



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2022

MARKS: 150

TIME: 3 hours

**This question paper consists of 18 pages,
an HTML tag sheet, an input character mask sheet, two pages for planning and
a separate information 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 tasks associated with the examination have been finalised. During the examination, the standard examination rules regarding leaving the examination room apply.
2. If you are working on the network, or the data files have been preloaded on your system, you must follow the instructions provided by the invigilator/educator.
3. At the end of the examination, you must make sure that ALL the answer files are saved on the network/computer as explained to you by the invigilator/educator.
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. The information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION.** Hand it to the invigilator at the end of the examination.
6. 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.
7. This question paper consists of SEVEN questions. Answer ALL the questions.
8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
9. Ensure that you save each document using the file name given in the question paper. Save your work regularly as a precaution against possible power failures.
10. You may NOT use any resource material.
11. Accuracy will be taken into account.
12. Ensure that the regional settings are set to South Africa and date and time settings, number settings and currency settings are correctly set.
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. Use centimetres as the unit of measurement.

14. Ensure that the Developer Tab and the Ruler are activated.
15. Ensure that the decimal symbol is set to a full stop ('.') and that the list separator is set to a comma (',').
16. 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.
- 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.
17. You may NOT use a word processing program such as Word to answer the HTML question.
18. The examination data folder that you receive with this question paper contains the files listed below. Ensure that you have all the files before you begin with this examination.

• 1Seychelles	Image
• 1Types	Word processing file
• 2Confidential	Zipped file
• 2Top10	Word processing file
• 3Population	Spreadsheet
• 4Bookings	Spreadsheet
• 4Logo	Image
• 5Details	Database
• 6_1Button	Image
• 6_1Mauritius	Image
• 6_1Win	HTML file
• 6_2Cocoa	Image
• 6_2Expensive	HTML file
• 6_2Fregate	Image
• 6_2Mustique	Image
• 7Card	Word processing file
• 7Discount	Spreadsheet
• 7Entrance	Spreadsheet

SCENARIO

An island is an isolated piece of land that is surrounded by water. Some islands are inhabited while others remain deserted. Many of the tropical islands are popular tourist destinations.

QUESTION 1: WORD PROCESSING

Open the **1Types** word processing document that contains interesting facts about islands. Insert your examination number in the header or footer.

- 1.1 Format the heading 'Island Types' to the Title style. (1)
- 1.2 Apply a word processing feature to the five images found on page 1, so that the images can move as one object. (1)
- 1.3 Find the text starting with 'Continental islands ...' and ending with '... volcanic origin.' and apply a 3 pt shadow border to surround both paragraphs. (2)
- 1.4 Modify the drop cap 'O' of the word 'Oceanic' below the heading 'Oceanic Islands' so that it drops three lines and appears 1 cm away from the text. (2)
- 1.5 Find the text starting with 'How many islands ...' and ending with '... island formation.'. Change the layout of the text to appear as follows:

How many islands are there?

Islands are intrinsically impermanent. The more stable oceanic islands last for a relatively brief time of 5 - 10 million years. Some islands drown, as result of erosion, subsidence of the ocean crust, or rising sea level. Sea levels are related in part to the amount of water bound up in the polar ice caps or released into the oceans; and the size of the polar ice caps is related to a variety of factors including variations in the positions of continents, the orientation of Earth's axis, and the amount of cloud cover.

Sea level is fairly high now; it was lower during the Little Ice Age, circa fourteenth to nineteenth century, and even lower about 18 000 years ago. A lowering of sea level brings drowned islands back into view.

Ongoing volcanism continues to add to existing islands and creates new ones.

An example is Surtsey, off the southern coast of Iceland. This island came into existence with a submarine volcanic explosion on November 14, 1963, and continues to increase its surface area as the ongoing lava flows cool. There are also islands that appear intermittently.

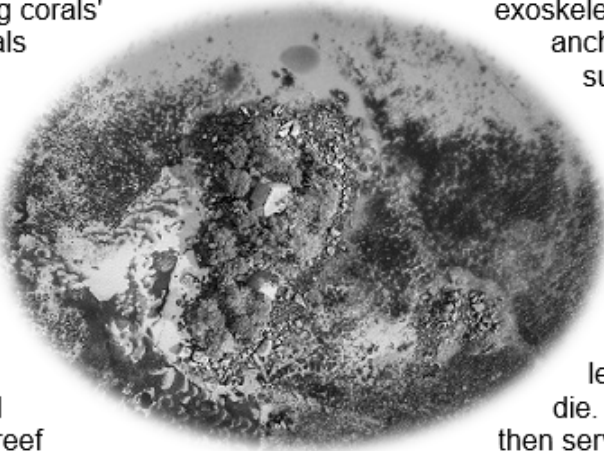
Because islands come and go, the number of islands in existence cannot be established except in relation to a proscribed time period – a human generation, or a century or two. With the discovery of some islands in the Russian Arctic in the mid-twentieth century, however, it is thought that no islands remain to be discovered in our time. Satellite and ship-based scanning equipment is now being used to search for islands whose positions appear on nautical maps but which have themselves disappeared, and to identify underwater sites of new **island formation**.

(3)

- 1.6 Find the paragraph below the heading 'Coral Islands'. Insert the **1Seychelles** image and apply a picture style to resemble the example below.

