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Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N4

21 MAY 2019

This marking guideline consists of 28 pages.

SECTION A

QUESTION 1

1.1   G
1.2   F
1.3   E
1.4   H
1.5   A
1.6   D
1.7   J
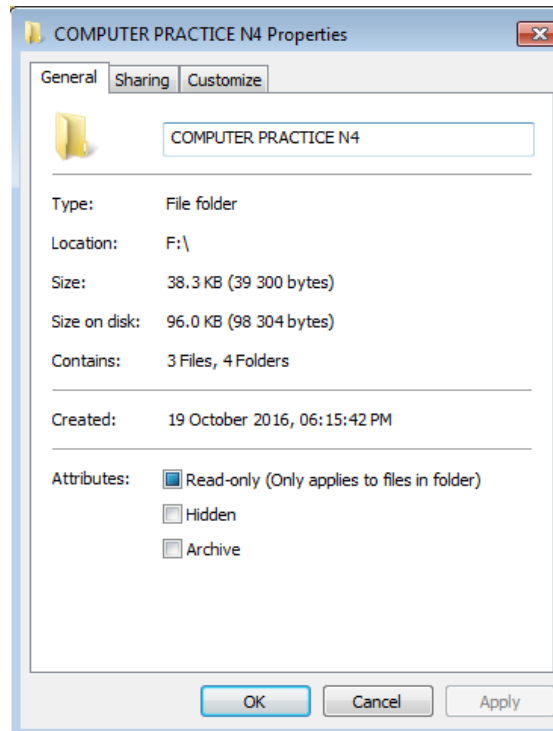1.8   I
1.9   B
1.10   C

(10 × 1)   **[10]**

QUESTION 2

2.1   False
2.2   False
2.3   True
2.4   True
2.5   False
2.6   False
2.7   False
2.8   True
2.9   True
2.10   True

(10 × 1)   **[10]**
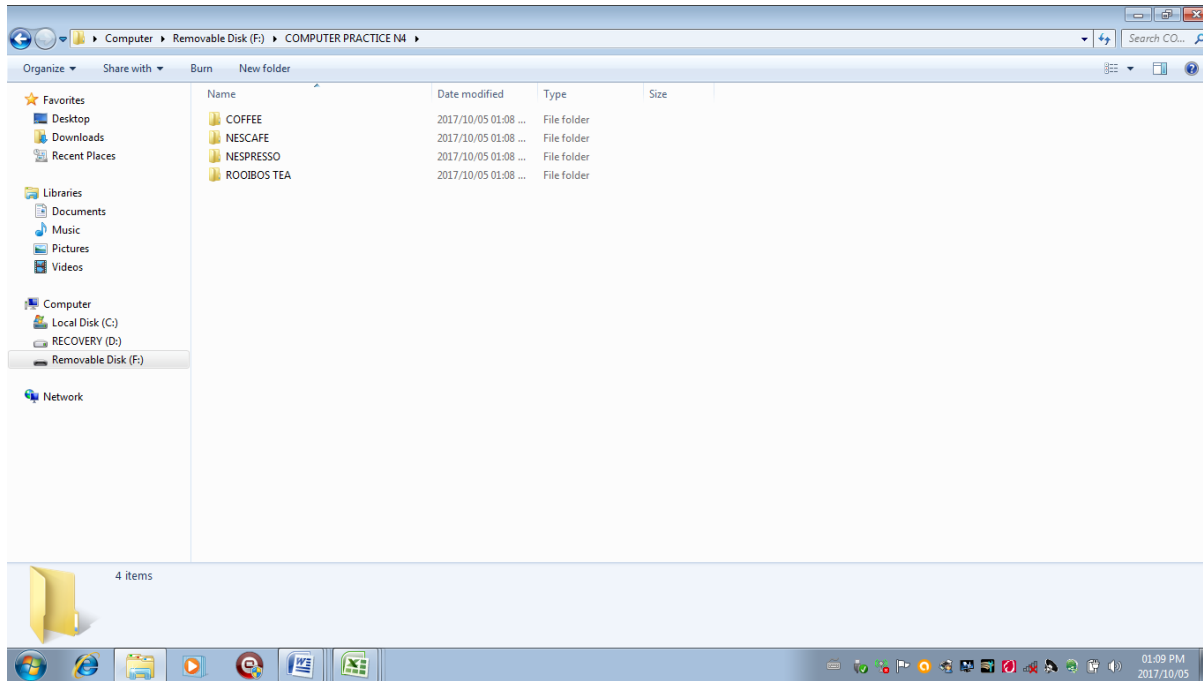

QUESTION 3.1

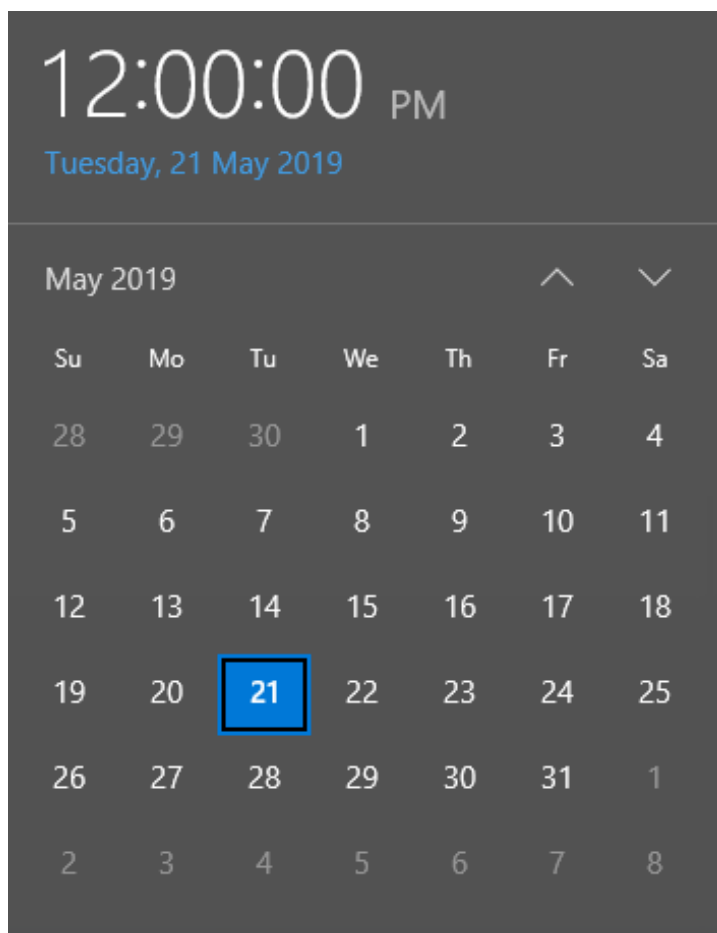| NO	MANIPULATION ERRORS	MARKS
1	Examination number and QUESTION 3.1 not inserted as header and/or incorrect	1
