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NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2014

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	30	20	31	19	40	20	20	180
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/marking guideline consists of 16 pages.

EXAMINATION
NUMBER**IGNORE SPELLING IN ALL CASES.****QUESTION 1****File name: 1Africa_Afrika****Total Q1: 30**

No	Criteria	Maximum Mark			Candidate Mark
1.1	Margins <ul style="list-style-type: none"> Left margin set to 2 cm ✓ 	1		1	
1.2.1	Cover Page/Title Page <ul style="list-style-type: none"> Cover page/title page added to beginning of document ✓ <i>(Note to marker: Accept a blank cover/title page.)</i>	1		1	
1.2.2	Cover Page/Title Page <ul style="list-style-type: none"> Correct text added as title Beautiful Africa ✓ <i>(Notes to marker:</i> <ul style="list-style-type: none"> Accept title in any position. Do not penalise if other controls appear on the page.) 	1		1	
1.3	WordArt/Fontwork <ul style="list-style-type: none"> WordArt (MSO)/Fontwork (LO) applied to 'Table of Contents' ✓ 	1		1	
1.4	Table <ul style="list-style-type: none"> Cells of row 1 merged ✓ Contents 'Summary of Facts' added in row 1, right aligned ✓ Degree symbol added just before 'S' and 'E' ✓ Table centred horizontally on page ✓ All inner gridlines changed ✓ to 1½ pt ✓ <i>(Notes to marker:</i> <ul style="list-style-type: none"> Text must appear and right aligned to award the mark. Accept symbol or superscript, but not the hard space. Accept if only one symbol or superscript is added. Accept if only some inner gridlines are changed to 1 ½ pt.) 	1 1 1 1 2		6	
1.5	Bullets <ul style="list-style-type: none"> Wingdings character number 39 (®) (MSO)/Wingdings character number U+F027 (LO) applied ✓ Bullet position aligned at 3 cm from the left margin ✓ <i>(Notes to marker:</i> <ul style="list-style-type: none"> Ignore if the text is not indented. Accept if the indenting appears on the ruler.) 	1 1		2	
1.6	Page numbers <ul style="list-style-type: none"> Automatic page numbering inserted in the footer ✓ Section break is inserted before the page containing '1. Victoria Falls, Zambia' ✓ Previous pages (cover page, TOC page) not numbered ✓ Numbering starts as page 1 after the Table of Contents page ✓ Even page numbers aligned on the right ✓ Odd page numbers aligned on the left ✓ <i>(Notes to marker:</i> <ul style="list-style-type: none"> Alignment must be used as opposed to being 'placed' on the left or right. Accept if odd and even was swapped. If cover page was not added, accept 'Different first page'. Do not award the third mark if no page numbers were added. Award one mark if 'Different odd and even' was checked'.) 	1 1 1 1 1 1		6	

EXAMINATION NUMBER																			
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1.7	Bookmark <ul style="list-style-type: none"> • Hyperlink created ✓ • Link to the 'Precautions' bookmark ✓ <p><i>(Note to marker: Accept the hyperlink on any one of the two 'Trekking Precautions' text.)</i></p>	1 1		2	
1.8	Widow/Orphan control <ul style="list-style-type: none"> • Widow/Orphan control applied to paragraph ✓ 	1		1	
1.9	Bookmark <ul style="list-style-type: none"> • 'Summit' bookmark deleted ✓ 	1		1	
1.10	Headings and Table of Contents <ul style="list-style-type: none"> • 'FormatHeading' or Heading 1 style applied to the heading '5. Mount Kenya, Kenya' ✓ • Table of Contents has been updated ✓ <p><i>(Notes to marker:</i> <ul style="list-style-type: none"> • <i>Heading must appear in the Table of Contents for the second mark.</i> • <i>Note also that the page numbers will have changed.)</i> </p>	1 1		2	
1.11	Integration <ul style="list-style-type: none"> • Spreadsheet '1Visitors_Besoekers' ✓ • Displayed as an icon (MSO)/button (LO) ✓ <p><i>(Notes to marker:</i> <ul style="list-style-type: none"> • <i>Award the mark for the icon/button even if it appears in a different location.</i> • <i>Do not accept an AutoShape.)</i> </p>	1 1		2	
1.12	Caption <ul style="list-style-type: none"> • Caption field inserted ✓ • Caption position: above the image ✓ <p><i>(Note to marker: Award the second mark only if a caption has been used.)</i></p>	1 1		2	
1.13	Table of Figures/Illustration index <ul style="list-style-type: none"> • Automatic Table of Figures (MSO)/Illustration Index (LO) has been inserted ✓ 	1		1	
1.14	Watermark <ul style="list-style-type: none"> • Watermark text: 'Ace Travel' added on any page ✓ 	1		1	
	Total for QUESTION 1			[30]	

