

Candidate:

180

Question

Mark Achieved Comment

1

**20 Marks Total Question 1**

1.1	Set the file <b>Personal Thought</b> to be hidden. Attribute set to hidden.																																																																																																									
1.2	Modify the word processing document <b>Letterhead</b> to be a document template. Correct document converted To a document template .dot or .dotx Organise your preloads as follows:																																																																																																									
1.3.1	Create a folder called <b>Archive</b> . Folder created with correct name																																																																																																									
1.3.2	Move all files that were modified in the year 2015 or earlier into this folder. Moved All files <b>Relationships, Snap Chat and Twitter</b>																																																																																																									
1.4	Rename the file <b>Candidate</b> to your examination number. File renamed to candidate number <b>Computer Management</b>																																																																																																									
1.5	Provide the brand name and version of the operating system you are using. Operating system version given																																																																																																									
1.6	Modify your examination folder's view as follows: Change view to details Order by type descending Capture a screenshot of this view and paste it into the correct place in the Computer Management document. View set to details Ordered by type descending Screenshot captured  <i>Note</i> <i>Do not deduct if</i> <i>Personal thought</i> <i>is displayed or not</i> <i>as it is hidden</i>																																																																																																									
	<table><thead><tr><th>Name</th><th>Date modified</th><th>Type</th><th>Size</th><th>Date created</th></tr></thead><tbody><tr><td>Website</td><td>2017/04/11 6:11 PM</td><td>File folder</td><td></td><td>2017/04/11 6:02 PM</td></tr><tr><td>Archive</td><td>2017/04/11 6:02 PM</td><td>File folder</td><td></td><td>2017/04/11 6:02 PM</td></tr><tr><td>Personal Thought.txt</td><td>2017/01/10 6:06 PM</td><td>Text Document</td><td>0 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Event.txt</td><td>2017/02/01 4:51 PM</td><td>Text Document</td><td>1 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>1234567890.txt</td><td>2017/01/10 6:53 PM</td><td>Text Document</td><td>0 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Smart.docx</td><td>2017/02/01 3:35 PM</td><td>Microsoft Word D...</td><td>15 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Screenshots.docx</td><td>2017/02/01 12:10 ...</td><td>Microsoft Word D...</td><td>0 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Letterhead.docx</td><td>2017/01/05 9:52 AM</td><td>Microsoft Word D...</td><td>61 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Letter.docx</td><td>2017/02/01 4:45 PM</td><td>Microsoft Word D...</td><td>13 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Fake News.docx</td><td>2017/02/01 4:47 AM</td><td>Microsoft Word D...</td><td>190 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Computer Management.docx</td><td>2017/02/01 3:42 PM</td><td>Microsoft Word D...</td><td>90 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Statistics.xlsx</td><td>2017/04/11 3:02 PM</td><td>Microsoft Excel W...</td><td>37 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Friends.xlsx</td><td>2017/02/01 4:15 PM</td><td>Microsoft Excel W...</td><td>9 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Socks.accdb</td><td>2017/04/11 3:31 PM</td><td>Microsoft Access ...