



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2023

MARKS: 150

TIME: 3 hours

**This question papers consists of 16 pages, an HTML tag sheet,
an input mask character 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 your 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 Ruler are activated.
15. Ensure that the decimal symbol is set as a full stop ('.') and the list separator is set as 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. Borders around images or screenshots in this question paper are intended for clarity. Do NOT insert borders unless you are instructed to do so.
19. The data files that you need to complete this question paper have been provided to you on the disk/CD/DVD/flash disk or on the disk space allocated to you. The files are provided in the form of a password-protected executable file.

Do the following:

- Double-click on the password-protected executable file:
CAT P1 Nov 2023 DATA.exe
- Click on the 'Extract' button.
- Click the 'Show Password' check box.
- Enter the following password: **1234cars**
- Once extracted, verify the contents of the folder by opening one or more files.
- Once the contents of the files have been verified, rename the folder **CAT P1 Nov 2023 DATA** with your examination number.

The following list of files will be available in the folder:

• 1Top10	Word processing document
• 1Toyota	Image
• 2Tips	Word processing document
• 3CarSales	Spreadsheet
• 4Sales	Spreadsheet
• 5Bus	Image
• 5Card	Image
• 5Shuttle	Database
• 6_1Rover	Image
• 6_1Win	HTML file
• 6_2Father	Image
• 6_2Logo	Image
• 6_2Opening	HTML file
• 7Bookings	Spreadsheet
• 7New	Word processing document

SCENARIO

Different types of transportation are used for moving people and goods from one point to another. Although many people use public transportation, cars have become more popular over the years.

QUESTION 1: WORD PROCESSING

Open the **1Top10** word processing document and insert your examination number in the header or footer.

The document contains information about the top ten car brand sales in South Africa during 2022.

1.1 Insert the Retrospect cover page as follows:

- Document title: 'Popular Cars'
- Remove the subtitle control.

(3)

1.2 Find the heading that starts with 'These were South ...' and use font formatting to display the heading as shown below.



These were South Africa's most
popular cars of 2022

(2)

1.3 Find the text 'Question/Vraag 1.3' and replace it with the image **1Toyota**. Apply a 'Soft-Edge Rectangle' picture style to the image.

(2)

1.4 Find and replace all occurrences of the word 'Hilux' so that it appears expanded by 1 pt with a scale of 150%.

(3)

- 1.5 Find the table below the heading that starts with 'South Africa's 10 ...' and modify it to appear as the example below.

South Africa's 10 best-selling car brands of 2022		
Car brand	Units sold	%Value
Ford	26 335	-15.40%
Haval	22 644	18.80%
Hyundai	36 047	7.70%
Isuzu	21 274	7.00%
Kia	22 766	12.90%
Nissan	30 487	1.00%
Renault	27 251	29.60%
Suzuki	47 178	71.00%
Toyota	132 035	12.20%
Volkswagen	69 801	-2.50%
Minimum %Value		-15.40%

NOTE: The data for Volkswagen is moved into the table.

(5)

- 1.6 Find the chart/graph below the text that starts with 'The graph below ...' and insert the caption to display as 'Graph 2: Bestsellers'.

(2)

- 1.7 Find the letter 'D' below the heading 'Expectations for new ...' and format the letter as displayed in the example below.

Despite the positive numbers for car manufacturers in 2022, the new car market's strong performance is decelerating due to repeating increases in interest rates since November 2021. NAAMSA and car retailer Combined Motor Holdings (CMH) expect this to burden car sales.

NOTE: The background colour of the letter D should display in a green shading.

(4)

- 1.8 Find the heading that starts with 'The top 10 ...' and the table below the heading.

Change the settings to make sure that the heading and the table will always remain together.

(1)

- 1.9 Insert the file path in the header of the last page only.

(2)

Save and close the **1Top10** document.

[24]

QUESTION 2: WORD PROCESSING

Open the **2Tips** word processing document and insert your examination number in the header or footer.

The document contains tips that can be followed when buying a vehicle.

2.1 Change the margins of the document to narrow margins. (1)

2.2 Add a 3 pt border on the left and right side of the first page only. (3)

2.3 Create a link as follows:

- Find the text 'Contact form' and create a bookmark called 'Contact'.
- Insert a link on the text 'choosing' in the first paragraph to the 'Contact' bookmark. (3)

2.4 Find the text that starts with '1. A new vehicle ...' and ends with '... start the research:'.

Change the numbered list to a bulleted list with the symbol 🚗 (Webdings: Character code: 142). (2)

2.5 Edit the form controls below the heading 'Contact form' as follows:

2.5.1 Find the text form field next to the text 'Surname' and apply a word processing feature to the text form field so that it appears as the rest of the form fields. (1)

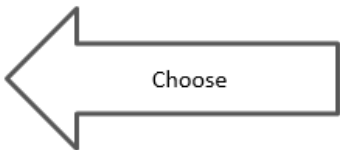
2.5.2 Change the text form field next to the text 'Name' to display the data in capital letters. (1)

2.5.3 Edit the text form field next to the 'Contact number' so that it can only accept the correct number of digits.

Examples: 0825893654 or 0359586321 (1)

