higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N4

3 November 2022

This marking guideline consists of 17 pages.

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SECTION A: THEORETICAL COMPONENTS 60 MARKS

QUESTION 1: COMPUTING CONCEPTS AND APPLICATION SKILLS MARKS: 15

1.1	1.1.1	B		
	1.1.2	C		
	1.1.3	B		
	1.1.4	C		
	1.1.5	B		
			(5 × 2)	(10)
1.2	1.2.1	D		
	1.2.2	A		
	1.2.3	F		
	1.2.4	H		
	1.2.5	B		
			(5 × 1)	(5)
				[15]

QUESTION 2

2.1	2.1.1	Ethernet NIC		
	2.1.2	Router		
	2.1.3	Network software		
	2.1.4	Modem		
	2.1.5	Wireless access point		
			(5 × 1)	(5)
2.1	2.2.1	Personal area network		
	2.2.2	Local area network		
	2.2.3	Wide area network		
	2.2.4	Metropolitan area network		
	2.2.5	Network interface card		
			(5 × 1)	(5)
				[10]

QUESTION 3

3.1	Lenovo/Lenovo Legion 16 GB/16 GB RAM	(2)
3.2	Razer Blade Pro/Razer 17.3"/inch	(2)
3.3	Intel Core i5/Intel Core i5 10300H	(1)
3.4	Lenovo/Lenovo Legion	(1)

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3.5 Razer Blade Pro/Razer
Windows 10 Professional 64 (2)

3.6 ASUS TUF Gaming F15/ASUS
Razer Blade Pro/Razer (2)

3.7 Because one can access and share files from anywhere in the world and from any other internet-enabled device.

OR

One can share big files that one usually can't share in an email. (2)

3.8
- Saves time
- Better communication
- It is cost saving
- Meetings can be arranged easier (Any ONE) (1)

3.9
- A blog can be defined as an online journal of posting personal thoughts and ideas on a specific subject and allowing other people to comment on the post.
- A regularly updated website or web page, typically one run by an individual or small group that is written in an informal or conversational style.
- A regular feature appearing as part of an online publication that typically relates to a particular topic and consists of articles and personal commentary by one or more authors. (Any ONE) (2)

[15]

QUESTION 4

4.1 URL
4.2 MWEB
4.3 Google
4.4 ISP
4.5 Takealot
4.6 IPv4
4.7 Internet
4.8 Internet protocol
4.9 Web browser
4.10 World wide web

(10 × 1) **[10]**

QUESTION 5

5.1 False
5.2 False
5.3 True
5.4 True
5.5 False
5.6 False
5.7 True
5.8 False
5.9 True
5.10 False

(10 × 1) **[10]**

TOTAL SECTION A: 60

INSTRUCTIONS TO MARKERS MARKING MANIPULATION AND ACCURACY:

SECTION B: PRACTICAL

WORD PROCESSING, SPREADSHEET AND PRESENTATION

The above-mentioned questions must be marked with a BLUE and RED pen.
BLUE is for manipulation/display and RED is for accuracy.

NOTES FOR MANIPULATION:

- Write every number as indicated on the marking guideline. Don't only indicate the incorrect number, all numbers must be written on all the candidates' PRINTOUTS.
- Write the numbers in more or less the same position as indicated in the marking guideline (this assists the internal moderator and chief marker when moderating).
- If the number for manipulation is incorrect, write the number with a cross next to it e.g. 5X or X5
- If the number for manipulation is correct but a cross was already made next to the number, just encircle the number instead of using 'Tippex' or scratching it out e.g.



- If the candidate handed in any other blank pages or pages not relevant for marking, do not draw a line across the page, only write 'NOTED' on the page.

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NOTES FOR ACCURACY:

- Every accuracy error must be indicated with a RED pen. One mark per accuracy error is penalised. If the same word is repeated and spelled incorrect, only penalise once, encircle the repeated word if incorrect. Please do not double penalise for the same word.

- If two words are keyed in correctly but a letter space was omitted e.g. 'theman' instead of 'the man' don't penalise accuracy, penalise manipulation for letter spaces.

- If a word is keyed in incorrectly in UPPER CASE or lower case, it is not an accuracy error. Manipulation is penalised for upper and lower case.

- Every word that is spelled incorrectly, whether in the same sentence or not, or in a case where the word was cut off, is marked as accuracy.