EXAMINATION
NUMBER**QUESTION 2****File names: 2Questionnaire_Vraelys, 2Temp****Total Q2: 20**

No	Criteria	Maximum Mark			Candidate Mark
2.1	Comment • Comment deleted ✓	1		1	
2.2	Character spacing • Character spacing of heading 'Ace Travel' expanded by 4 pt ✓ • Scale for character spacing of heading 'Ace Travel' set to 120% ✓	1 1		2	
2.3	Track changes • Track change of Author accepted ✓ (‘r’ inserted in Tour) • Text change of Assistant rejected ✓ (‘/s’ rejected in Full Name/s)	1 1		2	
2.4	Text form field: Date of Birth • Text form field set to Date format ✓ • Date format set to yyyy-MM-dd or YYYY-MM-DD ✓ • Help message displayed 'yyyy-MM-dd' or 'YYYY-MM-DD' on status bar ✓ (Notes to marker: • Accept either yyyy-MM-dd or YYYY-MM-DD. • Do not accept yyyy/MM/dd or yyyy MM dd. • Accept any help message.)	1 1 1		3	
2.5	Combo box • Any combo box inserted ✓ • Items inserted: Vegetarian, White meat, Red meat ✓ (Notes to marker: • Accept if only one option is inserted. • Ignore any default text. • Accept a drop-down form field.)	1 1		2	
2.6	Check box and Tabs • Left or right tab set at 8 cm ✓ dotted leader tab ✓ • Tabs applied correctly to at least one option ✓ • Check box form field inserted next to 'Victoria Falls, Zambia' ✓ • Default value of first check box set to checked ✓	2 1 1 1		5	
2.7	Image • Wrapping set to any format except in line with text ✓ • Image resized to height and width at 4 cm ✓ • Image moved not copied ✓ • All four images grouped as 1 image ✓	1 1 1 1		4	
2.8	Template • Document saved as template .dotx/.ott/.dot etc. ✓	1		1	
	Total for QUESTION 2			[20]	

EXAMINATION
NUMBER**QUESTION 3****File names: 3Clients_Kliënte, 3Draw_Trekking****Total Q3: 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 reach answers.
- Named ranges can be used instead of cell references.

No	Criteria	Maximum Mark			Candidate Mark
Clients_Kliënte worksheet					
3.1.1	Row 1: <ul style="list-style-type: none">Text in row 1 text is centred ✓	1		1	
3.1.2	Cell A3: <ul style="list-style-type: none">Contents of cell A3 wrapped ✓	1		1	
3.2	Cell B5: = YEAR(TODAY()) – YEAR(A5) <ul style="list-style-type: none">YEAR ✓ (TODAY()) ✓-YEAR(A5) ✓Format set to General or Number ✓ OR B5:= ROUNDDOWN((TODAY()-A5)/365,0) <ul style="list-style-type: none">ROUNDDOWN(,0) ✓TODAY() -A5) ✓/365 or 365.25 ✓Format set to General or Number ✓ OR B5:= ROUNDDOWN((NOW()-A5)/365,0) <ul style="list-style-type: none">ROUNDDOWN(,0) ✓NOW() -A5) ✓/365 or 365.25✓Format set to General or Number ✓ (Notes to marker: <ul style="list-style-type: none">Accept TRUNC and INT instead of ROUNDDOWN.Accept =ROUNDDOWN(YEARFRAC(TODAY(),A5,3),0).))	2 1 1		4	
3.3	Cell C4: =CONCATENATE(LEFT(E4,2),LEN(D4)) <ul style="list-style-type: none">CONCATENATE function ✓LEFT ✓ (E4, 2) ✓LEN(D4) ✓ OR =LEFT(E4,2)&LEN(D4) <ul style="list-style-type: none">LEFT ✓ (E4,2) ✓ & ✓ LEN(D4) ✓ OR =MID(E4,1,2)&LEN(D4) <ul style="list-style-type: none">MID ✓ (E4,1,2) ✓ & ✓ LEN(D4) ✓	1 2 1		4	

