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EXAMINATION NUMBER				#VALUE!		PERCENTAGE		0,56%	
POSSIBLE MARK				180	ACTUAL MARK	1	MODERATED	0	1
				MARKER		MOD			
Q 1	FILE AND FOLDER MANAGEMENT							FINAL MARK	
1,1	Folder renamed correctly.	✓	1	☐	0	☐	0	0	
1,2	File extensions displayed.	✓	1	☒	1	☐	0	1	
1,3	Folder uncompressed.	✓	2	☐	0	☐	0	0	
	Saved as NewTeams2018.	✓		☐		☐			
1,4	Folder options changed to show hidden files or folders. <i>OldFiles2017</i>	✓	2	☐	0	☐	0	0	
	Hidden property changed.	✓		☐		☐			
1,5	Additional author added. <i>TeamsAttending.docx</i>	✓	2	☐	0	☐	0	0	
	Exam Number added.	✓		☐		☐			
1,6	Search criteria shows author property. <i>q1FileandFolderManagement.docx</i>	✓	2	☐	0	☐	0	0	
	Search words or part of "Jessica Mankowski" used.	✓		☐		☐			
1,7	Size of RAM recorded.	✓	2	☐	0	☐	0	0	
	Correct screenshot added.	✓		☐		☐			
1,8	Choose Start→Control Panel→System and Security. The Administrative Tools window appears.	✓	4	☐	0	☐	0	0	
	Click Defragment Your Hard Drive. The Disk Defragmenter dialog box appears.	✓		☐		☐			
	Click the Analyse Disk button.	✓		☐		☐			
	When the analysis is complete, click the Defragment Disk button.	✓		☐		☐			
	<i>This is OS and version specific. Accept any four steps that are correct. Please see alternative solution below.</i>								
	Open Search, type defragment and enter.	✓		☐		☐			
	Click Defragment and optimise your drives.	✓		☐		☐			
	Click the Analyse Disk button.	✓		☐		☐			
	Click the Optimise button	✓		☐		☐			
1,9	Appropriate screenshot pasted.	✓	1	☐	0	☐	0	0	
1.10	New folder created and named correctly. <i>AnswerFiles-ExamNumber</i>	✓	1	☐	0	☐	0	0	
1,11	q1FileAndFolderManagement.docx moved to new folder.	✓	1	☐	0	☐	0	0	
Q1	TOTALS		19		1		0	1	

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				MARKER		MOD		FINAL MARK
Q 2	WORD PROCESSING - <i>q2EventBrochure.docx</i>							
2.1.1	Orientation changed to landscape.	✓	1	☐	0	☐	0	0
2.1.2	All margins changed.	✓	2	☐	0	☐	0	0
	Changed to 1,5 cm.	✓		☐		☐		
2.1.3	Width set to 29 cm.	✓	2	☐	0	☐	0	0
	Height set to 20 cm.	✓		☐		☐		
2.2.1	Columns applied.	✓	2	☐	0	☐	0	0
	Three columns present.	✓		☐		☐		
2.2.2	Column width adjusted.	✓	2	☐	0	☐	0	0
	Each column measures 7,5 cm.	✓		☐		☐		
2.2.3	Line inserted between columns.	✓	1	☐	0	☐	0	0
2.3.1	Image inserted.	✓	3	☐	0	☐	0	0
	Inserted at the top of the middle column.	✓		☐		☐		
	Image aligned to the left.	✓		☐		☐		
2.3.2	Image resized.	✓	3	☐	0	☐	0	0
	Height set to 2 cm.	✓		☐		☐		
	Width set to 2 cm.	✓		☐		☐		
2.3.3	Text wrapped tightly and appears only to the right of image.	✓	1	☐	0	☐	0	0
2.3.4	Correct caption inserted. 200m Race	✓	1	☐	0	☐	0	0
2,4	End note applied (search for " ^e" to see end note).	✓	3	☐	0	☐	0	0
	End note applied to correct text. "Behavioural Benefits"	✓		☐		☐		
	Correct note used.	✓		☐		☐		
2,5	Last paragraph of the document highlighted yellow.	✓	1	☐	0	☐	0	0
Q2	TOTALS		22		0		0	0

