



TOTAL 180

QUESTION 1 - FILE AND FOLDER MANAGEMENT			Comments
1.1.1	Q1 folder contents sorted by Name.	1	
	Descending order.	1	
1.1.2	4.99MB	1	
1.1.3	8	1	
1.1.4	TXT is text only, it cannot support rich media such as images, audio, video or objects. Text cannot be formatted.	1	Accept any valid fact regarding a text only file.
	RTF can format text, change font typeface and size and include colour. It can also embed objects. Formatting of text is supported.	1	Accept any valid fact regarding a RTF only file.
1.1.5	Wednesday, 04 January 2023	1	Screenshot of file properties, showing the date - also acceptable.
1.2	Column <i>Slides</i> added to File Explorer window.	1	
1.3	Screenshot taken and inserted into _Q1_Answers.docx	1	
	Screenshot contains all column headings (including <i>Slides</i>) and the Q1 folder contents.	1	
1.4	Screenshot inserted into _Q1_Answers document showing default application that will open the file.	1	
1.5	Miscellaneous folder renamed to Temp.	1	
1.6	4 MS Office files moved (not copied) to the Temp folder (unless still called Miscellaneous).	1	Check for Word, Access, PowerPoint and Excel file. FOUR items in total.
	4 MS Office files moved (not copied) to the Temp folder (unless still called Miscellaneous).	1	
1.7	SIX image files copied to the Backup folder.	1	
	SIX image files copied to the Backup folder.	1	Award a mark, even if only FIVE files were copied.
1.8	Contact_Names.xlsx has been compressed/zipped.	1	
1.9	Shortcut to an application on the computer has been created.	1	

1.10	Search has been performed for *.XLSX files.	1	Should be visible in the screenshot.
	Results should display at least THREE Excel files.	1	
QUESTION 2 - WORD PROCESSING			
2.1	<u>2DakarRally.docx</u> All page margins are set to 1cm.	1	
2.2	<u>Page 1</u> Logo.jpg inserted onto page.	1	
2.3	Logo.jpg height is 8cm exactly.	1	
2.4	Logo centred horizontally and vertically on page.	1	Both alignments must be correct for the mark. Accept if student has changed the word wrap and manually moved the image into place as long it's centred correctly.
2.5	<u>Page 2</u> Dropped cap applied to letter "T" for first paragraph, underneath the title.	1	
2.6	Font of all paragraphs changed to Times New Roman.	1	Do not penalise if not all paragraphs changed.
2.7	Line spacing of all paragraphs changed to 1.75.	1	Do not penalise if not all paragraphs changed.
	Line spacing of all paragraphs changed to 1.75.	1	
2.8	Text justified in all paragraphs.	1	ALL paragraphs must be aligned correctly for the mark.
2.9	Image text wrap set to square.	1	
	Image moved to the left of the paragraph.	1	
2.10	Image caption inserted under photograph.	1	Must be an image caption, not a manually inserted text box. Figure number should be a field.
	Caption reads "Figure 1 Thierry Sabine"	1	
2.11	New source added to the Word document.	1	
	The source is correctly captured.	1	

QUESTION 3			
3.1	<u>3_1Rankings.docx</u> Page orientation adjusted to landscape.	1	
3.2	New style created, called Rankings .	1	Must be a new style, not a renamed one, and called Rankings .
3.2.1	Rankings style: font must be bold, italicised and double-underlined.	1	
	Rankings style: font must be bold, italicised and double-underlined.	1	
3.2.2	Rankings style: font must be 23.5 pt in size.	1	
3.3	Ranking style or Header 1 style applied to "2022 Rankings" heading at the top of the document.	1	Only accept one of these two styles.
3.4	Content placed into four columns.	1	Columns used, not tables.
	Line between each column.	1	
	Column break used for each heading.	1	Award a mark even if just one column break was used correctly.
3.5	Footnote has been inserted by the text "2022 Rankings".	1	
	Source.txt embedded as a file icon as the footnote content.	1	
3.6	Change accept at text "RUS" and it now says "RAF"	1	
3.7	Page border has been added to the document.	1	
3.8	Document 3_2Protect has protection added to it.	1	Accept if a different form of protection has been chosen, for example open as read-only.
	Mark as Final has been enabled.	1	Mark awarded here for the correct form of protection added. Do not accept any other form of protection i.e. Read-only etc.

