EXAMINATION NUMBER			#VALUE!		PERCENTAGE		0,56%
		POSSIBLE MARK	180	ACTUAL MARK	1	MODERATED	0	1
				MARKER		MOD		
Q 1	**FILE AND FOLDER MANAGEMENT**							FINAL MARK
1,1	Folder renamed correctly.	✓	1	☐	0	☐	0	0
1,2	File extensions displayed.	✓	1	☑	1	☐	0	1
1,3	Folder uncompressed.	✓	2	☐	0	☐	0	0
	Saved as NewTeams2018.	✓		☐		☐		
1,4	Folder options changed to show hidden files or folders. *OldFiles2017*	✓	2	☐	0	☐	0	0
	Hidden property changed.	✓		☐		☐		
1,5	Additional author added. *TeamsAttending.docx*	✓	2	☐	0	☐	0	0
	Exam Number added.	✓		☐		☐		
1,6	Search criteria shows author property. *q1FileandFolderManagement.docx*	✓	2	☐	0	☐	0	0
	Search words or part of "Jessica Mankowsi" used.	✓		☐		☐		
1,7	Size of RAM recorded.	✓	2	☐	0	☐	0	0
	Correct screenshot added.	✓		☐		☐		
1,8	Choose Start→Control Panel→System and Security. The Administrative Tools window appears.	✓	4	☐	0	☐	0	0
	Click Defragment Your Hard Drive. The Disk Defragmenter dialog box appears.	✓		☐		☐		
	Click the Analyse Disk button.	✓		☐		☐		
	When the analysis is complete, click the Defragment Disk button.	✓		☐		☐		
	This is OS and version specific. Accept any four steps that are correct. Please see alternative solution below.							
	Open Search, type defragment and enter.	✓		☐		☐		
	Click Defragment and optimise your drives.	✓		☐		☐		
	Click the Analyse Disk button.	✓		☐		☐		
	Click the Optimise button	✓		☐		☐		
1,9	Appropriate screenshot pasted.	✓	1	☐	0	☐	0	0
1.10	New folder created and named correctly. *AnswerFiles-ExamNumber*	✓	1	☐	0	☐	0	0
1,11	q1FileAndFolderManagement.docx moved to new folder.	✓	1	☐	0	☐	0	0
Q1	**TOTALS**		**19**		**1**		**0**	**1**

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				MARKER		MOD		
Q 2	**WORD PROCESSING - *q2EventBrochure.docx***							**FINAL MARK**
2.1.1	Orientation changed to landscape.	✓	1	☐	0	☐	0	0
2.1.2	All margins changed.	✓	2	☐	0	☐	0	0
	Changed to 1,5 cm.	✓		☐		☐		
2.1.3	Width set to 29 cm.	✓	2	☐	0	☐	0	0
	Height set to 20 cm.	✓		☐		☐		
2.2.1	Columns applied.	✓	2	☐	0	☐	0	0
	Three columns present.	✓		☐		☐		
2.2.2	Column width adjusted.	✓	2	☐	0	☐	0	0
	Each column measures 7,5 cm.	✓		☐		☐		
2.2.3	Line inserted between columns.	✓	1	☐	0	☐	0	0
2.3.1	Image inserted.	✓	3	☐	0	☐	0	0
	Inserted at the top of the middle column.	✓		☐		☐		
	Image aligned to the left.	✓		☐		☐		
2.3.2	Image resized.	✓	3	☐	0	☐	0	0
	Height set to 2 cm.	✓		☐		☐		
	Width set to 2 cm.	✓		☐		☐		
2.3.3	Text wrapped tightly and appears only to the right of image.	✓	1	☐	0	☐	0	0
2.3.4	Correct caption inserted. 200m Race	✓	1	☐	0	☐	0	0
2,4	End note applied (search for " ^e" to see end note).	✓	3	☐	0	☐	0	0
	End note applied to correct text. "Behavioural Benefits"	✓		☐		☐		
	Correct note used.	✓		☐		☐		
2,5	Last paragraph of the document highlighted yellow.	✓	1	☐	0	☐	0	0
Q2	**TOTALS**		**22**		0		0	**0**

