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

## SENIOR CERTIFICATE EXAMINATIONS

### COMPUTER APPLICATIONS TECHNOLOGY P1

2016

### MEMORANDUM/MARKING GUIDELINE

MARKS: 180

CENTRE NUMBER							
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FINAL MARK	
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EXAMINATION NUMBER													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	24	26	25	25	42	19	19	180
CANDIDATE'S MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/marking guideline consists of 14 pages.

EXAMINATION NUMBER																			
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**IGNORE SPELLING IN CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.**

**QUESTION 1**

File name: 1Effect\_Effek

Total Q1: 24

No	Criteria	Max Mark			Candidate Mark
1.1.1	<b>First Page</b> <ul style="list-style-type: none"> <li>(Any) picture added to first page ✓</li> <li>Correct picture <b>1Music_Musiek</b> added ✓</li> <li>Picture wrapping/alignment changed to appear at top right-hand corner of page ✓</li> </ul>	1		3	
		1			
		1			
1.1.2	<b>First Page</b> <ul style="list-style-type: none"> <li>Text box added (anywhere) to the first page ✓</li> <li>'Elvis High School' added as text to the text box ✓</li> </ul>	1		2	
		1			
1.2	<b>Styles</b> <ul style="list-style-type: none"> <li>New style 'Music' created ✓</li> <li>Font size formatted to 48 pt ✓</li> <li>Text centred ✓</li> </ul>	1		3	
		1			
		1			
1.3	<b>Page Border</b> <ul style="list-style-type: none"> <li>Any page border added ✓</li> <li>First page only ✓</li> </ul>	1		2	
		1			
1.4	<b>Watermark</b> <ul style="list-style-type: none"> <li>Watermark text: 'First Draft' added ✓</li> <li>Watermark text added only to first page ✓</li> </ul> <p>(Note to marker: Do not accept if 'Different First Page' has been selected and watermark has not been deleted from second page.)</p>	1		2	
		1			
1.5	<b>Comment</b> <ul style="list-style-type: none"> <li>Comment deleted ✓</li> </ul>	1		1	
1.6	<b>Text Effect</b> <ul style="list-style-type: none"> <li>Font colour orange ✓ gradient text fill effect ✓ applied to heading 'The Effect Music Has On Me'</li> </ul> <p>(Notes to marker:</p> <ul style="list-style-type: none"> <li>Allocate first mark if font colour was changed.</li> <li>Mark from dialogue box.)</li> </ul>	2		2	
1.7	<b>Dropped Cap</b> <ul style="list-style-type: none"> <li>Dropped cap effect applied to the 'M' of 'Music' ✓</li> <li>Over 2 lines ✓</li> <li>0.6 cm/16 pt away from text ✓</li> </ul>	1		3	
		1			
		1			
1.8	<b>Line Spacing</b> <ul style="list-style-type: none"> <li>Second paragraph line spacing set to 'Multiple 1.15' ✓</li> </ul>	1		1	

EXAMINATION NUMBER																			
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1.9	<b>Endnote</b> <ul style="list-style-type: none"> <li>Endnote inserted ✓ on text 'Rap and Rock'</li> <li>Appears in capital Roman number format 'I' ✓</li> <li>Text entered in endnote ✓ ('Adapted from an article by S Mariam')</li> </ul>	1 1 1		3	
1.10	<b>Find and Replace</b> <ul style="list-style-type: none"> <li>2 occurrences ✓ of manual line break (soft enter)</li> <li>Replaced with hard enters/paragraph marks ✓</li> </ul> <p><i>(Note to marker: Located at the end of the second and third paragraphs under the heading 'The Effect Music Has On Me'.)</i></p>	1 1		2	
	<b>Total for QUESTION 1</b>			<b>[24]</b>	

[illegible]

