basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL
SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2014

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 three-hour examination, it is important to note that you will NOT be permitted to leave the examination room before the end of the examination period.

2.   Type your examination number in the header of EVERY document that you create or save.

3.   The invigilator will give you a 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 disk has been issued to you, you must write your examination number and centre number on the disk. If you are working on the network, you must follow the instructions provided by the invigilator.

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 disk given to you by the invigilator with ALL your answer files saved onto the disk, OR you should make sure that ALL the 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 and 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 use the help functions of the programs which you are using. You may NOT use any other resource material.

12.   Unless instructed otherwise, you must 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.   If data is derived from a previous question that you could not answer, you should still proceed with the questions that follow.

14.   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 stated otherwise.

15.   Use centimetres as the unit of measurement when answering this question paper.

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

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

18.   The examination folder/data disk that you receive with this question paper will contain the folders and files listed below. Ensure that you have all the files before you begin with this examination.

• 1Africa_Afrika	Word processing file
• 1Visitors_Besoekers	Spreadsheet file
• 2Questionnaire_Vraelys	Word processing file
• 2Temp	Word processing file
• 3Airplane_Vliegtuig	Image file
• 3Clients_Kliënte	Spreadsheet file
• 3Draw_Trekking	Text file
• 4Book_Bespreek	Spreadsheet file
• 5Ace	Database file
• 6Info_Inlig	Word processing file
• 6Serengeti	HTML file
• 6SerengetiPark	Image file
• 7Attract_Besiens	Word processing file
• 7Convert_Verander	Word processing file
• 7GraphSA_GrafiekSA	Spreadsheet file
• 7Merge_Saamvoeg	Word processing file
• 7Top10	Word processing file
• 7TouristsSA_ToeristeSA	Spreadsheet file

> **SCENARIO**
>
> The African continent offers many beautiful places to visit. Your school is planning a tour on the African continent for the Grade 12 learners.
>
> The school principal has asked you to contact the travel agency, Ace Travel, for information regarding possible destinations.

QUESTION 1: WORD PROCESSING

Ace Travel was requested to develop a document on the beautiful places to tour on the African continent.

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

1.1   Set the left margin of the document to 2 cm.   (1)

1.2   This document requires a cover page. Do the following:

    1.2.1   Insert any cover page/title page at the beginning of the document.   (1)

    1.2.2   Add the following title to the cover page:
           'Beautiful Africa'   (1)

1.3   Locate the text 'Table of Contents' and apply a WordArt/Fontwork of your choice to this text.   (1)

1.4   Locate the 'Summary of Facts' table on the page after the table of contents and format the table as follows:

	Summary of Facts
Country	Zambia/Zimbabwe
Coordinates	17.9233ºS, 25.856ºE
Height	108 m
Watercourse	Zambezi River
UNESCO World Heritage Site	1989

- Merge the cells in the first row of the table.
- Move the text 'Summary of Facts' to row 1 and align the text to the right.
- Make the necessary changes so that a degree symbol is shown just before the letter 'S' and the letter 'E' in the coordinates as shown below:

    17.9233ºS, 25.856ºE

- Centre the table horizontally on the page.
- Format the inner gridlines to 1½ pt.   (6)

1.5   Locate the text 'Visiting the falls in Zambia has some advantages:' after the 'Summary of Facts' table.

        Format the bullets under the text as follows:

        •   Change the bullets to the Wingdings symbol 🕯:

            Microsoft Office: character code 39
            LibreOffice: character code U+F027

        •   Align the bullet position at 3 cm from the left margin.   (2)

1.6   Add automatic page numbering as follows:

        •   Place the page numbers in the page footer.

        •   Start the page numbering on the page starting with '1. Victoria Falls, Zambia', numbering them from page 1 onwards.

        •   Ensure that even page numbers appear right-aligned in the footer and that odd page numbers appear left-aligned in the footer.

        •   No page numbers should appear on the cover page and the page containing the table of contents.   (6)

1.7   Locate the bulleted text 'Trekking Precautions' under the heading '2. Mount Kilimanjaro, Tanzania'.

        Add a hyperlink to the text 'Trekking Precautions' to the *Precautions* bookmark in the same document.   (2)

1.8   Locate the paragraph that starts with 'Mount Kilimanjaro' and ends with '… World Heritage site.' that appears below the image under the heading '2. Mount Kilimanjaro, Tanzania'.

