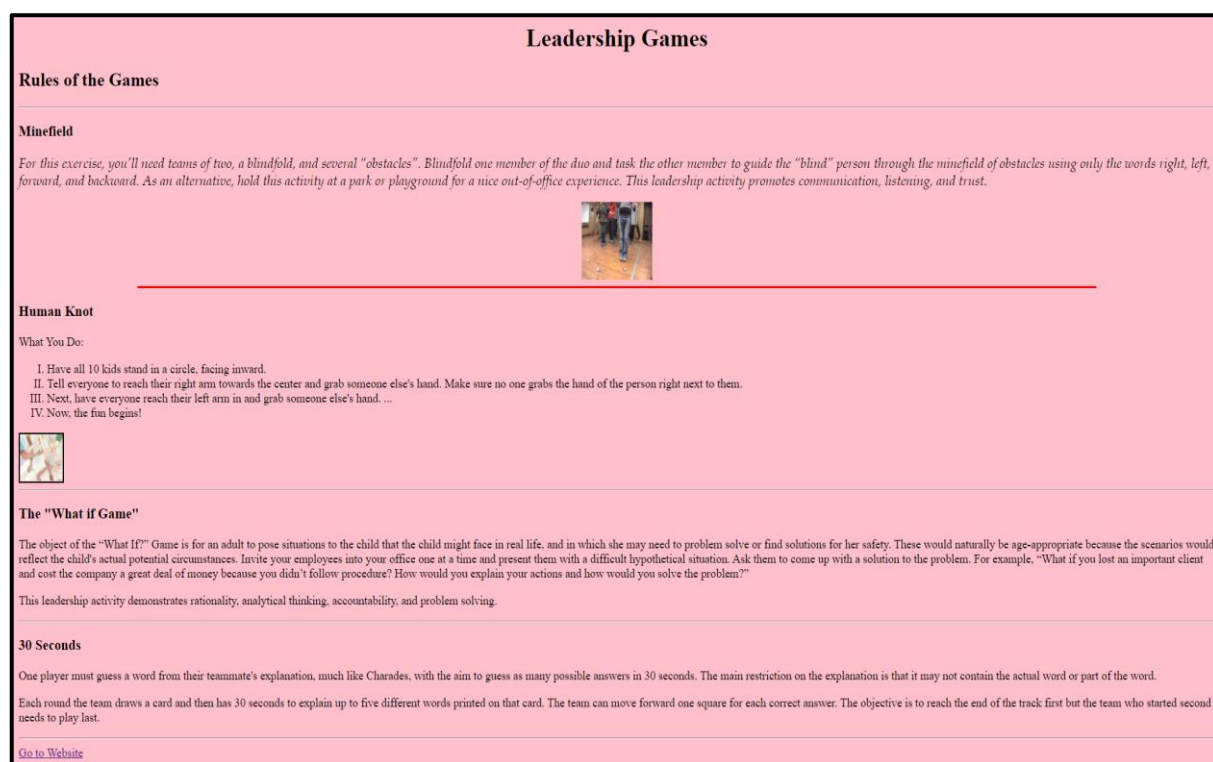
QUESTION 5: HTML

Open the incomplete **5_Leadership Games.html** web page in a web browser and also in a text editor. You may NOT use a word processing program such as Word to answer the HTML question.

NOTE:

- Question numbers are inserted as comments in the coding as guidelines to show approximately where the answer(s) should be inserted.
- An HTML tag sheet has been attached for reference.

Your final web page should look like the example below.



5.1 Add a HTML code so that the text 'Girl Child' appears on the browser. (1)

5.2 Format the paragraph under Minefield as follows:

- Font size should be 4.
- Font should be Book Antiqua.
- Paragraph must be in italics. (4)

5.3 Edit the tags so that the image under the heading Minefield display correctly. Also change the following:

- Width and height of the picture to 100.
- Picture should be centred.
- Show the text 'IMAGE' if the picture cannot be displayed. (4)

5.4 Edit the horizontal line below the picture under heading Minefield to be red (Code 'ff0000') and thickness of 80%. (2)

- 5.5 Edit the list under the heading 'Human knot' as follows:
- Change the list to an ordered list.
 - The list must be in Roman Capital letters. (3)
- 5.6 Insert a border width of 2pt around the image under the heading 'Human knot'. (2)
- 5.7 Find the text 'Go to Website' at the end of the website. Create a link on this text to link to the website provided. (3)
- Closing tag(s) or triangular brackets and correct nesting. (1)
- [20]**

