



# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## NATIONAL SENIOR CERTIFICATE

### GRADE 12

#### COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2011 MEMORANDUM

MARKS: 200

FINAL MARK		
SPEED ENDORSEMENT		WPM

CENTRE NUMBER										
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	11	34	30	30	35	42	18	200
CANDIDATE'S MARK								
MARKER'S CODE/ SIGNATURE								
MODERATED MARK								

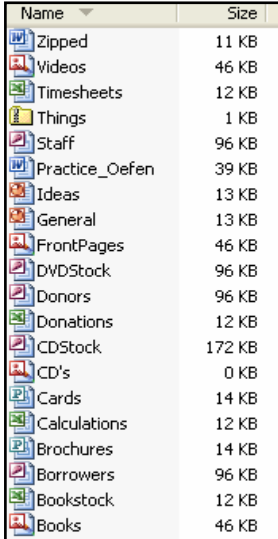
This memorandum consists of 14 pages.

EXAMINATION NUMBER																				
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**QUESTION 1: Folder: Question1\_Vraag1**

**TOTAL Q1: 11**

Check all answers against candidate's actual work.

No.	Criteria	Max. Mark			Candidate Mark
1.1	<ul style="list-style-type: none"> <li>Subfolder called <b>Data</b> appears ✓ (accept spelling errors) <i>(Note to marker: The subfolder must appear in the <b>General_Algemeen</b> folder to obtain the mark.)</i></li> </ul>	1		1	
1.2	<ul style="list-style-type: none"> <li>A shortcut is created which links to the file called <b>Practice_Oefen</b> ✓ in the <b>General_Algemeen</b> folder.</li> <li>Placed in <b>Question 1_Vraag1</b> folder ✓ <i>(Note to marker: The shortcut must appear in the <b>Question 1_Vraag1</b> folder to obtain the second mark.)</i></li> </ul>	1 1		2	
1.3	<ul style="list-style-type: none"> <li>All four spreadsheet files (<i>Bookstock, Calculations, Donations and Timesheets</i>) appear in <b>Question1_Vraag1</b> folder ✓</li> <li>No spreadsheet files appear in <b>General_Algemeen</b> ✓</li> </ul>	1 1		2	
1.4	<ul style="list-style-type: none"> <li>Bitmap image <b>Head_Kop.jpg</b> saved as a JPEG image (under any name) ✓ <i>(Note to marker: Original file size was 577 KB. File should be smaller.)</i></li> </ul>	1		1	
1.5	<ul style="list-style-type: none"> <li><b>Things.zip</b> ✓ <i>(Note to marker: Do not penalise if file extension .zip is not given.)</i></li> </ul>	1		1	
1.6	<ul style="list-style-type: none"> <li>Number of lower case 'e' = 39 ✓</li> </ul>	1		1	
1.7	<ul style="list-style-type: none"> <li>Screenshot appears ✓</li> <li>Files are sorted according to descending order of Name ✓</li> <li>Only Name and Size fields are displayed ✓</li> </ul> <p><i>(Note to marker: Only accept if the screenshot consists of a single image)</i></p> <p><i>(Assuming QUESTION 1.3 was answered correctly)</i></p>		1 1 1	3	
<b>Total for QUESTION 1</b>				<b>[11]</b>	

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**QUESTION 2: File name: 2MediaW****TOTAL Q2: 34**

