



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

11 November 2024

This marking guideline consists of 21 pages.

SECTION A

QUESTION 1

- 1.1 1.1.1 False
 1.1.2 True
 1.1.3 False
 1.1.4 True
 1.1.5 True

(5 × 1) (5)
- 1.2
 - Saving labour
 - Communication costs
 - Efficiency
 - Accuracy
 - Reliability
 - Effect on time and distance
 - Global communication – social networks
 - Global communication – web tools

(Any 2 × 1) (2)
- 1.3
 - Reduced cost on resources software and infrastructure.
 - Unlimited storage available depending on the amount of money one wants to spend.
 - Improved collaboration within an organisation and with other stakeholders.
 - Services are accessible at any time of the day, from anywhere in the world.
 - Easy to back up as data is stored in the cloud.
 - Software is always up to date.
 - No maintenance on cloud services.

(Any 3 × 1) (3)
- [10]**

QUESTION 2

- 2.1 2.1.1 B
 2.1.2 A
 2.1.3 C
 2.1.4 B
 2.1.5 D

(5 × 1) (5)
- 2.1 2.2.1 elliepookybear@gmail.com (1)
- 2.2.2 No (1)
- 2.2.3 DMR@attorneys.co.za (1)
- 2.2.4 I WANT TO APPLY FOR THE JOB AT THE SALLARY
 DEPARTMENT THAT YOU HAVE ADVERTISED (1)

- 2.2.5
- It is written in capital letters – as if the author is shouting.
 - Spelling errors
 - Tenses
 - Slang used (*Y'all, laters*)
 - Salutation (ending) of the email is very rude (Any 3 × 1) (3)
- 2.2.6 Drafts (1)
- 2.2.7 Compose (1)
- 2.2.8 Top, right-hand corner where the S is displayed (1)
- [15]**

QUESTION 3

- 3.1
- 3.1.1 C
- 3.1.2 A
- 3.1.3 D
- 3.1.4 F
- (4 × 1) (4)
- 3.2
- 3.2.1 Algorithms
- 3.2.2 Decomposition
- 3.2.3 Pattern recognition
- 3.2.4 Abstraction
- (4 × 1) (4)
- 3.3 A blog is an online journal used for posting information, opinions, and thoughts about a wide range of topics, allowing others (normally with the same interests) to comment on the posts.✓
- Blog categories:
- Personal✓
 - News/views
 - Company-related
 - Microblogs
 - Educational (Any ONE) (2)
- [10]**

QUESTION 4

- | | | | | |
|-----|-------|---|---------|-------------|
| 4.1 | 4.1.1 | F | | |
| | 4.1.2 | C | | |
| | 4.1.3 | B | | |
| | 4.1.4 | G | | |
| | 4.1.5 | A | | |
| | | | (5 × 1) | (5) |
| 4.2 | 4.2.1 | Infrastructure as a service | | |
| | 4.2.2 | Platform as a service | | |
| | 4.2.3 | Software as a service | | |
| | 4.2.4 | File transfer protocol | | |
| | 4.2.5 | Hypertext transfer protocol secure | | |
| | | | (5 × 1) | (5) |
| 4.3 | 4.3.1 | Award the mark if the candidate displays the understanding of information shared within an organisation (internal) | | |
| | 4.3.2 | Award the mark if the candidate displays the understanding that restricted access is given to certain people outside of an organisation | | |
| | 4.3.3 | Award the mark if the candidate displays the understanding that it is a collection of email addresses for a specific purpose that is used to send the same message to a group of recipients (people subscribed to a service). | | |
| | 4.3.4 | Award the mark if the candidate displays the understanding that it is a website service that allows internet users to search for content on the world wide web. | | |
| | 4.3.5 | Award the mark if the candidate displays the understanding that it is the buying and selling of goods/services online. | | |
| | | | (5 × 1) | (5) |
| | | | | [15] |