QUESTION 6: GENERAL

- 6.1 Open the spreadsheet 6_Export and modify as follows:
- 6.1.1 Ensure that the spreadsheet appears on ONE page when printed.
Do not reduce column sizes and font size. (1)
 - 6.1.2 Centre the spreadsheet horizontally on the page. (1)
 - 6.1.3 The top row must repeat on top of each page when printed (1)
 - 6.1.4 Filter the data so that ONLY participants from 'Lady Frere' will display. (2)
 - 6.1.5 Save the spreadsheet 6_Export as a PDF document called 6_Export Data. (1)
- 6.2 The organisers have requested that you prepare envelopes that will store results for each participant. Open a new word document and use a mail merge feature to label the envelopes as follows:
- Use the spreadsheet 6_Merge Info as a source document.
 - Sort the Recipient list in ascending order of Towns.
 - Insert the following fields: Surname, Name and Town.
 - Complete the mail merge and save all envelopes as 6_Merged_Envelopes. (5)

[11]**TOTAL: 150**

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
	Creates the largest heading
	Creates the smallest heading
	Creates bold text
<i></i>	Creates italic text
	Sets size of font, from "1" to "7"
	Sets font colour
	Sets font type
Link Tags	
Tag	Description
	Creates a hyperlink
	Creates an image link
	Creates a target location
	Links to a target location created somewhere else in the document
Formatting Tags	
Tag	Description
	Creates a new paragraph
<p align="left">	Aligns a paragraph to the "left" (default), can also be "right", or "center"
 	Inserts a line break
	Creates a numbered list
<ol type="A","a","I","i","1">	Defines the type of numbering used
	Creates a bulleted list
<ul type="disc","square","circle">	Defines the type of bullets used

Formatting Tags continued	
Tag	Description
	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
	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, centred 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

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 Regional Settings Properties 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)



**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2022

**COMPUTER APPLICATIONS TECHNOLOGY P1
MARKING GUIDELINE
(EXEMPLAR)**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6
MARKS:							
	150	28	12	41	38	20	11

This marking guideline consists of 11 pages.

QUESTION 1

File Name: 1_GirlChild

Total Q1: 28

No.	Criteria	Maximum Mark			Candidate Mark
1.1	WordArt - WordArt used. ✓ - Gold Accent colour 4 WordArt applied to the heading. ✓ - Bevel Relaxed Insert text effect applied to the heading. ✓	1		3	
		1			
		1			
1.2	Endnote - Endnote added. ✓ - Wingdings 70 symbol used as custom mark. ✓ - Text 'Adapted2021' placed in the endnote. ✓	1		3	
		1			
		1			
1.3	Find and Replace COVID-19 - Whole word replaced with Bold COVID-19. ✓ - and underlined. ✓ - All THREE occurrences replaced. ✓	1		3	
		1			
		1			
1.4.1	Bullets - Bullets inserted to the correct listed items. ✓ - Using 1Bullet.jpeg picture. ✓	1		2	
		1			
1.4.2	Bullets Distance set 1.5 cm from the bullet. ✓	1		1	
1.5	Hyperlink Hyperlink removed from the picture. ✓	1		1	
1.6	Style - New Style GirlChild created. ✓ - Based on Heading 2 style. ✓ - Formatted to small cap effect. ✓ - Applied to the 3 subheadings under heading Facts and figures. ✓	1		4	
		1			
		1			
		1			
1.7	Citation - Citation inserted on the text "Rwanda" ✓ - New website source added ✓ - Name of the source added. (UN.org) ✓ - URL added. ✓	1		4	
		1			
		1			
		1			

1.8	Page Orientation - Page break inserted at the end of the document to add a new page. ✓ - Last page orientation set to landscape. ✓ 1GirlChild.jfif added to the page ✓	1		3	
		1			
		1			
1.9	Page numbering - Outline Circle page numbering inserted at footer. ✓ - Even pages left aligned ✓ - and odd paged right aligned. ✓ - Numbering on the first page is not showing ✓	1		4	
		1			
		1			
		1			
	Total for QUESTION 1			[28]	