No.	Criteria	Max. Mark			Candidate Mark
2.1	<ul style="list-style-type: none"> <li>Title style applied to main heading (on page 2) ✓</li> </ul>	1		1	
2.2	<ul style="list-style-type: none"> <li>All the text in the heading appears in upper case ✓</li> </ul>	1		1	
2.3	<ul style="list-style-type: none"> <li>Dropped cap created on letter T ✓ <i>(Note to marker: Do not give this mark if dropped cap appears in the margin.)</i></li> <li>Dropped over five lines (13 pt in reveal formatting) ✓ <i>(Note to marker: Accept if the dropped cap was placed on another letter.)</i></li> </ul>	1		2	
		1			
2.4	<ul style="list-style-type: none"> <li>Paragraph spacing after paragraph set to 12 pt ✓</li> </ul>	1		1	
2.5	<ul style="list-style-type: none"> <li>Automatic page numbers are inserted ✓ <i>(Accept any type of page numbering in either the header or footer.)</i></li> <li>Page numbers appear in the footer ✓</li> <li>Format is lowercase Roman Numerals (i, ii, iii) ✓</li> <li>Page numbering is <u>aligned</u> to the right ✓ <i>(Note to marker: Do not penalise if number of pages has also been added.)</i></li> </ul>	1		4	
		1			
		1			
		1			
2.6	<ul style="list-style-type: none"> <li>Text watermark added ✓ <i>(Accept any text/ignore spelling)</i></li> <li>Horizontally aligned ✓</li> <li>Size 80 pt ✓</li> </ul>	1		3	
		1			
		1			
2.7	<ul style="list-style-type: none"> <li>Alignment matched so that the second heading is aligned to the left margin (indented at 0 cm) ✓</li> <li>Space between the number and the text is the same as the first heading (hanging indent of 0.63 cm) ✓</li> </ul>	1		2	
		1			
2.8	<ul style="list-style-type: none"> <li><u>Automatic</u> table of contents is created ✓</li> <li>All (eight) headings formatted with the style Heading 2 appear ✓</li> <li>No other headings appear ✓ <i>(Note to marker: Do not penalise if a different style for the table of contents has been used or if page numbering differs.)</i></li> </ul>	1		3	
		1			
		1			

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2.9	<ul style="list-style-type: none"> <li>• Correct text appears in two columns ✓</li> <li>• With 1 cm/ 0.39 inches spacing applied ✓</li> <li>• Borders appear around both columns ✓</li> <li>• Paragraph borders are 'rectangular' (not cut off) ✓</li> <li>• Paragraph c) starts at top of the 2<sup>nd</sup> column ✓</li> <li>• Column break is inserted ✓</li> </ul> <p><i>(Note to marker: No marks are awarded for the last two bullets if use of the 'Enter key' has been made to effect the 'break'.)</i></p>	1			6	
		1				
		1				
		1				
		1				
		1				
		1				
2.10	Image					
2.10.1	<ul style="list-style-type: none"> <li>• Image is flipped horizontally ✓</li> </ul> <p><i>('Darker half of image' appears on left)</i></p>	1			1	
2.10.2	<ul style="list-style-type: none"> <li>• Image is set to greyscale ✓</li> </ul> <p><i>(Note to marker: Do not accept black and white.)</i></p>	1			1	
2.10.3	<ul style="list-style-type: none"> <li>• Image appears against right-hand margin ✓</li> <li>• All text flows to left of image ✓</li> </ul>	1			2	
		1				
2.11	<ul style="list-style-type: none"> <li>• Endnote inserted ✓</li> <li>• On or alongside the text 'Oprah's Book Club' ✓</li> <li>• Wingdings symbol 38 (📖) used as a custom mark ✓</li> <li>• Text 'Launched 17 September 1996' added ✓</li> </ul> <p><i>(Note to marker: Do not penalise for minor spelling errors, etc.)</i></p>	1			4	
		1				
		1				
		1				
2.12	<ul style="list-style-type: none"> <li>• Outline numbering has been applied to fix the numbering ✓</li> <li>• Numbering appears correctly as 8.1, 8.2 and 8.3 ✓</li> <li>• Has been applied to all 3 instances ✓</li> </ul> <p><i>(Note to marker: Only 1 mark in total can be awarded if the candidate has 'manually typed in the numbering'.)</i></p>	1			3	
		1				
		1				
		1				
	<b>Total for QUESTION 2</b>				<b>[34]</b>	