## QUESTION 2

**File name: 2Facts\_Feite**

**Total Q2: 26**

No	Criteria	Max Mark			Candidate Mark
2.1	<b>Page numbering</b> <ul style="list-style-type: none"> <li>Page numbering (any style) inserted in the footer ✓</li> <li>Automatic page numbering inserted (as a field) ✓</li> <li>Page numbers are centred ✓</li> <li>First page is not numbered ✓</li> <li>Numbering starts as page 1 on the second page (after the table of contents page) ✓</li> </ul> <i>(Note to marker: Ignore if the numbering on the landscape pages from Question 2.6 onwards differs.)</i>	1 1 1 1 1		5	
2.2	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>Automatic table of contents inserted ✓</li> <li>Fancy style used (Small caps) ✓</li> <li>Two levels of headings appear ✓</li> <li>Solid line leader tab appears for page numbers ✓</li> </ul> <i>(Note to marker: Ignore if ToC appears twice.)</i>	1 1 1 1		4	
2.3	<b>Styles and Table of Contents</b> <ul style="list-style-type: none"> <li>'Heading 1' style applied to the heading ✓</li> <li>Table of contents reflects new entry (any style) ✓</li> </ul>	1 1		2	
2.4	<b>Citations</b> <ul style="list-style-type: none"> <li>New interview source added ✓</li> <li>'Steve Johnson' inserted ✓ as interviewee</li> <li>Text 'Placeholder1' replaced with automatic citation ✓</li> </ul>	1 1 1		3	
2.5	<b>Columns</b> <ul style="list-style-type: none"> <li>Text appears in 3 columns ✓</li> <li>Spacing between columns is set at 1.1 cm ✓</li> <li>Column break ✓ applied to each sub-heading</li> <li>Text justified ✓</li> </ul> <i>(Note to marker: Award third mark for any column break.)</i>	1 1 1 1		4	
2.6	<b>Page Orientation</b> <ul style="list-style-type: none"> <li>Page containing text in landscape orientation ✓</li> <li>All other pages remain portrait orientation ✓</li> </ul>	1 1		2	
2.7	<b>Numbered and Bulleted List</b> <ul style="list-style-type: none"> <li>Level 1 numbering set to 1. 2. 3. ✓</li> <li>Level 1 numbering aligned to 1 cm ✓</li> <li>Level 1 text relatively aligned/indented to 2 cm ✓</li> <li>Level 2 set to • ✓</li> <li>Level 2 bullet relatively aligned/indented to 2 cm ✓</li> </ul> <i>(Note to marker: Ignore if 1., 1 or 1) and type of • bullet.)</i>	1 1 1 1 1		5	
2.8	<b>Table</b> <ul style="list-style-type: none"> <li>Function inserted =AVERAGE(Above) ✓</li> </ul>	1		1	
	<b>Total for QUESTION 2</b>			<b>[26]</b>	

[illegible]

### QUESTION 3

**File name: 3Learners Leerders**

**Total Q3: 25**

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

No	Criteria	Max Mark			Candidate Mark
<b>Member_Lid worksheet</b>					
3.1	<b>Range A1:M1:</b> <ul style="list-style-type: none"> <li>Merge and centre ✓ applied to text in range A1:M1</li> </ul>	1		1	
3.2	<b>Cell G2:</b> <ul style="list-style-type: none"> <li>=TODAY() ✓ <b>OR</b> NOW()</li> </ul>	1		1	
3.3	<b>Cell B3:</b> <b>=COUNTA(B5:B103)</b> <b>OR =COUNTIF(B5:B103,"*")</b> <ul style="list-style-type: none"> <li>COUNTA/COUNTIF function ✓</li> <li>Range✓: (B5:B103)</li> </ul> <i>(Note to marker: Accept COUNTA function on columns C, D, E, F, G, I or L <b>OR</b> COUNT function on columns D, E, F, G or I.)</i>	1 1		2	
3.4	<b>Cell A5:</b> <b>=UPPER(B5)</b> <ul style="list-style-type: none"> <li>UPPER function ✓</li> <li>Cell (B5) ✓</li> </ul>	1 1		2	
3.5	<b>Print setting:</b> <ul style="list-style-type: none"> <li>Print area set ✓ to range B4:D103</li> <li>Print gridlines set to show ✓</li> </ul> <i>(Notes to marker:</i> <ul style="list-style-type: none"> <li>Accept if column A has been included.</li> <li>Accept if 'Headings – Print' were selected in 'Sheet Options' and range is B5:D103.) </li></ul>	1 1		2	
3.6	<b>Column G:</b> <ul style="list-style-type: none"> <li>Format changed to yyyy-mm-dd ✓</li> </ul> <i>(Note to marker: Accept if just cell G5 formatted.)</i>	1		1	
3.7	<b>Cell H5:</b> <b>=CONCATENATE("011",I5) OR ="011"&amp; I5</b> <ul style="list-style-type: none"> <li>CONCATENATE function <b>OR</b> &amp; ✓</li> <li>"011" ✓</li> <li>I5 ✓</li> </ul>	1 1 1		3	