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				MARKER		MOD		
Q 3	**WORD PROCESSING**					SNR_SUB_1		FINAL MARK
3.1.1	New file created. *q3LetterHead-ExamNumber*	✓	1	☐	0	☐	0	0
3.1.2	Table inserted in header section.	✓	2	☐	0	☐	0	0
	Table has two columns and one row.	✓		☐		☐		
3.1.3	First column split into two rows.	✓	1	☐	0	☐	0	0
3.1.4	Columns resized. *12cm and 4cm*	✓	1	☐	0	☐	0	0
3,2	WordArt inserted.	✓	1	☐	0	☐	0	0
3,3	Text inserted. *"Honesty, Commitment, Character"*	✓	2	☐	0	☐	0	0
	as superscript.	✓		☐		☐		
3,4	Text added to the last column.	✓	1	☐	0	☐	0	0
3,5	Only the bottom border is visible.	✓	1	☐	0	☐	0	0
3.6.1	Text inserted in footer section.	✓	1	☐	0	☐	0	0
3.6.2	Font changed to Arial.	✓	1	☐	0	☐	0	0
3.6.3	Line inserted above text.	✓	1	☐	0	☐	0	0
3.6.4	Section Break applied. (Next Page)	✓	2	☐	0	☐	0	0
	Only footer shows on second page.	✓		☐		☐		
3.7	Document saved as a template (.dotx).	✓	1	☐	0	☐	0	0
Q3	**TOTALS**		**16**		**0**		**0**	**0**

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				MARKER		MOD		
Q4	**MAIL MERGE**							FINAL MARK
4.1.1	Officials.txt used as source.	✓	1	☐	0	☐	0	0
4.1.2	Filter applied; managers selected. *There will be 10 records.*	✓	1	☐	0	☐	0	0
4.1.3	Fields replaced.	✓	2	☐	0	☐	0	0
	Appropriate fields used.	✓		☐		☐		
4.2.1	Correct tab stop applied.	✓	1	☐	0	☐	0	0
4.2.2	Radio buttons inserted.	✓	2	☐	0	☐	0	0
	Correct Options used.	✓		☐		☐		
4.2.3	Co-Ed button selected by default.	✓	1	☐	0	☐	0	0
4,3	Text content control inserted.	✓	1	☐	0	☐	0	0
4,4	Date picker content control inserted.	✓	1	☐	0	☐	0	0
4,5	Merge completed.	✓	4	☐	0	☐	0	0
	Only first two records used.	✓		☐		☐		
	First document saved as q4MergeRec_1.docx.	✓		☐		☐		
	Second document saved as q4MergeRec_2.docx.	✓		☐		☐		
4,6	Editing restricted.	✓	2	☐	0	☐	0	0
	Users can only fill in forms.	✓		☐		☐		
Q4	**TOTALS**		**16**		0		0	**0**

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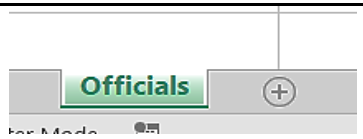
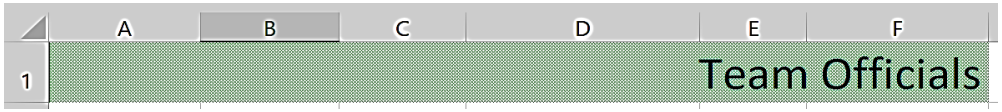
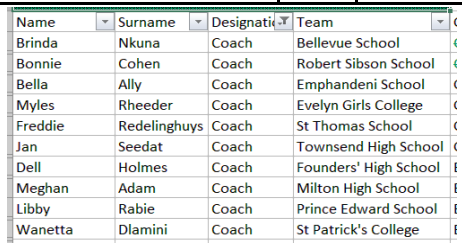
				MARKER		MOD		
Q5.1	**SPREADSHEETS**					YASSER OLIVER		FINAL MARK
5.1.1	Colour of Officials tab changed to green.	✓	1	☐	0	☐	0	0
								