EXAMINATION NUMBER																					
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**QUESTION 3: File name: 3Doc\_Dok****TOTAL Q3: 30**

No.	Criteria	Max. Mark			Candidate Mark
3.1	<ul style="list-style-type: none"> <li>Date inserted <u>as a field</u> ✓ (Do not allocate a mark if the date was manually typed in.)</li> <li>Format YYYY-MMM-DD ✓ (Ignore case)</li> <li>Updates automatically ✓ (Should show current date)</li> <li>At the 7 cm/2.75 inches tab stop ✓ (Note to marker: Do not award first three marks if a field was not inserted)</li> </ul>	1		4	
3.2	<ul style="list-style-type: none"> <li>Format for Borrower Name/Lenernaam field set to title case ✓</li> </ul>	1		1	
3.3	<ul style="list-style-type: none"> <li>Table inserted ✓</li> <li>13 columns x 1 row ✓</li> <li>Column widths set to 0.5 cm/0.2" ✓</li> <li>Placed in same line as heading ✓ (Note to marker: Do not penalise if not aligned at 6 cm.)</li> </ul>	1		4	
3.4	<ul style="list-style-type: none"> <li>Check box for the Afrikaans options is unchecked ✓</li> </ul>	1		1	
3.5	<ul style="list-style-type: none"> <li>Tab set at 8 cm/3.15 inches (Accept any tab) ✓</li> <li>(Any) dotted/dashed leader used ✓ (Note to marker: Do not penalise if signature line added above or below the word 'Signature/Handtekening' or alongside.)</li> </ul>	1		2	
3.6	<ul style="list-style-type: none"> <li>Mouth shape changed to a 'smile' appearance ✓</li> <li>Any shadow effect added ✓</li> <li>Text in callout added reading 'Thank you/Dankie!' ✓ (Note to marker: Accept 'Thank you/Dankie!' on one line or wrapped.)</li> <li>Callout and autoshapes grouped as one object ✓ (Note to marker: Ignore spelling and position of callout.)</li> </ul>	1		4	
3.7.1	<ul style="list-style-type: none"> <li>Cells merged in first row of table ✓</li> </ul>	1		1	
3.7.2	<ul style="list-style-type: none"> <li>Autofit to Contents option applied to table ✓</li> </ul>	1		1	
3.7.3	<ul style="list-style-type: none"> <li>Both diagonal lines added to form a 'cross' (x) in the first or second cell ✓ (Any method acceptable)</li> </ul>	1		1	
3.7.4	<ul style="list-style-type: none"> <li>Magazine/Tydskrif option removed ✓</li> <li>CD option added ✓</li> <li>Options in correct order (Book_Boek, DVD, CD) ✓</li> </ul>	1		3	
3.8	<ul style="list-style-type: none"> <li>=Sum ✓ (Below) ✓ (Note to marker: Do not accept a manually inserted answer of 4 800 but accept = F4+F5 ... + F34.)</li> </ul>	2		2	
3.9	<ul style="list-style-type: none"> <li>Table has been copied onto last page ✓</li> <li>Headings appear in first row as per original table ✓</li> <li>Only media listed is Book_Boek ✓ only items with at least two items listed ✓</li> <li><b>All other records have been deleted</b> ✓</li> <li>List sorted by Surname ✓ (also accept descending) (13 records expected – or 12 records if Q3.7.4. was incorrectly answered)</li> </ul>	1		6	
<b>Total for QUESTION 3</b>				<b>[30]</b>	

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**QUESTION 4: Filename: 4MediaS**

**TOTAL Q4: 30**

- *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 actions.)*
- *Candidate may use multiple formulae or cells as 'building blocks' to answers.*

