QUESTION 1

#	Description
1.1	Files and Folders in file explorer grouped by type (seen in screenshot).
1.1.1	Contents sorted by file size, descending order (seen in screenshot).
	Contents sorted by file type, descending order (seen in screenshot).
1.1.2	All sorted content **AND** column headings included in the screenshot.
1.1.3	Screenshot has been inserted in the _Q1Answers document.
1.2	Screenshot depicts that File name extensions has a tick in the checkbox. This can also be marked if files have extensions i.e. the ribbon was not included in the screenshot.
1.3	Author of Statistics.xlsx is TIM LEE.
1.4	File size of Google.jpg is 130 740 bytes or 131 072 bytes or 126 976 bytes.
	File size of Google.jpg is 130 740 bytes or 131 072 bytes or 126 976 bytes.
1.5	About-the-Internet.pdf and Internet_History.docx moved into StoredDocuments folder. *Both files must have been moved, not copied, for the mark.*
1.6	FIVE items copied and not moved to the Multimedia folder. Consists of three images (2 x .jpg, .jfif), an audio MP3 file and a WEBM video file.
	FIVE items copied and not moved to the Multimedia folder. Consists of three images (2 x .jpg, .jfif), an audio MP3 file and a WEBM video file.
	FIVE items copied and not moved to the Multimedia folder. Consists of three images (2 x .jpg, .jfif), an audio MP3 file and a WEBM video file.
1.7.1	Social Media Questionnaire.zip has been extracted.
1.7.2	Social Media Questionnaire.docx has been renamed to Social-Survey.docx. Check that file size is approximately 60KB.
1.7.3	QuestionsBase.docx is password protected. Password is q1w2.
	Password is q1w2.
1.8	password.txt unhidden.
	Hidden attribute removed from properties.
1.9	DoNotEdit.txt: Read-only attribute enabled.
	TOTAL FOR QUESTION 1

QUESTION 2

	Q2TheInternet.docx
2.1	All margins have been adjusted to 1.5 cm.
2.2.1	All paragraphs --> Line spacing of 1.5.
2.2.2	All paragraphs --> Paragraph spacing set to 12 pt after.
2.2.3	All paragraphs --> Font type set to Arial, 12 pt.
2.2.4	All paragraphs --> Text alignment is justified.
	Paragraph beginning with "Long before the technology existed…":
2.3.1	Nikola-Tesla.jpg inserted
2.3.2	Height of Nikola-Tesla.jpg set to 3.5 cm.
2.3.3	Applied a border of 3 pt, any colour, to Nikola-Tesla.jpg
2.3.4	Nikola-Tesla.jpg image has been cropped and correctly aligned as per the screenshotted example. Alignment is based on text-wrap options. Do not accept a text box or table solution.
2.3.5	Text "Figure 1 Nikola Tesla" added as a caption, below the image
2.4	Footnote added to "Vinton Cerf" text. Footnote reads "1. Father of the Internet".
2.5	Last paragraph in the document indented by 3 cm.
2.6	Last paragraph in the document has "Keep lines together" enabled under Line and Page Breaks/Pagination options.
2.7	Text "Picture of the world" added as Alt text to the image at the end of the document.
2.8	"Adapted from https://www.history.com/news/who-invented-the-internet" appears in the footer of page 2 onwards. It must not appear on page 1.
2.9	Exam number added as an author to the document.
	Q2Timeline.docx
2.10	Page orientation set to landscape.
2.11	"1969" to Mobile Web" formatted into three columns.
	Line between each column.
2.12	Column break used to place "1988: IRC – Internet Relay Chat at the top of the second column.
2.13	Word "Google!" at the top of the third column ("1998: Google!") made into a hyperlink to www.google.com.
2.14	Timeline.png inserted as a watermark.
2.15	Content from sources.txt used to generate an automatic reference list.
	Content from sources.txt used to generate an automatic reference list. Should read: Craig, W. (2021, June 15). The History of the Internet in a Nutshell. Retrieved from Web FX: https://www.webfx.com/wcraignet Accept any referencing style, as long as it's automated.
2.16	Bookmark "TheReference" created and inserted by "Reference" on the last page.
2.17	"The Internet Timeline" heading on the first page hyperlinks to the bookmark from Question 2.16.
	Q2DigitalSA.docx
	Page 1
2.18.1	Right-aligned tab stop placed at 16 cm in the header.
2.18.2	Date field inserted in the header, at the tab stop previously created.
	Date automatically updates.
2.19	Automatic page numbering inserted into the footer.
	Odd page numbers appear on the left, even page numbers appear on the right.