QUESTION 5

- | | | | | |
|------|---|--|----------|-------------|
| 5.1 | G | | | |
| 5.2 | L | | | |
| 5.3 | A | | | |
| 5.4 | H | | | |
| 5.5 | I | | | |
| 5.6 | D | | | |
| 5.7 | K | | | |
| 5.8 | B | | | |
| 5.9 | E | | | |
| 5.10 | F | | | |
| | | | (10 × 1) | [10] |

TOTAL SECTION A

SECTION B

MARKING GUIDELINE: QUESTION 6	
ACCURACY (MARKED WITH A RED PEN): 1 MARK	
Minus one mark for any accuracy error.	
MANIPULATION (MARKED WITH A BLUE PEN): 19 MARKS	
✓1	EDUCATION – QUESTION 6 inserted as a page
✓2	EXAMINATION NUMBER inserted
✓3	EXAMINATION NUMBER marked as an idea
✓4	Table copied as instructed
✓5	Correct picture inserted as instructed
✓6	Paragraph and heading copied as instructed
✓7	Numbering and indentation removed as instructed
✓8	Audio recorded
✓9	Narrow Ruled Rule Lines inserted
✓10	Printed in portrait orientation
✓11	Notebook name correct – ALL OR NOTHING
✓12	Correct three sections created – ALL OR NOTHING
✓13	Correct three pages created – ALL OR NOTHING
✓14	Business page displayed
✓15	Correct text copied
✓16	Paragraph numbers replaced by unticked To Do Tags – Do not award mark if ticked
✓17	QUESTION 6 drawn in black pen
✓18	The view adjusted to see all the work
✓19	Screen print, landscape orientation
<i>Do not penalise for line spacing – it was indicated to guide candidates.</i> <i>Do not penalise for case.</i> <i>Rule Lines are to be displayed on the EDUCATION page only.</i>	

A	M	T
1	19	20

✓ 1 EDUCATION – QUESTION 6 inserted as a page

EDUCATION - QUESTION 6

Wednesday, 01 November 2023 21:08

0123456789 ✓ 2 EXAMINATION NUMBER inserted ✓ 3 EXAMINATION NUMBER marked as an IDEA ✓ 4 Table copied as instructed

IMAGE	INSTRUCTIONS	AUDIO
	<i>Audio and video recordings</i> Click the media icon and press Play.	 EDUCATIO N - QUES... Audio recording started: <i>(Time and date of Exam will be displayed here)</i>
✓ 5 Picture inserted as instructed	✓ 6 Paragraph and heading copied as instructed	✓ 8 Audio recorded
	✓ 7 Numbering and Indention removed	
		✓ 9 Narrow Ruled Rule Lines added
		✓ 10 Printed in portrait orientation

COMPUTER PRACTICE N6

✓ 11 Notebook name – **ALL OR NOTHING**

✓ 12 Correct three sections created – **ALL OR NOTHING**

✓ 13 Correct three pages created – **ALL OR NOTHING**

0123456789 Q6 ▾ LOADSHEDDING IMPACT STAGES +

BUSINESS ✓ 14 Business Page displayed

Wednesday, 01 November 2023 21:30 ⌚

| | *Start your very own digital notebook*

Take command over your next project, trip, or class.

| | *Type anywhere, capture anything*

Experience true freedom in taking notes.

✓ 15 Correct text copied

✓ 16 Paragraph numbers replaced by unticked To Do Tags

□ *Tag notes, make lists, recall everything*

OneNote can do things your old paper notebooks can only dream about.

□ *Think, plan, and share together with others*

Use OneNote just for yourself, or invite friends, family, co-workers, or classmates to collaborate with you in a shared notebook.

