basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL
SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2016

MARKS: 180

TIME: 3 hours

**This question paper consists of 18 pages,
an HTML tag 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.   Type your examination number in the header 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 centre number and examination number on the CD/DVD. If you are working on the network, you must follow the instructions provided by the invigilator/teacher.

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/teacher. 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 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 questions involving spreadsheets. 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 changes are made to the existing data.

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). Assume that the paper size is A4 Portrait, unless instructed otherwise.

16. Use centimetres as the unit of measurement when you answer this question paper.

17. **Alternative instructions for candidates using LibreOffice are given in cases where they differ from the instructions for candidates using Microsoft Office.**

18. Generally, one mark is allocated per action; therefore, a 2-mark question would usually require TWO actions, et cetera.

19. 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.

• 1Climate_Klimaat	Image file
• 1Effect_Effek	Word processing file
• 2Nature_Natuur	Word processing file
• 3Extreme_Uiters	Spreadsheet file
• 4Imp	CSV file
• 4Species_Spesies	Spreadsheet file
• 5Spec_Spes	Database file
• 6Eleph_Olif	Image file
• 6Elephant_Olifant	HTML file
• 6Save_Red	Word processing file
• 7Answ_Antw	Word processing file
• 7Bird_Voël	Word processing file
• 7Birds_Voëls	Database file

SCENARIO

The world's climate is changing. Ice is melting and glaciers are disappearing. Heat waves, storms and floods are becoming more extreme. Our planet is getting warmer and even a small increase in temperature can change our climate. When our climate changes, we are all affected.

Your class is launching an awareness programme to make learners aware of the effects of global warming.

QUESTION 1: WORD PROCESSING

A document will be handed out to learners explaining the effects of global warming. You have been asked to assist in completing the document.

Open the **1Effect_Effek** word processing document and insert your examination number in the header.

1.1   More information should be added to the cover page. Complete the cover page as follows:

1.1.1   Insert your examination number under the heading 'Author' in the text content control.

NOTE: Do NOT change the document properties. (1)

1.1.2   Add the **1Climate_Klimaat** picture found in the examination folder in the picture control. (2)

1.1.3   Apply the 'Global' style to the title '10 Most Common Effects of Global Warming'. (1)

1.2   Adjust the quote 'One of the most controversial topics in today's age is global warming' so that it will NOT appear in the table of contents.

NOTE: The table of contents contains only one level of heading styles.

Update the entire table of contents on page 2. (3)

1.3   Locate the text 'global warming' in the first paragraph of the document and apply any text outline to this text.

NOTE: Do NOT use WordArt/Fontwork. (1)

1.4   Apply <u>automatic</u> numbering to the heading 'Rising Sea Levels'. (1)

1.5   Locate the paragraph that starts with 'When the surface …' and ends with '… low-lying coastal areas'.

Apply automatic hyphenation to this paragraph. (1)

1.6   Add a bookmark called 'Heat' to the heading '2. Heat Waves'.   (2)

1.7   Locate the image below the heading '3. Killer Storms'.

- Apply a 3.5 pt border around the image.
- Add a shadow effect of your choice.   (3)

1.8   Locate the image below the heading '8. Wars'.

Mark the image with an index entry called 'Wars'.   (2)

1.9   Replace all occurrences of the '&' character with the word 'and'.   (1)

1.10   Locate the page on which the heading '10. Ecosystem Failure' appears.

1.10.1   Place ONLY this page, including the heading and content, in
landscape orientation.   (1)

1.10.2   The shape with the text 'Soil' has not been added to the grouped
image. Add the shape to the rest of the group of shapes on
this page.   (1)

1.11   Locate the text on the second last page that starts with 'We should install …'
and ends with '… not using them'.

- Add automatic bullets to this text.
- Use the ✿ (Microsoft Office: Wingdings character code 123/
LibreOffice: U+F07B) for the bullets.   (2)