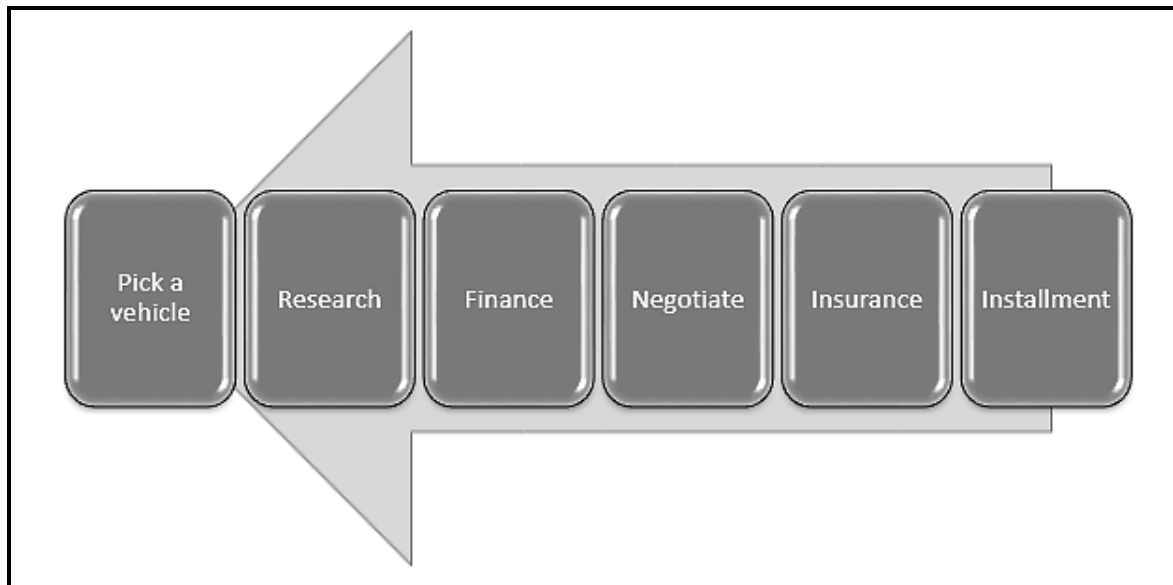
2.5.4 Edit the text form field next to the text 'Preferred time to call' so that a user can insert a specific time of day in the format: h:mm am/pm (2)

2.6 Insert a shape to appear as in the example below.

Contact number:	<input type="text"/>	<input type="checkbox"/>	
E-mail address:	<input type="text"/>	<input type="checkbox"/>	
Preferred time to call:	<input type="text"/>		

(3)

- 2.7 Find the SmartArt on the last page and format the SmartArt to appear as shown in the example below.



NOTE: A '3D Cartoon' style was applied.

(4)

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

[21]

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 values are changed in the existing data.
- Should you need to use building blocks, use the space allocated for this in the spreadsheet data file.

Open the **3CarSales** spreadsheet which contains the number of cars sold by the salespersons for the period October 2022 to September 2023.

Work in the **Total** worksheet.

- 3.1 Edit the heading in **row 1** as follows:
- Merge and centre **cells A1:J1**.
 - Apply a 'Distributed (Indent)' horizontal text alignment with an indent of 13. (3)
- 3.2 The total number of cars sold by each salesperson for the period 2022/2023 is stored in **row 7**.
- Insert a function in **cell E3** to determine the second lowest total number of cars sold by a salesperson for the period 2022/2023. (2)
- 3.3 Insert a function in **cell E4** to determine the number of months in which the total monthly sales of cars were fewer than 15. (2)
- 3.4 Apply a spreadsheet feature to **cells C9:I20** to display the percentage values of 0 to 50 in a two-colour scale format style. Change the colour of the minimum value to blue. (4)
- 3.5 Insert a lookup function in **cell F23** to display the name of the salesperson who sold the most cars for the period 2022/2023. (6)
- Save and close the **3CarSales** spreadsheet. [17]

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 values are changed in the existing data.
- Should you need to use building blocks, use the space allocated for this in the spreadsheet data file.

Open the **4Sales** spreadsheet which contains information on cars bought in September 2023 at Sam's Dealership.

