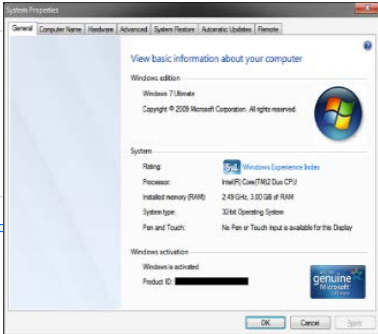


EXAMINATION NUMBER		#VALUE!	PERCENTAGE	#DIV/0!		
		POSSIBLE MARK 0	ACTUAL MARK 0	MODERATED 0		
			MARKER	MOD		
				INTERNAL MODERATOR GB		
Q 1	FILE AND FOLDER MANAGEMENT			FINAL MARK	COMMENT (Please indicate by adding 0 if no mark is allocated.)	
1.1	Folder renamed correctly.	<input type="checkbox"/>	0	<input type="checkbox"/>	0	
1.2	q6_LibraryDB.accdb copied to AnswerFiles-ExamNumber. Do not award mark if it has been moved.	<input type="checkbox"/>	0	<input type="checkbox"/>	0	
1.3	Password removed and file saved.	<input type="checkbox"/>	0	<input type="checkbox"/>	0	
1.4	q1_4_Accessing_Digital_Information saved as a pdf In AnswerFiles-ExamNumber	<input type="checkbox"/> <input type="checkbox"/>	0	<input type="checkbox"/> <input type="checkbox"/>	0	
1.5	ExamNumber inserted as a header in q1_AnswerFile.docx	<input type="checkbox"/>	0	<input type="checkbox"/>	0	
1.6	36.0 KB (36,864 bytes)	<input type="checkbox"/>	0	<input type="checkbox"/>	0	
1.7	Correct screen shot. Windows edition Windows 10 Pro © 2018 Microsoft Corporation. All rights reserved. System Processor: Intel(R) Core(TM) i7-6500U CPU @ 2.50GHz 2.59 GHz Installed memory (RAM): 16.0 GB (15.9 GB usable) System type: 64-bit Operating System, x64-based processor Pen and Touch: Touch Support with 255 Touch Points Computer name, domain and workgroup settings Computer name: Full computer name: Computer description: Domain: Windows activation Windows is activated Read the Microsoft Software Lic Product ID: 00342-50677-23534-AAOEM 	<input type="checkbox"/>	0	<input type="checkbox"/>	0	
	Pasted in q1_AnswerFile	<input type="checkbox"/>		<input type="checkbox"/>		
1.8	Intel® Core™ i7-6500U CPU, 2.50Ghz	<input type="checkbox"/>	0	<input type="checkbox"/>	0	

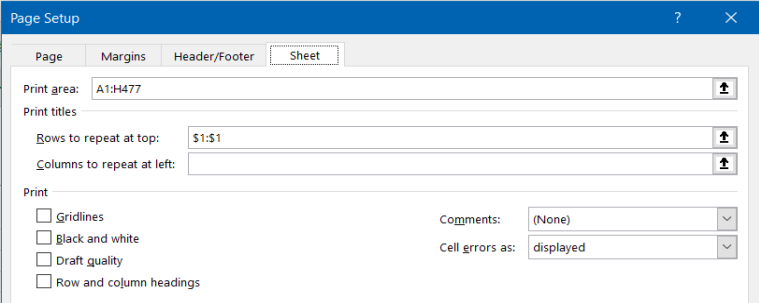
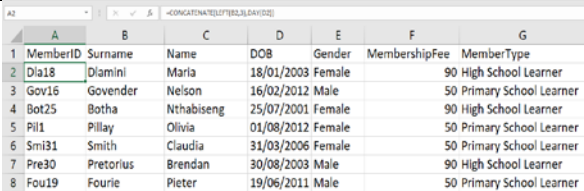
1.9	Open the Start menu and click Settings		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	Click Apps in Windows Settings.		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	Select the app you wish to uninstall.		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	Click the uninstall button that appears		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	Alternative solution (Win 7):				<input checked="" type="checkbox"/>			
	Click Start , and then click Control Panel.		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	Under Programs, click Uninstall a program ...		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	Select the program you want to remove.		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	Click Uninstall or Uninstall/Change at the top of the program list.		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	This is OS-specific. Please verify each answer carefully.				<input checked="" type="checkbox"/>			
1.10	Shortcut created		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	In AnswerFiles-ExamNumber		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	opens HTML Editor.		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
1.11	File property changed.		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	Set as read-only.		<input type="checkbox"/>		<input checked="" type="checkbox"/>			
Q1	TOTALS			0		0	0	