EXAMINATION NUMBER																			
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3.4	Conditional formatting in Column I: <ul style="list-style-type: none"> Conditional formatting has been applied to column I ✓ 2-colour scale applied ✓ Minimum and maximum value colours have been changed ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> Default setting in MSO is orange and yellow. Default setting in LO is red and blue. No marks awarded if conditional formatting has not been applied.) 	1 1 1		3	
3.5	Cell J20: =IF(B20>60,"Pensioner",IF(B20>=12,"Adult","Child")) OR =IF(B20>=61,"Pensioner",IF(B20>11,"Adult","Child")) OR =IF(B20>60,"Pensioner",IF(AND(B20>=12,B20<=60),"Adult","Child")) OR =IF(B20>=61,"Pensioner",IF(AND(B20>11,B20<61),"Adult","Child")) OR =IF(B20<12,"Child",IF(B20<=60,"Adult","Pensioner")) OR =IF(B20<=11,"Child",IF(B20<=60,"Adult","Pensioner")) OR =IF(B20>60,"Pensioner",IF(B20<12,"Child","Adult")) <ul style="list-style-type: none"> Nested IF-syntax is correctly used ✓ Condition <=11 OR <12 and value "Child" ✓ Condition >=12 and <=60 OR >11 AND <=60 and value "Adult" ✓ Condition >60 OR >=61 and value "Pensioner" ✓ <p>(Note to marker: There are many alternative answers, one of which could be a VLOOKUP. Evaluate the candidates answer against the bulleted options.)</p>	1 1 1 1 1 1 1		4	
3.6	Cell M8: =SUM(G4:G53) <ul style="list-style-type: none"> SUM function ✓ Range: G4:G53 ✓ 	1 1		2	

3.7	<p>Cell M9: =COUNTIF(H4:H53,"False")</p> <ul style="list-style-type: none"> COUNTIF function ✓ Range: (H4:H53) ✓ Criteria: "False" ✓ <p>OR =COUNTIF(H4:H53,"<>True") OR =COUNTIF(H4:H55,"<True")</p> <ul style="list-style-type: none"> COUNTIF function ✓ Range : (H4:H53) ✓ Criteria: "<>True" ✓ <p><i>(Note to marker: Accept True or False with or without quotation marks.)</i></p>	1 1 1		3	
Travellers_Reisigers worksheet					
3.8	<p>Graph</p> <ul style="list-style-type: none"> Pie chart/graph inserted ✓ Correct data series selected: =Clients!L11:M13 ✓ Chart title inserted besides the default ✓ Correct percentages displayed for each category ✓ Category (Adults/Volwassenes) with the highest percentage filled with 3Airplane_Vliegtuig image ✓ The chart appears in the sheet named 'Travellers_Reisigers' ✓ <p><i>(Note to marker: Also accept if the chart/graph has been copied to sheet named 'Travellers_Reisigers'.)</i></p>	1 1 1 1 1 1		6	
Draw_Trekking worksheet					
3.9	<p>Cell G1:</p> <ul style="list-style-type: none"> Data from text file 3Draw_Trekking combined with the worksheet Draw_Trekking ✓ Only Male clients extracted ✓ Clients that have >= 200 extracted ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <i>19 records expected if both criteria are met – award all three marks.</i> <i>If 26 records only male extracted – award the first two marks.</i> <i>If 40 records only >=200 extracted – award the first and last marks.</i> <i>Candidates may first sort by gender and delete all female records and then sort by lucky draw points and delete all records less than 200.</i> <i>OR Candidates may sort according to two rules, first gender and then points.</i> <i>OR Candidates may use filter to obtain the answer.</i> <i>Accept any suitable method to obtain the answer.)</i> 	1 1 1		3	
Total for QUESTION 3					
				[31]	

[illegible]