1.12   Locate the image on the second last page under the heading 'Preventive
Measures:'.

Adjust it so that it displays similar to the example below.
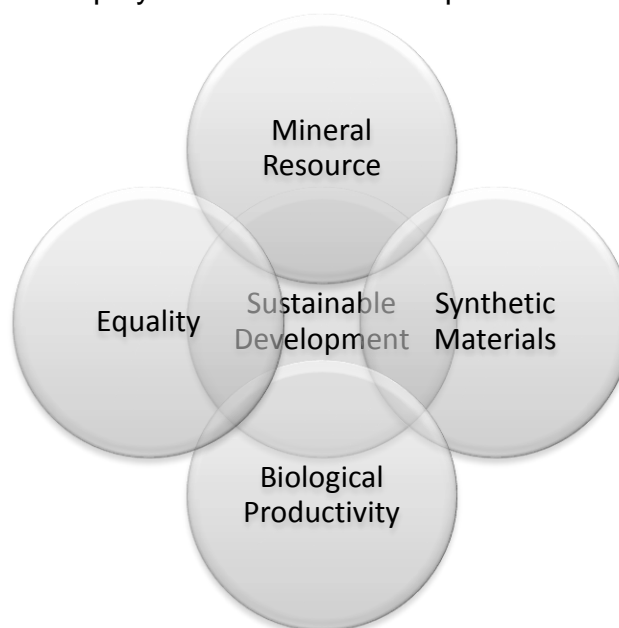
NOTE: Ensure that the new shape appears similar in size to the other
shapes.   (4)

1.13   Insert an automatically generated index on the last page, so that the index displays similar to the example below.

Use the following format options for the index:

- Use one column.
- Group the entries alphabetically under the letters of the alphabet.
- Align page numbers with tab leaders.

NOTE: Your page numbers may differ.

D
Disease...7
Drought...5
E
Economic Instability...10
Extinct Species...6
G
Glaciers...8
H
Heat Waves...3
S
Sea levels...2
Storms...4
W
Wars..9

(4)

1.14   Add automatic page numbering as follows:

- Add the page numbers centred in the page footer.
- Start the page numbering with 'i' (Roman numeral 1) on the table of contents page.
- Use the numbering style 1, 2, et cetera for the rest of the document, restarting the page numbering from page 1.

NOTE: The cover page must NOT be numbered.   (5)

Save and close the **1Effect_Effek** document.   **[35]**

QUESTION 2: WORD PROCESSING

The class held a poetry competition to celebrate Nature Day. The poem that won the competition was published.

Open the **2Nature_Natuur** word processing document and insert your examination number in the page header.

2.1   Set the left and right indentation of the entire document to 3 cm.   (2)

2.2   Apply a drop cap effect to the heading 'Nature is Crying, You Should Know' as follows:

- The drop cap should appear in the margin.
- The drop cap should appear across TWO lines.   (3)

2.3   Add an endnote to the heading 'Nature is Crying, You Should Know' as follows:

- Use the '#' character on the keyboard as the custom mark for the note.
- Use the highlighted text found on the last line of the document as the text of the endnote.   (3)

2.4   Change the line spacing of the entire document to 'Multiple', set at 1.15.   (1)

2.5   Centre the text and the image in the document horizontally <u>and</u> vertically on the page.   (2)

2.6   Add a hyperlink to the picture at the bottom of the page. It must link with the website <u>crying.com</u>.   (2)

2.7   Change the page colour to any colour of your choice.   (1)

2.8   Add the current date in the page footer. The date should automatically update each time the document is opened.   (2)

Save and close the **2Nature_Natuur** document.   **[16]**

QUESTION 3: SPREADSHEET

Use formulae and/or functions for ALL calculations in the spreadsheet. Use absolute cell references <u>only</u> where necessary to ensure that formulae are correct when you copy it 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 changes are made to the existing data.

Data was gathered about extreme temperatures and rainfall.

Open the **3Extreme_Uiters** spreadsheet and work in the **Ex_Eks** worksheet.