Q 2	WORD PROCESSING - <i>q2_Guide.docx</i>	MARKER		MOD		FINAL MARK	INTERNAL MODERATOR GB
							COMMENT (Please indicate by adding 0 if no mark is allocated.)
2.1.1	Current date inserted in header.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.1.2	Date centred in header.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.1.3	Date updates automatically.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.1.4	Footer formatted to "Blank (Three Columns)"	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.1.5	Examination number inserted	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	In the <i>left</i> of the footer.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.1.6	Plain text page numbers inserted	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	in the <i>right</i> of the footer.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.1.7	Middle content control deleted.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.2.1	books.jpg used.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.2.2	Image inserted at the start	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	Of the first paragraph	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.2.3	Text Wrapping applied	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	Image appears behind text	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.2.4	Image position Top Centre	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	Relative to the margin.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.3.1	Font size changed to 18pt.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.3.2	Colour changed.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.3.3	Paragraph spacing changed to 6pt before.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
2.3.4	Style Heading 1 applied	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	to all text previously formatted as Style Heading 2.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
Q2	TOTALS		0		0	0	

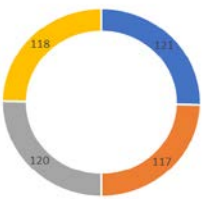
Q 3	WORD PROCESSING - q3_LibraryApplicationForm.docx	MARKER		MOD		FINAL MARK	INTERNAL MODERATOR GB
3.1.1	Combo Box Content Control Inserted.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	COMMENT (Please indicate by adding 0 if no mark is allocated.)
3.1.2	Combo box provides the options: "Mr, Mrs, Ms, Other"	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
3.1.3	Name Text Content Control inserted.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	Surname Text Content Control inserted.	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
Accept Rich Text Content Controls or Plain Text Content Controls							
3.2	Outside border added.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	dotted border.	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
Accept labels and content controls in a single-celled table with a dotted outside border.							
3.3	Check Box content controls applied	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	All four options used	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	Check boxes appear to the left of the labels.	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
3.4	Two columns applied to the specified section	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	Appropriate breaks applied.	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	Rest of the document is a single column.	<input type="checkbox"/>		<input checked="" type="checkbox"/>			
3.5.1	14 cm Tab Stop applied	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
3.5.2	Decimal aligned	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
3.5.3	Leader number 2 applied.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
3.6	R150.00 inserted at the tab stop.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
Q3	TOTALS		0		0	0	

Q4	MAIL MERGE			MARKER		MOD		FINAL MARK	INTERNAL MODERATOR GB
									COMMENT (Please indicate by adding 0 if no mark is allocated.)
4.1	Track changes activated			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
4.2.1	tblDonor used as the data source.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
4.2.2	Data sorted ascending by <u>DonorSurname</u>			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	Data sorted descending by <u>DonorName</u>			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
4.2.3	<u>DonorName</u> field used in place of text.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	<u>DonorSurname</u> field used in place of text.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	<u>EmailAddress</u> field used in place of text.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
4.3	Comment Inserted in correct place.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	Correct text used in comment.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
Q4	TOTALS				0		0	0	

