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# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## NATIONAL SENIOR CERTIFICATE

**GRADE 12**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**FEBRUARY/MARCH 2015**

**MEMORANDUM/MARKING GUIDELINE**

**MARKS: 180**

CENTRE NUMBER									
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**FINAL MARK**

EXAMINATION NUMBER														
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	28	22	18	31	40	20	21	180
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

**This memorandum/marking guideline consists of 13 pages.**

[illegible]

## QUESTION 1

**File name: 1Energy\_Energie**

**Total Q1: 28**

No	Criteria	Maximum Mark			Candidate Mark
1.1.1	<b>Cover page/Title page</b> <ul style="list-style-type: none"> <li>Any page border added ✓</li> </ul> <i>(Note to marker: Border can appear <u>only</u> on first page.)</i>	1		1	
1.1.2	<b>Cover page/Title page</b> <ul style="list-style-type: none"> <li>Watermark appears <u>only</u> on first page ✓</li> </ul>	1		1	
1.2	<b>Table of contents</b> <ul style="list-style-type: none"> <li>Automatic Table of Contents inserted ✓</li> <li>Three levels of headings appear ✓</li> <li>Correct styles used: Title, Heading 1 and Heading 2 styles ✓</li> </ul> <i>(Note to marker: All three levels must be inserted correctly in order to obtain the last mark.)</i>	1 1 1		3	
1.3	<b>Page numbering</b> <ul style="list-style-type: none"> <li>Page numbers have been inserted in the header ✓</li> <li>Automatic page numbering starts as 1 on the second page ✓</li> <li>Page numbering does not appear on the first page ✓</li> </ul>	1 1 1		3	
1.4	<b>Shape fill</b> <ul style="list-style-type: none"> <li>'Social' shape has been filled with the picture <b>1Social_Sosiaal</b> ✓</li> </ul> <i>(Note to marker: Accept if any of the other images have been used to fill the shape.)</i>	1		1	
1.5	<b>Hyperlink</b> <ul style="list-style-type: none"> <li>Hyperlink applied on word 'resources' ✓</li> <li>Linked to heading 'Where does our energy come from?' ✓</li> </ul> <i>(Note to marker: Allocate the marks if the candidate created a bookmark and linked the text to the bookmark.)</i>	1 1		2	
1.6	<b>Table</b> <ul style="list-style-type: none"> <li>Text was correctly converted to table ✓</li> <li>Any table style applied to the table other than the default ✓</li> </ul> <i>(Note to marker: Do not award the first mark if only one column appears.)</i>	1 1		2	

[illegible]

1.7	<b>Citation</b> <ul style="list-style-type: none"> <li>Citation created ✓</li> <li>Title – SMART LIVING HANDBOOK, Year – 2011 ✓</li> <li>APA style applied ✓</li> </ul> <p><i>(Note to marker: Allocate second mark if only the title or the year has been inserted.)</i></p>	1 1 1		3	
1.8	<b>Caption</b> <ul style="list-style-type: none"> <li>Automatic caption changed from table to figure ✓</li> <li>Caption appears with the text 'Figure1: Electricity' ✓</li> </ul>	1 1		2	
1.9	<b>Bullets</b> <ul style="list-style-type: none"> <li>Bullets formatted to a picture ✓</li> <li><b>1Bullet_Kolpunt</b> picture used to format bullets ✓</li> </ul> <p><i>(Note to marker: Accept if only one bullet is changed.)</i></p>	1 1		2	
1.10	<b>Style</b> <ul style="list-style-type: none"> <li>New style named <b>Energy</b> ✓</li> <li>Font size set to 16 pt ✓</li> <li>Font colour changed to red ✓</li> <li>'Energy' style applied to heading 'Decommissioning' ✓</li> </ul>	1 1 1 1		4	
1.11	<b>Find and Replace</b> <ul style="list-style-type: none"> <li>All occurrences of the whole word 'sustainable' have been replaced with the word 'sustainable' ✓</li> <li>Highlighted ✓</li> </ul> <p><i>(Note to marker: 2 replacements expected.)</i></p>	1 1		2	
1.12	<b>Widow/Orphan</b> <ul style="list-style-type: none"> <li>Widow/Orphan control setting has been unchecked for third column in table ✓</li> </ul>	1		1	
1.13	<b>Table of Figures/Illustration Index</b> <ul style="list-style-type: none"> <li>Table of Figures/Illustration Index updated ✓</li> </ul> <p><i>(Notes to marker:</i>  <ul style="list-style-type: none"> <li><i>Check that the 'Imported gas' figure has been added to the table to mark this question.</i></li> <li><i>Page numbers may differ.)</i></li> </ul> </p>	1		1	
	<b>Total for QUESTION 1</b>			<b>[28]</b>	