QUESTION 4		
4.1.1	<u>4Vehicles.docx</u> <u>Page 1</u> Paragraph, beginning with "The five competitive ..." and ending with "... or purpose-built": Left indent at 3 cm.	1
4.1.2	Right indent placed at 13 cm.	1
4.1.3	Paragraph shadow border has been applied to the paragraph.	1
	Paragraph shadow border is a colour other than default black.	1
4.1.4	24 pt paragraph spacing after the paragraph.	1
	24 pt paragraph spacing after the paragraph.	1
4.2	A table of contents has been generated underneath "Table of Contents: Vehicles"	1
4.2.1	Only Heading 2-formatted headings are displayed in the table of contents. You should only see Motorbikes, Quads, Cars and Trucks.	1
4.3	Automatic page numbering inserted in the footer.	1 Don't penalise if not on all pages BUT the numbering should at least go to page 4.
4.4	<u>Page 2</u> Bookmark "bike" inserted in front of text "Motorbikes"	1
4.5	Text "Dakar Vehicles" displays in the header. Does not display on page 1. Does display up to page 4.	1 Page 1 has "Different First Page" enabled in the Header settings.
4.6	Table has been split at "Trucks".	1
4.7	<u>Page 4</u> Text in Trucks section, under "The best known..." changed to bulleted list.	1
	Bullet.png used as first-level bullet.	1
4.8	<u>Page 5</u> Page orientation is landscape.	1
	All other pages have remained portrait.	1
4.9	<u>Page 6</u> Each heading, highlighted in green, has a right-aligned tab stop at 10 cm with a dotted leader.	1 The goal here is also to encourage the student to use the Format Painter tool. While we won't know if they did, every heading must be formatted correctly for the mark.
	Each heading, highlighted in green, has a right-aligned tab stop at 10 cm with a dotted leader.	1

4.10	Paragraph below "A crushing blow": Pagination options --> Keep lines together has been enabled.	1	
4.11	"...bikers..." in the last sentence of the document is a link to the heading "motorbikes".	1	
QUESTION 5 - SPREADSHEETS			
5.1	<u>Results worksheet</u> Height of Row 1 is 51 pt exactly.	1	
5.2	A1:J1 merged and centered	1	
5.3	Rows 1 and 2 frozen. Do not scroll.	1	
5.4	Column G width increased to no longer display #'s.	1	
5.5	Table style Light Blue, Table Style Light 16 to the range A2:J167	1	Do not penalise if range is off by one or two rows. Do not penalise if style is not the specific one, but it must be a light blue style regardless. Style 20 or 13 for example.
5.6	<u>Teams worksheet</u> Column A sorted alphabetically from A to Z.	1	
5.7	Duplicates in Column A have been removed.	1	There should 149 teams listed.
5.8	Cell C2 =COUNTA(A1:A149)	1	
5.9	<u>Chart worksheet</u> 2D pie chart using the data in B3:C6 has been created.	1	
5.10	Quads not displaying on chart. Must be hidden using the filter.	1	
5.11	Title of the chart is "Number of vehicles per category".	1	Mark is for altering the heading text, not the colour change.
5.12	Data labels for the sections appear on the outside of each section	1	
5.13	Data labels have a black background with white text.	1	Accept colours close enough to black and white. Both must be correct to award a mark.