No.	Criteria	Max. Mark			Candidate Mark
<b>Resources_Bronne worksheet</b>					
4.1	<ul style="list-style-type: none"> <li>• Cells A1:H1 merged ✓ and contents centred ✓</li> <li>• Text wrapping applied to headings in row 2 ✓</li> <li>• Any type of cell borders applied to cells containing headings in row 2 ✓ <i>(Note to marker: Do not penalise if cell borders applied to whole row or if cell borders only applied around outer borders.)</i></li> </ul>	2 1 1	4		
4.2	<ul style="list-style-type: none"> <li>• Conditional formatting applied to cells in column E ✓</li> <li>• Values which have a value prior to 1995 ✓ (&lt;1995 or &lt;=1994)</li> <li>• Are displayed in any different font colour to the rest ✓</li> </ul>	1 1 1	3		
4.3	<ul style="list-style-type: none"> <li>• Values in column F formatted as South African currency (rand) ✓</li> <li>• With NO (zero) decimal places ✓</li> </ul>	1 1	2		
4.4	<p><b>Cell L6: =ROUND(AVERAGE(F3:F109),2)</b></p> <ul style="list-style-type: none"> <li>• ROUND function used ✓</li> <li>• AVERAGE function used ✓</li> <li>• Correct range ✓</li> <li>• Correct number of decimal places specified ✓ <i>(Note to marker: No marks awarded for formatting cells to two zero places as opposed to rounding.)</i></li> </ul>	1 1 1 1	4		
4.5	<p><b>Cell L8: =COUNTIF(I3: I109,"B")</b></p> <ul style="list-style-type: none"> <li>• COUNTIF function used ✓</li> <li>• Correct range ✓</li> <li>• Correct criteria used ✓</li> </ul>	1 1 1	3		

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4.6	<p><b>Cell C3 =VLOOKUP(D3,Data!\$F\$2:\$H\$76,3)</b></p> <ul style="list-style-type: none"> <li>• Correct lookup cell used ✓</li> <li>• Correct lookup range specified ✓</li> <li>• Correct lookup column specified ✓</li> <li>• Absolute addressing correctly used for lookup table or if a named range was correctly used ✓ <i>(Note to marker: Do not penalise if an extra fourth parameter of False is added.)</i></li> </ul>	1 1 1 1		4	
4.7	<p><b>Column G: =IF(C3="Bookworld",F3+10%*F3,F3)</b></p> <ul style="list-style-type: none"> <li>• Correct condition (e.g. C3="Bookworld" or D3 = 9) ✓</li> <li>• Correct mark up of 10% ✓ added to original price ✓</li> <li>• Original value (F3) specified for other publishers ✓</li> </ul> <p><i>(Note to marker: The expected answer is R757.90. Accept any other valid solutions, e.g.</i></p> <ul style="list-style-type: none"> <li>• =IF(C3="Bookworld",1.1*F3,F3)</li> <li>• =IF(C3&lt;&gt;"Bookworld",F3,10%*F3+F3)</li> <li>• =IF(C3&lt;&gt;"Bookworld", F3,1.1*F3)</li> <li>• =IF(D3=9, 10%*F3+F3, F3) etc.)</li> </ul> <p><i>(Do not deduct a mark if formula not copied to rest of cells in the column.)</i></p>	1 2 1		4	
4.8.1	<ul style="list-style-type: none"> <li>• Chart type changed to column graph ✓</li> </ul>	1		1	
4.8.2	<ul style="list-style-type: none"> <li>• Suitable title provided ✓ <i>(The title must address the different type of media in the worksheet, e.g. Types of Media)</i></li> <li>• Displayed below the graph ✓</li> </ul>	1  1		2	
4.8.3	Legend removed ✓	1		1	
4.8.4	Units added as title on the Y-axis ✓	1		1	
4.8.5	Major unit on the Y-axis changed from 5 to 10 ✓	1		1	
	<b>Total for QUESTION 4</b>			<b>[30]</b>	

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**QUESTION 5: Filename: 5Users\_Gebruikers**

**TOTAL Q5: 35**

- 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 actions.)
- Candidate may use multiple formulae or cells as 'building blocks' to answers.

