


IEB GRADE 12 PRACTICAL EXAMINATION PAPER 2 2014

Exam No:		180	0		0.0%
Question	Description	Max Marks	Actual Marks	Markers Initials	Comments
	Question 1				
	Exam folder				
1.1	Compressed using utility application (Winzip or winrar or others) Correct folder ToEmail Correct file name ToEmailCompressed	3			
1.2	Shortcut created Within examination folder Opens correct Application (Spreadsheet application)	3			
1.3	File saved as template, i.e. In Microsoft Office, extension is .dotx Open office can use the file extension .ott <i>Note, no marks deducted if both the .dotx and .docx files present</i>	2			
1.4.1	TomRenald sub folder created	1			
1.4.2	Tom Renald.contact moved To the TomRenald folder <i>Note, only 1 mark awarded if copied</i>	2			
1.4.3	File renamed: ExamNumber.txt AdventureAV.docx	1			
1.5.1	Author property set to exam number	1			
1.5.2	Read only attribute enabled (Cannot be marked)	1			
	ComputerManagement.docx				
1.6	12 kB <i>Please note, file size may vary slightly Check to file</i>	1			
1.7	Screenshot taken Of icon OR of the editor window <i>Can be of any text based html editor: notepad, notepad++, netbeans, Komodo, Wordpad, etc...(Google application if not on this list to check if it is a text based editor) Please note, that it is icon, so may be captured from start bar or icon on windows 8 start page etc...</i>	2			



1.8	In Windows based environment: Navigate to recycle bin <i>(Go to desktop, or into your windows explorer to locate your recycle bin)</i> Go to recycle bin properties <i>(Right click on recycle bin icon, or open recycle bin and access the menu bar/ribbon at the top, Select all or right click)</i> Execute empty recycle bin <i>(Click on option to empty recycle bin, Delete files from the recycle bin) Accept steps as screenshots</i>	3			
Subtotal Question 1		20	0		
Question 2					
CoastToCoast.docx					
2.1.1	AdventureHeading paragraph style created	1			
2.1.2	Paragraph alignment set to centre	1			
2.1.3	Font effect Small Caps applied	1			
2.1.4	Single solid line bottom border added Do not accept underline	1			
2.1.5	After paragraph spacing set to 9 pt	1			
2.1.6	Shortcut key created for style of Alt + Ctrl + Shift + B	1			
2.1.7	Style applied'Coast to Coast Adventure Race: 28-31 August 2015' ONLY	1			
2.2.1	8cm Tab Centre aligned (1 mark deducted if not applied to all text, do not deduct twice)	2			
2.2.2	16cm tab Right aligned Dotted leader (1 mark deducted if not applied to all text, do not deduct twice)	3			
2.3.1	Image inserted	1			
2.3.2	Image Wrapping of text to be square	1			
2.3.3	Placed to the right immediately below heading	1			
2.3.4	Border around the picture Weighting of border set to 2 1/4 pt and solid black line <i>Note this mark is lost if the line is not 2 1/4 pt weighting or is not solid or is not black</i> <i>To check weighting go to Picture Tools - Format Ribbon item, click on the down arrow on picture Border, then go to weight and check if 2 1/4 is selected.</i>	2			
2.4	Page border Solid double line, width 1½ pt	2			
Subtotal Question 2		19	0		