- Every word or sentence omitted/left out is penalised for accuracy, e.g. if the following sentence was left out: 'The cat climbed up the tree.' penalise 1 accuracy error for every word left out, even if the candidate forfeits all the accuracy marks. The candidate cannot be awarded accuracy marks if too much text was omitted.

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QUESTION 6: WORD PROCESSING **MARKS: 50**

	ACCURACY ERRORS	**10**
	Header [QUESTION 6]	
	Heading [The ... sharks]	
	Footer [Protect our marine life!]	
	All text on page 3, text at top of page, text in shape, text in table, text below table	
	MANIPULATION	**40**
Manipulation of first page:		
1	[EXAMINATION NUMBER] not left-aligned and [QUESTION 6] not right-aligned as HEADER and upper case and/or incorrect	
2	All margins not 1.27 cm/0.5" and/or incorrect	
3	Whole document not justified and/or incorrect	
4	Three open lines not inserted top of document and/or incorrect	
5	Heading not inserted top of document and WordArt not used for heading and/or incorrect	
6	Heading font not in Berlin Sans FB 28 pt and centred and/or incorrect	
7	Great White not found and replaced 9 times and/or incorrect	
8	Great White not replaced 9 times in Berlin Sans FB 14 pt, bold and italics and/or incorrect	
9	Encircled text not changed to italics and/or incorrect Note: Text encircled 4 times Carcharodon carcharias x 2 [Information obtained by marinebio.org] [Information obtained by worldwildlife.org]	
10	Text not deleted in paragraph 1 and/or incorrect	
11	Line numbering not inserted at correct paragraphs/open lines numbered and/or incorrect	
12	Line numbering not starting with 5 and spacing from text not changed to 0.2 cm/0.1" and/or incorrect ***Note: if the candidate didn't adjust the spacing, the line numbers will be cut off; penalise only this number if line numbering is cut off at the edge of the page.***	
13	Third paragraph not indented both sides by 3 cm/1.18" and changed to 1.5 line spacing and/or incorrect	
14	Fourth paragraph not centred and indented both sides by 5 cm/1.96" and/or incorrect	
15	Page breaks not inserted at correct positions and/or incorrect	
16	Single horizontal line not inserted in footer and/or incorrect	
17	Text not inserted in 8 pt and right-aligned in footer and/or incorrect	
18	Reflection effect not applied to text in footer and/or incorrect ***Note: If the footer information doesn't appear on all the pages it means that the candidate didn't insert a footer, numbers 24 to 27 must be penalised but don't penalise for accuracy if the information is keyed in.***	

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Manipulation of second page:		
19	Text not changed to 3 equal columns and text not in correct columns and/or incorrect	
20	THREE column headings not changed to upper case, bold, underline and only text shaded grey and/or incorrect	
21	Columns not cancelled at correct position and/or incorrect	
22	Paragraph not cut and pasted in correct position and/or incorrect	
23	Correct image not inserted after paragraph and/or incorrect	
24	Size of image not changed to 7 cm/2.75" height × 9 cm/3.54" width and/or incorrect	
25	Double frame, black picture style not applied to the image and centred and/or incorrect	
26	Page not changed to landscape and other pages portrait and/or incorrect	
Manipulation of third page:		
27	Heading [Why … sharks?] not changed to bold and underline and/or incorrect	
28	Paragraphs not numbered and indented and/or incorrect	
29	Correct shape not inserted and shape size not changed to 10 cm/3.93" height × 9 cm/3.54" width and/or incorrect	
30	Shape not right-aligned on page and outline not changed to 3 pt and/or incorrect	
31	Correct text not copied and pasted inside shape and/or incorrect	
32	Font in table and in shape not Berlin Sans FB 10 pt and/or incorrect	
33	Heading [Did you know?] not changed to bold, underline and centre and/or incorrect	
34	Table not inserted after shape and/or incorrect	
35	Size of table, row height and column widths not changed and/or incorrect Row height – 0.5 cm/0.2" First column 7 cm/2.75" width Second column 11 cm.4.33" width	
36	Column headings in table not centred, bold and upper case and/or incorrect	
37	Bottom border of row 2 and 3 not removed and outside border of table not triple and/or incorrect	
38	Any bullets not inserted and indented in table and/or incorrect	
39	First row in table not shaded grey and/or incorrect	
40	Left tab stops not set on 5.5 cm/2.16" and 11 cm/4.33" and/or incorrect	
41	Text not inserted at tab stops in Berlin Sans FB 12 pt and/or incorrect	
42	[GREAT … SHARKS!] not upper case and bold and/or incorrect	
43	Text not inserted and centred and/or incorrect	
44	Correct symbols not inserted and/or incorrect	
45	Any other letter spaces, upper case and lower case incorrect	
46	Line spacing as indicated throughout document incorrect	
47	Any other manipulation error not indicated above	

