basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL
SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2017 (2)

MARKS: 180

TIME: 3 hours

This question paper consists of 17 pages,
an HTML tag sheet, an input mask character sheet and a separate information sheet.

INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this practical examination, it is important to note that, even if you complete the examination early, you will NOT be permitted to leave the examination room until all the administrative functions associated with the examination have been finalised. During the examination, normal rules regarding leaving the examination room apply.

2. Enter your examination number in the header or footer of EVERY document that you create or save, where applicable.

3. The invigilator will give you a CD/DVD/flash disk containing all the files needed for the examination OR you will be told where the files can be found on the network or computer. If a CD/DVD has been issued to you, you must write your examination number and centre number on the CD/DVD. If you are working on the network, you must follow the instructions provided by the invigilator/educator.

4. A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator.

5. This question paper consists of SEVEN questions.

6. Answer ALL the questions.

7. Ensure that you save each document using the file name given in the question paper. Save your work at regular intervals as a precaution against possible power failures.

8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.

9. At the end of the examination, you must hand in the CD/DVD/flash disk given to you by the invigilator with ALL your answer files saved onto it, OR you should make sure that ALL your answer files are saved on the network/computer as explained to you by the invigilator/educator. Make absolutely sure that all files can be read. Do NOT save unnecessary files/folders. Do NOT hand in duplicate answer files/folders.

10. The information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION**. Hand it to the invigilator at the end of the examination.

11. During the examination, you may consult the offline help functions of the programs that you are using. You may NOT use any other resource material.

12. Unless instructed otherwise, use formulae and/or functions for ALL calculations in spreadsheet questions. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.

13. **NOTE:** All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if the data changes.

14. If data is derived from a previous question that you could not answer, you should still proceed with the questions that follow.

15. In all questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise.

16. Ensure that the regional settings are set to South Africa and date and time settings, number settings and currency settings are set correctly.

17. The examination folder/CD/DVD/flash disk that you receive with this question paper contains the files listed below. Ensure that you have all the files before you begin with this examination.

• 1Mask	Image file
• 1Rio	Word processing file
• 2Carnival	Spreadsheet file
• 2Maraca	Image file
• 2Party	Word processing file
• 3Brazil	Image file
• 3Stat	Spreadsheet file
• 4Tickets	Spreadsheet file
• 5Samba	Database file
• 6Dance	Image file
• 6Flag	Image file
• 6House	Image file
• 6Post	HTML file
• 6Redeem	Image file
• 7Music	Presentation file
• 7Tickets	Database file
• 7Travel	Word processing file

SCENARIO
People are fascinated by the Rio Carnival – the floats, the dancers and the music. It is Brazil's largest yearly festival. Your class was asked to research some facts regarding the Rio Carnival.

QUESTION 1: WORD PROCESSING

Open the **1Rio** word processing document that gives background information on the events at the Rio Carnival. Insert your examination number in the header or the footer.

1.1   Edit the cover page as follows:

- Insert the text 'Rio Carnival' into the 'Title' control as the title text.
- Move the text 'Rio Carnival is the Mother of All Brazilian Carnival Parties' on the second page into the 'Subtitle' control.
- Remove the 'Company Name' control.   (3)

1.2   Rename the 'Heading 1' style to 'Rio'.   (1)

1.3   Update the table of contents on the second page.   (1)

1.4   Remove the page number from the page on which the 'Table of Contents' appears.

Adjust the page numbers of the remaining pages of the document, ensuring that the page after the 'Table of Contents' page is numbered as page 1.

NOTE: You do not need to update the table of contents.   (3)

1.5   Format the text 'Adapted from www.dobrazilright.com' as superscript.   (1)

1.6   Find the paragraph starting with the text 'Carnival is one …' and ending with '… tourists each year.' on the first page after the table of contents.