[illegible]

## QUESTION 2

**File name: 2School Skool**

**Total Q2: 22**

No	Criteria	Maximum Mark			Candidate Mark
2.1	<b>Page orientation</b> <ul style="list-style-type: none"> <li>Only the first page changed to landscape ✓</li> <li>Section break inserted and second page appears in portrait ✓</li> </ul>	1 1		2	
2.2	<b>Page border</b> <ul style="list-style-type: none"> <li>Top margin of page border changed to 17 pt ✓</li> <li>From edge of page ✓</li> </ul>	1 1		2	
2.3	<b>Heading centred</b> <ul style="list-style-type: none"> <li>Heading has been centred horizontally ✓</li> </ul>	1		1	
2.4	<b>Columns</b> <ul style="list-style-type: none"> <li>Selected text displayed in three columns ✓</li> <li>Spacing between columns set to 0.6 cm ✓</li> <li>Column break inserted before the headings 'Switch off at the socket!' and 'Turn off the lights' ✓</li> </ul> <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <li><i>Do not penalise if a line between columns was added.</i></li> <li><i>Allocate the third mark if only one column break was inserted.)</i></li> </ul>	1 1 1		3	
2.5	<b>Callout shape</b> <ul style="list-style-type: none"> <li>Text box has been changed to callout shape ✓</li> <li>Grey fill colour applied to shape ✓</li> <li>Shape sized to include all the original information so it is clearly visible ✓</li> </ul> <p><i>(Note to marker: Accept any similar callout shape.)</i></p>	1 1 1		3	
2.6	<b>Grouping</b> <ul style="list-style-type: none"> <li>Pictures moved to correct position/order ✓</li> <li>Pictures grouped as one object ✓</li> </ul>	1 1		2	
2.7	<b>Hyphenation</b> <ul style="list-style-type: none"> <li>Hyphenation set to automatic ✓</li> </ul>	1		1	
2.8	<b>Survey Form</b> <ul style="list-style-type: none"> <li>Three leader tab lines have been removed ✓</li> <li>Text form field type of Age changed to Number type ✓</li> <li>Blue placeholder replaced with a drop-down list ✓</li> <li>Items appear as Moderate, Mild, Excessive ✓</li> </ul>	1 1 1 1		4	
2.9	<b>Symbol/Shape</b> <ul style="list-style-type: none"> <li>Correct symbol inserted next to 'Use Electricity Sparingly' ✓</li> </ul>	1		1	
2.10	<b>Watermark</b> <ul style="list-style-type: none"> <li>Watermark inserted on any page ✓</li> <li>2Back_Agter picture inserted ✓</li> <li>Scale is set to 120% ✓</li> </ul>	1 1 1		3	
	<b>Total for QUESTION 2</b>			<b>[22]</b>	

[illegible]

### QUESTION 3

**File name: 3Individ**

**Total Q3: 18**

- *Mark the questions from the formulae and not the values/answers in the cell.*
- *Check against candidate's actual work (Cell references may differ, depending on the candidate's response).*
- *Candidate may use multiple formulae or cells as 'building blocks' to answers.*
- *Named ranges can be used instead of cell references.*