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A	M	T
10	40	50

1 Header inserted: EXAM NO left-aligned

2 All margins 1.27 cm/0.5"

1 QUESTION 6 right-aligned

EXAMINATION NUMBER QUESTION 6

3 Justified
4 3 Open lines

5 Heading top and any WordArt
6 Font Berlin Sans FB 28 pt centred

The KING of sharks

7 Great White replaced 9 times
8 Berlin Sans FB 14 pt, bold, ital

9 Encircled text changed to ital 4 times

Great White sharks, *Carcharodon carcharias* (Linnaeus, 1758), aka white sharks, white pointers, blue pointers, man-eaters, manila sharks, have, according to E. O. Wilson "…rightfully been called a top carnivore, a killing machine, the last free predator of man—the most frightening animal on earth." This common perception of white sharks is changing though as we learn more about these increasingly threatened sharks, some courageous explorers have not only free-dived with these "killing-machines," they lived to talk about it.

9 ital

10 Text deleted in par 1

Great White sharks, *Carcharodon carcharias*, are the largest known predatory *fish* in the sea. They reach lengths of over 6.4 m and can weigh up to 2,268 kg. They have a conical snout, pitch black eyes, a heavy, torpedo-shaped body, and a crescent-shaped, nearly equal-lobed tail fin that is supported on each side by a keel. The ***Great White*** swims in a stiff-bodied, tuna-like fashion, unlike the sinuous whole-bodied swimming stroke of most sharks.

11 Line numbering inserted at correct paragraphs and correctly suppressed

12 Starting with 5 and spacing from text 0.2 cm/0.1"

The ***Great White*** sharks' average length is around 3.6 m, but there have been reports of sharks as large as 7.62 m. The ***Great White*** belongs to the Family Lamnidae (the mackerel sharks), which includes mako and salmon sharks. Along the California coastline, a ***Great White*** adult is an important predator of marine mammals, particularly the calorie-rich elephant seals. Juveniles feed mostly on fish and add marine mammals to their diet when they reach about 450 kg.

13 Third paragraph indented 3 cm/1.18" both sides, Changed to 1.5 line spacing

EXAMINER, PLEASE CORRECT LANGUAGE

Paragraph 1 – [… E.O. Wilson **" … rightfully] – letter spaces**
P 1 – row 3 – letter space before and after –
P 2 – row 1 – fish not italics
P2 – row 2 – 6,4 m and 2 268 kg
P 3 – row 1 – 3,6 m
P3 – row 2 – 7,62 m

White sharks are able to prey on such large creatures with their large upper teeth, which are triangular in shape and sharply serrated to cut large pieces of flesh from prey. The bottom teeth are narrower and used to hold prey. An unusual characteristic the white sharks (shared by other mackerel sharks and thresher sharks, Family Alopiiidae) is the ability to maintain parts of their body (swimming muscles, stomach, and brain) at temperatures above that of the surrounding water, which classifies them as endothermic or warm-blooded, like mammals.

[Information obtained by marinebio.org]

14 Paragraph four centred and indented 5 cm/1.96" both sides

9 ital

15 page break inserted

16 single horizontal line in footer (all pages)
17 Text inserted 8 pt, right-aligned
18 Reflection effect applied

Protect our marine life!