5.1.2 (a)	A1:F1 merged.	✓	1	☐	0	☐	0	0
5.1.2 (b)	Text aligned to the right.	✓	1	☐	0	☐	0	0
5.1.2 (c)	Font size changed.	✓	1	☐	0	☐	0	0
5.1.2 (d)	Thin diagonal crosshatch fill.	✓	2	☐	0	☐	0	0
	Colour of crosshatch changed to green.	✓		☐		☐		
5.1.2 (e)	Merged cells have a double-line border.	✓	1	☐	0	☐	0	0
								
5.1.3	Filter applied.	✓	3	☐	0	☐	0	0
	Correct column used.	✓		☐		☐		
	Only coaches selected.	✓		☐		☐		
								

Name	Surname	Designati	Team
Brinda	Nkuna	Coach	Bellevue School
Bonnie	Cohen	Coach	Robert Sibson School
Bella	Ally	Coach	Emphandeni School
Myles	Rheeder	Coach	Evelyn Girls College
Freddie	Redelinghuys	Coach	St Thomas School
Jan	Seedat	Coach	Townsend High School
Dell	Holmes	Coach	Founders' High School
Meghan	Adam	Coach	Milton High School
Libby	Rabie	Coach	Prince Edward School
Wanetta	Dlamini	Coach	St Patrick's College

5.1.4	=rand() in any range corresponding to the boys OR RANDBETWEEN()	✓	4	☐	0	☐	0	0
	=RANK	✓		☐		☐		
	'(G15,	✓		☐		☐		
	$G$15:$G$21,0) in appropriate cells OR (1,2) in the range for the RANDBETWEEN	✓		☐		☐		

15	Dell	Holmes	Coach	Founders' High School	Boys	4	0.282528
18	Meghan	Adam	Coach	Milton High School	Boys	1	0.418325
19	Libby	Rabie	Coach	Prince Edward School	Boys	3	0.383252
21	Wanetta	Dlamini	Coach	St Patrick's College	Boys	2	0.394021

	Coach	Founders' High School
	Coach	Milton High School
	Coach	Prince Edward School
	Coach	St Patrick's College

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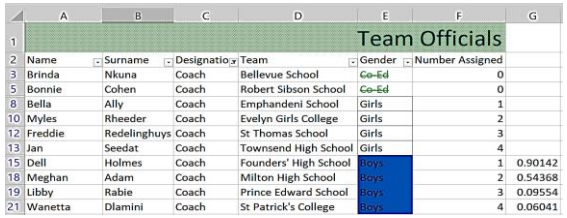
5.1.5 (a)	Green font, strike through.	✓ ✓	2	☐ ☐	0	☐ ☐	0	0
5.1.5 (b)	Boys' Schools have a blue fill.	✓	1	☐	0	☐	0	0
5.1.5 (c)	Girls' Schools have a solid outline border.	✓	1	☐	0	☐	0	0

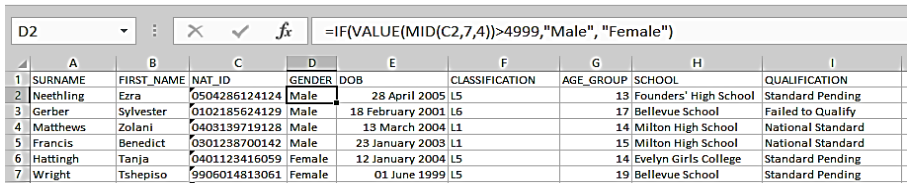


Team Officials

Name	Surname	Designatio	Team	Gender	Number Assigned	
Brinda	Nkuna	Coach	Bellevue School	Co-Ed	0	
Bonnie	Cohen	Coach	Robert Sibson School	Co-Ed	0	
Bella	Ally	Coach	Emphandeni School	Girls	1	
Myles	Rheeder	Coach	Evelyn Girls College	Girls	2	
Freddie	Redelinghuys	Coach	St Thomas School	Girls	3	
Jan	Seedat	Coach	Townsend High School	Girls	4	
Dell	Holmes	Coach	Founders' High School	Boys	1	0.90142
Meghan	Adam	Coach	Milton High School	Boys	2	0.54368
Libby	Rabie	Coach	Prince Edward School	Boys	3	0.09554
Wanetta	Dlamini	Coach	St Patrick's College	Boys	4	0.06041