Coral Islands

Coral islands are (usually) low-lying islands formed by homotypic, or reef-building, corals, chiefly scleractinian corals and hydrocorallians. Reef-building corals occur in a broad band stretching around the globe from 25 degrees north of the equator to 25 degrees south of the equator and require an average water temperature of about 20 - 25°C. They do not grow below 50 m in depth. They also have specific needs for water salinity, clarity, calmness, and sunlight. Sunlight aids in formation of the living corals' exoskeleton, and so aids in reef-building. Corals anchor on something — seamounts, submarine slopes of islands, or debris such as abandoned army vehicles and bedsprings — and therefore are generally found at the edges of the continents or existing islands. If the surface of the reef into the air — through, for example, a slight drop in sea level — the creatures dry up and die. The exposed, dead surface of the reef then serves as a platform which may in turn become sufficient to support plant and animal life. Thus, offshore islands in tropical and semi-tropical zones around the world often have a core of emerged, dead coral reef. For example, a reef that emerged in about 3450 BC provided the base on which all of the islands in the Maupihaa Atoll, in the Society Islands, are founded. Indeed, study of the rate of uplift of emerged coral reefs has helped scientists determine local sea levels in past eras.



NOTE: The position of the image is in line with the text 'calmness, and' at the top and 'sediment,' at the bottom. (4)


- 1.7 Insert an endnote on the green highlighted text 'Magma' found on the last page, as follows:

- Set the endnote numbering format to uppercase Roman numerals.
- Add the text 'Dangerous' to the endnote. (2)

- 1.8 Edit the reference source for the author 'Tarbuck' to include the following bibliographical fields:

- City: New Jersey
- Comments: Island Structure (2)

- 1.9 Edit the citation found on the last page to display only the author's name, year published and pages 130–140. (2)

- 1.10 Replace the exact word 'Island' with the symbol  (Webdings: Character code: 74). (3)

Save and close the **1Types** document. [22]

QUESTION 2: WORD PROCESSING

Open the **2Top10** word processing document that contains information on the top ten islands and insert your examination number in the header.

2.1 Change the cover page as follows:

- Move the information found on page 2 into the relevant content controls.
- Ensure that there are no blank pages or comments in the document. (3)

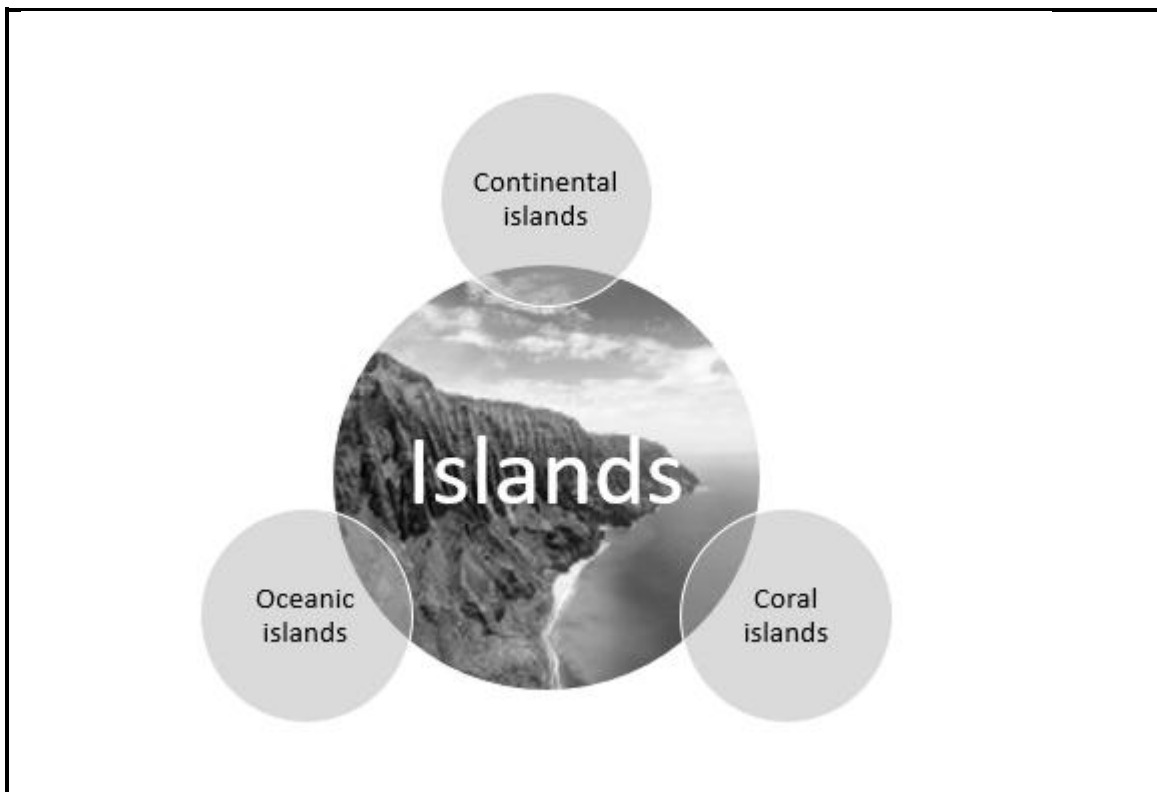
2.2 Find the image below the heading '9. TASMANIA (AUSTRALIA)' and modify the image to match the other images in the document. (3)

2.3 Find the heading '8. BALI (INDONESIA)' and create a link to the beginning of the document. (2)

2.4 Change the orientation of only the last page to landscape. (2)

2.5 Find the SmartArt graphic on the last page and modify it to appear as shown below.

NOTE: Ignore the colours of the SmartArt graphic.



(4)

- 2.6 Replace the text 'Question 2.6' on the last page with a field to display the file name of this document in capital letters. (2)
- 2.7 Insert automatic page numbering in the footer of each page as follows:
- Page numbering must start on the third page with page number 1.
 - Even pages must be left-aligned.
 - Odd pages must be right-aligned.
 - The first two pages must not be numbered. (5)

Save and close the **2Top10** document.

Work with the **2Confidential** file.