QUESTION 2**File Name: 2_EntryForm****Total Q2: 12**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Formatting • Paper size changed to A3. ✓ • Orientation of paper changed to landscape. ✓ • Picture (trophy) flipped. ✓ • Picture (trophy) background removed. ✓ • Heading changed to WordArt. ✓ • WordArt and Picture (trophy) grouped. ✓ • Right tabs with leaders set at 13 cm. ✓ • For both Surname and Name. ✓ • Form field check boxes set on Age. ✓ • Number format set on 0.00 for Amount Paid. ✓ • Hotel added to Accommodation dropdown list. ✓ • Red and Green colours used in page background. ✓	1			12
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 2			[12]	

QUESTION 3

File Name: 3_Participant

Total Q3: 41

No.	Criteria	Maximum Mark			Candidate Mark
Ward Info worksheet					
3.1.1	Font Font colour changed to any colour that will make font visible. (White, red etc.) ✓	1		1	
3.1.2	Borders Red outside border applied to the merged cell. ✓	1		1	
3.2	Alignment - Row 7 heading set to bold. ✓ - Vertically and horizontally centred. ✓	1 1		2	
3.3	Freeze Panes - Row 7 frozen ✓ - All other text moves under row 7 when user scrolls up ✓	1 1		2	
3.4	D3 =Max(D8:D37) - Correct function: Max ✓ - Correct range: D8:D37 ✓	1 1		2	
3.5	Cell G4 =COUNTIF (G8:G37,"084*") - Correct function: Countif ✓ - Correct range: G8:G37. ✓ - Correct criteria: 084* ✓	1 1 1		3	
3.6	Cell H6 =COUNTBLANK (H8:H37) - Correct function: Countblank ✓ - Correct range: H8:H37. ✓	1 1		2	
3.7	Cell I8 =\$I\$6-H8 - Correct cells used. ✓ - Minus sign correctly used. ✓ - Correct use of absolute value. ✓ - Formula copied to other cells. ✓	1 1 1 1		4	
3.8	Cell J11 =1500-(I12+I11) 1500 ✓ - Minus sign. ✓ - Correct cells added. ✓ - Correct use of bracket. ✓	1 1 1 1		4	

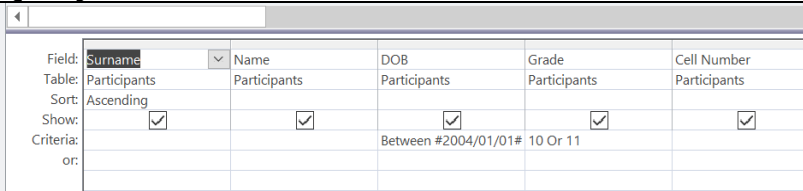
3.9	Conditional formatting - Criteria only BnBs ✓ - Dark green text and ✓ - green fill applied ✓	1		3	
		1			
		1			
3.10	Cell M6 =SUMIF (M8:M37,"Whatif", I8:I37) - Sumif function use. ✓ - Criteria range: M8:M37 ✓ - Criteria: 'Whatif' ✓ - Sum range: I8:I37 ✓	1		4	
		1			
		1			
		1			
3.11	Cell P8 =IF (H8<1,"Send email"," ") - Correct function: IF ✓ - Correct Criteria: H8<1 ✓ - Correct output if criteria is true: Send email ✓ - Correct output if criteria is false: “ ” ✓	1		4	
		1			
		1			
		1			
3.12	Graph - Correct data used. ✓ 3D clustered graph created ✓ - Chart Area formatted with any fill ✓ - Gradient fill used in the chart area. ✓ - Data series formatted to full cone ✓ - Data labels with only the number of participants. ✓ - Inside tick marks added to the X axis ✓ - Grade 10 filtered – not showing on graph. ✓ - Graph moved to the new sheet. ✓ - Sheet with the graph named My Graph. ✓	1		10	
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 3			[41]	