        Apply widow/orphan control to this paragraph only.   (1)

1.9   Remove the bookmark called 'Summit'.   (1)

1.10   The heading '5. Mount Kenya, Kenya' is currently not displayed in the table of contents.

        •   Make the necessary changes so that the heading '5. Mount Kenya, Kenya' appears in the table of contents.

        •   Update the table of contents.

        NOTE: Do NOT make any other modifications to the table of contents.   (2)

1.11   Locate the heading '9. Sossusvlei, Namibia'.

        Insert the spreadsheet **1Visitors_Besoekers** under the heading '9. Sossusvlei, Namibia' so that it appears as an icon/button.   (2)

1.12   Locate the image under the heading '10. Serengeti National Park, Tanzania'. Insert a caption which reads:

Microsoft Office: 'Figure 6: Serengeti'
LibreOffice: 'Illustration 6: Serengeti'

The caption must be placed above the image.   (2)

1.13   Insert the following object below the heading 'Table of Figures/Illustration Index' on the last page using the default settings:

Microsoft Office: Table of Figures
LibreOffice: Illustration Index   (1)

1.14   Insert a text watermark with the text 'Ace Travel' in this document.   (1)

Save and close the **1Africa_Afrika** document.   **[30]**

QUESTION 2: WORD PROCESSING

Ace Travel has prepared a questionnaire for all Grade 12 learners who will be going on the African continent tour.

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

2.1	Delete the comment from the document.	(1)

2.2   Format the heading 'Ace Travel' as follows:

- Expand the character spacing by 4 pt.

- Scale the character spacing to 120%.   (2)

2.3   Review the document as follows:

- Accept the change suggested by the author.

- Reject the change suggested by the assistant.

   NOTE: Do NOT activate track changes.   (2)

2.4   Edit the text form field control next to the 'Date of Birth' label as follows:

- Format the date type to 'yyyy-MM-dd' or 'YYYY-MM-DD'.

- Display the following help message on the status bar:

   'yyyy-MM-dd' or 'YYYY-MM-DD'   (3)

2.5   Insert a combo box next to the text 'Meal preference' with the following options:

- Vegetarian

- White meat

- Red meat   (2)

2.6   Locate the text 'Choose 2 places that you would like to visit'. Change the options under the heading to resemble the example below:

     NOTE:

- Set AND apply an 8 cm dotted leader tab, as shown above.

- Insert a check box form field next to the option 'Victoria Falls, Zambia'.

- Set the default value for the check box as checked.   (5)

2.7   Locate the set of images at the bottom of the first page. Each image has been placed in an autoshape.

     Complete the set of images as follows:

- Determine the size of the other images in the set and resize the image of Table Mountain on page 2 of the document to exactly the same size.

- Move the Table Mountain image to fit exactly over the empty text box without cropping the picture.

- Ensure the four images act as one object after the image has been placed in the correct position.   (4)

Save and close the **2Questionnaire_Vraelys** document.

2.8   Open the **2Temp** document and save the document as a template with the same name.   (1)

Save and close the **2Temp** document.   **[20]**

       Please turn over

QUESTION 3: SPREADSHEET

Ace Travel has stored a list of their clients in a spreadsheet.

Open the **3Clients_Kliënte** spreadsheet and work in the **Clients_Kliënte** worksheet. Insert your examination number in the header of the document.

3.1   Format the worksheet as follows:

       3.1.1   Centre the text in **row 1**. (1)

       3.1.2   Wrap the contents of **cell A3**. (1)

3.2   Insert a function/formula in **cell B5** to determine and display the current age of the second client in completed years. This function/formula must give the correct age even if the current date changes. (4)

3.3   The client's identity (ID) in **column C** is made up of:
- The first two letters of the client's name (**column E**) followed by
- The number of characters of the client's surname (**column D**)

Example: Otto Moss would have a client ID of Ot4.