2	Status report of Computer Practice N4 folder not displayed and/or incorrect	1

COMPUTER PRACTICE N4 Properties

General | Sharing | Customize

COMPUTER PRACTICE N4

Type:	File folder
Location:	F:\
Size:	38.3 KB (39 300 bytes)
Size on disk:	96.0 KB (98 304 bytes)
Contains:	3 Files, 4 Folders
Created:	19 October 2016, 06:15:42 PM
Attributes:	☑ Read-only (Only applies to files in folder)
	☐ Hidden
	☐ Archive

OK | Cancel | Apply

(2)

QUESTION 3.2

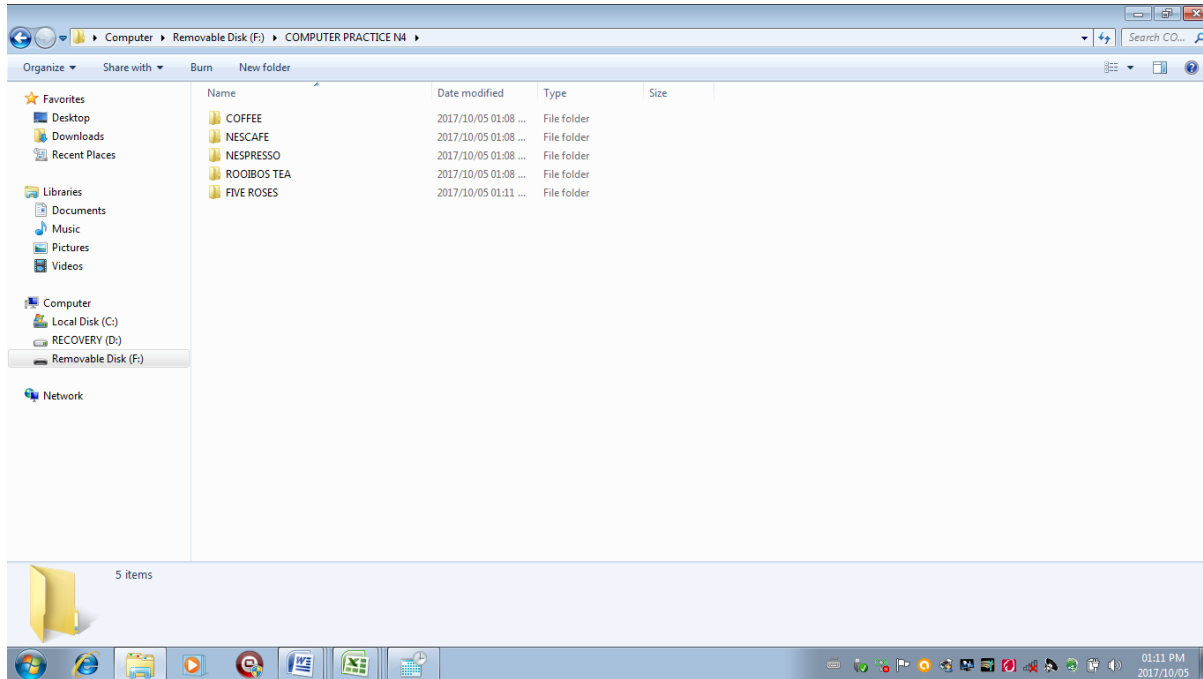| NO	MANIPULATION ERRORS	MARKS
1	Examination number and QUESTION 3.2 not inserted as header and/or incorrect	1
2	All the files/folders not displayed in the Computer Practice N4 folder and/or incorrect	1