QUESTION 4

File Name: 4_Learners

Total Q4: 38

No.	Criteria	Maximum Mark			Candidate Mark
4.1.1	Upper case • > in Surname field. ✓	1		1	
4.1.2	Formatting • Field size 15 ✓	1		1	
4.1.3	New Field • New field inserted between Name and DOB ✓ • Called Image. ✓ • Field properties set to OLE OBJECT ✓	1 1 1		3	
4.1.4	Data Validation • Between 01 January 2003 and 31 December 2005 criteria used ✓ • Suitable validation message applied ✓	1 1		2	
4.1.5	Input Mask <LL*99 • < for lower case ✓ • * is entered. ✓ • 99 for one or two digits ✓	1 1 1		3	
4.1.6	Lookup value • Lookup value property used ✓ • BnB, Lodge and Hotel ALL entered in the list. ✓	1 1		2	
4.2	Form: Participants Form • Form created with the following fields: Surname, Name, Grade and Accommodation. ✓ • Label created in form header with learner's name. ✓ • Shadowed border added around the label. ✓ • Today's date entered as a field in the form footer. ✓ • Action button inserted in the form footer ✓ • Form operation is to close the form ✓	1 1 1 1 1 1 1		6	

4.3	Query 4_3  - Fields used: Surname, Name, DOB, Grade and Cell Number fields only. ✓ - DOB Criteria - between #2004/01/01# ✓ And #2004/12/31# ✓ - Grade criteria: 10 ✓ Or 11 ✓ - Query sorted is ascending order of Surname field ✓	1 1 1 1 1 1		6	
4.4	Query 4_4 - Criteria on Cell Number: Like "073*" Or Like "083*" ✓ - Criteria on Registration Fee: >= ✓ 300 ✓ - Cell Number field does not show. ✓	1 1 1 1		4	
4.5	Report 4_6 - Fields used: Accommodation and Catering fields not included. ✓ - Report is grouped according to Grade and ✓ - Then according to Town. ✓ - Sorted according to Surname field. ✓ - Orientation set to landscape. ✓ - Heading of report changed to 'Report Girl Child'. ✓ - Calculation in the Grade footer. ✓ = count (*) ✓ - Suitable description for calculated field. ✓	1 1 1 1 1 1 1 1 1		9	
	Total for QUESTION 4			[38]	

QUESTION 5

File Name: 5_Leadership Games

Total Q5: 20

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

No.	Criteria	Maximum Mark			Candidate Mark
5.1	Title <title> Girl Child </title> • Title tag added to Girl Child. ✓	1		1	
5.2	Formatting <i>....</i> • Font size set to 4. ✓ • Font set to Book Antiqua. ✓ • Paragraph is in italics. ✓ • Applied to whole paragraph. ✓	1 1 1 1		4	
5.3	Format Picture <center></center> • Search (src) tag fixed. ✓ • Width and height of picture set to 100 ✓ • Picture is centred. ✓ • Alternative tag used if picture does not show. ✓	1 1 1 1		4	
5.4	Line <hr width = 80% color = "ff0000"/> • Line colour is red. ✓ • Line width is 80%. ✓	1 1		2	
5.5	List <ol type = I> ... • ul tag changed to ol tag. ✓ • Type set to Capital Roman figures. ✓ • li tags used for list items. ✓	1 1 1		3	

5.6	Border • Border tag used. ✓ • set to 2. ✓	1 1		2	
5.7	Links Go to Website • Anchor tags used correctly. ✓ • To the website ...gov.za... ✓ • Applied to the hyperlink text Go to website. ✓	1 1 1		3	
	Closing tag(s) or triangular brackets and correct nesting. ✓	1		1	
	Total for QUESTION 5			[20]	

QUESTION 6

File Name: 6_Export and 6_Merge Info

Total Q5: 11

No.	Criteria	Maximum Mark			Candidate Mark
6.1.1	Margins Left and Right margins set to 0.3 cm. ✓ (Or can use Page Break Preview or Scalefit to page 91%)	1		1	
6.1.2	Page layout Spreadsheet horizontally centred on page. ✓	1		1	
6.1.3	Page layout Row 1 set to Rows repeat at top. ✓	1		1	
6.1.4	Filtering - Data filtered. ✓ - Only participants from Lady Frere are displayed. ✓	1 1		2	
6.1.5	PDF Spreadsheet saved as 6_Export. ✓	1		1	
6.2	Mail Merge - Mail merge done on an envelope. ✓ 6_Merge Info spreadsheet used as source document. ✓ - Surname, Name and Town field used as merged fields. ✓ - Recipient list sorted in ascending order of Surname field. ✓ 30 complete merged enveloped saved as 6_Merged_Envelopes. ✓	1 1 1 1 1		5	
	Total for QUESTION 6			[11]	
	TOTAL:			150	