



IEB NSC CAT P1 May 2022 Marking Grid

Candidate	Q1	Q2	Q3	Q4	Q5	Q6	Q7	180	100
	15	25	21	6	50	43	20	180	
	x	x	x	x	x	x	x	0	0.00

x

x

x

x

x

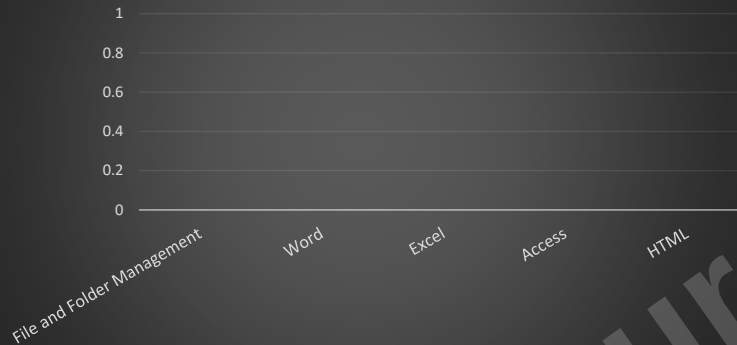
x

x

x

INCOMPLETE

File and Fo	#VALUE!
Word	0%
Excel	#VALUE!
Access	#VALUE!
HTML	#VALUE!



QUESTION 1		0	Candidate:					0
Complete!			Marker:					
			Moderator:					
			0		0		0	
			Marker		Mod		Final	Comments
1.1.1	Files have been arranged according to type, descending.	1				0	0	
1.1.2	A screenshot has been taken and inserted into Q1_Answers	1				0	0	
1.1.3	Screenshot cropped and resized - shows all column headings and the	1				0	0	
1.2.1	Largest file size, in KB, is 1037KB.	1				0	0	
1.2.2	The number of multimedia files in the Question1 folder is 7.	1				0	0	
1.2.3	The Author of the file named Q1_Stats.xlsx is Mando	1						
1.2.4	The number of words in Q1_BecomeYouTuber.docx .	1				0	0	
1.2.5	Metadata property of Q1_BecomeYouTuber.docx edited.	1				0	0	
	Title Property is "How to become a YouTuber"	1				0	0	
1.3	Media folder unhidden.	1						
1.4	Video/Audio files copied (not moved) into the media folder	1				0	0	
	ONLY one mp3 and one mp4 file are in the media folder.	1				0	0	
1.5	YTDocs.zip extracted.	1				0	0	
1.6	Shortcut to MS Word created.	1						
	Shortcut to MS Word created.	1				0	0	

QUESTION 2		0	Candidate:					Comments
Complete!			Marker:					
			Moderator:					
			0		0		0	
			Marker		Mod		Final	
2.12	Document opens with read-only message.	1				0	0	
2.1	Text “How to Become a YouTuber...” formatted:	1				0	0	
2.2	Style created called MyHeading.	1				0	0	
	Arial, Bold, 16pt, Centered.	1				0	0	
2.3	Text {image here} replaced by image Ultimate.png .	1				0	0	
2.4.1	Ultimate.png height is 8cm exactly.	1				0	0	
2.4.2	Ultimate.png width is 15cm exactly.	1				0	0	
2.4.3	Ultimate.png centered horizontally.	1				0	0	
2.4.4	Ultimate.png has 3pt border.	1				0	0	
	Border style is dashed.	1				0	0	
	Border colour any colour, except black.	1				0	0	
2.4.5	Colour saturation of the Ultimate.png changed to 0%.	1				0	0	
2.10	Automatic TOC created on page 2.	1				0	0	
	1st Level Headings only.	1				0	0	
2.5	All headings... (shaded in orange)	1				0	0	
	...formatted with the Heading 1 style.	1				0	0	
2.6	Footnote inserted at the end of the text “Lewis Hilsenteger of Unbox	1				0	0	
2.7.1	Image in the "Assess Your Equipment" Section:	1				0	0	
2.7.2	Image in the "Assess Your Equipment" Section:	1				0	0	
2.8	“Snappa” hyperlinks to https://snappa.com.	1				0	0	
	ScreenTip text: “Visit Snappa”	1				0	0	
2.9	Contents from Finalthoughts.txt inserted (any technique could have	1				0	0	
	Contents from Finalthoughts.txt inserted (any technique could have	1				0	0	
2.11	Document exported/printed as PDF.	1				0	0	
	BecomeaYouTuber.pdf	1				0	0	

