EXAMINATION NUMBER		#VALUE!	PERCENTAGE	0.00%		
POSSIBLE MARK	180	ACTUAL MARK 0	MODERATED 0	0		
		MARKER	MODERATOR	FINAL MARK	COMMENT	

Q 1	FILE AND FOLDER MANAGEMENT		MARKER		SNR1 MODERATOR		FINAL MARK	COMMENT	
1.1	Folder created in the examination folder.	1		0		0	0		CHECK
1.2	Comment added to properties field. *Accept any comment.*	1		0		0	0		CHECK
1.3	DocInError.docx deleted.	1		0		0	0		CHECK
1.4	Double click Recycle Bin to open it (Accept any legitimate way of opening the Recycle Bin)	3		0		0	0		CHECK
	Right Click on the appropriate file.								
	Select restore file from the pop-up menu								
1.5	In the system tray, double click the printer icon to open queue OR open Devices and Printers (Accept any legitimate way of accesing the printer)	4		0		0	0		CHECK
	Double click the relevant printer								
	Select the document that has not printed from the list								
	Select cancel printing Or Delete the document								
1.6	Open Windows Settings	5		0		0	0		CHECK
	Select Update and Security								
	Select Windows Update								
	Select View Update History								
	Uninstall relevant updates								
1.7	File type used as criteria	3		0		0	0		CHECK
	Only Excel files selected								
	Screenshot pasted								
1.8	Examination number inserted.	1		0		0	0		CHECK
QUESTION 1 TOTALS		**19**		**0**		**0**	**0**		

Q 2	WORD PROCESSING - q2_YouthAndSDGs–ExamNumber.docx.		MARKER		MODERATOR		FINAL MARK	COMMENT	
2.1.1	Centred Page numbering X of Y added to the header.	2		0		0	0		CHECK
2.1.2	File path inserted as a field	2		0		0	0		CHECK
	Aligned to the right of the footer								
2.2.1	Text Wrapping changed	2		0		0	0		CHECK
	Tight wrapping used								
2.2.2	Image resized	2		0		0	0		CHECK
	Exactly 8 cm by 8 cm								
2.2.3	Image rotated	2		0		0	0		CHECK
	by 45 degrees so that it is righted. Rotation should be set to 0 degrees								
2.3.1	Drop Cap added to the letter "T"	2		0		0	0		CHECK
	Spans Five lines								
2.3.2	Alignment set to justify	2		0		0	0		CHECK

							MARKER					MODERATOR				
	Font changed to Comic Sans MS	2					**0**					**0**	**0**			**CHECK**
2.4	The word "Roll" has been replaced with the word "Role". All instances.	2					**0**					**0**	**0**			**CHECK**
2.5	Multilevel list applied Correct list level used.	2					**0**					**0**	**0**			**CHECK**
2.6	Footnote inserted to the word "Source"	2					**0**					**0**	**0**			**CHECK**
QUESTION 2 TOTALS		**20**					**0**					**0**	**0**			
					MARKER					MODERATOR						
Q 3	**WORD PROCESSING - q3_GoalThirteen –ExamNumber.docx**															
3.1	Track changes activated	1					**0**					**0**	**0**			**CHECK**
3.2.1	Paragraph spacing changed 12pt Before 12pt After	3					**0**					**0**	**0**			**CHECK**
3.2.2	Line spacing changed Spacing is 1.75pt	2					**0**					**0**	**0**			**CHECK**
3.2.3	Orphan/Widow control activated Keep lines together checked.	2					**0**					**0**	**0**			**CHECK**
3.3	Hanging indent applied at 3cm	2					**0**					**0**	**0**			**CHECK**
3.4	Bookmark added Added to text "Act Now!"	2					**0**					**0**	**0**			**CHECK**
3.5	Correct text used Hyperlink added Correct url used.	3					**0**					**0**	**0**			**CHECK**
3.6	Table of contents added Table of contents is automatic	2					**0**					**0**	**0**			**CHECK**
3.7	Shows **only** insertions and deletions	1											**0**	**0**		**CHECK**
QUESTION 3 TOTALS		**18**					**0**					**0**	**0**			
					MARKER					MODERATOR						
Q 4	**WORD PROCESSING - q4_DeskNamePlate–ExamNumber.docx**															
4.1	**q4_MergeData.txt** used as the data source.	1					**0**					**0**	**0**			**CHECK**
4.2	Sorted by Organisation Sorted by Surname in descending order	2					**0**					**0**	**0**			**CHECK**
4.3	Filter applied (Do not award marks if data has been deleted) Filter excludes Environment and Computer Club members	2					**0**					**0**	**0**			**CHECK**
4.4	Text replaced with fields. Fields placed in the correct places.	2					**0**					**0**	**0**			**CHECK**
4.5	Merge completed. Merged files saved as **q4_Merged.docx**	2					**0**					**0**	**0**			**CHECK**
QUESTION 4 TOTALS		**9**					**0**					**0**	**0**			