No	Criteria	Maximum Mark			Candidate Mark
<b>Main_Hoof worksheet</b>					
3.1	<b>Cell B3:</b> <b>= TODAY() OR NOW() ✓</b>	1		1	
3.2	<b>Cell B4:</b> <b>=DATE(YEAR(B3)+2,MONTH(B3)+3,DAY(B3))</b> <ul style="list-style-type: none"> <li>• DATE function ✓</li> <li>• (YEAR(B3)+2 ✓</li> <li>• MONTH(B3)+3 ✓</li> <li>• DAY(B3)) ✓</li> </ul> <i>(Note to marker: Accept any other suitable method.)</i>	1 1 1 1		4	
3.3	<b>Cell B7:</b> <b>=CONCATENATE(LEFT(A7,3),J7)</b>  <b>OR</b> <b>=LEFT(A7,3)&amp;J7</b>  <ul style="list-style-type: none"> <li>• CONCATENATE function <b>OR</b> &amp; sign ✓</li> <li>• LEFT ✓ (A7,3) ✓</li> <li>• J7 ✓</li> </ul>	1 2 1		4	
3.4	<b>Cell C19:</b> <b>=MODE(C7:I18) ✓</b>	1		1	
3.5	<b>Column I: Data Validation</b> <ul style="list-style-type: none"> <li>• Validation criteria: Allow whole number ✓</li> <li>• Criteria: &lt;= ✓</li> <li>• 100 ✓</li> <li>• Any suitable error message ✓</li> </ul>	1 1 1 1		4	
3.6	<b>Page Setup</b> <ul style="list-style-type: none"> <li>• Print area set to A1:J19 ✓</li> <li>• Gridlines – 'Print' checked in page setup ✓</li> </ul>	1 1		2	
<b>Transp worksheet</b>					
3.7	<b>Transp worksheet</b> <ul style="list-style-type: none"> <li>• Data copied from <b>range A14:I16</b> from <b>Main_Hoof</b> worksheet to <b>Transp</b> worksheet ✓</li> <li>• Data correctly displayed/transposed ✓</li> </ul>	1 1		2	
	<b>Total for QUESTION 3</b>			<b>[18]</b>	

[illegible]

### QUESTION 4

**File name: 4Countries\_Lande**

**Total Q4: 31**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answers.
- Named ranges can be used instead of cell references.

No	Criteria	Maximum Mark			Candidate Mark
<b>Carbon_Koolstof worksheet</b>					
4.1	<b>Carbon_Koolstof tab:</b> <ul style="list-style-type: none"> <li>Tab changed to any colour other than the original colour ✓</li> </ul> <i>(Note to marker: The original tab colour was white.)</i>	1		1	
4.2	<b>Cell A1:</b> <ul style="list-style-type: none"> <li>Comment added ✓</li> <li>Comment text inserted: 'Carbon released'✓</li> </ul> <i>(Note to marker: Ignore spelling.)</i>	1 1		2	
4.3	<b>Cell C10:</b> <b>= VLOOKUP(B10,Capital_Hoofstad!A2:B20,2,FALSE)</b> <b>OR</b> <b>= VLOOKUP(B10,Capital_Hoofstad!A2:B20,2,0)</b> <ul style="list-style-type: none"> <li>LOOKUP value: B10 ✓</li> <li>Table array: Capital_Hoofstad!A2:B20 ✓ <b>OR</b> Table array: Capital_Hoofstad!A1:B20)</li> <li>Column index number: 2 ✓</li> <li>Range_Lookup: False <b>OR</b> 0 ✓</li> </ul> <b>OR</b> <b>= VLOOKUP(B10,Capital_Hoofstad!A2:B20,2)</b> <ul style="list-style-type: none"> <li>LOOKUP-value: B10 ✓</li> <li>Table array: Capital_Hoofstad!A2:B20 ✓ <b>OR</b> Table array: Capital_Hoofstad!A1:B20)</li> <li>Column index number: 2 ✓</li> <li>Data in <b>range A2:B20</b> is sorted in alphabetical order in the <b>Capital_Hoofstad</b> worksheet according to country ✓</li> </ul> <i>(Note to marker: Absolute cell referencing can be used.)</i>	1 1  1 1		4	

[illegible]