QUESTION 3		0	Candidate: 0					Comments
Complete!			Marker:					
			Moderator:					
			0		0		0	
			Marker		Mod		Final	
3.1	Page orientation set to portrait.	1				0	0	
3.2	2cm margins all round.	1				0	0	
3.3	Paragraph spacing for “Facts about YouTube” to 12pts before.	1				0	0	
	...and 18pts after	1				0	0	
3.4	First sentence: 3rd change to 2nd.	1				0	0	
	URL moved next to 'Data source' text.	1				0	0	
	Both comments marked as resolved or closed. Comments must still be	1				0	0	
3.5.1	All text converted to bulleted list.	1				0	0	
3.5.2	Bullets converted to image.	1				0	0	
	Image used is youtube-icon.png.	1				0	0	
3.5.3	Line-spacing for bulleted list is 1.5 lines.	1				0	0	
3.6	Spelling - Zeoo changed to Zoo (San Diego Zoo).	1				0	0	
	Spelling - Germanny changed to Germany.	1				0	0	
3.7	Text under "Essential vlogging equipment" converted into a Table.	1				0	0	
	Two columns and six rows.	1				0	0	
3.8.1 -	Automatic page numbering inserted.	1				0	0	
3.8.2	Thick line style used.	1				0	0	
3.9	"Who "Invented Vlogging?" heading starts on a new page.	1				0	0	
	Widow/Orphan control on along with "Keep with next" ticked.	1				0	0	
3.10	Correct bibliography created.	1				0	0	
	Placed at bottom of the document.	1				0	0	

QUESTION 4		0						Candidate: Marker: Moderator:
Complete!								
			0		0		0	
			Marker		Mod		Final	
4.2	Pg 1: "Headset" links to "Headset" (hset) bookmark on pg 2.	1				0	0	Comments
4.1	Bookmark 'hset' created (no quotes).	1				0	0	
	Bookmark correctly located at the word 'Headset' on pg 2.	1				0	0	
4.3	Section break (any) inserted after Headset image on pg 2.	1				0	0	
	Section break (any) inserted after Headset image on pg 2.	1				0	0	
	All other pages, except for pg 3, are portrait orientation.	1				0	0	

QUESTION 5		0	Candidate: 0					Comments
Complete!			Marker:					
			Moderator:					
			0		0		0	
			Marker		Mod		Final	
5.1	Categories tab colour changed to any colour.	1				0	0	
5.2	A1:C1 merged and centred.	1				0	0	
5.3	A1:C1 shaded yellow.	1				0	0	
	A1:C1 has outside border .	1				0	0	
5.4	C3 has 'Wrap text' enabled.	1				0	0	
5.5	Data validation enabled in Cell A4.	1				0	0	
	Dropdown shows names from Column A in TopEarnings worksheet.	1				0	0	
5.6	=XLOOKUP(A4,TopEarnings!A1:A14,TopEarnings!B1:B14,"Not	1				0	0	
	=XLOOKUP(A4,TopEarnings!A1:A14,TopEarnings!B1:B14,"Not	1				0	0	
	=XLOOKUP(A4,TopEarnings!A1:A14,TopEarnings!B1:B14,"Not	1				0	0	
	=XLOOKUP(A4,TopEarnings!A1:A14,TopEarnings!B1:B14,"Not	1				0	0	
5.7	Autofill used in Column A to number countries from 1 to 187.	1				0	0	
5.8	=MID(B5,6,LEN(B5)-5)	1				0	0	
	=MID(B5,6,LEN(B5)-5)	1				0	0	
	=MID(B5,6,LEN(B5)-5)	1				0	0	
	=MID(B5,6,LEN(B5)-5)	1				0	0	
5.9	All \$ characters removed from all cells in Columns G.	1				0	0	
	All \$ characters removed from all cells in Columns G .	1				0	0	
	Row 190 (Swaziland) amount states n/a (no \$ symbol)	1					0	
5.10	Column G formatted as currency .	1				0	0	
5.11	Cell H4: =G4*\$H\$1	1				0	0	
	Cell H4: =G4*\$H\$1 (must be absolute cell referencing or a named	1				0	0	
	Copied down to all countries AND formatted as ZAR (South African	1				0	0	
5.12	Conditional formatting applied to Column H .	1				0	0	
	Rule: Format only cells with errors . i.e. displaying #VALUE!	1				0	0	
5.13	=COUNTA(B4:B190)	1				0	0	
	=COUNTA(B4:B190)	1				0	0	
5.14	=COUNTIF(\$E\$4:\$E\$190,B194)	1				0	0	
	=COUNTIF(\$E\$4:\$E\$190,B194)	1				0	0	
	=COUNTIF(\$E\$4:\$E\$190,B194)	1				0	0	
5.15	=SUMIF(\$E\$4:\$E\$190,B194,F4:F190) SUMIF function	1				0	0	
	=SUMIF(\$E\$4:\$E\$190,B194,F4:F190) Range	1				0	0	
	=SUMIF(\$E\$4:\$E\$190,B194,F4:F190) Criteria	1				0	0	
	=SUMIF(\$E\$4:\$E\$190,B194,F4:F190) Sum range	1				0	0	

