



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2015

MEMORANDUM/MARKING GUIDELINE

MARKS: 180

| | | | | | | | | | | | | | | | | | | | |
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FINAL MARK

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| QUESTION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | TOTAL |
|---------------------------|----|----|----|----|----|----|----|-------|
| POSSIBLE MARK | 28 | 22 | 18 | 31 | 40 | 20 | 21 | 180 |
| CANDIDATE MARK | | | | | | | | |
| MARKER CODE/ SIGNATURE | | | | | | | | |
| MODERATED MARK | | | | | | | | |

This memorandum/marking guideline consists of 13 pages.

| EXAMINATION NUMBER | | | | | | | | | | | | | | | | | | |
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QUESTION 1

File name: 1Energy_Energie

Total Q1: 28

| No | Criteria | Maximum Mark | | | Candidate Mark |
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| | | | | | |
| 1.1.1 | Cover page/Title page <ul style="list-style-type: none"> Any page border added ✓ <i>(Note to marker: Border can appear <u>only</u> on first page.)</i> | 1 | | 1 | |
| 1.1.2 | Cover page/Title page <ul style="list-style-type: none"> Watermark appears <u>only</u> on first page ✓ | 1 | | 1 | |
| 1.2 | Table of contents <ul style="list-style-type: none"> Automatic Table of Contents inserted ✓ Three levels of headings appear ✓ Correct styles used: Title, Heading 1 and Heading 2 styles ✓ <i>(Note to marker: All three levels must be inserted correctly in order to obtain the last mark.)</i> | 1 1 1 | | 3 | |
| 1.3 | Page numbering <ul style="list-style-type: none"> Page numbers have been inserted in the header ✓ Automatic page numbering starts as 1 on the second page ✓ Page numbering does not appear on the first page ✓ | 1 1 1 | | 3 | |
| 1.4 | Shape fill <ul style="list-style-type: none"> 'Social' shape has been filled with the picture 1Social_Sosiaal ✓ <i>(Note to marker: Accept if any of the other images have been used to fill the shape.)</i> | 1 | | 1 | |
| 1.5 | Hyperlink <ul style="list-style-type: none"> Hyperlink applied on word 'resources' ✓ Linked to heading 'Where does our energy come from?' ✓ <i>(Note to marker: Allocate the marks if the candidate created a bookmark and linked the text to the bookmark.)</i> | 1 1 | | 2 | |
| 1.6 | Table <ul style="list-style-type: none"> Text was correctly converted to table ✓ Any table style applied to the table other than the default ✓ <i>(Note to marker: Do not award the first mark if only one column appears.)</i> | 1 1 | | 2 | |

| EXAMINATION NUMBER | | | | | | | | | | | | | | | | | | | | |
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|------|--|------------------|--|-------------|--|
| 1.7 | Citation <ul style="list-style-type: none"> • Citation created ✓ • Title – SMART LIVING HANDBOOK, Year – 2011 ✓ • APA style applied ✓ <p><i>(Note to marker: Allocate second mark if only the title or the year has been inserted.)</i></p> | 1 1 1 | | 3 | |
| 1.8 | Caption <ul style="list-style-type: none"> • Automatic caption changed from table to figure ✓ • Caption appears with the text 'Figure1: Electricity' ✓ | 1 1 | | 2 | |
| 1.9 | Bullets <ul style="list-style-type: none"> • Bullets formatted to a picture ✓ • 1Bullet_Kolpunt picture used to format bullets ✓ <p><i>(Note to marker: Accept if only one bullet is changed.)</i></p> | 1 1 | | 2 | |
| 1.10 | Style <ul style="list-style-type: none"> • New style named Energy ✓ • Font size set to 16 pt ✓ • Font colour changed to red ✓ • 'Energy' style applied to heading 'Decommissioning' ✓ | 1 1 1 1 | | 4 | |
| 1.11 | Find and Replace <ul style="list-style-type: none"> • All occurrences of the whole word 'sustainable' have been replaced with the word 'sustainable' ✓ • Highlighted ✓ <p><i>(Note to marker: 2 replacements expected.)</i></p> | 1 1 | | 2 | |
| 1.12 | Widow/Orphan <ul style="list-style-type: none"> • Widow/Orphan control setting has been unchecked for third column in table ✓ | 1 | | 1 | |
| 1.13 | Table of Figures/Illustration Index <ul style="list-style-type: none"> • Table of Figures/Illustration Index updated ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> • <i>Check that the 'Imported gas' figure has been added to the table to mark this question.</i> • <i>Page numbers may differ.</i> | 1 | | 1 | |
| | Total for QUESTION 1 | | | [28] | |

| EXAMINATION NUMBER | | | | | | | | | | | | | | | | | | |
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QUESTION 2