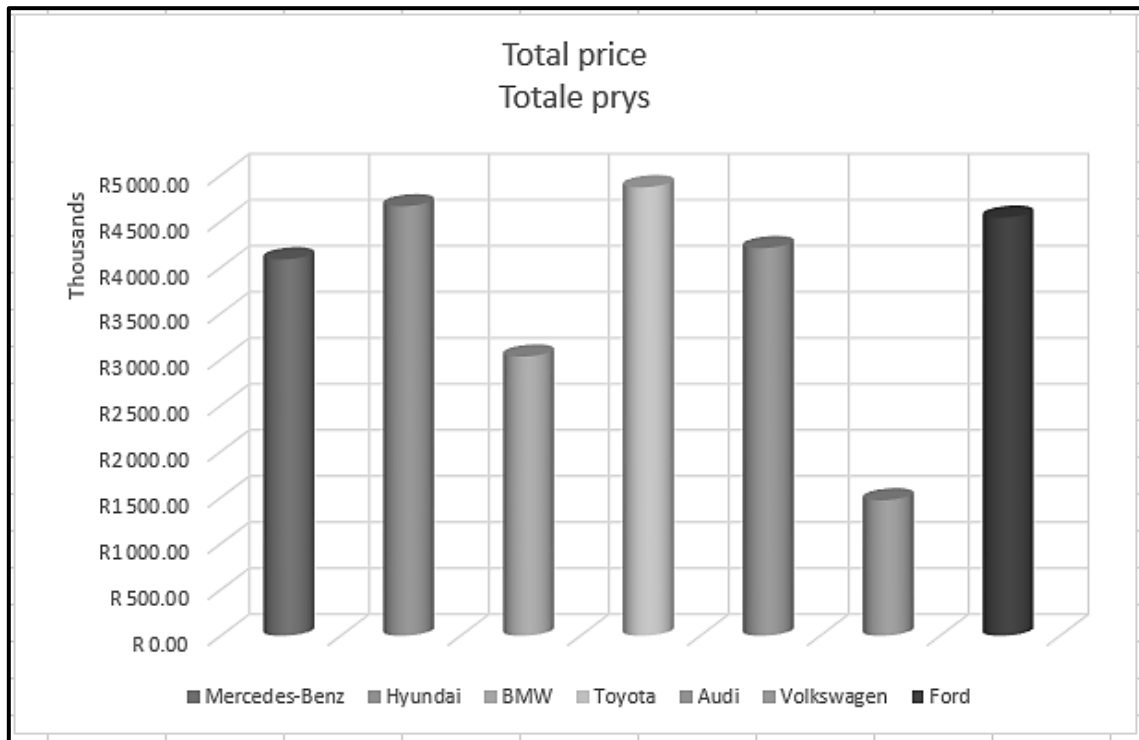
NOTE: A dialogue box will display when opening the file. Click on OK.

Work in the **Sales** worksheet.

- 4.1 Change the format in **column H** to an appropriate data type and make sure that all the information in the column is visible. (2)
- 4.2 The function in **cell C3** was an attempt to determine if the total interest (**cell E3**) is 8% of the total car prices (**column E**).
However, the function displays an incorrect result.
Correct the formula in **cell C3** to display the correct result. (1)
- 4.3 Insert a function in **cell C5** to calculate the total price (**column E**) for all the **Hyundai i**-models. (6)
- 4.4 Modify the function in **cell A11** to only display the initial(s) of the customer (**column B**). (4)
- 4.5 The total cost for a car is calculated by adding the price and the interest. However, if a buyer wants extra accessories (**column G**), an additional 5% is added to the total cost.
Insert a formula/function in **cell H10** to calculate the final total cost for Basson. (4)

Work in the **Chart** worksheet.

4.6 Modify the chart to appear as the example below.



NOTE: The column colours have been set to vary by point.

(6)

Save and close the **4Sales** spreadsheet.

[23]

QUESTION 5: DATABASE

The database contains information on the drivers and clients of a shuttle company.

Open the **5Shuttle** database.

- 5.1 Open the **tbl5_1** table in Design View.
- 5.1.1 Change the properties of the *Name* field to make sure that a name is always entered. (1)
- 5.1.2 Edit the properties of the *StartDate* field to display in the format:
dd-mmm-yy (2)
- 5.1.3 A driver's licence number must be entered in a specific format.
Change the properties of the *LicenceNo* field so that a user will enter data as follows:
- SIX compulsory numbers; followed by
 - THREE capital letters; followed by
 - ONE optional number
- Examples: 435698XKJ8 or 963214PJH (4)
- 5.1.4 Change the properties of the *Rating* field to ONLY accept ratings from 1 to 5. No default value should appear in this field. (2)
- 5.1.5 Insert a new field called *LicenceCard* above the *LicenceNo* field.
Insert the **5Card** image, in Datasheet View, for the driver Mark Lopez. (4)
- Save and close the **tbl5_1** table.
- 5.2 Open the **frm5_2** form, based on the **Pre-bookings** table, in Design View and edit as follows:
- Insert the **5Bus** image in the form header as a logo.
 - Change the properties of the *Reason* field to a combo box to display the options 'Business' and 'Personal'.
- Save and close the **frm5_2** form. (5)

5.3 Create a query called **qry5_3** based on the **Pre-bookings** table as follows:

Display only the name, surname and contact number of the following clients:

- Business clients who travel more than 30 km
- Any clients who travel 10 km or less

Save and close the **qry5_3** query. (5)

5.4 Open the **qry5_4** query, based on the **Pre-bookings** table, in Design View.

Modify the query to display the clients who will use the shuttle services to depart in December.

Save and close the **qry5_4** query. (3)

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

Insert a new field *Total* to calculate the total travel cost for a client for a return trip. The client is charged R6,25 per kilometre travelled.

Save and close the **qry5_5** query. (4)

5.6 Open the **rpt5_6** report, based on the **Pre-bookings** table, in Design View and modify as follows:

- Insert a function in the group footer to indicate the total clients per *Reason*.
- Change the page orientation to landscape.
- Export the report as a PDF document called **5Pre-bookings** to your data folder.