Q5.1	**TOTALS**		**18**		**0**		**0**	**0**
				MARKER		**MOD**		

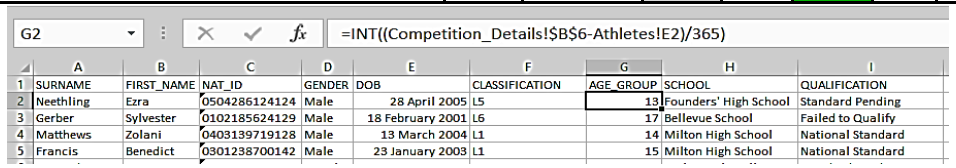
Q5.2	**SPREADSHEETS**							**FINAL MARK**
5.2.1	=IF(VALUE(MID(C2, 7,4)) OR 7,1)) >4999, OR >4, *as long as Value is used otherwise "4999" OR "4"* "Male", "Female")	✓ ✓ ✓ ✓ ✓ ✓ ✓	7	☐	0	☐	0	0



D2 =IF(VALUE(MID(C2,7,4))>4999,"Male", "Female")

SURNAME	FIRST_NAME	NAT_ID	GENDER	DOB	CLASSIFICATION	AGE_GROUP	SCHOOL	QUALIFICATION
Neethling	Ezra	0504286124124	Male	28 April 2005	L5	13	Founders' High School	Standard Pending
Gerber	Sylvester	0102185624129	Male	18 February 2001	L6	17	Bellevue School	Failed to Qualify
Matthews	Zolani	0403139719128	Male	13 March 2004	L1	14	Milton High School	National Standard
Francis	Benedict	0301238700142	Male	23 January 2003	L1	15	Milton High School	National Standard
Hattingh	Tanja	0401123416059	Female	12 January 2004	L5	14	Evelyn Girls College	Standard Pending
Wright	Tshepiso	9906014813061	Female	01 June 1999	L5	19	Bellevue School	Standard Pending

5.2.2	=INT(OR ROUNDDOWN(….,0) (Competition_Details!$B$6 -Athletes!E2) /365) OR /365.25)	✓ ✓ ✓ ✓	4	☐	0	☐	0	0



G2 =INT((Competition_Details!$B$6-Athletes!E2)/365)

SURNAME	FIRST_NAME	NAT_ID	GENDER	DOB	CLASSIFICATION	AGE_GROUP	SCHOOL	QUALIFICATION
Neethling	Ezra	0504286124124	Male	28 April 2005	L5	13	Founders' High School	Standard Pending
Gerber	Sylvester	0102185624129	Male	18 February 2001	L6	17	Bellevue School	Failed to Qualify
Matthews	Zolani	0403139719128	Male	13 March 2004	L1	14	Milton High School	National Standard
Francis	Benedict	0301238700142	Male	23 January 2003	L1	15	Milton High School	National Standard

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5.2.3	=HLOOKUP(F2, Classification!$A$1:$G$2 OR Classification!$B$1:$G$2 *must be absolut ref* 2,0)	✓ ✓ ✓	3		0		0	0

I2 =HLOOKUP(F2,Classification!$A$1:$G$2,2,0)

	A	B	C	D	E	F	G	H	I
1	SURNAME	FIRST_NAME	NAT_ID	GENDER	DOB	CLASSIFICATION	AGE_GROUP	SCHOOL	QUALIFICATION
2	Neethling	Ezra	0504286124124	Male	28 April 2005	L5	13	Founders' High School	Standard Pending
3	Gerber	Sylvester	0102185624129	Male	18 February 2001	L6	17	Bellevue School	Failed to Qualify
4	Matthews	Zolani	0403139719128	Male	13 March 2004	L1	14	Milton High School	National Standard

5.2.4	=COUNTIF(Athletes!$H$2:$H$199, OR Athletes!H:H Summary!A2) Copied to B11	✓ ✓ ✓ ✓	4		0		0	0

B11 =COUNTIF(Athletes!H11:H208,Summary!A11)