(2)

QUESTION 3.3

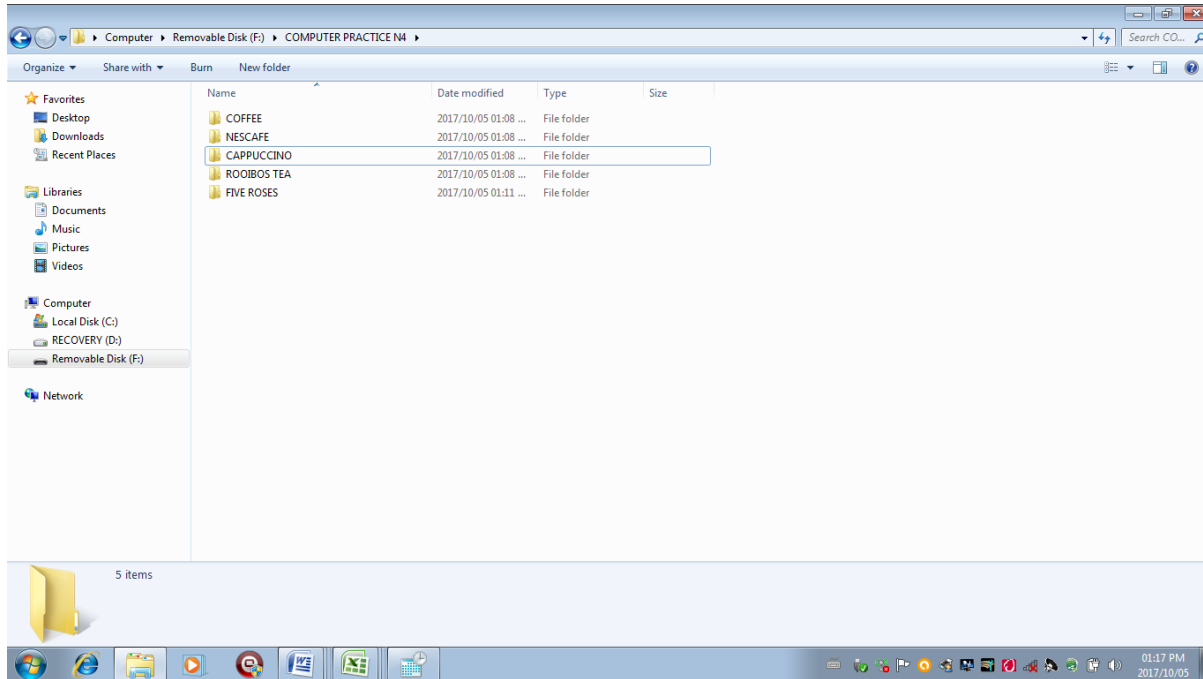| NO	MANIPULATION ERRORS		MARKS
1	Examination number and QUESTION 3.3 not inserted as header and/or incorrect		1
2	Time not changed to 12:00 pm and/or error messages displayed		1

(2)

QUESTION 3.4

NO	MANIPULATION ERRORS	MARKS
1	Examination number and Question 3.4 not inserted as header and/or incorrect	1
2	New folder FIVE ROSES not created and/or incorrect	1

(2)

QUESTION 3.5

NO	MANIPULATION ERRORS		MARKS
1	Examination number and Question 3.5 not inserted as header and/or incorrect		1
2	NESPRESSO not renamed to CAPPUCCINO and/or incorrect		1

(2)

[10]

TOTAL SECTION A: **30**

SECTION B: WORD PROCESSING

QUESTION 4A

ACCURACY	7
MANIPULATION	3
TOTAL	10

	ACCURACY ERRORS		
	[QUESTION 4A] not keyed in or incorrect		
	[EXAMINATION NUMBER] not keyed in or incorrect		
	All other keying-in errors in text		7

NO	MANIPULATION ERRORS		MARKS
1	Margins incorrect		
2	Alignment incorrect		
3	Line spacing incorrect		
4	Letter spaces incorrect		
5	Upper case/lower case incorrect		
6	Font and/or font size incorrect – Courier New 12 pt		
7	[QUESTION 4A] not inserted in capital letters as a header left-aligned and/or incorrect		
8	[EXAMINATION NUMBER] not inserted as a header right-aligned and/or incorrect		
9	Paper orientation/paper size incorrect		
10	Any additional errors		3

QUESTION 4A (CONTINUED)

7 left, uc + 1A   8 right + 1A
QUESTION 4A   EXAMINATION NUMBER

Domestic Bean to Cup Coffee Machines

For many years Bean to Cup coffee machines used to be
frighteningly expensive and only those who owned a Porsche or
two could seem to afford one. With the emergence of low-cost
capsule machines, bean machines were forced to compete and
although they are still considerably more expensive than most
capsule machines on the market they at least now represent a
relatively affordable option for the home coffee connoisseur.