QUESTION 6 ✓ 17 Draw QUESTION 6 in black pen

1 x Accuracy for any spelling error

✓ 18 Adjusted the view in order to see all work

✓ 19 Print screen, landscape orientation

A	M	T
1	19	20

+ Add Page

EDUCATION - QUESTION 6

BUSINESS

COMMUNITY

[20]

MARKING GUIDELINE: QUESTION 7A	
ACCURACY (MARKED WITH A RED PEN): 0 MARKS	
No accuracy mark to be allocated.	
MANIPULATION (MARKED WITH A BLUE PEN): 13 MARKS	
✓ 1	Header: EXAMINATION NUMBER (COMPUTER NUMBER) left-aligned AND QUESTION 7A right-aligned – ALL OR NOTHING
✓ 2	Font of the entire document changed to Franklin Gothic Book
✓ 3	Picture saved as LIGHT inserted where indicated
✓ 4	Height changed to 1.97 cm/0.78" and the width to 4.64 cm/1.83"
✓ 5	The heading, Municipality, changed to Ink Free 48 pt, bold and centred
✓ 6	Borders of the first table removed as indicated
✓ 7	Sub-headings, PERSONAL INFORMATION, STREET ADDRESS, and INFLUENCE OF LOADSHEDDING, changed to 16 pt, headings centred horizontally and vertically
✓ 8	Row height changed to 0.76 cm/0.3"
✓ 9	Plain Text Content Control x 2 inserted – ALL OR NOTHING (do not penalise for font)
✓ 10	Check Box Content Control inserted in front of Education, Business and Community
✓ 11	Changed to double line spacing
✓ 12	Picture Content Control inserted
✓ 13	Date Picker Content Control inserted (do not penalise for font)

A	M	T
0	13	13

23456789 (S31)

✓ 1 Header: EXAMINATION NUMBER (S31) left, QUESTION 7A right

QUESTION

EXAM NO MUST BE LEFT AGAINST MARGIN

✓ 2 Font changed to Franklin Gothic Book for the ENTIRE document



Municipality

HEADING MUST BE CENTRED IN COLUMN 2

✓ 3 Inserted LIGHT picture – correct position

✓ 5 Heading: Ink Free 48 pt, bold and centred

✓ 6 Removed borders of the first table

✓ 4 Height and width of picture

✓ 7 Sub-headings: 16 pt, centred horizontally and vertically – ALL OR NOTHING

✓ 8 Row height

PERSONAL INFORMATION

✓ 9 Plain Text Content Control x 2 – ALL OR NOTHING

EXAMINATION NUMBER: Click or tap here to enter text.

STREET ADDRESS

✓ 9 Plain Text Content Control x 2 – ALL OR NOTHING

QUESTION NUMBER: Click or tap here to enter text.

INFLUENCE OF LOADSHEDDING

☐ Educational

✓ 10 Check Box Content Control: in front – not ticked

☐ Business

✓ 11 Double line spacing

☐ Community

Click or tap to
enter a date.



✓ 12 Picture Content Control

✓ 13 Date Picker Content Control

SIGNATURE

DATE COMPLETED

A	M	T
0	13	13

(13)

MARKING GUIDELINE: QUESTION 7B	
ACCURACY (MARKED WITH A RED PEN): 0 MARKS	
MANIPULATION (MARKED WITH A BLUE PEN): 11 MARKS	
✓1	Header deleted
✓2	Document centred vertically
✓3	Triple page border, 2¼ pt
✓4	Shaded ALL sub-headings Black, Text 1
✓5	EXAMINATION NUMBER keyed in as per instruction
✓6	QUESTION 7B keyed in as per instruction
✓7	Font of EXAMINATION NUMBER and QUESTION NUMBER changed to Kristen ITC 16 pt
✓8	Only ONE influence of loadshedding selected
✓9	Correct picture inserted as instructed
✓10	Today's date inserted
✓11	Aligned date bottom, left (as displayed on the next page)

A	M	T
0	11	11

✓ 1 Header: Deleted

✓ 2 Document vertically centred

✓ 3 Triple page border: 2¼ pt

NO 2¼ triple border inserted

Municipality must be centred
in column 2



Municipality

✓ 4 All sub-headings shaded to Black, Text 1 – ALL OR NOTHING

PERSONAL INFORMATION

EXAMINATION NUMBER: 0123456789 (\$31)