Set the line spacing of the paragraph to 'Multiple 1.2'.   (2)

1.7   Locate the word 'Portuguese' and remove the footnote that was created on the word.   (1)

1.8   Find the text starting with 'The Carnival Origin' and ending with '… the present day' and do the following:

- Format this text to display in two columns.
- Set the first column width to 5 cm.
- Set the second column width to 10 cm.   (3)

1.9   Select the text below the heading 'YEAR STARTING FRIDAY', starting with '2017 …' and ending with '… February 20'.

Set a right-aligned dotted leader tab to 10 cm and apply it to the selected text.   (3)

1.10   Find the heading 'The Ingredients of the Rio Carnival'.

Add the **1Mask.jpg** picture (which is found in the examination folder) next to the WordArt below the heading, to appear as shown below.

     (3)

1.11   Replace all the occurrences of 'ao' with 'ão'.

NOTE: The character code for 'ã' is normal text, character code 00E3.   (2)

1.12   Find the hyperlink below the heading 'Read More about Carnival' and add a screen tip that displays 'Read more'.   (1)

1.13   Add the following website source for the bibliography:

- Name of website: Top 10 Tours
- URL: www.braziltours.com   (2)

1.14   Add an automatically generated bibliography below the heading 'Bibliography' on the last page.   (1)

Save and close the **1Rio** document.   **[27]**

QUESTION 2: WORD PROCESSING

Open the **2Party** word processing document containing information about street parties of the Rio Carnival. Insert your examination number in the header or the footer.

2.1   Insert the file path as a field in the footer of the document.   (2)

2.2   Find the paragraph that starts with 'Blocos are groups …' and ends with '… suitable for families.' on the first page and apply the widow/orphan control.   (1)

2.3   Add an automatic caption with the text 'Figure 1: Orguestra' to the picture on the first page.   (2)

2.4   Find the numbered paragraphs (1–9) and do the following so that the numbers and the text appear as shown in the example below:

- Set the number position at 0 cm.
- Set the text indent at 1.4 cm.

> **1.**   **History of the Bloco**
>
>   In the late 1800s Cordoes were formed. These Cordoes were groups of people that organised parades throughout the city. Many of the groups played instruments and choreographed dances. As the Cordoes progressed they began to form bands in their neighbourhoods. These groups were the successors of the Blocos. As a result, they earned the name of Blocos.

     (2)

2.5   Replace the word 'successors' below the heading 'History of the Bloco' with the antonym (a word opposite in meaning) suggested by the word processor.   (1)

2.6   Find the text '2010' under heading '3. Government Regulations'. Insert a comment 'Since 2000' on this text.   (1)

2.7   Find the text 'ref' below the heading '8. Monobloco'. Insert a cross-reference to the item '9. Other Blocos'.   (2)

2.8   Replace the bullets of the bulleted list below the heading 'Pre-Carnival' with the picture **2Maraca** (which is found in the examination folder).   (2)

2.9 Locate the 'Table 1: Pre-Carnival' table and do the following:

- Change the table style to any other table style of your choice.
- Ensure the table headings will repeat at the top of each page if the table flows over to the next page.
- Change the text box form control in the first cell in the 'Date' column to display dates in the format '11 Feb'.
- Merge the first five cells in the last row.
- Enter a formula in the last cell in the table (bottom right) to determine the sum of the estimated public attending block parties. (7)

2.10 Insert the spreadsheet **2Carnival** as a table below the heading 'Carnival' on the second-last page so that the table will update every time the spreadsheet changes. (2)

2.11 Locate the 'Table 2: Post Carnival' table and convert this table to text in the document. Separate the text with a hash (#) sign.

Example of a table row after the conversion:

SÒ TAMBORINS#Lapa #2 Mar#21:00#00:00#Travessa Mosquera#3 000 (2)

Save and close the **2Party** document. **[24]**

QUESTION 3: SPREADSHEET

NOTE:
- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where it is required by the question to ensure that formulae are correct when you copy them to other cells in the same column (copy down).
- All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if the existing data changes.