QUESTION 4

File name: 4Book_Bespreek

Total Q4: 19

- 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
Bookings_Besprekings worksheet					
4.1	Cell F4: <ul style="list-style-type: none"> =E4 ✓- D4 ✓ OR =E4 - D4 +1 <ul style="list-style-type: none"> E4 ✓ - D4 + 1 ✓ OR =DAYS360(D4,E4)	2		2	
4.2	Cell G5: <ul style="list-style-type: none"> =F5 ✓ * L5 ✓ OR =PRODUCT(F5,L5) 	2		2	
4.3	Cell H6: =VLOOKUP(J6,'Levy_Heffing'!\$A\$2:\$C\$28,M6+1) <ul style="list-style-type: none"> LOOKUP Value: J6 ✓ Table array: 'Levy_Heffing'!\$A\$2:\$C\$28 ✓ OR Table array: 'Levy_Heffing'!\$A\$1:\$C\$28) Absolute cell reference ✓ Column index number: M6 +1 ✓ OR =IF(M6=1,(VLOOKUP(J6,Levy_Heffing!\$A\$2:\$C\$28,2)),(VLOOKUP(J6,Levy_Heffing!\$A\$2:\$C\$28,3))) <ul style="list-style-type: none"> IF (M6=1 ✓, (VLOOKUP(J6 ✓,Levy_Heffing!\$A\$2:\$C\$28,2)), (VLOOKUP(J6,Levy_Heffing!\$A\$2:\$C\$28,3) ✓)) Absolute cell reference ✓ OR =VLOOKUP(J6,Levy_heffing!\$A\$2:\$C\$28,IF(M6=1,2,3)) <i>(Note to marker: Absolute cell referencing must be used.)</i>	1 1 1 1		4	

EXAMINATION NUMBER																			
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4.4	<p>Cell I10: =IF(LEFT(A10,1)="X",TRUE,FALSE)</p> <ul style="list-style-type: none"> • IF function ✓ • LEFT function ✓ • Correct range and parameters (A10,1)="X" ✓ • TRUE displayed if international hotel/lodge ✓ • FALSE displayed if domestic hotel/lodge ✓ <p>OR</p> <p>=IF(MID(A10,1,1)="X",TRUE,FALSE)</p> <ul style="list-style-type: none"> • IF function ✓ • MID function ✓ • Correct range and parameters (A10,1,1)="X" ✓ • TRUE displayed if international hotel/lodge ✓ • FALSE displayed if domestic hotel/lodge ✓ <p>OR</p> <p>=IF(MID(A10,1,1)="D",FALSE,TRUE)</p> <ul style="list-style-type: none"> • IF function ✓ • MID function ✓ • Correct range and parameters (A10,1,1)="D" ✓ • TRUE displayed if international hotel/lodge ✓ • FALSE displayed if domestic hotel/lodge ✓ <p>OR</p> <p>=IF(LEFT(A10,1)="D",FALSE,TRUE)</p> <ul style="list-style-type: none"> • IF function ✓ • LEFT function ✓ • Correct range and parameters (A10,1)="D" ✓ • TRUE displayed if international hotel/lodge ✓ • FALSE displayed if domestic hotel/lodge ✓ <p>OR</p> <p>=IF(A10>"X","TRUE","FALSE")</p> <p>OR</p> <p>=IF(A10="X*","TRUE","FALSE")</p> <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> • Accept if column K was used i.e. K10="South Africa". • Accept any other suitable method to obtain the answer. • Accept True or False with or without quotation marks • Accept any nested if function that yields the correct result when copied down.) 	1 1 1 1 1		5	
4.5	<p>Cell O7: =SMALL(L4:L54,3)</p> <ul style="list-style-type: none"> • SMALL function ✓ • Correct range and parameters (L4:L54,3) ✓ 	1 1		2	
4.6	<p>Cell O10: =SUMIF(K4:K54,"Kenya",F4:F54)</p> <ul style="list-style-type: none"> • SUMIF function ✓ • Criteria range: (K4:K54) ✓ • Criteria: Kenya ✓ • Sum range: (F4:F54) ✓ <p>OR</p> <p>=SUMIFS(F4:F54,K4:K54,"Kenya")</p>	1 1 1 1		4	
	Total for QUESTION 4			[19]	