Save and close the **rpt5_6** report. (5)

Save and close the **5Shuttle** 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 reference.
- All files needed to complete this question can be found in the data folder.

A web page was created for a promotional competition to win a car from Sam's Dealership.

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

Your final web page should look like the example below.



Stand a chance to win big!

Join the friendly people from Sam's Dealership
and stand a chance to win.

[Home](#) [Contact details](#) [Ts and Cs](#)

Ts and Cs

- This promotional competition is organised by Sam's Dealership.
- No director, subscriber, partner, employee, agent of, or consultant to the Promoter or any other person who directly or indirectly controls or is controlled by the Promoter, their advertising agencies, or their spouses, life partners, parents, children, brothers, sisters, business partners or associates, may enter this promotional competition.
- All participants must be resident in South Africa and be over the age of 18 years.
- By entering the competition you agree and understand that there is no guarantee that you will win a prize.
- There will be one winner only.
- Prizes are not transferable, may not be deferred or be exchanged for cash or otherwise.
- If any taxes, levies, duties or any charges whatsoever are levied on a prize by any competent authority, the winner will be liable for these and the prize value will not be increased to compensate for such charges.
- The winner will be randomly drawn at Head Office.
- The decision of the judges will be final and no correspondence regarding this will be entered into.

NOTE:

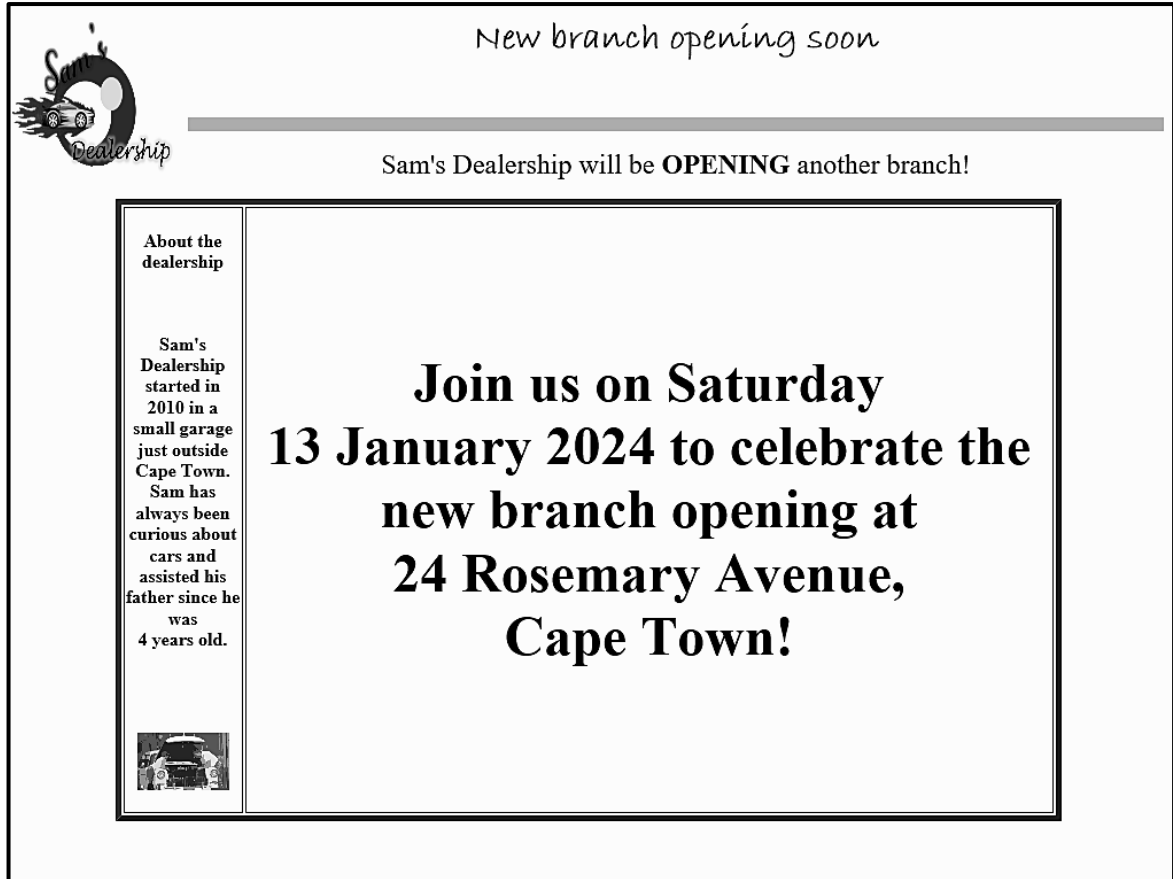
- Use the example above as a guide when answering this question.
- Question numbers appear as comments in the coding to indicate where you should insert the answer(s). **DO NOT** delete these comments.

