Question			Mark	LO	CL
1.		**Question 1**			
	1.1	Set the file **Personal Thought** to be hidden.	1	1	
	1.2	Modify the word processing document **Letterhead** to be a document template.	1	2	
		Organise your preloads as follows:			
	1.3.1	Create a folder called **Archive**.	1	1	
	1.3.2	Move all files that were created in the year 2015 or earlier into this folder.	1	2	
	1.4	Rename the file **Candidate** to your examination number.	1	1	
		Open the word processing document **Computer Management** and answer the following questions in the appropriate section:			
	1.5	Provide the operating system and version you are using.	1	1	
	1.6	Modify your examination folder's view as follows: Change view to details Order by type descending Capture a screenshot	1	2	
	1.7	Provide the following information regarding the file **heart.jpg**.			
	1.7.1	Author	1	1	
	1.7.2	File size	1	1	
	1.8	Provide a screenshot of the html editor you will be using for this examination.	1	1	
	1.9	Your sibling's computer's disk space is full; provide instructions on how to run a disk clean-up.	1	3	
	1.10	Capture a screenshot of the disk space your system drive has left on your machine.	1	1	
2.		**Question 2**			
	2.1	Modify the page margins as follows:			
	2.1.1	Set the Top, Bottom, Left and Right margins to be 3 cm.	2	2	
	2.1.2	Set the gutter to be 1 cm.	2	2	
	2.2	Add a border around the whole document as follows:			
	2.2.1	Add a shadow boarder around the whole document.	2	1	
	2.2.2	Set the border width to be 3 pt.	2	1	
	2.3	Insert an automatic table of contents directly after the title 'Fake News'.	2	1	
	2.4	Modify the header and footer of the document as follows:			
	2.4.1	Set it so that the document has a different header and footer on the first page.	2	2	
	2.4.2	Add your examination number to the header of the first page.	2	1	
	2.4.3	Add an automatically updating date in the right of the footer in the section of the document starting on the second page.	2	2	
	2.5	Create a new style in the document as follows:			
	2.5.1	Create a new character style called **Reference**.	2	3	
	2.5.2	Set the font family to *Verdana*.	2	1	
	2.5.3	Set the font effects to be *subscript*.	2	1	
	2.5.4	Set the font colour to be *red*.	2	1	
	2.5.5	Apply the style to the text '[howstuffworks.com on 2017/02/01]' at the top of the second page.	2	1	
	2.6	Modify the *Heading 2* style as follows:			
	2.6.1	Set the paragraph to have a 12 pt. before spacing.	2	1	
	2.6.2	Set the shading to *grey*.	2	1	
	2.7	Add a link back to the top of the document as follows:			
	2.7.1	Insert the text 'Back to top' at the end of the document.	2	1	
	2.7.2	Hyperlink this text to the top of the document.	2	2	

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3.		**Question 3**			
	3.1	Modify the page setup as follows:			
	3.1.1	Set the *orientation* of the document to portrait.	2	1
	3.1.2	Set the *paper size* of the document to A3.	2	2
	3.2	Add a footnote to the text 'compare' of 'People only post the best of themselves'.	2	2
	3.3	Set the font size of all text to 32.	2	1
	3.4	Add Drop Cap to each of the two sentences.	2	2
	3.5	Insert an image as follows:			
	3.5.1	Insert the image **Gossip** below the last line of text.	2	1
	3.5.2	Set the paragraph alignment to right.	2	1
	3.5.3	Set it to **NOT** lock the aspect ratio.	2	2
	3.5.4	Set the height to *25 cm* and the width to *18 cm*.	2	1
	3.5.5	Add a double red frame around the picture.	2	1
4.		**Question 4**			
		Modify the table as follow:			
	4.1.1	Merge the two cells in the first row across.	2	1
	4.1.2	Set the first row to have a light blue shading.	2	1
	4.1.3	Modify the border of the table to have a 3 pt. double outer border and no lines within the table.	2	2
	4.2	Add a comment to the text '201 Facebook Friends' of 'Few, if any, teens have met that many people in person'.	2	1
	4.3	Create a right-aligned tab stop at 15 cm with a dotted leader for all text from 'Proposed wisdom to share' to 'Block the person'.	2	3
		Merge the document as follows:			
	4.4.1	Link the document to the data source **Friends** using the sheet named <u>Data</u>.	2	3
	4.4.2	Apply a filter to the data source so that it will only use records where the <u>Younger sibling</u> field is 'Yes'.	2	3
	4.4.3	Replace the text 'friend' with the two merge fields <u>First name</u> and <u>Last name</u> separated by a space.	2	2
5.		**Question 5**			
	5.1	Set the width of Columns A, B, C, D and E to 13.	3	1
	5.2	Format cell ranges A1:E1 as follows: Set a double border at the bottom of the cell No other border Bold Yellow Fill	3	2
	5.3	Add the page number field to the right of the footer section.	3	2
	5.4	Replace all text 'celibration' with the text 'Celebration'.	3	2
	5.5	Sort all the data by Topic ascending and then by User descending.	3	2
	5.6	Filter the data so that only messages with the topic 'Relationships' that are over 150 characters are displayed.	3	3
	5.7	Apply conditional formatting to column B as follows: Anger should have a red fill Mourning should have a blue fill Bored should have a yellow fill Note all the changes below must be applied to the worksheet labelled *Summary*.	3	2
	5.8	Insert a calculation in B2 to determine the average number of characters per post in the worksheet labelled *Posts*.	3	1
	5.9	Insert a calculation in B3 to determine the median number of characters per a post in the worksheet labelled *Posts*.	3	1

