



EXAMINATION NUMBER		POSSIBLE MARK		0	ACTUAL MARK	0	MODERATED	0	#DIV/0!
					MARKER		MOD		
Q 1	FILE AND FOLDER MANAGEMENT							FINAL MARK	INTERNAL MODERATOR GB
1.1	Folder renamed correctly.			☐	0	☐	0	0	
1.2	q6_LibraryDB.accdb copied to AnswerFiles-ExamNumber. Do not award mark if it has been moved.			☐	0	☐	0	0	
1.3	Password removed and file saved.			☐	0	☐	0	0	
1.4	q1_4_Accessing_Digital_Information saved as a pdf			☐	0	☐	0	0	
	In AnswerFiles-ExamNumber			☐	0	☐	0	0	
1.5	ExamNumber inserted as a header in q1_AnswerFile.docx			☐	0	☐	0	0	
1.6	36.0 KB (36,864 bytes)			☐	0	☐	0	0	
1.7	Correct screen shot. Windows edition Windows 10 Pro © 2018 Microsoft Corporation. All rights reserved. System Processor: Intel(R) Core(TM) i7-6500U CPU @ 2.50GHz 2.59 GHz Installed memory (RAM): 16.0 GB (15.9 GB usable) System type: 64-bit Operating System, x64-based processor Pen and Touch: Touch Support with 255 Touch Points Computer name, domain and workgroup settings Computer name: Full computer name: Computer description: Domain: Windows activation Windows is activated Read the Microsoft Software License Terms Product ID: 00342-50677-23534-AAOEM			☐	0	☐	0	0	
	Pasted in q1_AnswerFile			☐	0	☐	0	0	
1.8	Intel® Core™ i7-6500U CPU, 2.50Ghz			☐	0	☐	0	0	

1.9	Open the Start menu and click Settings								
	Click Apps in Windows Settings.			☐	0	☐	0	0	
	Select the app you wish to uninstall.			☐		☐			
	Click the uninstall button that appears			☐		☐			
	Alternative solution (Win 7):								
	Click Start , and then click Control Panel.			☐		☐			
	Under Programs, click Uninstall a program ...			☐		☐			
	Select the program you want to remove.			☐		☐			
	Click Uninstall or Uninstall/Change at the top of the program list.			☐		☐			
	This is OS-specific. Please verify each answer carefully.								
1.10	Shortcut created			☐		☐			
	In AnswerFiles-ExamNumber			☐	0	☐	0	0	
	opens HTML Editor.			☐		☐			
1.11	File property changed.			☐	0	☐	0	0	
	Set as read-only.			☐		☐			
Q1	TOTALS				0		0	0	

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Q 2		WORD PROCESSING - q2_Guide.docx		INTERNAL MODERATOR GB		FINAL MARK		COMMENT (Please indicate by adding 0 if no mark is allocated.)	
2.1.1	Current date inserted in header.			☐	0	☒	0	0	
2.1.2	Date centred in header.			☐	0	☒	0	0	
2.1.3	Date updates automatically.			☐	0	☒	0	0	
2.1.4	Footer formatted to "Blank (Three Columns)"			☐	0	☒	0	0	
2.1.5	Examination number inserted			☐	0	☒	0	0	
	In the <i>left</i> of the footer.			☐	0	☒	0	0	
2.1.6	Plain text page numbers inserted			☐	0	☒	0	0	
	in the <i>right</i> of the footer.			☐	0	☒	0	0	
2.1.7	Middle content control deleted.			☐	0	☒	0	0	
2.2.1	books.jpg used.			☐	0	☒	0	0	
2.2.2	Image inserted at the start			☐	0	☒	0	0	
	Of the first paragraph			☐	0	☒	0	0	
2.2.3	Text Wrapping applied			☐	0	☒	0	0	
	Image appears behind text			☐	0	☒	0	0	
2.2.4	Image position Top Centre			☐	0	☒	0	0	
	Relative to the margin.			☐	0	☒	0	0	
2.3.1	Font size changed to 18pt.			☐	0	☒	0	0	
2.3.2	Colour changed.			☐	0	☒	0	0	
2.3.3	Paragraph spacing changed to 6pt before.			☐	0	☒	0	0	
2.3.4	Style Heading 1 applied			☐	0	☒	0	0	
	to all text previously formatted as Style Heading 2.			☐	0	☒	0	0	
Q2	TOTALS				0		0	0	