File name: 2School_Skool

Total Q2: 22

| No | Criteria | Maximum Mark | | | Candidate Mark |
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| 2.1 | Page orientation <ul style="list-style-type: none"> Only the first page changed to landscape ✓ Section break inserted and second page appears in portrait ✓ | 1 | | 2 | |
| | | 1 | | | |
| 2.2 | Page border <ul style="list-style-type: none"> Top margin of page border changed to 17 pt ✓ From edge of page ✓ | 1 | | 2 | |
| | | 1 | | | |
| 2.3 | Heading centred <ul style="list-style-type: none"> Heading has been centred horizontally ✓ | 1 | | 1 | |
| 2.4 | Columns <ul style="list-style-type: none"> Selected text displayed in three columns ✓ Spacing between columns set to 0.6 cm ✓ Column break inserted before the headings 'Switch off at the socket!' and 'Turn off the lights' ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <i>Do not penalise if a line between columns was added.</i> <i>Allocate the third mark if only one column break was inserted.)</i> | 1 | | 3 | |
| | | 1 | | | |
| | | 1 | | | |
| 2.5 | Callout shape <ul style="list-style-type: none"> Text box has been changed to callout shape ✓ Grey fill colour applied to shape ✓ Shape sized to include all the original information so it is clearly visible ✓ <p><i>(Note to marker: Accept any similar callout shape.)</i></p> | 1 | | 3 | |
| | | 1 | | | |
| | | 1 | | | |
| 2.6 | Grouping <ul style="list-style-type: none"> Pictures moved to correct position/order ✓ Pictures grouped as one object ✓ | 1 | | 2 | |
| | | 1 | | | |
| 2.7 | Hyphenation <ul style="list-style-type: none"> Hyphenation set to automatic ✓ | 1 | | 1 | |
| 2.8 | Survey Form <ul style="list-style-type: none"> Three leader tab lines have been removed ✓ Text form field type of Age changed to Number type ✓ Blue placeholder replaced with a drop-down list ✓ Items appear as Moderate, Mild, Excessive ✓ | 1 | | 4 | |
| | | 1 | | | |
| | | 1 | | | |
| | | 1 | | | |
| 2.9 | Symbol/Shape <ul style="list-style-type: none"> Correct symbol inserted next to 'Use Electricity Sparingly' ✓ | 1 | | 1 | |
| 2.10 | Watermark <ul style="list-style-type: none"> Watermark inserted on any page ✓ 2Back_Agter picture inserted ✓ Scale is set to 120% ✓ | 1 | | 3 | |
| | | 1 | | | |
| | | 1 | | | |
| | | 1 | | | |
| | Total for QUESTION 2 | | | [22] | |

| EXAMINATION NUMBER | | | | | | | | | | | | | | | |
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QUESTION 3**File name: 3Individ****Total Q3: 18**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answers.
- Named ranges can be used instead of cell references.