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Q 3	WORD PROCESSING			MARKER		MOD		FINAL MARK
						SNR_SUB_1		
3.1.1	New file created. <i>q3LetterHead-ExamNumber</i>	✓	1	☐	0	☐	0	0
3.1.2	Table inserted in header section.	✓	2	☐	0	☐	0	0
	Table has two columns and one row.	✓		☐	0	☐	0	
3.1.3	First column split into two rows.	✓	1	☐	0	☐	0	0
3.1.4	Columns resized. <i>12cm and 4cm</i>	✓	1	☐	0	☐	0	0
3,2	WordArt inserted.	✓	1	☐	0	☐	0	0
3,3	Text inserted. <i>"Honesty, Commitment, Character"</i>	✓	2	☐	0	☐	0	0
	as superscript.	✓		☐	0	☐	0	
3,4	Text added to the last column.	✓	1	☐	0	☐	0	0
3,5	Only the bottom border is visible.	✓	1	☐	0	☐	0	0
3.6.1	Text inserted in footer section.	✓	1	☐	0	☐	0	0
3.6.2	Font changed to Arial.	✓	1	☐	0	☐	0	0
3.6.3	Line inserted above text.	✓	1	☐	0	☐	0	0
3.6.4	Section Break applied. (Next Page)	✓	2	☐	0	☐	0	0
	Only footer shows on second page.	✓		☐	0	☐	0	
3.7	Document saved as a template (.dotx).	✓	1	☐	0	☐	0	0
Q3	TOTALS		16		0		0	0

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				MARKER		MOD		FINAL MARK
Q4	MAIL MERGE							
4.1.1	Officials.txt used as source.	✓	1	☐	0	☐	0	0
4.1.2	Filter applied; managers selected. <i>There will be 10 records.</i>	✓	1	☐	0	☐	0	0
4.1.3	Fields replaced.	✓	2	☐	0	☐	0	0
	Appropriate fields used.	✓		☐		☐		
4.2.1	Correct tab stop applied.	✓	1	☐	0	☐	0	0
4.2.2	Radio buttons inserted.	✓	2	☐	0	☐	0	0
	Correct Options used.	✓		☐		☐		
4.2.3	Co-Ed button selected by default.	✓	1	☐	0	☐	0	0
4,3	Text content control inserted.	✓	1	☐	0	☐	0	0
4,4	Date picker content control inserted.	✓	1	☐	0	☐	0	0
4,5	Merge completed.	✓	4	☐	0	☐	0	0
	Only first two records used.	✓		☐		☐		
	First document saved as q4MergeRec_1.docx.	✓		☐		☐		
	Second document saved as q4MergeRec_2.docx.	✓		☐		☐		
4,6	Editing restricted.	✓	2	☐	0	☐	0	0
	Users can only fill in forms.	✓		☐		☐		
Q4	TOTALS		16		0		0	0

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				MARKER		MOD			
Q5.1	SPREADSHEETS					YASSER OLIVER		FINAL MARK	
5.1.1	Colour of Officials tab changed to green.	✓	1	☐	0	☐	0	0	
									
5.1.2 (a)	A1:F1 merged.	✓	1	☐	0	☐	0	0	
5.1.2 (b)	Text aligned to the right.	✓	1	☐	0	☐	0	0	
5.1.2 (c)	Font size changed.	✓	1	☐	0	☐	0	0	
5.1.2 (d)	Thin diagonal crosshatch fill.	✓	2	☐	0	☐	0	0	
	Colour of crosshatch changed to green.	✓		☐		☐			
5.1.2 (e)	Merged cells have a double-line border.	✓	1	☐	0	☐	0	0	
									
5.1.3	Filter applied.	✓	3	☐	0	☐	0	0	
	Correct column used.	✓		☐		☐			
	Only coaches selected.	✓		☐		☐			
									
5.1.4	=rand() in any range corresponding to the boys OR RANDBETWEEN()	✓	4	☐	0	☐	0	0	
	=RANK	✓		☐		☐			
	'(G15,	✓		☐		☐			
	\$G\$15:\$G\$21,0) in appropriate cells OR (1,2) in the range for the RANDBETWEEN	✓		☐		☐			
15	Dell	Holmes	Coach	Founders' High School	Boys	4	0.282528	Coach	Founders' High School
18	Meghan	Adam	Coach	Milton High School	Boys	1	0.418325	Coach	Milton High School
19	Libby	Rabie	Coach	Prince Edward School	Boys	3	0.383252	Coach	Prince Edward School
21	Wanetta	Dlamini	Coach	St Patrick's College	Boys	2	0.394021	Coach	St Patrick's College

5.1.5 (a)	Green font, strike through.	✓	2	☐	0	☐	0	0
5.1.5 (b)	Boys' Schools have a blue fill.	✓	1	☐	0	☐	0	0
5.1.5 (c)	Girls' Schools have a solid outline border.	✓	1	☐	0	☐	0	0