4.4	<p><b>Cell F22:</b>  <b>=SUMIF(D3:D21,"*America",F3:F21)</b></p> <ul style="list-style-type: none"> <li>SUMIF function ✓</li> <li>Criteria range: (D3:D21) ✓</li> <li>Criteria: "*"✓ <b>America</b>" ✓</li> <li>Sum range: (F3:F21) ✓</li> </ul> <p><b>OR</b></p> <p><b>=SUMIF(D3:D21,"South America",F3:F21) + SUMIF(D3:D21,"North America",F3:F21)</b></p> <ul style="list-style-type: none"> <li>SUMIF function ✓</li> <li>Criteria range: (D3:D21) ✓</li> <li>Sum range: (F3:F21) ✓</li> <li>Both criteria included ✓ ✓</li> </ul>	1 1 2 1		5	
4.5	<p><b>Cell H3:</b>  <b>=IF(G3&gt;=\$F\$24,"High Risk","Low Risk")</b></p> <p><b>OR</b></p> <p><b>=IF(G3&lt;\$F\$24,"Low Risk","High Risk")</b></p> <p><b>OR</b></p> <p><b>=IF(G3&gt;=AVERAGE(\$G\$3:\$G\$21),"High Risk", "Low Risk")</b></p> <p><b>OR</b></p> <p><b>=IF(G3&lt;AVERAGE(\$G\$3:\$G\$21),"Low Risk", "High Risk")</b></p> <ul style="list-style-type: none"> <li>IF function ✓</li> <li>Condition G3 &gt;=F24 <b>OR</b> Average(G3:G21) and value "High Risk" ✓</li> <li>Condition G3 &lt;F24 <b>OR</b> Average(G3:G21) and value "Low Risk" ✓</li> <li>Absolute addressing \$F\$24 <b>OR</b> (\$G\$3: \$G\$21) ✓</li> <li>Formula copied to cells H4 to H21 ✓</li> </ul>	1 1 1 1 1		5	
4.6	<p><b>Cell J3:</b>  <b>=I3/SUM(I3:I21)*100</b></p> <p><b>OR</b></p> <p><b>=I3/SUM(I3:I21)%</b></p> <ul style="list-style-type: none"> <li>I3 ✓</li> <li>/ ✓ SUM(I3:I21) ✓</li> <li>*100 <b>OR</b> cell formatted as percentage ✓</li> <li>Formatted to 4 decimal places ✓</li> </ul>	1 2 1 1		5	



[illegible]

4.7	<p><b>Cell F26:</b>  <b>=F3/E3*POWER(I3,5)</b></p> <ul style="list-style-type: none"> <li>• F3 ✓</li> <li>• /E3 ✓</li> <li>• * POWER(I3 ✓ ,5) ✓</li> </ul> <p><b>OR</b></p> <p><b>=F3/E3*I3^5</b></p> <ul style="list-style-type: none"> <li>• F3 ✓</li> <li>• /E3 ✓</li> <li>• * I3 ✓ ^ 5 ✓</li> </ul> <p><b>OR</b></p> <p><b>=F3/E3*I3*I3*I3*I3*I3</b></p> <ul style="list-style-type: none"> <li>• F3 ✓</li> <li>• /E3 ✓</li> <li>• * I3 ✓ multiplied by itself 5 times ✓</li> </ul>	1 1 2		4	
<b>Nuclear_Kernkrag worksheet</b>					
4.8	<p><b>Graph</b></p> <ul style="list-style-type: none"> <li>• Horizontal axis title 'Country' inserted ✓</li> <li>• Highest column filled in a different colour ✓</li> <li>• Value data label set for France only ✓</li> <li>• Exponential trendline inserted ✓</li> <li>• Vertical axis scale set to automatically display the maximum value ✓</li> </ul>	1 1 1 1 1		5	
<b>Total for QUESTION 4</b>				<b>[31]</b>	

[illegible]