- 2.8 Unzip the file with the password **1234** and insert any 'Confidential' watermark in the document. (2)

Save and close the **2Confidential** document. **[23]**

QUESTION 3: SPREADSHEET**NOTE:**

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where necessary to ensure that formulae are correct when you copy it to other cells in a spreadsheet.
- Insert formulae and/or functions in such a manner that the correct results will still be obtained even if changes are made to the existing data.
- Should you need to use building blocks, use the space allocated for this in the data file.

Open the **3Population** spreadsheet that contains the population and area of islands around the world.

Work in the **Islands** worksheet.

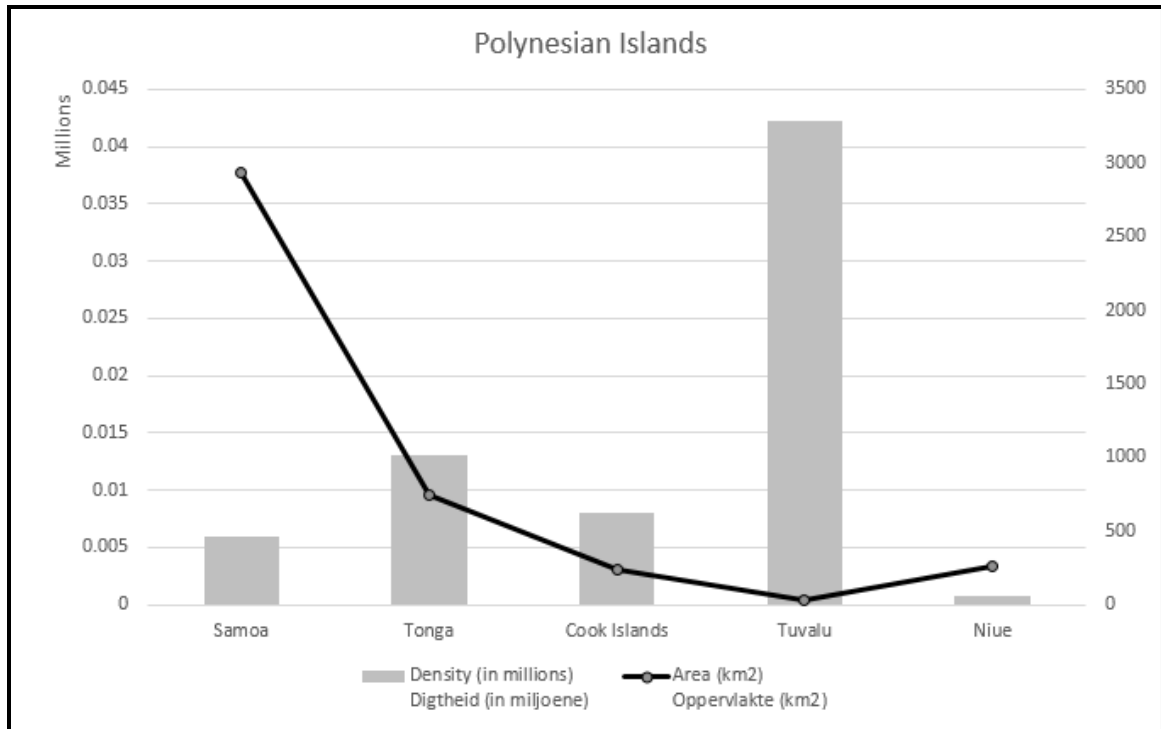
- 3.1 Change the column width of **column B** to 40 pt and apply text wrapping to **cells B8:B55**. (2)
- 3.2 Insert a function in **cell C3** to display the average population (**column E**). (2)
- 3.3 Insert a function in **cell C4** to display the number of islands where the word 'part' appears in the description of the Formation in **column B**. (4)
- 3.4 Insert a SUMIFS function in **cell C5** to display the total population (**column E**) for all oceanic type islands (**column C**) with an area larger than 1 000 km² (**column D**). (5)
- 3.5 Apply conditional formatting to Area (km²) (**column D**), using the 3 Flags icon set as follows:

Flag colour	Area km ²
Green	Greater than and equal to 280 000
Orange	30 001–279 999
Red	0–30 000

- 3.6 Insert a formula in **cell F9** to display the population per km² for the Bahamas. Use the area (km²) in **column D** and the population in **column E**. (4)
- Format the answer to display NO decimal places. (3)

Work in the **Polynesia** worksheet.

3.7 Format the chart/graph to display as shown below.



NOTE:

- Chart/Graph type of the *Density (in millions) Digtheid (in miljoene)* series
- *Area (km²) Oppervlakte (km²)* series is plotted on a secondary axis
- Primary vertical axis displays in units
- The display of the legends

(5)

Save and close the **3Population** spreadsheet.

[25]

QUESTION 4: SPREADSHEET**NOTE:**

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where necessary to ensure that formulae are correct when you copy it to other cells in a spreadsheet.
- Insert formulae and/or functions in such a manner that the correct results will still be obtained even if changes are made to the existing data.
- Should you need to use building blocks, use the space allocated for this in the data file.

Open the **4Bookings** spreadsheet which contains data about travellers to various islands.

Work in the **Travellers** worksheet.

- 4.1 Insert the **4Logo** image as the background of the worksheet. (1)
- 4.2 Modify the spreadsheet so that the gridlines do not show. (1)
- 4.3 The name and surname of a traveller is stored in **column A**.

Insert a combination of text functions in **column B** to extract the traveller's surname from **column A**.

NOTE: You may assume that a traveller only has ONE first name. (5)

- 4.4 The **Cost** worksheet stores the daily accommodation cost per person based on their travel style, i.e. Budget, Mid-Range or Luxury.

Insert a suitable LOOKUP function in **cell I15** to determine the cost per person for Necker Island.