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Q 3		WORD PROCESSING - q3_LibraryApplicationForm.docx		INTERNAL MODERATOR GB		FINAL MARK		COMMENT (Please indicate by adding 0 if no mark is allocated.)	
3.1.1	Combo Box Content Control Inserted.			☐	0	☒	0	0	
3.1.2	Combo box provides the options: "Mr, Mrs, Ms, Other"			☐	0	☒	0	0	
3.1.3	Name Text Content Control inserted.			☐	0	☒	0	0	
	Surname Text Content Control inserted.			☐	0	☒	0	0	
Accept Rich Text Content Controls or Plain Text Content Controls									
3.2	Outside border added.			☐	0	☒	0	0	
	dotted border.			☐	0	☒	0	0	
Accept labels and content controls in a single-celled table with a dotted outside border.									
3.3	Check Box content controls applied			☐	0	☒	0	0	
	All four options used			☐	0	☒	0	0	
	Check boxes appear to the left of the labels.			☐	0	☒	0	0	
3.4	Two columns applied to the specified section			☐	0	☒	0	0	
	Appropriate breaks applied.			☐	0	☒	0	0	
	Rest of the document is a single column.			☐	0	☒	0	0	
3.5.1	14 cm Tab Stop applied			☐	0	☒	0	0	
3.5.2	Decimal aligned			☐	0	☒	0	0	
3.5.3	Leader number 2 applied.			☐	0	☒	0	0	
3.6	R150.00 inserted at the tab stop.			☐	0	☒	0	0	
Q3	TOTALS				0		0	0	

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									INTERNAL MODERATOR GB	
Q4	MAIL MERGE			MARKS		MOD		FINAL MARK	COMMENT (Please indicate by adding 0 if no mark is allocated.)	
4.1	Track changes activated			☐	0	☒	0	0		
4.2.1	tblDonor used as the data source.			☐	0	☒	0	0		
4.2.2	Data sorted ascending by DonorSurname			☐	0	☒	0	0		
	Data sorted descending by DonorName			☐		☒				
4.2.3	DonorName field used in place of text.			☐	0	☒	0	0		
	DonorSurname field used in place of text.			☐		☒				
	EmailAddress field used in place of text.			☐		☒				
4.3	Comment Inserted in correct place.			☐	0	☒	0	0		
	Correct text used in comment.			☐		☒				
Q4	TOTALS				0		0	0		