Question 3				
NewsLetter.docx				
3.1.1	First page (title page) page orientation is set to landscape New page section break at end of page 1 <i>Page break should also be awarded this mark</i> Rest of document page orientation is set to portrait	3		
3.1.2	Title 'adventureAV' added as Word art	1		
3.1.3	Word art object shape set to arch up 	1		
3.1.4	Word art object is red.	1		
3.2.1	Header and footer is different first page.	1		
3.2.2.	Examination number is inserted into the centre of header	1		
3.2.3	Date inserted left of the footer. Date automatically updates (Will be current date)	2		
3.3	Caption added to the image Correct text 'Jordan Romero at home'	2		
3.4	Applied to the correct paragraph 'In July of 2009...out last spring' Two columns Line in between	3		
Subtotal Question 3		15	0	
Question 4				
LettersToClients.docx				
4.1.1	Link created With correct file, sheet (DataToMerge) <i>When opening the merged document, it should state when opening document following SQL command will run SELECT * FROM 'DataToMerge ...', this indicates the document was linked to the correct spreadsheet you choose. If SQL is displayed but with another file, award 1 out of 2 marks.</i>	2		
4.1.2	Data source is ordered By the Photographer field <i>When opening the document, the SQL will end with ' ...ORDER BY 'Photographer' ASC'</i>	2		
4.1.3	<<client>> replaced with the field codes <<Name>> and <<Surname>> <i>Both when saved in preview mode and not, if you right click on the name and surname, go to edit fields and check that it is a merge field and has the correct field name</i> Space added between <<Name>> and <<Surname>> field codes	2		

4.2	<p>Would you recommend AdventureAV to others?</p> <p>Control added</p> <p>Option type</p> <p>Caption set</p> <p>Choose only one</p> <p>What date did you go on your adventure?</p> <p>Control added</p> <p>Date picker</p>	7			
4.3	Mail merge completed: ClientForms	1			
Subtotal Question 4		14	0		

Question 5				
	AdventureRaces.xls			
	Data Worksheet			
5.1	Correct cells Column A (Date) Correct format i.e. 08 February 2015	2		
5.2.1	Conditional formatting: 'C' Format green fill	1		
5.2.2	Conditional formatting: 'B' Format orange fill	1		
5.2.3	Conditional formatting: 'A' Format red fill	1		
5.3	All data sorted by Column B (Category) ascending and then by Column C (Cost) descending. <i>If both columns sorted ascending or both descending, two marks of the three should be awarded. If they set column B to be descending and Column A to be descending i.e. wrong way around, two marks out of the three should also be awarded.</i>	3		
5.4	Solution: =ROUND((A2-NOW()),0) Function round A2 - now() today() is also acceptable num-digits: 0 Answer: Will differ day to day <i>If the answer was rounded off through change of type to number 0 decimal places, the 2 marks for rounding may also be awarded NetworkDays() does round, but works out days without weekends, so would lose the mark for mark subtraction, but does round days 360 is also acceptable and coupdaysnc()</i>	5		
5.5.1	Solution: =VLOOKUP(E2;\$J\$2:\$K\$12;2;FALSE) LookupValue: E2 Table Array: J2:K12 Absolute Cell reference: \$J\$2:\$K\$12 Column: 2 Range Lookup: False Answer: CA, CA, SA, etc... <i>Note: Mark calculation not answers as answers may differ depending on question 5.3</i>	5		
5.5.2	Solution: =IF(G2="SA";"Local";"International") Function: if() Condition: G2= "SA" Value if true: "Local" Value if false: "International"	5		
	Summary Worksheet			
5.6.1	Solution: =MAX(Data!C:C) OR =MAX(Data!C2:C62) Function: Max (Large.....,1) Range: Data!C:C Also Data!C2:C62 acceptable <i>Also accept (C7:C17) as the range</i> Answer: 1577	2		

5.6.2	Solution: =LARGE(Data!C:C;2) Formula: Large() Parameters: Data!C:C ; 2 <i>Note C2:C62 is also acceptable Also accept (C7:C17) as the range</i> Answer: 1573	2			
5.7	Correct Cell range (A6:C17) Bar graph created for Total on Primary axis New Sheet Line graph created for average on Secondary axis Chart title: Price By City Legend below chart	8			
Subtotal Question 5		35	0		
Question 6					
InvoiceTemplate.xlsx					
6.1	Sheet name: Invoice.	1			
6.2	Correct Range: A1:J1 Merged and Centred	2			
6.3	Correct cell range A12:J12	1			
6.3.1	Bold font formating	1			
6.3.2	Cells filled with blue	1			
6.3.3	Double border Outside borders only	2			
6.4	Column H (Unit Price) Format: Currency Rand Decimal places: 2. <i>Accountancy format acceptable if decimal places and currency correct Accept custom format that meets specifications</i>	2			
6.5	Cell Range: B7:D9 Cell Range: F7:H8 Cell Range: A13:I37 Set to not lock Protection applied to workbook or worksheet	6			
Subtotal Question 6		16	0		

