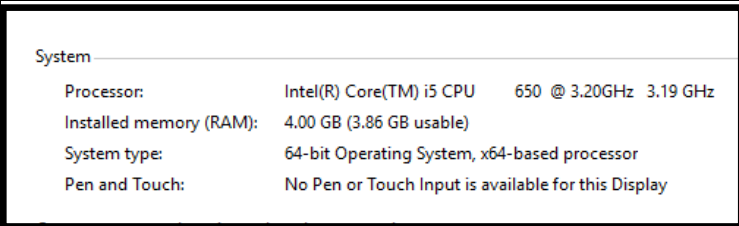


		Candidate	0	
		<Enter number here>	0%	
			Mark	Actual
		QUESTION 1	180	0
		Maggie's Story		
1.1.1	Title set to 'The start of Maggie's Day Care'		1	
1.1.2	Author set to IEB examination number		1	
1.2	Investors converted To a xlsx file		2	
1.3	Files compressed Correct three (Dog, Hand and Kennel) Correct name (IEB examination number)		3	
1.4.1	New folder created Called HTML-Editor		2	
1.4.2	Shortcut created Points to HTML editor		2	
		Computer Management		
1.5	CSV contains only the data separated by commas You would convert to store formatting Or to keep data in separate fields		2	
1.6	Operating system provided Version		2	
1.7	Screenshot Image shows word length of OS		2	
				
1.8	Step ONE Navigate to disk clean-up Step TWO Open disk clean-up Step THREE to Run disk clean-up Or Windows explorer Right click on drive, go to properties Go Disk clean up Accept any correct solution		3	
			20	0
		QUESTION 2		
		Pets		
2.1	Endnote added Correct text		2	
2.2.1	Font set to all caps		1	
2.2.2	Font colour set to dark red Accept red		1	
2.2.3	Paragraph alignment set to centre		1	
2.2.4	Border around whole text Double line		2	
2.3	Table of contents inserted Automatically updated		2	
2.4	Page break inserted at correct location		1	
2.5	Correct bullet points changed To image Paw		2	
2.6	Examination number added To correct location Right in header		2	
2.7.1	Section break added to the correct location Next page break		2	
2.7.2	Page layout set to landscape Only this section		2	

2.7.3	Margins of only this section changed Left and right set to 1,5	2	
2.7.4	Shadow page border added 3pt and only this section	2	
		22	0
	QUESTION 3		
	Pamphlet		
3.1.1	Logo added Above the heading 'Walk'	2	
3.1.2	Single line border added around image	1	
3.1.3	Fill added to image Gradient	2	
3.2	Drop Cap added To correct text	2	
3.3.1	4 cm left tab stop Dotted leader	2	
3.3.2	12 cm tab stop Decimal tab stop	2	
3.4	Comment added To text 'Spider' of 'Nope'	2	
		13	0
	QUESTION 4		
	Invoice Letter		
4.1.1	Cells merged Text right aligned	2	
4.1.2	Grey fill colour added To correct cells	2	
4.1.3	No borders set to some cells All except last row Double border set to top of last row	3	
4.2.1	Document linked to external data source To Invoice Data, data sheet	2	
4.2.2	Data sorted Descending by Overall Total	2	
4.2.3	Field code inserted All correct field codes in correct position	2	
4.2.4	Merge completed Saved as Invoice Merged	2	
		15	0
	QUESTION 5		
	Animals		
	Activity Sheet		
5.1.1	A1:D1 merged Right aligned	2	
5.1.2	Font size set to 16	1	
5.1.3	Border added around the cell Double green	2	
5.2	A3:A5 set to bold Yellow fill added	2	
5.3	B3 multiplied by D3 multiplied by 0.6 Calculation expanded Answer =C3*0.6*B3 3 Results 6480 9000 17850	3	
5.4	E1:E5 text direction to vertical reading downwards	1	
5.5	Correct cell range and chart type (Doughnut) Legend removed Category name labels added Play slice exploded	4	

Invoice Sheet			
5.6	A1:D1 horizontally aligned centre Vertically aligned centre	2	
5.7	Column C set to accounting One decimal place	2	
5.8	C2 multiplied by G1 Absolute cell referencing added to G1 Expanded to D65 Answer =C2*\$G\$1 3 Results 45.60 42.75 68.25	3	
5.9	SumIf function used Correct check range B:B or B2:B65 Correct criteria J2 or "Feed" then "Walk" then "Groom" Correct add range C:C or C2:C65 Answer =SUMIF(B:B;J2;C:C) First 3 Results 11298 15895 17754	4	
5.10	Average function used Correct cell range C:C or C2:C65 Answer =AVERAGE(C:C) Result 702.3	2	
5.11	Max function used Correct cell range C:C or C2:C65 Answer =Max(C:C) Result 1177.0	2	
Dogs Sheet			
5.12.1	Paper size set to A4	1	
5.12.2	Document set to print centre vertically Centre horizontally	2	
5.12.3	Image Paw added To the right section of the footer	2	
5.12.4	Repeat row added Correct row	2	
5.12.5	Set to print gridlines	1	
5.13	Data validation added to column B List type Correct source of list K2:K6	3	
5.14	Custom number format added to column C Correct custom format 0 "kg"	2	
5.15	If function used Nested if Correct criteria Correct output Accept any working solution Answer =IF(C2<15;"Small";IF(C2<=30;"Medium";"Large")) First 3 results Large Large Medium	4	

