higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

7 November 2022

This marking guideline consists of 24 pages.

Copyright reserved

SECTION A

QUESTION 1: COMPUTER CONCEPTS AND APPLICATION SKILLS

1.1
- Reduced cost of resources, software and infrastructure.
- Unlimited storage available depending on the amount of money one wishes to spend.
- Improved collaboration within an organisation and with other stakeholders.
- Services are accessible at any time of the day from anywhere in the world.
- Easy to back up data stored in the cloud.
- Software is always up to date.
- No maintenance on cloud services. (Any 5 × 1) (5)

1.2
- Social engineering.
- Phishing.
- Using public networks.
- GIGO.
- Accidents. (5)

[10]

QUESTION 2: NETWORK AND COMMUNICATION TECHNOLOGIES

2.1
2.1.1	True
2.1.2	True
2.1.3	True
2.1.4	True
2.1.5	True
2.1.6	False
2.1.7	False
2.1.8	False
2.1.9	False
2.1.10	False

(10 × 1) (10)

2.2
2.2.1	F
2.2.2	A
2.2.3	E
2.2.4	B
2.2.5	C

(5 × 1) (5)

[15]

Copyright reserved

QUESTION 3: DATA INFORMATION MANAGEMENT AND COMPUTATIONAL THINKING

3.1
- Computational thinking enables us to approach complex problems,✓
- breaking them down in manageable parts,✓
- and developing possible solutions that can be understood by a computer, a human, or both.✓ (3)

3.2
3.2.1 E
3.2.2 C
3.2.3 A
3.2.4 D
3.2.5 B
(5 × 1) (5)

3.3
3.3.1 Information
3.3.2 Knowledge
(2 × 1) (2)
[10]

QUESTION 4: INTERNET AND COMMUNICATION SKILLS

4.1
SaaS: Software as a service✓
A service that offers software applications to the client✓
Examples: Microsoft 365, Salesforce, Google Workspace✓

PaaS: Platform as a service✓
Offers clients a platform or space to create applications or other content✓
Examples: Google App Engine, Windows Azure, AWS Elastic Beanstalk✓

IaaS: Infrastructure as a service✓
Various types of infrastructure are offered to clients e.g. storage space✓
Examples: Google Drive, Amazon Web services, Windows Azure OneDrive✓
(3 × 3) (9)

4.2
B2B: Business to business buying and selling of goods or services online
B2C: Business to consumer buying and selling of goods or services online (2)

4.3
- Business web sites
- Government web sites
- Wiki sites
- News-related sites
- Education web sites
- Social networking sites
- Blogs (Any 4 × 1) (4)

[15]

QUESTION 5: DIGITAL CITIZENSHIP

5.1 A
5.2 B
5.3 C
5.4 A
5.5 B
5.6 C
5.7 D
5.8 D
5.9 D
5.10 D

(10 × 1) **[10]**

TOTAL SECTION A: 60

SECTION B

QUESTION 6: NOTEBOOKS

MARKING GUIDELINE: QUESTION 6 (ONENOTE)	
ACCURACY (MARKED WITH A RED PEN): 1 MARK	
QUESTION NUMBER and EXAMINATION NUMBER	
Minus ONE mark per keying in error, which also implies minus ONE mark for each word not keyed in.	
MANIPULATION (MARKED WITH A BLUE PEN): 19 MARKS	
FIRST PRINTOUT: (FROM ONENOTE)	
1, 2.✓✓	Page title: PAGE 1: QUESTION 6
3.✓	QUESTION 6 and EXAMINATION NUMBER added as a quick note
4.✓	Quick note is tagged
5.✓	Quick note: Heading 1 style
6.✓	Quick note: Right-aligned
7.✓	Pen mode evidence: 'C.P. N6'
8.✓	Pen mode evidence tagged as 'to do'
9.✓	Correct text inserted
10.✓	Checkmark bullets inserted
11.✓	Text centred
	Font of inserted text: Arial 10 pt
12, 13. ✓✓	Correct picture inserted Position of picture
14.✓	Printout fits on ONE page
15.✓	Orientation: portrait
SECOND PRINTOUT: SCREEN PRINT TO WORD	
16, 17✓✓	File name displayed: must contain QUESTION 6 and EXAMINATION NUMBER
18.✓	THREE sections displayed; section names must be correct
19.✓	TWO pages displayed; page names must be correct
14. ✓◯	Printout fits to one page (Same mark as for 1st printout)
15. ✓◯	Orientation: Landscape (Same mark as for 1st printout)

A	M	T
01	19	20

PAGE 1 QUESTION 6 ✓ ✓1, 2 PAGE 1 QUESTION 6 as title

Monday, 23 May 2022 1:18 PM

✓ 3 QUESTION 6 & EXAMINATION NUMBER inserted ✓ 4 Note: tagged as important ✓ 5 Note: Heading 1 style ✓ 6 Note: right-aligned

QUESTION 6 EXAMINATION NUMBER

CP NG

✓ 7 Pen-mode evidence

✓ 8 Tag as "to do" **(no instruction given to mark Task as completed/done)**

NOTE: MG NO FULL STOPS AFTER C.P. – SEE QP

✓ 9 Insert correct text

✓ 10 Insert checkmark bullets

✓ 11 Font: Arial 10 pt, centred

What is OneNote?