DeLonghi coffee machines are one of the best best-selling
brands of automatic bean to cup coffee machines worldwide.
Over the last few years DeLonghi, which is also responsible
for the manufacture of a number of Nespresso models, has
gained a reputation for making reliable, functional machines
at a great price. DeLonghi machines probably represent the
best money for value automatic machine that can be bought in
South Africa today.

Why DeLonghi? If your selection criteria are centralissed
around output and value for money, as well as efficient backup
support availability, you're in for a treat. The machines are
easy to operate and hold the well-known brand confidence that
comes with DeLonghi.

1 margins
2 alignment left
3 line spacing
4 letter spaces
5 uc/lc
6 Courier New 12 pt
9 paper size
10 any additional errors

A	M	T
7	3	10

(10)

QUESTION 4B

ACCURACY	2
MANIPULATION	28
TOTAL	30

	ACCURACY ERRORS	MARKS
	[QUESTION 4B] not keyed in or incorrect	1
	[BEST COFFEE MACHINES EVER!!] not keyed in or incorrect	1

NO	MANIPULATION ERRORS		MARKS
1	Line spacing incorrect		
2	Alignment incorrect		
3	Letter spaces incorrect		
4	Upper case and/or lower case incorrect		
5	Font and/or font size incorrect – Courier New 12 pt		
6	Paper orientation/paper size incorrect		
7	Left-hand margin not changed to 1.5"/3.81 cm and/or incorrect		
8	[QUESTION 4A] not changed to [QUESTION 4B] in the header and/or incorrect		
9	Heading not changed to capital letters and/or incorrect		
10	Heading not changed to bold and/or incorrect		
11	Heading not underlined and/or incorrect		
12	Heading not centred and/or incorrect		
13	[For many … connoisseur.] line spacing not changed to 1.5 and/or incorrect		
14	[best] not deleted and/or incorrect		
15 16	[DeLonghi coffee machines … today.] not indented at 2 cm/0.8" left and right and/or incorrect		
17	[value for money] not transposed and/or incorrect		
18	[centralised] spelling incorrect		
19	[Why DeLonghi? … DeLonghi.] paragraph not justified and/or incorrect		
20	[Why DeLonghi? … DeLonghi.] line spacing not changed to double line spacing and/or incorrect		
21 22	[coffee machines] not changed to capital letters and bold and/or incorrect Find and replace 3 times and/or incorrect		
23	Heading not copied to the end of the document and/or incorrect		
24	Footer not inserted and/or incorrect		
25	Footer not inserted in upper case and/or incorrect		
26	Footer not inserted in bold and/or incorrect		
27	Footer not centred and/or incorrect		
28	Any additional errors		28

QUESTION 4B (CONTINUED)

8 + 1A

```
QUESTION 4B                                    EXAMINATION NUMBER
7 left-hand margin 1.5"/3.81 cm          9 uc 10 bold 11 underline 12 centred
```

DOMESTIC BEAN TO CUP COFFEE MACHINES

13 1.5 l/s

For many years Bean to Cup **COFFEE MACHINES** used to be frighteningly expensive and only those who owned a Porsche or two could seem to afford one. With the emergence of low-cost capsule machines, bean machines were forced to compete and although they are still considerably more expensive than most capsule machines on the market, they at least now represent a relatively affordable option for the home coffee connoisseur.

14 del best

15, 16 indented left and right at 2 cm/0.8"

DeLonghi **COFFEE MACHINES** are one of the best-selling brands of automatic bean to cup **COFFEE MACHINES** worldwide. Over the last few years DeLonghi, which is also responsible for the manufacture of a number of Nespresso models, has gained a reputation for making reliable, functional machines at a great price. DeLonghi machines probably

17 trs

represent the best value for money automatic machine that can be bought in South Africa today.

18 sp
19 just
20 d/s

Why DeLonghi? If your selection criteria are centralised around output and value for money, as well as efficient backup support availability, you're in for a treat. The machines are easy to operate and hold the well-known brand confidence that comes with DeLonghi.

23 copy heading

DOMESTIC BEAN TO CUP COFFEE MACHINES

1 line spacing
2 alignment
3 letter spaces
4 uc/lc
5 font and font size (CN 12 pt)
6 paper orientation

21 find and replace uc, bold
22 3 times

24 insert
25 uc
26 bold
27 centred
28 any additional errors

A	M	T
2	28	30

BEST COFFEE MACHINE EVER!!

(30)

[40]

QUESTION 5

ACCURACY		2
MANIPULATION		43
TOTAL		45

	ACCURACY ERRORS		MARKS
	[EXAMINATION NUMBER] and [QUESTION 5] not keyed in or incorrect		1
	[six] not keyed in or incorrect		1