		MARKER		MOD		FINAL MARK	INTERNAL MODERATOR GB																																																																																																								
Q5.1	SPREADSHEETS - q5_1_AccessionRegister.xlsx						COMMENT (Please indicate by adding 0 if no mark is allocated.)																																																																																																								
5.1.1	Examination Number inserted in middle of the footer.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																																																																																									
5.1.2 (a)	Heading underlined with a double line.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																																																																																									
5.1.2 (b)	Font changed to bold.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																																																																																									
5.1.2 (c)	Row 1 height changed. Accept any height that is greater than the other rows.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																																																																																									
5.1.2 (d)	Text aligned to the right.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																																																																																									
5.1.2 (e)	Vertical alignment set to centre.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																																																																																									
Add header																																																																																																															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10px;">1</th> <th style="width: 15%;">Barcode Number</th> <th style="width: 15%;">Accession Number</th> <th style="width: 20%;">Title</th> <th style="width: 10%;">Author1</th> <th style="width: 10%;">Author2</th> <th style="width: 10%;">Acquisition Date</th> <th style="width: 10%;">Source</th> <th style="width: 10%;">Item Cost</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>78073002993</td> <td>2019/0008</td> <td>Mysterious Island, The</td> <td>Abbott, T.</td> <td></td> <td>05/03/2019</td> <td>Replacement</td> <td>183.00</td> </tr> </tbody> </table>							1	Barcode Number	Accession Number	Title	Author1	Author2	Acquisition Date	Source	Item Cost	2	78073002993	2019/0008	Mysterious Island, The	Abbott, T.		05/03/2019	Replacement	183.00																																																																																						
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5.1.3	Sorted Author1	<input type="checkbox"/>		<input checked="" type="checkbox"/>																																																																																																											
	Ascending order	<input type="checkbox"/>		<input checked="" type="checkbox"/>																																																																																																											
	Sorted by Title	<input type="checkbox"/>		<input checked="" type="checkbox"/>																																																																																																											
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5.1.4	Range H3:H477 formatted to currency.	<input type="checkbox"/>		<input checked="" type="checkbox"/>																																																																																																											
	Currency symbol removed.	<input type="checkbox"/>		<input checked="" type="checkbox"/>																																																																																																											
Please note that format may appear as either "Number" or "Accounting"																																																																																																															
5.1.5	Conditional Formatting applied to items between R100 and R200.	<input type="checkbox"/>		<input checked="" type="checkbox"/>																																																																																																											
	Cells are formatted to display a red fill.	<input type="checkbox"/>		<input checked="" type="checkbox"/>																																																																																																											
5.1.6 (a)	Range A1:H477 used.	<input type="checkbox"/>		<input checked="" type="checkbox"/>																																																																																																											
	Range set as print area.	<input type="checkbox"/>		<input checked="" type="checkbox"/>																																																																																																											

5.1.6 (b)	Row 1 used			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	Row 1 repeats at the top of each page			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
									
5.1.6 (c)	Page size changed. Accept any size other than A4.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
5.1.6 (d)	Page orientation set to landscape.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
Q5.1	TOTALS				0		0	0	
				MARKER	MOD			INTERNAL MODERATOR GB	
Q5.2	SPREADSHEETS - q5_2_LibraryMembers.xlsx						FINAL MARK	COMMENT (Please indicate by adding 0 if no mark is allocated.)	
5.2.1	Comment added to correct place (Cell A1) and correct text			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
5.2.2	=CONCATENATE(OR use the & (Ampersand)			<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	LEFT(B2,			<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	3			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	DAY(D2))			<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	Copied to A3:A127			<input type="checkbox"/>		<input checked="" type="checkbox"/>			
									
5.2.3(a)	List set as Validation criteria			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	List is found at =GenderTable!\$A\$2:\$A\$4			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
5.2.3(b)	Warning Style error alert applied.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	

