



# **COMPUTER APPLICATIONS TECHNOLOGY**

## **REVISION BOOKLET 2026**

### **Grade 12**

### **TERM 1**

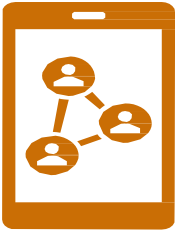
This revision program is designed to assist you in revising the critical content and skills covered during the First term. The purpose is to prepare you to understand the key concepts/skills and to provide you with an opportunity to establish the required standard and the application of the knowledge necessary to succeed in the examination.



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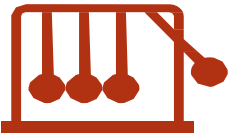
## PURPOSE OF THE REVISION SUPPORT PACKAGE



*The aim of this Revision Package is for learners to use in their own learning, self-paced with little assistance by a teacher/tutor.*

This package will constitute the revision materials for grade 12 CAT for some of the content that was done for 2026 in Term 1 according to the WCED ATPs.

## DESIGN ELEMENTS OF THE PACKAGE



The design elements for this resource which consists of Theory and Practical questions, will consist of:

- A memorandum/marking guideline

## CONTENT AND QUESTIONS

The content covered is Theory and Practical content:

- System Technologies
- Database theory questions
- Solution Development.
  - Word (MS Word)
  - Excel (MS Excel)
  - Database (MS Access)



## DATAFILES

Datafiles: <https://wcedportal.co.za/eresource/246311>

## SHORT QUESTIONS



### WHAT TO LOOK AT WHEN ANSWERING QUESTIONS ON SECTION A: SHORT QUESTIONS

These questions are similar to what can be expected in Section A of the final Exam Theory papers.

When answering the **multiple-choice questions**, you are urged NOT to leave any of the questions unanswered.

| Select one of the 4 options given to you. | You have a 25% chance of "guessing" the correct answer.

| The same advice is given when answering the **Matching Column questions**: you are urged NOT to leave any of the questions unanswered.

| The question on **True or False** is a tricky question in the sense that, if you answer False, you need to submit the correct alternative to the bold, underline word/phrase. | A mere "False" will not score you a point; you need to provide the correct answer.

| When you draw a blank and are unable to answer a True or False question, opt to answer that question with a "True". | Do NOT leave the question unanswered. | You have a 50% chance to score a mark if you answer "True".

| Remember: Section A questions cover the whole curriculum. | Be well prepared on all aspects of the Theory section.

# SHORT QUESTIONS

## **THEORY**

### **1. SYSTEM TECHNOLOGIES: GENERAL CONCEPTS**

**IN ORDER TO DO FOLLOWING REVISION ACTIVITY, THE LEARNERS MUST BE ABLE TO:**

- Describe the information processing cycle and how it relates to how computers work.
- Distinguish between the different types of computers in terms of their processing power, uses and portability.
- Describe how to categorise computers.
- Define the role of ICTs in the workplace.
- Discuss the value of CAT as a subject and how CAT can influence this/her future career.

#### **1. MULTIPLE CHOICE**

- 1.1. Which of the following devices is NOT an example of a dedicated device? (1)
- A. Telephone
  - B. Barcode scanner
  - C. DVD player
  - D. Microphone
- 1.2. Which of the following computers has the most processing power? (1)
- A. Workstation
  - B. Desktop PC
  - C. Server
  - D. Smartphone
- 1.3. Which of the following computers is portable? (1)
- A. Mainframe computer
  - B. Supercomputer
  - C. Desktop PC
  - D. Laptop
- 1.4. Which step in the information-processing cycle uses the computer's CPU? (1)
- A. Input
  - B. Output
  - C. Processing
  - D. Storage
- 1.5. Which of the following devices uses convergence? (1)
- A. Smartphone
  - B. Television
  - C. Kettle
  - D. Digital camera

#### **2. TRUE OR FALSE?**

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write 'true' or 'false' next to the question number. Correct the statement if it is FALSE. Change the underlined word(s) to make the statement TRUE. (You may not simply use the word 'NOT' to change the statement. NO marks will be awarded if you only write FALSE)

- 2.1. A compact computer with a complete system is known as a supercomputer. (1)
- 2.2. Social networks have helped us to connect people to each other and have, therefore, increased the

- distance between people. (1)
- 2.3. Wikis allow us to share our daily experiences with our friends. (1)
- 2.4. An example of a microcomputer is a laptop. (1)
- 2.5. People can share their knowledge of the world on social media. (1)
- [5]

### 3. MATCHING ITEMS

Choose a concept from Column B that matches a description in Column A. Write only the letter next to the question number (e.g. 1J).