Open the **3Stat** spreadsheet that contains the number of local and international visitors.

NOTE:　Select 'OK' for the warning message that appears when you open the spreadsheet.

3.1	Unhide the **Foreign** worksheet.	(1)

Work in the **Visit_Besoek** worksheet.

|		
3.2	Use a function in **cell D4** to convert the population in **cell C4** to a number.	(1)
3.3	Correct the function in **cell E89** to remove the circular reference.	(1)
3.4	Use a function in **cell F89** to determine the seventh largest number of visitors arriving in 2016 (**column F**).	(3)
3.5	A code is needed for each city. Create a code for the city of Ananindeua in **cell G4** by combining the following:	

- The last three letters of the name of the city (**column A**)
- The number of characters in the name of the state (**column B**)
- A random integer between 100 and 200 (inclusive)　　　　　　　　(6)

3.6	Apply a spreadsheet feature to display all the states (**column B**) that appear only once on the list in a red font colour.	(3)

Work in the **Summary_Opsom** worksheet.

3.7	Add a hyperlink in **cell C2** in the **Summary_Opsom** worksheet to link to **cell F4** in the **Visit_Besoek** worksheet.	(3)

3.8   Create a graph/chart, using the data in the **Summary_Opsom** worksheet to display similar to the one below.
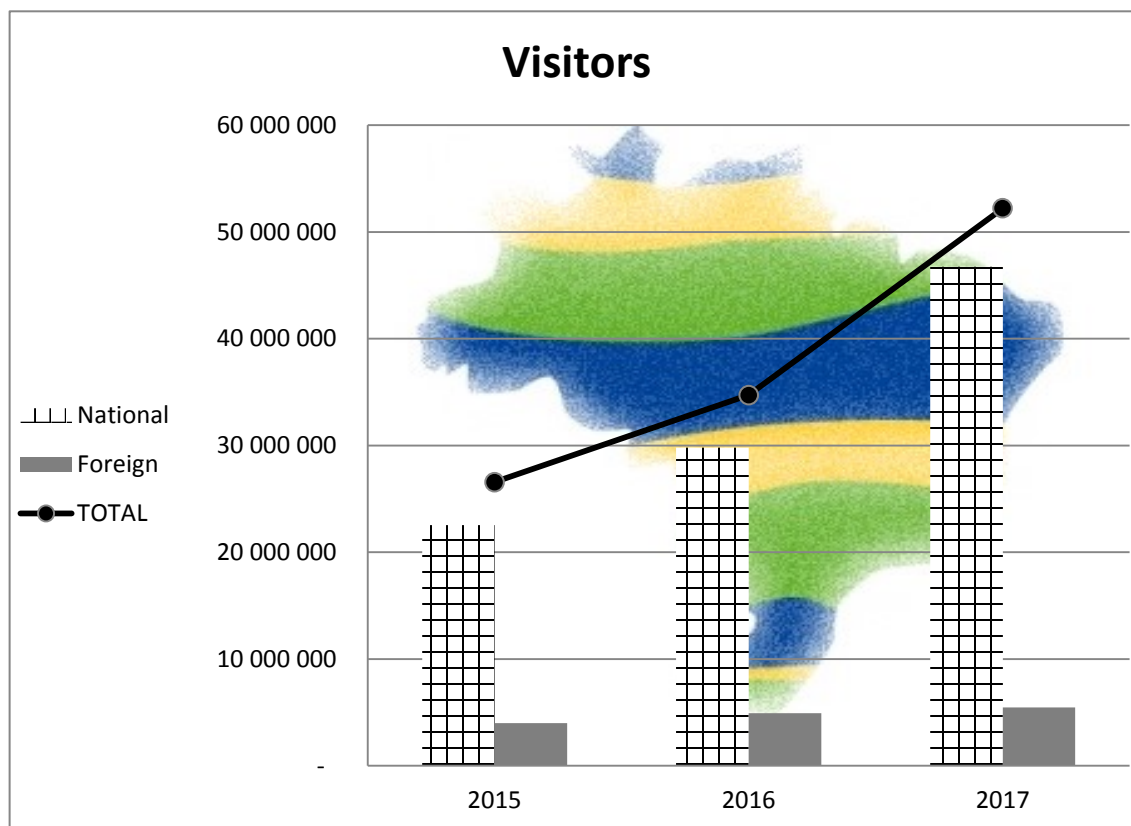
NOTE:
- Insert the graph/chart title 'Visitors'.
- Display the 'Total' data series as a line graph.
- Use the **3Brazil** picture (which is found in the examination folder) as the plot area background.
- Use any pattern fill for the 'National' data series.
- Display the legend to the left of the graph/chart.
- Ignore the position of the gridlines.   (6)