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EXAMINATION NUMBER

19 3 equal columns
20 column headings uc, bold, underline, right-aligned, only text shaded grey

QUESTION 6

FACTS	WHY THEY MATTER	THREATS
These carnivores are the world's largest known predatory fish. It has 300 teeth, yet does not chew its food. Sharks rip their prey into mouth-sized pieces which are swallowed whole. The shark's heavy, torpedo-shaped body allows it to cruise efficiently for long periods of time, and then suddenly switch to high speed bursts in pursuit of prey—sometimes leaping out of the water.	As large and powerful predators, ***Great White*** sharks play an important role at the top of the marine food chain. Despite its fame and reputation, little is actually known about these sharks' biology and behaviour.	***Great White*** sharks are decreasing in numbers and are rare due to years of being hunted by man for fins and teeth, and often as a trophy for sport fishing. The white shark is often caught as bycatch by commercial fisheries and can also become entangled in meshes that protect beaches. *[Information obtained by worldwildlife.org]*

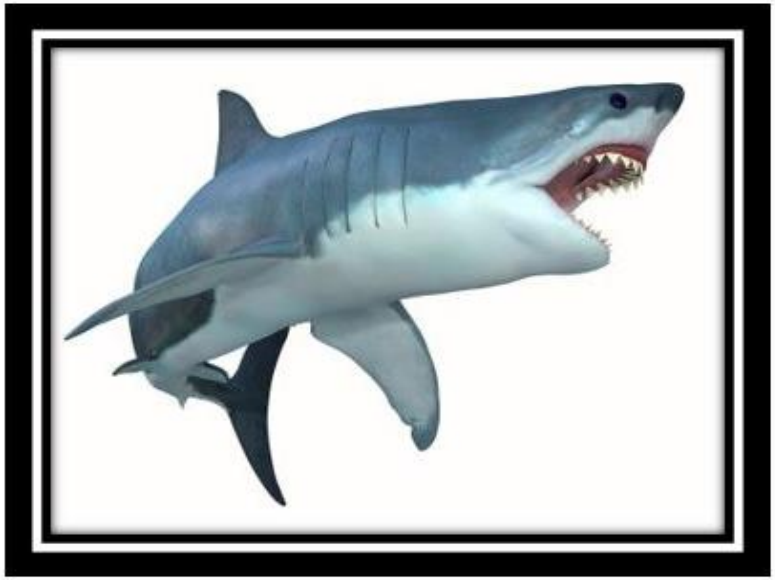
EXAMINER: PLEASE CORRECT LANGUAGE WHERE INDICATED
Column 1 – row 3 – do not chew their
Column 1 – row 9 – letter space before and after –
Column 1 – last sentence not inserted – [It feeds …]
Column 3 – row 4 – [as trophies].

9 ital

21 columns cancelled correct position

22 paragraph cut and pasted correct position

The name "white shark" is thought to have come from its universal all-white belly. The dorsal colouring of ***Great White*** sharks, however, ranges from pale to dark grey and can vary tremendously depending on lighting and water colour and visibility. *(See image below)*



23 correct image inserted after paragraph

24 size of image 7 cm/2.75" h x 9 cm/3.54" width

25 Double frame, black picture style applied

26 Only page 2 landscape, other pages portrait

15 page break inserted

Protect our marine life!

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EXAMINATION NUMBER QUESTION 6

‡

Why should we protect sharks? **27** bold, underline

‡

1. Sharks play a critical role in the ocean's ecosystems, they regulate the natural balance.
2. Sharks are being killed at an alarming rate of up to 273 million worldwide per year.
3. Sharks keep our oceans healthy and productive.

28 paragraph number and indent

29 correct shape, size 10 cm/3.93" height x 9 cm/3.54" width
30 shape right-aligned, outline 3 pt
31 correct text copied and pasted inside shape
32 font in table and shape Berlin Sans FB 10 pt
33 Heading: [Did you know?] bold, underline, centred
EXAMINER – the question mark at heading must not be underlined



34 Table inserted after shape
35 Table: row height 0,5 cm/0.2"
First column: 7 cm/2.75" width, Second column: 11 cm/4.33" width
36 Column headings – uc, bold, centred
37 Border in row 2 and 3 removed and outside border of table triple border
38 Table – bullets and indent
39 First row shaded grey

MYTH	FACT
• Sharks are hungry man eaters. • Sharks are all the same. • Sharks have no predators.	• Sharks do not hunt humans, most 'attacks' are mistakes. • Shark are diverse with over 400 different species. • The greatest predator to sharks are humans.

Protect marine life...

together we can save...