COLUMN A	COLUMN B
3.1. Lowering the brightness of your computer's display screen	A. Greenhouse gas
3.2. Discarded electronic devices that are thrown away and transported to landfills	B. E-waste
3.3. Properly removing and recycling your old electronic devices	C. Wikis
3.4. Facts and numbers that have been organised in a way that people understand	D. Convergence
3.5. A platform where people can share their personal information with others	E. Disposal
	F. Blog
	G. Printing
	H. Knowledge

[5]

### 4. SHORT AND MEDIUM QUESTIONS

- 4.1. How would you use a computer at each stage of the information processing cycle? (4)
- 4.2. How do you properly dispose of your old electronic devices? (2)
- 4.3. Describe what convergence is. (2)
- 4.4. As technology has evolved, computers have changed and, in some cases, improved our lives and ways of living.
- 4.5. List five reasons as to why people use computers. (5)

## 2. SYSTEM TECHNOLOGIES: HARDWARE

### 1. MULTIPLE CHOICE

- 1.1. Which of the following is an example of memory? (1)
- A. RAM
  - B. HDD
  - C. SSD
  - D. GPU
- 1.2. Which of the following is NOT a communication device? (1)
- A. Router
  - B. Switch
  - C. USB flash
  - D. Wi-Fi card
- 1.3. Which of the following networks would a home user use? (1)
- A. WAN
  - B. LAN
  - C. HAN
  - D. WLAN

- 1.4. Which of the following storage is NOT physical? (1)
- A. Blu-ray disk
  - B. ROM
  - C. Cloud storage
  - D. Internal hard drive
- 1.5. Which of these problems has to do with the computer's software? (1)
- A. The mouse is not responding
  - B. The computer is overheating
  - C. The computer cannot connect to the printer
  - D. The computer keeps freezing when you run a program

**2. TRUE OR FALSE?**

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write 'true' or 'false' next to the question number. Correct the statement if it is FALSE. Change the underlined word(s) to make the statement TRUE. (You may not simply use the word 'NOT' to change the statement. NO marks will be awarded if you only write FALSE)

- 2.1. SOHO users are people who work at home and in small offices. (1)
- 2.2. A smartphone is ideal for a mobile user. (1)
- 2.3. When you use a keyboard, make sure that your elbow does not bend a lot. (1)
- 2.4. A digital camera captures photographs and stores them on an internal hard drive. (1)
- 2.5. Cache is located on the hard disk, while RAM is located on the CPU. (1)

**3. MATCHING ITEMS**

Choose a concept from Column B that matches a description in Column A. Write only the letter next to the question number (e.g. 3.1 J).

COLUMN A	COLUMN B
3.1. Over the years, Mary-Anne's computer has started performing slower	A. Input device
3.2. Kabelo uses loud speakers to listen to his favourite music	B. Output device
3.3. Patrice saves all her college assignments on her flash drive so that she can access them with any computer	C. Network error
3.4. Sangram uses a router to connect his smartphone to his laptop and tablet	D. Processing device
3.5. Busisiwe's computer keeps disconnecting from the internet every ten minutes	E. Printer error
	F. Communication device
	G. Storage device
	H. Display screen error
	I. Embedded device

**4. SHORT AND MEDIUM QUESTIONS**

- 4.1. Provide three examples of an input device that a paralysed person would use. (3)
- 4.2. If you want to watch a video on YouTube, what hardware do you need? Mention ONE piece of hardware you will need for each step of the information-processing cycle. (5)
- 4.3. Which do you think is better, wired or wireless input devices? Give a reason for your answer. (2)