### QUESTION 5

**File name: 5Course Kursus**

**Total Q5: 40**

No	Criteria	Maximum Mark			Candidate Mark
<b>Table: Cur_Kur</b>					
5.1.1	<b>Field: Type_Tipe</b> <ul style="list-style-type: none"> <li>Drop-down field ✓</li> <li>Options are Sust-Related and Sust-Focused ✓</li> </ul> <b>Field: Dept_Dept</b> <ul style="list-style-type: none"> <li>Field size 15 ✓</li> </ul> <b>Field: CourseID_KursusID</b> <ul style="list-style-type: none"> <li>Required property set to Yes ✓</li> <li>Indexed properties set to Yes (no duplicates) ✓</li> <li>Input mask: &gt; ✓ LLL ✓ ? ✓ 000 ✓</li> </ul> <b>Field: Cost_Koste</b> <ul style="list-style-type: none"> <li>Format set to currency (Rand) or data type changed to Currency ✓</li> </ul> <b>Field: Avail_Beskik</b> <ul style="list-style-type: none"> <li>Format set to Yes/No ✓</li> <li>Lookup display control changed to textbox ✓</li> </ul>	1 1  1  1 1 1 1  1  1 1		12	
5.1.2	<b>Format table</b> <ul style="list-style-type: none"> <li>Gridlines removed ✓</li> <li>Background colour of table changed to grey ✓</li> </ul>	1 1		2	
<b>Course_Kursus</b>					
5.2	<b>Export table</b> <ul style="list-style-type: none"> <li>Table <b>Course_Kursus</b> exported to word processing type document ✓</li> <li>Saved as <b>5Exp_Uit</b> ✓</li> </ul> <p><i>(Note to marker: Accept any document type that will open in a word processor.)</i></p>	1 1		2	
<b>Query: qry5_3</b>					
5.3	<ul style="list-style-type: none"> <li><i>Title_Titel</i>, <i>Cost_Koste</i> and <i>VATInc</i> fields are displayed ✓</li> <li>Calculated field name: <i>VATInc</i>: ✓</li> <li>[<i>Cost_Koste</i>] ✓</li> <li>* ✓</li> <li>1.14 ✓ <b>OR</b> 14/100+[<i>Cost_Koste</i>] <b>OR</b> 114/100 <b>OR</b> 0.14+[<i>Cost_Koste</i>]</li> </ul>	1 1 1 1  1		5	



[illegible]

### QUESTION 6

**File name: 6Tips\_Wenke**

**Total Q6: 20**

- This question should be marked from the browser as far as possible, unless otherwise indicated or if it cannot be seen on the browser.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.
- The code of the candidates who use a word processor will contain additional unnecessary tags. Markers will need to work through the code to check for the answers provided below.

No	Criteria	Maximum Mark			Candidate Mark
6.1	<b>Title</b> <b>&lt;title&gt;Energy Tips&lt;/title&gt;</b> <ul style="list-style-type: none"> <li>'Energy Tips' appears ✓</li> <li>In the browser tab ✓</li> </ul>	1 1		2	
6.2	<b>Background colour</b> <b>&lt;body bgcolor="white"&gt;</b> <ul style="list-style-type: none"> <li>Background colour changed to white ✓</li> </ul>	1		1	
6.3	<b>Heading and alignment</b> <b>&lt;h1 align="center"&gt;Energy Saving Tips&lt;/h1&gt;</b> <ul style="list-style-type: none"> <li>'Energy Saving Tips' appear as heading 1 ✓</li> <li>'Energy Saving Tips' centred ✓</li> </ul>	1 1		2	
6.4	<b>Horizontal line size</b> <b>&lt;hr color="yellow" size="10"&gt;</b> <ul style="list-style-type: none"> <li>Line size set to 10 ✓</li> </ul>	1		1	
6.5	<b>Table: Row and Column</b> <b>&lt;font face ="Arial"&gt;</b> <b>&lt;table border="1"&gt;</b> <b>&lt;tr&gt;</b> <b>&lt;td&gt;Tip 1&lt;/td&gt;</b> <b>&lt;td&gt;Leaving a computer monitor on overnight wastes as much energy as making 800 A4 photocopies!&lt;/td&gt;</b> <b>&lt;/tr&gt;</b> <b>&lt;/font&gt;</b> <ul style="list-style-type: none"> <li>Font of entire table changed to Arial ✓</li> <li>Row inserted at the top of the table ✓</li> <li>Text 'Tip 1' appears in the first cell of the new row ✓</li> <li>Text 'Leaving a computer monitor on overnight wastes as much energy as making 800 A4 photocopies!' appears in the second cell in the new row ✓</li> </ul>	1 1 1 1		4	

[illegible]