Save and close the **3Stat** spreadsheet.   **[24]**

QUESTION 4: SPREADSHEET

NOTE:
- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where it is required by the question to ensure that formulae are correct when you copy them to other cells in the same column (copy down).
- All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if the existing data changes.

Open the **4Tickets** spreadsheet that contains ticket sales data.

Work in the **Sales_Verkoop** worksheet.

4.1	Change the page orientation to landscape.	(1)

4.2	Change **row 1** as follows:		
	4.2.1	Change the row height to 135 pt.	(1)
	4.2.2	Change the picture size to fit into the merged **cell A1**.	(1)

4.3   Change the headings in **cells A2:K2** as follows:

- Display the headings in bold.
- Shade the background in any colour of your choice.   (2)

4.4   Use the DATE function in **cell K1** to insert the date '1 February 2018'.

Create a custom date format so that the date displays as '01 February 2018'.   (4)

4.5   Use a function in **cell G4** to determine the total number of hours a parade lasted. Display the total number of hours in decimal time format.

   NOTE: The time the parade started appears in **column E** and the time the parade ended appears in **column F**.   (3)

4.6   The average number of parade tickets sold for the previous year is displayed in **cell N2**.

    4.6.1   Insert a formula in **cell N3** to determine the average ticket sales in **column H** and calculate the average to the nearest lowest whole number.   (4)

    4.6.2   Insert a formula in **cell J3** to determine if the number of tickets sold in **cell H3** is between the average of this year (**cell N3**) and the average of the previous year (**cell N2**) (inclusive).

        Display 'TRUE' if the number of tickets sold falls between the averages of the two years and 'FALSE' if it does not.

        NOTE: You may assume that the average number of tickets sold for this year will be more than that of last year.   (5)

4.7   The prices for the different seat types (**column I**) appear in the **Places_Plekke** worksheet.

Use a function in **cell K3** to determine the total value of all the tickets sold (**column H**) for the CÉU NA TERRA parade.

HINT:
- Obtain the price of the ticket by using the seat type (**column I**) and the values in the **Places_Plekke** worksheet.
- Use the number of seats (**column H**) to calculate the total value.   (5)

Save and close the **4Tickets** spreadsheet.   **[26]**

QUESTION 5: DATABASE

Open the **5Samba** database that contains details of the samba dance participants.

5.1   The results of the points for the samba dance competition are stored in the **tbComp** table.

       Open the **tbComp** table in design view.

       5.1.1   Change the field size of the *Entry* field to 15.   (1)

       5.1.2   Ensure that the data of the *Entry* field is inserted in the following format:

- One or two capital letter characters
- One or two digits

               EXAMPLES: B4, A21, AX8, UN30   (5)

       5.1.3   The validation rule set on the *Class* field does not work. Correct this validation rule by referring to the data in this field.

               Provide suitable validation text.

               NOTE: Do NOT test the new rule.   (2)

       5.1.4   Sound clips of the songs still need to be added.

               Add a field with an appropriate field name and data type for sound clips.   (2)

       5.1.5   Move the *Year* field so that it appears as the last field in the table.   (1)

       5.1.6   Switch to datasheet view and sort the table alphabetically according to the school names.   (1)

       Save and close the **tbComp** table.