EXAMINER: Correct the following language.
Column 2 – row 2 – Sharks are diverse …
Column 2 – row 3 – The greatest … is humans.
Protect marine life …
together we can save … - must be a letter space before …

GREAT WHITE – KING OF SHARKS!

40 Left tab stop 5.5 cm/2.16" and 11 cm/4.33"
41 Text inserted at tab stops in Berlin Sans FB 12 pt

42 text inserted, uc, bold

www.helpgreatwhite.org
☎ +2786 987 6540

43 text inserted and centred
44 symbols inserted

45 any other – letter spaces, uc/lc
46 line spacing
47 any other manipulation errors not indicated above

A	M	I
10	40	50

[50]

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SPREADSHEET **MARKS: 50**
QUESTION 7: STATISTICS SHEET **30 MARKS**

	ACCURACY ERRORS	**4**
	HEADER [QUESTION 7]	
	[PRESENTING … CATCHING]	
	Column headings: [PRICE PER TON]	
	[TOTAL AMOUNT]	
	[TOTAL]	
	Below table 2: [AVERAGE … CATCH (TONS)]	
	MANIPULATION	**26**
1	EXAMINATION NUMBER not inserted left-aligned and QUESTION 7 not inserted right-aligned as header and/or incorrect	
2	Row and column headings not displayed and/or incorrect	
3	[SHARK STATISTICS] not changed to Century Gothic 22 pt and bold and/or incorrect	
4	All open rows not inserted and/or incorrect	
5	Headings not merged and centred and/or incorrect	
6	[PRESENTING … CATCHING] not inserted in Century Gothic 11 pt and underlined and/or incorrect	
7	Column headings not centred vertically and horizontally and/or incorrect	
8	Column headings not italics and shaded and/or incorrect	
9	First table not sorted according to year from small to large with corresponding data and/or incorrect	
10	[GLOBAL SHARK CATCH] and [EXPORTED SHARK FINS] not merged, centred and aligned counter clockwise and/or incorrect	
11	[TOTAL] in both tables not inserted in upper case, bold and 14 pt and/or incorrect	
12	Figures not inserted under [PRICE PER TON] on both tables as currency with no decimal and/or incorrect	
13	CALCULATION A: answers not correct/no answers displayed and/or incorrect	
14	CALCULATION B: totals for tons in both tables not correct/no answers displayed and/or incorrect	
15	CALCULATION C: totals for total amount in both tables not correct/no answers displayed and/or incorrect	
16	CALCULATION D: answers not correct/no answers displayed and/or incorrect	
17	Column headings not inserted correctly (column D & E) and wrapped and/or incorrect	
18	Text not inserted in upper case and italics underneath second table and/or incorrect	

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19	CALCULATION E: Average answer not correct	
20	CALCULATION F: Average answer not correct	
21	CALCULATION G: Highest answer not correct	
22	CALCULATION H: Lowest answer not correct	
23	CALCULATION I: Median answer not correct	
24	All monetary values not displayed as currency with no decimals and/or incorrect	
25	[AVERAGE SHARK CATCH] and [MEDIAN SHARK CATCH] not displayed as integer and/or incorrect	
26	All the years not centred and/or incorrect	
27	All horizontal borders not displayed and/or incorrect	
28	All vertical borders not displayed and/or incorrect	
29	Column widths not adjusted and/or incorrect	
30	Spreadsheet not on ONE A4 portrait page and/or incorrect	
31	Any other manipulation error, e.g. upper case, lower case, letter spaces, font, etc.	

A	M	T
4	**26**	**30**

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EXAMINATION NUMBER **1** EXAMINATION NUMBER left **1** QUESTION 7 right in uc QUESTION 7

2 Row and column headings

SHARK STATISTICS

3 Century Gothic 22 pt, bold

5 headings merged & centre

4 open row

6 insert, Century Gothic 11 pt, underline

PRESENTING ACTUAL FIGURES ON SHARK CATCHING

4 open row

ACTIVITY	YEAR	TONS	PRICE PER TON	TOTAL AMOUNT
GLOBAL SHARK CATCH	2006	550	R55	R30 250
	2007	510	R65	R33 150
	2008	540	R70	R37 800
	2009	500	R75	R37 500
	2010	530	R80	R42 400
TOTAL		2630		R181 100