No.	Criteria	Max. Mark			Candidate Mark
<b>Helpers worksheet</b>					
5.1	Any fill colour applied to cell A1 ✓	1		1	
5.2	<b>Cell L3: =LARGE(G3:G42,2)</b> <ul style="list-style-type: none"> <li>• LARGE function used ✓</li> <li>• Correct range specified ✓</li> <li>• Correct number (2) specified ✓</li> </ul>	1		3	
5.3	<b>Cell D3: =UPPER(B3) &amp; LEFT(C3,1) or =CONCATENATE (UPPER (B3), LEFT(C3,1))</b> <ul style="list-style-type: none"> <li>• UPPER function applied correctly ✓</li> <li>• Surname appears (cell B3) ✓</li> <li>• &amp; operator or CONCATENTATE function used ✓</li> <li>• LEFT function used ✓</li> <li>• Correct cell used for LEFT function ✓</li> </ul> <i>(Note to marker: No marks if user name is simply typed into the cell.)</i>	1		5	
5.4	<b>Cell F3 =(NOW ( )- E3) / 365.25</b> <i>(Note to marker: accept 365)</i> <ul style="list-style-type: none"> <li>• Correct terms subtracted ✓</li> <li>• Brackets added to enforce correct division ✓</li> <li>• Multiplication changed to division ✓</li> </ul> <i>(Note to marker: Do not penalise candidate who used the TODAY function instead of the NOW function. Accept if terms were not swapped and /-365 or ABS was used.)</i>	1		3	
5.5	<b>Cell H3 =IF(G3&gt;9,"A",IF(G3&gt;=5, "B", "C"))</b> <ul style="list-style-type: none"> <li>• Nested IF construct used correctly ✓</li> <li>• First criteria specified is correct, e.g. G3&gt;9 ✓</li> <li>• Second criteria specified is correct, e.g. G3&gt;=5 ✓</li> <li>• All 3 values (A, B and C) correctly match the criteria ✓✓</li> </ul> <i>(Award one mark if only two criteria match.)</i>  <i>(Note to marker: Accept any other valid solution such as: =IF(G3&lt;5,"C",IF(G3&gt;=10, "A", "B")) =IF(G3&gt;=10,"A",IF(G3&gt;=5, "B", "C")), etc.)</i>	1		5	



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5.6	<b>Cell L4: =SUMIF(H3:H42,"A",G3:G42)</b> <ul style="list-style-type: none"><li>SUMIF function used ✓</li><li>Correct criterion range specified ✓</li><li>Correct criteria specified ✓</li><li>Correct summing range specified ✓</li></ul>	1 1 1 1		4	
5.7	<b>Cell L5: answer is 9</b> <ul style="list-style-type: none"><li>LEN function has been used ✓</li><li>Correct answer of 9 appears ✓</li></ul>	1 1		2	
5.8	<b>Time_Tyd worksheet: Cell D4</b> <ul style="list-style-type: none"><li>Cell format set to number/general (displays as 4 or 4.0) ✓ <i>(Ignore decimals)</i></li></ul>	1		1	
5.9	<b>Time_Tyd worksheet: Cell L5 = D5+G5+J5</b> <ul style="list-style-type: none"><li>Correct cells included (D5, G5, J5) ✓</li><li>Addition operator used ✓</li><li><i>(Note to marker: Do not award the second mark if the SUM function was used as the question asked for a formula.)</i></li></ul>	1 1		2	
5.10	<b>Graph in Graph worksheet</b> <ul style="list-style-type: none"><li>The data is set for the first four helpers only (cells A4:A7) (PODILE, MARX, SERUMULA and PUDIKABEKO) ✓</li><li>Pie chart has any 3D effect. Ignore rotation ✓</li><li>Data labels set as percentages ✓</li><li>Data labels formatted to show one decimal place ✓</li><li>The legend appears below the chart ✓</li><li>Names in legend are split over 2 lines ✓</li><li>Largest segment/slice has been exploded/pulled out ✓</li><li>The largest segment/slice is filled with the picture <b>6BkPic_BkPrent</b> ✓ <i>(Note to marker: Allocate mark to OpenOffice users.)</i></li><li>The graph appears in a separate worksheet ✓ <i>(Do not penalise if worksheet not named correctly)</i></li></ul>	1 1 1 1 1 1 1 1 1 1		9	
<b>Total for QUESTION 5</b>				<b>[35]</b>	