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INTERNAL MODERATOR GB																																																																																																																	
Q5.1		SPREADSHEETS - q5_1_AccessionRegister.xlsx		MARKER		MOD	FINAL MARK	COMMENT (Please indicate by adding 0 if no mark is allocated.)																																																																																																									
5.1.1	Examination Number inserted in middle of the footer.			☐	0	☐	0																																																																																																										
5.1.2 (a)	Heading underlined with a double line.			☐	0	☐	0																																																																																																										
5.1.2 (b)	Font changed to bold.			☐	0	☐	0																																																																																																										
5.1.2 (c)	Row 1 height changed. Accept any height that is greater than the other rows.			☐	0	☐	0																																																																																																										
5.1.2 (d)	Text aligned to the right.			☐	0	☐	0																																																																																																										
5.1.2 (e)	Vertical alignment set to centre.			☐	0	☐	0																																																																																																										
Add header																																																																																																																	
1		Barcode Number	Accession Number	Title	Author1	Author2	Acquisition Date	Source	Item Cost																																																																																																								
2		78073002993	2019/0008	Mysterious Island, The	Abbott, T.		05/03/2019	Replacement	183.00																																																																																																								
5.1.3	Sorted Author1				☐		☐																																																																																																										
	Ascending order				☐		☐	0																																																																																																									
	Sorted by Title				☐		☐																																																																																																										
	Descending order				☐		☐																																																																																																										
<table><thead><tr><th>Barcode Number</th><th>Accession Number</th><th>Title</th><th>Author1</th><th>Author2</th><th>Acquisition Date</th><th>Source</th><th>Item Cost</th></tr></thead><tbody><tr><td>78073002993</td><td>2019/0008</td><td>Mysterious Island, The</td><td>Abbott, T.</td><td></td><td>05/03/2019</td><td>Replacement</td><td>183.00</td></tr><tr><td>98002399</td><td>2019/7921</td><td>Little Women</td><td>Abbott, T.</td><td></td><td>05/03/2019</td><td>Municipality Subvention</td><td>114.00</td></tr><tr><td>98002517</td><td>2019/0006</td><td>It Was A Dark And Stormy Night</td><td>Ahlberg, L.</td><td>Ahlberg, A.</td><td>05/03/2019</td><td>Donation</td><td>181.00</td></tr><tr><td>98002795</td><td>2019/1834</td><td>Read It Yourself</td><td>Ainsworth, A.</td><td></td><td>05/03/2019</td><td>Replacement</td><td>117.00</td></tr><tr><td>259</td><td>2019/8109</td><td>Papoo Neighbors</td><td>Alice, J.</td><td></td><td>05/03/2019</td><td>Library Purchase</td><td>146.00</td></tr><tr><td>9500751</td><td>2019/0246</td><td>What Katy Did</td><td>Alibury, T.</td><td></td><td>05/03/2019</td><td>Library Purchase</td><td>139.00</td></tr><tr><td>98002423</td><td>2019/0240</td><td>What Katy Did</td><td>Alibury, T.</td><td></td><td>05/03/2019</td><td>Donation</td><td>177.00</td></tr><tr><td>98002717</td><td>2019/1596</td><td>Magic Afternoon, A</td><td>Alibury, T.</td><td></td><td>05/03/2019</td><td>Replacement</td><td>149.00</td></tr><tr><td>978-1407-11149-0</td><td>2019/0239</td><td>Horror High</td><td>Alibury, T.</td><td></td><td>05/03/2019</td><td>Replacement</td><td>112.00</td></tr><tr><td>98003135</td><td>2019/0826</td><td>Greenwich</td><td>Alibury, T.</td><td></td><td>01/04/2019</td><td>Donation</td><td>141.00</td></tr><tr><td>98003134</td><td>2019/0238</td><td>Dark Is Rising, The</td><td>Alibury, T.</td><td></td><td>01/04/2019</td><td>Donation</td><td>172.00</td></tr><tr><td>9780195109470</td><td>2019/2482</td><td>Light & Sound</td><td>Allen, M.B.</td><td></td><td>05/03/2019</td><td>Donation</td><td>112.00</td></tr></tbody></table>										Barcode Number	Accession Number	Title	Author1	Author2	Acquisition Date	Source	Item Cost	78073002993	2019/0008	Mysterious Island, The	Abbott, T.		05/03/2019	Replacement	183.00	98002399	2019/7921	Little Women	Abbott, T.		05/03/2019	Municipality Subvention	114.00	98002517	2019/0006	It Was A Dark And Stormy Night	Ahlberg, L.	Ahlberg, A.	05/03/2019	Donation	181.00	98002795	2019/1834	Read It Yourself	Ainsworth, A.		05/03/2019	Replacement	117.00	259	2019/8109	Papoo Neighbors	Alice, J.		05/03/2019	Library Purchase	146.00	9500751	2019/0246	What Katy Did	Alibury, T.		05/03/2019	Library Purchase	139.00	98002423	2019/0240	What Katy Did	Alibury, T.		05/03/2019	Donation	177.00	98002717	2019/1596	Magic Afternoon, A	Alibury, T.		05/03/2019	Replacement	149.00	978-1407-11149-0	2019/0239	Horror High	Alibury, T.		05/03/2019	Replacement	112.00	98003135	2019/0826	Greenwich	Alibury, T.		01/04/2019	Donation	141.00	98003134	2019/0238	Dark Is Rising, The	Alibury, T.		01/04/2019	Donation	172.00	9780195109470	2019/2482	Light & Sound	Allen, M.B.		05/03/2019	Donation	112.00
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5.1.4	Range H3:H477 formatted to currency.			☐	0	☐	0																																																																																																										
	Currency symbol removed.			☐		☐																																																																																																											
Please note that format may appear as either "Number" or "Accounting"																																																																																																																	
5.1.5	Conditional Formatting applied to items between R100 and R200.			☐	0	☐	0																																																																																																										
	Cells are formatted to display a red fill.			☐		☐																																																																																																											
5.1.6 (a)	Range A1:H477 used.			☐	0	☐	0																																																																																																										
	Range set as print area.			☐		☐																																																																																																											