3.1 Format the worksheet as follows:

3.1.1 Change the background colour of **cell A1** to any colour of your choice. (1)

3.1.2 Merge **cells A1:J1**. (1)

3.1.3 Rotate the headings of **row 2** by 90 degrees. (1)

3.1.4 Change the colour of ONLY the bottom border of **cells A2:J2** to red. (2)

3.2 Use a data format to display all the negative numbers in **cells C7:C32** in red and with TWO decimal places.

NOTE: Do NOT use conditional formatting. (3)

3.3 Use conditional formatting in **column D** to display the cell with the HIGHEST value AND the cell with the LOWEST value in bold. (4)

3.4 Use a combination of functions to extract the temperature in degrees Fahrenheit ($131^{o}F$) from **cell C4** (the degrees Celsius column) and insert it into **cell D4** (in the column for degrees Fahrenheit).

NOTE: Ensure that the correct results will still be obtained, even if the temperature in degrees Fahrenheit in **cell C4** changes (for example to $27^{o}C$ or $80^{o}F$).

HINT: First find the position of the space. All the data after the space must appear in the column for degrees Fahrenheit. You may use any of the empty columns, such as **columns K** and **L**, for calculating any interim results. (7)

3.5 The following formula is used to convert degrees Celsius to degrees Fahrenheit:

$$^{o}C × 9 ÷ 5 + 32 = {}^{o}F$$

Add a formula in **cell D7** using the temperature in degrees Celsius in **cell C7** and convert it to degrees Fahrenheit. (2)

3.6 Use a function/formula in **cell G4** to determine the number of full days that have passed since the date of the highest temperature (**cell F4**) experienced in Africa.

For example, if the date of the highest temperature was Monday, 11 February 1935, the number of days that have passed would be 29 470. (5)

3.7 Change the page setup as follows:

- Set the **range A2:D32** as the print area.
- Use a spreadsheet feature to ensure that all the data will fit on one sheet.

NOTE: Do NOT print the spreadsheet. (2)

Save and close the **3Extreme_Uiters** spreadsheet. **[28]**

QUESTION 4: SPREADSHEET

Use formulae and/or functions for ALL calculations in the spreadsheet. Use absolute cell references <u>only</u> where necessary to ensure that formulae are correct when you copy it 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 changes are made to the existing data.

A study was done about all the species threatened with extinction. A summary of these threatened species has been stored in a spreadsheet.

Open the **4Species_Spesies** spreadsheet and work in the **Spec_Spes** worksheet.

4.1   Change the height of **row 1** to 30 pt.   (1)

4.2   Use a VLOOKUP function in **cell B6** to determine to which type 'Birds' in **cell A6** belongs by using the table in the **Type_Tipe** worksheet.

        Ensure that this function will work correctly if copied to the other cells.   (4)

4.3   Add a function in **cell C10** to calculate the total number of vertebrate species.   (2)

4.4   Add a function in **cell L5** to calculate the percentage of the number of mammals threatened in 2014 (**column K**) in relation to the total number of species evaluated (**cell D10**).   (2)

4.5   Insert a function in **cell N6** to determine the severity level by using the severity percentage in **column M** as follows:

        • A severity percentage of more than 50% is classified as 'Very severe'.
        • A severity percentage of more than 15% and less than or equal to 50% is classified as 'Severe'.
        • A severity percentage of less than or equal to 15% is classified as 'Moderate'.   (5)