	A	B	C	D	E
1	Number of Athletes per Team				
2	Bellevue School	34			
3	Robert Sibson School	32			
4	Emphandeni School	16			
5	Evelyn Girls College	15			
6	Founders' High School	15			
7	Milton High School	14			
8	St Thomas School	18			
9	Townsend High School	18			
10	Prince Edward School	17			
11	St Patrick's College	15			
12					

5.2.5	=(COUNTIF(Athletes!I2:I199, "National Standard")) / COUNT(Athletes!G2:G199) OR any other appropriate column Formatted as a percentage	✓ ✓ ✓ ✓ ✓ ✓	6		0		0	0

=(COUNTIF(Athletes!I2:I199,"National Standard"))/COUNT(Athletes!G2:G199)

12		
13	Qn 5.2.5	16%

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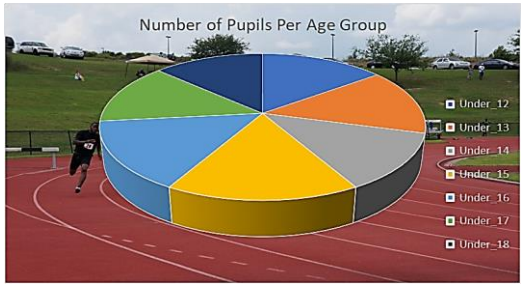
5.2.6 (a)	A16:B22 Used as source data for chart.	✓	1	☐	0	☐	0	0
5.2.6 (b)	3D pie chart used.	✓	1	☐	0	☐	0	0
5.2.6 (c)	Legend appears to the right.	✓	1	☐	0	☐	0	0
5.2.6 (d)	Legend's text colour white.	✓	1	☐	0	☐	0	0
5.2.6 (e)	Chart background changed.	✓	2	☐	0	☐	0	0
	Image applied.	✓		☐		☐		
5.2.6 (f)	Correct chart title.	✓	1	☐	0	☐	0	0
								
Q5.2	**TOTALS**		**31**		**0**		**0**	**0**
				MARKER		**MOD**		

Q6	**DATABASES**							**FINAL MARK**
6.1.1	Primary key applied	✓	2	☐	0	☐	0	0
	to [NAT_ID].	✓		☐		☐		
6.1.2	Input mask applied to the NAT_ID field.	✓	3	☐	0	☐	0	0
	0–9 only	✓		☐		☐		
	13 digits	✓		☐		☐		

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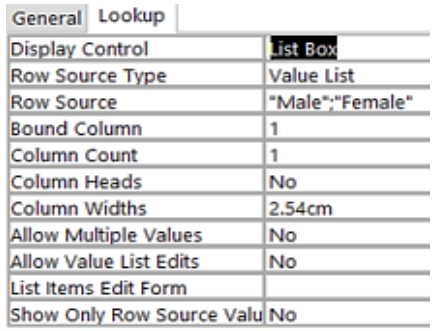
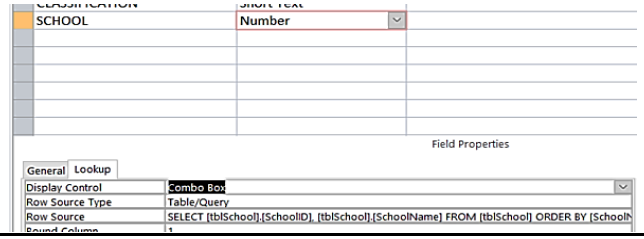
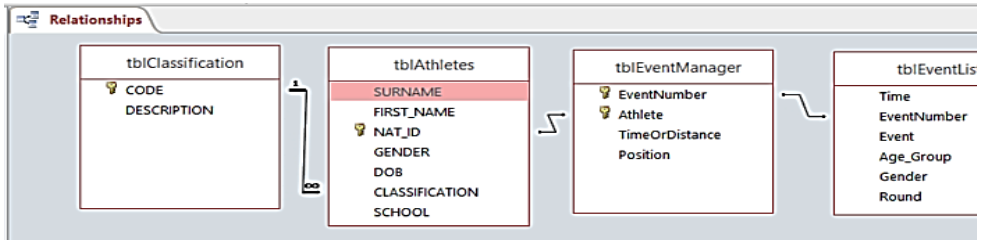
6.1.3	List Box applied. Options available are "Male" and "Female". Only the two options can be selected.	✓ ✓ ✓	3	☐ ☐ ☐	0	☐ ☐ ☐	0	0
								