17 Headings inserted & wrapped Col D & E

7 centre vertically & horizontally

8 italics & shaded

9 Sorted by year Small to large with corresponding data

10 merged centre aligned counter clockwise

11 ins, uc, bold, 14 pt

12 insert, currency no dec

13 CALC A: All answers correct

15 CALC C: correct total

4 open row

14 CALC B: correct total

ACTIVITY	YEAR	TONS	PRICE PER TON	TOTAL AMOUNT
EXPORTED SHARK FINS	2011	390	R85	R33 150
	2012	510	R90	R45 900
	2013	120	R95	R11 400
	2014	200	R100	R20 000
	2015	190	R105	R19 950
TOTAL		1410		R130 400

17 Headings inserted & wrapped Col D & E

7 centre vertically & horizontally

8 italics & shaded

10 merged centre aligned counter clockwise

11 ins, uc, bold, 14 pt

12 insert, currency no dec

16 CALC D: All answers correct

15 CALC C: correct total

4 open row

14 CALC B: correct total

AVERAGE SHARK FINS PRICE PER TON	R95	**19**	CALC E: answer correct
AVERAGE SHARK CATCH (TONS)	526	**20**	CALC F: answer correct
HIGHEST SHARK FINS PRICE PER TON	R105	**21**	CALC G: answer correct
LOWEST SHARK CATCH PRICE PER TON	R55	**22**	CALC H: answer correct
MEDIAN SHARK CATCH (TONS)	530	**23**	CALC I: answer correct

18 insert, uc, italics

24 All monetary values currency, no decimal

25 CALC F & I - integer

26 Years centred

27 Horizontal borders

28 Vertical borders

29 Column widths

30 A4 portrait, 1 page

31 Any other manipulation error

A	M	T
4	26	30

[30]

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QUESTION 8: INVOICE **MARKS: 20**

	ACCURACY ERRORS	**1**
	FOOTER [QUESTION 8]	
	[SIN23 … BRI2DY]	
	MANIPULATION	**19**
1	Heading not changed to Bradley Hand ITC 16 pt and bold and/or incorrect	
2	Text not changed to Bradley Hand ITC and/or incorrect	
3	Correct image not inserted and/or incorrect	
4	Image height not changed to 2.54 cm/1" and/or incorrect	
5	3 pt single border not inserted around image and/or incorrect	
6	Image not in correct position and/or incorrect	
7	Content for [INVOICE NO:], [INVOICE DATE:] and [CUSTOMER CODE:] not inserted and centred and/or incorrect	
8	Headings not left-aligned and centred vertically and/or incorrect	
9	Headings not bold and/or incorrect	
10	Prices not inserted under PRICE (EXC) column as currency, two decimals and/or incorrect	
11	CALCULATION A: answer incorrect	
12	CALCULATION B: answer incorrect	
13	CALCULATION C: answer incorrect	
14	CALCULATION D: answer incorrect	
15	CALCULATION E: answer incorrect	
16	Text not changed to bold and italics and/or incorrect	
17	CALCULATION F: answer incorrect	
18	CALCULATION G: answer incorrect	
19	Row and column headings displayed	
20	Spreadsheet not on ONE A4 portrait page and/or incorrect	
21	[EXAMINATION NUMBER] not left-aligned and [QUESTION 8] not right-aligned in upper case as FOOTER and/or incorrect	
22	Any other manipulation error	

A	M	T
1	19	20

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KING SHARK TOURS **1** Bradley Hand ITC 16 pt, bold

TAX INVOICE

Save the GREAT WHITE - KING OF SHARKS!
543 Ocean Road, Gansbaai, WESTERN CAPE, 7220
Tel: 028 234 5678
E-mail: info@kst.co.za
VAT Reg No: 4569871230

2 Bradley Hand ITC

3 Image
4 2,54 cm/1" height
5 3 pt single border
6 position right-aligned



INVOICE NO:	SIN23
INVOICE DATE:	2021/10/25
CUSTOMER CODE:	BRI2DY

7 insert, centred

2022/11/03

Bill To:
Robert Brian
1 June Road
Heidelberg
WESTERN CAPE
6665

PRODUCT	QUANTITY	PRICE (EXC)	TOTAL
Shark Cage Diving Adult	2	R1 350.00	R2 700.00
Shark Cage Diving Child	1	R730.00	R730.00
Conservation Donation	3	R26.10	R78.30
Shark Plush Toy	1	R200.00	R200.00

8 headings left-aligned and centred vertically
9 headings bold

10 insert, currency 2 dec

11 CALC A: answer correct

12 CALC B: answer correct

We appreciate your support!
Price includes free visit to the African Penguin Sanctuary!