| No | Criteria | Maximum Mark | | | Candidate Mark |
|----------------------------|---|--------------|--|-------------|----------------|
| Main_Hoof worksheet | | | | | |
| 3.1 | Cell B3: = TODAY() OR NOW() ✓ | 1 | | 1 | |
| 3.2 | Cell B4: =DATE(YEAR(B3)+2,MONTH(B3)+3,DAY(B3)) <ul style="list-style-type: none"> • DATE function ✓ • (YEAR(B3)+2 ✓ • MONTH(B3)+3 ✓ • DAY(B3) ✓ <i>(Note to marker: Accept any other suitable method.)</i> | 1 | | 4 | |
| | | 1 | | | |
| | | 1 | | | |
| | | 1 | | | |
| 3.3 | Cell B7: =CONCATENATE(LEFT(A7,3),J7) OR =LEFT(A7,3)&J7 <ul style="list-style-type: none"> • CONCATENATE function OR & sign ✓ • LEFT ✓ (A7,3) ✓ • J7 ✓ | 1 | | 4 | |
| | | 2 | | | |
| | | 1 | | | |
| 3.4 | Cell C19: =MODE(C7:I18) ✓ | 1 | | 1 | |
| 3.5 | Column I: Data Validation <ul style="list-style-type: none"> • Validation criteria: Allow whole number ✓ • Criteria: <= ✓ • 100 ✓ • Any suitable error message ✓ | 1 | | 4 | |
| | | 1 | | | |
| | | 1 | | | |
| | | 1 | | | |
| 3.6 | Page Setup <ul style="list-style-type: none"> • Print area set to A1:J19 ✓ • Gridlines – 'Print' checked in page setup ✓ | 1 | | 2 | |
| | | 1 | | | |
| Transp worksheet | | | | | |
| 3.7 | Transp worksheet <ul style="list-style-type: none"> • Data copied from range A14:I16 from Main_Hoof worksheet to Transp worksheet ✓ • Data correctly displayed/transposed ✓ | 1 | | 2 | |
| | | 1 | | | |
| | Total for QUESTION 3 | | | [18] | |

| EXAMINATION NUMBER | | | | | | | | | | | | | | | | | | |
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QUESTION 4**File name: 4Countries_Lande****Total Q4: 31**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answers.
- Named ranges can be used instead of cell references.

| No | Criteria | Maximum Mark | | | Candidate Mark |
|----------------------------------|---|------------------|--|---|----------------|
| Carbon_Koolstof worksheet | | | | | |
| 4.1 | Carbon_Koolstof tab: <ul style="list-style-type: none"> • Tab changed to any colour other than the original colour ✓ <p><i>(Note to marker: The original tab colour was white.)</i></p> | 1 | | 1 | |
| 4.2 | Cell A1: <ul style="list-style-type: none"> • Comment added ✓ • Comment text inserted: 'Carbon released' ✓ <p><i>(Note to marker: Ignore spelling.)</i></p> | 1 1 | | 2 | |
| 4.3 | Cell C10: = VLOOKUP(B10,Capital_Hoofstad!A2:B20,2,FALSE) OR = VLOOKUP(B10,Capital_Hoofstad!A2:B20,2,0) <ul style="list-style-type: none"> • LOOKUP value: B10 ✓ • Table array: Capital_Hoofstad!A2:B20 ✓ OR Table array: Capital_Hoofstad!A1:B20) • Column index number: 2 ✓ • Range_Lookup: False OR 0 ✓ OR = VLOOKUP(B10,Capital_Hoofstad!A2:B20,2) <ul style="list-style-type: none"> • LOOKUP-value: B10 ✓ • Table array: Capital_Hoofstad!A2:B20 ✓ OR Table array: Capital_Hoofstad!A1:B20) • Column index number: 2 ✓ • Data in range A2:B20 is sorted in alphabetical order in the Capital_Hoofstad worksheet according to country ✓ <p><i>(Note to marker: Absolute cell referencing can be used.)</i></p> | 1 1 1 1 | | 4 | |

