



November 2022

Marking Grid

Name: _____ % _____

Q	Description	Max Marks	Actual Marks	Comments
SECTION A				
Question 1				
q1AnswerFile.docx				
1.1.1	Created a subfolder: TextFiles	1	1	
1.1.2	All text files	1		
	Moved to TextFiles folder	1	2	
1.2	Open the Recycle Bin by double-clicking on the icon	1		
	Locate and check the box next to items that you want to recover	1		
	Right-click and select Restore to recover the items to their original locations	1	3	
1.3	To back up a file or folder, connect the external hard drive to your computer	1		
	Click and drag the desired items to the external drive. A copy will now exist on both the computer and the external drive	1	2	
1.4	Sales document password protected	1		
	With password SalesKZN123!	1	2	
1.5.1	All items in the FileManagement folder sorted according to the date created	1		
	In descending order	1	2	
1.5.2	Screenshot inserted	1	1	

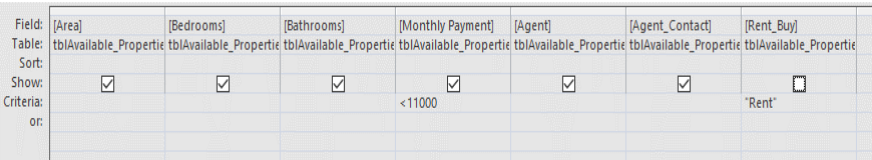
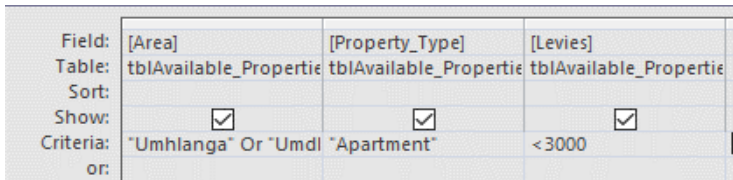
Q	Description	Max Marks		Actual Marks	Comments
1.6.1	Houses.pptx text 'Houses' added as the title	1	1		
1.6.2	Image Houses.jpg inserted	1			
	Below the title on the first slide	1	2		
1.7.1	q1AnswerFile.docx File path	1			
	Added in the header	1	2		
1.7.2	Students name added as an author	1	1		
1.8	q1AnswerFile.docx saved as a PDF file	1	1		
	TOTAL: QUESTION 1		20	0	
	TOTAL: SECTION A		20	0	
Question 2					
	PropertyDevelopment.docx				
2.1	NCCity.jpg inserted	1			
	To replace image on cover page	1	2		
2.2.1	Properties Style font color Blue, Accent 1, Darker 50%	1	1		
2.2.2	Red border	1			
	Top and bottom	1	2		
2.2.3	Properties style applied	1			
	To all 9 highlighted headings:	1	2		
2.3	Table of Contents inserted at top of page 2	1	1		
2.3.1	All headings included in Table of Contents	1	1		
2.3.2	Page numbers right aligned	1			
	No tab leader	1			
	No hyperlinks	1	3		
2.4.1	Section break added at end of page 2 and beginning of page 3	1			
	Page 3 orientation changed to landscape	1			

Q	Description	Max Marks		Actual Marks	Comments
	Rest of document orientation remains portrait	1	3		
2.4.2	Coastline.jpg Move the image to page 3	1			
	Align horizontally in the centre of the page	1	2		
2.4.3	Suitable caption added to image	1	1		
2.4.4	Word Art title added "SA Coastline"	1			
	Word Art shape changed to Arch down	1			
	Word Art centered horizontally on the page	1			
	Word Art font size changed to 48pt	1	4		
	TOTAL: QUESTION 2		22	0	
Question 3					
	SmartApplication.docx				
3.1.1	Text correctly aligned (use increase indent)	1			
	Numbers changed to letters (use increase indent)	1	2		
3.1.2	List changed to two columns	1			
	Column width between columns changed to 1cm	1	2		
3.2.1	Hyperlink added to text "SMART CITIES"	1			
	Links to https://www.twi-global.com/technical-knowledge/faqs/what-is-a-smart-city	1	2		
3.2.2	ScreenTip "Smart Cities" added to text link	1	1		
3,3	Image on page 2 resized to fit on page 1	1	1		
	TOTAL: QUESTION 3		8	0	

Q	Description	Max Marks	Actual Marks	Comments
Question 4				
Letters.xlsx				
4.1.1	Merge document using List.xlsx used a data source	1	1	
4.1.2	Data sorted by Surname	1		
	Ascending order	1	2	
4.1.3	Merge fields Name , Surname , PropertyType inserted (-1 for each error to a maximum of 2)	2	2	
4.1.4	Hyperlink added to text 'properties'	1		
	Links to Coastal_Properties.xlsx	1	2	
4.2	Document merge completed	1		
	Saved as Final_Letters	1	2	
	TOTAL: QUESTION 4		9	0
	TOTAL: SECTION B		39	0
Question 5				
SmartCity.xlsx				
Reconnect				
5.1.1	Row 1 height to 40 points	1	1	
5.1.2	Row 1 and 2 selected	1		
	Freeze panes	1	2	
5.2	B39: =COUNTIF(B3:B37;">4")	1		
	B3:B37	1		
	">4"	1	3	
5.3.1	B40: =(TODAY()-F11)/365	1		
	-F11	1		
	/365 (-1 if brackets are missing)	1	3	