Insert a function/formula in **cell C4** to determine the client ID for the client April Bennett. (4)

3.4   Use an appropriate spreadsheet feature to apply a 2-colour scale format style on all the values in **column I**.

Change the colours of the minimum and maximum values to any other colours besides the default. (3)

3.5   Clients are allocated a traveller status based on their age (**column B**) as follows:

Age	Traveller Status
Younger than 12 years	Child
12 to 60 years	Adult
Older than 60 years	Pensioner

Add a suitable function in **cell J20** to display the traveller status of the client Jarvis Hanae. (4)

3.6   Insert a function in **cell M8** to determine the total number of trips made by clients. (2)

3.7   Insert a function in cell **M9** to determine how many clients are NOT international travellers. (3)

3.8   Create an appropriate graph/chart to display the <u>percentage</u> breakdown of each category of traveller status. Use the data in **cells L11:M13** to create the graph as follows:

- Add an appropriate graph/chart title above the graph/chart that refers to the function/purpose of the graph/chart.

- Display the percentage for each category of traveller status.

- Fill the category that has the highest percentage with the **3Airplane_Vliegtuig** image.

- Display the graph/chart in the **Travellers_Reisigers** worksheet.   (6)

3.9   Work in the **Draw_Trekking** worksheet.

The **Draw_Trekking** worksheet contains the names, surnames and gender of all the clients.

The points for each client, which will be used for the lucky draw, appear in the **3Draw_Trekking** text file. The order of the details in this file is the same as the order of the names in the **Draw_Trekking** worksheet, in other words Bennett has 266 points and Jarvis has 267 points.

Use any appropriate method to display the number of male clients who have 200 or more points in **cell G1** in the **Draw_Trekking** worksheet.

NOTE: Show ALL the steps used to determine the number.   (3)

Save and close the **3Clients_Kliente** document.   **[31]**

QUESTION 4: SPREADSHEET

A list of all Ace Travel's bookings is stored in a spreadsheet.

Open the **4Book_Bespreek** spreadsheet and work in the **Bookings_Besprekings** worksheet. Insert your examination number in the header of the document.

4.1   Insert a formula in **cell F4** that uses the data in **column D** and **column E** to determine the number of days for which the first client (Amena Contreras) is booked for.   (2)

4.2   The rate per day is stored in **column L**.

        Insert a formula in **cell G5** to determine the total accommodation cost for the duration of the stay for Bertha Hood.   (2)

4.3   Clients have to pay an additional compulsory tourism levy.

        The levy to be paid by clients for a particular hotel or lodge depends on whether it is Peak Season or Off-peak Season.

        Column M displays a 1 for Peak Season and a 2 for Off-peak Season. The table below indicates the codes for the seasons.

Season code	Season
1	Peak
2	Off-peak

        Use a VLOOKUP function in cell **H6** to display the tourism levy that will be paid by the particular client for that hotel or lodge.

        Use the Hotel/Lodge data in **cell J6**, the Peak Season data in **cell M6** and the data provided in the **Levy_Heffing** worksheet.

        Ensure that the function will work correctly if it is copied to the rest of the cells in **column H**.

        HINT: You may use the VLOOKUP function in combination with another function to determine the answer.   (4)

4.4   A booking reference in **column A** that starts with an 'X' indicates an international hotel or lodge. A booking reference that starts with a 'D' indicates a domestic hotel or lodge.

        Insert a function in **cell I10** to return the value 'TRUE' if the hotel or lodge in **row 10** is international and the value 'FALSE' if the hotel or lodge in **row 10** is domestic.   (5)

4.5   Insert a function **in cell O7** to determine the third lowest rate per day.   (2)

4.6   Insert a function in **cell O10** to determine the total number of days (**column F**) that clients will spend at hotels or lodges in Kenya.   (4)

Save and close the **4Book_Bespreek** document.   **[19]**

QUESTION 5: DATABASE

A database with clients and bookings has been created.

Open the **5_Ace** database.

5.1 The details of all Ace Travel's clients are stored in the **Clients_Kliënte** table.

Open in the **Clients_Kliënte** table. The Design view of the table is shown below.