### **3. SYSTEM TECHNOLOGIES: SOFTWARE & SOCIAL IMPLICATIONS**

#### **1. MULTIPLE CHOICE**

- 1.1. Which of the following is an example of online spreadsheet software? (1)
- A. Google Docs
  - B. Google Sheets
  - C. Microsoft Excel
  - D. Microsoft PowerPoint
- 1.2. Which of the following is a limitation of installed software? (1)
- A. You must back up and save your data
  - B. Data is stored on your computer
  - C. You need an internet connection to access your data
  - D. It is slower than web-based software
- 1.3. Which of the following has a built-in antivirus? (1)
- A. Email software
  - B. Web browsers
  - C. Database software
  - D. Spreadsheet software
- 1.4. Which of the following would be the output equivalent of voice-recognition software when used by blind users? (1)
- A. Eye-motion sensors
  - B. Text-to-speech software
  - C. Braille interface
  - D. Gesture-recognition software
- 1.5. Which of the following is NOT an advantage of UCD? (1)
- A. Produces safer products
  - B. Requires training
  - C. Meets customer expectations
  - D. Improves website layout

#### **2. TRUE OR FALSE?**

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write 'true' or 'false' next to the question number. Correct the statement if it is FALSE. Change the underlined word(s) to make the statement TRUE. (You may not simply use the word 'NOT' to change the statement. NO marks will be awarded if you only write FALSE)

- 2.1. Software tells the computer's hardware what to do. (1)
- 2.2. Reference software uses templates. (1)
- 2.3. You will always have access to installed software when compared to web-based software. (1)
- 2.4. Word-processing software and reference software use dictionaries. (1)
- 2.5. PDFs are used by word-processing software to restrict user access to documents. (1)

### 3. MATCHING ITEMS

Choose a concept from Column B that matches a description in Column A. Write only the letter next to the question number (e.g. 3.1 J).

COLUMN A	COLUMN B
3.1. A secure way of storing your data	A. Read-only files
3.2. Software that allows you to add animation effects to text	B. Document management software
3.3. A document that does not allow you to edit, rename, or save changes to it	C. Presentation software
3.4. The system requirements needed to make a program work	D. Typing tutor
3.5. Software that makes use of encryption and passwords to protect your information	E. Minimum system requirements
	F. Cloud applications
	G. Recommended system requirements
	H. Updating software

(5)

### 4. Question 4

Recently, Sizwe's computer programs have been running very slowly and providing him with constant error messages. Since he bought his computer two years ago, he has never allowed his computer to access the internet.

- 4.1. What kind of software problem do you think Sizwe has? (1)
- 4.2. Give two reasons why it is important for Sizwe to address this problem? (2)
- 4.3. Now that Sizwe has started to access the internet more regularly, he has noticed that some websites do not work on his current web browser. Mention two things that could be causing this problem. (2)
- 4.4. Sizwe decides to update all the software on his computer, but some of them do not want to update. Give two reasons why this might be happening and provide a solution to each problem. (4)
- 4.5. Explain to Sizwe the difference between minimum requirements and recommended requirements. (4)
- 4.6. The Tinder dating app revolutionised online dating, so much so that it made a socialcultural impact. Do you think that the creator of the app used the UCD process when creating the app? Give two reasons for your answer. (2)
- 4.7. Provide two advantages of using the UCD process. (2)

## PRACTICAL

### 1. MS WORD – ACTIVITY 1

Open the Chapter 1\_Revision Activity word processing document, which contains an overview of some of South Africa's famous visual artists.

- 1.1 Follow the instructions below to change the cover page.
  - 1.1.1 Insert your name & surname in the author placeholder. (1)
  - 1.1.2 Change the format of the date field to: June 12, 2019. (1)
  - 1.1.3 Apply any shadow style of your choice to the picture. (1)
- 1.2 Change the page numbers of the document as follows:
  - 1.2.1 Start the numbering on the page after the table of contents with 1. (1)
  - 1.2.2 Change the page numbering format to "Page X of Y". (1)
  - 1.2.3 The cover page and the table of contents page should NOT be numbered. (1)