✓ 5 EXAMINATION NUMBER

✓ 7 Font changed to Kristen ITC 16 pt

STREET ADDRESS

QUESTION NUMBER: QUESTION 7B

✓ 6 QUESTION 7B inserted

✓ 7 Font changed to Kristen ITC 16 pt

INFLUENCE OF LOADSHEDDING

☐ Educational

☒ Business

✓ 8 ONE influence of loadshedding selected

☐ Community

✓ 9 Correct picture inserted

✓ 10 Today's date inserted

✓ 11 Date aligned bottom, left

SIGNATURE

2023/11/01

DATE COMPLETED

A	M	T
0	11	11

(11)

MARKING GUIDELINE: QUESTION 8	
ACCURACY (MARKED WITH A RED PEN): 2 MARKS	
2 × accuracy: Comment inserted as well as a caption	
MANIPULATION (MARKED WITH A BLUE PEN): 24 MARKS	
✓1	Header: EXAMINATION NUMBER (COMPUTER NUMBER) left-aligned AND QUESTION 8 right-aligned as header – ALL OR NOTHING
✓2	Changed the heading to WordArt Style 8 AND changed to Papyrus 40 pt – ALL OR NOTHING
✓3	Link created to Wikipedia
✓4	https://en.wikipedia.org displays
✓5	Bold and upper case column headings – ALL OR NOTHING
✓6	Left column created
✓7	Equal columns and justified
✓8	Correct picture inserted in the correct position
✓9	Square wrapping and right-align
✓10	Page 1 centred vertically Do not award mark if pages 2 and 3 are also centred vertically
✓11	Page break inserted
✓12	All markup displayed
✓13	Comment added
✓14	Shapes changed as displayed in the QUESTION PAPER
✓15	Linked shapes
✓16	Aligned the first shape to the left margin and the second shape to the right margin – ALL OR NOTHING
✓17	Cut and pasted text to linked boxes Text must be equally divided and font 10 pt – ALL OR NOTHING
✓18	Inserted correct citation in the correct position
✓19	Page 3 changed to landscape orientation, 1.27 cm/0.5" for all margins
✓20	Tables from STAGES copied to the correct position Moved text to the table, each one to the correct period
✓21	Plain Table 1 applied and Autofit to Window
✓22	Caption inserted correctly
✓23	Bibliography inserted at the correct position
✓24	Other

A	M	T
02	24	26

✓ 2 Changed heading to WordArt (do not reward if WordArt inserted and not changed), Papyrus 40 pt

South African energy crisis

✓ 3 Link created

From <https://en.wikipedia.org>, the free encyclopedia

✓ 4 <https://en.wikipedia.org> displays

The South African energy crisis is an ongoing period of widespread national blackouts of electricity supply. It began in the later months of 2007 and continues to the present.

BACKGROUND

✓ 5 Bold and u/c headings

In a December 1998 report, analysts and leaders in Eskom and in the South African government predicted that Eskom would run out of electrical power reserves by 2007 unless action was taken to prevent it.

AGING INFRASTRUCTURE

✓ 6 Created left columns ✓ 7 Equal columns, justified

✓ 8 Inserted correct picture ✓ 9 Square wrapping, right-align

Many Eskom power stations are almost 50 years old and near decommissioning. Following the first period of load shedding in 2007 to 2008 Eskom commissioned the construction of the Medupi and Kusile coal fired power plants to expand energy production by 25%.



✓ 10 Page centred vertically ✓ 11 Page break

Columns not equal

0123456789 (S31)

✓ 12 All markup displayed

QUESTION 8

Power station commission history

Commented [S51]: Change to Style 3

Below is a timeline of Eskom built major power stations.

Loadshedding

This transition has been slow, but there has been progress in recent years, with the government's commitment to procuring renewable energy and

reducing the country's greenhouse gas emissions. However, the shift to renewable energy is not without its challenges.

In South Africa, loadshedding has been a recurring problem for many years, and one of its main causes is the country's heavy reliance on coal-fired power plants.

To address this problem, South Africa has been working to shift its energy mix from coal to renewable energy sources such as wind and solar power.

After the 2 hour disconnect period there is typically an additional 30 minutes added to allow for switching on, not counted in the totals as mentioned above. Problems may arise during switch on that can cause an actual fault blackout in the area beyond the scheduled time (Nhede, 2022).