5.2.3(c)	Error message applied		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
	Meaningful message used e.g., "Invalid gender entered."		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small; margin: 0;">=VLOOKUP(G2, FeeStructure!\$A\$2:\$B\$6, 2, 1)</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 25%;">C</th> <th style="width: 15%;">D</th> <th style="width: 15%;">E</th> <th style="width: 15%;">F</th> <th style="width: 30%;">G</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>DOB</td> <td>Gender</td> <td>MembershipFee</td> <td>MemberType</td> </tr> <tr> <td>Maria</td> <td>18/01/2003</td> <td>Female</td> <td>90</td> <td>High School Learner</td> </tr> <tr> <td>Nelson</td> <td>16/02/2012</td> <td>Male</td> <td>50</td> <td>Primary School Learner</td> </tr> <tr> <td>Nthabiseng</td> <td>25/07/2001</td> <td>Female</td> <td>90</td> <td>High School Learner</td> </tr> <tr> <td>Olivia</td> <td>01/08/2012</td> <td>Female</td> <td>50</td> <td>Primary School Learner</td> </tr> <tr> <td>Claudia</td> <td>31/03/2006</td> <td>Female</td> <td>50</td> <td>Primary School Learner</td> </tr> <tr> <td>Brendan</td> <td>30/08/2003</td> <td>Male</td> <td>90</td> <td>High School Learner</td> </tr> </tbody> </table> </div>								C	D	E	F	G	Name	DOB	Gender	MembershipFee	MemberType	Maria	18/01/2003	Female	90	High School Learner	Nelson	16/02/2012	Male	50	Primary School Learner	Nthabiseng	25/07/2001	Female	90	High School Learner	Olivia	01/08/2012	Female	50	Primary School Learner	Claudia	31/03/2006	Female	50	Primary School Learner	Brendan	30/08/2003	Male	90	High School Learner
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5.2.4	=Vlookup(G2, FeeStructure!\$A\$2:\$B\$6, 2,1)		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
	(Award mark even if the 1 or True are not included as lookup table is sorted.)		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
5.2.5	=COUNTIF(LibraryMembers! E2:E127, "female")		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
5.2.6	=MIN(LibraryMembers!D2:D127)		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
<div style="display: flex; justify-content: space-around;"> <table border="1" style="border-collapse: collapse; text-align: center; width: 45%;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>General Library Statistics</td> <td></td> </tr> <tr> <td>2</td> <td>Qn 5.2.4</td> <td>60</td> </tr> <tr> <td>3</td> <td>Qn 5.2.5</td> <td>11/01/1999</td> </tr> </tbody> </table> <table border="1" style="border-collapse: collapse; text-align: center; width: 45%;"> <thead> <tr> <th></th> <th>A</th> <th>B</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>General Library Statistics</td> <td></td> </tr> <tr> <td>2</td> <td>Qn 5.2.4</td> <td>=COUNTIF(LibraryMembers!E2:E127,"female")</td> </tr> <tr> <td>3</td> <td>Qn 5.2.5</td> <td>=MIN(LibraryMembers!D2:D127)</td> </tr> </tbody> </table> </div>									A	B	1	General Library Statistics		2	Qn 5.2.4	60	3	Qn 5.2.5	11/01/1999		A	B	1	General Library Statistics		2	Qn 5.2.4	=COUNTIF(LibraryMembers!E2:E127,"female")	3	Qn 5.2.5	=MIN(LibraryMembers!D2:D127)																
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3	Qn 5.2.5	=MIN(LibraryMembers!D2:D127)																																													
5.2.7	Worksheet renamed to ItemSources		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
5.2.8 (a)	Data source from range A2:B5		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
5.2.8 (b)	Chart type set as Pie Chart		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
	Pie Chart set as Doughnut		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								
5.2.8 (c)	Labels added to chart.		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																								

5.2.8 (d)	Title edited to read: "Library Items' Sources"			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0											
		<p style="text-align: center;">Library Items Sources</p>  <table border="1" style="margin-left: auto; margin-right: auto;"> <caption>Library Items Sources Data</caption> <thead> <tr> <th>Source</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Yellow</td> <td>118</td> </tr> <tr> <td>Blue</td> <td>121</td> </tr> <tr> <td>Grey</td> <td>120</td> </tr> <tr> <td>Orange</td> <td>117</td> </tr> </tbody> </table>								Source	Count	Yellow	118	Blue	121	Grey	120	Orange	117
Source	Count																		
Yellow	118																		
Blue	121																		
Grey	120																		
Orange	117																		
Q5.2	TOTALS		0		0		0	0											