- 1.3 Insert an automatically generated table of figures on the second page below the text “Figures”. (2)
- 1.4 Remove the comment on the third page. (1)
- 1.5 Display only page 5 on a landscape page. (2)
- 1.6 Insert a cross reference to the caption “Figure 3: Irma Stern” to replace the text “(Insert cross reference here)” at the end of the document. (2)
- 1.7 Find the text “Gallery Viewing Form” on the last page of the document and do the following:
  - 1.7.1 Find the check box form field next to the text “Female” and set the default value of the check box to checked.
  - 1.7.2 Add “Thursdays” as an option to the combo box control next to the text “Days”.
  - 1.7.3 Format the text form field control next to the text “Cell Number” to:
    - Accept only numbers
    - Display only 10 characters
    - Display help text “Cell” when the Help key (F1) is pressed
    - Add a text form field next to Name & Surname and make sure that when the user types in their name and surname will appear in capital letters. (7)
- 1.8 There are several methods to import data into Word. Describe the electronic form method and supply an example. (2)

## **2. MS EXCEL – ACTIVITY 2**

The votes cast for contestants have been stored in a spreadsheet. The winner is determined by processing the votes. Open the Chapter 4\_Revision Activity 1 spreadsheet.

- 2.1 Remove Sheet1 from the spreadsheet. Work in the Winners\_Wenners worksheet. (1)
- 2.2 Add a formula in cell E4 to calculate the score out of 100 that Thembisa Barnard obtained in the Introduction category. Use the raw score in cell D4 and the maximum possible score in cell D2 to determine the score out of 100.
  - Round off the answer to the next whole number, with NO decimal places.
  - Ensure that the formula will work correctly if copied down to the rest of the cells in the same column. (6)
- 2.3 Contestants are scored on each of the four categories as follows:
  - i. Column E Introduction/Bekendstelling
  - ii. Column F Dance costume/Danskostuum
  - iii. Column G Evening wear/Aanddrag
  - iv. Column H Interview/Onderhoud
  - 2.3.1 Column I contain the final score of the contestants out of 100. The Interview category (column H) is the most important part of the scoring process and therefore counts twice as much as the other categories. In cell I5, calculate the final score of Nomhle Baxter by adding the categories and then dividing by 5. (3)
  - 2.3.2 Column K displays the best category for each contestant. Use a nested IF function in cell K6 and the value in cell J6 to display the name of the category in which Thembani Benjamin received her highest score. (5)
- 2.4 In cell O7, use a function to determine the 2nd highest final score (column I).
- 2.5 Insert a function in cell O9 to calculate the average of the maximum scores (column J). (2)  
Save and close the spreadsheet.

The organisers of a cycle race would like to improve their systems for the following year's event. Open the Chapter 4\_Revision Activity 2 spreadsheet.

Work in the Race\_Reis worksheet 1. Improve the readability of the spreadsheet by applying the following formatting features to the worksheet:

- 2.6 Format the heading in row 1 so that it stretches from column A to K. (1)
  - 2.7 Adjust the font size of row 1 to 20pt and the font colour to red. (2)
  - 2.8 Use the freeze pane feature to ensure that the contents in only rows 1 and 2 remain on the screen if the user scrolls down. (1)
  - 2.9 Display the values in column J as South African Rand. (1)
  - 2.10 Format the information from column C to column K so that it appears in the centre of each column. (1)
  - 2.11 Each participant will receive a medal based on the prize money in column J. The medal categories can be found in the Medal\_Medalje worksheet. Use a spreadsheet function in cell K3 to determine the type of medal Marco Abrahams will receive. (4)
- Save and close the spreadsheet.

### **3. MS ACCESS – ACTIVITY 3**

The Chapter 7\_Revision Activity database contains details of the samba dance participants. The results of the points for the samba dance competition are stored in the tbComp table. Open the tbComp table in design view and do the following:

- 3.1 Change the field size of the Entry field to 15. (1)
- 3.2 Ensure that the data of the Entry field is inserted in the following format:
  - One or two capital letter characters.
  - One or two digits.EXAMPLES: B4, A21, AX8, UN30 (5)
- 3.3 The validation rule set on the Class field does not work. Correct this validation rule by referring to the data in this field.
  - Provide suitable validation text.
  - Do NOT test the new rule. (2)
- 3.4 Move the Year field so that it appears as the last field in the table. (1)