5.16	D194:D203 formatted with no decimals .	1				0	0	
	D194:D203 formatted with thousands delimiter/comma spacing tool	1				0	0	
5.17	Entire worksheet sorted, descending , according to subscribers.	1				0	0	
	Entire worksheet sorted, descending, according to subscribers .	1				0	0	
5.18								
5.18	At each change in 'Category'	1				0	0	
SUBTOTAL	SUM function used to calculate numbers.	1				0	0	
	Sub-Total added to subscribers	1				0	0	
	Rows collapsed to Level 2.	1				0	0	
5.18	Rows = Category	1				0	0	
PIVOT TABLE	Values = Average of subscribers	1				0	0	
	Sorted from lowest to highest according to Subscribers.	1				0	0	
	AVERAGE feature used to calculate subscribers per category. No	1				0	0	
5.19.1	Funnel chart created.	1				0	0	
5.19.2	Chart title: "Most Popular YouTube Channels in October 2020".	1				0	0	
5.19.3	Legend "Millions" added to bottom of the chart.	1				0	0	
5.19.4	Y-Axis YouTuber names: Bold, 10pts .	1				0	0	
5.19.5	Chart background image: YouTubeLogo.jpg, 90% transparency.	1				0	0	
	Chart background image: YouTubeLogo.jpg, 90% transparency .	1				0	0	
5.20	Chart appears on new worksheet called CHART .	1				0	0	
	Must be full worksheet area, not copied and pasted onto new	1				0	0	

QUESTION 6		0	Candidate: 0				
Complete!			Marker:				
			Moderator:				
			0		0		0
			Marker		Mod		Final
							Comments
6.1	Email field set as primary key.	1			0	0	
6.2	Gen field: Validation rule is "M" Or "F".	1			0	0	
	Any suitable validation text.	1			0	0	
6.3	Birthdate field Format changed.	1				0	
	dd/mm/yy	1				0	
6.4	Phone field. Only 10 characters (numbers) allowed.	1			0	0	
	Input mask format: \000\ 000 0000	1			0	0	
6.5	Level field is a combo box or drop-down list.	1			0	0	
	List options obtained from Membership Levels table.	1			0	0	
6.6	Donated field changed to Currency data type.	1			0	0	
6.7	Contributor field data type is Yes/No.	1			0	0	
	TopTen query created.	1			0	0	
6.8	Fields shown: Surname, FirstName, Donated .	1			0	0	
	Sorted descending by Donated .	1			0	0	
	Property sheet of query: Top Values = 10 .	1			0	0	
	Query created called PremierContributors.	1			0	0	
	Sorted ascending by Surname.	1			0	0	
6.9	Donated field criteria: >500	1			0	0	
	Only Surname, FirstName displayed, NO other fields displayed.	1			0	0	
	Contributor field criteria is TRUE (or YES).	1			0	0	
	AgeGroups query created.	1			0	0	
6.10	Fields shown are FirstName, Surname, Gen and (calculated query)	1			0	0	
	New field created called Age.	1			0	0	
	Calculated query: Age: (Date()-[Birthdate])/365.25.	1			0	0	
	Property of Age field: Format = "Fixed".	1			0	0	
6.11	A Report has been created.	1			0	0	
6.11.1	Report Title: Members per Level.	1			0	0	
6.11.2	Fields included are Level, Surname, FirstName, Gen and Donation.	1			0	0	
6.11.3	Report has been group according to Level.	1			0	0	
6.11.4	Footer for Level created.	1			0	0	
	Text box inserted.	1			0	0	
	Calculation: = AVG([Donated]).	1			0	0	
	Formatted as Currency.	1			0	0	
6.11.5	YTLogo.png inserted.	1			0	0	
	Logo inserted into the Report Header.	1			0	0	
	Logo aligned to the right of the report.	1			0	0	
6.12	Form called Member capture created.	1			0	0	
6.12.1	Form includes all fields from the contact table.	1			0	0	
6.12.2	Tab order changed.	1			0	0	
	Form opens with Level selected by default, tabs to Donated, then	1			0	0	
6.12.3	Button inserted in Form Header.	1			0	0	
	Button inserted in Form Header.	1			0	0	
	Button closes the Form when clicked.	1			0	0	

QUESTION 7		0	Candidate:					Comments
Complete!			0					
			Marker:					
			Moderator:					
			0		0		0	
			Marker		Mod		Final	
7.1	Title of the HTML document set :	1						
7.2	Body background set to #DD2727.	1				0	0	
7.3	TABLE "BORDER" attribute removed.	1						
7.4	width="70%" added as an attribute to the TABLE tag.	1						
7.5.1		1				0	0	
		1					0	
7.5.2	<H1 align="center"> applied to TOTES-ZA with </H1>	1						
7.5.3	<H1 align="center"> applied to TOTES-ZA.	1						
7.6	Open tag 	1					0	
	I have no plans to study next year.	1				0	0	
	Close tag 	1				0	0	
7.7	Register your interest to become a	1				0	0	
	Register your interest to become a	1				0	0	
	Register your interest to become a	1				0	0	
7.8	<IMG src="images/James.jpg" width="150px" align="left"	1				0	0	
	<IMG src="images/James.jpg" width="150px" align="left"	1				0	0	
7.9	<IMG src="images/james-signature.png" width="120px"	1						
	<IMG src="images/james-signature.png" width="120px"	1						
7.10	<HR height="1px"/>	1						
	<HR height="1px"/>	1						