6.1.4	Combo box created. Looks up value from tblSchool. Only [SchoolName] appears.	✓ ✓ ✓	3	☐ ☐ ☐	0	☐ ☐ ☐	0	0
								
6.2.1	Relationship created. One to many.	✓ ✓	2					
								
6.2.2	Referential Integrity enforced. Cascade update related fields.	✓ ✓	2		0			

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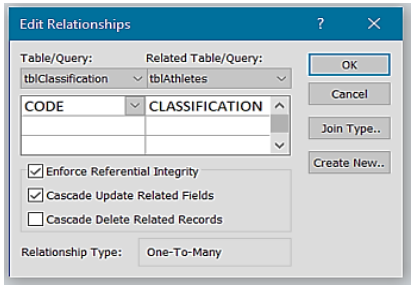
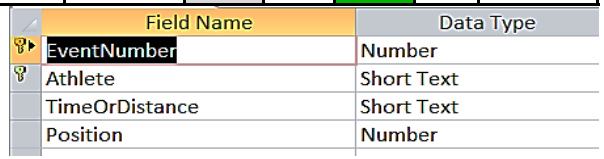
								
6,3	Primary key applied to EventNumber. Primary key applied to Athlete. 	✓ ✓	2	☐ ☐	0	☐ ☐	0	0
6.4.1	Field size changed to 25.	✓	1		0			
6.4.2	The required field property set to "Yes".	✓	1		0			
6.4.3	Indexed field property set to "Yes". "Duplicates" property applied to the indexed property.	✓ ✓	2		0			
6.5.1	All fields used from tblEventList.	✓ ✓	2	☐ ☐	0	☐ ☐	0	0
6.5.2	Fields Athlete, TimeOrDistance and Position used. from tblEventManager.	✓ ✓	2	☐ ☐	0	☐ ☐	0	0
6.5.3	Grouped by tblEventList.	✓	1	☐	0	☐	0	0
6.5.4	Form header edited.	✓	1	☐	0	☐	0	0
6.5.5	Font colour of labels changed.	✓	1	☐	0	☐	0	0
6.5.6	Image inserted as background. Image stretched over entire form.	✓ ✓	2	☐ ☐	0	☐ ☐	0	0
6.6.1	FIRST_NAME, SURNAME and DESCRIPTION or CODE fields used in query. Field DESCRIPTION or field CODE set to not show. "National Standard" set as criteria in the DESCRIPTION field. Or "L1" set as criteria in the CODE field.	✓ ✓ ✓	3	☐ ☐ ☐	0	☐ ☐ ☐	0	0

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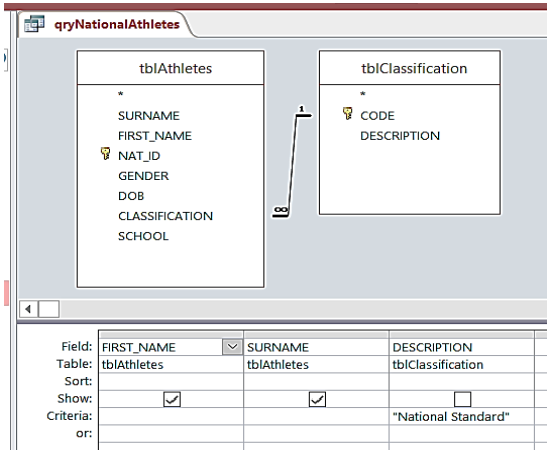
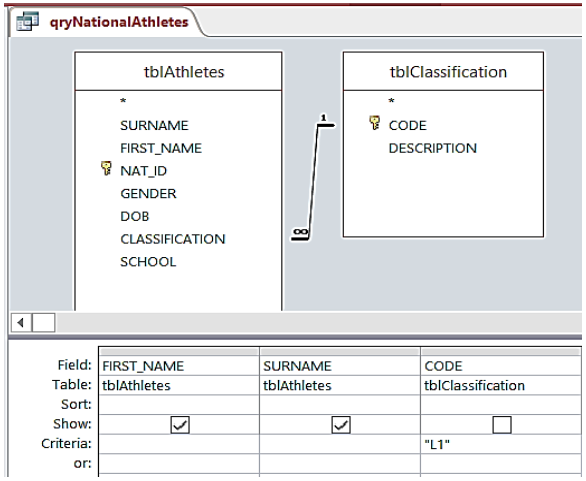
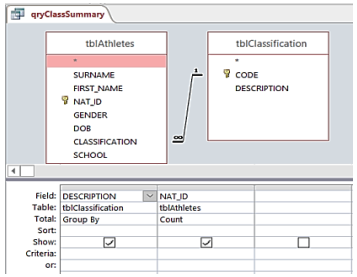