- 6.1.1 Insert an attribute to the body tag so that the web page colour displays light blue. (2)
- 6.1.2 Modify the image tag attributes so that the images appear as shown in the example on the previous page. (2)
- 6.1.3 Change the HTML code so that the 'Home' text displays in the table as shown in the example on the previous page. (1)
- 6.1.4 Insert a tag to the table heading 'Ts and Cs' so that it will link to the **6_1Win** web page. (2)
- 6.1.5 Modify the HTML code to display the list as shown in the example on the previous page. (2)

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

6.2 Open the incomplete **6_2Opening** web page in a web browser and also in a text/HTML editor.

Complete the web page to resemble the example below.



Save and close the **6_2Opening** file.

(5)

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

(1)
[15]

QUESTION 7: GENERAL

Open the **7New** word processing document.

- 7.1 The shuttle company is upgrading their logo. Use WordArt and the images in the file to create a new logo, as shown below.

**NOTE:**

- The final logo should be one image.
- Save the final logo as an image called **7NewLogo**. (5)

Save and close the **7New** document.

- 7.2 Open the **7Bookings** spreadsheet.

- 7.2.1 Shuttle drivers need to be notified one and a half hours before a client's departure time.

Insert a function in **cell D8** to calculate the time a driver should be notified. (5)

- 7.2.2 Insert a formula in **column G** to calculate the number of days between the departure and return dates for all clients. (3)

- 7.2.3 Edit the worksheet as follows:

- Change the settings to make sure that when the entire worksheet is printed, the information in **columns A to G** will appear on the first page.
- Edit the print options to include the row and column headings. (2)

Save and close the **7Bookings** spreadsheet. [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>	Centre text, a table of an image horizontally
	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 – NOVEMBER 2023****INFORMATION SHEET** (to be completed by the candidate AFTER the 3-hour session)

CENTRE NUMBER _____

EXAMINATION NUMBER _____

WORKSTATION NUMBER _____

SUITE USED (Mark appropriate box with a cross (X))	Microsoft Office 2016	Microsoft Office 2019	Microsoft Office 2021	Office 365	
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) used for each answer. Tick if saved and/or attempted.

Question Number	File Name	Saved (✓)	Attempted (✓)	Maximum Mark	Mark Achieved	Marker Initial/Code
1	1Top10			24		
2	2Tips			21		
3	3CarSales			17		
4	4Sales			23		
5	5Shuttle			35		
6	6_1Win			15		
	6_2Opening					
7	7Bookings			15		
	7New					
	7NewLogo					
TOTAL				150		

Comment: (for office/marker use only)



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2023

MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER									
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FINAL MARK	
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EXAMINATION NUMBER														
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	24	21	17	23	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 14 pages.

DBE Stamp

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

QUESTION 1

File name: 1Top10

Total Q1: 24

No	Criteria	Maximum Mark			Candidate Mark
1.1	Cover page <ul style="list-style-type: none"> Cover page: Retrospect inserted ✓ Document title: 'Popular Cars' ✓ Subtitle control removed ✓ 	1		3	
		1			
		1			
1.2	Font formatting <ul style="list-style-type: none"> Font Colour: white OR Fill Colour: No Fill ✓OR Transparency: 100% Text Effect: Tight Reflection: Touching ✓ OR Half Reflection: Touching 	1		2	
		1			
1.3	Image <ul style="list-style-type: none"> 1Toyota image inserted ✓ Picture style: Soft Edge Rectangle ✓ 	1		2	
		1			
1.4	Find and replace: 'Hilux' <ul style="list-style-type: none"> Character scale: 150% ✓ Character spacing: Expanded 1 pt ✓ 5 replacements ✓ 	1		3	
		1			
		1			
1.5	Table formatting <ul style="list-style-type: none"> Volkswagen data <u>moved</u> into table ✓ Last row – first 2 cells: merged ✓ Formula: =MIN(ABOVE)*100 ✓ AutoFit: Auto Fit to Contents ✓ Table: Alignment: Centre ✓ <p>ALT+F9: { =MIN(ABOVE)*100 \# "0.00%" }</p>	1		5	
		1			
		1			
		1			
		1			
1.6	Caption <ul style="list-style-type: none"> New label: Graph ✓ Caption: Bestsellers ✓ <p>ALT+F9: Graph { SEQ Graph * ARABIC }</p>	1		2	
		1			
1.7	Drop Cap <ul style="list-style-type: none"> Drop cap inserted on the letter D ✓ Lines: 4 ✓ Highlight removed ✓ Shading: Green ✓ 	1		4	
		1			
		1			
		1			
1.8	Paragraph settings <ul style="list-style-type: none"> Pagination: Keep with next ✓ 	1		1	