	Page 2
2.20	Table split into three separate tables (as seen in screenshot example).
	Shaded row is the first row of each table.
2.21.1	New style created called **SectionHeader**.
2.21.2	**SectionHeader** style consists of 20 pt font size, dark red font colour and is underlined. All criteria must be met in order to be awarded a mark.
2.22	Style **SectionHeader** applied to each of the shaded rows.
	Style **SectionHeader** applied to each of the shaded rows.
2.23	Yellow highlighted text moved out of its row and into a comment on the side of the page.
	Yellow highlighted text moved out of its row and into a new comment on the side of the page and linked to the word "Africa".
2.24	Row that contained the text used for the comment, deleted.
2.25	All text in the three non-shaded rows converted into bulleted lists.
	Bullet symbols are Wingdings code 252.
2.26	Third shaded row: "connections" changed to "connectivity".
	Comment marked or closed as resolved/answered. Comment must not have been deleted.
2.27	Track changes enabled.
	Page 1
2.28	Automatic Table of Contents inserted under the heading "Contents". Must be inserted at the correct location or no mark.
	Table of contents displays one level only and uses SectionHeader style. No mark awarded if Heading 1 style was used.
2.29	File exported as Q2DigitalSA.pdf.
	TOTAL FOR QUESTION 2

QUESTION 3

	Q3MailmergeTemplate.docx
3.1	**Q3MailmergeTemplate.docx** linked to **Invites.csv**
	All SIX fields have been inserted correctly.
3.2	Data has been sorted according to <u>FirstName</u>.
3.3	**Q3CompletedMerge.docx** has been created.
	Q3CompletedMerge.docx has 50 records.
	TOTAL FOR QUESTION 2

QUESTION 4

	Q4InternetStatistics.xlsx
	Sheet1 worksheet
4.1	*Sheet1* renamed to *InternetStats*.
4.2	A1:F1 merged and centred.
4.3	E4 named as "POPULATION".
4.4	<u>For the range F5:F9</u> =E5/$E$4 or E5/POPULATION or E5/$E$4*100 (if manual number formatting was used (see next mark) or E5/POPULATION*100 (if manual number formatting was used (see next mark).
	Converted to a percentage by formatting the cells as percentage. Also accept: Manual formatting of cells: 0.00"%" if the number was multiplied by 100.
4.5	<u>For the range E13:E25</u> Conditional formatting applied to the correct range.
	Top rule applied using conditional formatting, top 3 selected. Accept any other working out where the top 3 are identified and correctly formatted.
4.6	&[Page] field inserted in the bottom right of the footer of the worksheet
	&[Page] field inserted in the bottom right of the footer of the worksheet
	SAUsers worksheet
4.7	<u>For the range A4:C16</u> Correct range sorted, descending, according to percentage. Do not penalise if the images did not sort correctly or at all.
	All content sorted, descending, according to percentage.
4.8	C4:C16 formatted with custom number display. % symbol automatically added to the end of numbers. 0.00"%" MUST have two decimals. Accept any other working out where a % symbol does appear correctly and the value has not been altered. i.e. a learner may perform some calculations or operations to convert the values to percentages, but the values must not be changed and still present with two decimals and a percentage symbol..
4.9	3D pie chart created.
	3D pie chart created showing the top five most-used platforms. WhatsApp, YouTube, Facebook, Instagram and FB Messenger only. No more, no less, no others.
4.9.1	Data callouts used with black fill and white text. Do not penalist if colours not used.
4.9.2	Chart moved its own full worksheet. Do not accept copied and pasted charts into a default worksheet. Check screenshot page for reference.
	TOTAL FOR QUESTION 4