4.6   Create a pie chart in **cell O2** to display the <u>severity threat rate per total species</u>, as shown in the example below.
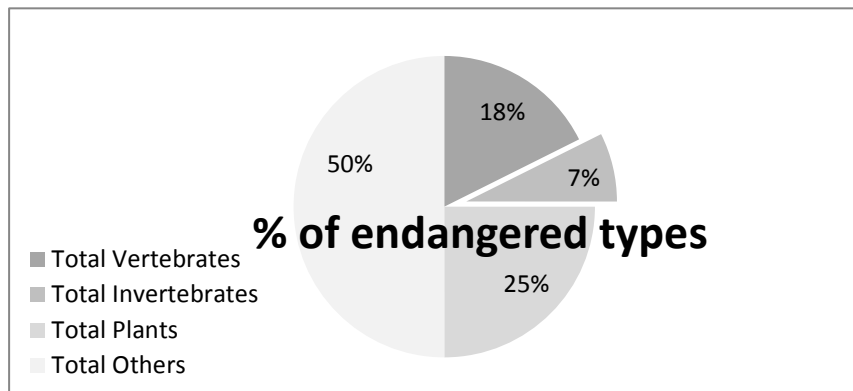
NOTE:

- The data used in the pie chart is shown in **columns A** and **M**.
- The title '% of endangered types' appears approximately in the middle of the pie chart.
- The legend appears in the bottom left-hand corner.
- Data labels are used, as shown above.
- The 'Total Invertebrates' segment is separated from the rest of the pie chart, as shown above.   (6)

4.7   Import the data from the **4Imp** file in the examination folder into the worksheet **Imp**.   (2)

Save and close the **4Species_Spesies** spreadsheet.   **[22]**

QUESTION 5: DATABASE

A database was created to capture data on specific endangered species.

Open the **5Spec_Spes** database.

5.1   Edit the **Survey_Opname** table as follows:

     5.1.1   Change the field size of the *Type* field to 10.   (1)

     5.1.2   There are currently two primary keys set on the table. Remove the primary key that is not suitable so that only ONE suitable primary key remains.

         HINT: Look at the data stored in these fields.   (1)

     5.1.3   Create an input mask on the *ID* field to ensure that the user enters a code as follows:

         •   Five compulsory capital letters
         •   Followed by at least one, but possibly two, digits

         EXAMPLE: REPHE99 or MOLAL4 can be entered as valid codes.   (5)

     5.1.4   The *Protected* field does not display the 'Yes' and 'No' values in the drop-down list box as intended.

         Change the lookup field properties to correct the error.   (1)

     5.1.5   Create a new lookup field called *FullStatus*.

         Use the data in the *Name* field of the **Code_Kode** table to provide the values for the new field.   (4)

     Save and close the **Survey_Opname** table.

5.2   Create a form called **frm5_2** based on the **Survey_Opname** table as follows:

     •   Include all the fields of the **Survey_Opname** table.
     •   The form should have a tabular layout.
     •   Change the font of the form heading to bold and change the background colour of the form heading to any colour of your choice.
     •   Type your examination number in the form footer.

     Save and close the **frm5_2** form.   (6)

5.3 Open the **qry5_3** query.

Display only the bird and plant types that are protected.

Save and close the **qry5_3** query. (5)

5.4 Open the **qry5_4** query.

- Add the fields *SName*, *Status* and *Population* in the two tables provided to the query.
- Sort the query in ascending order on the *CName* field.

Save and close the **qry5_4** query. (3)

5.5 Research indicates that the population of each species will decrease by 1% every year. Open the **qry5_5** query.

- Display only the records where a value for the common name (*CName*) is given.
- Insert a calculated field called *NewPop* that will calculate the new population after its size has been decreased by 1%.
- Display this number as a whole number.

Save and close the **qry5_5** query. (7)

5.6   Create a report called **rep5_6** based on the **Survey_Opname** table.

The report must display information using a layout similar to the one in the example below.