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| <p>4.4</p> | <p>Cell F22: = SUMIF(D3:D21,"*America",F3:F21)</p> <ul style="list-style-type: none"> • SUMIF function ✓ • Criteria range: (D3:D21) ✓ • Criteria: "*"✓ America" ✓ • Sum range: (F3:F21) ✓ <p>OR</p> <p>=SUMIF(D3:D21,"South America",F3:F21) + SUMIF(D3:D21,"North America",F3:F21)</p> <ul style="list-style-type: none"> • SUMIF function ✓ • Criteria range: (D3:D21) ✓ • Sum range: (F3:F21) ✓ • Both criteria included ✓ ✓ | <p>1 1 2 1</p> | | <p>5</p> | |
| <p>4.5</p> | <p>Cell H3: =IF(G3>=\$F\$24,"High Risk","Low Risk")</p> <p>OR</p> <p>=IF(G3<\$F\$24,"Low Risk", "High Risk")</p> <p>OR</p> <p>=IF(G3>=AVERAGE(\$G\$3:\$G\$21),"High Risk", "Low Risk")</p> <p>OR</p> <p>=IF(G3<AVERAGE(\$G\$3:\$G\$21),"Low Risk", "High Risk")</p> <ul style="list-style-type: none"> • IF function ✓ • Condition G3 >=F24 OR Average(G3:G21) and value "High Risk" ✓ • Condition G3 <F24 OR Average(G3:G21) and value "Low Risk" ✓ • Absolute addressing \$F\$24 OR (\$G\$3: \$G\$21) ✓ • Formula copied to cells H4 to H21 ✓ | <p>1 1 1 1 1 1</p> | | <p>5</p> | |
| <p>4.6</p> | <p>Cell J3: =I3/SUM(I3:I21)*100</p> <p>OR</p> <p>=I3/SUM(I3:I21)%</p> <ul style="list-style-type: none"> • I3 ✓ • / ✓ SUM(I3:I21) ✓ • *100 OR cell formatted as percentage ✓ • Formatted to 4 decimal places ✓ | <p>1 2 1 1</p> | | <p>5</p> | |

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| EXAMINATION NUMBER | | | | | | | | | | | | | | | | | | | |
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|-----------------------------------|--|-----------------------|---|-------------|--|
| 4.7 | <p>Cell F26: =F3/E3*POWER(I3,5)</p> <ul style="list-style-type: none"> • F3 ✓ • /E3 ✓ • * POWER(I3 ✓ ,5) ✓ <p>OR</p> <p>=F3/E3*I3^5</p> <ul style="list-style-type: none"> • F3 ✓ • /E3 ✓ • * I3 ✓ ^5 ✓ <p>OR</p> <p>=F3/E3*I3*I3*I3*I3*I3</p> <ul style="list-style-type: none"> • F3 ✓ • /E3 ✓ • * I3 ✓ multiplied by itself 5 times ✓ | 1 1 2 | | 4 | |
| Nuclear_Kernkrag worksheet | | | | | |
| 4.8 | <p>Graph</p> <ul style="list-style-type: none"> • Horizontal axis title 'Country' inserted ✓ • Highest column filled in a different colour ✓ • Value data label set for France only ✓ • Exponential trendline inserted ✓ • Vertical axis scale set to automatically display the maximum value ✓ | 1 1 1 1 1 | 1 | 5 | |
| Total for QUESTION 4 | | | | [31] | |

| EXAMINATION NUMBER | | | | | | | | | | | | | | | | | | |
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QUESTION 5

File name: 5Course_Kursus

Total Q5: 40

| No | Criteria | Maximum Mark | | | Candidate Mark |
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| Table: Cur_Kur | | | | | |
| 5.1.1 | Field: Type_Tipe <ul style="list-style-type: none"> Drop-down field ✓ Options are Sust-Related and Sust-Focused ✓ Field: Dept_Dept <ul style="list-style-type: none"> Field size 15 ✓ Field: CourseID_KursusID <ul style="list-style-type: none"> Required property set to Yes ✓ Indexed properties set to Yes (no duplicates) ✓ Input mask: > ✓ LLL ✓ ? ✓ 000 ✓ Field: Cost_Koste <ul style="list-style-type: none"> Format set to currency (Rand) or data type changed to Currency ✓ Field: Avail_Beskik <ul style="list-style-type: none"> Format set to Yes/No ✓ Lookup display control changed to textbox ✓ | 1 | | 12 | |
| | | 1 | | | |
| | | 1 | | | |
| | | 1 | | | |
| | | 1 | | | |
| | | 1 | | | |
| | | 1 | | | |
| | | 1 | | | |
| | | 1 | | | |
| | | 1 | | | |
| 5.1.2 | Format table <ul style="list-style-type: none"> Gridlines removed ✓ Background colour of table changed to grey ✓ | 1 | | 2 | |
| | | 1 | | | |
| Course_Kursus | | | | | |
| 5.2 | Export table <ul style="list-style-type: none"> Table Course_Kursus exported to word processing type document ✓ Saved as 5Exp_Uit ✓ <p><i>(Note to marker: Accept any document type that will open in a word processor.)</i></p> | 1 | | 2 | |
| | | 1 | | | |
| Query: qry5_3 | | | | | |
| 5.3 | <ul style="list-style-type: none"> <i>Title_Titel</i>, <i>Cost_Koste</i> and <i>VATInc</i> fields are displayed ✓ Calculated field name: <i>VATInc</i>: ✓ [<i>Cost_Koste</i>] ✓ * ✓ 1.14 ✓ OR 14/100+[<i>Cost_Koste</i>] OR 114/100 OR 0.14+[<i>Cost_Koste</i>] | 1 | | 5 | |
| | | 1 | | | |
| | | 1 | | | |
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| | | 1 | | | |