✓ OneNote is a Microsoft Office app for taking notes and storing information.

✓ OneNote lets you create notebooks for different topics, with each notebook featuring any number of sections and unlimited pages.

✓ Within a OneNote notebook, you can take notes, type or write with a stylus, add drawings and photos, store links, and more



✓ 12 Correct picture inserted

✓ 13 Position of picture

✓ 14 Print: ONE page

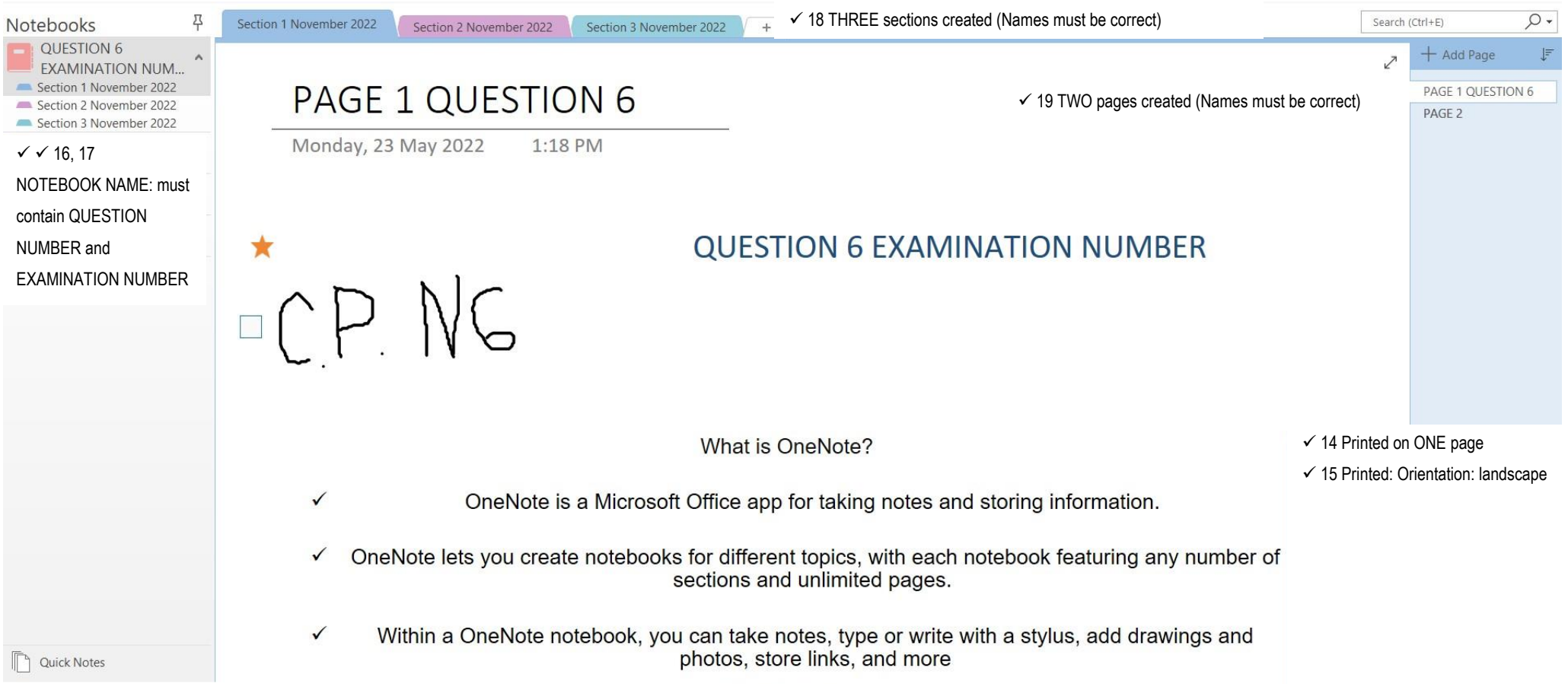
✓ 15 Orientation: portrait

MANIPULATION: 15

ACCURACY: 1

TOTAL MARKS: 16

Copyright reserved



✓ 18 THREE sections created (Names must be correct)

✓ 19 TWO pages created (Names must be correct)