rep5_6

Survey by Year	SurveyDate	ID	CName	Protected
2012	Number of items:			20
	2012/02/02	FisAm84	Roanoke bass	Yes
	2012/02/14	BirAi56	Bachman's sparrow	Yes
	2012/03/01	MolFu48	Atlantic pigtoe	Yes
	2012/04/19	FisEt10	Carolina darter - Eastern	No
	2012/04/20	PlaEm62	Eastern isopyrum	No
	2012/05/27	PlaAl86	Striped garlic	No
	2012/07/01	InsGo22	Rapids clubtail	No
	2012/08/19	InsCa67	Carolina ladle crayfish	Yes
	2012/08/24	BirLa41	Loggerhead shrike	No
	2012/08/25	RepHe99	Four-toed salamander	Yes
	2012/09/01	InsCh76	A mayfly	No
	2012/09/10	MolTo77	Savannah lilliput	No
	2012/10/01	MolVi50	Carolina creekshell	Yes
	2012/10/25	PlaPh99	Buttercup phacelia	Yes
	2012/10/28	PlaPa79	Horsetail crown grass	Yes
	2012/11/03	MolAl4	Brook floater	Yes
	2012/11/07	MolVi54	Notched rainbow	Yes
	2012/11/11	MolAl91	Triangle floater	Yes
	2012/11/17	PlaDi85	A witch grass	No
	2012/12/31	BirHa57	Bald eagle	Yes
2013	Number of items:			12
	2013/02/06	PlaFo64	Large witch alder	No
	2013/03/06	MolEl15	Roanoka slabshell	No
	2013/03/26	InsGo37		No
	2013/04/12	InsNe40	Septima's clubtail	No
	2013/05/24	PlaPt92	Harperella	Yes
	2013/05/31	FisNo17	Cape Fear shiner	No
	2013/06/25	PlaCo38	Piedmont horsebalm	Yes

NOTE:

- The formatting is not required to exactly match the formatting in the example above.
- Ensure that the correct data appears.
- The default grouping by date produces the date by month. Change this option to display the date by year.
- 'Survey by Year' is a group heading.
- The format of the date will differ depending on the settings of the computer.
- Take note of the calculations that appear.

Save and close the **rep5_6** report.   (7)

Close the **5Spec_Spec** database.   **[40]**

QUESTION 6: WEB DESIGN (HTML)

You are required to assist in designing an information pamphlet to help save the elephants.

Open the incomplete **6Elephant_Olifant** web page in a web browser and also in a text/HTML editor.

NOTE:

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

Your final web page should look like the example below.

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

6.1   Correct the HTML tags to display the text 'Save the Elephant' in the browser tab.   (1)

6.2   Add HTML tags to display the **6Eleph_Olif.jpg** image found in the examination folder.

       Align the picture to the left, as shown in the example on the previous page.   (2)

6.3   Format the text 'SAVE THE ELEPHANT' with the font 'Elephant'.   (2)

6.4   Increase the font size of the text 'FROM THE KIDS ANIMAL PROTECTION' by 1.   (2)

6.5   Add a horizontal line with the following properties below the body tag, as indicated in the file:

       • Set the line colour to a yellow colour.
       • Set the line size to 4.   (3)

6.6   Add a row with the text 'Asian Elephant' to the table.

       The table should appear as follows:

African Elephant
Asian Elephant

                                                                                       (2)

6.7   Format the text 'Physical description' with a Heading 2 style.   (1)

6.8   Display the text 'Proboscidea' in italics.   (1)

6.9   Apply numbering to the text under the heading 'Threats to elephants' as follows:

            i.   Poaching is still a problem.
            ii.   Habitat loss is a concern.   (3)

6.10   Insert a link on the words 'Save the Elephant' that links to the document **6Save_Red.docx** found in the examination folder.   (3)

Save and close the **6Elephant_Olifant** document.   **[20]**

QUESTION 7: GENERAL

A newsletter was created about the effects of global warming on birds. You were asked to assist in completing the document.

Open the **7Bird_Voël** word processing document.