5.14	"Bikes" section moved away from the main pie.	1	
5.15	Wallpaper.jpg used as the background image for the chart.	1	
QUESTION 6			
6.1	Column G: =F3*2	1	
	=F3*2	1	Do not penalise if the formula was not dragged down for all racers.
6.2	B3 continued: ="#"&A3&RANDBETWEEN(1,500)	1	Or '=CONCAT("#",A3,RANDBETWEEN(1,500))
	=#"&A3&RANDBETWEEN(1,500)	1	=CONCAT("#",A3,RANDBETWEEN(1,500))
	=#"&A3&RANDBETWEEN(1,500) Also accept if the randbetween was done separately in another cell and the cell is reference here instead.	1	=CONCAT("#",A3,RANDBETWEEN(1,500))
6.3	Column J: =IF(I3="y",G3*15%,0)	1	Also accept alternative calculations such as G3*0.15
	=IF(I3="y",G3*15%,0)	1	Also accept alternative: =IF(G3="n",0,G3*15%)
	=IF(I3="y",G3*15%,0)	1	Also accept =G3-SUM(H3,J3)
6.4	Column K: =G3-H3-J3	1	Accept any other alternative working out which produces the correct result.
	=G3-H3-J3	1	
6.5	N3: =SUMIF(\$D\$3:\$D\$237,M3,\$G\$3:\$G\$237)	1	
	=SUMIF(\$D\$3:\$D\$237,M3,\$G\$3:\$G\$237)	1	No mark if absolute cell referencing not used. Only penalise once, accept further arguments even if they're not using absolute cell referencing.
	=SUMIF(\$D\$3:\$D\$237,M3,\$G\$3:\$G\$237)	1	Also accept the text eg. "Bike" instead of the cell reference.
	=SUMIF(\$D\$3:\$D\$237,M3,\$G\$3:\$G\$237)	1	Named ranges are acceptable for absolute cell referencing.

6.6	N8: =COUNTBLANK(E3:E237)	1	=COUNTIF(E3:E237,"")
	=COUNTBLANK(E3:E237)	1	=COUNTIF(E3:E237,"")
6.7	N9: =COUNTIF(I3:I237,"y")	1	
	=COUNTIF(I3:I237,"y")	1	
	=COUNTIF(I3:I237,"y")	1	
6.8	N10: =SUMIFS(J3:J237,D3:D237,"Car",I3:I237,"y")	1	Alternative '=SUMIF(D3:D237,"car",J3:J237)
	=SUMIFS(J3:J237,D3:D237,"Car",I3:I237,"y")	1	=SUMIF(D3:D237,"car",J3:J237)
	=SUMIFS(J3:J237,D3:D237,"Car",I3:I237,"y")	1	=SUMIF(D3:D237,"car",J3:J237)
	=SUMIFS(J3:J237,D3:D237,"Car",I3:I237,"y")	1	=SUMIF(D3:D237,"car",J3:J237)
	=SUMIFS(J3:J237,D3:D237,"Car",I3:I237,"y")	1	Formatted as currency. (Award mark here if the alternative method above was used instead)
	=SUMIFS(J3:J237,D3:D237,"Car",I3:I237,"y")	1	Currency symbol is the Euro symbol. (Award mark here if the alternative method above was used instead)
6.9	Racers worksheet =XLOOKUP(MID(B3,2,3),Codes!\$A\$1:\$A\$240,Codes!\$B\$1:\$B\$240,"UNKNOWN",0)	1	Alternative =VLOOKUP(MID(B3,2,3),Codes!\$A\$1:\$B\$240,2,FALSE)
	=XLOOKUP(MID(B3,2,3),Codes!\$A\$1:\$A\$240,Codes!\$B\$1:\$B\$240,"UNKNOWN",0)	1	=VLOOKUP(MID(B3,2,3),Codes!\$A\$1:\$B\$240,2,FALSE)
	=XLOOKUP(MID(B3,2,3),Codes!\$A\$1:\$A\$240,Codes!\$B\$1:\$B\$240,"UNKNOWN",0)	1	=VLOOKUP(MID(B3,2,3),Codes!\$A\$1:\$B\$240,2,FALSE)
	=XLOOKUP(MID(B3,2,3),Codes!\$A\$1:\$A\$240,Codes!\$B\$1:\$B\$240,"UNKNOWN",0)	1	=VLOOKUP(MID(B3,2,3),Codes!\$A\$1:\$B\$240,2,FALSE)
	=XLOOKUP(MID(B3,2,3),Codes!\$A\$1:\$A\$240,Codes!\$B\$1:\$B\$240,"UNKNOWN",0)	1	=VLOOKUP(MID(B3,2,3),Codes!\$A\$1:\$B\$240,2,FALSE)
			The learner may employ other ways of extracting the three-digit country code. Award the mark if it allows the function to work correctly.