✓ 13 Comment added

✓ 14 Changed shapes as displayed

✓ 15 Linked the shapes

✓ 16 Aligned the first shape to the left margin and the second shape to the right

✓ 17 Cut and pasted the text to the linked boxes – text divided equally, text 10 pt

✓ 18 Citation inserted

✓ 11 Page break

Loadshedding periods

Since 2007, South Africa has experienced at least five distinct periods of load shedding.

- ✓ 19 Changed to landscape orientation, 1.27 cm/0.5" for all margins
- ✓ 20 Copied the table saved as STAGES to the correct position and moved the text to the table, each one to the correct period
- ✓ 21 Table Style: Plain Table 1, Autofit to Window

Time/Period	First period 2007 – 2008	Second period November 2014 – February 2015	Third period February 2019 – March 2019	Fourth period December 2019 – March 2020	Fifth period March 2021 – present
Description	The first period of chronic power shortages occurred in late 2007 and lasted until at least May 2008. Investigative television show <i>Carte Blanche</i> reported that part of the problem is related to the supply of coal to the coal-fired power plants.	The Majuba power plant lost its capacity to generate power after a collapse of one of its coal storage silos on 1 November 2014. A second silo developed a major crack on 20 November causing the shutdown of the plant again, this after temporary measures were instituted to deliver coal to the plant.	Another period of load shedding began in February 2019 when Eskom announced level 4 load shedding due to the temporary loss of generating capacity (Dlulane, 2019). ✓ 18 Insert Citation	Eskom implemented a further round of load shedding commencing in December 2019. South Africa is currently experiencing its worst energy crisis, when Load Shedding Stage 6 activated for the first time ever in December.	During the COVID-19 pandemic and resulting economic slowdown load shedding was largely suspended due to reduced demand for electricity. By 9 June 2021 level 4 load shedding was announced.

Table 1 - Loadshedding periods: 2007 to present

- ✓ 22 Inserted caption as displayed

September 2022 crisis

South Africa's energy grid experienced a notable collapse in generating capacity in mid-September 2022 that resulted in up to half of Eskom's generating capacity being lost. By the end of September, 2022 had had more load shedding than all previous years combined.

1 Bibliography

- ✓ 23 Inserted Bibliography

Dlulane, B., 2019. *ESKOM LOAD SHEDDING AT CRISIS LEVELS, SAYS ENERGY EXPERT*, s.l.: EyeWitness News.
Nhede, N., 2022. *South Africa Turns to Renewables as Load-shedding Intensifies*, s.l.: EnergyCapital&Power.

Accuracy: Any error(s) x 2

- ✓ 24 Any other error

Must be intensifies (lc)

A	M	T
02	24	26

[26]

Please turn

MARKING GUIDELINE: QUESTION 9A	
ACCURACY (MARKED WITH A RED PEN): 0 MARKS	
No accuracy marks allocated for this answer.	
MANIPULATION (MARKED WITH A BLUE PEN): 14 MARKS	
✓1	Header: EXAMINATION NUMBER (COMPUTER NUMBER) left-aligned AND QUESTION 9 right-aligned – ALL OR NOTHING
✓2	Changed the heading to upper case
✓3	Correct answers for Backup System
✓4	Correct answers for Financial Aid
✓5	Conditional formatting applied to Hours Lost (NOT INDICATED IN QUESTION PAPER)
✓6	Correct formatting applied (NOT INDICATED IN QUESTION PAPER)
✓7	Correct answers for Extra Hours
✓8	Correct answers for Lecturer Influenced
✓9	ALL answers displayed in bold
✓10	Correct answer for Range: A4:F11
✓11	Correct answer for starting position A3
✓12	Correct answer displays for Financial Aid
✓13	All borders displayed correctly
✓14	Landscape, column widths and any other errors