Question 7				
	AdventureAVAdmin.accdb			
	Table: tblPhotographerSkill			
7.1.1	PhotographerFK field present	1		
7.1.2	Lookup PID from table tblPhotographer FullName also selected Only FullName displayed <i>Go to lookup tab under the property of the the field PhotographerFK, Row source should be SELECT [tblPhotographer].[PID], [tblPhotographer].[FullName] FROM tblPhotographer; the bound column = 1 column count = 2 and column widths set to 0 and 2.54. Alternative solution is to have SELECT [tblPhotographer].[FullName], [tblPhotographer].[PID] FROM tblPhotographer with the bound column set as 2 and the column count set to 1</i>	3		
	Table tblPhotographer			
7.2.1	Input mask added to cell field 000\000 0000 <i>###\-### ##### also acceptable</i>	2		
7.2.2	Validation rule added to Gender Validation: "M" or "F" Appropriate error message	3		
7.2.3	Primary key field set PID field set as the primary key	2		
	Table tblClient			
7.3	Data imported from data2.xlsx Into the tblClient table	2		
	Form frmInvoice			
7.4.1	Form created frmInvoice InvoiceID from tblInvoice Days from tblInvoice EquipmentFK from tblInvoiceLink Quantity from tblInvoiceLink Form grouped by: tblInvoice table	6		
7.4.2	Button added to frmInvoice Button action will create a new invoice record.	2		
	Query qryInsureEquipment			
7.5.1	All fields added	1		
7.5.2	Criteria on charge field: >300	1		
	Query TypeCounts			
7.6	Grouped by the Type field Type field is displayed Function: Count Primary key field or *	4		

	Query InvoiceCost				
7.7.1	Correct fields displayed: InvoiceID and Days from tblInvoiceLink EquipmentName and Charge from tblEquipment	2			
7.7.2	calculation Charge * Days calculation field named TotalCost <i>TotalCost: [Charge]*[Days]</i>	2			
	Report rptDetailedInvoice				
7.8.1	Report created Fields InvoiceID and Days added from tblInvoice table Fields Charge and Type added from tblEquipment table	3			
7.8.2	Grouped by tblInvoice table	1			
7.8.3	Grouped by Type field of tblEquipment	1			
7.8.4	footer added Text field inserted Function: Sum() Function field: [Charge] <i>Solution: =SUM([Charge])</i>	4			
7.8.5	Examination number in report header	1			
	Subtotal Question 7	41	0		

Question 8				
	index.html			
8.1	Solution: <title>AdventureAV-123456789</title> Position: Inside the <head> tag Tag: <title> </title> Text inserted inbetween tag: 'AdventureAV-123456789'	3		
8.2.1	Solution: Location: Within body tag Tag: Source: "images/logo.jpg"	3		
8.2.2	Solution: Attribute added: alt='AdventureAV Logo'	1		
8.2.3	Solution: Attribute added: align="center"	1		
8.3	Solution: <body bgcolor="#c8ebe5"> Location: Attribute added to the body tag Attribute: bgcolor="#c8ebe5"	2		
8.4	Solution: Equipment Location: in body under image Attribute: href Location: equipment.html Text: Equipment within the tags	4		

equipment.html					
8.5	<p>Solution:</p> <pre> <table border=2> <tr> <th rowspan=2> Camera's </th> <td> Sony Underwater Still Capture </td> </tr> <tr> <td> Nixon High Res Capture </td> </tr> </table> </pre> <p>Table row <tr> </tr> Rowspan attribute Table data: <td> </td> Correct rows: 2 Correct columns: 2 Table Heading: <th> </th> <i>Note also accept: <td> </td> or <td><h1> </h1></td> or <td></td></i></p>	6			
Subtotal Question 8		20	0		