DBE Stamp

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

QUESTION 2

File name: 2Tips

Total Q2: 21

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Margins • Layout: Margins: Narrow ✓	1		1	
2.2	Page border • Width: 3 pt ✓ • Left and right side only ✓ • Page border on first page only ✓	1		3	
		1			
		1			
2.3	Hyperlink AND bookmark • Bookmark 'Contact' created at the text 'Contact form' ✓ • Hyperlink created on text 'choosing' ✓ • Hyperlink links to bookmark 'Contact' ✓ <i>ALT+F9: { HYPERLINK \ "Contact" }</i>	1		3	
		1			
		1			
2.4	Bulleted list • Changed first four numbered paragraphs to bulleted list ✓ • Symbol: ☰ Font: Webdings: Character code: 142 ✓			2	
		1			
2.5.1	Tab stops: Form field: Surname • Left tab stop OR Hanging indent: 7cm ✓	1		1	
2.5.2	Form field: Name • Text format: Uppercase ✓	1		1	
2.5.3	Form field: Contact number • Maximum length: 10 ✓	1		1	
2.5.4	Form field: Preferred time to call • Type: Date ✓ • Text format: h:mm am/pm ✓ OR h:mm:ss am/pm			2	
		1			
2.6	Shape • Left arrow shape inserted ✓ • Text: 'Choose' ✓ (appears as in screenshot) • No fill colour/white fill colour ✓	1		3	
		1			
		1			
2.7	SmartArt • Shape added: Negotiate ✓ (between Insurance & Finance) • Layout changed: Continuous block process ✓ • 3-D style: Cartoon ✓ • Right to Left selected ✓	1		4	
		1			
		1			
		1			
Total for QUESTION 2				[21]	

DBE Stamp

EXAMINATION NUMBER																			
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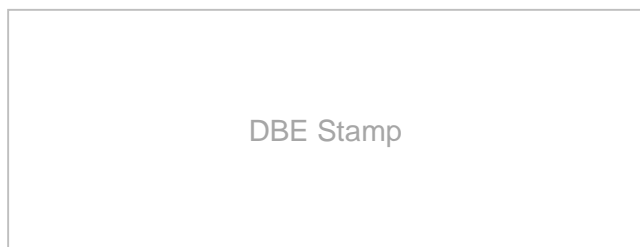
QUESTION 3

File name: 3CarSales

Total Q3: 17

- 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
3.1	Row 1: <ul style="list-style-type: none"> • A1:J1: merged and centred ✓ • Horizontal alignment: Distribute (Indent) ✓ • Indent: 13 ✓ 	1		3	
3.2	Cell E3: =SMALL(C7:I7,2) <ul style="list-style-type: none"> • Function: SMALL(C7:I7, ...) ✓ • Value: 2 ✓ 	1		2	
3.3	Cell E4: =COUNTIF(J9:J20,"<15") <ul style="list-style-type: none"> • Function: COUNTIF(J9:J20,...) ✓ • Criteria: "<15" ✓ OR "<=14" 	1		2	
3.4	Cells C9:I20 Conditional formatting <ul style="list-style-type: none"> • Two-colour scale applied to correct cells only ✓ • Minimum colour: blue ✓ • Type: Percent (both) ✓ • Maximum value: 50 ✓ 	1		4	
3.5	Cell F23: =HLOOKUP(MAX(C7:I7),C7:I8,2,FALSE) OR =XLOOKUP(MAX(C7:I7),C7:I7,C8:I8) <ul style="list-style-type: none"> • Function: HLOOKUP/XLOOKUP ✓ • Lookup Value: <ul style="list-style-type: none"> • Function: MAX ✓ (C7:I7) ✓ OR LARGE (C7:I7,1) • Table array: C7:I8 ✓ OR A7:I8 • Row number: 2 ✓ • Range lookup: FALSE ✓ <p style="margin-left: 20px;">} If XLOOKUP(...,C8:I8) Award both marks</p>	1		6	
Total for QUESTION 3				[17]	



DBE Stamp

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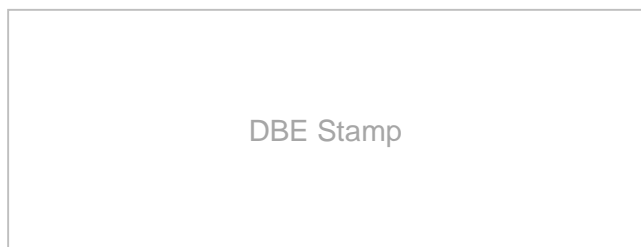
QUESTION 4

File name: 4Sales

Total Q4: 23

- 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.

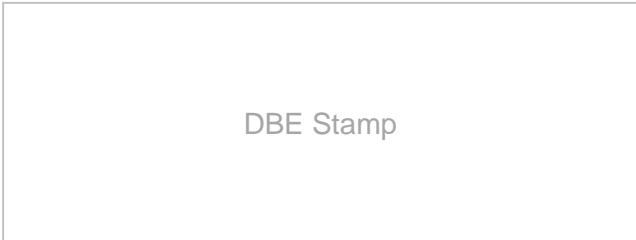
No.	Criteria	Maximum Mark			Candidate Mark
Sales worksheet					
4.1	Column H <ul style="list-style-type: none"> • Data type: Currency ✓ OR Accounting • Column width: data is visible ✓ 	1		2	
		1			
4.2	Cell C3: Circular reference error = SUM(E9:E50)*0.08=E3 <ul style="list-style-type: none"> • E3 ✓ 	1		1	
4.3	Cell C5: =SUMIFS(E9:E50,C9:C50,"Hyundai",D9:D50,"i*") OR =SUMIFS(E9:E50,D9:D50,"i*",C9:C50,"Hyundai") <ul style="list-style-type: none"> • Function: SUMIFS ✓ • Sum range: E9:E50 ✓ • Criteria range 1: C9:C50 ✓ • Criteria 1: "Hyundai" ✓ • Criteria range 2: D9:D50 ✓ • Criteria 2: "i*" ✓ OR 'I' 	1		6	
		1			
		1			
		1			
		1			
		1			