Field Name	Data Type	Description
Surname_Van	Text	Surname of client
Name_Naam	Text	First name of client
ID_ID	AutoNumber	Client ID
Birthdate_Geboortedatum	Date/Time	Date of birth of client
CellNumber_Selnommer	Text	Client cell phone number
International_Internasionaal	Text	Is the client an international traveller?
Notes_Notas	Text	One page of notes on the client's travelling habits
Photo_Foto	Text	Client photograph
Grading_Gradering	Text	Client rated on a scale from 1 to 10

NOTE: Data type for text:

- MSO 2007/2010 – text
- MSO 2013 – short text
- LibreOffice – Text (VARCHAR)

5.1.1 Change the field size of the *Name_Naam* field to 40. (1)

5.1.2 Set the current primary key on a more appropriate field. (1)

5.1.3 Change the data type of the following fields to more appropriate data types:

- *International_Internasionaal*
- *Notes_Notas*
- *Grading_Gradering* (3)

5.1.4 Change the field properties of the *Birthdate_Geboortedatum* field so that:

- The *Birthdate_Geboortedatum* field is a required field

- Data is displayed in the medium date (e.g. dd-MM-yy) format

- A validation rule is added to the *Birthdate_Geboortedatum* field to prevent the user from entering a date later than the current date on which the data is captured

- Appropriate validation text is entered (5)

5.1.5 Create an input mask for the *CellNumber_Selnommer* field to accept data such as 080 101 0101 or 075 555 5555. Note the two spaces that appear between the figures. (3)

Save and close the **Clients_Kliënte** table.

5.2 Open the **frm5_2** form.

Modify the form as follows:

- Change the text in the form header to an orange font colour.

- Format the *Rate_Tarief* field to currency.

- Add a combo box in the details section of the form for the *Country_Land* field. It must allow the user to choose a value for the field from the following options:

    Kenya, Namibia, South Africa, Tanzania and Zambia

- Add a suitable label for the combo box.

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

5.3 Open the **qry5_3** query.

Modify the query to display the names of hotels and lodges that start with the letter 'S' AND have a grading of 9.

Save and close the **qry5_3** query. (3)

5.4 Open the **qry5_4** query to display the charges for October 2014.

- Display only the *ClientName_KliëntNaam*, *HotelsLodges_ HotelleLodges*, *DateIn_DatumIn* and *DateOut_DatumUit* fields in the query.

- Create and display a calculated field with the caption *Tot* to determine the total charges that the client must pay, by adding the *Charges_Koste* and the *Levy_Heffing*.

- Display only bookings when the whole stay occurs in October.

Save and close the **qry5_4** query. (6)

5.5   Open the **qry5_5** query.

Modify the query to display a list of hotels and lodges by making the following changes:

- Sort the records alphabetically according to the *HotelsLodges_ HotelleLodges* field.

- Display only those hotels and lodges where the *Rate_Tarief* amount is in the range of R5 000 to R7 000 AND the hotels and lodges are NOT in Tanzania.

- Display only the *HotelsLodges_HotelleLodges*, *Country_Land* and *Rate_Tarief* fields.

Save and close the **qry5_5** query.   (6)

5.6   Create a report called **rpt5_6** based on the **Bookings_Besprekings** table.

- Display only the *ClientSurname_KliëntVan*, *HotelsLodges_HotelleLodges*, *Country_Land* and *Days_Dae* fields.

- Group the records first by the *Country_Land* field and then by the *HotelsLodges_HotelleLodges* field.

- Display the report in landscape format.

- Use a function to display the total number of days booked for each of the hotels and lodges.

Save and close the **rpt5_6** report.   (6)

Save and close the **5_Ace** database.   **[40]**

QUESTION 6: WEB DESIGN (HTML)

You need to assist Ace Travel to complete the web page.

Open the incomplete **6Serengeti** web page in a browser and also in a text editor.

NOTE:

- Question numbers are inserted as comments in the coding as guidelines 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.

6.1   Add HTML code to display the text 'Serengeti Information' in the browser tab.   (2)

6.2   Adjust the heading 'Serengeti National Park' as follows:

- Change the alignment of the heading 'Serengeti National Park' so that it appears in the centre.