			MARKER				MODERATOR					
Q 5_1	**SPREADSHEETS -**											
5.1.1	Current date added	1			1	**0**				**0**	**0**	**CHECK**
5.1.2	Text in A1:B2 wrapped	1				**0**				**0**	**0**	**CHECK**
5.1.3	Text vertically centered	1				**0**				**0**	**0**	**CHECK**
5.1.4(a)	All cell borders are red	1				**0**				**0**	**0**	**CHECK**
5.1.4(b)	All cell borders are dotted	1				**0**				**0**	**0**	**CHECK**
5.1.5	Fill Applied	2				**0**				**0**	**0**	**CHECK**
	Correct RGB Values used (50,120,120)											
5.1.6	Filter Applied	2				**0**				**0**	**0**	**CHECK**
	Only Eastern Cape cities are displayed											
5.1.7(a)	Margins adjusted	2				**0**				**0**	**0**	**CHECK**
	3cm margins all round											
5.1.7(b)	Table vertically centered	2				**0**				**0**	**0**	**CHECK**
	Table horizontally centered											
5.1.7(c)	Different Header and Footer on odd numbers and even pages	1				**0**				**0**	**0**	**CHECK**
5.1.7(d)	Custom Odd Page Footer applied	2				**0**				**0**	**0**	**CHECK**
	Displays the file name											
5.1.7(e)	Row and Column Headings set to print	1				**0**				**0**	**0**	**CHECK**
5.1.8(a)	City: Data!$A$3,Data!$A$7,Data!$A$11,Data!$A$16	3				**0**				**0**	**0**	**CHECK**
	Summer Maximum: Data!$C$3,Data!$C$7,Data!$C$11,Data!$C$16											
	Winter Maximum: Data!$E$3,Data!$E$7,Data!$E$11,Data!$E$16											
5.1.8(b)	Column Chart used	2				**0**				**0**	**0**	**CHECK**
	2D Clustered chart											
5.1.8(c)	The text "Range per City" inserted as chart title.	1				**0**				**0**	**0**	**CHECK**
5.1.8(d)	Border added to chart title	2				**0**				**0**	**0**	**CHECK**
	Major unit changed to 5											
5.1.8(e)	Y-axis minimum bound set to 10.	2				**0**				**0**	**0**	**CHECK**
	Major unit changed to 5											
QUESTION 5_1 TOTALS		**27**				**0**				**0**	**0**	
			MARKER				MODERATOR					
Q 5_2	**SPREADSHEETS - q5_2_Delegates-ExamNumber.xlsx**											
5.2.1	=LEFT(	5				**0**				**0**	**0**	**CHECK**
	A2,											
	FIND(											
	" ",											
	A2)											
5.2.2	=CONCATENATE(OR =(...&...)	3				**0**				**0**	**0**	**CHECK**
	"0",											
	F2)											
5.2.3	Range **B1:G47**	2				**0**				**0**	**0**	**CHECK**
	Renamed to "DelegatesBioData"											