NO	MANIPULATION ERRORS		MARKS
1	Line spacing incorrect		
2	Alignment incorrect		
3	Letter spaces incorrect		
4	Upper case and/or lower case incorrect		
5	Font and/or font size incorrect – Courier New 12 pt		
6	Paper orientation/paper size incorrect		
7	Left- and right-hand margin of page 1 only not changed to 1.5"/3.81 cm and/or incorrect		
8	Hyphenation function not used and/or incorrect		
9	Page numbers not inserted top centred and/or incorrect		
10	[EXAMINATION NUMBER] not inserted as a header left-aligned and/or incorrect		
11	[QUESTION 5] not inserted as a header right-aligned in capital letters and/or incorrect		
12	[5 reasons why … business] not changed to Lucinda Handwriting and/or incorrect		
13	[5 reasons why … business] not changed to 16 pt and/or incorrect		
14	[5 reasons why … business] not changed to upper case and/or incorrect		
15	[5 reasons why … business] not centred and/or incorrect		
16	[5 reasons why … business] not changed to bold and/or incorrect		
17	[six] not in full and/or incorrect		
18	Paragraph 1 not changed to double-line spacing and/or incorrect		
19	[Well, everyone has … coffee.] and/or [Our official hours … that.] not deleted and/or incorrect		
20	Page 1 not centred vertically and/or incorrect		
21	Page break not inserted and/or incorrect		
22	[Here are five reasons … business!] not changed to upper case and/or incorrect		
23	[Here are five reasons … business!] not changed to bold and/or incorrect		
24	[Here are five reasons … business!] not changed to double underlining and/or incorrect		
25	Left- and right-hand margin of page two not changed to 1"/2.54 cm and/or incorrect		
26	Paragraphs not moved in numerical order and/or incorrect		

QUESTION 5 (CONTINUED)

NO	MANIPULATION ERRORS		MARKS
27	Paragraph numbers not inserted and/or incorrect		
28	Not two letter spaces after numbers and/or incorrect		
29	Paragraphs in columns not indented and/or incorrect		
30	Columns not inserted and/or incorrect		
31	Headings and paragraphs in columns not in line and/or incorrect		
32	[It's social] not changed to bold and upper case and/or incorrect		
33	[Coffee is … solving] not changed to bold and upper case and/or incorrect		
34	[Coffee makes … productive] not changed to bold and upper case and/or incorrect		
35	[Investing in good … you] not changed to bold and upper case and/or incorrect		
36	[The company … clients] not changed to bold and upper case and/or incorrect		
37	[The company … clients] not 1 column and/or incorrect		
38	[You know … stuff.] line spacing not changed to 1.5 line spacing and/or incorrect		
39	[You're welcome.] not changed to spaced capital letters and/or incorrect		
40	New paragraph not created and/or incorrect		
41	[Now go out … world.] not changed to bold and/or incorrect		
42	[Now go out … world.] not centred and/or incorrect		
43	Find and replace the word [coffee] with [COFFEE] in upper case (16 times) and/or incorrect		
44	Find and replace the word [coffee] with [COFFEE] in bold (16 times) and/or incorrect		
45	Find and replace the word [coffee] with [COFFEE] double underlined (16 times) and/or incorrect		
46	Any additional errors		43

QUESTION 5 (CONTINUED)

10 header left

11 header right, uc

```
EXAMINATION NUMBER          1                QUESTION 5
```

7 1.5"/3.81 cm margins

1 line spacing
2 alignment
3 letter spaces
4 uc/lc
5 font and font size, CN 12 pt
6 paper size
8 hyphenation
9 page no top centred
20 page vertically centred

5 REASONS WHY GOOD COFFEE = GOOD BUSINESS

12 Lucinda Handwriting 13 16 pt 14 uc 15 centred 16 bold

```
Everyone has horror stories about their first job.

The apprentice who was in trouble for the first six    17 in full

weeks of his plumbing apprenticeship, the junior

doctor who on the first weekend of community service

ends up running an entire rural hospital casualty

ward with only one nurse, or the junior attorney,

graduating with a 90% summa cum laude, who ends up

in document review for a year, fighting monsters in

the basement of the firm's bowels before seeing sun-

light.  What do they have in common? 18 d/s 1
```

9 delete text [Well, … coffee.]

21 page break

QUESTION 5 (CONTINUED)

10 header left   11 header right, uc

EXAMINATION NUMBER   2   QUESTION 5

25 left- and right-hand margin 1"/2.54 cm

<u><u>HERE ARE FIVE REASONS WHY GOOD COFFEE IS ESSENTIAL FOR CAREER SURVIVAL AND ULTIMATELY, GOOD BUSINESS</u></u>!   22 uc 23 bold 24 double underline

26 paragraphs numerical order 27 paragraph numbers 28 2 letter spaces 29 indent 30 columns

1. **IT'S SOCIAL**   32 uc + bold

   31 headings and paragraphs in line

   My first job actually wasn't that bad. I started as a junior advertising executive working at a cool little media firm in 2005, where my boss absolutely loved **<u>COFFEE</u>**. So he personally made a pot of freshly ground filter **<u>COFFEE</u>** and he served it in the foyer to the first employees who arrived at work.

   19 delete text [Our ... that.]

2. **<u>COFFEE</u> IS A GREAT LEVELLER AND HELPS WITH PROBLEM SOLVING**   33 uc + bold

   One of the great things about **<u>COFFEE</u>** is not just the **<u>COFFEE</u>** itself. It's getting up from your desk, while figuring out how to bring back the stranded astronauts from space, and walking over to the **<u>COFFEE</u>** machine ... sharing the problem with the guy from accounts and the guy from R&D who has secretly been testing some thermal radiation suits – and BAM! Because of **<u>COFFEE</u>** – the astronauts are safe again.