A	M	T
0	14	14

INC

COMPUTER PRACTICE N6

0123456789 (S31) ✓ 1 Header: EXAMINATION NUMBER (S31) left, QUESTION 9A right

QUESTION 9A

LOADSHEDDING - TVET COLLEGES ✓ 2 Heading: upper case

COLLEGE	Backup Code	Backup System	Financial Aid	Hours Lost	Extra Hours	Subject Influenced	Lecturer Influenced
Bikaintasuna TVET College	C	Backup Generator	YES	105	5 days	CP N4	BZ
Ekscelenco TVET College	D	Off-grid Solar System	NO	10	0 days	IIP	CMS
Excellentia TVET College	C	Backup Generator	YES	41	0 days	IP N4	SL
Fortreffelighet TVET College	E	Battery Backup System	NO	141	5 days	CP N6	SS
Maika'i loa TVET College	C	Backup Generator	YES	68	2 days	IP N6	HRTS
Ubuhle TVET College	B	Inverter	NO	97	5 days	CP N5	HH
Uitmundendheid TVET College	B	Inverter	NO	75	2 days	ICP	SRT
Ukugqwesa TVET College	A	UPS Device	NO	141	5 days	IP N5	CZ

NO MARK ALLOCATION ON ANSWER

Details:	
Range: A4:F11	UPS Device
Starting position A3	97
Financial Aid:	3

Backup Code	Backup System	Pre/Post loadshedding
A	UPS Device	Pre
B	Inverter	Pre
C	Backup Generator	Post
D	Off-grid Solar System	Pre
E	Battery Backup System	Post

Subject Influenced:	CP N6	CP N5	CP N4	ICP	IIP	IP N4	IP N5	IP N6
Room Influenced:	R1	R16	R7	R9	R4	R3	R5	R12
Lecturer Influenced:	SS	HH	BZ	SRT	CMS	SL	CZ	HRTS

(14)

MARKING GUIDELINE: QUESTION 9B	
ACCURACY (MARKED WITH A RED PEN): 0 MARKS	
No accuracy marks allocated for this question.	
MANIPULATION (MARKED WITH A BLUE PEN): 7 MARKS	
✓1	QUESTION NUMBER – Changed to 9B
✓2	Displayed formula, row and column headings
✓3	Hide columns A, B, E and G, and rows 18 to 30
✓4	Changed heading to upper case by using a formula
✓5	Backup System FORMULA: =VLOOKUP(B4,.....2,0) Award mark with or without 0 (false)
✓6	F4/absolute cell reference applied to table array
✓7	Financial Aid formula correct
✓8	Extra Hours FORMULA: Nested IF formula used
✓9	Formula correct
✓10	Lecturer Influenced FORMULA: =HLOOKUP(G4,.....,3,0) Award mark with or without 0 (false)
✓11	INFLUENCED used as table reference
✓12	INDEX formula correct
✓13	OFFSET formula correct
✓14	Formula fixed

A	M	T
0	14	14

0123456789 (S31)

✓ 1 Changed to QUESTION 9B

QUESTION 9B

✓ 2 Displayed formula and display row and column headings ✓ 3 Hide columns A, B, E and G, and rows 18 to 30