</td><td>886 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Values.jpg</td><td>2017/01/10 6:15 PM</td><td>JPG File</td><td>45 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Load.jpg</td><td>2017/01/10 6:13 PM</td><td>JPG File</td><td>31 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Heart.jpg</td><td>2017/02/01 18:13 ...</td><td>JPG File</td><td>141 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Herm.jpg</td><td>2017/01/10 6:14 PM</td><td>JPG File</td><td>35 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Group.jpg</td><td>2017/01/10 6:14 PM</td><td>JPG File</td><td>69 KB</td><td>2017/04/11 6:02 PM</td></tr><tr><td>Compare.jpg</td><td>2017/01/10 6:13 PM</td><td>JPG File</td><td>50 KB</td><td>2017/04/11 6:02 PM</td></tr></tbody></table>	Name	Date modified	Type	Size	Date created	Website	2017/04/11 6:11 PM	File folder		2017/04/11 6:02 PM	Archive	2017/04/11 6:02 PM	File folder		2017/04/11 6:02 PM	Personal Thought.txt	2017/01/10 6:06 PM	Text Document	0 KB	2017/04/11 6:02 PM	Event.txt	2017/02/01 4:51 PM	Text Document	1 KB	2017/04/11 6:02 PM	1234567890.txt	2017/01/10 6:53 PM	Text Document	0 KB	2017/04/11 6:02 PM	Smart.docx	2017/02/01 3:35 PM	Microsoft Word D...	15 KB	2017/04/11 6:02 PM	Screenshots.docx	2017/02/01 12:10 ...	Microsoft Word D...	0 KB	2017/04/11 6:02 PM	Letterhead.docx	2017/01/05 9:52 AM	Microsoft Word D...	61 KB	2017/04/11 6:02 PM	Letter.docx	2017/02/01 4:45 PM	Microsoft Word D...	13 KB	2017/04/11 6:02 PM	Fake News.docx	2017/02/01 4:47 AM	Microsoft Word D...	190 KB	2017/04/11 6:02 PM	Computer Management.docx	2017/02/01 3:42 PM	Microsoft Word D...	90 KB	2017/04/11 6:02 PM	Statistics.xlsx	2017/04/11 3:02 PM	Microsoft Excel W...	37 KB	2017/04/11 6:02 PM	Friends.xlsx	2017/02/01 4:15 PM	Microsoft Excel W...	9 KB	2017/04/11 6:02 PM	Socks.accdb	2017/04/11 3:31 PM	Microsoft Access ...	886 KB	2017/04/11 6:02 PM	Values.jpg	2017/01/10 6:15 PM	JPG File	45 KB	2017/04/11 6:02 PM	Load.jpg	2017/01/10 6:13 PM	JPG File	31 KB	2017/04/11 6:02 PM	Heart.jpg	2017/02/01 18:13 ...	JPG File	141 KB	2017/04/11 6:02 PM	Herm.jpg	2017/01/10 6:14 PM	JPG File	35 KB	2017/04/11 6:02 PM	Group.jpg	2017/01/10 6:14 PM	JPG File	69 KB	2017/04/11 6:02 PM	Compare.jpg	2017/01/10 6:13 PM	JPG File	50 KB	2017/04/11 6:02 PM
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1.7	Provide the following information regarding the file <b>Heart.jpg</b> .																																																																																																									
1.7.1	Author. Author Given <b>The Mind</b>																																																																																																									
1.7.2	File Size. file size within 7 Kb <b>140 Kb</b>																																																																																																									
1.8	Provide a screenshot of the html editor you will be using for this examination and paste it into the correct place in the <b>Computer Management</b> document. Screenshot of an HTML editor <i>Icon or title bar or any screenshot that contains title of HTML editor</i>																																																																																																									
1.9	Your sibling's computer's disk space is full; provide instructions on how to run a disk clean up. Place your answer in the correct place in the Computer Management document. Step 1 (Opening) Step 2 (Go to properties or open up dialog) Step 3 (Click on Disk Clean-up) • <i>Right click on one of you disk drives</i> • <i>Go to Properties</i> • <i>Click Disk Clean-up</i>																																																																																																									
1.10	Capture a screenshot of the disk space your system drive has left on your machine and paste it into the correct place in the <b>Computer Management</b> document. Screenshot captured Clearly showing disk space of system drive																																																																																																									