[illegible]

3.8	<p><b>Cell K5:</b>  <b>=IF(J5="", "Yes", "No")</b></p> <p><b>OR =IF(ISBLANK(J5), "Yes", "No")</b></p> <p><b>OR =IF(J5&lt;&gt; "", "No", "Yes")</b></p> <p><b>OR =IF(COUNTA(J5)=0, "Yes", "No")</b></p> <p><b>OR =IF(LEN(J5)=0, "Yes", "No")</b></p> <ul style="list-style-type: none"> <li>• Testing if J5 is "blank" ✓</li> <li>• If cellphone is not available: "Yes" ✓</li> <li>• If cellphone is available: "No" ✓</li> <li>• Function copied to cells K6:K103 ✓</li> </ul> <p><i>(Note to marker: Accept any suitable variations and if "Y" and "N" used instead of "Yes" or "No".)</i></p>	1 1 1 1		4	
3.9	<p><b>Cell M5:</b>  <b>=MID(L5, FIND("@", L5, 1)+1, LEN(L5))</b></p> <p><b>OR =RIGHT(L5, LEN(L5)-FIND("@", L5))</b></p> <ul style="list-style-type: none"> <li>• To determine the position of the '@': <ul style="list-style-type: none"> <li>○ FIND function ✓</li> <li>○ '@' character ✓</li> <li>○ In the correct cell: L5 ✓</li> </ul> </li> <li>• Extracting the domain: <ul style="list-style-type: none"> <li>○ Function to extract (MID or RIGHT) ✓</li> <li>○ Correct cell used to extract from: L5 ✓</li> <li>○ From after the position of the '@' sign ✓</li> <li>○ To the end of the text/domain: LEN(L5), etc. ✓</li> </ul> </li> </ul> <p><i>(Note to marker: Check for 'building blocks' in other columns.)</i></p>	1 1 1 1 1 1 1 1		7	
<b>Dec_Des worksheet</b>					
3.10	<p><b>Extract and copy:</b></p> <ul style="list-style-type: none"> <li>• Two members born in the month of December ✓</li> <li>• Copied to the <b>Dec_Des</b> worksheet ✓</li> </ul> <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <li>• 2 members expected (Killian R and Hassim T).</li> <li>• Accept if not all the information was copied.)</li> </ul>	1 1		2	
<b>Total for QUESTION 3</b>				<b>[25]</b>	

[illegible]