QUESTION 7 OPTION A		
	A pivot table has been created.	1
	Pivot table uses the data from the TableData worksheet.	1
	Field setup: Fields used for Rows --> Country; Class; Team	1
	Specific order of fields used for Rows --> Country; Class; Team	1
	Values: Fields used for Values --> Count of Class	1
QUESTION 7 OPTION B		
	A macro has been created.	1
	Macro has keyboard shortcut CTRL+k assigned to it.	1 Accept if capital K used. i.e. CTRL+SHIFT+K
	Macro sorts Column C alphabetically, A–Z	1
	Macro applies conditional formatting to highlight cells in Column D that contain the word "Bike"	1
	Macro attached to "Sort and Highlight" image.	1
QUESTION 8 - DATABASE		
8.1	<u>tbl_Teams</u> created from TeamsImport.csv file.	1
	<u>tbl_Teams</u> created from <u>TeamsImport.csv</u> file.	1 Must contain 44 records.
8.2.1	tbl_Racers <u>first_name</u> and <u>last_name</u> field sizes are both 50 characters in length.	1
8.2.2	<u>email</u> data type set to hyperlink.	1
8.2.3	<u>dob</u> field <i>Required</i> property set to "Yes".	1
8.2.4	<u>country</u> is a combo box, obtains its values from tbl_Countries.	1
	<u>country</u> is a combo box, obtains its values from <u>tbl_Countries</u> .	1
8.2.5	<u>experience</u> has <i>default value</i> of 1.	1
	Validation rule: Between 1 And 10	1 Alternative >=1 AND <=10 No validation text required.

8.2.6	<u>classVIN</u> Indexed property set to "Yes (No Duplicates)"	1	Do not award a mark if set to Primary Key.
	Input mask applied	1	
	>AAAAAAAAAA	1	All upper D61case
	>AAAAAAAAAA	1	10 characters only. Numbers and letters only, no spaces. No other alternatives must be accepted.
8.3	frm_Racers has been created.	1	
	id not included in the form fields.	1	
8.4.1	frm_DataCapture Header text reads "Racer information"	1	
8.4.2	Header section has been changed to a different colour.	1	Whole header section, not the background/fill of the text box.
8.4.3	Button inserted in the header section.	1	
	Button navigates to next record when clicked on.	1	
8.5	Report created called rpt_CountriesByClass	1	
8.5.1	Report uses fields <u>class</u> , <u>country</u> , <u>first_name</u> and <u>last_name</u> only.	1	
8.5.2	Data is grouped according to <u>class</u> .	1	
8.5.3	Details section formatted with alternating row colours.	1	No mark if default grey is still there or other area besides details section has been coloured.
8.6.1	rpt_RacersPerCountry Footer added for the <u>country</u> field	1	
8.6.2	=Count(*) placed in the <u>country</u> footer.	1	Also accept counting any of the fields. Eg. =COUNT([first_name])
	=Count(*) placed in the <u>country</u> footer.	1	
8.6.3	=Avg([experience]) placed in the <u>country</u> footer.	1	
	=Avg([experience]) placed in the <u>country</u> footer.	1	
8.6.4	=Max([experience]) placed in the report footer	1	