DBE Stamp

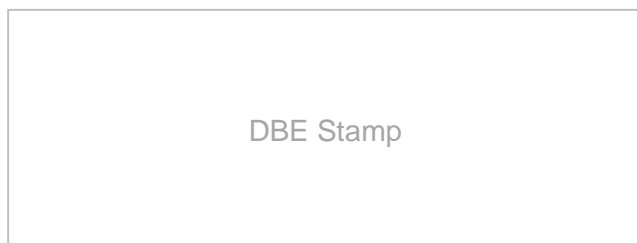
EXAMINATION NUMBER																			
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4.4	<p>Cell A11: =MID(B11,0,LEN(B11)): Function modified not replaced</p> <p>=MID(B11,FIND(",",B11)+2,LEN(B11)) OR =MID(B11,FIND(",",B11)+2,LEN(B11)-FIND(",",B11)+2) OR =MID(B11,FIND(" ",B11)+1,LEN(B11)) OR =MID(B11,FIND(" ",B11)+1,LEN(B11)-FIND(" ",B11)) OR =RIGHT(B11,LEN(B11)-FIND(" ",B11)) OR =RIGHT(B11,LEN(B11)-FIND(",",B11)-1)</p> <ul style="list-style-type: none"> • Function: FIND ✓ • Find "," OR " " ✓ • Within cell: B11 ✓ • Correct initials without space ✓ 	1 1 1 1		4	
4.5	<p>Cell H10: =IF(G10="Yes",SUM(E10:F10)*1.05,SUM(E10:F10)) OR =IF(G10="Yes",SUM(E10:F10)*5%+SUM(E10:F10),SUM(E10:F10)) OR =IF(G10="Yes",(E10+F10)*1.05,E10+F10) OR =IF(G10="Yes",(E10+F10)*5%+E10+F10, E10+F10)</p> <p>Concepts:</p> <ul style="list-style-type: none"> • Determine if extras are "Yes" • If TRUE: <ul style="list-style-type: none"> • Determine total price and interest • With a 5% added to the total • If FALSE: <ul style="list-style-type: none"> • Determine total price and interest <ul style="list-style-type: none"> • Function: IF ✓ • Criteria: G10="Yes" ✓ • Output if true: SUM(E10+F10)*1.05 ✓ OR (E10+F10)*5%+E10+F10 • Output if false: SUM(E10:F10) ✓ OR E10+F10 <p><i>(Note to marker: Building blocks)</i></p>	1 1 1 1	4		



EXAMINATION NUMBER																			
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Chart worksheet				
4.6	<p>Chart/Graph</p> <ul style="list-style-type: none"> • Data selected: Audi ticked ✓ • Y-Axis options: Display units: Thousands ✓ • Column Shape: Cylinder ✓ • Data Series: Fill: Vary colors by point ✓ • Legend added at the bottom ✓ • Major vertical gridlines added ✓ 	1		6
		1		
		1		
		1		
		1		
		1		
	Total for QUESTION 4			[23]



DBE Stamp

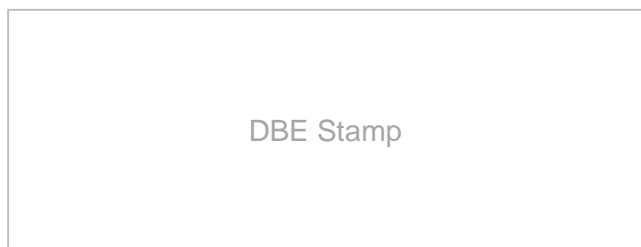
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QUESTION 5

File name: 5Shuttle

Total Q5: 35

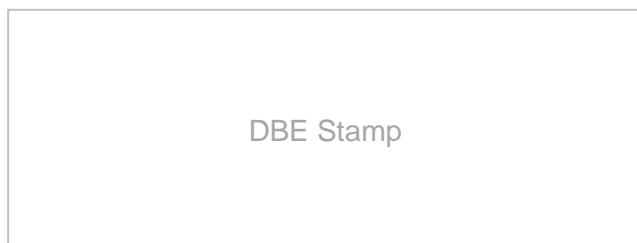
No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: Name • Required: Yes ✓	1		1	
5.1.2	Field: StartDate • Data type: Date/Time ✓ • Format: Medium date OR dd-mmm-yy ✓	1 1		2	
5.1.3	Input Mask: Field: LicenceNo 000000>LLL9 OR >000000LLL9 • 000000 ✓ • > ✓ • LLL ✓ • 9 ✓	1 1 1 1		4	
5.1.4	Field: Rating • Default value: Blank/Empty ✓ • Validation rule: Between 1 And 5 ✓ OR >=1 And <=5 OR 1 or 2 or 3 or 4 or 5	1 1		2	
5.1.5	Field: LicenceCard • New field: <i>LicenceCard</i> inserted ✓ • Position: Between <i>Car</i> and <i>LicenceNo</i> ✓ • Data Type: OLE Object ✓ (<i>Attachment/Hyperlink</i>) • 5Card added in Datasheet View ✓	1 1 1 1		4	
Form: frm5_2					
5.2	Logo • Inserted 5Bus ✓ • As a logo ✓ in the header Field: Reason • Change to Combo box ✓ • Row Source: "Business";"Personal" ✓ • Row Source Type: Value list ✓	1 1 1 1 1		5	