### QUESTION 4

**File name: 4Club\_Klub**

**Total Q4: 25**

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

No	Criteria	Max Mark			Candidate Mark
<b>Music_Musiek worksheet</b>					
4.1	<b>Column B:</b> <ul style="list-style-type: none"> <li>All data is visible in <b>column B</b> ✓</li> </ul>	1		1	
4.2	<b>Column G:</b> <ul style="list-style-type: none"> <li>Data in column G formatted to 2 decimal places ✓ (Note to marker: Accept if only part of the column has been changed or if formatted as a currency format.)</li> </ul>	1		1	
4.3	<b>Cell F2:</b> <b>=VLOOKUP(A2,Code!\$C\$2:\$D\$4,2)</b> <ul style="list-style-type: none"> <li>Lookup value: A2 ✓</li> <li>Table array: Code_Kode!C2:D4 ✓</li> <li>Reference column: 2 ✓ or use of LOOKUP function</li> <li>Absolute cell reference: Code_Kode!C\$2:D\$4 ✓</li> <li>Copied to remaining cells ✓</li> </ul> (Notes to marker: <ul style="list-style-type: none"> <li>Ignore 'True' or 'False'.</li> <li>Also accept absolute cell reference \$C\$2:\$D\$4.)</li> </ul>	1 1 1 1 1		5	
4.4	<b>Cell H2:</b> <b>=IF(A2=1,G2*1.2,IF(A2=2,G2*1.25,G2*1.15))</b>  <b>OR</b> <b>=IF(A2=1,G2+G2*20/100,IF(A2=2,G2+G2*25/100,G2+G2*15/100))</b>  <b>OR</b> <b>=IF(A2=1,G2*120/100,IF(A2=2,G2*125/100,G2*115/100))</b>  <b>OR</b> <b>=IF(F2="CD",G2*120/100,IF(F2="DVD",G2*125/100,G2*115/100))</b> <ul style="list-style-type: none"> <li>Nested IF/Function-construct is correctly used ✓</li> <li>Condition CD OR Code 1 and value G2*1.2 ✓</li> <li>Condition DVD OR Code 2 and value G2*1.25 ✓</li> <li>Condition MP3 OR Code 3 and value G2*1.15 ✓</li> </ul> (Note to marker: Accept if column F was used with 'MP3', etc. If the percentage was calculated without the increase, penalise conditions by one mark.)	1 1 1 1		4	



EXAMINATION NUMBER																			
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4.5	<b>Cell L2:</b> <b>=COUNTIF(\$D\$2:\$D\$612,K2)</b> <ul style="list-style-type: none"> <li>Absolute cell reference D\$2:D\$612 ✓</li> <li>'1990' replaced with cell reference K2 ✓</li> </ul> <p><i>(Note to marker: Accept (\$D\$2:\$D\$612) as range.)</i></p>	1 1		2	
4.6	<b>Cell L21:</b> <b>=SUMIF(E2:E612,"POP",G2:G612)</b> <ul style="list-style-type: none"> <li>SUMIF function ✓</li> <li>Criteria range: (E2:E612) ✓</li> <li>Criteria: "POP" <b>OR</b> K21 ✓</li> <li>Sum range: (G2:G612) ✓</li> </ul>	1 1 1 1		4	
<b>Copy_Kopieer worksheet</b>					
4.7	<b>Cell J2:</b> <ul style="list-style-type: none"> <li>Expected answer: 101 ✓</li> </ul> <b>Method J3:</b> <ul style="list-style-type: none"> <li>Removed duplicate ✓ owners ✓</li> </ul> <p>-----</p> <b>OR</b> <ul style="list-style-type: none"> <li>Sorted, deleted duplicate owners ✓ and counted ✓</li> </ul> <p>-----</p> <b>OR</b> <ul style="list-style-type: none"> <li>Sorted owners ✓ and counted unique owners ✓</li> </ul> <p><i>(Notes to marker:</i>  <ul style="list-style-type: none"> <li>Accept any other correct method e.g.            =SUMPRODUCT((G2:G636&lt;&gt;"")/COUNTIF(G2:G636, G2:G636)).</li> <li>Allocate all three marks if the correct answer displays.)</li> </ul> </p>	1  2		3	
<b>Graph_Grafiek worksheet</b>					
4.8	<b>Chart:</b> <ul style="list-style-type: none"> <li>Horizontal axis title ('Years') inserted ✓</li> <li>Horizontal axis labels changed to display years 2000 - 2005 ✓</li> <li>Legend changed to 'Number of songs' ✓</li> <li>Vertical axis label major unit set to fixed 50 ✓</li> <li>Data labels set (any position) to show values ✓</li> </ul>	1  1 1 1 1		5	
<b>Total for QUESTION 4</b>				<b>[25]</b>	

[illegible]