✓ ✓ 16, 17
NOTEBOOK NAME: must contain QUESTION NUMBER and EXAMINATION NUMBER

✓ 14 Printed on ONE page

✓ 15 Printed: Orientation: landscape

Total marks for this printout: **4 MARKS**

Accuracy: **0 MARKS**
Manipulation: **4 MARKS**

[20]

QUESTION 7: WORD PROCESSING

QUESTION 7A

MARKING GUIDELINE: QUESTION 7A	
ACCURACY (MARKED WITH A RED PEN): 1 MARK	
QUESTION NUMBER and EXAMINATION NUMBER	
Minus ONE mark per keying in error, which also implies minus ONE mark for each word not keyed in.	
MANIPULATION (MARKED WITH A BLUE PEN): 12 MARKS	
1.✓	Header: QUESTION 7A (COMPUTER NUMBER) left-aligned
	Header: EXAMINATION NUMBER right-aligned
2.✓	All margins: 1,27 cm 0,5"
3.✓	Font type and size below title: Comic Sans 10 pt (All text, including headers)
4.✓	First two rows merged
5.✓	Title: bold, italics, 16 pt, upper case, centred
6.✓	Date field inserted
7.✓	TWO plain text fields inserted
8.✓	FIVE checkbox fields inserted
9.✓	Rows 8 to 14 merged into one cell
10.✓	Centre contents in the merged cell
11.✓	Picture field inserted
12.✓	Portrait, ONE page

A	M	T
1	12	13

Copyright reserved

✓ 1 QUESTION NUMBER left
QUESTION 7A S31

✓ 2 Margins: 1,27 cm/0,5"
✓ 3 Font: Comic Sans MS 10 pt

✓ 1 EXAMINATION NUMBER right header
EXAMINATION NUMBER

FAMOUS SOUTH AFRICAN BORN PEOPLE

✓ 4 First two rows: Merged into one cell
✓ 5 Title: Bold, italics, 16 pt; uc & centred

Today's date:	Click or tap to enter a date. ✓ 6 Date Field
EXAMINATION NUMBER:	Click or tap here to enter text. ✓ 7 Plain text field x 2
QUESTION NUMBER:	Click or tap here to enter text.

Who of the people below are your two favourites?

✓ 8 Check box fields in front of text

☐Charlize Theron
☐Trevor Noah
☐AB de Villiers
☐Candice Swanepoel
☐Desmond Tutu

✓ 9 Rows 8 to 14 merged into one cell
✓ 10 Text in merged cell: centred

Insert a picture here of your favourite famous person:	✓ 11 Picture field: (Do not penalise size)

✓ 12 Portrait; ONE page

(13)

QUESTION 7B

MARKING GUIDELINE: QUESTION 7B	
ACCURACY (MARKED WITH A RED PEN): 1 MARK	
QUESTION NUMBER and EXAMINATION NUMBER	
Minus ONE mark per keying in error, which also implies minus ONE mark for each word not keyed in.	
MANIPULATION (MARKED WITH A BLUE PEN): 11 MARKS	
1.✓	QUESTION 7B (COMPUTER NUMBER) and EXAMINATION NUMBER do not appear as header
2.✓	Date correct (do not penalise for format)
3.✓	TWO plain text fields: EXAMINATION NUMBER & QUESTION NUMBER inserted correctly
4.✓	Any TWO checkbox fields ticked
5.✓	Correct picture inserted
6.✓	Picture correct size: 5,08 cm/2" in width and 5,08 cm/2" in height
7.✓	Thick single line border around picture
8.✓	Picture right-aligned
9. ✓	All text in column 1 right-aligned
10.✓	Table centred horizontally and vertically
11.✓	Thick single line page border

A	M	T
1	11	12

Copyright reserved

✓ 1 QUESTION NUMBER & EXAMINATION NUMBER deleted

FAMOUS SOUTH AFRICAN BORN PEOPLE	
	✓ 2 EXAMINATION DATE inserted: (do not penalise format)
Today's date:	2022/05/23
EXAMINATION NUMBER:	EXAMINATION NUMBER 531
QUESTION NUMBER:	QUESTION 7B
	✓ 3 EXAMINATION NUMBER & QUESTION NUMBER

Who of the people below are your two favourites?