QUESTION 5

	Q5InternetUsers.xlsx
	InternetUsers worksheet
5.1	Row 1 frozen, does not scroll.
5.2	Gridlines are not displaying in the worksheet.
5.3	Filter applied.
5.3.1-2	Entity is "South Africa". Year is 2015, 2016 and 2017 only.
	Pivot worksheet
5.4	Pivot table and/or chart created. Award mark for table or chart or both.
5.4.1	Table or chart displays **only** Eswatini, Namibia, South Africa and Zimbabwe
5.4.2	Years visible in the table or chart must be 2015, 2016 and 2017 only.
5.4.3	Values must be represented as Averages. Refer to screenshot in exam paper.
5.5	A1:I24 set as print area.
	TOTAL FOR QUESTION 5

QUESTION 6

	Q6ISPS.xlsm
	SAISPS worksheet
6.1.1	For the range B2:B50
	=UPPER(LEFT(A2,3)&RANDBETWEEN(1,9))
6.1.2	=UPPER(LEFT(A2,3)&RANDBETWEEN(1,9))
6.1.3	=UPPER(LEFT(A2,3)&RANDBETWEEN(1,9))
	Accept if learner has calculated these separately and combined them from different cells.
6.2.1	H52
	=MAX(H2:H50)
	=MAX(H2:H50)
6.2.2	H53
	=MIN(G4:G50)
	=MIN(G4:G50)
6.2.3	H54
	=COUNTIF(H2:H50,">800")
	=COUNTIF(H2:H50,">800")
	=COUNTIF(H2:H50,">800")
	AFRIHOST worksheet
6.3	For the range H4:H8
	=IF(G4<=200,G4*$K$2,IF(G4<=500,G4*$K$3,IF(G4<=1000,G4*$K$4,G4*$K$5)))
	=IF(G4<=200,G4*$K$2,IF(G4<=500,G4*$K$3,IF(G4<=1000,G4*$K$4,G4*$K$5)))
	=IF(G4<=200,G4*$K$2,IF(G4<=500,G4*$K$3,IF(G4<=1000,G4*$K$4,G4*$K$5)))
	=IF(G4<=200,G4*$K$2,IF(G4<=500,G4*$K$3,IF(G4<=1000,G4*$K$4,G4*$K$5)))
	=IF(G4<=200,G4*$K$2,IF(G4<=500,G4*$K$3,IF(G4<=1000,G4*$K$4,G4*$K$5)))
6.4	H4:H8 cells are not locked.
	MBPS worksheet
6.5	For the range I2:I6
	=AVERAGE(C2:I2) changed to =AVERAGE(C2:G2) **and** copied down.
6.6	C8
	Dropdown list created using B2:B6 as the list.
	Dropdown list created using B2:B6 as the list.