Use 'Necker Island' (**cell F15**) as the lookup value, the travel style code in **column H** AND the table in the **Cost** worksheet. (5)

Work in the **Style** worksheet.

- 4.5 Use the subtotal feature to display the highest group cost (**column C**) for each travel style (**column B**). (3)

Save and close the **4Bookings** spreadsheet. [15]

QUESTION 5: DATABASE

A travel agent keeps details regarding its tour guides, clients and tours in a database.

Open the **5Details** database containing information about the tour guides.

5.1 Open the **tbl5_1** table in Design View.

5.1.1 Change the field size for the *Name* field to 20. (1)

5.1.2 Insert an appropriate validation rule for the *StartDate* field that matches the validation text. (2)

5.1.3 Create an input mask for the *AccessCode* in the following format:

- TWO compulsory letters, followed by
- The @ sign, followed by
- At least THREE, but possibly FOUR digits (4)

5.1.4 Create a combo box for the *Position* field with the following options:

- Manager
- Administrator
- Accountant (3)

5.1.5 Insert a new field called *IDPhoto* and set an appropriate data type for the field. (2)

Save and close the **tbl5_1** table.

NOTE: **TblData** stores information about travellers to the various islands.

5.2 Open the form called **frm5_2**, based on the **tblData** table, in Design View.

Modify the form to display as shown in the example below.

Traveller Information											
Name	George	Surname	Park								
DateOfBirth	1988/01/12	CellNo	083 299 8765								
E-mailAddress	Park136@gmail.com	DestinationIsland	Necker Island								
<table border="1"> <tbody> <tr> <td>LeisureActivity</td> <td>Canoeing</td> </tr> <tr> <td>LeisureCost</td> <td>R2 116.00</td> </tr> <tr> <td>NumberOfPeople</td> <td>1</td> </tr> <tr> <td>TotalLeisureCost</td> <td>R2 116.00</td> </tr> </tbody> </table>				LeisureActivity	Canoeing	LeisureCost	R2 116.00	NumberOfPeople	1	TotalLeisureCost	R2 116.00
LeisureActivity	Canoeing										
LeisureCost	R2 116.00										
NumberOfPeople	1										
TotalLeisureCost	R2 116.00										
11-Apr-22											

NOTE:

- Place a rectangle control as a border around the four fields, as shown above.
- Insert the current date in the footer of the form in the same format as shown above.
- Insert a button control to go to the next record when the button is clicked. Accept the default arrow on the button.

Save and close the **frm5_2** form.

(5)

- 5.3 The **qry5_3** query is based on the **tblData** table. Open the query in Design View and change the query to display the following:

DestinationIsland	SumOfLeisureCost
Bora Bora Island	R12 995.00
Calivigny Island	R1 988.00
Cayo Espanto	R6 067.00
Cerralvo Island	R8 316.00
Cocoa Island	R20 051.00
Cyprus	R4 878.00
Fogo Island	R4 440.00
Fregate Island	R4 364.00
Galapagos Islands	R7 033.00
Lanai Island	R8 568.00
Laucala Island	R5 747.00
Moorea Island	R3 785.00
Musha Cay	R9 917.00
Mustique Island	R1 640.00
Necker Island	R4 775.00
Rang Yai Island	R1 752.00

Save and close the **qry5_3** query. (3)

- 5.4 Create a query called **qry5_4**, based on the **tblData** table.

- Display only the *Name*, *Surname*, *DateOfBirth* and *DestinationIsland* fields.
- Include only those travellers going to Bora Bora Island or Cyprus for a fishing holiday.
- Display the *Surname* field in alphabetical order.

Save and close the **qry5_4** query. (7)

- 5.5 Open the **qry5_5** query, based on the **tblData** table in Design View.

Insert a calculated field called *60&Older* to display ONLY the travellers who are 60 years and older.

Save and close the **qry5_5** query. (5)

5.6 Open the **rpt5_6** report, based on the **tblData** table, in Design View and change it as follows:

- Correct the display of the amounts in the *TotalLeisureCost* field so that the values are fully visible.
- Insert a function/calculation to display the average cost per leisure activity. (3)

Save and close the **rpt5_6** report.

Save and close the **5Details** database.

[35]

QUESTION 6: WEB DESIGN (HTML)**NOTE:**

- You may NOT use a word processing program such as Word to answer the HTML questions.
- An HTML tag sheet has been attached for your reference.
- All files needed to complete this question can be found in the data folder.

6.1 A web page was created to give people travel information on Mauritius.

Open the incomplete **6_1Win** file in a web browser and also in a text/HTML editor.

WIN A TRIP TO MAURITIUS!



Click here to enter

About Mauritius

Mauritius, a tropical island paradise, is one of the world's top luxury tourist destinations. It possesses a wide range of natural and man-made attractions, enjoys a tropical climate with clear warm sea water, attractive beaches, tropical fauna and flora. It is complemented by a multi-ethnic and cultural population that is friendly and welcoming. These tourism assets are its main strength, especially since they are backed up by well-designed hotels, reliable services and a good infrastructure. Mauritius received the Leading Island Destination Award for the third time, as well as the Best Beach Award, at the World Travel Awards in January!

Fun things to do

1. Visit Port Louis
2. Try deep-sea fishing
3. Head to Caudan Waterfront
4. Shop at Chinatown

NOTE:

- Use the example on the previous page as a guide when answering this question.
- Question numbers appear as comments in the coding to indicate where you should insert the answer(s). DO NOT delete these comments.