☐Charlize Theron
☐Trevor Noah
☒AB de Villiers
☒Candice Swanepoel
☐Desmond Tutu

✓ 4 Any TWO boxes ticked

Insert a picture here of your favourite famous person:	

✓ 5 Correct picture inserted
✓ 6 Picture size correct
✓ 7 Thick single line border
✓ 8 Right-aligned
✓ 9 Column 1: text right-aligned

✓ 10 Centre table horizontally and vertically
✓ 11 Thick single line page border

(12)
[25]

QUESTION 8: WORD PROCESSING

MARKING GUIDELINE: QUESTION 8	
ACCURACY (MARKED WITH A RED PEN): 1 MARK	
QUESTION NUMBER and EXAMINATION NUMBER	
Minus ONE mark per keying in error, which also implies minus ONE mark for each word not keyed in.	
MANIPULATION (MARKED WITH A BLUE PEN): 24 MARKS	
1.✓	Header: QUESTION 8 (COMPUTER NUMBER) left-aligned
	Header: EXAMINATION NUMBER right-aligned
2.✓	All margins: 1,27 cm/0,5”
3.✓	Font type and size: Bookman Old Style 12 pt (all text, including headers)
4.✓	Shapes of both text boxes changed correctly
	Link the two text boxes
5.✓	Insert correct text into both text boxes
	Copied text equally divided
6.✓	Text centred in two text boxes
7.✓	Font Arial 12 text in two text boxes
8.✓	Title: bold, italics, centred, upper case
9.✓	Single line border (1,5 pt) around title from left- to right-hand margin
10, 11✓✓	Celebrities (moved/cut & paste) as follows: Candice Swanepoel Charlize Theron Nelson Mandela Trevor Noah AB de Villiers Desmond Tutu
12.✓	All celebrity pictures centred
13.✓	Instagram picture moved to paragraph on Candice Swanepoel
14.✓	Picture moved in front of text
15.✓	Single line border inserted around picture
	Size of picture edited: 1" in height and width
16, 17✓✓	Citations inserted at correct places
18.✓	Page number bold, bottom centre, correct style: Page 1 of 1
19.✓	Facebook picture moved to Trevor Noah paragraph
20.✓	Picture centred, square behind the text
21.✓	Size of picture: 1" height, 2" width
22, 23✓✓	Bibliography inserted AB de Villiers, Candice Swanepoel, Charlize Theron
24.✓	Single line spacing

A	M	T
1	24	25

QUESTION 8 S31
✓ 1 QUESTION NUMBER left

EXAMINATION NUMBER
✓ 1 EXAMINATION NUMBER right

✓ 2 **All margins**: 1,27 cm/0,5"

✓ 3 **Font**: Bookman Old Style 12 pt

AB de Villiers, also known as "Mr 360" and "Superman", has captained the South African cricket team in tests, ODIs, and T20s. Named the ICC ODI Player of the Year thrice, the Wisden "cricketer of the decade" is a devout Christian, has written an autobiography, and released a pop album.

✓ 4 Changed shapes as shown AND LINKED two text boxes

✓ 5 Inserted correct text: Text EQUALLY divided

✓ 6 Centre text

✓ 7 Arial 12 pt

✓ 8 **Title:** Bold, italics, centred, uc

✓ 9 Single line border 1,5 pt from left- to right-hand margin

FAMOUS CELEBRITIES WHO ARE SOUTH AFRICAN BORN

Candice Swanepoel

✓ ✓ 10, 11 Move celebrities in order: (**ALL OR NOTHING**)

Candice Swanepoel
Charlize Theron
Nelson Mandela
Trevor Noah
AB de Villiers
Desmond Tutu



✓ 12 **ALL** celebrity pictures centred

Listed in: Fashion

Famous: Supermodel

Birthdate: 20 October 1988

Sun sign: Libra

Birthplace: Mooi River, South Africa

✓ 13 Instagram picture moved to correct paragraph

✓ 14 Picture IN FRONT of text

✓ 15 Single line border around picture, changed size to 2,54 cm/1" height and width

Candice Swanepoel is a South Africa[n] [kn]own for her association with *Victoria's Secret*. In 2016, Swanepoel was ran[k]ed [a]mong the top-earning models, according to *Forbes*. Also known for [h]er [w]ork, Swanepoel works closely with *mothers2mothers*, a non-profit [o]rganisation that aims at averting mother-to-child transmission of HIV by providing su[p]port and [e]ducation for pregnant women living with HIV (Anon., 2020).

✓ ✓ 16, 17 Citation correctly inserted: Candice, Charlize and AB de Villiers

Charlize Theron

✓ 18 Page number, bottom, centre, correct style **on ALL PAGES**

Copyright reserved



✓ ⑫ **ALL** celebrity pictures centred

Listed in: Film & Theater Personalities

Famous as: Actress

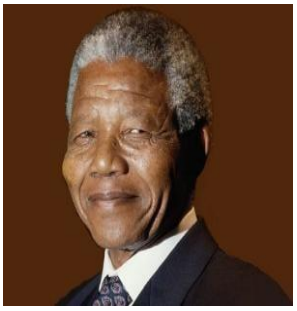
Birthdate: 7 August 1975

Sun sign: Leo

Birthplace: Benoni, South Africa

Charlize Theron is a former model and was an aspiring ballerina whose career came to a halt after a knee injury. However, an unexpected encounter brought her into the world of acting and she went on to achieve tremendous success including winning an Academy Award and a Golden Globe Award. She is currently one of the world's highest-paid actresses (Anon., 2020). ✓✓⑯, ⑰ Citation correctly inserted: Candice, Charlize and AB