5.2   Create a form called **frm5_2** based on the **tbComp** table, using any layout as follows:

- Add all the fields from the **tbComp** table.
- Add the heading 'Entries' in the form header.
- The *Class* field should display the options (A, B, C, D, E, F) in a combo box.
- Add your examination number to display in the form footer.

       Save and close the **frm5_2** form.   (7)

5.3   Create a query called **qry5_3** based on the **tbComp** table.

- Add the *School*, *Surname*, *Name* and *Position* fields.
- Sort the query alphabetically, first by *Surname* and then by *School*.
- Display only the records of the participants that obtained first position.
- Display only the *School*, *Surname* and *Name* fields.

       Save and close the **qry5_3** query.   (4)

5.4   Open the **qry5_4** query.

- Display only the records from 2 March and 3 March 2017.
- Display records where the value in the *TotalPoints* field is more than 265.
- Create and display a calculated field called *NewPoints* where all participants' total points will increase by 10%.

       Save and close the **qry5_4** query.   (7)

5.5   Open the **qry5_5** query.

       Display all the records where the *Entry* number is only two characters long.

       Save and close the **qry5_5** query.   (2)

5.6   Create a report named **rpt5_6** based on the **tbComp** table to display as follows:

Scores for the day					
PerformanceDay	**Class**	**Surname**	**Name**	**Title**	**School**
2017/02/25					
	A				
		Carmo	Agildo	Let's Start This Party	Grande Rio
		Borges	Evandro	Lazy Life	Imperatriz
		Braga	Francine	A Song Of Frenzy	União da Ilha
	Highest Points:		**269.2**		
	C				
		Menezes	Maiara	I heard I Like You	Em Cima da
	Highest Points:		**268.8**		
	D				
		Boaventura	Marcos	Moment For Desire	Mocidade
	Highest Points:		**266.2**		
	E				
		Nunes	Caroline	Free Secrets	Villa Rica
	Highest Points:		**266.8**		

       HINT: The information for each performance day must be displayed.

       NOTE:
- The report is grouped on more than one level.
- Pay attention to the totals and groupings.
- The *PerformanceDay* field displays per day.
- The screenshot above displays only a part of the report.
- Ignore if *PerformanceDay* appears twice.

       Save and close the **rpt5_6** report.   (7)

5.7   Export the **5_7Gender** report as a PDF document and save the document with the same name in your examination folder.   (2)

Save and close the **5Samba** database.   **[41]**

QUESTION 6: WEB DESIGN (HTML)

A website was created to give more information about the carnival and Brazil.

Open the incomplete **6Post** web page in a web browser and also in a text/HTML editor (NOT a word processing program such as Word).

NOTE:
- Question numbers are inserted as comments in the coding as guidelines to indicate approximately where the answer(s) should be inserted.
- An HTML tag sheet has been attached for reference.

Your final web page must look like the example below.

NOTE: Use the example on the previous page to help you with this question.

6.1   Add your examination number to appear as the title in the browser tab.   (1)

6.2   Change the background colour of the web page to green.   (2)

6.3   Insert the picture **6House.jpg** (which is found in the examination folder) as the second picture at the top of the web page.

Ensure that the picture is exactly the same size as the other pictures.   (3)

6.4   Centre the text 'SAMBA DANCERS | FREE PAINT | FREE CARNIVAL MASKS'.   (1)

6.5   The horizontal line above the text 'It starts on Friday' does not display. Correct the code and set the size of the line to 4.   (2)

6.6   Find the text 'It starts on Friday' and change the font size to 20 pt.   (2)

6.7   Create a table with the data provided to appear as shown below.

Facts about Brazil	
OFFICIAL NAME:	Federal Republic of Brazil
CAPITAL:	Brasilia
POPULATION:	183 888 841
OFFICIAL LANGUAGE:	Portuguese

NOTE: The border of the table may be any size.   (6)

6.8   Insert a hyperlink on the text 'www.riotickets.com', which links to the website 'www.riotickets.com'.   (2)

Save and close the **6Post** document.   **[19]**

QUESTION 7: GENERAL

There are many places to visit in Brazil.