		MARKER		MOD		FINAL MARK	INTERNAL MODERATOR GB																																						
Q6	DATABASES - q6_LibraryDB.accdb						COMMENT (Please indicate by adding 0 if no mark is allocated.)																																						
6.1.1	AccessionNumber set as Primary Key	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																							
6.1.2 (a)	Title set to Required: Yes	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																							
6.1.2 (b)	Title Field is indexed	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																							
	Title Field allows duplicates.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																							
<table border="1"> <tr><td>Required</td><td>Yes</td></tr> <tr><td>Allow Zero Length</td><td>Yes</td></tr> <tr><td>Indexed</td><td>Yes (Duplicates OK)</td></tr> </table>		Required	Yes	Allow Zero Length	Yes	Indexed	Yes (Duplicates OK)																																						
Required	Yes																																												
Allow Zero Length	Yes																																												
Indexed	Yes (Duplicates OK)																																												
6.1.3	Combo Box applied.	<input type="checkbox"/>		<input checked="" type="checkbox"/>	0	0																																							
	Looks up values	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																							
	from tblAuthor	<input type="checkbox"/>		<input checked="" type="checkbox"/>																																									
<table border="1"> <tr><td>General</td><td>Lookup</td></tr> <tr><td>Display Control</td><td>Combo Box</td></tr> <tr><td>Row Source Type</td><td>Table/Query</td></tr> <tr><td>Row Source</td><td>SELECT [tblAuthors].[Author] FROM tblAuthors;</td></tr> <tr><td>Bound Column</td><td>1</td></tr> <tr><td>Column Count</td><td>1</td></tr> </table>		General	Lookup	Display Control	Combo Box	Row Source Type	Table/Query	Row Source	SELECT [tblAuthors].[Author] FROM tblAuthors;	Bound Column	1	Column Count	1	or	<table border="1"> <tr><td>General</td><td>Lookup</td></tr> <tr><td>Display Control</td><td>Combo Box</td></tr> <tr><td>Row Source Type</td><td>Table/Query</td></tr> <tr><td>Row Source</td><td>tblAuthors</td></tr> <tr><td>Bound Column</td><td>1</td></tr> <tr><td>Column Count</td><td>1</td></tr> </table>		General	Lookup	Display Control	Combo Box	Row Source Type	Table/Query	Row Source	tblAuthors	Bound Column	1	Column Count	1	or	<table border="1"> <tr><td>General</td><td>Lookup</td></tr> <tr><td>Display Control</td><td>Combo Box</td></tr> <tr><td>Row Source Type</td><td>Table/Query</td></tr> <tr><td>Row Source</td><td>SELECT [tblAuthors].[Author] FROM tblAuthors ORDER BY [Author];</td></tr> <tr><td>Bound Column</td><td>1</td></tr> <tr><td>Column Count</td><td>1</td></tr> </table>		General	Lookup	Display Control	Combo Box	Row Source Type	Table/Query	Row Source	SELECT [tblAuthors].[Author] FROM tblAuthors ORDER BY [Author];	Bound Column	1	Column Count	1		
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Row Source	SELECT [tblAuthors].[Author] FROM tblAuthors ORDER BY [Author];																																												
Bound Column	1																																												
Column Count	1																																												
6.1.4	AcquisitionDate modified.	<input type="checkbox"/>		<input checked="" type="checkbox"/>	0	0																																							
	Date appears as long date.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																							
6.1.5	Format changed to Currency	<input type="checkbox"/>		<input checked="" type="checkbox"/>	0	0																																							
	with no decimal places.	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																							
6.2.1	Combo Box applied.	<input type="checkbox"/>		<input checked="" type="checkbox"/>		0																																							
	Looks up values from tblBooks	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																							
	Limit to list applied.	<input type="checkbox"/>		<input checked="" type="checkbox"/>																																									