	C	D	E	F	G	H
1	=UPPER("Loadshedding - tvet colleges")					✓ 4 Upper case formula
2						
3	Backup System	Financial Aid	Extra Hours	Lecturer Influenced		
4	=VLOOKUP(B4,\$B\$20:\$D\$25,2,0)	=IF(C4="Backup Generator","YES","NO")	=IF(E4>=90,"5 days",IF(E4>60,"2 days","0 days"))	=HLOOKUP(G4,INFLUENCED,3,0)		
5	=VLOOKUP(B5,\$B\$20:\$D\$25,2,0)	=IF(C5="Backup Generator","YES","NO")	=IF(E5>=90,"5 days",IF(E5>60,"2 days","0 days"))	=HLOOKUP(G5,INFLUENCED,3,0)		
6	=VLOOKUP(B6,\$B\$20:\$D\$25,2,0)	=IF(C6="Backup Generator","YES","NO")	=IF(E6>=90,"5 days",IF(E6>60,"2 days","0 days"))	=HLOOKUP(G6,INFLUENCED,3,0)		
7	=VLOOKUP(B7,\$B\$20:\$D\$25,2,0)	=IF(C7="Backup Generator","YES","NO")	=IF(E7>=90,"5 days",IF(E7>60,"2 days","0 days"))	=HLOOKUP(G7,INFLUENCED,3,0)		
8	=VLOOKUP(B8,\$B\$20:\$D\$25,2,0)	=IF(C8="Backup Generator","YES","NO")	=IF(E8>=90,"5 days",IF(E8>60,"2 days","0 days"))	=HLOOKUP(G8,INFLUENCED,3,0)		
9	=VLOOKUP(B9,\$B\$20:\$D\$25,2,0)	=IF(C9="Backup Generator","YES","NO")	=IF(E9>=90,"5 days",IF(E9>60,"2 days","0 days"))	=HLOOKUP(G9,INFLUENCED,3,0)		
10	=VLOOKUP(B10,\$B\$20:\$D\$25,2,0)	=IF(C10="Backup Generator","YES","NO")	=IF(E10>=90,"5 days",IF(E10>60,"2 days","0 days"))	=HLOOKUP(G10,INFLUENCED,3,0)		
11	=VLOOKUP(B11,\$B\$20:\$D\$25,2,0)	=IF(C11="Backup Generator","YES","NO")	=IF(E11>=90,"5 days",IF(E11>60,"2 days","0 days"))	=HLOOKUP(G11,INFLUENCED,3,0)		
12	✓ 5 Vlookup formula					✓ 7 Formula
13	✓ 6 Absolute cell reference (F4)					✓ 8 Nested IF
14	Details:					✓ 9 Correct
15	Range: A4:F11	=INDEX(A4:F11,8,3)	✓ 10 Hlookup formula			✓ 11 INFLUENCED used
16	Starting position A3	=OFFSET(A3,6,4)	✓ 12 Formula			
17	Financial Aid:	=COUNTIF(D4:D11,"YES")	✓ 13 Formula			
			✓ 14 Formula fixed			

A	M	T
0	14	14

(14)

[28]

MARKING GUIDELINE: QUESTION 10	
ACCURACY (MARKED WITH A RED PEN): 0 MARKS	
No accuracy marks allocated for this question.	
MANIPULATION (MARKED WITH A BLUE PEN): 22 MARKS	
✓1	Header: EXAMINATION NUMBER (COMPUTER NUMBER) left-aligned AND QUESTION 10 right-aligned – ALL OR NOTHING
✓2	Row and column headings displayed
✓3	PIVOT TABLE: Pivot Table created on a new sheet
✓4	Filters inserted – Backup System and Working Condition – ALL OR NOTHING
✓5	Row Labels (TOWN/CITY)
✓6	Sum of Hours and Sum of Utility added as Values – ALL OR NOTHING
✓7	Filtered information
✓8	Information filtered correctly (look at displayed information)
✓9	Additional formatting applied to Sum of Hours
✓10	Icon sets, 3 arrows applied
✓11	SPARKLINES: Line Sparklines, column Sparkline and Win/Loss Sparkline inserted
✓12	Each Sparkline merged correctly
✓13	Outside borders applied to all
✓14	PIVOT GRAPH: Pivot graph inserted
✓15	Combo Chart, range from A23:C34
✓16	Sum of Hours – cluster column, secondary axis
✓17	Sum of Utility Bills – line chart
✓18	Primary major horizontal and vertical gridlines inserted
✓19	Centred the sheet vertically and horizontally (NOT INDICATED ON QUESTION PAPER)
✓20	Footer: Insert date and time, left (both must be inserted) (NOT INDICATED ON QUESTION PAPER)
✓21	Insert page number, right (NOT INDICATED ON QUESTION PAPER)
✓22	Other