	A	B	C	D	E	F	G
1	Team Officials						
2	Name	Surname	Designation	Team	Gender	Number Assigned	
3	Brinda	Nkuna	Coach	Bellevue School	Co-Ed	0	
5	Bonnie	Cohen	Coach	Robert Sibson School	Co-Ed	0	
8	Bella	Ally	Coach	Emphandeni School	Girls	1	
10	Myles	Rheeder	Coach	Evelyn Girls College	Girls	2	
12	Freddie	Redelinghuys	Coach	St Thomas School	Girls	3	
13	Jan	Seedat	Coach	Townsend High School	Girls	4	
15	Dell	Holmes	Coach	Founders' High School	Boys	1	0.90142
18	Meghan	Adam	Coach	Milton High School	Boys	2	0.54368
19	Libby	Rabie	Coach	Prince Edward School	Boys	3	0.09554
21	Wanetta	Dlamini	Coach	St Patrick's College	Boys	4	0.06041

Q5.1	TOTALS		18	☐	0	☐	0	0
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Q5.2		SPREADSHEETS		MARKER		MOD		FINAL MARK
5.2.1	=IF(	✓	7	☐	0	☐	0	0
	VALUE(	✓		☐		☐		
	MID(	✓		☐		☐		
	C2,	✓		☐		☐		
	7,4)) OR 7,1))	✓		☐		☐		
	>4999, OR >4, as long as Value is used otherwise "4999" OR "4"	✓		☐		☐		
	"Male", "Female")	✓		☐		☐		

D2				=IF(VALUE(MID(C2,7,4))>4999,"Male", "Female")					
	A	B	C	D	E	F	G	H	I
1	SURNAME	FIRST_NAME	NAT_ID	GENDER	DOB	CLASSIFICATION	AGE_GROUP	SCHOOL	QUALIFICATION
2	Neethling	Ezra	0504286124124	Male	28 April 2005	L5	13	Founders' High School	Standard Pending
3	Gerber	Sylvester	0102185624129	Male	18 February 2001	L6	17	Bellevue School	Failed to Qualify
4	Matthews	Zolani	0408139713128	Male	13 March 2004	L1	14	Milton High School	National Standard
5	Francis	Benedict	001238700142	Male	23 January 2003	L1	15	Milton High School	National Standard
6	Hattingh	Tanja	0401123416059	Female	12 January 2004	L5	14	Evelyn Girls College	Standard Pending
7	Wright	Tshepiso	9906014813061	Female	01 June 1999	L5	19	Bellevue School	Standard Pending

5.2.2	=INT(OR ROUNDDOWN(....,0)	✓	4	☐	0	☐	0	0
	(Competition_Details!\$B\$6	✓		☐		☐		
	-Athletes!E2)	✓		☐		☐		
	/365) OR /365.25)	✓		☐		☐		

G2				fx		=INT((Competition_Details!\$B\$6-Athletes!E2)/365)			
	A	B	C	D	E	F	G	H	I
1	SURNAME	FIRST_NAME	NAT_ID	GENDER	DOB	CLASSIFICATION	AGE_GROUP	SCHOOL	QUALIFICATION
2	Neethling	Ezra	0504286124124	Male	28 April 2005	L5	13	Founders' High School	Standard Pending
3	Gerber	Sylvester	0102185624129	Male	18 February 2001	L6	17	Bellevue School	Failed to Qualify
4	Matthews	Zolani	0403139719128	Male	13 March 2004	L1	14	Milton High School	National Standard
5	Francis	Benedict	0301238700142	Male	23 January 2003	L1	15	Milton High School	National Standard

5.2.3	=HLOOKUP(F2,	✓	3	☐	0	☐	0	0
	Classification!\$A\$1:\$G\$2 OR Classification!\$B\$1:\$G\$2 <i>must be absolut ref</i>	✓		☐		☐		
	2,0)	✓		☐		☐		

I2

✕ ✓ fx

=HLOOKUP(F2,Classification!\$A\$1:\$G\$2,2,0)

	A	B	C	D	E	F	G	H	I
1	SURNAME	FIRST_NAME	NAT_ID	GENDER	DOB	CLASSIFICATION	AGE_GROUP	SCHOOL	QUALIFICATION
2	Neethling	Ezra	0504286124124	Male	28 April 2005	L5	13	Founders' High School	Standard Pending
3	Gerber	Sylvester	0102185624129	Male	18 February 2001	L6	17	Bellevue School	Failed to Qualify
4	Matthews	Zolani	0403139719128	Male	13 March 2004	L1	14	Milton High School	National Standard

5.2.4	=COUNTIF(	✓	4	☐	0	☐	0	0
	Athletes!\$H\$2:\$H\$199, OR Athletes!H:H	✓		☐				
	Summary!A2)	✓		☐				
	Copied to B11	✓		☐				