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**QUESTION 6: Filename: 6Club\_Klub**

**TOTAL Q6: 42**

No.	Criteria	Max. Mark			Candidate Mark
<b>Donors_Skenkers table</b>					
6.1.1	<b>DOB_GebDat field</b> • Data type should be set to Date/time format ✓	1		1	
6.1.2	<b>Surname_Van field</b> • Field size changed (to any value not original of 255) ✓	1		1	
6.1.3	<b>Donors_skenkers table</b> • All 8 records imported into the database from <b>6Don_Sken</b> text file ✓ • Into <b>Donors_Skenkers</b> table ✓ • Original field names retained (still appear) in table ✓ <i>(Note to marker: Do not penalise if the date field does not appear.)</i>	1 1 1		3	
6.1.4	<b>DonorID_SkenkerID input mask: &gt;L09</b> • > (uppercase) ✓ • L (compulsory letter) ✓ • O (compulsory digit) ✓ • 9 (optional digit) ✓	1 1 1 1		4	
6.2.1	<b>ItemList_ItemLys table</b> • Primary key set ✓ • On MediaID field ✓ <i>(Note to marker: Automatically award these marks to Openoffice users.)</i>	1 1		2	
6.2.2	<b>Year_Jaar field – validation rule &gt;1960 AND &lt;=2011</b>  • >1960 ✓ (also accept >=1961) • AND ✓ • <=2011 ✓ (also accept <2012) <i>(Note to marker: Also accept BETWEEN 1961 AND 2011)</i>  Year_Jaar – validation text  • Any suitable message which refers to range of values required ✓ (e.g. 'The year must be between 1960 and 2011')	1 1 1  1		4	