6.7	For the range C9:C13 =HLOOKUP(A9,$C$1:$G$6,MATCH($C$8,$B$1:$B$6),FALSE) or =VLOOKUP($C$8,$B$1:$G$6,MATCH(A9,$B$1:$G$1,0),FALSE) or =XLOOKUP($C$8,$B$2:$B$6,C2:C6,"NotFound",0)	
	=HLOOKUP(A9,$C$1:$G$6,MATCH($C$8,$B$1:$B$6),FALSE) or =VLOOKUP($C$8,$B$1:$G$6,MATCH(A9,$B$1:$G$1,0),FALSE) or =XLOOKUP($C$8,$B$2:$B$6,C2:C6,"NotFound",0)	
	=HLOOKUP(A9,$C$1:$G$6,MATCH($C$8,$B$1:$B$6),FALSE) or =VLOOKUP($C$8,$B$1:$G$6,MATCH(A9,$B$1:$G$1,0),FALSE) or =XLOOKUP($C$8,$B$2:$B$6,C2:C6,"NotFound",0)	
	=HLOOKUP(A9,$C$1:$G$6,MATCH($C$8,$B$1:$B$6),FALSE) or =VLOOKUP($C$8,$B$1:$G$6,MATCH(A9,$B$1:$G$1,0),FALSE) or =XLOOKUP($C$8,$B$2:$B$6,C2:C6,"NotFound",0)	
	=HLOOKUP(A9,$C$1:G6,MATCH($C$8,$B$1:$B$6),FALSE) or =VLOOKUP($C$8,$B$1:$G$6,MATCH(A9,$B$1:$G$1,0),FALSE) or =XLOOKUP($C$8,$B$2:$B$6,C2:C6,"NotFound",0)	
	=HLOOKUP(A9,$C$1:$G$6,MATCH($C$8,$B$1:$B$6),FALSE) or =VLOOKUP($C$8,$B$1:$G$6,MATCH(A9,$B$1:$G$1,0),FALSE) or =XLOOKUP($C$8,$B$2:$B$6,C2:C6,"NotFound",0)	
6.8	Macro created **and** hides rows 1 to 6.	
	Attached to **Control** and **r** keys as a keyboard shortcut. or attached to a button which runs the macro successfully when clicked.	
	TOTAL FOR QUESTION 6	

QUESTION 7

	Q7_InternetData.accdb
	Tables
	Table: tbl_SAISPS
7.1	<u>DatabaseCode</u> field selected as Primary key
7.2.1	Input mask for <u>DatabaseCode</u> field: >LLL0
	>LLL0
7.2.2	>LLL0
7.3	<u>Other</u> field changed to a combo box.
	Values obtained from the *tbl_OtherServices* table. SELECT [tbl_OtherServices].[Other] FROM tbl_OtherServices; Check the Lookup properties for confirmation.
7.4	<u>CustomerSatisfaction</u> field has a default value setting of 5.
7.5	<u>CustomerSatisfaction</u> field has validation rule: <=10 or BETWEEN 0 AND 10
	<u>CustomerSatisfaction</u> field has validation text: "Customer rating cannot be higher than 10" or anything appropriate to the rule as per the question context.
7.6	<u>Email</u> property "Required" set to "Yes"
7.7	Two records imported from AdditionalISPs.csv.
	AAT1 AA Tech Western Cape ABS2 AB Solutions Gauteng No other data or information with these records, all other fields empty.
	Forms
7.8	Form *frm_DataCapture* created displaying **all** fields (13) from the *tbl_SAISPS* table. From <u>DatabaseCode</u> to <u>URL</u>.
7.9	Button inserted into the form *frm_DataCapture* header.
	Button closes the form when clicked.
	Queries
7.10	*qry_AllServices* created.
	<u>Company</u> and <u>URL</u> fields display.
	<u>ADSL</u>, <u>FIBRE</u>, <u>Wireless_LTE</u> criteria set to Yes or True.
	ADSL, FIBRE, Wireless_LTE criteria set to Yes or True.
7.11	*qry_CustomerRating* created.
	<u>Company</u>, <u>URL</u> and <u>CustomerSatisfaction</u> fields displayed.
	<u>URL</u> criteria: IS NOT NULL Also accept <>0
	<u>CustomerSatisfaction</u> criteria (**same row**): >=8 Criteria must be in the same row, or no mark awarded.
7.12	*qry_Gauteng* created. No mark awarded for creating the query.
	FIBRE criteria set to True
	<u>Other.Value</u> criteria is Like "*satellite*" located in alternate criteria row
	<u>OfficeLocation</u> criteria is "Gauteng" for Criteria and 'or' row.
	<u>OfficeLocation</u> criteria is "Gauteng" for Criteria and 'or' row.