B11

✕ ✓ fx

=COUNTIF(Athletes!H11:H208,Summary!A11)

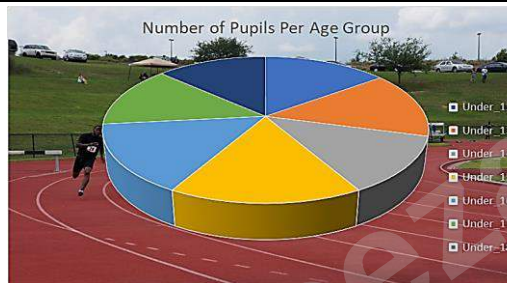
	A	B	C	D	E
1	Number of Athletes per Team				
2	Bellevue School	34			
3	Robert Sibson School	32			
4	Emphandeni School	16			
5	Evelyn Girls College	15			
6	Founders' High School	15			
7	Milton High School	14			
8	St Thomas School	18			
9	Townsend High School	18			
10	Prince Edward School	17			
11	St Patrick's College	15			

5.2.5	=(COUNTIF(	✓	6	☐	0	☐	0	0
	Athletes!I2:I199,	✓		☐				
	"National Standard"))	✓		☐				
	/	✓		☐				
	COUNT(Athletes!G2:G199) OR any other appropriate column	✓		☐				
	Formatted as a percentage	✓		☐				

=(COUNTIF(Athletes!I2:I199,"National Standard"))/COUNT(Athletes!G2:G199)

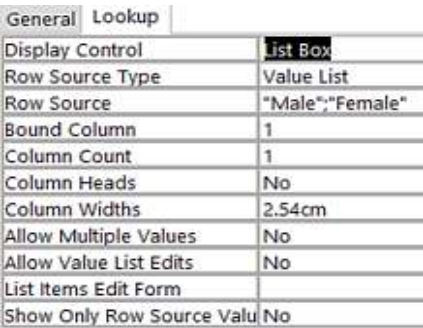
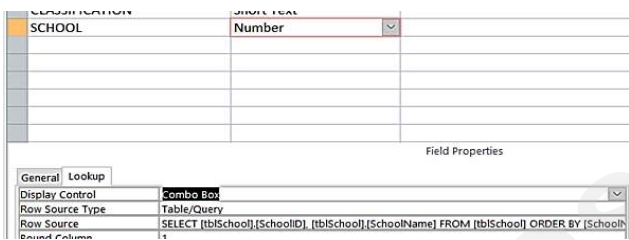
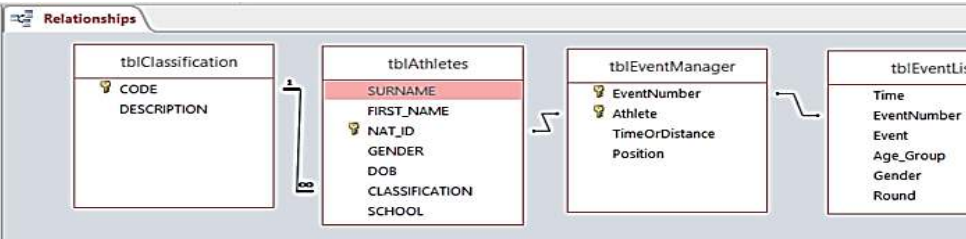
12		
13	Qn 5.2.5	16%

5.2.6 (a)	A16:B22 Used as source data for chart.	✓	1	☐	0	☒	0	0
5.2.6 (b)	3D pie chart used.	✓	1	☐	0	☒	0	0
5.2.6 (c)	Legend appears to the right.	✓	1	☐	0	☒	0	0
5.2.6 (d)	Legend's text colour white.	✓	1	☐	0	☒	0	0
5.2.6 (e)	Chart background changed.	✓	2	☐	0	☒	0	0
	Image applied.	✓		☐		☒		
5.2.6 (f)	Correct chart title.	✓	1	☐	0	☒	0	0



Q5.2	TOTALS		31		0		0	0
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Q6	DATABASES						FINAL MARK
6.1.1	Primary key applied to [NAT_ID].	✓	2	☐	0	☒	0
		✓		☐		☒	
6.1.2	Input mask applied to the NAT_ID field.	✓	3	☐	0	☒	0
	0–9 only	✓		☐		☒	
	13 digits	✓		☐		☒	
							

6.1.3	List Box applied.	✓	3	☐	0	☐	0	0
	Options available are "Male" and "Female".	✓		☐		☐		
	Only the two options can be selected.	✓		☐		☐		
								