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5.10	Insert a calculation in B4 to determine the number of posts in the worksheet labelled *Posts* per the gender given in A4. Expand this calculation down to B5.	3	3	
	Note all the changes below must be applied to the worksheet labelled *Users.*			
5.11	Insert a function to determine the user's formal name.	3	3	
	I.e. Mr Neil Patrick's formal name would be Mr N. Patrick.			
	In column E (Q 5.11), *expand the calculation so that all users' formal names will be determined.*			
5.12	In column G (Q 5.12) insert a function to determine the age the user will be turning this year. *The age should automatically update each year. Expand the calculation so that all users' ages will be calculated.*	3	2	
	Note all the changes below must be applied to the worksheet labelled *Pages.*			
5.13	Format the values in Column E to be percentage.	3	1	
5.14	In column F insert a calculation to determine the number of visits that are return visits.			
	<u>Return Visits</u> = <u>Visits</u> x <u>Return visitors</u>			
	Expand the calculation so that all pages' return visits pm will be calculated.	3	2	
5.15	By utilising the data in cells A1:C5 on the *Pages* worksheet, recreate the following chart exactly as given on a new sheet, refer to Figure 4.	3	2	
	Note all the changes below must be applied to the worksheet labelled *Adverts.*			
5.16	The cost of an advert differs depending on the type of organisation indicated in column B (<u>Type</u>). If an organisation is an NPO, the cost is 100, otherwise it is 600. In column C (Q 5.16), insert a function to determine the organisation's cost per advert. *Expand the calculation so that all organisations' costs will be determined.*	3	3	
	Note all the changes below must be applied to the worksheet labelled *Q 5.17.*			
5.17	Insert a calculation in cell B1 to determine which user had the most posts from the *Posts 2* sheet. *You may add any appropriate data and calculations to the rest of this worksheet and/or the Posts 2 worksheet to achieve this.*	3	3	

6.   **Question 6**

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6.1	Import data from the text file called **Event** into the *Event* table.	4	3	
	Apply the following changes to the table *Page*:			
6.2.1	Set the field <u>page_id</u> to be the primary key field.	4	1	
6.2.2	Set the <u>type</u> field to look up from the values Sport, Relationship, Corporate and Academic.	4	2	
6.2.3	Add a field called <u>admin</u>, which will look up the field <u>user_name</u> from the table *User*.	4	2	
	Apply the following changes to the table *User*:			
6.3.1	Ensure the <u>Gender</u> field has accurate input from the user as follows: Field size to 1 Add a validation rule of 'M' or 'F'	4	3	
6.3.2	Add an input mask to the <u>phone</u> field to ensure a phone number is entered in the format as in the example (072) 555-1234 and all numbers must be entered. *Please refer to Figure 5 for a list of characters that define input masks.*	4	3	
	Create a new table called *Advert* as follows:			
6.4.1	Create a primary key field called <u>Advert_id</u> of an appropriate data type.	4	3	
6.4.2	Create a field called <u>title</u> of the text data type and the format to ensure capital letters.	4	1	
6.4.3	Create a field called <u>cost</u> of a currency data type and set it to be required.	4	1	
	Create a form as follows:			
6.5.1	Create a form called *User_post* using only the <u>user_name</u>, <u>first_name</u> and <u>last_name</u> fields from the table *User* and only the <u>post</u> and <u>Likes</u> fields from the table *Post*. Ensure the form is grouped by the *User* table, and that the subform is called *Post Subform*.	4	2	

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	6.5.2	Edit the label in the form header to 'Users with their posts – Your exam number'.		4	1
	6.5.3	Set the *Default View* Property of the *Post Subform* to Single Form.		4	3
	6.5.4	Open the *Post Subform* separately and add a button to the subform containing the posts, which will delete that post. The caption of the button should be 'Delete'.		4	3
		Create queries as follows:			
	6.6.1	Create a query called *Academic*, which will display only the page_title field of all records in the table *Page* with the type 'Academic'.		4	2
	6.6.2	Create a query called *Popular*, which will display all fields from the table *Post* where the user was 'OneLiner' and with the Likes over 40.		4	2
		Create a report as follows:			
	6.7	Create a report called *Posts*, using all fields from the table *Post* and grouped by the field user.		4	2
7.		**Question 7**			
	7.1	Add a title to the page to read 'Good Practice' and include your Examination number.		5	2
	7.2	Add a background colour to the table to make it *green*.		5	1
	7.3	Edit the first cell in the first row as follows:			
	7.3.1	Span the cell over two columns.		5	3
	7.3.2	Set the cell to have a horizontal alignment of *center*.		5	1
	7.4	Set the width of the first cell on the second row to 250.		5	1
	7.5	Hyperlink the text 'Next Page' to the web page **Thoughts.html**.		5	3
	7.6	Add a heading as follows:			
	7.6.1	Add a level 1 heading of 'Thought-provoking events'.		5	2
	7.6.2	Set the font colour to be *red*.		5	2
	7.7	Add an image to the page as follows:			
	7.7.1	Add the image **Harambe.jpg** located in the subfolder called **Images** within the **Website** folder.		5	3
	7.7.2	Set the width and height of the image to 250.		5	1