7.1   Locate the text on the first page that starts with 'What is Global Warming?' and ends with '… and other species' on the second last page and do the following:

- Place this text into two columns.
- Ensure that the heading 'How will Global Warming affect us?' will <u>always</u> appear at the top of the second column.   (2)

7.2   Locate the following text on the second last page:

Snow Goose   *Chen caerulescens*
Canada Goose   *Branta canadensis*
Trumpeter Swan   *Cygnus buccinator*
Wood Duck   *Aix sponsa*

Some tab settings have already been applied to the text. Adjust the tab settings to format the text to appear as follows:

Snow Goose .... *Chen caerulescens*
Canada Goose .... *Branta canadensis*
Trumpeter Swan .... *Cygnus buccinator*
Wood Duck .... *Aix sponsa*   (2)
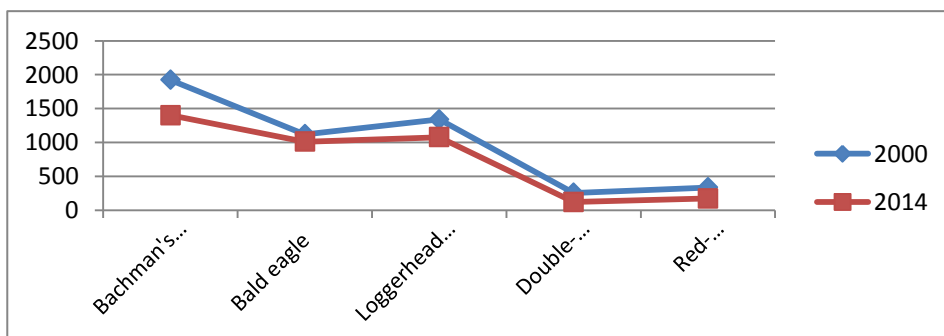
7.3   Insert a text watermark that displays the text 'Birds'.   (2)

7.4   Locate the text 'Figure 1: Comparison of bird species for 2000 and 2014'. Use any method to create a chart/graph below this text, as shown below.

NOTE:

- Use the data in the table on the last page to show a comparison between the years 2000 and 2014.
- Ignore the alignment of the horizontal labels.

(4)

Save and close the **7Birds_Voëls** document.

7.5   You were asked to assist with the analysis of the data in the **7Birds_Voëls** database.

Open the **7Answ_Antw** document and insert your examination number in the document.

This question requires you to give the answer and <u>briefly</u> explain the <u>specific</u> method/formula/function you used to obtain the answer.

EXAMPLE:

QUESTION	BRIEF EXPLANATION	ANSWER
How many boys are in the Grade 12A class?	Filter to extract the boys of 12A and then use the Count function.	24

Use the **Birds_Voëls** table in the **7Birds_Voëls** database to answer the questions below.

7.5.1   How many records are there in the database?

NOTE: No explanation is required.   (1)

7.5.2   How many birds have not yet been allocated an English name?   (2)

7.5.3   To which family does the 'Pardusco' (English name) belong?   (2)

7.5.4   How many birds with an English name containing the word 'Macaw' are there in the database?   (2)

7.5.5   How many unique families are there in the database?   (2)

Save and close the **7Answ_Antw** document.   **[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**
`<hl></hl>`	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 on the type of list selected
`<img src="name">`	Adds an image
`<img src="name" align="left">`	Aligns an image: can be "left", "right", "center", "bottom", "top", "middle"
`<img src="name" border="1">`	Sets the 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 the 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

<div style="text-align: right;">**180**</div>

COMPUTER APPLICATIONS TECHNOLOGY P1 – FEBRUARY/MARCH 2016

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**))	LibreOffice 4.4 or higher	Microsoft Office 2007	Microsoft Office 2010	Microsoft Office 2013
WEB BROWSER USED (Mark appropriate box with a cross (**X**))	Mozilla Firefox	Google Chrome	Internet Explorer	Other (Specify)

FOLDER NAME _____

Candidate must enter the file name(s) used for each answer. Tick if saved and/or done.

Question Number	File name	Saved (✓)	Done (✓)	Maximum Mark	Mark Achieved	Marker Initial/ Code
1				**35**		
2				**16**		
3				**28**		
4				**22**		
5				**40**		
6				**20**		
7				**19**		
TOTAL				180		

Comment *(for office/marker use only)*

_____

_____