- 6.1.1 Modify the HTML code so that the document displays in the Tempus Sans ITC font, as shown in the example on the previous page. (1)
- 6.1.2 Insert a black horizontal line with a size of 5 below the image. (3)
- 6.1.3 Link the **6_1Button** image to the web address found at the end of the document so that the website opens when the button is clicked. (2)
- 6.1.4 Insert the text that appears in the example on the previous page but was left out in the web page as a level 3 heading. (2)
- 6.1.5 Modify the list at the bottom of the web page so that the list appears as shown in the example on the previous page. (2)

Save and close the **6_1Win** file.

- 6.2 Open the incomplete **6_2Expensive** web page in a web browser and also in a text/HTML editor (**NOT a word processing program such as Word**).

Complete the web page to look exactly as shown in the example below.

5 Most Expensive Islands in the World



Island	Country	Language 1	Language 2
Cocoa Island	Maldives	Divehi	English
Fregate Island	Seychelles	French	
Mustique Island	West Indies		
Laucala Island	Fiji	Fijian	
Calivigny Island	Grenada		

(4)

Save and close the **6_2Expensive** file.

- ONE mark will be allocated for closing tags and correct nesting in both the files. (1)

[15]

QUESTION 7: GENERAL

7.1 Open the **7Discount** spreadsheet.

Work in the **Code** worksheet.

7.1.1 The travel company has decided to give some of their travellers a pensioner's discount if their year of birth is before 1960 (**column B**). The travel style (**column C**) will determine the discount code that a pensioner will receive.

Use a nested IF function or a formula in **cell D2** to display the following values:

- 5 if the traveller is a pensioner and has a mid-range travel style OR
- 4 if the traveller is a pensioner and has a luxury travel style OR
- 0 for all other travellers

(6)

Work in the **List** worksheet.

7.1.2 Filter the worksheet to display the records of the travellers born in the first three months of 1979.

(3)

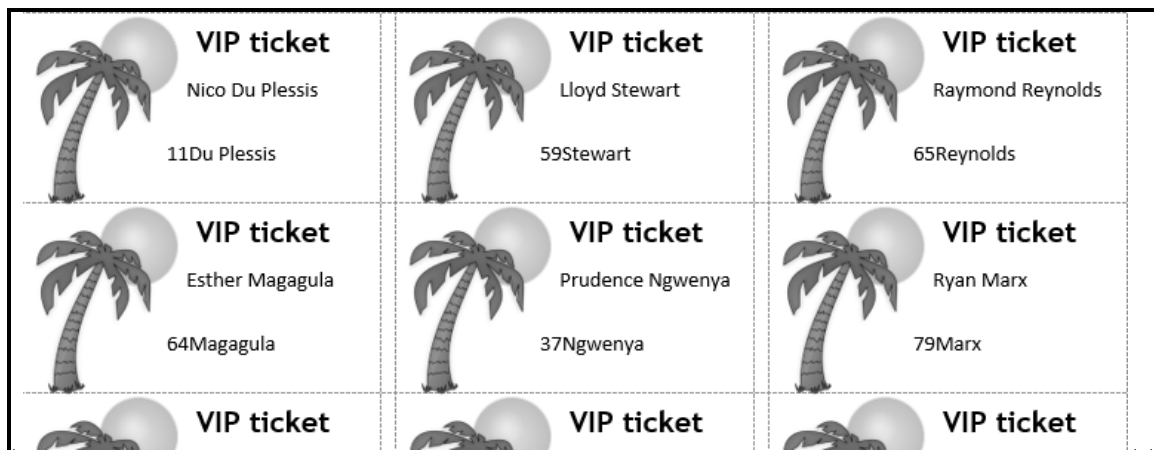
Save and close the **7Discount** spreadsheet.

7.2 Luxury style travellers will each receive a VIP ticket.

Open the **7Card** file and choose 'Yes' in the dialog box to continue the mail merge.

In the data source dialog, select the **7Entrance** file in your data folder.

- Edit the recipient list to ensure that only Luxury travellers will get VIP cards.
- Replace the text on the label with the appropriate merge fields.
- Update the labels to display as the example below.



Complete the mail merge and save the file as **7MergedCard**.

(6)

Save and close the **7Card** and **7MergedCard** documents.

[15]

TOTAL: 150

HTML TAG SHEET

Basic Tags	
Tag	Description
<body></body>	Defines the body of the web page
<body bgcolor="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 web page
<html></html>	Creates an HTML document – starts and ends a web page
<title></title>	Defines a title for the web page
 	Inserts a line break
<!-- -->	Comment
Text Tags	
Tag	Description
<h1></h1>	Creates the largest heading
<h6></h6>	Creates the smallest heading
	Creates bold text
<i></i>	Creates italic text
<u></u>	Creates underlined text
	Sets size of font, from "1" to "7"
	Sets font colour
	Sets font type
Links Tags	
Tag	Description
	Creates a hyperlink
	Creates an image link
	Creates a target location in the document
	Links to a target location created somewhere else in the document
	Links to an e-mail address
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"
<center></center>	Horizontally centres text, a table or an image
	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 on the type of list selected
	Adds an image
	Aligns an image: can be "right", "bottom", "top"
<p align="center"></p>	Aligns an image in the "center", can also be "middle"
	Sets the size of the 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 a line
<hr width="80%"/>	Sets the width of a 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 cellspacing="1">	Sets the space between the table cells
<table cellpadding="1">	Sets the space between a cell border and its contents
<tr align="left">	Sets the alignment for cell(s) ("left", can also be "center" or "right")
<tr valign="top">	Sets the vertical alignment for cell(s) ("top", 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
!	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 mark anywhere in the input mask.
\	Causes the character that follows to be displayed as the literal character (e.g. \A is displayed as just A)

YOU MAY USE THIS PAGE FOR ANY PLANNING PURPOSES.

YOU MAY USE THIS PAGE FOR ANY PLANNING PURPOSES.