7.1   Open the **7Travel** word processing document and insert your examination number in the header or the footer.

	7.1.1	Insert any double-line page border of your choice in the document.	(2)

| | 7.1.2 | Add a footnote to the 'Redeemer' picture towards the bottom of the first page with the footnote text 'Statue'. | (2) |

| | 7.1.3 | Find the picture 'Sheraton Rio Hotel and Towers' and do the following: | |

- Insert an Alt Text Title to read 'Sheraton'.
- Change the Alt Text Description to read 'Photo of Hotel'.   (2)

| | 7.1.4 | Remove the hyperlink http://www.wanderplanet.com at the end of the document without deleting the text. | (1) |

Save and close the **7Travel** word processing document.

7.2   Open the **7Music** presentation.

Create a set of handouts by <u>exporting</u> the presentation to a word processing document. Use the handout option to create handouts. The document must have blank lines next to the slides.

HINT: Do NOT use the print option.

Save the word processing document as **7Handout**.

Save and close the **7Music** presentation. Close the **7Handout** document.   (3)

7.3   Open the **7Tickets** database and then use the example of the <u>report</u> below to design and create a new table called **tbTickets**.

Add suitable <u>field names</u>, <u>data types</u>, <u>field sizes</u> and <u>formats</u>.

NOTE:
- DO NOT ENTER ANY DATA.
- € stands for euro currency.

Tickets

Date	Date	Section	Row	Price	Sold
February 10, 2017					
	10-Feb-17	FRISA	A/B	€ 310.00	☐
	10-Feb-17	FRISA	C/D	€ 200.00	☐
	10-Feb-17	FRISA	C/D	€ 200.00	☐
	10-Feb-17	FRISA	A/B	€ 310.00	☐
	10-Feb-17	FRISA	C/D	€ 225.00	☐
	10-Feb-17	FRISA	A/B	€ 325.00	☐
	10-Feb-17	FRISA	C/D	€ 225.00	☐
	10-Feb-17	FRISA	A/B	€ 325.00	☐
	10-Feb-17	FRISA	C/D	€ 225.00	☐
	10-Feb-17	FRISA	A/B	€ 325.00	☑

(9)

Save the **7Tickets** database.   **[19]**

                                     TOTAL: 180

HTML TAG SHEET

Basic Tags	
Tag	**Description**
`<body></body>`	Defines the body of the web page
`<body bgcolor="pink">`	Sets the background colour of the web page
`<body text="black">`	Sets the colour of the body text
`<head></head>`	Contains information about the web page
`<html></html>`	Creates an HTML document – starts and ends a web page
`<title></title>`	Defines a title for the web page
` `	Inserts a line break
`<!-- -->`	Comment
Text Tags	
Tag	**Description**
`<h1></h1>`	Creates the largest heading
`<h6></h6>`	Creates the smallest heading
`<b></b>`	Creates bold text
`<i></i>`	Creates italic text
`<font size="3"></font>`	Sets size of font, from "1" to "7"
`<font color="green"></font>`	Sets font colour
`<font face="Times New Roman"></font>`	Sets font type
Links Tags	
Tag	**Description**
`<a href="URL"></a>`	Creates a hyperlink
`<a href="URL"><img src="name"></a>`	Creates an image link
`<a name="NAME"></a>`	Creates a target location in the document
`<a href="#NAME"></a>`	Links to a target location created somewhere else in the document
Formatting Tags	
Tag	**Description**
`<p></p>`	Creates a new paragraph
`<p align="left">`	Aligns a paragraph to the "left" (default), can also be "right", or "center"
` `	Inserts a line break
`<ol></ol>`	Creates a numbered list
`<ol type="A","a", "I","i","1"></ol>`	Defines the type of numbering used
`<ul></ul>`	Creates a bulleted list
`<ul type="disc", "square","circle"></ul>`	Defines the type of bullets used