### QUESTION 5

**File name: 5Music\_Musiek**

**Total Q5: 42**

No	Criteria	Max Mark			Candidate Mark
<b>Table: Learners_Leerders</b>					
5.1.1	<b>Field: Gender_Geslag</b> • Default value set to 'M' ✓	1		1	
5.1.2	<b>Field: Grade_Graad</b> • Set as required field ✓	1		1	
5.1.3	<b>Field: Class_Klas</b> • Display control: List box/Combo box ✓ • Row source type: Value list ✓ • Row source: A, B, C, D <b>OR</b> a, b, c, d ✓  (Notes to marker: • Allocate third mark if one option added. • Also accept if separate table created and used with rows/source type set to Table/Query.)	1 1 1		3	
5.1.4	<b>Field: DOB_Geboortedatum</b> • <b>Format</b> Set to Medium Date ✓ • <b>Input Mask symbol</b> Placeholder changed to # via wizard: 00\->L<LL\00;0;# ✓	1  1		2	
5.1.5	<b>Field: Cell_Sel</b> • <b>Validation rule:</b> Len ✓ ([Cell_Sel]) ✓ =10 ✓ • <b>Validation text:</b> Refers to 10 characters ✓	3 1		4	
<b>Form: frm5_2</b>					
5.2	• Displays all 12 fields from <b>Learners_Leerders</b> table ✓ • Font colour of the data in the <i>Owner_Eienaar</i> field appears as reddish ✓ • Combo box/List box added in details section ✓ • Row source based on <i>Owner_Eienaar</i> field ✓ • Row source: SELECT [Learners_Leerders].[Owner_Eienaar] FROM Learners_Leerders; ✓ • Label 'Find what' added ✓ • Horizontal line added to form footer ✓  (Notes to marker: • Mark from Form view. • Do not allocate fifth mark if selected record does not display. • Accept any line inserted anywhere in form footer.)	1  1 1 1  1 1 1		7	



EXAMINATION NUMBER															
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**QUESTION 6****File name: 6Poster\_Plakkaat****Total Q6: 19**

- This question should be marked from the web browser as far as possible unless otherwise indicated or it cannot be seen in the web browser.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.
- The code of the candidates that 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	Max Mark			Candidate Mark
6.1	<b>Title</b> <code>&lt;head&gt;</code> <code>&lt;title&gt;'60s Music&lt;/title&gt;</code> <code>&lt;/head&gt;</code> <ul style="list-style-type: none"> <li>• Title with title tags moved to head section of web page ✓</li> </ul>	1			
6.2	<b>Image</b> <code>&lt;img src ="6Sixty_Sestig.jpg"....&gt;</code> <ul style="list-style-type: none"> <li>• Tags added for image source ✓</li> <li>• Image <b>6Sixty_Sestig.jpg</b> named/used correctly ✓</li> </ul>	1 1		2	
6.3	<b>Alignment</b> <code>&lt;h1 align="center"&gt;Music&lt;/h1&gt;</code> <ul style="list-style-type: none"> <li>• 'Music' heading centred ✓</li> </ul>	1		1	
6.4	<b>Horizontal line</b> <code>&lt;hr size="3" width = "70%"/&gt;</code> <ul style="list-style-type: none"> <li>• Size of horizontal line set to 3 ✓</li> <li>• Width of horizontal line set to 70% ✓</li> </ul>	1 1		2	
6.5	<b>Heading style</b> <code>&lt;h2&gt;Before 1963&lt;/h2&gt;</code> <ul style="list-style-type: none"> <li>• Heading 2 style applied to text ✓</li> </ul>	1		1	
6.6	<b>Bold</b> <code>&lt;b&gt;The Beatles&lt;/b&gt;</code> <ul style="list-style-type: none"> <li>• Bold applied to text 'The Beatles' ✓</li> </ul>	1		1	
6.7	<b>Italics</b> <code>&lt;p&gt;&lt;i&gt;To mention a few ...&lt;/i&gt;&lt;/p&gt;</code> <ul style="list-style-type: none"> <li>• Text 'To mention a few ...' appears in italics ✓</li> <li>• In a separate paragraph ✓</li> </ul>	1 1		2	