Examination sticker

150

COMPUTER APPLICATIONS TECHNOLOGY P1 – 2022

INFORMATION SHEET (to be completed by the candidate AFTER the 3-hour session)

CENTRE NUMBER _____

EXAMINATION NUMBER _____

WORK STATION NUMBER _____

SUITE USED (Mark appropriate box with a cross (X))	Microsoft Office 2013	Microsoft Office 2016	Microsoft Office 2019	Office 365/Office 2021	
WEB BROWSER USED (Mark appropriate box with a cross (X))	Mozilla Firefox	Google Chrome	Internet Explorer	Microsoft Edge	Other (Specify)

FOLDER NAME _____

Candidate must enter the file name(s) for each answer. Tick if saved and/or attempted.

Question Number	File name	Saved (✓)	Attempted (✓)	Maximum Mark	Mark Achieved	Marker Initial/Code
1	1Types			22		
2	2Confidential			23		
	2Top10					
3	3Population			25		
4	4Bookings			15		
5	5Details			35		
6	6_1Win			15		
	6_2Expensive					
7	7Card			15		
	7Discount					
	7MergedCard					
TOTAL				150		

Comment (For office/marker use only)



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2022

MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER									
--------------------------	--	--	--	--	--	--	--	--	--

FINAL MARK	
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EXAMINATION NUMBER														
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	22	23	25	15	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 12 pages.

EXAM NUMBER																			
-------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Check the accuracy and skill required before awarding a mark throughout.

QUESTION 1

File name: 1Types

Total Q1: 22

No	Criteria	Maximum Mark			Candidate Mark
1.1	Style: Island Types • Title style applied ✓	1		1	
1.2	Image grouping • Five images grouped ✓	1		1	
1.3	Paragraph formatting: Continental islands ... volcanic origin. • Paragraph border: Shadow border ✓ • Border width: 3 pt ✓	1 1		2	
1.4	Drop Cap: O of Oceanic • Lines to drop: 3 ✓ • Distance from text: 1 cm ✓	1 1		2	
1.5	Columns: How many islands ... island formation. • Text placed in two columns ✓ • Alignment: Justified ✓ • Hyphenation applied ✓	1 1 1		3	
1.6	Image inserted and formatted • Image: 1 Seychelles inserted ✓ • Picture style: Soft Edge Oval ✓ • Layout option: Through or Tight text wrap ✓ • Position: Top left: ' <i>calmness and</i> ', Bottom left: ' <i>sediment</i> ', Bottom right: ' <i>which ...</i> ' ✓	1 1 1 1		4	
1.7	Endnote: Magma • Endnote numbering: I, II, III ... ✓ • Endnote text: 'Dangerous' ✓	1 1		2	
1.8	References: Manage Sources: Tarbuck • City field: New Jersey ✓ • Comments field: Island Structure ✓ (Show All Bibliography Fields)	1 1		2	
1.9	Edit Citation • Author and Year displays ✓ (Only Title suppressed) • Pages: 130-140 ✓	1 1		2	
1.10	Find and Replace • Find: Island – Match case used ✓ • Find: Island – Find whole words ✓ • Replace with: Symbol  (Webdings, Character code 74) ✓ (Expect 6 or 7 occurrences)	1 1 1		3	
Total for QUESTION 1				[22]	

EXAM NUMBER																				
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Check the accuracy and skill required before awarding a mark throughout.

QUESTION 2

File name: 2Top10, 2Confidential

Total Q2: 23

No	Criteria	Maximum Mark			Candidate Mark
2Top10					
2.1	Cover Page <ul style="list-style-type: none"> Title (Top 10 ...) moved (not copied) into Title control ✓ Abstract (The world's ...) moved into Abstract control ✓ Page break removed ✓ 	1		3	
		1			
		1			
2.2	Image: below 9. TASMANIA (AUSTRALIA) <ul style="list-style-type: none"> Height: 5 cm ✓ Width: 10 cm ✓ Alignment: Centred ✓ 	1		3	
		1			
		1			
2.3	Hyperlink: on heading 8. BALI (INDONESIA) (Alt+F9) <ul style="list-style-type: none"> Hyperlink created on heading ✓ Linked to: Top of the Document ✓ 	1		2	
		1			
2.4	Page Orientation: Last page <ul style="list-style-type: none"> Orientation: Landscape ✓ Last page only ✓ 	1		2	
		1			
2.5	SmartArt graphics <ul style="list-style-type: none"> 1st level shape: Text inserted: Islands ✓ Font colour: White ✓ 2nd level shape: Shape added: Coral islands ✓ Shape position: Bottom right ✓ 	1		4	
		1			
		1			
		1			
2.6	Field: (Alt+F9) { FILENAME * Upper * MERGEFORMAT } <ul style="list-style-type: none"> FileName field inserted: 2Top10 ✓ Field format: Uppercase ✓ /Capital letters 	1		2	
		1			
2.7	Page numbering <ul style="list-style-type: none"> Automatic page numbering inserted in the footer ✓ No page numbering on the first two pages ✓ Page numbering starts with 1 on third page and continues ✓ Odd page numbers: Right aligned ✓ Even page numbers: Left aligned ✓ } (If Odd/even selected) 	1		5	
		1			
		1			
		1			
		1			
2Confidential					
2.8	Unzip file <ul style="list-style-type: none"> File unzipped ✓ Watermark: Confidential ✓ <i>(Accept diagonal or horizontal Confidential watermark)</i>	1		2	
		1			
	Total for QUESTION 2			[23]	