DBE Stamp

EXAMINATION NUMBER																				
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Report: rpt5_6					
5.6	<ul style="list-style-type: none"> • Group footer: Function inserted ✓ • Function: =COUNT(*) ✓ OR any other field name • Page orientation: Landscape ✓ • Report exported as .pdf ✓ • File name: 5Pre-bookings ✓ 	1		5	
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 5			[35]	



DBE Stamp

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QUESTION 6

File name: 6_1Win; 6_2Opening

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	Background colour <code><body bgcolor="LightBlue"></code> <ul style="list-style-type: none"> • Attribute: bgcolor inserted ✓ • Colour: "Lightblue" ✓ 	1 1	2	
6.1.2	Image <code></code> <ul style="list-style-type: none"> • Attribute: Height="100" ✓ • Attribute: Align="Left" ✓ 	1 1	2	
6.1.3	Table: Cell <code><th width="25%">Home</th></code> <ul style="list-style-type: none"> • <th> tag added with attribute: width="25%" ✓ 	1	1	
6.1.4	Link <code><th width="25%">T's and C's</th></code> <ul style="list-style-type: none"> • Anchor tags inserted: <a> ... ✓ • Attribute: href="6_1Win.html" ✓ 	1 1	2	
6.1.5	Ordered list <code><ol type="a"></code> <ul style="list-style-type: none"> • change to ✓ (opening and closing tags) • Attribute: Type="a" ✓ 	1 1	2	

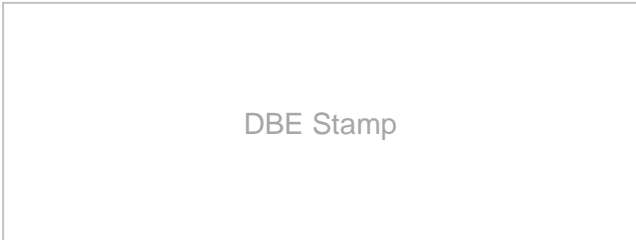
DBE Stamp

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6_2Opening

6.2	<p>... ①</p> <pre><h1 align="center"> New branch opening soon </h1></pre> <p>
</p> <p>② <hr size="10" color="Orange"/></p> <p>...</p> <pre><center> ③ ④ <table border="5"> <tr> <th width="100"></pre> <p>...</p> <pre>

 </th></pre> <p>① Font type:</p> <ul style="list-style-type: none"> • Attribute: face ✓ <p>② Horizontal line:</p> <ul style="list-style-type: none"> • Moved to appear below the heading ✓ <p>Table:</p> <p>③</p> <ul style="list-style-type: none"> • Attribute: border ✓ <p>④</p> <ul style="list-style-type: none"> • Border size: "5" ✓ (accept size between 2 – 6) <p>⑤ Image:</p> <ul style="list-style-type: none"> • .gif changed to .jpg ✓ 			5	
	<p>Closing tag(s) or triangular brackets and nesting correctly used. ✓</p>	1		1	
	<p>Total for QUESTION 6</p>			[15]	



DBE Stamp

EXAMINATION NUMBER																			
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QUESTION 7

File names: 7New; 7NewLogo; 7Bookings

Total Q7: 15

No.	Criteria	Maximum Mark			Candidate Mark
7New; 7NewLogo					
7.1	Image manipulation <ul style="list-style-type: none"> • WordArt inserted: 'n time' ✓ • Shuttle Image: Text wrapping changed ✓ • Images and text moved in correct positions ✓ • Grouped: Image moves as one object ✓ • Saved as 7NewLogo image ✓ 	1		5	
		1			
		1			
		1			
		1			
		1			
7Bookings					
7.2.1	Cell D8: =C8-TIME(1,30,0) OR =TIME(HOUR(C8)-1,MINUTE(C8)-30,SECOND(C8)) OR =TIME(HOUR(C8),MINUTE(C8)-90,SECOND(C8)) OR =TIME(HOUR(C8),MINUTE(C8),SECOND(C8))- TIME(1,30,0)			5	
		1			
		1			
		1			
		1			
		1			
7.2.2	Column G: =F4-E4 OR =Days(F4,E4) OR =Days360(E4,F4)	1		3	
		1			
		1			
7.2.3	Page setup <ul style="list-style-type: none"> • Scaling: Adjust to: 70% - 85% ✓ • Headings: Print: Row and column headings ✓ 	1		2	
		1			
TOTAL for QUESTION 7				[15]	
TOTAL				150	



DBE Stamp