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| Query: qry5_4 | | | | |
| 5.4 | <ul style="list-style-type: none"> Criteria <i>Title_Titel</i> = "*"sustainable* " Both wildcards (*) ✓ sustainable ✓ <i>Student_Student</i> field: >= 60 ✓ (>59) AND ✓ <100 ✓ (<=99) <p>(Note to marker: 2 records expected.)</p> | 2 1 1 1 | | 5 |
| Query: qry5_5 | | | | |
| 5.5 | <ul style="list-style-type: none"> Fields included: <i>Dept_Dep</i>, <i>Cost_Koste</i>, <i>Title_Titel</i>, <i>Avail_Beskik</i> ✓ <i>Dept_Dept</i> = "ACCT" ✓ <i>Avail_Beskik</i> = Yes ✓ OR 1 OR True OR -1 <i>Title_Titel</i> field sorted ascending ✓ | 1 1 1 1 | | 4 |
| Form: frm5_6 | | | | |
| 5.6 | <ul style="list-style-type: none"> Only <i>CourseID_KursusID</i>, <i>Title_Titel</i>, <i>Avail_Beskik</i> fields included ✓ Label in form header changed to 'Courses' ✓ Date inserted as field in form footer ✓ | 1 1 1 | | 3 |
| Report: rpt5_7 | | | | |
| 5.7 | <ul style="list-style-type: none"> Report data source changed to qry5_7 ✓ Grouped on <i>Avail_Beskik</i> field ✓ Properties changed to 'keep whole group together on page' ✓ Function inserted in group footer or group header ✓ =count ✓ ([<i>Title_Titel</i>]) ✓ OR =count ✓ (*) ✓ Suitable label (must refer to number of courses) ✓ | 1 1 1 1 2 1 | | 7 |
| Total for QUESTION 5 | | | | [40] |

| EXAMINATION NUMBER | | | | | | | | | | | | | | | | | | |
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QUESTION 6**File name: 6Tips_Wenke****Total Q6: 20**

- This question should be marked from the browser as far as possible, unless otherwise indicated or if it cannot be seen on the browser.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.
- The code of the candidates who use a word processor will contain additional unnecessary tags. Markers will need to work through the code to check for the answers provided below.