3. **<u>COFFEE</u> MAKES YOU MORE PRODUCTIVE**   34 uc + bold

   Ah, this is the best one. In fact, when you go to your boss, start with this. **<u>COFFEE</u>** is like legal cocaine. It blocks the receptors in your brain that trigger you to feel tired. With those receptors blocked, the brain's own stimulants, dopamine and glutamate, can do their work more freely.

4. **INVESTING IN GOOD <u>COFFEE</u> SHOWS YOUR COMPANY VALUES YOU**   35 uc + bold

   Just look at Google. Those guys have it down. Their employers know that a space that makes employees happy equals happy employees. And employees with good **<u>COFFEE</u>** are happy employees. You don't need the reptile petting zoo, or the rock climbing wall or the Zorbing room as much as good **<u>COFFEE</u>**. Ok, maybe the Zorbing room. But first, good **<u>COFFEE</u>**.

QUESTION 5 (CONTINUED)

10 header left   11 header right, uc

`EXAMINATION NUMBER                3                QUESTION 5`

37 1 column

5.   **THE COMPANY WITH THE BEST <u>COFFEE</u> GETS THE CLIENTS** 36 uc + bold

You know what they say in business school about the 80-twenty principle ... 80% of your business comes from 20% of your customers. If clients like coming to your office because of the **<u>COFFEE</u>**, then you get more face time than the competition and you pick up all the inside info on the next big deal, the work in the pipeline, the jobs on the table, the goose's next big fat egg. Give them a reason to visit, and often. Blow their socks off with hospitality that makes them drop in, even when they don't need to, just because they want a great cup of the good stuff.

38 1.5 line spacing

Y O U ' R E   W E L C O M E .   39 sp caps

40 new paragraph

Now go out there and change the world.

41 bold 42 centred

[Source: *www.coffeemagazine.co.za.,* 2017/09/14]

43 find and replace coffee - uc
44 coffee - bold
45 coffee – double underline
46 any additional errors

A	M	T
2	43	45

[45]

TOTAL SECTION B: 85

SECTION C (SPREADSHEET) 85

QUESTION 6A

ACCURACY: 4
MANIPULATION: 6
TOTAL: 10

	ACCURACY ERRORS		MARKS
	Read all keyed-in text for accuracy		4

NO	DISPLAY ERRORS		MARKS
1	Rows incorrect		
2	Alignment incorrect		
3	Letter spaces incorrect		
4	Upper case and/or lower case incorrect		
5	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 pt acceptable)		
6	Portrait orientation incorrect and/or does not fit on ONE page and/or incorrect		
7	[EXAMINATION NUMBER] not inserted as a footer (left) and/or incorrect		
8	[QUESTION 6A] not inserted as a footer (right) in capital letters and/or incorrect		
9	Column headings incorrect		
10	Format of figures incorrect		
11	Column widths not adjusted and/or correct cell addresses not used and/or spreadsheet not printed without row and column headings and/or incorrect		
12	Lines inserted and/or additional manipulation errors		6

QUESTION 6A (CONTINUED)

SOL PLAATJIE MUNICIPALITY

STATEMENT FOR MUNICIPALITY SERVICES

Mr T Modise   Date: 21 May 2019
37 Ward Street   Account number: 765000
Kimberley
8301

	Meter reading		
USAGE	Current	Previous	Difference
Water	6979	6675	
Electricity	88555	86080	

	Units	Tariff	Amount
Water usage		R6,00	
Electricity usage		R0,80	

1 rows
2 alignment
3 letter spaces
4 uc/lc
5 font and font size
6 portrait, 1 page
9 column headings
10 format of figures
11 column widths, cell addresses, row and column headings
12 lines, additional errors

A	M	T
4	6	10

QUESTION 6B

ACCURACY: 4
MANIPULATION: 22
TOTAL: 26

	ACCURACY ERRORS	MARKS
	[QUESTION 6B] not keyed in and/or incorrect	1
	[Subtotal] not keyed in and/or incorrect	1
	[15% VAT] not keyed in and/or incorrect	1
	[Amount due on 31 May 2019] not keyed in and/or incorrect	1