Nelson Mandela



✓ ⑫ **ALL** celebrity pictures centred

Listed in: Leaders

Famous as: Anti-Apartheid Activist, President of the ANC and former President of South Africa

Birthdate: 18 July 1918

Sun sign: Cancer

Birthplace: Mvezo

Died: 5 December 2013

Revered as the Father of the Nation by the South Africans, Nelson Mandela was a statesman who rose to become the country's first black head of state. He reconciled a nation divided along racial lines and dismantled the legacy of apartheid.

Recommended lists:
South African men

✓ ⑱ Page number, bottom, centre, correct style **on ALL PAGES**

Copyright reserved

Trevor Noah



✓ ⑫ **ALL** celebrity pictures centred

Listed in: Film & Theater Personalities

Famous as: Actor, Comedian, TV host

Birthdate: 20 February 1984

Sun sign: Pisces

Birthplace: Johannesburg, South Africa

✓ 19 Facebook picture moved to correct paragraph
✓ 20 Picture centred in paragraph; BEHIND text
✓ 21 Changed size to 2,54 cm/1" height and 5,08 cm/2" in width

Trevor Noah is a writer, political commentator, comedian and television host and hosts the American satirical news programme, *The Daily Show*. He has also hosted several other shows, including the late-night talk show, *Tonight with Trevor Noah*. He is an actor too. He has written an autobiographical book, *Born A Crime,* and has received numerous accolades and awards, including the Emmy Award.

AB de Villiers



✓ ⑫ **ALL** celebrity pictures centred

Listed in: Sportspersons

Famous as: Cricketer

Birthdate: 17 February 1984

Sun sign: Aquarius

Birthplace: Bela-Bela, South Africa

AB de Villiers, also known as "Mr. 360" and "Superman", has captained the South African cricket team in tests, ODIs, and T20s. Named the ICC ODI Player of the Year thrice, the Wisden "cricketer of the decade" is a devout Christian, has written an autobiography, and released a pop album (Anon., 2019).

Recommended lists:
South African leaders

✓ ✓ ⑯, ⑰ Citation correctly inserted: Candice, Charlize and AB de Villiers

✓ ⑱ Page number, bottom, centre, correct style **on ALL PAGES**

Copyright reserved

South African physicians

Desmond Tutu



✓ ⑫ **ALL** celebrity pictures centred

Listed in: Activists

Famous as: Anti-Apartheid activist

Birthdate: 7 October 1931

Sun sign: Libra

Birthplace: Klerksdorp, South Africa

Desmond Tutu is known for his anti-Apartheid activism in South Africa. The first black Archbishop of Cape Town, he has also been the Bishop of Johannesburg. His efforts to eradicate AIDS, poverty, anti-LGBT sentiments, and human rights violations earned him the Nobel Peace Prize and the Presidential Medal of Freedom.

Recommended lists:
South African musicians

South African singers

Bibliography

Anon., 2019. *Mr 360.* Cape Town: s.n.

Anon., 2020. *Stars,* pp. 20- 26.

Anon., 2020. *Facebook.* [Online]
[Accessed 2021].

Penalise ONE mark only for accuracy

✓ ✓ 22, 23 Bibliography **(ALL OR NOTHING)**
– AB du Plessis
– Candice Swanepoel
– Charlize Theron

✓ 24 Extra enters removed

[25]

✓ ⑱ Page number, bottom, centre, correct style **on ALL PAGES**

QUESTION 9: SPREADSHEETS

QUESTION 9A

MARKING GUIDELINE: QUESTION 9A	
ACCURACY (MARKED WITH A RED PEN): 1 MARK	
[EXAMINATION NUMBER] and [QUESTION 9A]	
MANIPULATION (MARKED WITH A BLUE PEN): 16 MARKS	
1. ✓	Header: QUESTION 9A (COMPUTER NUMBER) left-aligned
	Header: EXAMINATION NUMBER right-aligned
2, 3✓✓ 4,5✓✓ 6.✓ 7.✓	Pivot table inserted, B13:E21 Filters: AGE, YEARS OF SERVICE, TOTAL MONTH SALES Rows: SALES PERSON Values: Sum
 8.✓ 9.✓ 10.✓	Sparklines inserted: TOTAL MONTH SALES: Line: F10 AGE: Bar/Column: C10 YEARS OF SERVICE: Win/Loss: D10
11.✓	COMMISSION @ 18%: Answers correct and as currency with 2 decimals
12.✓	PROVINCE CHARACTER: Answers correct
13.✓	MOST COMMON AGE: Answers correct
  14.✓ 15.✓	Pivot graph for TOTAL MONTH SALES, AGES and YEARS OF SERVICE Bar/Column graph Graph inserted in cells F13:J25
16.✓	All answers bold
17.✓	Row and column headings
	Landscape, ONE page