6.6.2	[Description] and [NAT_ID] used. Totals or Group By applied. Count applied to [NAT_ID].	✓ ✓ ✓	3	☐ ☐ ☐	0	☐ ☐ ☐	0	0
								
6.7.1	Report created.	✓	1	☐	0	☐	0	0
6.7.2	Grouped by Classification and then by School. Do not award mark if Classification only has been used for grouping.	✓	1	☐	0	☐	0	0

qryClassSummary

DESCRIPTION	CountOfNAT
District Standard	32
Failed to Qualify	38
Meeting Standard	33
National Standard	32
National Standard Retry	30
Standard Pending	33

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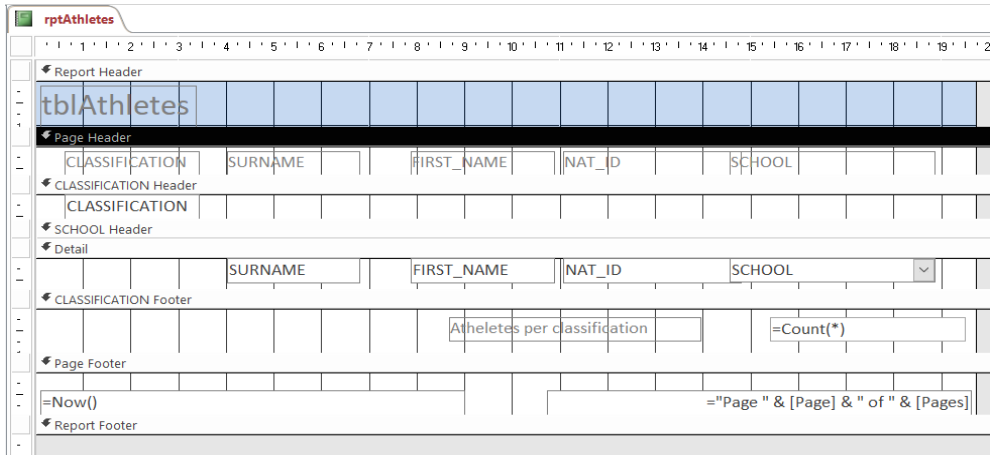
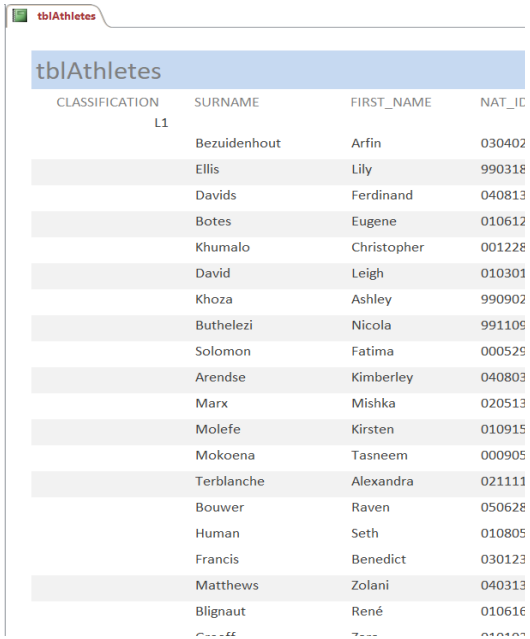
6.7.3	=Count(*) OR =Count([NAT_ID]) OR =Count([CLASSIFICATION])	✓	2	☐	0	☐	0	0
	Inserted into Group Footer	✓		☐		☐		