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3.5	Column D: Conditional Formatting <ul style="list-style-type: none"> Icon set: 3 Flags ✓ Green flag icon: ≥ 280000 ✓ Orange flag icon: ≥ 30001 ✓ OR > 30000 Value Type: Number ✓ 	1 1 1 1		4	
3.6	Cell F9: =E9/D9 <ul style="list-style-type: none"> E9 ✓ /D9 ✓ Formatted to zero decimal places ✓ 	2 1		3	
Polynesia worksheet					
3.7	Chart <ul style="list-style-type: none"> <i>Density (in millions) Digtheid (in miljoene)</i> data series graph type: Column chart ✓ Primary axis display units: Millions ✓ <i>Area (km²) Oppervlakte (km²)</i> data series: Secondary axis ✓ Legend added ✓ Legend appears below – no overlap ✓ 	1 1 1 1 1		5	
Total for QUESTION 3				[25]	

EXAM NUMBER															
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QUESTION 4

File name: 4Bookings

Total Q4: 15

- 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, cells or '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
Travellers worksheet					
4.1	Background • 4Logo inserted as background ✓	1		1	
4.2	Gridlines • Gridlines do not display ✓	1		1	
4.3	Column B: =MID(A10,FIND(" ",A10)+1,LEN(A10)) OR =MID(A10,FIND(" ",A10)+1,LEN(A10)-FIND(" ",A10)) OR =RIGHT(A10,LEN(A10)-FIND(" ",A10)) • Function to find space: FIND(" " ✓ • Extract from cell: A10 ✓ • Function to copy text from space onwards: • MID ✓+1 ✓ OR • RIGHT subtract text before space • Function to copy text from space to end of text: LEN ✓			5	
		1			
		1			
		2			
		1			
4.4	Cell I15: =VLOOKUP(F15,Cost!\$A\$3:\$D\$18,Travellers!H15+1) OR =VLOOKUP(F15,Cost!A1:D18,IF(Travellers!H15="1",2,IF(Travellers!H15="2",3,4))) • Function: VLOOKUP ✓ • Lookup value: F15 ✓ • Array table: Cost!\$A\$3:\$D\$18 ✓ OR Cost!\$A\$1:\$D\$18 • Column index: H15 ✓+1 ✓			5	
		1			
		1			
		1			
		2			
Style worksheet					
4.5	Subtotal feature (Mark by inspection) • At each change in: Travel Style Reisstyl ✓ • Function: Max ✓ • Subtotal added to: Group Cost Groepkoste ✓			3	
		1			
		1			
		1			
	Total for QUESTION 4			[15]	

EXAM NUMBER																			
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QUESTION 5

File name: 5Details

Total Q5: 35

No	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: Name <ul style="list-style-type: none"> Field size set to 20 ✓ 	1		1	
5.1.2	Field: StartDate Validation Rule: >= #15/03/2012# OR >#14/03/2012# <ul style="list-style-type: none"> >= ✓ OR > #15/03/2012# ✓ 	1		2	
5.1.3	Field: AccessCode Input Mask: LL\@0009 OR LL"@0009 <ul style="list-style-type: none"> LL ✓ @ ✓ 000 ✓ 9 ✓ OR # 	1		4	
5.1.4	Field: Position <ul style="list-style-type: none"> Display control: Combo box ✓ Row source type: Value list ✓ Row source: Manager; Administrator; Accountant ✓ 	1		3	
5.1.5	Field: IDPhoto <ul style="list-style-type: none"> Field inserted: IDPhoto ✓ Data type: OLE object ✓ OR Attachment 	1		2	
Form: frm5_2					
5.2	<ul style="list-style-type: none"> Rectangle control added around the last four fields ✓ (Any) Command button control added ✓ Button Action: Go to Next Record ✓ Date displays in medium date format ✓ Date appears in form footer ✓ 	1		5	

EXAM NUMBER																				
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Query: qry5_3				
5.3	<ul style="list-style-type: none"> • <i>DestinationIsland</i> field moved to be first field ✓ • Totals option: Group By applied ✓ • <i>LeisureCost</i> field function: Sum ✓ 	1		3
		1		
		1		
Query: qry5_4 / tblData Query / Query1				
5.4	<ul style="list-style-type: none"> • Query created based on: <i>tblData</i> ✓ • Only <i>Name</i>, <i>Surname</i>, <i>DateOfBirth</i> and <i>DestinationIsland</i> fields displayed ✓ • Sorted by <i>Surname</i> field in ascending order ✓ • <i>DestinationIsland</i> field criteria: Bora Bora Island ✓ OR ✓ Cyprus ✓ • <i>LeisureActivity</i> field criteria: Fishing ✓ <p>(Expected number of records: 3)</p> <p>(Note to marker: Accept wild card character for Bora Bora Island, e.g. B*, Bora*, Bora Bora*)</p>	1		7
		1		
		1		
		3		
		1		
Query: qry5_5				
5.5	<p>Calculated field 60&Older: (Date()-[DateOfBirth])/365.25</p> <ul style="list-style-type: none"> • Field name: 60&Older: ✓ • Current date: (Date()) ✓ OR Now() • Subtract date of birth: -[DateOfBirth] ✓ • Expressed as years: /365.25 ✓ OR /365 • Field criteria: >=60 ✓ <p>(Expected number of records: 15)</p>			5
		1		
		1		
		1		
		1		
		1		
Report: rpt5_6				
5.6	<p>Display</p> <ul style="list-style-type: none"> • <i>TotalLeisureCost</i> field displays full values ✓ <p>Calculation: =AVG([LeisureCost])</p> <ul style="list-style-type: none"> • Function: =AVG (...) ✓ • Field: [LeisureCost] ✓ 	1		3
		1		
		1		
	Total for QUESTION 5			[35]

EXAM NUMBER																			
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QUESTION 6