6.8	<b>Table</b> <code>&lt;table bgcolor="orange" align="center" border="3"&gt;</code> <code>&lt;tr&gt;</code> <code>    &lt;th&gt;Artist&lt;/th&gt;</code> <code>    &lt;th&gt;Hits&lt;/th&gt;</code> <code>&lt;/tr&gt;</code> <ul style="list-style-type: none"> <li>Table's background colour changed to orange ✓</li> <li>Row added at the top of the table ✓</li> <li>Two cell heading tags added ✓</li> <li>Cells contain headings 'Artist' and 'Hits' respectively ✓</li> </ul> <p>(Notes to marker:  <ul style="list-style-type: none"> <li>Allocate last mark if only one heading appears.</li> <li>Do not accept &lt;td&gt; instead of &lt;th&gt;.)</li> </ul> )</p>	1 1 1 1		4	
6.9	<b>Numbered list</b> <code>&lt;ol&gt;</code> <code>    &lt;li&gt;Surfin' USA&lt;/li&gt;</code> <code>    &lt;li&gt;Good Vibrations&lt;/li&gt;</code> <code>&lt;/ol&gt;</code> <ul style="list-style-type: none"> <li>The text 'Surfin' USA' and 'Good Vibrations' appear in a numbered list ✓</li> <li>Two list tags/items ✓</li> </ul> <p>(Note to marker: Allocate mark if only one list item appears. Accept ordered or unordered list.)</p>	1 1		2	
6.10	<b>Link</b> <code>&lt;a href="#Top"&gt;Back to top&lt;/a&gt;</code> <ul style="list-style-type: none"> <li>Text inserted 'Back to top' ✓</li> <li>Link created on the text 'Back to top' ✓</li> <li>Link moves to 'Top' ✓</li> </ul>	1 1 1		3	
	<b>Closing tag(s) or triangular brackets omitted</b>	-1			
	<b>Total for QUESTION 6</b>			<b>[19]</b>	

EXAMINATION NUMBER																			
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**QUESTION 7****Total Q7: 19**

File names: 7Form\_Vorm, 7Compet\_Kompet, 7Sixties\_Sestigs, 7Data and 7Answ\_Antw.

No	Criteria	Max Mark			Candidate Mark
7Form_Vorm					
7.1	<b>Document properties</b> <ul style="list-style-type: none"><li>Comment property reads 'CAT Exam' ✓</li></ul>	1		1	
7.2.1	<b>Name: Form field control</b> <ul style="list-style-type: none"><li>Text form field inserted next to text 'Name' ✓</li></ul>	1		1	
7.2.2	<b>Surname: Text form field</b> <ul style="list-style-type: none"><li>Text form field property set to display in uppercase ✓</li></ul>	1		1	
7.2.3	<b>Drop down list</b> <ul style="list-style-type: none"><li>Drop down form field inserted ✓</li><li>Options: Beatles, Elvis Presley, The Beach Boys ✓</li></ul> <p><i>(Note to marker: Accept at least two options to allocate the second mark.)</i></p>	1		2	
		1			
7Compet_Kompet, 7Data					
7.3	<b>Mail Merge</b> <ul style="list-style-type: none"><li>7Data used as the data source for the mail merge ✓</li><li>Name_Naam and DOB_Geboortedatum fields inserted in correct positions ✓</li><li>Merge completed ✓ (7Data)</li></ul> <p><i>(Note to marker: 99 letters expected.)</i></p>	1		3	
		1			
		1			
7Sixties_Sestigs					
7.4	<b>Tables</b> <ul style="list-style-type: none"><li>New table ✓ created called 7Comb</li><li>Records from both tables combined (33 records) ✓</li><li>Records sorted in descending order according to Name_Naam field ✓</li></ul> <p><i>(Note to marker: Do not penalise if data in Code_Kode field has changed.)</i></p>	1		3	
		1			
		1			