tblAthletes

tblAthletes

CLASSIFICATION	SURNAME	FIRST_NAME	NAT_ID
L1			
	Bezuidenhout	Arfin	030402
	Ellis	Lily	990318
	Davids	Ferdinand	040813
	Botes	Eugene	010612
	Khumalo	Christopher	001228
	David	Leigh	010301
	Khoza	Ashley	990902
	Buthelezi	Nicola	991109
	Solomon	Fatima	000529
	Arendse	Kimberley	040803
	Marx	Mishka	020513
	Molefe	Kirsten	010915
	Mokoena	Tasneem	000905
	Terblanche	Alexandra	021111
	Bouwer	Raven	050628
	Human	Seth	010805
	Francis	Benedict	030123
	Matthews	Zolani	040313
	Blignaut	René	010616

Q6	**TOTALS**		**40**		**0**		**0**	**0**

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				MARKER		MOD		
Q7	**HTML - index.html**							FINAL MARK
7,1	<title> ExamNumber</title> *must be in the head*	✓	1	☐	0	☐	0	0
7,2	<body background	✓	2	☐	0	☐	0	0
	="Images\AthsSportsCentre.jpg">	✓		☐		☐		
7.3.1	align = "center"	✓	1	☐	0	☐	0	0
7.3.2	<font color = blue >###</font>	✓	1	☐	0	☐	0	0
7.4.1	<img src="Images\NewLogo.jpeg" />	✓	1	☐	0	☐	0	0
7.4.2	width = 200px	✓	2	☐	0	☐	0	0
	height = 100px	✓		☐		☐		
7.4.3	or align = "center"	✓	1	☐	0	☐	0	0
7,5	<hr color="Blue"/>	✓	1	☐	0	☐	0	0
7,6	<a href = "TrackField.html">	✓	2	☐	0	☐	0	0
	Track and Field Competitions</a>	✓		☐		☐		
7.7.1	colspan attribute applied.	✓	2	☐	0	☐	0	0
	="4"	✓		☐		☐		

```
9   <th colspan="4">Track Events</th>
```

7.7.2	<th>	✓	2	☐	0	☐	0	0
	</th>	✓		☐		☐		

```
9   <th colspan="4">Track Events</th>
```

7.7.3	<table border = 5px	✓	2	☐	0	☐	0	0
	= 5px>	✓		☐		☐		

```
7   <table border = 5px align = center>
```

Q7	**TOTALS**		**18**		**0**		**0**	**0**

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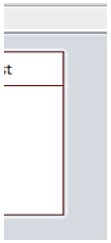

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qryNationalAthletes

FIRST_NAME	SURNAME
Zolani	Matthews
Benedict	Francis
Leigh	David
Tracy	Brink
Lily	Ellis
Seth	Human
René	Blignaut
Ferdinand	Davids
Kimberley	Arendse
Fatima	Solomon
Muhammad	Britz
Mishka	Marx
Ashley	Khoza
Tasneem	Mokoena
Alexandra	Terblanche
Patrick	Cilliers
Princess	Theron
Zoe	Naidu
Rachel	Mohamed
Sbusiso	Kunene
Zara	Greeff
Kingsley	Watson
Amaury	Lourens
Kirsten	Molefe
Savannah	Roberts
Arfin	Bezuidenhout
Raven	Bouwer
Christopher	Khumalo
Caressa	Parker
Laila	Opperman
Nicola	Buthelezi
Eugene	Botes

Record: 1 of 32

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	SCHOOL
28917117	Bellevue School
34379187	Bellevue School
36735172	Bellevue School
27560198	Bellevue School
35580077	Bellevue School
14671155	Bellevue School
21478177	Bellevue School
91544196	Bellevue School
94475091	Robert Sibson School
33333066	Robert Sibson School
32466196	Robert Sibson School
51892073	Robert Sibson School
51546082	Emphandeni School
12678037	Emphandeni School
33396063	Evelyn Girls College
55221146	Founders' High School
38700142	Milton High School
39719128	Milton High School
58715123	Milton High School

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COMMENT