File name: 6_1Win, 6_2Expensive

Total Q6: 15

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

No	Criteria	Maximum Mark			Candidate Mark
6_1Win					
6.1.1	Font <code></code> <ul style="list-style-type: none"> • Font attribute: face ✓ 	1		1	
6.1.2	Horizontal line <code><hr color="black" size="5"/></code> OR <code><hr size="5" color="black"/></code> OR <code><hr size="5" color="#000000"/></code> <ul style="list-style-type: none"> • Tag: <code><hr .../></code> ✓ • Attribute: <code>color="black"</code> ✓ • Attribute: <code>size="5"</code> ✓ 	1		3	
6.1.3	Hyperlink <code><center></center></code> <ul style="list-style-type: none"> • Anchor tags <code><a ...>... </code> correctly inserted ✓ • Hyperlink created to website ✓ 	1		2	
6.1.4	Heading <code><center><h3>Fun things to do</h3></center></code> <ul style="list-style-type: none"> • Heading: <code><h3>...</h3></code> ✓ • Text inserted: Fun things to do ✓ 	1		2	
6.1.5	Ordered List <code></code> <code>Visit Port Louis</code> <code>Try Deep Sea Fishing</code> <code>Head to Caudan Waterfront</code> <code>Shop at Chinatown</code> <code></code> <ul style="list-style-type: none"> • Ordered list tags: <code> ... </code> ✓ • First list tags inserted: <code>Visit Port Louis</code> ✓ 	1		2	

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6_2 Expensive

<p>6.2</p>	<pre> <body> ①<center> ... ②

 ③<table border="1" width="50%"> <tr> <th>Island</th> <th>Country</th> <th>Language 1</th> <th>Language 2</th> </tr> <tr> <td>Cocoa Island</td> <td>Maldives</td> <td align="center">Divehi </td> ④<td align="center" rowspan="5">English</td> </tr> </table> ①<center> </pre> <ul style="list-style-type: none"> • Web page centred ① <ul style="list-style-type: none"> • Center tags inserted correctly ✓ • Image ② <ul style="list-style-type: none"> • Image inserted with correct width and height ✓ • Table ③ & ④ <ul style="list-style-type: none"> • Table attribute: border="1" ✓ • Cell attribute: rowspan="5" ✓ 			4	
	<p>Close tag(s) or triangular brackets and nesting correctly used. ✓</p>	1		1	
	<p>Total for QUESTION 6</p>			[15]	

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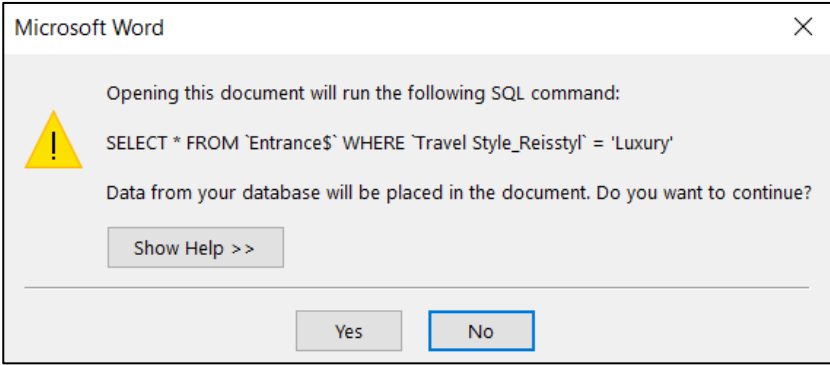
QUESTION 7

File name: 7Discount, 7Card, 7MergedCard

Total Q7: 15

No	Criteria	Maximum Mark	Candidate Mark
7Discount Code worksheet			
7.1.1	<p>Cell D2: Nested IF(AND =IF(AND(YEAR(B2)<1960,C2="Mid-Range"), 5, IF(AND(YEAR(B2)<1960,C2="Luxury"),4,0))</p> <p>OR =IF((AND(YEAR(B2)<1960,C2="Mid-Range"),"5",IF(AND(YEAR(B2)<1960,C2="Luxury"),"4","0")))</p> <ul style="list-style-type: none"> • Function: YEAR(B2) ✓ • Criteria 1: Check Date of Birth <1960 AND travel style Mid-Range ✓ • Output for Criteria 1: Discount code is 5 ✓ • Criteria 2: Check year <1960 AND travel style is Luxury ✓ • Output for Criteria 2: Discount code is 4 ✓ • Output for all other values: 0 ✓ <p>Alternative answer: Cell D2: Nested IF =IF(YEAR(B2)<1960,IF(C2="Mid-range",5,IF(C2="Luxury",4,0)),0)</p> <p>OR =IF(YEAR(B2)>=1960,0,IF(C2="Budget",0,IF(C2="Mid-Range",5,4)))</p> <ul style="list-style-type: none"> • Function: YEAR(B2) • Logical test: Date of Birth >=1960 then travel style Budget • Output: Discount code is 0 • Criteria: Travel style is Mid-Range • Output: Discount code is 5 • Output for all other values: 4 	<p>6</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	
List worksheet			
7.1.2	<p>Filter</p> <ul style="list-style-type: none"> • Filter option switched on ✓ • Filter criteria: 1979 ✓ • Filter sub-criteria: January, February, March ✓ (3 records) 	<p>1</p> <p>1</p> <p>1</p>	<p>3</p>

EXAM NUMBER																			
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7Card and 7MergedCard				
7.2	<p>Mail merge</p> <ul style="list-style-type: none"> Recipients' list is filtered to: Travel Style = Luxury ✓ Merge field: <i>Name Naam</i> ✓ Merge field: <i>Entrance Code Toegangskode</i> ✓ Labels updated ✓ Mail merge completed ✓ Saved as 7MergedCard ✓ 	1 1 1 1 1 1 1		6
				[15]
	TOTAL			150