7.13	*qry_SummerSavings* created. No mark awarded for creating the query.
	New calculated field created: SummerSavings
	SummerSavings: [WIRELESScost]-([WIRELESScost]*0.25) or: [WIRELESScost]*75/100 or: [WIRELESScost]*0.75
	SummerSavings: [WIRELESScost]-([WIRELESScost]*0.25) or: [WIRELESScost]*75/100 or: [WIRELESScost]*0.75
	Reports
7.14	*rpt_HighRating* created using *tbl_Ratings* as the source.
7.14.1	Report grouped according to CustomerSatisfaction.
7.14.2	Fields that must display: CustomerSatisfaction, Company, OfficeLocation and URL.
7.14.3	Student number inserted in a label in the footer of the report. Do not penalise if not a label. If the text displays, award the mark. It must display in report view though for the mark to be awarded.
7.14.4	**ThumbsUp.jpg** inserted into the header of the report.
7.14.5	Header colour changed to white.
7.15.1	OfficeLocation footer displayed.
7.15.2 (a)	Highest cost calculation in the OfficeLocation footer: =Max([WIRELESScost])
7.15.2 (b)	Average cost calculation in the OfficeLocation footer: =AVG([WIRELESScost])
7.15.2 (c)	Count of Companies in the OfficeLocation footer: =COUNT(*) or =COUNT([Company]) Do not accept counting of any other fields.
7.15.3	Highest cost and Average cost calculated fields in the OfficeLocation footer are formatted to Currency.
	TOTAL FOR QUESTION 7

QUESTION 8

		index.htm
8.1		<HEAD> <!-- DOCUMENT TITLE HERE --> <TITLE>The Internet and the WWW</TITLE> </HEAD>
8.2		<!-- BODY BEGINS HERE --> <BODY BGCOLOR="#454746">
		<BODY BGCOLOR="#454746">
8.3		<!-- MAIN HEADING --> <H1 ALIGN="CENTER"><FONT COLOR="WHITE" or "#FFFFFF" ><U>The Beginning of the Internet and WWW</U></FONT></H1> <!-- END OF MAIN HEADING -->
		<!-- MAIN HEADING --> <H1 ALIGN="CENTER"><FONT COLOR="WHITE"><U>The Beginning of the Internet and WWW</U></FONT></H1> <!-- END OF MAIN HEADING -->
8.4		<!-- BEGINNING OF MAIN TABLE CONTAINER --> <TABLE BGCOLOR="#bac2be" BORDER="2" ALIGN="CENTER" WIDTH="70%" CELLPADDING="5PX">
8.5		<!-- BEGINNING OF PARAGRAPH ONE --> <P><FONT SIZE="4">As you might expect…
		Font size **also** applied to the second paragraph.
8.6		<UL> <LI>Joseph Licklider</LI> <LI>Donald Davies </LI> <LI>Bob Taylor</LI> <LI>Vint Cerf</LI> <LI>G Blieden RIP</LI> </UL>

		<UL>
		    <LI>Joseph Licklider</LI>
		    <LI>Donald Davies </LI>
		    <LI>Bob Taylor</LI>
		    <LI>Vint Cerf</LI>
		</UL>

8.7		<IMG SRC="images/Amazon.jpg" WIDTH="200PX" HEIGHT="120px" ALT="Jeff Bezos" TITLE="Jeff Bezos" BORDER="2" />
		<IMG SRC="images/Amazon.jpg" WIDTH="200PX" HEIGHT="120px" ALT="Jeff Bezos" TITLE="Jeff Bezos" BORDER="2" />

8.8	<A HREF="http://www.facebook.com"><IMG SRC="images/Facebook.jpg" WIDTH="200PX" HEIGHT="140px" ALT="Mark Zuckerberg" TITLE="Mark Zuckerberg" BORDER="2" /></A>
	<A HREF="http://www.facebook.com"><IMG SRC="images/Facebook.jpg" WIDTH="200PX" HEIGHT="140px" ALT="Mark Zuckerberg" TITLE="Mark Zuckerberg" BORDER="2" /></A> Award a mark even if the </A> is in the wrong place. The next mark balances this out.
	<A HREF="http://www.facebook.com"><IMG SRC="images/Facebook.jpg" WIDTH="200PX" HEIGHT="140px" ALT="Mark Zuckerberg" TITLE="Mark Zuckerberg" BORDER="2" /></A> Award a mark if the image is nested between the <A> and </A> tags correctly.
	TOTAL FOR QUESTION 8