Formatting Tags continued	
Tag	**Description**
`<li></li>`	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
`<img src="name">`	Adds an image
`<img src="name" align="left">`	Aligns an image: can be "left", "right"; "bottom", "top", "middle"
`<p align= "center"><img src="name"></p>`	Aligns an image to the "center"
`<img src="name" border="1">`	Sets size of the border around an image
`<img src="name" width="200" height ="200">`	Sets the height and width of an image
`<img src="name" alt= "alternative text">`	Displays alternative text when the mouse hovers over the image or when the image is not found
`<hr/>`	Inserts a horizontal line
`<hr size="3"/>`	Sets size (height) of a line
`<hr width="80%"/>`	Sets width of a line, in percentage or absolute value
`<hr color="ff0000"/>`	Sets the colour of the line
Table Tags	
Tag	**Description**
`<table></table>`	Creates a table
`<tr></tr>`	Creates a row in a table
`<td></td>`	Creates a cell in a table
`<th></th>`	Creates a table header (a cell with bold, centred text)
`<table width="50">`	Sets the width of the table
`<table border="1">`	Sets the width of the border around the table cells
`<table cellspacing="1">`	Sets the space between the table cells
`<table cellpadding="1">`	Sets the space between a cell border and its contents
`<tr align="left">`	Sets the alignment for cell(s) ("left", can also be "center" or "right")
`<tr valign="top">`	Sets the vertical alignment for cell(s) ("top", can also be "middle" or "bottom")
`<td colspan="2">`	Sets the number of columns a cell should span
`<td rowspan="4">`	Sets the number of rows a cell should span

INPUT MASK CHARACTER SHEET

CHARACTER	DESCRIPTION
0	Digit (0 to 9, entry required; plus [+] and minus [–] signs not allowed)
9	Digit or space (entry not required; plus and minus signs not allowed)
#	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus and minus signs allowed)
L	Letter (A to Z, entry required)
?	Letter (A to Z, entry optional)
A	Letter or digit (entry required)
a	Letter or digit (entry optional)
&	Any character or a space (entry required)
C	Any character or a space (entry optional)
. , : ; - /	Decimal placeholder and thousand, date, and time separators (The actual character used depends on the settings in the **Regional Settings Properties** dialog box in Windows Control Panel.)
<	Causes all characters to be converted to lower case
>	Causes all characters to be converted to upper case
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask.
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A)

| Examination sticker | 180 |

COMPUTER APPLICATIONS TECHNOLOGY P1 – NOVEMBER 2017 (2)

INFORMATION SHEET *(to be completed by the candidate AFTER the 3-hour session)*

CENTRE NUMBER   _____

EXAMINATION NUMBER _____

WORK STATION NUMBER_____

SUITE USED (Mark appropriate box with a cross (**X**))	Microsoft Office 2010	Microsoft Office 2013	Microsoft Office 2016	Office 365
WEB BROWSER USED (QUESTION 6) (Mark appropriate box with a cross (**X**))	Mozilla Firefox	Google Chrome	Internet Explorer	Other (Specify)

FOLDER NAME_____

Tick if saved and/or attempted.

Question Number	File name	Saved (✔)	Attempted (✔)	Maximum Mark	Mark achieved	Marker	SM	CM	IM/EM
1	1Rio			**27**					
2	2Party			**24**					
3	3Stat			**24**					
4	4Tickets			**26**					
5	5Samba			**41**					
	5_7Gender								
6	6Post			**19**					
7	7Travel			**19**					
	7Handout								
	7Tickets								
TOTAL				**180**					

Comment *(for office/marker use only)*

_____

_____