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	A	B	C	D	E	F	G
1	MemberID	Surname	Name	DOB	Gender	MembershipFee	MemberType
2	Dia18	Diamini	Maria	18/01/2003	Female	90	High School Learner
3	Goy15	Gowender	Nelson	16/02/2012	Male	50	Primary School Learner
4	Bot25	Botha	Nthabiseng	25/07/2001	Female	90	High School Learner
5	Pil1	Pillay	Olivia	01/08/2012	Female	50	Primary School Learner
6	Sm13	Smith	Claudia	31/03/2006	Female	50	Primary School Learner
7	Pre30	Pretorius	Brendan	30/08/2003	Male	90	High School Learner
8	Fou19	Fourie	Pieter	19/06/2011	Male	50	Primary School Learner

5.2.3(c)		Error message applied	Downloaded from eduresourceza.com					0																																									
		Meaningful message used e.g., "Invalid gender entered."																																															
		=VLOOKUP(G2, FeeStructure!\$A\$2:\$B\$6, 2, 1) <table><tr><th>C</th><th>D</th><th>E</th><th>F</th><th>G</th></tr><tr><td>Name</td><td>DOB</td><td>Gender</td><td>MembershipFee</td><td>MemberType</td></tr><tr><td>Maria</td><td>18/01/2003</td><td>Female</td><td>90</td><td>High School Learner</td></tr><tr><td>Nelson</td><td>16/02/2012</td><td>Male</td><td>50</td><td>Primary School Learner</td></tr><tr><td>Nthabiseng</td><td>25/07/2001</td><td>Female</td><td>90</td><td>High School Learner</td></tr><tr><td>Olivia</td><td>01/08/2012</td><td>Female</td><td>50</td><td>Primary School Learner</td></tr><tr><td>Claudia</td><td>31/03/2006</td><td>Female</td><td>50</td><td>Primary School Learner</td></tr><tr><td>Brendan</td><td>30/08/2003</td><td>Male</td><td>90</td><td>High School Learner</td></tr></table>								C	D	E	F	G	Name	DOB	Gender	MembershipFee	MemberType	Maria	18/01/2003	Female	90	High School Learner	Nelson	16/02/2012	Male	50	Primary School Learner	Nthabiseng	25/07/2001	Female	90	High School Learner	Olivia	01/08/2012	Female	50	Primary School Learner	Claudia	31/03/2006	Female	50	Primary School Learner	Brendan	30/08/2003	Male	90	High School Learner
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5.2.4		=VLookup(G2, FeeStructure!\$A\$2:\$B\$6, 2,1) (Award mark even if the 1 or True are not included as lookup table is sorted.)					0	0	0																																								
5.2.5		=COUNTIF(LibraryMembers! E2:E127, "female")					0	0	0																																								
5.2.6		=MIN(LibraryMembers!D2:D127)					0	0	0																																								
		<table><tr><th>A</th><th>B</th></tr><tr><td>1 General Library Statistics</td><td></td></tr><tr><td>2 Qn 5.2.4</td><td>60</td></tr><tr><td>3 Qn 5.2.5</td><td>11/01/1999</td></tr></table>	A	B	1 General Library Statistics		2 Qn 5.2.4	60	3 Qn 5.2.5	11/01/1999	<table><tr><th>A</th><th>B</th></tr><tr><td>1 General Library Statistics</td><td></td></tr><tr><td>2 Qn 5.2.4</td><td>=COUNTIF(LibraryMembers!E2:E127,"female")</td></tr><tr><td>3 Qn 5.2.5</td><td>=MIN(LibraryMembers!D2:D127)</td></tr></table>	A	B	1 General Library Statistics		2 Qn 5.2.4	=COUNTIF(LibraryMembers!E2:E127,"female")	3 Qn 5.2.5	=MIN(LibraryMembers!D2:D127)																														
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3 Qn 5.2.5	=MIN(LibraryMembers!D2:D127)																																																
5.2.7		Worksheet renamed to ItemSources					0	0	0																																								
5.2.8 (a)		Data source from range A2:B5					0	0	0																																								
5.2.8 (b)		Chart type set as Pie Chart Pie Chart set as Doughnut					0	0	0																																								
5.2.8 (c)		Labels added to chart.					0	0	0																																								