- Change the font colour to red.   (2)

6.3   The image tag is supposed to display the **6SerengetiPark** picture stored in your data folder.

    6.3.1   Correct the code for the image to display correctly.   (2)

    6.3.2   Change the width of the image to 200 and the height to 180.   (2)

6.4   Display the two lines of text 'About the Serengeti, Serengeti Facts' as bullets.   (2)

6.5   Insert a link on the words 'Contact us', found below the bulleted list, to link to the text 'Contact details' in the table at the end of the page.   (3)

6.6   Copy the text from the **6Info_Inlig** document to appear as the third paragraph.

    NOTE: Use the example on the previous page to guide you with this question.   (2)

6.7   Edit the table as follows:

- Change the table to consist of two rows and two columns.

- Place the headings in the first column.

- Place the data/information in the second column.

- Change the thickness of the border to 2.

    NOTE: Use the example on the previous page to guide you with this question.   (4)

6.8   Insert your examination number below the table as a comment.   (1)

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

QUESTION 7: GENERAL

Ace Travel wants to promote their business in the South African market.

7.1   Change the author property of the **7Top10** document to your examination number. (1)

7.2   Open and save the **7Convert_Verander** word processing document as a single web page file with the same name. (1)

         Close the **7Convert_Verander** document.

7.3   Open the **7GraphSA_GrafiekSA** spreadsheet.

        A graph/chart for the year 2013 has been created in the **Graph_Grafiek** worksheet.

        •   Extend the data range of the graph/chart to include the data for 2014.

        •   Change the graph/chart type to:

            Microsoft Office: 3-D Line
            LibreOffice: 3D-Lines (2)

        Save the **7GraphSA_GrafiekSA** document, but keep the document open.

7.4   The marketing manager has created a draft version of a document that he wishes to send out.

        Open the **7Attract_Besiens** document.

        7.4.1   Insert a footnote on the text 'How many people visit South Africa?' to read 'Refer to www.attractions.com'. (2)

        7.4.2   Paste the graph from the **7GraphSA_GrafiekSA** spreadsheet into the **7Attract_Besiens** document under the text 'Insert graph' so that any future changes to the graph in the spreadsheet will automatically be displayed in the word processing document. (2)

        7.4.3   Replace all occurrences of the WHOLE word 'tour' with the word 'trip' in a blue font colour. (2)

7.4.4   Format the shaded text under the headings 'Oudtshoorn' and 'Robben Island' into two columns to look like the example below.

NOTE:

- Use a word processing function so that the heading 'Robben Island' always appears at the top of the second column.

- Justify the text.

- You may leave the shaded text as is.   (3)

Save and close all the documents.

7.5   Open the **7Merge_Saamvoeg** document.

Prepare a mail merge as follows:

- Use the **Details_Besonderhede** worksheet of the **7TouristsSA_ ToeristeSA** spreadsheet as the data source.

- Select only clients who are international travellers **AND** who have made more than 20 trips.

- Sort the client names in ascending order.

- Add the merge fields *Name_Naam* and *Trips_Reise* in the spaces provided in the document.

- Save the document **7Merge_Saamvoeg** before completing the merge.

- Complete the mail merge and save the new merged document as **7MData**.   (7)

Save and close all the documents.   **[20]**

                                                    TOTAL: 180

HTML TAG SHEET

Basic Tags	
Tag	**Description**
`<body></body>`	Defines the body of the web page
`<body bg color="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 document
`<html></html>`	Creates an HTML document – starts and ends a web page
`<title></title>`	Defines a title for the document
`<!-- -->`	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="URL"></a>`	Creates an image link
`<a name="NAME"></a>`	Creates a target location
`<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 also be "right", "center"; "bottom", "top", "middle"
`<img src="name" border="1">`	Sets size of 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 line
`<hr width="80%"/>`	Sets width of 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) (can also be "center" or "right")
`<tr valign="top">`	Sets the vertical alignment for cell(s) (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

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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 4.2 or higher	Microsoft Office 2007	Microsoft Office 2010	Microsoft Office 2013

FOLDER NAME _____

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

Question Number	File name	Saved (✓)	Done (✓)	Maximum Mark	Mark Achieved	Marker Initial/ Code
1				**30**		
2				**20**		
3				**31**		
4				**19**		
5				**40**		
6				**20**		
7				**20**		
TOTAL				**180**		

Comment (*for office/marker use only*)

_____

_____