EXAMINATION
NUMBER**QUESTION 5****File name: 5Ace****Total Q5: 40**

No	Criteria	Maximum Mark			Candidate Mark
Table: Clients_Kliënte					
5.1.1	Field: Name_Naam <ul style="list-style-type: none">Field size 40 ✓	1		1	
5.1.2	Field: ID_ID <ul style="list-style-type: none">Set as primary key ✓ <i>(Note to marker: Accept CellNumber_Selnommer field.)</i>	1		1	
5.1.3	Field: International_Internasionaal <ul style="list-style-type: none">Data type changed to Yes/No ✓ Field: Notes_Notas <ul style="list-style-type: none">Data type changed to Memo/Attachment/Long Text/OLE Object ✓ Field: Grading_Gradering <ul style="list-style-type: none">Data type changed to Number ✓	1		3	
		1			
		1			
5.1.4	Field: Birthdate_Geboortedatum <ul style="list-style-type: none">Required property Set to Yes ✓Format Set to Medium Date ✓Validation Rule <= ✓ Now() ✓ OR <= Today() OR <=Date()Validation text 'Do not enter a date later than today' ✓ <i>(Notes to marker:</i> <ul style="list-style-type: none"><i>Accept date format of dd-MM-yy</i><i>Accept any appropriate message referring to the current date that should be used.</i><i>Accept if candidates used <=#2014/10/20#.)</i>	1		5	
		1			
		2			
		1			
5.1.5	Field: CellNumber_Selnommer Input Mask: 000 000 0000 will appear as 000\ 000\ 0000 or 000" "000" "0000 <ul style="list-style-type: none">Correct character 0 ✓One or two spaces correctly placed ✓Ten valid placeholders ✓	1		3	
		1			
		1			

EXAMINATION
NUMBER**Form: frm5_2**

5.2	<ul style="list-style-type: none"> Font colour of the text in the form header is a shade of orange ✓ Format of <i>Rate_Tarief</i> field changed to currency ✓ Combo box added in details section ✓ Control source: Country ✓ Row Source: 'Kenya', 'Namibia', 'South Africa', 'Tanzania' and 'Zambia' ✓ Suitable label added ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> Accept any currency. Ignore duplicates in values of combo box. Accept list box.) 	1 1 1 1 1 1		6	
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Query: qry5_3

5.3	<ul style="list-style-type: none"> <i>HotelGrading_HotelGradering</i> criteria: 9 ✓ <i>HotelsLodges_HotelleLodges</i> criteria: Like "S ✓ * ✓" <p>(Notes to marker:</p> <ul style="list-style-type: none"> 2 records expected. Accept Between "S" and "T".) 	1 2		3	
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Query: qry5_4

5.4	<ul style="list-style-type: none"> <i>DateIn_DatumIn</i> criteria: >=#2014/10/01# or Between #2014/10/01# and #2014/10/31# OR Month([DateIn_DatumIn])=10 OR >=#2014/10/01# And <=#2014/10/31# ✓ <i>DateOut_DatumUit</i> criteria: <=#2014/10/31# OR Between #2014/10/01# and #2014/10/31# OR Month([DateOut_DatumUit])=10 OR >=#2014/10/01# And <=#2014/10/31# ✓ Calculated field is Tot: [Charges_Koste] + [Levy_Heffing] Calculated field name: Tot ✓ Two fields used correctly ✓ Addition ✓ Only <i>ClientName_KliëntNaam</i>, <i>HotelsLodges_HotelleLodges</i>, <i>DateIn_DatumIn</i>, <i>DateOut_DatumUit</i> fields are displayed ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> 12 records expected. Date format could differ due to Regional settings. Accept any date range that incorporates the month of October. E.g. Like "* /10 / *". Accept the use of the month function as an additional field or as criteria. 	1 1 1 1 1 1		6	
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[illegible]