A	M	T
1	16	17

Copyright reserved

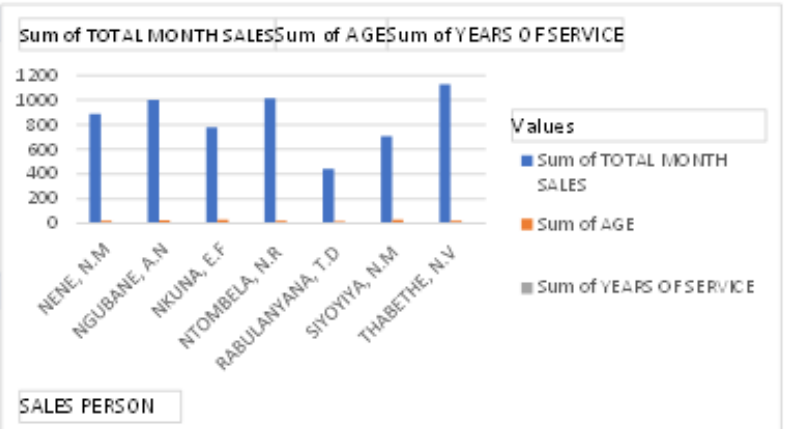
QUESTION 9A S31 ✓ 1 Header: QUESTION 9A left, EXAMINATION NUMBER right EXAMINATION NUMBER

	SALES PERSON	AGE	YEARS OF SERVICE	PROVINCE	TOTAL MONTH SALES	COMMISSION @ 18%:	PROVINCE CHARACTER	MOST COMMON AGE	
1	NENE, N.M	22	3	GAUTENG	R 888,24	**R159,88**	**GAU**	**22**	✓ 13
2	NGUBANE, A.N	25	6	KZN	R 999,15	**R179,85**	**KZN**		
3	NKUNA, E.F	28	9	WESTERN CAPE	R 777,00	**R139,86**	**WES**		
4	NTOMBELA, N.R	22	2	MPUMALANGA	R 1 012,89	**R182,32**	**MPU**		
5	RABULANYANA, T.D	20	1	GAUTENG	R 444,00	**R79,92**	**GAU**		
6	SIYOYIYA, N.M	28	9	KZN	R 706,00	**R127,08**	**KZN**		
7	THABETHE, N.V	23	4	GAUTENG	R 1 125,66	**R202,62**	**GAU**		

✓ 11 ✓ 12 currency, 2 decimals ✓ 16 Answers in bold

Sparklines inserted: ✓ 8 Line: TOTAL MONTHS SALES – F10 ✓ 9 Bar/Column: AGE – C10 ✓ 10 Win/Loss: YEARS OF SERVICE – D10

Row Labels	Sum of TOTAL MONTH SALES	Sum of AGE	Sum of YEARS OF SERVICE
NENE, N.M	888,24	22	3
NGUBANE, A.N	999,15	25	6
NKUNA, E.F	777	28	9
NTOMBELA, N.R	1012,89	22	2
RABULANYANA, T.D	444	20	1
SIYOYIYA, N.M	706	28	9
THABETHE, N.V	1125,66	23	4
Grand Total	**5952,94**	**168**	**34**



✓✓ 2, 3 Pivot table inserted B13:E21

✓✓ 4, 5 Filters: AGE, YEARS OF SERVICE, TOTAL MONTH SALES

✓ 6 Rows: SALES PERSON ✓ 7 Value: SUM

✓ 14 BAR/COLUMN graph ✓ 15 Pivot graph inserted: F13:J25

✓ 17 Row & column headings, landscape, ONE page

(17)

Copyright reserved

QUESTION 9B

MARKING GUIDELINE: QUESTION 9B	
ACCURACY (MARKED WITH A RED PEN): 0 MARKS	
[EXAMINATION NUMBER] and [QUESTION 9B]	
MANIPULATION (MARKED WITH A BLUE PEN): 8 MARKS	
1.✓	Header: QUESTION 9B (COMPUTER NUMBER) left-aligned
	Header: EXAMINATION NUMBER right-aligned
2.✓	Row and column headings, spreadsheet centred H & V
3.✓	Landscape, ONE page, column widths
4.✓	Hide columns C, D, E, F, the Pivot table and the Pivot graph
5.✓	COMMISSION @ 18%: FORMULA correct
6.✓	PROVINCE CHARACTER: FORMULA correct
7.✓	MOST COMMON AGE: FORMULA correct
8.✓	SALES PERSONS numbered column A: Correct formula Column A to count