2

**22 Marks Total 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.

Top, Bottom, Left and Right margins set to 3 cm

2.1.2 Set the gutter to be 1 cm.

Gutter set to 1 cm

2.2 Add a border around the whole document as follows:

2.2.1 Add a shadow border around the whole document.

Border added to whole document

Shadow

2.2.2 Set the border width to be 3 pt.

3 pt width

2.3 Insert an automatic table of contents directly after the title 'Fake News'.

Table of contents added after title

Automatic

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.

Section break included for different header and footer on 1st page

2.4.2 Add your examination number to the header of the first page.

Examination number added to the first page

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 of the document.

number added to right of the footer

Automatically updating date

2.5 Create a new style in the document as follows:

2.5.1 Name the new character style **Reference**.

New style called Reference

Character type

2.5.2 Set the font family to *Verdana*.

Font family set to Verdana

2.5.3 Set the font effects to be *subscript*.

Font effects set to subscript

2.5.4 Set the font colour to be *red*.

Font colour set to red

2.5.5 Apply the style to the text '[howstuffworks.com on 2017/02/01]' at the top of the second page.

Applied to correct text

2.6 Modify the *Heading 2* style as follows:

2.6.1 Set the paragraph to have a 12 pt before spacing.

12 pt before spacing

2.6.2 Set the shading to *grey*.

Shading grey

2.7 Add a link back to the top of our document as follows:

2.7.1 Insert the text 'Back to top' at the end of the document.

Correct text added

2.7.2 Hyperlink this text to the top of the document.

Text is hyperlinked

To correct location in document

3

**13 Marks Total Question 3**

3.1 Modify the page setup as follows:

3.1.1 Set the *orientation* of the document to portrait.

Orientation set to portrait

3.1.2 Set the *paper size* of the document to A3.

Paper size set to A3

3.2 Add a footnote to the text 'compare' that displays the words: 'People only post the best of themselves'.

Footnote added

Correct text

3.3 Set the font size of all text to 32.

All text set to size 32

3.4 Add Drop Cap to each of the two sentences.

Drop Cap added Both sentences

3.5 Insert an image as follows:

3.5.1 Insert the image **Gossip** below the last line of text.

Image added

3.5.2 Set the paragraph alignment to right.

Paragraph alignment set to right

3.5.3 Set it to NOT lock the aspect ratio.

Aspect ratio not locked

3.5.4 Set the height to 25 cm and the width to 18 cm.

Height set to 25 cm and width to 18 cm

3.5.5 Add a double red frame around the picture.

Frame around the picture. Double red frame

4

#### 15 Marks Total Question 4

Modify the table as follow:

4.1.1 Merge the two cells in the first row.

Two cells in first row merged

4.1.2 Set the first row to have a light blue shading.

First row set to light blue shading

4.1.3 Modify the border of the table to have a 3 pt double outer border and no lines within the table.

3 pt double outer border. No lines within the table

4.2 Add a comment to the text '201 Facebook Friends' that displays the words 'Few, if any, teens have met that many people in person'.

Comment added to correct text

Correct text added in comment

4.3 Create a right-aligned tab stop at 15 cm with a dotted leader for all text from after 'Proposed wisdom to share' to 'Block the person'.

Right-aligned tab stop added

Correct position (15 cm) and to correct text

Dotted leader

Merge the document as follows:

4.4.1 Link the document to the data source **Friends** using the sheet named *Data*.

Document linked to a data source

Correct data source

4.4.2 Apply a filter to the data source so that it will only use records where the

Younger sibling field is 'Yes'.

Filter added to the data source

Correct field and filter

Field:	Comparison:	Compare to:
Younger Sibling	Equal to	Yes

4.4.3 Replace the text 'friend' with the two merge fields First name and Last name separated by a space.

Merge field added

Both First name and Last name, separated by a space

5

#### 50 Marks Total Question 5

5.1 Set the width of Columns A, B, C, D and E to 13.

Column width changed to 13

Columns A, B, C, D and E changed to 13

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

Correct cell range has a double border at the bottom of the cell

No other borders in that range. Font set to bold

Has a yellow fill

5.3 Add the page number field to the right of the footer section.

Page number field added to footer

Right section

5.4 Replace all occurrences of the word 'celebration' with the word 'Celebration'.

celebration replaced by Celebration

All 79 instances of celebration replaced

5.5 Sort all the data by Topic ascending and then by User descending.

First by topic Ascending. Then by User Descending. Correct data. A:E

5.6 Filter the data so that only messages with the topic 'Relationships' that are over 150 characters are displayed.

Filter applied to the correct data

Topic of relationships

Over 150 characters, 60 resulting records

Characters	Emotion	Topic	User	Gender
503	Celebration	Relationships	Troll01	F
740	Anger	Relationships	Troll01	F
723	Bored	Relationships	Troll01	F
245	Motivational	Relationships	Troll01	F

- 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

Anger - red fill  
Mourning - blue fill  
Bored - yellow fill

*Only 1 mark awarded if colours done manually (i.e. not through conditional formatting)*

Note all the changes below must be applied to the worksheet labelled *Summary*.

- 5.8 Insert a calculation in B2 to determine the average number of characters per post in the worksheet labelled *Posts*.

Function (Average)  
Range (Post!A:A)      Accept A1:A437

**Answer**

=AVERAGE(Posts!A:A)

Result

509.331

- 5.9 Insert a calculation in B3 to determine the median number of characters per a post in the worksheet labelled *Posts*.

Function (Median)  
Range (Post!A:A)      Accept A1:A437

**Answer**

=MEDIAN(Posts!A:A)

Result

516

- 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.

Correct function (Countif)  
Correct range (Posts!E:E) (*Do not award mark if character literal "M" or "F" is used.*)  
Accept E1:E437  
Correct criteria

**Answer**

=COUNTIF(Posts!E:E;Summary!A4)

Results

151

284

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.

I.e. Mr Neil Patrick 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.*

Calculation added with B2 as first entry  
& used to concatenate  
Space and full stop literals added " " and "."  
Left function used correctly LEFT(C2;1)  
D2 appended to the end

**Answer**

=B2&" "&LEFT(C2;1)&"."&D2

First 3 results

Mr N. Patrick

Mrs K. Boleke

Mr M. Irving

- 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.*

Current date used  
YEAR used to receive only year  
F2 subtracted from the current year

**Answer**

=YEAR(NOW())-F2 Or =YEAR(Today())-F2

First 3 results

34

27

12

Note all the changes below must be applied to the worksheet labelled *Pages*.