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6.3.1	<p><b>Form frmITEMS</b></p> <ul style="list-style-type: none"> <li>Examination number typed in form footer ✓</li> </ul>	1		1																
6.3.2	<p><b>Form frmITEMS</b></p> <ul style="list-style-type: none"> <li><b>6BkPic_BkPrent</b> image inserted ✓</li> <li>In the header of the form ✓</li> </ul>	1 1		2																
6.4	<p><b>Query qry6_4</b></p> <ul style="list-style-type: none"> <li>Only <i>Title_Titel</i> and <i>Author_Skrywer</i> fields are displayed ✓</li> <li>Sorted in descending order of <i>Type_Tipe</i> field ✓</li> </ul>	1 1		2																
6.5	<p><b>Query qry6_5</b></p> <ul style="list-style-type: none"> <li>Price_Prys criterion: &gt;=250 ✓</li> <li>Type_Tipe criterion: &lt;&gt;"B" ✓ or NOT "B" <i>(Note to marker: Also accept "C" or "D" as criteria in the same line. If C and D are in separate lines &gt;=250 must be repeated in the OR line.)</i></li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Title_Titel</th> <th style="text-align: center;">Price_Prys</th> <th style="text-align: center;">Type_Tipe</th> </tr> </thead> <tbody> <tr> <td>Harry Potter and the Chamber of Secrets</td> <td style="text-align: right;">R 250.00</td> <td style="text-align: center;">D</td> </tr> <tr> <td>Harry Potter and the Prisoner of AzKaban</td> <td style="text-align: right;">R 265.00</td> <td style="text-align: center;">D</td> </tr> <tr> <td>MS Excel 2000/Visual Basic for Applications</td> <td style="text-align: right;">R 340.95</td> <td style="text-align: center;">C</td> </tr> <tr> <td>White Wedding</td> <td style="text-align: right;">R 345.00</td> <td style="text-align: center;">D</td> </tr> </tbody> </table>	Title_Titel	Price_Prys	Type_Tipe	Harry Potter and the Chamber of Secrets	R 250.00	D	Harry Potter and the Prisoner of AzKaban	R 265.00	D	MS Excel 2000/Visual Basic for Applications	R 340.95	C	White Wedding	R 345.00	D	1 1		2	
Title_Titel	Price_Prys	Type_Tipe																		
Harry Potter and the Chamber of Secrets	R 250.00	D																		
Harry Potter and the Prisoner of AzKaban	R 265.00	D																		
MS Excel 2000/Visual Basic for Applications	R 340.95	C																		
White Wedding	R 345.00	D																		
6.6	<p><b>Query qry6_6</b></p> <p>Title_Titel criterion: Like <i>"*Mathematics"</i></p> <ul style="list-style-type: none"> <li>One for correct use of <u>both</u> wild cards (*) ✓</li> <li>Mathematics ✓</li> <li>Calculated field: ✓ Criteria: VAT_BTW: 0.14*[Price_Prys]</li> <li>0.14 (or 14/100) ✓</li> <li>*[Price_Prys] ✓</li> <li>Formatted as currency ✓</li> </ul>	1 1 1 1 1 1		6																
6.7.1	<p><b>Report Repltems</b></p> <ul style="list-style-type: none"> <li>Data for the Title_Titel field ✓ (not the heading)</li> <li>Placed in different font colour to data of other fields ✓</li> </ul>	1 1		2																
6.7.2	<p><b>Report Repltems</b></p> <ul style="list-style-type: none"> <li>Date appears in text box provided in header ✓</li> <li>Current date implemented as function =now() or date() ✓ <i>(Note to marker: Do not penalise if time also appears.)</i></li> </ul>	1 1		2																

<b>EXAMINATION NUMBER</b>																				
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6.7.3	<b>Report Repltems = SUM( [Price_Prys])</b> <ul style="list-style-type: none"> <li>• SUM function used ✓</li> <li>• Correct field [Price_Prys] used ✓</li> <li>• Displayed as South African rand ✓</li> </ul>	1		3	
		1			
		1			
6.7.4	<b>Report Repltems (Grouping)</b> <ul style="list-style-type: none"> <li>• Records grouped ✓</li> <li>• According to Pub_Uit field ✓</li> <li>• Count function moved or copied to either group header or footer ✓</li> </ul> <i>(Note to marker: Do not penalise if label has not been copied or moved from report footer.)</i>	1		3	
		1			
		1			
6.8	<b>Report rep6_8</b> <ul style="list-style-type: none"> <li>• Report based on the Itemlist_ItemLys table ✓</li> <li>• Correct fields (Title_Titel, Type_Tipe, Year_Jaar) ✓</li> <li>• Grouping according to Type_Tipe field ✓</li> <li>• Sorted (ascending or descending) on Year_Jaar field ✓</li> </ul>	1		4	
		1			
		1			
		1			
<b>Total for QUESTION 6</b>				<b>[42]</b>	