Query: qry5_5					
5.5	<ul style="list-style-type: none"> <i>HotelsLodges_HotelleLodges</i> field: Sorted ascending ✓ <i>Country_Land</i> field criteria: NOT "Tanzania" OR <>"Tanzania" ✓ <i>Rate_Tarief</i> field criteria : >=5000 ✓ and ✓ <=7000 ✓ <p>OR Between 5000 and 7000</p> <p>OR >4999 and <7001</p> <ul style="list-style-type: none"> Only <i>HotelsLodges_HotelleLodges</i>, <i>Country_Land</i> and <i>Rate_Tarief</i> fields displayed ✓ <p>(Note to marker: 6 records expected.)</p>	1		6	
		1			
		3			
		1			
Report: rpt5_6					
5.6	<ul style="list-style-type: none"> Landscape orientation ✓ Report shows only <i>ClientSurname_KliëntVan</i>, <i>HotelsLodges_HotelleLodges</i>, <i>Country_Land</i> and <i>Days_Dae</i> fields ✓ Report firstly grouped according to <i>Country_Land</i> ✓ Report secondly grouped by <i>HotelsLodges_HotelleLodges</i> ✓ Function in <i>HotelsLodges_HotelleLodges</i> group footer/group header ✓ =sum([Days_Dae]) ✓ 	1		6	
		1			
		1			
		1			
		1			
Total for QUESTION 5				[40]	

EXAMINATION
NUMBER**QUESTION 6****File name: 6Serengeti****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	Title <title>Serengeti Information</title> <ul style="list-style-type: none"> • Title tags ✓ • Applied to the correct text 'Serengeti Information' ✓ 	1		2	
		1			
6.2	Alignment and Font Colour <h1 Align="Center">Serengeti National Park</h1> <ul style="list-style-type: none"> • 'Serengeti National Park' centred ✓ • 'Serengeti National Park' font colour changed to red ✓ 	1		2	
		1			
6.3.1	Image <ul style="list-style-type: none"> • <i>(Note to marker: Mark this from the HTML code.)</i>	1		2	
		1			
6.3.2	Height and Width <ul style="list-style-type: none"> • width="200" ✓ height="180" ✓ <i>(Notes to marker:</i> <ul style="list-style-type: none"> • <i>Mark this from the HTML code.</i> • <i>Ignore if the values are swapped.)</i> 	2		2	
6.4	Bulleted list About the Serengeti Serengeti Facts <ul style="list-style-type: none"> • The text 'About the Serengeti, Serengeti Facts' appears in a bulleted list ✓ • Two list tags/items ✓ <i>(Note to marker: Allocate mark if at least one item appears in the list.)</i>			2	
		1			
		1			

EXAMINATION NUMBER																			
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QUESTION 7**Total Q7: 20**

**File names: 7Top10, 7Convert_Verander, 7TouristsSA_ToeristeSA,
7Attract_Besiens, 7Merge_Saamvoeg, and 7MData_MData**

No	Criteria	Maximum Mark			Candidate Mark
7Top10					
7.1	Author property <ul style="list-style-type: none">Author property changed to examination number ✓ <p>(Note to marker: Accept the word 'examination number'.)</p>	1		1	
7Convert_Verander					
7.2	Convert to web page <ul style="list-style-type: none">7Convert_Verander saved as a single web page ✓ <p>(Note to marker: Accept any of .mhtml, .mht, .html, .xhtml extensions.)</p>	1		1	
7GraphSA_GrafiekSA					
7.3	Edit graph/chart <ul style="list-style-type: none">Data range extended to A2:C13 ✓Graph/chart changed to 3-D Line/3D-Lines ✓	1 1		2	
7Attract_Besiens					
7.4.1	Footnote <ul style="list-style-type: none">Footnote added to the text 'How many people visit South Africa?' ✓Footnote reads: 'Refer to the website www.attractions.com' ✓	1 1		2	
7.4.2	Linked graph/chart <ul style="list-style-type: none">Graph pasted in 7Attract_Besiens ✓Graph pasted as a link ✓ <p>(Note to marker: Click on File, Edit links to determine if a link to the original document was created, even if the spreadsheet does not open.)</p>	1 1		2	
7.4.3	Find and Replace <ul style="list-style-type: none">All occurrences of the whole word 'tour' have been replaced with the word 'trip' ✓In a bluish font colour ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none">The word 'trip' appears 5 times, two should appear in blue.Do not allocate the first mark if the word 'tours' or 'tourism' has been changed.)	1 1		2	