A	M	T
0	22	22

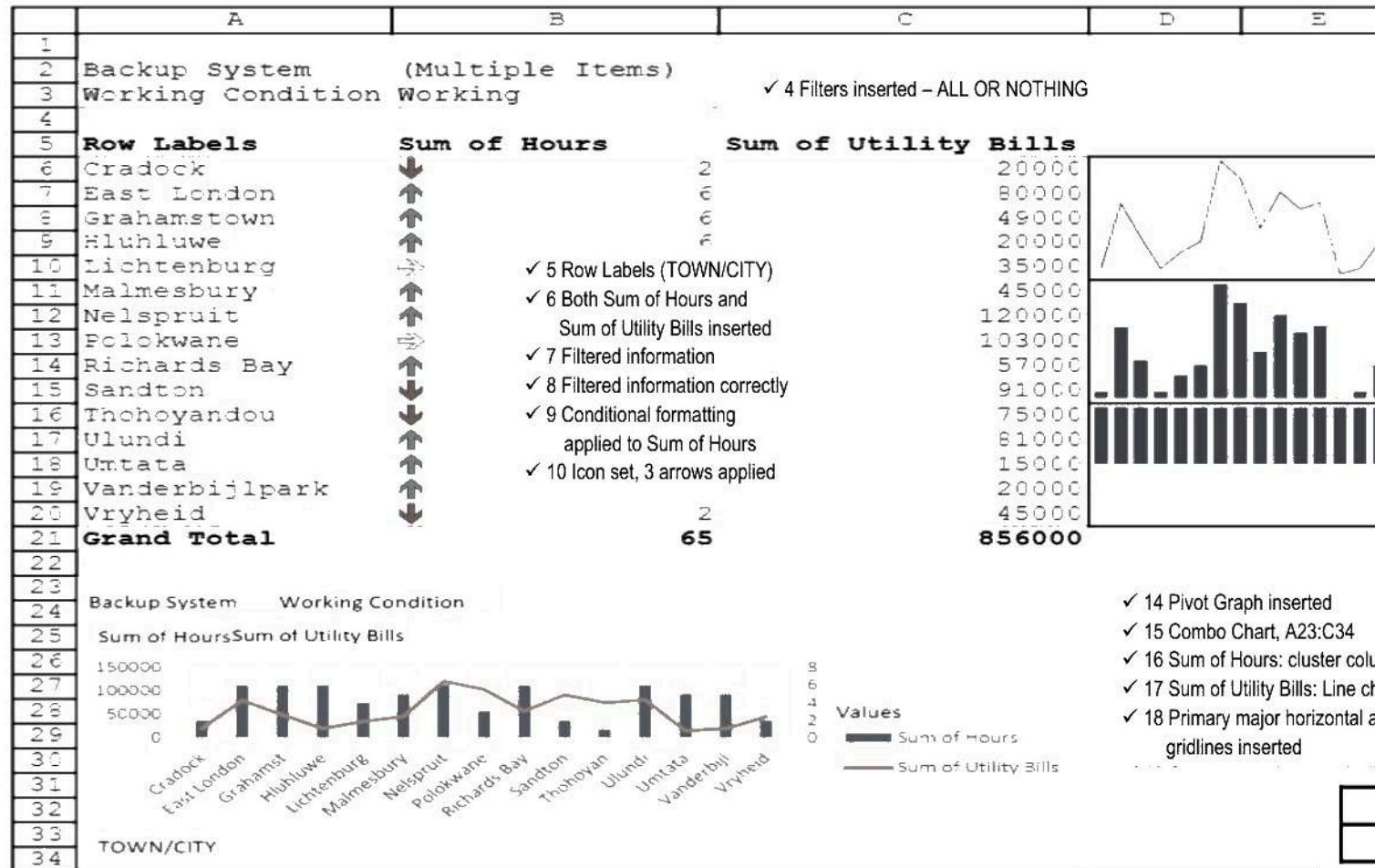
INC

COMPUTER PRACTICE N6

0123456789 (S31)

✓ 1 Header: EXAMINATION NUMBER (S31) left, QUESTION 10 right ✓ 2 Row and column headings displayed ✓ 3 Pivot Table created on a new sheet

QUESTION 10



2023/04/14 21:15

✓ 19 Sheet centred vertically and horizontally
✓ 20 Date and time of exam inserted left (see page 20)

✓ 21 Page number inserted right
✓ 22 Other

TOTAL SECTION B: 120
GRAND TOTAL: 180

1