EXAMINATION NUMBER															

**QUESTION 7: Filenames: 7Data, 7Donations\_Skenkings, 7Fax\_Faks, 7MergeReady,  
7MergeComplete** **TOTAL Q7: 18**

No.	Criteria	Max. Mark			Candidate Mark
<b>7Fax_Faks</b>					
7.1.1	<ul style="list-style-type: none"> <li>Shaded table deleted ✓ (Note to marker: Do not allocate mark if only the content of the table was deleted.)</li> </ul>	1		1	
7.1.2	<ul style="list-style-type: none"> <li>The word <i>many</i> in 'many businesses' deleted ✓✓ (Note to marker: Award 1 mark if the bookmark Del has been deleted instead of the word 'many'.)</li> </ul>	2		2	
7.1.3	<ul style="list-style-type: none"> <li>Four or five ✓ instances of 'Media Book Club' replaced with 'Media Exchange Centre' ✓ (Allocate 1 mark if the whole-word option has not been used and any of the 2 instances where the word book was used outside of the name has also been changed.)</li> <li>Replacements are in italics ✓</li> </ul>	1 1 1		3	
7.1.4	<ul style="list-style-type: none"> <li>Properties of the hyperlink <a href="http://www.mec.org.za">www.mec.org.za</a> set to link to the website <a href="http://www.mec.org.za">www.mec.org.za</a> ✓ (Note to marker: check properties of the link.)</li> </ul>	1		1	
7.2.1	<ul style="list-style-type: none"> <li>Data copied and pasted from spreadsheet ✓</li> <li>As a linked object in the <b>7Fax_Faks</b> document ✓ (If table is right-clicked update link is visible)</li> </ul>	1 1		2	
7.2.2	<ul style="list-style-type: none"> <li>Amount of top donor in the <b>7Donations_Skenkings</b> spreadsheet ✓ (Should be H van der Merwe but is dependent on data)</li> </ul>	1		1	
7.2.3	<ul style="list-style-type: none"> <li>Link in the <b>7Fax_Faks</b> document updated to reflect the change of R5 000 made in the spreadsheet ✓</li> </ul>	1		1	

<b>EXAMINATION NUMBER</b>																				
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<b>7.3 Mail merge</b>																																			
<i>(Note to Marker: Any candidate that has attempted 7.1 or 7.2 or 7.3 is automatically awarded 4 marks. In addition, allocate marks according to the criteria below to a maximum of 3 marks (i.e. a maximum of 7 marks for 7.3.))</i>																																			
7.3.1	<b>7MergeReady/7MergeComplete</b> <ul style="list-style-type: none"> <li>Both merge fields Name_Naam and Surname_Van added ✓</li> <li>Space added between merge fields ✓</li> <li>Data source used is query qry7_3 ✓ in <b>7Data</b> database ✓ <i>(Award 1 mark if the AddressList_Adreslys table used)</i></li> <li>Recipients sorted in descending ✓ order of amount ✓</li> </ul>	1		6																															
		1																																	
		1																																	
		1																																	
		2																																	
7.3.2	<ul style="list-style-type: none"> <li>Sent to first three (shaded) recipients: ✓</li> </ul> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Surname_Van</th> <th>Name_Naam</th> <th>Amount_Bedrag</th> </tr> </thead> <tbody> <tr> <td>H</td> <td>Van der Merwe</td> <td>R 5 000.00</td> </tr> <tr> <td>Samia</td> <td>Barnard</td> <td>R 500.00</td> </tr> <tr> <td>Craig</td> <td>Lebepe</td> <td>R 406.95</td> </tr> <tr> <td>Jabu</td> <td>Crowther</td> <td>R 350.95</td> </tr> <tr> <td>Licia</td> <td>Msimeki</td> <td>R 324.95</td> </tr> <tr> <td>Jimmy</td> <td>Esterhuizen</td> <td>R 269.95</td> </tr> <tr> <td>Steven</td> <td>Barnard</td> <td>R 265.00</td> </tr> <tr> <td>Laura</td> <td>Heyns</td> <td>R 262.95</td> </tr> <tr> <td>Vuyo</td> <td>Malatji</td> <td>R 250.00</td> </tr> </tbody> </table>	Surname_Van	Name_Naam	Amount_Bedrag	H	Van der Merwe	R 5 000.00	Samia	Barnard	R 500.00	Craig	Lebepe	R 406.95	Jabu	Crowther	R 350.95	Licia	Msimeki	R 324.95	Jimmy	Esterhuizen	R 269.95	Steven	Barnard	R 265.00	Laura	Heyns	R 262.95	Vuyo	Malatji	R 250.00	1		1	
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<b>Total for QUESTION 7</b>				<b>[18]</b>																															

**TOTAL: 200**