| No | Criteria | Maximum Mark | | | Candidate Mark |
|-----|--|--------------|--|---|----------------|
| | | | | | |
| 6.1 | Title <title>Energy Tips</title> <ul style="list-style-type: none"> • 'Energy Tips' appears ✓ • In the browser tab ✓ | | | 2 | |
| | | 1 | | | |
| 6.2 | Background colour <body bgcolor="white"> <ul style="list-style-type: none"> • Background colour changed to white ✓ | | | 1 | |
| | | 1 | | | |
| 6.3 | Heading and alignment <h1 align="center">Energy Saving Tips</h1> <ul style="list-style-type: none"> • 'Energy Saving Tips' appear as heading 1 ✓ • 'Energy Saving Tips' centred ✓ | | | 2 | |
| | | 1 | | | |
| 6.4 | Horizontal line size <hr color="yellow" size="10"> <ul style="list-style-type: none"> • Line size set to 10 ✓ | | | 1 | |
| | | 1 | | | |
| 6.5 | Table: Row and Column <table border="1"> <tr> <td>Tip 1</td> <td>Leaving a computer monitor on overnight wastes as much energy as making 800 A4 photocopies!</td> </tr> <ul style="list-style-type: none"> • Font of entire table changed to Arial ✓ • Row inserted at the top of the table ✓ • Text 'Tip 1' appears in the first cell of the new row ✓ • Text 'Leaving a computer monitor on overnight wastes as much energy as making 800 A4 photocopies!' appears in the second cell in the new row ✓ | | | 4 | |
| | | 1 | | | |
| | | 1 | | | |
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| EXAMINATION NUMBER | | | | | | | | | | | | | | | | | | | | |
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| 6.6 | <p>Image: Height and Width <code></code></p> <ul style="list-style-type: none"> Image appears below the table ✓ Image displays correctly ✓ Height = 200 ✓ Width = 200 ✓ <p><i>(Note to marker: Mark this from the HTML code.)</i></p> | 1 1 1 1 | | 4 | |
| 6.7 | <p>Ordered list <code></code> <code>Change a light!</code> <code>Fight the light!</code> <code>Don't leave it on!</code> <code>Shocking battery power</code> <code></code> <code></code></p> <ul style="list-style-type: none"> Bulleted list changed to numbered list ✓ Font size of list items changed to 6 ✓ <p><i>(Note to marker: Mark the second bullet from the HTML code.)</i></p> | 1 1 | | 2 | |
| 6.8 | <p>Link <code>Link to Google</code></p> <ul style="list-style-type: none"> Link text 'Link to Google' inserted ✓ Between paragraph tags ✓ Link moves to 'www.google.com' ✓ Link works correctly ✓ <p><i>(Note to marker: The link will work correctly if the web browser opens and the address displays in the address bar. No Internet access is needed.)</i></p> | 1 1 1 1 | | 4 | |
| | Closing tag(s) or brackets omitted | -1 | | | |
| | Total for QUESTION 6 | | | [20] | |

| EXAMINATION NUMBER | | | | | | | | | | | | | | | | | | | |
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QUESTION 7**Total Q7: 21****File names: 7Act_Akt, 7Temp and 7Video**

| No | Criteria | Maximum Mark | | | Candidate Mark | |
|-----------------------------|---|--------------|--|---|----------------|------------|
| 7Act_Akt | | | | | | |
| 7.1 | Extraction <ul style="list-style-type: none"> 7Video file extracted (7Video.mp4 appears in examination folder) ✓ | 1 | | 1 | | |
| 7.2.1 | Cross-reference <ul style="list-style-type: none"> Cross-reference created ✓ On the text 'Temperatures' ✓ Linked to bookmark called 'Graph' ✓ | 1 | | 3 | | |
| | | 1 | | | | |
| | | 1 | | | | |
| 7.2.2 | Equation <ul style="list-style-type: none"> Equation adjusted to include Kwh on top ✓ Day included below Kwh ✓ | 1 | | 2 | | |
| | | 1 | | | | |
| 7.2.3 | Shape added <ul style="list-style-type: none"> Shape with text 'Human Resources' added ✓ In the correct position ✓ <p>(Note to marker: Ignore spelling.)</p> | 1 | | 2 | | |
| | | 1 | | | | |
| 7Temp | | | | | | |
| 7.3 | Graph/Chart in 7Temp <ul style="list-style-type: none"> Years sorted in ascending order ✓ Duplicate values deleted ✓ Top 3 temperatures ✓ appear with a border ✓ Graph inserted in 7Act_Akt document ✓ Reduced to fit in third column ✓ | 1 | | 6 | | |
| | | 1 | | | | |
| | | 1 | | | | |
| | | 1 | | | | |
| | | 1 | | | | |
| | | 1 | | | | |
| 7Act_Akt | | | | | | |
| 7.4 | Calculation in table <ul style="list-style-type: none"> =AVERAGE ✓ (ABOVE) ✓ | 1 | | 2 | | |
| | | 1 | | | | |
| 7.5 | Text form field <ul style="list-style-type: none"> Maximum characters is set to 30 ✓ Default text added as 'Add your name here' ✓ | 1 | | 2 | | |
| | | 1 | | | | |
| 7.6 | Author properties <ul style="list-style-type: none"> Author property of document changed to examination number ✓ Author field inserted next to 'Created by:' ✓ Displays in capital letters ✓ | 1 | | 3 | | |
| | | 1 | | | | |
| | | 1 | | | | |
| Total for QUESTION 7 | | | | | [21] | |
| TOTAL | | | | | | 180 |