<table border="1"> <tr><td>Display Control</td><td>Combo Box</td></tr> <tr><td>Row Source Type</td><td>Table/Query</td></tr> <tr><td>Row Source</td><td>SELECT [tblBooks].[AccessionNumber], [tblBooks].[Title], [tblBooks].[Author1] FROM tblBooks ORDER BY [AccessionNumber];</td></tr> <tr><td>Bound Column</td><td>1</td></tr> <tr><td>Column Count</td><td>3</td></tr> <tr><td>Column Heads</td><td>No</td></tr> <tr><td>Column Widths</td><td>2.54cm;2.54cm;2.54cm</td></tr> <tr><td>List Rows</td><td>16</td></tr> <tr><td>List Width</td><td>7.619cm</td></tr> <tr><td>Limit To List</td><td>Yes</td></tr> </table>		Display Control	Combo Box	Row Source Type	Table/Query	Row Source	SELECT [tblBooks].[AccessionNumber], [tblBooks].[Title], [tblBooks].[Author1] FROM tblBooks ORDER BY [AccessionNumber];	Bound Column	1	Column Count	3	Column Heads	No	Column Widths	2.54cm;2.54cm;2.54cm	List Rows	16	List Width	7.619cm	Limit To List	Yes	or	<table border="1"> <tr><td>General</td><td>Lookup</td></tr> <tr><td>Display Control</td><td>Combo Box</td></tr> <tr><td>Row Source Type</td><td>Table/Query</td></tr> <tr><td>Row Source</td><td>SELECT [tblBooks].[AccessionNumber], [tblBooks].[Title], [tblBooks].[Author1] FROM tblBooks;</td></tr> <tr><td>Bound Column</td><td>1</td></tr> </table>		General	Lookup	Display Control	Combo Box	Row Source Type	Table/Query	Row Source	SELECT [tblBooks].[AccessionNumber], [tblBooks].[Title], [tblBooks].[Author1] FROM tblBooks;	Bound Column	1	or	<table border="1"> <tr><td>General</td><td>Lookup</td></tr> <tr><td>Display Control</td><td>Combo Box</td></tr> <tr><td>Row Source Type</td><td>Table/Query</td></tr> <tr><td>Row Source</td><td>tblBooks</td></tr> </table>		General	Lookup	Display Control	Combo Box	Row Source Type	Table/Query	Row Source	tblBooks
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Row Source Type	Table/Query																																												
Row Source	tblBooks																																												
6.2.2	Default value set	<input type="checkbox"/>		<input checked="" type="checkbox"/>	0	0																																							
	as Now(), accept also Date()	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0																																							
<table border="1"> <tr><td>Default Value</td><td>=Now()</td></tr> <tr><td>Validation Rule</td><td></td></tr> </table>		Default Value	=Now()	Validation Rule																																									
Default Value	=Now()																																												
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6.2.3	Date()		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
	+14		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
		<table border="1"> <tr> <td>Caption</td> <td></td> </tr> <tr> <td>Default Value</td> <td>=Date()+14</td> </tr> <tr> <td>Validation Rule</td> <td></td> </tr> <tr> <td>Validation Text</td> <td></td> </tr> </table>						Caption		Default Value	=Date()+14	Validation Rule		Validation Text	
Caption															
Default Value	=Date()+14														
Validation Rule															
Validation Text															
6.3	Input mask created.		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
	LLL (required characters)		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
	0 (required digit) 9 (not necessary to input a digit)		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
6.4.1	Form based on tblBorrowingManager		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
	All fields except LibraryMember used		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
6.4.2 (a)	Title changed to "Issue Desk"		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
6.4.2 (b)	Header colour changed to Automatic		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
6.4.2 (c)	Button added		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
	Finds record		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
6.4.2 (d)	Size of detail section increased		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
	sfrmIssueDesk		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								
	added as object in frmMemberDetails		<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0								