- 5.13 Format the values in Column E to be percentage.

Column E formatted to percentage

- 5.14 In column F insert a calculation to determine the number of visits that are return visits.

Return Visits = Visits x Return visitors

Expand the calculation so that all pages' return visits pm (per month) will be calculated.

Manual Calculation added (=) and multiply used \*

C2 and E2 fields multiplied

Expanded to F5

**Answer**

=C2\*E2

First 3 results

720

600

840

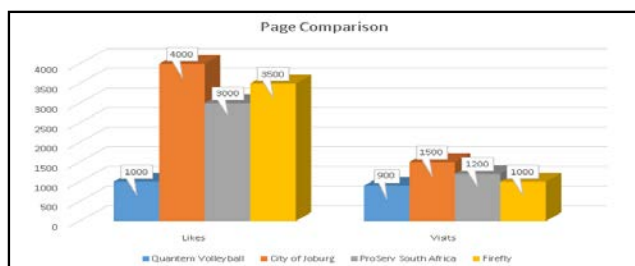
- 5.15 By utilising the data in cells A1:C5 on the *Pages* worksheet, recreate the following chart exactly as given on a new sheet, refer to Figure 4.

Correct data range for chart

3D Column Chart type. *Correct Chart type (3D Clustered column) will have legend at bottom and correct vertical axis scale.*

On a new sheet

Callouts added to data



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 given in column B (Type). If a company 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.

Function (IF) *Vlookup if other data is added*

Correct comparison (B2="NPO")

Correct true and false values (100;600)

**Answer**

=IF(B2="NPO";100;600)

First 3 results

100

600

600

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 the worksheet and/or the *Posts 2* worksheet to achieve this.

**Result**

Betty

**Solution 1:**

User names entered into sheet  
countif to select number post per user  
Max used to determine highest posts for a user  
Vlookup function used  
correct range and lookup value

**Solution 2:**

In *Posts 2* sheet a number associated with each user in a table  
Vlookup used to assign the correct number to each post  
Mode used to determine the most recurring number  
Vlookup or if used in Q 5.17 sheet  
Correct range and lookup value

**Solution 3:**

Pivot table created from the data in the *Posts 2* sheet  
Pivot table contains the total posts for each user  
Max used to determine highest posts for user  
Vlookup function used  
Correct range and lookup value

**If solved in another way:**

Number of posts per a user determined  
Highest number determined  
Name retrieved from highest number

6

**40 Marks Total Question 6**

- 6.1 Import data from the text file called **Event** into the *Event* table.

Data imported

To the *Event* table

Apply the following changes to the table *Page*:

- 6.2.1 Set the field page\_id to be the primary key field.

Page\_id set to be the primary key field

- 6.2.2 Set the type field to look up from the values Sport, Relationship, Corporate and Academic.

Lookup added

Of typed-in values

Correct values given

- 6.2.3 Add a field called Admin, which will look up the field user\_name from the table *User*.

Lookup added

From the table *User*

Only the user\_name field

Apply the following changes to the table *User*:

- 6.3.1 Ensure the Gender field has accurate input from the user as follow:

Field size to 1

Add a validation rule of 'M' or 'F'

Field set to size 1

Validation rule added with a character literal 'M' also award if only 'F'

OR 'F'

**Answer**

= 'M' or 'F'

- 6.3.2 Add an input mask to the phone 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.

Literals added as required \ or/and ""

0 used as placeholder

Sequence of placeholders and literals correct

**Answer**

\(000\) "000"-0000

Create a new table called *Advert* as follows:

- 6.4.1 Create a primary key field called Advert\_id of an appropriate data type.

Advert\_id field created

Set as primary key field

Data type set to autonumber

- 6.4.2 Create a field called title of the text data type and the format to ensure capital letters.

title field created of text data type  
Format property set to >

- 6.4.3 Create a field called cost of a currency data type and set it to be required.

Field called cost of currency data type  
Set to required

Create a form as follows:

- 6.5.1 Create a form called *User\_post* using only the user\_name, first\_name and last\_name fields from the table *User* and only the post and Likes fields from the table *Post*. Ensure the form is grouped by the *User* table, and that the subform is called *Post Subform*.