				MARKER			MODERATOR					
5.2.4	=VLOOKUP(B2, ClimateChangeAction!$A$2:$B$11, 2,0) OR 2,FALSE)	4			0			0	0		CHECK
5.2.5	=COUNTIF(B2:B21, "ET")	3			0			0	0		CHECK
5.2.6	Conditional formating applied "RWFO"	2			0			0	0		CHECK
5.2.7	=COUNTBLANK(BioData!E2:E47)	2			0			0	0		CHECK
QUESTION 5_2 TOTALS		**21**			**0**			**0**	**0**		
Q 6	**Databases - q6_Summit-ExamNumber.accdb**										
6.1.1	CELL_NUMBER no longer primary key Only one primary key remains	2			0			0	0		CHECK
6.1.2	Combo Box applied. Looks up values from tblOrganisations	3			0			0	0		CHECK
6.1.3	Validation rules added Like "*@*"	2			0			0	0		CHECK
6.1.4	Meaningful error message added.	1			0			0	0		CHECK
6.1.5	Input mask added to field 0000000000 (10 digits) 0;#	3			0			0	0		CHECK
6.2	Alternate Background Colour changed. **Accept any colour except grey.**	1			0			0	0		CHECK
6.3	Field length changed to 100	1			0			0	0		CHECK
6.4	tblAction exported as a CSV file saved in AnswerFiles folder	3			0			0	0		CHECK
6.5.1	frmOrganisation created based on tblOrganisations Field ORGN_NAME from tblOrganisation used FIRSTNAME, SURNAME, EMAIL_ADDRESS AND CELL_NUMBER from tblDelegates used grouped by tblOrganisation	4			0			0	0		CHECK
6.5.2	Text box control changed *(Do not award this mark if a second control has been created.)* to Combo Box control Looks up values from the field ORGN_NAME in *tblOrganisations*	3			0			0	0		CHECK
6.5.3	Form Header edited Text appears on one line	2			0			0	0		CHECK
6.5.4	Button added to footer Button adds new tblOrganisations record.	3			0			0	0		CHECK
6.6.1	qry073 created										

			MARKER				MODERATOR					
	Displays only FIRSTNAME and SURNAME	4				0				0	0	CHECK
	Criterion: Like "073*"											
	Sorted in asceding order by Surnames											
6.6.2	qryMissingEmails created	3				0				0	0	CHECK
	Criterion for Email_Address field: Is Null											
	Email_Address field is not displayed.											
6.7.1	rptAttendanceReport created	3				0				0	0	
	Used the fields ORGANISATION, FIRSTNAME, SURNAME, EMAIL_ADDRESS and the CELL_NUMBER											
	All fields are clearly visible											
6.7.2	Report grouped by Organisation	1				0				0	0	CHECK
6.7.3	Textbox inserted	3				0				0	0	CHECK
	in Organisation group footer											
	=Count(*) OR = Count([ORGN_NAME]) OR = Count([SURNAME])											
6.7.4	Inserted into Report Header	2				0				0	0	CHECK
	Exam Number as a label.											
QUESTION 6 TOTALS		**44**				**0**				**0**	**0**	
				MARKER				MODERATOR				
Q 7	**HTML - home.html**											
7.1	<body bgcolor (correct tag)	2				0				0	0	CHECK
	bgcolor =#90EE90> (correct attibute)											
7.2	<h1>	2				0				0	0	CHECK
	</h1> NB: Closing tag must be inserted to get the second mark.											
7.3	<h1 align OR <center> <h1>…	2				0				0	0	CHECK
	= center OR </h1></center>											
	NB: Closing tag must be inserted to get the second mark.											
7.4.1	<img	3				0				0	0	CHECK
	src =											
	Images\SDGs.png' />											
7.4.2	<center> <img…/> </center>	1				0				0	0	CHECK
7.4.3	alt="The 17 Goals" added as an attribute in the <img> tag	1				0				0	0	CHECK
7.4.4	width =	2				0				0	0	CHECK
	50%											
7.5	<a	3				0				0	0	CHECK
	href="temps.html"> SA Temperetures											
												
7.6	<font	2				0				0	0	CHECK
	face = verdana>											
7.7	<u> SA Temperatures	2				0				0	0	CHECK
	</u>											
7.8	<th	2				0				0	0	CHECK
	rowspan = 3>											
QUESTION 7 TOTALS		**22**				**0**				**0**	**0**	