8.7	qry1_Countries <i>qry1_Countries</i> has been created.	1	
8.7.1	Fields displayed are <u>last_name</u> , <u>first_name</u> , <u>country</u> and <u>email</u> .	1	
8.7.2	Query sorted, ascending, according to <u>country</u> .	1	All criteria must be met here to be awarded a mark.
8.8.1	qry2_Birthdays <u>first_name</u> , <u>last_name</u> and <u>dob</u> displaying.	1	
8.8.2	<u>dob</u> field format changed to Long Date.	1	Example, date displays as Monday, 02 September 1974
8.9	qry3_TenOrBike <u>experience</u> criteria set to 10	1	Also accept NOT <=9
	<u>class</u> criteria set to "bike" on OR row.	1	One the criteria must be in an alternate row for the mark to be awarded.
8.10	qry4_Collective Totals (in ribbon) enabled.	1	
	<u>experience</u> field: Total criteria set to "Sum"	1	
8.11	qry5_Experience <u>country</u> field criteria: Like "*south*"	1	
	<u>experience</u> field criteria: >=5	1	Must be in the same criteria row as <u>country</u> criteria to be awarded a mark.
QUESTION 9 - HTML			
9.1	<!-- Title of the document goes here --> <TITLE> The Dakar Rally </TITLE>	1	
	<!-- Title of the document goes here --> <TITLE> The Dakar Rally </TITLE>	1	
9.2	<!-- Web page content begins here --> < BODY background="img/bgimage.jpg" text="white">	1	MUST be in the BODY tag to be awarded a mark. No mark if another body tag is created or a font tag used.
9.3	<!-- Outline table starts here --> <TABLE BORDER="4px" WIDTH="60%" align="center" cellpadding="0px" cellspacing="0px">	1	
	<!-- Outline table starts here --> <TABLE BORDER="4px" WIDTH="60%" align="center" cellpadding="0px" cellspacing="0px">	1	

9.4	!- Heading 1 centered goes here --> <H1 align="center">DAKAR 2024</H1>	1	Must have opening and closing <H1> tags to be awarded a mark.
	!- Heading 1 centered goes here --> <H1 align="center">DAKAR 2024</H1>	1	Also accept wrapping <H1> in <CENTER> tag but tag must be closed and spelt correctly too. <CENTER><H1>DAKAR 2024</H1></CENTER>
9.5	<!-- Dakar rally image goes here --> 	1	Tag and attributes must all be correct to be awarded a mark.
9.6	<!-- Link to the signup page goes here --> 	1	
9.7	<!-- Link to the signup page goes here --> 	1	Must be before the IMG tag.
	<!-- Link to the signup page goes here --> 	1	Must be at the end of the IMG tag.
9.8	<P> < FONT size="4" face="Arial"> The 2024 Dakar Rally is a rally...	1	There are other placements of the font tag in other locations that may work as well. As long as the paragraph text has been changed to 4. tag is essential for the mark.
	...World Rally-Raid Championship.	1	
9.9	<P> The 2024 Dakar Rally is a rally...	1	
	<P> The 2024 Dakar Rally is a rally...	1	

9.10	<pre> <U> COURAGE TENACITY PASSION GRIT </U> </pre>	1	Every item must have at the front of it.
	<pre> <U> COURAGE TENACITY PASSION GRIT </U> </pre>	1	Don't penalise if one is missing.
9.11	<pre> <!-- Footer row --> <TR> <TD colspan=3 align="left" bgcolor="brown"> </pre>	1	COLSPAN is in the correct tag <TD>
	<pre> <!-- Footer row --> <TR> <TD colspan =3 align="left" bgcolor="brown"> </pre>	1	
9.12	Candidate examination number typed in near the bottom,, where indicated.	1	

Grand total	180
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