Form created  
Using correct fields from both tables  
Grouped by the *User* table

- 6.5.2 Edit the label in the form header to 'Users with their posts – Your exam number'.

Label edited in header with correct text

- 6.5.3 Set the *Default View* Property of the *Post Subform* to Single Form.

Default view property of subform set to Single Form.

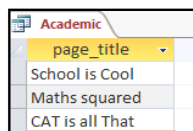
- 6.5.4 Open the *Post Subform* separately and add a button to the subform containing the posts, which will delete that displayed post. The caption of the button should be 'Delete'.

Button added to subform  
Caption changed to delete  
Deletes record when clicked

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'.

Only page\_title displayed  
type field added  
Criteria on type field set to 'Academic'

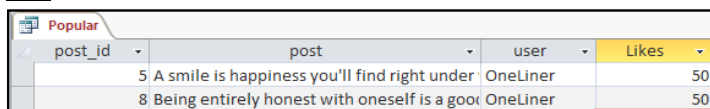


Field:	Table:	Sort:	Show:	Criteria:	or:
page_title	Page		<input checked="" type="checkbox"/>		
				"Academic"	

Field:	Table:	Sort:	Show:	Criteria:	or:
page_title	Page		<input checked="" type="checkbox"/>		
				"Academic"	

- 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.

All fields displayed  
User set to 'OneLiner'  
And i.e. on same condition row  
Likes over 40



Field:	Table:	Sort:	Show:	Criteria:	or:
Post.*	Post		<input checked="" type="checkbox"/>		
				"OneLiner"	
				>40	

Field:	Table:	Sort:	Show:	Criteria:	or:
Post.*	Post		<input checked="" type="checkbox"/>		
				"OneLiner"	
				>40	

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.

Report created called *Posts*  
All fields from the table Post  
Grouped by the field user

7

**20 Marks Total Question 7**

7.1	<p>Add a title to the page to read 'Good practice' and include your Examination number.</p> <p>&lt;title&gt; tag created inside the &lt;head&gt; tags Correct text enclosed within the title tags</p> <p><b>Answer</b> &lt;head&gt; &lt;title&gt;Good practice – Exam number&lt;/title&gt; &lt;/head&gt;</p>
7.2	<p>Add a background colour to the table to be <i>green</i>.</p> <p>Attribute added to the table tag of bgColor='green' bgColor=green also acceptable</p> <p><b>Answer</b> &lt;table border=2 bgcolor='Green'&gt;</p>
7.3	<p>Edit the first cell in the first row as follows:</p>
7.3.1	<p>Span the cell over two columns.</p> <p>Attribute added to the correct cell colspan='2' added ✓ colspan=2 also correct</p> <p><b>Answer</b> &lt;td colspan='2'&gt;</p>
7.3.2	<p>Set the cell to have a horizontal alignment of <i>center</i>.</p> <p>Align attribute added to correct cell set to center</p> <p><b>Answer</b> &lt;td colspan='2' align='center'&gt;</p>
7.4	<p>Set the width of the first cell on the second row to 250.</p> <p>width attribute added to correct cell Set to 250</p> <p>&lt;td width = 250&gt;</p>
7.5	<p>Hyperlink the text 'Next page' to the web page <b>Thoughts.html</b>.</p> <p>Next page enclosed in a-tags a-tags point to correct location</p> <p><b>Answer</b> &lt;a href='Thoughts.html'&gt;Next Page&lt;/a&gt;</p>
7.6	<p>Add a heading as follows:</p>
7.6.1	<p>Add a level 1 heading of 'Thought provoking events'.</p> <p>h1-tag added to body Correct text enclosed in tag</p> <p><b>Answer</b> &lt;h1&gt; Thought provoking events &lt;/h1&gt;</p>
7.6.2	<p>Set the font colour to be <i>red</i>.</p> <p>Font tag used or style color set to red</p> <p><b>Answer</b> &lt;font color='Red'&gt;Thought provoking events&lt;/font&gt; or &lt;h1 style="color:red"&gt;Thought provoking events&lt;/h1&gt;</p>
7.7	<p>Add an image to the page as follows:</p>
7.7.1	<p>Add the image <b>Harambe.jpg</b> located in the subfolder called <b>Images</b> within the <b>Website</b> folder.</p> <p>Img tag inserted Has correct src attribute</p> <p><b>Answer</b> &lt;img src='Images\Harambe.jpg'</p>
7.7.2	<p>Set the width and height of the image to 250.</p> <p>Width set to 250 Height set to 250</p> <p><b>Answer</b> &lt;img src='Images\Harambe.jpg' width='250' height='250'&gt;</p>