6.6	<p><b>Image: Height and Width</b>  <code>&lt;img src="6Save_Spaar.jpg"height="200"width="200"&gt;</code></p> <ul style="list-style-type: none"> <li>Image appears below the table ✓</li> <li>Image displays correctly ✓</li> <li>Height = 200 ✓</li> <li>Width = 200 ✓</li> </ul> <p><i>(Note to marker: Mark this from the HTML code.)</i></p>	1 1 1 1		4	
6.7	<p><b>Ordered list</b>  <code>&lt;ol&gt;&lt;font size="6"&gt;</code>              <code>&lt;li&gt;Change a light!&lt;/li&gt;</code>              <code>&lt;li&gt;Fight the light!&lt;/li&gt;</code>              <code>&lt;li&gt;Don't leave it on!&lt;/li&gt;</code>              <code>&lt;li&gt;Shocking battery power&lt;/li&gt;</code>              <code>&lt;/font&gt;</code>  <code>&lt;/ol&gt;</code></p> <ul style="list-style-type: none"> <li>Bulleted list changed to numbered list ✓</li> <li>Font size of list items changed to 6 ✓</li> </ul> <p><i>(Note to marker: Mark the second bullet from the HTML code.)</i></p>	1 1		2	
6.8	<p><b>Link</b>  <code>&lt;a href="www.google.com"&gt;Link to Google&lt;/a&gt;</code></p> <ul style="list-style-type: none"> <li>Link text 'Link to Google' inserted ✓</li> <li>Between paragraph tags ✓</li> <li>Link moves to 'www.google.com' ✓</li> <li>Link works correctly ✓</li> </ul> <p><i>(Note to marker: The link will work correctly if the web browser opens and the address displays in the address bar. No Internet access is needed.)</i></p>	1 1 1 1		4	
	<b>Closing tag(s) or brackets omitted</b>	-1			
	<b>Total for QUESTION 6</b>			<b>[20]</b>	

[illegible]

## QUESTION 7

**Total Q7: 21**

**File names: 7Act\_Akt, 7Temp and 7Video**

No	Criteria	Maximum Mark			Candidate Mark
<b>7Act_Akt</b>					
7.1	<b>Extraction</b> <ul style="list-style-type: none"> <li>7Video file extracted (7Video.mp4 appears in examination folder) ✓</li> </ul>	1		1	
7.2.1	<b>Cross-reference</b> <ul style="list-style-type: none"> <li>Cross-reference created ✓</li> <li>On the text 'Temperatures' ✓</li> <li>Linked to bookmark called 'Graph' ✓</li> </ul>	1 1 1		3	
7.2.2	<b>Equation</b> <ul style="list-style-type: none"> <li>Equation adjusted to include Kwh on top ✓</li> <li>Day included below Kwh ✓</li> </ul>	1 1		2	
7.2.3	<b>Shape added</b> <ul style="list-style-type: none"> <li>Shape with text 'Human Resources' added ✓</li> <li>In the correct position ✓</li> </ul> <p>(Note to marker: Ignore spelling.)</p>	1 1		2	
<b>7Temp</b>					
7.3	<b>Graph/Chart in 7Temp</b> <ul style="list-style-type: none"> <li>Years sorted in ascending order ✓</li> <li>Duplicate values deleted ✓</li> <li>Top 3 temperatures ✓ appear with a border ✓</li> <li>Graph inserted in 7Act_Akt document ✓</li> <li>Reduced to fit in third column ✓</li> </ul>	1 1 1 1 1 1		6	
<b>7Act_Akt</b>					
7.4	<b>Calculation in table</b> <ul style="list-style-type: none"> <li>=AVERAGE ✓</li> <li>(ABOVE) ✓</li> </ul>	1 1		2	
7.5	<b>Text form field</b> <ul style="list-style-type: none"> <li>Maximum characters is set to 30 ✓</li> <li>Default text added as 'Add your name here' ✓</li> </ul>	1 1		2	
7.6	<b>Author properties</b> <ul style="list-style-type: none"> <li>Author property of document changed to examination number ✓</li> <li>Author field inserted next to 'Created by:' ✓</li> <li>Displays in capital letters ✓</li> </ul>	1 1 1		3	
	<b>Total for QUESTION 7</b>			<b>[21]</b>	
	<b>TOTAL</b>				<b>180</b>