A	M	T
0	8	8

QUESTION 9B EXAMINATION NUMBER

	A	B	G	H	I	J
1			✔1 HEADER: QUESTION 9B LEFT, HEADER: EXAMINATION NUMBER RIGHT			
2		SALES PERSON	COMMISSION @ 18%:	PROVINCE CHARACTER	MOST COMMON AGE	
3	1	NENE, N.M	=F3*18%	=LEFT(E3;3)	=MODE(C3:C9)	
4	=A3+1	NGUBANE, A.N	=F4*18%	=LEFT(E4;3)	✔7	
5	=A4+1	NKUNA, E.F	=F5*18%	=LEFT(E5;3)		
6	=A5+1	NTOMBELA, N.R	=F6*18%	=LEFT(E6;3)	✔2 Row and column headings displayed, centred H & V	
7	=A6+1	RABULANYANA, T.D	=F7*18%	=LEFT(E7;3)		
8	=A7+1	SIYOYIYA, N.M	=F8*18%	=LEFT(E8;3)	✔3 One page, landscape, Column width	
9	=A8+1	THABETHE, N.V	=F9*18%	=LEFT(E9;3)	✔4 Hidden: Columns C, D, E, F, Two reference tables	
10	✔8		✔5	✔6 or IF formulae		
11			A	M	T	
12			0	8	8	

At 4 Change [Two reference tables] to [Pivot table and Pivot graph]

(8)
[25]

Copyright reserved

QUESTION 10: SPREADSHEETS

QUESTION 10A

MARKING GUIDELINE: QUESTION 10A	
ACCURACY (MARKED WITH A RED PEN): 0 MARK	
[QUESTION 10A] and [EXAMINATION NUMBER]	
MANIPULATION (MARKED WITH A BLUE PEN): 13 MARKS	
1.✓	Header: QUESTION 10A (COMPUTER NUMBER) left-aligned
	Header: EXAMINATION NUMBER right-aligned
2.✓	Heading [TRAVELLING TIME] centred
3.✓	Date of examination and/or time displayed, right-aligned
4.✓	Column headings row 6 centred H & V
5.✓	NAME: Answer correct
6.✓	GENDER: Answers correct
7.✓	DURATION OF STAY IN DAYS: Answers correct
8.✓	DURATION OF STAY IN WEEKS: Answers correct
9. ✓	FREQUENT FLYER or NEWCOMER: Answers correct
10.✓	REMARK: Answers correct
11.✓	DURATION OF STAY IN DAYS: Number, no decimal DURATION OF STAY IN WEEKS: Number, one decimal
12.✓	Spreadsheet alphabetically sorted according to column A
13.✓	All answers bold, font changed to Arial 10 pt
14.✓	No row and column headings
	Landscape, ONE page

A	M	T
0	14	14

QUESTION 10A EXAMINATION NUMBER

TRAVELLING TIME

✓1 HEADER: **QUESTION 10A** LEFT, **HEADER: EXAMINATION NUMBER RIGHT**

✓2 Heading centred

2022/06/01 21:12

✓4 Headings row 6 H & V centred

✓3 Today's date and/or time (of Examination) - right aligned

ARRIVAL: 02-Jan-21

SURNAME	NAME	GENDER	DEPARTURE	DURATION OF STAY IN DAYS	DURATION OF STAY IN WEEKS	FREQUENT FLYER or NEWCOMER	REMARK
	✓5	✓6		✓7	✓8	✓9	✓10
Letsoso	**Nenekazi**	**Female**	1-Mar-21	**58**	**8,3**	**FREQUENT FLYER**	**SELDOM TRAVELS**
Maboza	**Rivonia**	**Male**	1-Apr-21	**89**	**12,7**	**FREQUENT FLYER**	**TRAVELLER**
Mbatha	**Clementime**	**Female**	15-Mar-21	**72**	**10,3**	**FREQUENT FLYER**	**SELDOM TRAVELS**
Mbewuleni	**Anati**	**Male**	18-Mar-21	**75**	**10,7**	**FREQUENT FLYER**	**TRAVELLER**
Mofokeng	**Lebohang**	**Female**	15-Feb-21	**44**	**6,3**	**NEWCOMERS**	**SELDOM TRAVELS**
Tshipote	**Vhonani**	**Female**	1-Feb-21	**30**	**4,3**	**NEWCOMERS**	**HOMEBODY**

SURNAME	GENDER	NAME
Letsoso	Female	Nenekazi
Maboza	Female	Rivonia
Mbatha	Female	Clementime
Mbewuleni	Female	Anati
Mofokeng	Male	Lebohang
Tshipote	Male	Vhonani