NO	MANIPULATION ERRORS	MARKS
1	Rows not inserted and/or incorrect	
2	Alignment incorrect	
3	Letter spaces incorrect	
4	Upper case and/or lower case incorrect	
5	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 pt acceptable)	
6	Portrait orientation incorrect and/or does not fit on ONE page and/or incorrect	
7	[QUESTION 6A] in the footer not changed to [QUESTION 6B] and/or incorrect	
8	[SOL PLAATJIE MUNICIPALITY] not merged and centred and/or incorrect	
9	[SOL PLAATJIE MUNICIPALITY] not changed to 16 pt and/or incorrect	
10	[SOL PLAATJIE MUNICIPALITY] not changed to bold and/or incorrect	
11	[SOL PLAATJIE MUNICIPALITY] not underlined and/or incorrect	
12	[STATEMENT FOR MUNICIPALITY SERVICES] not changed to bold and/or incorrect	
13	[STATEMENT FOR MUNICIPALITY SERVICES] not double underlined and/or incorrect	
14	Column headings and [Amount due on 31 May 2019] not bold and/or incorrect	
15	Headings in column 1 not centred and/or incorrect	
16	[Subtotal], [15% VAT] and [Amount due on 31 May 2019] not inserted and/or incorrect	
17	A: Meter reading Difference = Current reading – Previous reading not inserted and/or incorrect	
18	B: Usage units = Difference not inserted and/or incorrect	
19	C: Amount = Units * Tariff not inserted and/or incorrect	
20	D: Subtotal = Sum of Water usage and Electricity usage not inserted and/or incorrect	
21	E: 15% VAT = 15% of the Subtotal not inserted and/or incorrect	
22	F: Amount due = Subtotal + 15% VAT not inserted and/or incorrect	
23	Formulae not copied to other cells and/or incorrect	
24	Horizontal lines not inserted and/or incorrect	
25	[Difference] and [Units] not displayed as integers and/or incorrect	
26	[Tariff], [Amount], [Subtotal], [15% VAT] and [Amount due on 31 May 2019] not displayed as currency with 2 decimals and/or incorrect	
27	Column widths not adjusted and/or incorrect and/or cell addresses incorrect and/or spreadsheet printed with row and column headings and/or incorrect	
28	Any additional manipulation errors	22

QUESTION 6B

SOL PLAATJIE MUNICIPALITY   8 merge and centre 9 16 pt 10 bold 11 u/line

STATEMENT FOR MUNICIPALITY SERVICES   12 bold 13 double u/line

Mr T Modise   Date: 21 May 2019
37 Ward Street   Account number: 765000
Kimberley
8301

	Meter reading			
USAGE	**Current**	**Previous**	**Difference**	14 bold
Water	6979	6675	304	17
Electricity	88555	86080	2475	

15 centre	**Units**	**Tariff**	**Amount**	14 bold
Water usage	18 304	R6,00	R1 824,00	19
Electricity usage	2475	R0,80	R1 980,00	

Subtotal		R3 804,00	20
15% VAT	16 insert	R570,60	21
Amount due on 31 May 2019		R4 374,60	22

14 bold

23 copied formulae   1 rows
23 horizontal lines   2 alignment
25 integers   3 letter spaces
26 currency , 2 decimals   4 uc/lc
27 column width, cell address, no row and column headings   5 font and font size
28 any additional errors   6 portrait, 1 page

A	M	T
3	23	26

(26)

7 6A changed to 6B
QUESTION 6B

EXAMINATION NUMBER

QUESTION 6C

MANIPULATION: 7
TOTAL: 7

NO	MANIPULATION ERRORS		MARKS
1	[QUESTION 6B] in footer not changed to [QUESTION 6C] and/or incorrect		
2	Formulae A not displayed and/or incorrect		
3	Formulae B not displayed and/or incorrect		
4	Formulae C not displayed and/or incorrect		
5	Formulae D not displayed and/or incorrect		
6	Formulae E not displayed and/or incorrect		
7	Formulae F not displayed and/or incorrect		
8	Column widths not adjusted to display the whole formulae and/or incorrect		
9	Landscape orientation not used		
10	Formulae not on ONE page		
11	Spreadsheet not printed with row and column headings and/or incorrect		7

QUESTION 6C(CONTINUED)

	A	B	C	D
1	**SOL PLAATJIE MUNICIPALITY**			
2				
3	**STATEMENT FOR MUNICIPALITY SERVICES**			
4				
5	Mr T Modise	Date:	21 May 2019	
6	37 Ward Street	Account number:	765000	
7	Kimberley			
8	8301			
9				
10		**Meter reading**		
11	USAGE	**Current**	**Previous**	**Difference**
12	Water	6979	6675	=B12-C12 2
13	Electricity	88555	86080	=B13-C13
14				
15		**Units**	**Tariff**	**Amount**
16	Water usage	=D12 3	6	=B16*C16 4
17	Electricity usage	=D13	0,8	=B17*C17
18				
19	Subtotal		5	=SUM(D16:D17)
20	15% VAT		6	=D19*15%
21	**Amount due on 31 May 2019**		7	=SUM(D19:D20)
22				

8 column width
9 landscape
10 1 page
11 row and column headings

A	M	T
	7	7

1 6B not changed 6C
QUESTION 6C
(7)
[43]

QUESTION 7A

ACCURACY		4
MANIPULATION		6
TOTAL		10

	ACCURACY ERRORS		MARKS
	All keying-in errors in text		4

NO	MANIPULATION ERRORS		MARKS
1	Rows incorrect		
2	Alignment incorrect		
3	Letter spaces incorrect		
4	Upper case and/or lower case incorrect		
5	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 pt acceptable)		
6	Portrait orientation incorrect and/or does not fit on ONE page and/or incorrect		
7	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect		
8	[QUESTION 7A] not inserted as a header (right) in capital letters and/or incorrect		
9	Column headings incorrect		
10	Format of figures incorrect		
11	Column widths not adjusted and/or correct cell addresses not used and/or spreadsheet printed with row and column headings and/or incorrect		
12	Lines inserted and/or additional manipulation errors		6