6.1.4	Combo box created.	✓	3	☐	0	☐	0	0
	Looks up value from tblSchool.	✓		☐		☐		
	Only [SchoolName] appears.	✓		☐		☐		
								
6.2.1	Relationship created.	✓	2	☐		☐		
	One to many.	✓		☐		☐		
								
6.2.2	Referential Integrity enforced.	✓	2	☐	0	☐		
	Cascade update related fields.	✓		☐		☐		

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qryNationalAthletes

tblAthletes

SURNAME
FIRST_NAME
NAT_ID
GENDER
DOB
CLASSIFICATION
SCHOOL

tblClassification

CODE
DESCRIPTION

Field: FIRST_NAME SURNAME DESCRIPTION
Table: tblAthletes tblAthletes tblClassification
Sort:
Show: ☒ ☒ ☐
Criteria:
or: "National Standard"

qryNationalAthletes

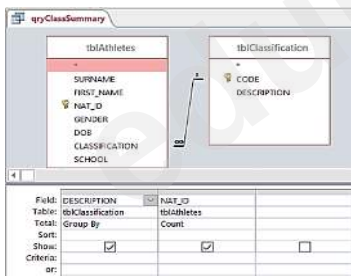
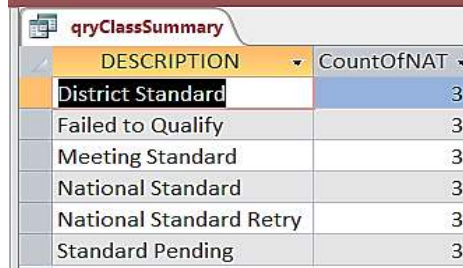
tblAthletes

SURNAME
FIRST_NAME
NAT_ID
GENDER
DOB
CLASSIFICATION
SCHOOL

tblClassification

CODE
DESCRIPTION

Field: FIRST_NAME SURNAME CODE
Table: tblAthletes tblAthletes tblClassification
Sort:
Show: ☒ ☒ ☐
Criteria:
or: "L1"

6.6.2	[Description] and [NAT_ID] used.	✓	3	☐	0	☐	0	0
	Totals or Group By applied.	✓		☐		☐		
	Count applied to [NAT_ID].	✓		☐		☐		
								
								
6.7.1	Report created.	✓	1	☐	0	☐	0	0
6.7.2	Grouped by Classification and then by School. Do not award mark if Classification only has been used for grouping.	✓	1	☐	0	☐	0	0

6.7.3	=Count(*) OR =Count([NAT_ID]) OR =Count([CLASSIFICATION])	✓	2	☐	0	☐	0	0
	Inserted into Group Footer	✓		☐		☐		

Q6	TOTALS		40	0	0	0
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				MARKER		MOD		FINAL MARK
Q7	HTML - index.html							
7,1	<title> ExamNumber</title> <i>must be in the head</i>	✓	1	☐	0	☒	0	0
7,2	<body background	✓	2	☐	0	☒	0	0
	= "Images\AthsSportsCentre.jpg">	✓		☐		☒		
7.3.1	align = "center"	✓	1	☐	0	☒	0	0
7.3.2	###	✓	1	☐	0	☒	0	0
7.4.1		✓	1	☐	0	☒	0	0
7.4.2	width = 200px	✓	2	☐	0	☒	0	0
	height = 100px	✓		☐		☒		
7.4.3	<center> </center> or align = "center"	✓	1	☐	0	☒	0	0
7,5	<hr color="Blue"/>	✓	1	☐	0	☒	0	0
7,6		✓	2	☐	0	☒	0	0
	Track and Field Competitions	✓		☐		☒		
7.7.1	colspan attribute applied.	✓	2	☐	0	☒	0	0
	= "4"	✓		☐		☒		
9 <th colspan="4">Track Events</th>								
7.7.2	<th>	✓	2	☐	0	☒	0	0
	</th>	✓		☐		☒		
9 <th colspan="4">Track Events</th>								
7.7.3	<table border = 5px	✓	2	☐	0	☒	0	0
	= 5px>	✓		☐		☒		
7 <table border = 5px align = center>								
Q7	TOTALS		18		0		0	0

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INTERNAL MODERATOR GB		
COMMENT		
Boys	=RANK(G15,\$G\$15:\$G\$21,0)	=RAND()
Boys	=RANK(G18,\$G\$15:\$G\$21,0)	=RAND()
Boys	=RANK(G19,\$G\$15:\$G\$21,0)	=RAND()
Boys	=RANK(G21,\$G\$15:\$G\$21,0)	=RAND()

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