16 italics, bold

SUBTOTAL	R3 708.30
DISCOUNT	10%
SUBTOTAL LESS DISCOUNT	R3 337.47
VAT RATE	15%
VAT	R500.62
TOTAL PAYABLE	R3 838.09

13 CALC C: answer correct
14 CALC D: answer correct
15 CALC E: answer correct

Terms and conditions:
Invoice must be paid in full on day of expedition
50% deposit required for guaranteed booking

Number of products	4	**17** CALC F: answer correct
Number of blank cells	16	**18** CALC G: answer correct

19 No row and column headings
20 A4 portrait 1 page

A	M	T
1	19	20

21 EXAM NO left-aligned

21 Q8 right-aligned as FOOTER

22 Any other manipulation error

[20]

EXAMINATION NUMBER QUESTION 8

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QUESTION 9: PRESENTATION

	ACCURACY ERRORS		**0**

NO	**MANIPULATION ERRORS**		**20**
SLIDE 1:			
1	Heading not changed to Lucida Handwriting 80 pt and/or incorrect		
2	Heading not centred and/or incorrect		
3	Letter space not inserted between [SHARK FIN] and/or incorrect		
4	[IS … BAD?] not changed to Lucida Handwriting 40 pt and/or incorrect		
5	[IS … BAD?] not left-aligned and/or incorrect		
6	6 pt dot border not around image and/or incorrect		
7	Pencil Sketch Artistic Effect not applied to image and/or incorrect		
8	Image not moved to bottom right of slide and/or incorrect		
9	Image not flipped horizontally and/or incorrect		
SLIDE 2:			
10	Heading not changed to Arial Black 48 pt and/or incorrect		
11	Heading not changed to italics and/or incorrect		
12	Heading not centred and/or incorrect		
13	[DANGER … DO?] headings not changed to Arial Black 32 pt and/or incorrect		
14	Text in text boxes not changed to Arial Narrow 24 pt and/or incorrect		
15	Bullets not changed to ➢ and/or incorrect		
16	Double line border not inserted around both text boxes (text with bullets) and/or incorrect		
17	[EXAMINATION NUMBER] and [QUESTION 9] not inserted as FOOTER on both slides and/or incorrect		
18	Page number not inserted on both slides and/or incorrect		
OTHER:			
19	Theme not changed to RETROSPECT with a GRAYSCALE variant and/or incorrect		
20	Headings where indicated not changed to upper case and/or incorrect		
21	1 portrait page handout with 2 slides not printed and/or incorrect		

A	**M**	**T**
0	**20**	**20**

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Please ignore this date, the date automatically prints with the printout, do not penalise candidates { 2021/10/30

1 changed to Lucida Handwriting 80 pt
2 Centre
3 letter space inserted

SHARK FIN SOUP

20 uc



IS IT GOOD OR BAD?

4 changed to Lucida Handwriting 40 pt
5 left-aligned

20 uc

17 footer EXAMINATION NUMBER QUESTION 9 **18** page number 1

6 6 pt dot border around image
7 Pencil sketch artistic effect applied
8 Image moved to bottom right of slide
9 Image flipped horizontally

10 changed to Arial Black 48 pt
11 italics
12 centre

Thousands of sharks must die for their fins every year!

13 changed to Arial Black 32 pt → **DANGERS**

20 uc

- Shark fin soup contains mercury and methylmercury in concentrations high enough to be considered unsafe for human consumption.

14 Text changed to Arial Narrow 24 pt
15 bullets changed to ➢

WHAT CAN YOU DO?

- Don't support the shark fin trade.
- Warn friends and family about potential dangers.
- Make people aware of the extinction that sharks are facing.

16 Double line border around both text boxes

17 Examination number Question 9 inserted as footer both slides
18 Page number on both slides

EXAMINATION NUMBER QUESTION 9 2

19 Theme RETROSPECT with GRAYSCALE variant
20 Headings where indicated in uc
21 1 page portrait, handout 2 slides

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TOTAL SECTION B: 120
GRAND TOTAL: 180

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