Q	Description	Max Marks	Actual Marks	Comments
5.3.2	B40: =ROUND((TODAY()-F11)/365;0)	1		
	=ROUND((TODAY()-F11)/365;0) No decimal places	1	2	
	TOTAL: QUESTION 5		11	0
Question 6				
CoastalProperties.xlsx				
6.1.1	Tab colour to red	1	1	
6.1.2	Column G : Formatted to Rands	1		
	Two decimal places	1	2	
6.1.3	K2:L2 : Merged	1		
	Suitable fill colour added to merged cells	1	2	
6.2.1	A3: RANDBETWEEN(1,100)	1		
	RANDBETWEEN(1,100) correct range	1	2	
6.2.2	Copy the formula to cell A4:A86 .	1	1	
6.3.1	H3: =G3/E3 Correct cell addresses	1		
	G3/E3 Division	1	2	
6.3.2	Copy the formula to cells H4:H86	1	1	
6.4.1	L4: =SUMIF(\$B\$3:\$B\$86,K4,\$G\$3:\$G\$86)	1		
	SUMIF(\$B\$3:\$B\$86 ,K4, \$G\$3:\$G\$86) correct ranges	1		
	SUMIF(\$B\$3:\$B\$86, K4 , \$G\$3:\$G\$86) correct criteria	1	3	
6.4.2	Absolute cell references when cells copied to L5:L17	1	1	
6.5.1	Orientation landscape	1	1	
6.5.2	Printing: Rows 1 and 2 appear at the top of each page	1	1	
6.6.1	B3: =LARGE(NorthCoast_Properties!\$G\$3:\$G\$86,A3)	1		
	NorthCoast_Properties!\$G\$3:\$G\$86	1		
	A3	1	2	

Q	Description	Max Marks	Actual Marks	Comments
6.6.2	C3: = SMALL (NorthCoast_Properties!\$G\$3:\$G\$86,A3)	1		
	NorthCoast_Properties!\$G\$3:\$G\$86	1		
	A3	1	3	
6.7	Line chart created	1		
	Correct data range A2:K4	1	2	
6.7.1	X axis added	1		
	Y axis added	1	2	
6.7.2	Chart title added	1	1	
6.7.3	Rectangular gradient fill added	1	1	
	TOTAL: QUESTION 6		29	0
	TOTAL: SECTION C		40	0
Question 7				
	PropertyNC.accdb			
7.1	tblAgencies			
7.1.1	Agency size changed to 25	1	1	
7.1.2	> LL 99	1		
	> LL 99	1		
	> LL 99	1	3	
7.1.3	Property_Type Validation rule: Residential OR Offices OR Residential and Offices	1		
	Residential or Offices or Residential and Offices	1		
	Suitable validation text inserted	1	3	
7.1.4	New field: Agency_Image	1		
	Data type: OLE Object	1	2	

Q	Description	Max Marks	Actual Marks	Comments
7.2	qryRent 			
7.2.1	Area, Bedrooms, Bathrooms, Monthly_Payment, Agent, Agent_Contact and Rent_Buy fields selected	1		
	Rent_Buy must not display when query is run	1	2	
7.2.2	Property_Type field criteria: Rent	1		
	Monthly_Payment field criteria: <11000	1	2	
7.3	qryApartment 			
7.3.1	Area, Property_Type and Levies fields displayed	1	1	
7.3.2	Property_Type field criteria: Apartment	1		
	Area field criteria: Umhlanga OR Umdloti	1		
	Area field criteria: Umhlanga OR Umdloti	1		
	Levies field criteria: <=3000	1		
	All criteria on the same line	1	5	
7.4	frmProperties			
7.4.1	Heading: font colour changed to blue	1	1	
7.4.2	Monthly_Payment field added to form	1	1	
7.4.3	Background image added to form	1		
	NCCity.jpg	1	2	
7.4.4	Swimming_Pool field: Combo box replaces text box	1		

Q	Description	Max Marks		Actual Marks	Comments
	Values added: Yes or No	1	2		
7.5	rptFinalCosts				
7.5.1	tblAvailable_Properties: Area, Property_Type, Rates and Levies fields displayed	1	1		
7.5.2	Report heading: Rates and Levies	1	1		
7.5.3	Calculations in Report Footer	1			
	Suitable label: Rates and Levies	1			
	=Sum([Rates])	1			
	=Sum([Levies])	1			
	=Sum([Rates])	1	5		
	TOTAL: QUESTION 7		32	0	
	TOTAL: SECTION D		32	0	
Question 8					
8.1.1	 Types of Properties 	1			
	"#008000"	1	2		
8.1.2	 Types of Properties 	1			
	"Verdana"	1	2		
8.1.3	<center> Types of Properties </center>	1			
	</center>	1	2		
8.1.4	<hr size = "3"/> top and bottom of heading 1	1			
	size = "3"	1	2		
8.2	<body bgcolor = "#FAFE09">	1			
	"#FAFE09"	1	2		

Q	Description	Max Marks		Actual Marks	Comments
8.3	 Apartment/Flat Penthouse Studio House 	1			
	"Apartment/Flat", "Penthouse", "Studio", and "House"	1	2		
8.4.1		1			
	src = "Properties.jpg"	1	2		
8.4.2	alt = "Types of Properties"	1			
	"Types of Properties"	1	2		
8.5	Properties for sale	1			
	Properties for sale <i>(Do not penalise if spreadsheet has been moved to the Website folder)</i>	1			
	Properties for sale	1	3		
	TOTAL: QUESTION 8		19	0	
	TOTAL: QUESTION 8		19	0	
	GRAND TOTAL		150	0	