5.2.8 (d)	Title edited to read: "Library Items' Sources"	Downloaded from eduresourceza.com					0										
		Library Items Sources  <table><thead><tr><th>Source</th><th>Count</th></tr></thead><tbody><tr><td>Blue</td><td>121</td></tr><tr><td>Orange</td><td>117</td></tr><tr><td>Grey</td><td>120</td></tr><tr><td>Yellow</td><td>118</td></tr></tbody></table>						Source	Count	Blue	121	Orange	117	Grey	120	Yellow	118
Source	Count																
Blue	121																
Orange	117																
Grey	120																
Yellow	118																
Q5.2	TOTALS		0		0		0										

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Q6		DATABASES - q6_LibraryDB.accdb		INTERNAL MODERATOR GB		FINAL MARK		COMMENT (Please indicate by adding 0 if no mark is allocated.)	
6.1.1	AccessionNumber set as Primary Key			☐	0	☒	0	0	
6.1.2 (a)	Title set to Required: Yes			☐	0	☒	0	0	
6.1.2 (b)	Title Field is indexed			☐	0	☒	0	0	
	Title Field allows duplicates.			☐	0	☒	0	0	
		Required Yes Allow Zero Length Yes Indexed Yes (Duplicates OK)							
6.1.3	Combo Box applied.			☐	0	☒	0	0	
	Looks up values from tblAuthor			☐	0	☒	0	0	
		General Lookup Display Control Combo Box Row Source Type Table/Query Row Source SELECT [tblAuthors].[Author] FROM tblAuthors; Bound Column 1 Column Count 1		or	General Lookup Display Control Combo Box Row Source Type Table/Query Row Source tblAuthors Bound Column 1 Column Count 1		or	General Lookup Display Control Combo Box Row Source Type Table/Query Row Source SELECT [tblAuthors].[Author] FROM tblAuthors ORDER BY [Author]; Bound Column 1 Column Count 1	
6.1.4	AcquisitionDate modified.			☐	0	☒	0	0	
	Date appears as long date.			☐	0	☒	0	0	
6.1.5	Format changed to Currency with no decimal places.			☐	0	☒	0	0	
6.2.1	Combo Box applied.			☐	0	☒	0	0	
	Looks up values from tblBooks			☐	0	☒	0	0	
	Limit to list applied.			☐	0	☒	0	0	
		Display Control Combo Box Row Source Type Table/Query Row Source SELECT [tblBooks].[AccessionNumber], [tblBooks].[Title], [tblBooks].[Author1] FROM tblBooks ORDER BY [AccessionNumber]; Bound Column 1 Column Count 3 Column Heads No Column Widths 2.54cm;2.54cm;2.54cm List Rows 16 List Width 7.619cm Limit To List Yes		or	General Lookup Display Control Combo Box Row Source Type Table/Query Row Source SELECT [tblBooks].[AccessionNumber], [tblBooks].[Title], [tblBooks].[Author1] FROM tblBooks; Bound Column 1		or	General Lookup Display Control Combo Box Row Source Type Table/Query Row Source tblBooks	
6.2.2	Default value set as Now(), accept also Date()			☐	0	☒	0	0	
				☐	0	☒	0	0	
		Default Value =Now() Validation Rule							

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6.2.3	Date()																
	+14																
	Input mask <table><tr><td>Caption</td><td></td></tr><tr><td>Default Value</td><td>=Date()+14</td></tr><tr><td>Validation Rule</td><td></td></tr><tr><td>Validation Text</td><td></td></tr></table>									Caption		Default Value	=Date()+14	Validation Rule		Validation Text	
	Caption																
Default Value	=Date()+14																
Validation Rule																	
Validation Text																	
6.3	Input mask created.																
	LLL (required characters)				0		0	0									
	0 (required digit) 9 (not necessary to input a digit)																
6.4.1	Form based on tblBorrowingManager																
	All fields except LibraryMember used				0		0	0									
6.4.2 (a)	Title changed to "Issue Desk"				0		0	0									
6.4.2 (b)	Header colour changed to Automatic				0		0	0									
6.4.2 (c)	Button added				0		0	0									
	Finds record																
6.4.2 (d)	Size of detail section increased																
	sfrmIssueDesk				0		0	0									
	added as object in frmMemberDetails																