Save and close the tbComp table.
- 3.5 Create a form called frm5\_2 based on the tbComp table, using any layout as follows:
  - Add all the fields from the tbComp table.
  - Add the heading "Entries" in the form header.
  - The Class field should display the options (A, B, C, D, E, F) in a combo box.
  - Add the name and surname to display in the form footer. (7)Save and close the frm5\_2 form.
- 3.6 Create a query called qry5\_3 based on the tbComp table.
  - Add the School, Surname, Name and Position fields.
  - Sort the query alphabetically, first by Surname and then by School.
  - Display only the records of the participants that obtained first position.
  - Display only the School, Surname and Name fields. (4)Save and close the qry5\_3 query.

- 3.7 Open the qry5\_4 query.
- Display only the records from 2 March and 3 March 2017.
  - Display records where the value in the TotalPoints field is more than 265.
  - Create and display a calculated field called NewPoints where all participants' total points will increase by 10%. (1)
- Save and close the qry5\_4 query.

3.8 Create a report named rpt5\_6 based on the tbComp table to display as follows:

Scores for the day					
PerformanceDay	Class	Surname	Name	Title	School
2017/02/25	A	Carmo	Agildo	Let's Start This Party	Grande Rio
		Borges	Evandro	Lazy Life	Imperatriz
		Braga	Francine	A Song Of Frenzy	União da Ilha
		Highest Points:		269.2	
	C	Menezes	Maiara	I heard I Like You	Em Cima da
		Highest Points:		268.8	
	D	Boaventura	Marcos	Moment For Desire	Mocidade
		Highest Points:		266.2	
	E	Nunes	Caroline	Free Secrets	Villa Rica
		Highest Points:		266.8	

**HINT:** The information for each performance day must be displayed.

- The report is grouped on more than one level.
  - Pay attention to the totals and groupings.
  - The PerformanceDay field displays per day.
  - The screenshot above displays only a part of the report.
  - Ignore if PerformanceDay appears twice. (7)
- Save and close the rpt5\_6 report.
- Save and close the database.

## MEMORANDUM: THEORY

### 1. SYSTEM TECHNOLOGIES: GENERAL CONCEPTS

#### QUESTION 1 (5)

- 1.1 A
- 1.2 C
- 1.3 D
- 1.4 C
- 1.5 A

#### QUESTION 2 (5)

- 2.1 False – microcomputer.
- 2.2 False – increased
- 2.3 False – reduced
- 2.4 False – Blogs
- 2.5 False – wiki's.

#### QUESTIONS 3 (5)

- 3.1 A
- 3.2 E
- 3.3 B
- 3.4 H
- 3.5 F

#### QUESTIONS 4

4.1 Use the following as an assessment guideline:

- Input: You press the power button on the computer.
- Storage: The computer fetches the instructions it needs to start up the computer's operating system from the ROM (BIOS).
- Processing: The CPU interprets these instructions and sends the relevant signals to the relevant components of the computer.
- Output: The computer's screen turns on and shows that the operating system is loading until it gets to the login screen.
- Communication: The internal components of the computer like the power button, CPU, monitor, ROM and RAM communicate through digital signals fetched and sent by the CPU. OR The computer automatically connects with any devices (such as the keyboard and mouse of a Desktop PC) that are connected to it during startup. (4)

4.2 E-waste: This type of waste refers to discarded electronic devices that are thrown away and transported to landfills. Most of these devices contain non-biodegradable materials and heavy metals (lead, cadmium and mercury) that are toxic. The toxins can leak into the ground and contaminate the groundwater. (2)

4.3 Convergence is a term used to describe a situation where multiple technologies are combined to deliver a new, more exciting product.