6.4.2 (e) All fields in subform visible.

frmMemberDetails

Issue Desk

MemberID: Find Record

Surname:

Name:

DOB:

Gender:

MembershipFee:

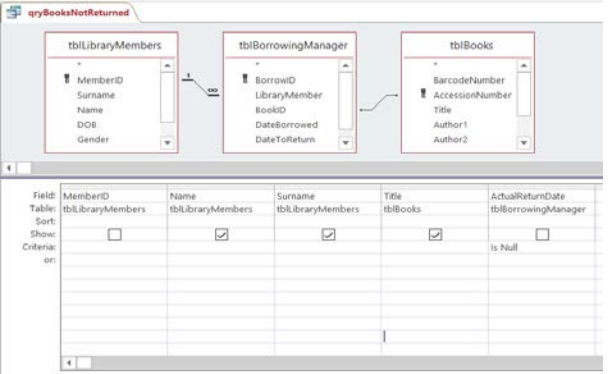
MemberType:

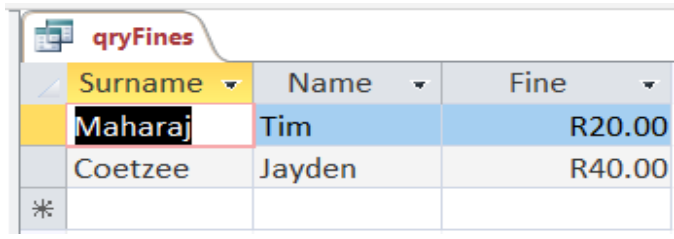
sfrmIssueDesk

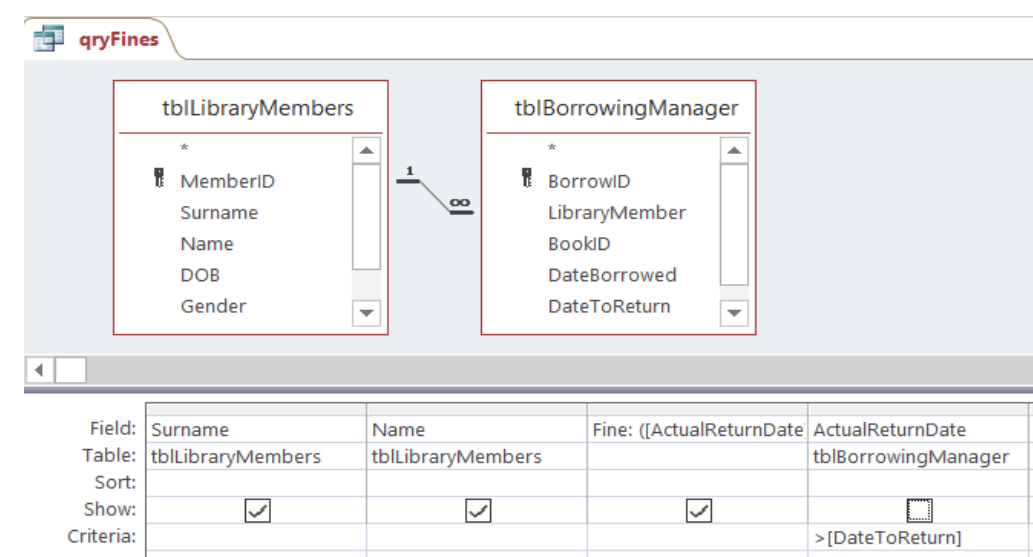
BorrowID	BookID	DateBorrowed	DateToReturn	ActualReturnDate
* (New)		24-Apr-19	08/05/2019	

Record: 1 of 1 | No Filter | Search

Record: 1 of 126 | No Filter | Search

6.5.1	qryBooksNotreturned created	✓	4	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0
	Only Name, Surname and Title fields are visible.	✓		<input type="checkbox"/>		<input checked="" type="checkbox"/>		
	ActualReturnDate criterion	✓		<input type="checkbox"/>		<input checked="" type="checkbox"/>		
	set as "Is Null"	✓		<input type="checkbox"/>		<input checked="" type="checkbox"/>		
								
6.5.2	New calculated field created:		4	<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0
	Fine: ([ActualReturnDate] -			<input type="checkbox"/>		<input checked="" type="checkbox"/>		
	[DateToReturn])*10			<input type="checkbox"/>		<input checked="" type="checkbox"/>		
	Only books brought in after the due date are fined. This criterion for ActualReturnDate is set as >[DateToReturn]			<input type="checkbox"/>		<input checked="" type="checkbox"/>		





6.6	rptBorrowReport created			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	MemberID, Surname, Name, BookID and Title are visible			<input type="checkbox"/>		<input checked="" type="checkbox"/>			
6.7	Grouped by MemberID			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
6.8	Textbox with appropriate label added			<input type="checkbox"/>		<input checked="" type="checkbox"/>			
	to MemberID group footer.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	=Count(*)			<input type="checkbox"/>		<input checked="" type="checkbox"/>			
Q6	TOTALS				0		0	0	

Q7	HTML - index.html			MARKER		MOD		FINAL MARK	INTERNAL MODERATOR GB
									COMMENT (Please indicate by adding 0 if no mark is allocated.)
7.1	<title> ExamNumber</title> <i>Inserted in the head as instructed</i>			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
7.2	Examination Number added as a title.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
7.3.1	Image inserted => 			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	Images\headerImage.jpg			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
7.3.2	width adjusted			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	width = 1 200 px			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
7.4	<center> ... </center>			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	surrounding the image, the horizontal lines and the text Donors			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
7.5	<a href = "donors.html"			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	> Donors			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
7.6	Colour of text changed			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	colour is visible			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
7.7	 			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	 			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	applied to correct text.			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
7.8	<table			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	border = 2px>			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
7.9	<th> Contact Donors </th>			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	colspan = 3			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
7.10	<tr bgcolor			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
	= #FFD700 > ... </tr>			<input type="checkbox"/>	0	<input checked="" type="checkbox"/>	0	0	
Q7	TOTALS		0		0		0	0	