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C

frmMemberDetails

Issue Desk

MemberID

Abr30

Surname

Abrahams

Name

Jennifer

DOB

30/03/2007

Gender

Female

MembershipFee

R50.00

MemberType

Primary School Learner

Find Record

sfmrIssueDesk

BorrowID	BookID	DateBorrowed	DateToReturn	ActualReturnDate
*(New)		24-Apr-19	08/05/2019	

Record: 14

1 of 1

No Filter

Search

Record: 14

1 of 126

No Filter

Search

6.5.1

qryBooksNotreturned created

Only Name, Surname and Title fields are visible.

ActualReturnDate criterion set as "Is Null"

✓

✓

✓

4

☐

☐

☐

0

☐

☐

☐

0

0

qryBooksNotreturned

tblLibraryMembers

tblBorrowingManager

tblBooks

MemberID

Surname

Name

DOB

Gender

BorrowID

LibraryMember

BookID

DateBorrowed

DateToReturn

BarcodeNumber

AccessionNumber

Title

Author1

Author2

Field:	MemberID	Name	Surname	Title	ActualReturnDate
Table:	tblLibraryMembers	tblLibraryMembers	tblLibraryMembers	tblBooks	tblBorrowingManager
Sort:					
Show:	☐	☒	☒	☒	☐
Criteria:					is Null

6.5.2

New calculated field created:

Fine: ([ActualReturnDate] - [DateToReturn])*10

Only books brought in after the due date are fined. This criterion for ActualReturnDate is set as >[DateToReturn]

☐

☐

☐

☐

0

☐

☐

☐

0

0

qryFines

	Surname	Name	Fine
	Maharaj	Tim	R20.00
	Coetzee	Jayden	R40.00
*			

tblLibraryMembers

tblBorrowingManager

MemberID

Surname

Name

DOB

Gender

BorrowID

LibraryMember

BookID

DateBorrowed

DateToReturn

Field:	Surname	Name	Fine: ([ActualReturnDate	ActualReturnDate
Table:	tblLibraryMembers	tblLibraryMembers	tblBorrowingManager	tblBorrowingManager
Sort:				
Show:	☒	☒	☒	☐
Criteria:				>[DateToReturn]

6.6	rptBorrowReport created								
	MemberID, Surname, Name, BookID and Title are visible			☐	0	☐	0	0	
6.7	Grouped by MemberID			☐	0	☐	0	0	
6.8	Textbox with appropriate label added			☐		☐			
	to MemberID group footer.			☐	0	☐	0	0	
	=Count(*)			☐		☐			
Q6	TOTALS				0		0	0	

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				INTERNAL MODERATOR GB					
Q7	HTML - index.html							FINAL MARK	COMMENT (Please indicate by adding 0 if no mark is allocated.)
7.1	<title> ExamNumber</title> <i>Inserted in the head as instructed</i>			☐	0	☐	0	0	
7.2	Examination Number added as a title.			☐	0	☐	0	0	
7.3.1	Image inserted => 			☐	0	☐	0	0	
	Images\headerImage.jpg			☐	0	☐	0	0	
7.3.2	width adjusted			☐	0	☐	0	0	
	width = 1 200 px			☐	0	☐	0	0	
7.4	<center> ... </center>			☐	0	☐	0	0	
	surrounding the image, the horizontal lines and the text Donors			☐	0	☐	0	0	
7.5	<a href = "donors.html"			☐	0	☐	0	0	
	> Donors			☐	0	☐	0	0	
7.6	Colour of text changed			☐	0	☐	0	0	
	colour is visible			☐	0	☐	0	0	
7.7				☐	0	☐	0	0	
				☐	0	☐	0	0	
	applied to correct text.			☐	0	☐	0	0	
7.8	<table			☐	0	☐	0	0	
	border = 2px>			☐	0	☐	0	0	
7.9	<th> Contact Donors </th>			☐	0	☐	0	0	
	colspan = 3			☐	0	☐	0	0	
7.10	<tr bgcolor			☐	0	☐	0	0	
	= #FFD700 > ... </tr>			☐	0	☐	0	0	
Q7	TOTALS		0		0		0	0	

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