4.4 Any five of the following:

- Saving time
- Saving labour
- Communication costs
- Efficiency
- Accuracy and reliability
- Effect on time and distance (5)

### 2. SYSTEM TECHNOLOGIES: HARDWARE

#### QUESTION 1 (5)

- 1.6 A
- 1.7 C
- 1.8 C
- 1.9 C
- 1.10 D

#### QUESTION 2 (5)

- 2.6 True.
- 2.7 True
- 2.8 False
- 2.9 False
- 2.10 False

#### QUESTIONS 3 (5)

- 3.6 D
- 3.7 B
- 3.8 F
- 3.9 E
- 3.10 C

#### QUESTION 4

- 4.1 Some possible answers: (3)
- Microphone
  - Eye-motion sensor
  - Sip-and-puff device
- 4.2 Use the following as an assessment guideline: (5)
- Input: Keyboard and mouse
  - Storage: Internal hard drive
  - Processing: CPU and RAM
  - Output: Screen, Speakers, Headphones
  - Communication: Network or Wi-Fi card
- 4.3 Student's own answer - Use the following examples as an assessment guideline: (2)
- Wired input devices, since they are directly connected to the computer, they do not get lost easily
  - Wireless input devices, since they have no cables, they do not create tripping hazards.

### 3. SYSTEM TECHNOLOGIES: SOFTWARE & SOCIAL IMPLICATIONS

#### QUESTION 1 (5)

- 1.11 B  
1.12 A  
1.13 A  
1.14 B  
1.15 B

#### QUESTION 2 (5)

- 2.11 True  
2.12 False  
2.13 False  
2.14 False  
2.15 False

#### QUESTIONS 3 (5)

- 3.11 G  
3.12 C  
3.13 A  
3.14 G  
3.15 B

#### QUESTIONS 4

- 4.1 Out-dated software OR Software that needs to be updated. (1)
- 4.2 Use the following as an assessment guideline:
- Updates can be used to fix any problems that have been identified once the software has been released.
  - Updates include improvements to program performance, stability and security.
  - Updates include new program features.
  - Installing program updates is very important as it keeps your program running safely and efficiently.
  - Updating software prevents others from exploiting your computer as malicious people tend to target older, flawed versions of software that contain unpatched security flaws. (3)
- 4.3 Use the following as an assessment guideline:
- His browser might need to be updated.
  - His browser might not have the features or add-ons these websites require to run. (2)

- 4.4 Use the following examples as an assessment guideline:
- The software might be flawed so he should report the problem to the developer of the software.
  - His computer might not have the minimum system requirements needed to install the new updates so he might need to upgrade his hardware. (4)
- 4.5 Minimum requirements are the lowest specifications needed to let the program work, while recommended requirements are the specifications that will allow the program to function at its best. (4)
- 4.6 Meeting customers' expectations: This will lead to an increase in sales and lower costs caused by returns and customer support.  
Safer products: Because UCD focuses on the user, products can be designed for specific tasks. This reduces the risk that the product will be used for the wrong task. (2)
- 4.7 UCD makes it easier for a user to enter data into a database, as it ensures that the user enters the correct information where needed. The following factors should be considered when designing a database:
- Purpose of the database.
  - Type of data being stored.
  - Data fields required for data entry.
  - Data validation techniques to protect data entry. (2)

**TOTAL: [40]**

## **MEMORANDUM / MARKING GUIDELINE – PRACTICAL**

### **1. WORD PROCESSING (MS WORD)**

#### **Chapter 1: File management in word processing**

Question	Criteria	Yes/No
1.1	Cover page	
1.1.1	Name & surname inserted in author placeholder	1
1.1.2	Date field: June 12, 2019	1
1.1.3	Shadow applied	1
1.2.	Page numbering	
1.2.1	Page after table of contents numbered as 1	1
1.2.2	Page format changed to 'Page X of Y' format	1
1.2.3	Page numbers removed from first and second page	1
1.3.	Table of figures inserted on page 2	2
1.4.	Comment removed on page 3	1
1.5.	Page orientation <ul style="list-style-type: none"> <li>• Page 5 displays in landscape orientation</li> <li>• Rest of the document in portrait orientation</li> </ul>	1 1
1.6.	Cross-reference (Figure 3: Irma Stern) <ul style="list-style-type: none"> <li>• Cross reference replaces text '(Insert cross reference here)'</li> <li>• Reference to the figure 'Irma Stern'</li> </ul>	1 1

**TOTAL: [30]**

## 2. SPREADSHEET (EXCEL)

Use the following checklist as an assessment guideline:

Question	Criteria	Yes/No
1.	Delete a worksheet: Sheet1 deleted.	1
2.	Cell E4: =ROUNDUP((D4/\$D\$2)*100,0) ROUNDUP function used. Division operator used and correct cells, i.e. D4/D2. Absolute cell reference applied to D2 (\$D\$2 or D\$2). Multiply by 100 (*100). No decimal places.	6
3.	Cell I5: =(SUM(E5:H5)+H5)/5 OR =(SUM(E5:G5)+2*H5)/5 Add the final marks SUM(E5,F5,G5,H5) OR (E5+F5+G5+H5) OR SUM(E5:H5) H5 added a second time. Divide by 5.	3
3.	Cell K6: =IF(E6=J6,"Introduction",IF(F6=J6,"Dance costume",IF(G6=J6,"Evening wear","Interview"))) IF Function Correct range and option for IF true first category E6=J6, "Introduction". Correct range and option for IF true second category F6=J6, "Dance costume". Correct range and option for IF true third category G6=J6, "Evening wear". Default False displays the last category.	5
4.	Cell O7: =LARGE(I4:I41,2) Function: LARGE Correct range: I4:I41 Position in the range: 2	3
5.	Cell O9: =AVERAGE(J4:J41) Function: AVERAGE Correct range: J4:J41	2
1.a	Row 1: Merge & centre	1
1.b	Row 1: Font: 20pt Colour: red	2
1.c	Freeze panes: Rows 1 & 2	1
1.d	Column J: Currency	1
1.e	Column C & K: Centred	1
2.	Cell K3: =VLOOKUP(Race_Reis!J3;Medal_Medalje!\$A\$3:\$B\$6;2) ● VLOOKUP function ● Lookup value: J3 ● Lookup array Medal_Medalje!A3:B6 ● Column index: 2	4

**TOTAL: [30]**

### 3. DATABASE (MS ACCESS)

Use the following checklist as an assessment guideline:

Question	Criteria	Yes/No
1.a	Field: Entry <ul style="list-style-type: none"> <li>Field size changed to 15.</li> </ul>	1
b.	Field: PerformanceDay Input Mask: >L?09 <ul style="list-style-type: none"> <li>&gt;</li> <li>L</li> <li>?</li> <li>0</li> <li>9</li> </ul>	5
c	Field: Class Validation rule: "A" or "B" or "C" or "D" or "E" or "F" <ul style="list-style-type: none"> <li>AND operator changed to OR operator.</li> <li>Suitable validation text entered that refers to characters A–F to be entered.</li> </ul>	2
d.	Field: Year <ul style="list-style-type: none"> <li>Moved to appear last in field list.</li> </ul>	1
2	Form: frm5_2 <ul style="list-style-type: none"> <li>Form created with all fields from tbComp table.</li> <li>Heading 'Entries' inserted in form header.</li> <li>Class field changed to combo box.</li> <li>Row source: "A";"B";"C";"D";"E";"F".</li> <li>Row source type: "Value list".</li> <li>Label with your name and surname added in form footer.</li> </ul>	7
3	Query: qry5_3 <ul style="list-style-type: none"> <li>Sorted first by Surname then by School.</li> <li>Criteria on Position: 1.</li> <li>School, Surname, Name fields displayed.</li> </ul>	4
4	Query: qry5_4 <ul style="list-style-type: none"> <li>Criteria in PerformanceDay: Between #2017/03/02# AND #2017/03/03#</li> <li>Calculated field: [TotalPoints]*110/100</li> <li>NewPoints field name: [TotalPoints]*</li> <li>Calculation of 10% Added to [TotalPoints]</li> <li>TotalPoints criteria: &gt;265</li> </ul>	1
5	Report: rpt5_6 <ul style="list-style-type: none"> <li>Fields inserted PerformanceDay, Class, Surname, Name, Title, School (Ignore sequence)</li> <li>Report firstly grouped by PerformanceDay</li> <li>Performance grouping intervals set to Normal/Day</li> <li>Report secondly grouped by Class</li> <li>Function in Class group footer/group header =Max ([TotalPoints])</li> </ul>	7

**TOTAL: [30]**