✓11 DAYS: Numbers, no decimal
WEEKS: Numbers, one decimal

✓12 SORT Spreadsheet according Column A alphabetically

✓13 ALL answers BOLD, font changed to Arial 10

✓14 NO row and column headings Landscape, one page

SURNAME	Tshipote	Mofokeng	Letsoso	Mbatha	Mbewuleni	Maboza
GENDER	Female	Female	Female	Female	Male	Male

A	M	T
1	13	14

NOTE: ANSWERS FOR GENDER IN COLUMN C ARE INCORRECT DUE TO HLOOKUP (SEE KEYING IN MATERIAL, QUESTION PAPER AND MARKING GUIDELINE)

(14)

Copyright reserved

QUESTION 10B

MARKING GUIDELINE: QUESTION 10B	
ACCURACY (MARKED WITH A RED PEN): 0 MARKS	
ONLY MANIPULATION	
MANIPULATION (MARKED WITH A BLUE PEN): 11 MARKS	
1.✓	Header: QUESTION 10B (COMPUTER NUMBER) left-aligned
	Header: EXAMINATION NUMBER right-aligned
2.✓	Row and column headings displayed
	ONE page, landscape orientation
	Incorrect column widths (too small)
3.✓	= NOW (): Function correct/=TODAY/=DATE
4.✓	Hidden: Columns A & D, two reference tables, Arial 9 pt
5.✓	NAME: Function correct
6.✓	GENDER: Function correct
7.✓	DURATION OF STAY IN DAYS: Function correct
8.✓	DURATION OF STAY IN WEEKS: Function correct
9.✓	FREQUENT FLYER or NEWCOMER: Function correct
10, 11✓✓	REMARK: NESTED = IF Function correct

A	M	T
0	11	11

QUESTION 10B EXAMINATION NUMBER

	B	C	E	F	G	H
1	✓2 Row and column headings displayed, One page, landscape, Column width				TRAVELLING TIME	
2					✓1 HEADER: QUESTION 10B LEFT, HEADER: EXAMINATION NUMBER RIGHT	
3	=NOW() ✓3 =NOW Correct/=TODAY/=DATE					
4			✓4 Hidden: Columns A & D, Two reference tables **Arial 9 pt**			
5			ARRIVAL:			
6	NAME	GENDER	DURATION OF STAY IN DAYS	DURATION OF STAY IN WEEKS	FREQUENT FLYER or NEWCOMER	REMARK
7	✓5	✓6	✓7	✓8	✓9	✓✓10, 11
8	=VLOOKUP(A8;NAME;3)	=HLOOKUP(A8;GENDER;2;0)	=(D8-D5)	=E8/7	=IF(F8>8;"FREQUENT FLYER";"NEWCOMERS")	=IF(E8>=75;"TRAVELLER";IF(E8>=44;"SELDOM TRAVELS";"HOMEBODY"))
9	=VLOOKUP(A9;NAME;3)	=HLOOKUP(A9;GENDER;2;0)	=(D9-D5)	=E9/7	=IF(F9>8;"FREQUENT FLYER";"NEWCOMERS")	=IF(E9>=75;"TRAVELLER";IF(E9>=44;"SELDOM TRAVELS";"HOMEBODY"))
10	=VLOOKUP(A10;NAME;3)	=HLOOKUP(A10;GENDER;2;0)	=(D10-D5)	=E10/7	=IF(F10>8;"FREQUENT FLYER";"NEWCOMERS")	=IF(E10>=75;"TRAVELLER";IF(E10>=44;"SELDOM TRAVELS";"HOMEBODY"))
11	=VLOOKUP(A11;NAME;3)	=HLOOKUP(A11;GENDER;2;0)	=(D11-D5)	=E11/7	=IF(F11>8;"FREQUENT FLYER";"NEWCOMERS")	=IF(E11>=75;"TRAVELLER";IF(E11>=44;"SELDOM TRAVELS";"HOMEBODY"))
12	=VLOOKUP(A12;NAME;3)	=HLOOKUP(A12;GENDER;2;0)	=(D12-D5)	=E12/7	=IF(F12>8;"FREQUENT FLYER";"NEWCOMERS")	=IF(E12>=75;"TRAVELLER";IF(E12>=44;"SELDOM TRAVELS";"HOMEBODY"))
13	=VLOOKUP(A13;NAME;3)	=HLOOKUP(A13;GENDER;2;0)	=(D13-D5)	=E13/7	=IF(F13>8;"FREQUENT FLYER";"NEWCOMERS")	=IF(E13>=75;"TRAVELLER";IF(E13>=44;"SELDOM TRAVELS";"HOMEBODY"))
14						
26	NOTE:		A	M	T	
27			0	11	11	
28	Range name MUST APPEAR					

NOTE: NO MARK ALLOCATION FOR CENTRE SPREADSHEET HORIZONTALLY AND VERTICALLY

(11)
[25]

TOTAL SECTION B: 120
GRAND TOTAL: 180

Copyright reserved