5.16	Left function added Right function added Year added E2 All three Appended & Answer =LEFT(A2;3)&RIGHT(B2;4)&E2 First 3 results Felhard2009 Magbull2007 Valador2008	4																			
		51	0																		
QUESTION 6																					
MaggieDB																					
Animal Table																					
6.1.1	Animal ID field set to primary key Data type set to autonumber	2																			
6.1.2	Lookup set to Combo box Value list correct values Dog, Monkey, Cat, Lizard and Spider	3																			
6.1.3	Validation rule added >0 and <100 Answer >0 and <100	3																			
6.1.4	Input mask added 00 \- LL	4																			
Employee table																					
6.2	Data imported from Employee sheet Into the table Employee	2																			
Table Log																					
6.3.1	Lookup set to combo Box Table/Query All 3 fields selected Bound by Client ID Only First Name and Surname displayed	4																			
	<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 [Client].[Client ID], [Client].[First Name], [Client].[Surname] FROM Client;</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>0cm;2.54cm;2.54cm</td> </tr> </table>	Display Control	Combo Box	Row Source Type	Table/Query	Row Source	SELECT [Client].[Client ID], [Client].[First Name], [Client].[Surname] FROM Client;	Bound Column	1	Column Count	3	Column Heads	No	Column Widths	0cm;2.54cm;2.54cm						
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Bound Column	1																				
Column Count	3																				
Column Heads	No																				
Column Widths	0cm;2.54cm;2.54cm																				
6.3.2	Type field set to required	1																			
Client Entry Form																					
6.4.1	Form created called Client Entry All fields from Client table	2																			
6.4.2	Title field replaced by combo box Mr, Mrs and Miss options Combo box (Or element other than text box) linked to title	3																			
Queries																					
6.5.1	Query called Happy Woman's Day and all fields displayed Criteria added of Mrs Or Miss	3																			
	<table border="1"> <tr> <td>Field:</td> <td>Client.*</td> <td>Title</td> </tr> <tr> <td>Table:</td> <td>Client</td> <td>Client</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td>"Miss" Or "Mrs"</td> </tr> <tr> <td>or:</td> <td></td> <td></td> </tr> </table>	Field:	Client.*	Title	Table:	Client	Client	Sort:			Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:		"Miss" Or "Mrs"	or:				
Field:	Client.*	Title																			
Table:	Client	Client																			
Sort:																					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																			
Criteria:		"Miss" Or "Mrs"																			
or:																					
6.5.2	Grouping added Type Displayed ID or * Counted	3																			

	<table border="1"> <tr> <td>Field:</td> <td>Type</td> <td>Log ID</td> </tr> <tr> <td>Table:</td> <td>Log</td> <td>Log</td> </tr> <tr> <td>Total:</td> <td>Group By</td> <td>Count</td> </tr> </table>	Field:	Type	Log ID	Table:	Log	Log	Total:	Group By	Count		
Field:	Type	Log ID										
Table:	Log	Log										
Total:	Group By	Count										
	Work Log report											
6.6.1	All fields from table Charge All fields from table Log Grouped by table Charge	3										
6.6.2	Examination number added to the report header	1										
6.6.3	All fields and headings clearly displayed	1										
6.6.4	Text field added Quantity field added to text field Multiplied by Charge field added Answer =[Quantity]*[Charge] or =[Log].[Quantity]*[Charge].[Charge]	4										
		39	0									
	QUESTION 7											
	Services.html											
7.1	<title> tag added to head Correct text enclosed by open and close title tag Answer <title>Services by 1234567</title>	2										
7.2.1	H1 tag added to body Correct text enclosed by open and close tag Answer <h1>Services Offered</h1>	2										
7.2.2	text surrounded with font tag Colour attribute blue Answer <h1> Services Offered</h1>	2										
7.3	Hyperlink added to location service.pdf Correct text enclosed in tag Answer Click here	2										
7.4.1	img tag added Correct src Answer 	2										
7.4.2	Width attribute added Correct value Answer 	2										
	Table											
7.5.1	Border attribute added to table set to value 2	2										
7.5.2	width and height attribute added Both set to 200	2										
7.5.3	Table consists of 2 columns 3 rows	2										
7.5.4	Colspan attribute added to first row set to 2	2										

	<p>Answer</p> <pre><table border=2 width=200 height=200> <tr> <td colspan=2></td> <tr> <tr> <td></td> <td></td> <tr> <tr> <td></td> <td></td> <tr> </table></pre>		
		20	0