QUESTION 7A (CONTINUED)

COFFEE PRODUCTS

TYPES	QUANTITY ON HAND	SELLING PRICE	TOTAL	% OF TOTAL
Nespresso Capsules	50	56,99		
Nescafe Gold	46	71		
Konig Espresso	50	91,2		
Terbodore Nespresso	40	56,99		
Caffeluxe Nespresso	45	79		
Columbian	45	79		

1	rows
2	alignment
3	letter spaces
4	uc/lc
5	font and font size
6	portrait, 1 page
9	column headings
10	format of figures
11	column widths, cell addresses, no row and column headings
12	lines, additional errors

A	M	T
4	6	10

(10)

QUESTION 7B

ACCURACY	4
MANIPULATION	22
TOTAL	26

	ACCURACY ERRORS		MARKS
	[PRODUCTS PROCESSED … 2018] not keyed in or incorrect		
	[PROCESSED] not keyed in or incorrect		
	[33 … 44] not keyed in or incorrect		
	[VAT 15%] not keyed in or incorrect		
	[TOTAL AMOUNT] not keyed in or incorrect		
	[AMOUNT] not keyed in or incorrect		
	[GRAND TOTAL] not keyed in or incorrect		4

NO	MANIPULATION ERRORS		MARKS
1	Rows not inserted and/or incorrect		
2	Alignment incorrect		
3	Letter spaces incorrect		
4	Upper case and/or lower case incorrect		
5	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 pt acceptable)		
6	Landscape orientation incorrect or does not fit on ONE page and/or incorrect		
7	[QUESTION 7A] in the header not changed to [QUESTION 7B] and/or incorrect		
8	[PRODUCTS PROCESSED … 2018], [PROCESSED], [33 … 44], [VAT 15%], [TOTAL AMOUNT], [AMOUNT] and [GRAND TOTAL] not inserted and/or correct		
9	[COFFEE PRODUCTS] not changed to 16 pt and/or incorrect		
10	[COFFEE PRODUCTS] not changed to bold and/or incorrect		
11	[COFFEE PRODUCTS] not changed to italics and/or incorrect		
12	[PRODUCTS PROCESSED … 2018] not inserted in 14 pt and/or incorrect		
13	[PRODUCTS PROCESSED … 2018] not inserted in bold and/or incorrect		
14	[PRODUCTS PROCESSED … 2018] not merged and centred across the page and/or incorrect		
15	Column headings not centred and/or incorrect		
16	[Columbian with figures] not deleted and/or incorrect		
17	[TYPES with corresponding figures] not sorted alphabetically and/or incorrect		
18	A: Calculation not inserted and/or incorrect		
19	B: Calculation not inserted and/or incorrect		
20	C: Calculation not inserted and/or incorrect		
21	D: Calculation not inserted and/or incorrect		
22	E: Calculation not inserted and/or incorrect		
23	Horizontal and vertical lines not inserted as indicated and/or additional lines inserted and/or incorrect		
24	[SELLING PRICE], [TOTAL], [VAT 15%] and [TOTAL AMOUNT] not displayed as currency with 2 decimals and/or incorrect		
25	[PROCESSED] and [GRAND TOTAL] not displayed as integers and/or incorrect		
26	[% OF TOTAL AMOUNT] not displayed as percentage with no decimal and/or incorrect		
27	Column widths not adjusted and/or correct cell addresses not used and/or spreadsheet not printed with row and column headings and/or incorrect		
28	Any additional errors		22

QUESTION 7B (CONTINUED)

EXAMINATION NUMBER

	A	B	C	D	E	F	G	H
1	*COFFEE PRODUCTS*		9 16 pt 10 bold 11 italics					
2				12 14 pt 13 bold 14 merge and centre				
3	PRODUCTS PROCESSED AND SOLD: NOVEMBER 2018							
4				8 headings and text inserted			15 column headings centred	
5	TYPES	QUANTITY	PROCESSED	SELLING	TOTAL	VAT	TOTAL	% OF
6		ON HAND		PRICE		15%	AMOUNT	TOTAL
7								AMOUNT
8	17 sort A-Z				18	19	20	21
9	Caffeluxe Nespresso	45	33	R79,00	R6 162,00	R924,30	R7 086,30	20%
10	Konig Espresso	50	45	R91,20	R8 664,00	R1 299,60	R9 963,60	28%
11	Nescafe Gold	46	41	R71,00	R6 177,00	R926,55	R7 103,55	20%
12	Nespresso Capsules	50	36	R56,99	R4 901,14	R735,17	R5 636,31	16%
13	Terbodore Nespresso	40	44	R56,99	R4 787,16	R718,07	R5 505,23	16%
14	16 Columbian deleted							
15	GRAND TOTAL	231	199	355	30691	4604	35295	100%
16		22						

1 rows
2 alignment
3 letter spaces
4 uc/lc
5 font and font size
6 landscape, 1 page

23 horizontal and vertical lines
24 currency with 2 decimals
25 integers
26 percentage with no decimal
27 column widths, correct cell addresses, row and column headings
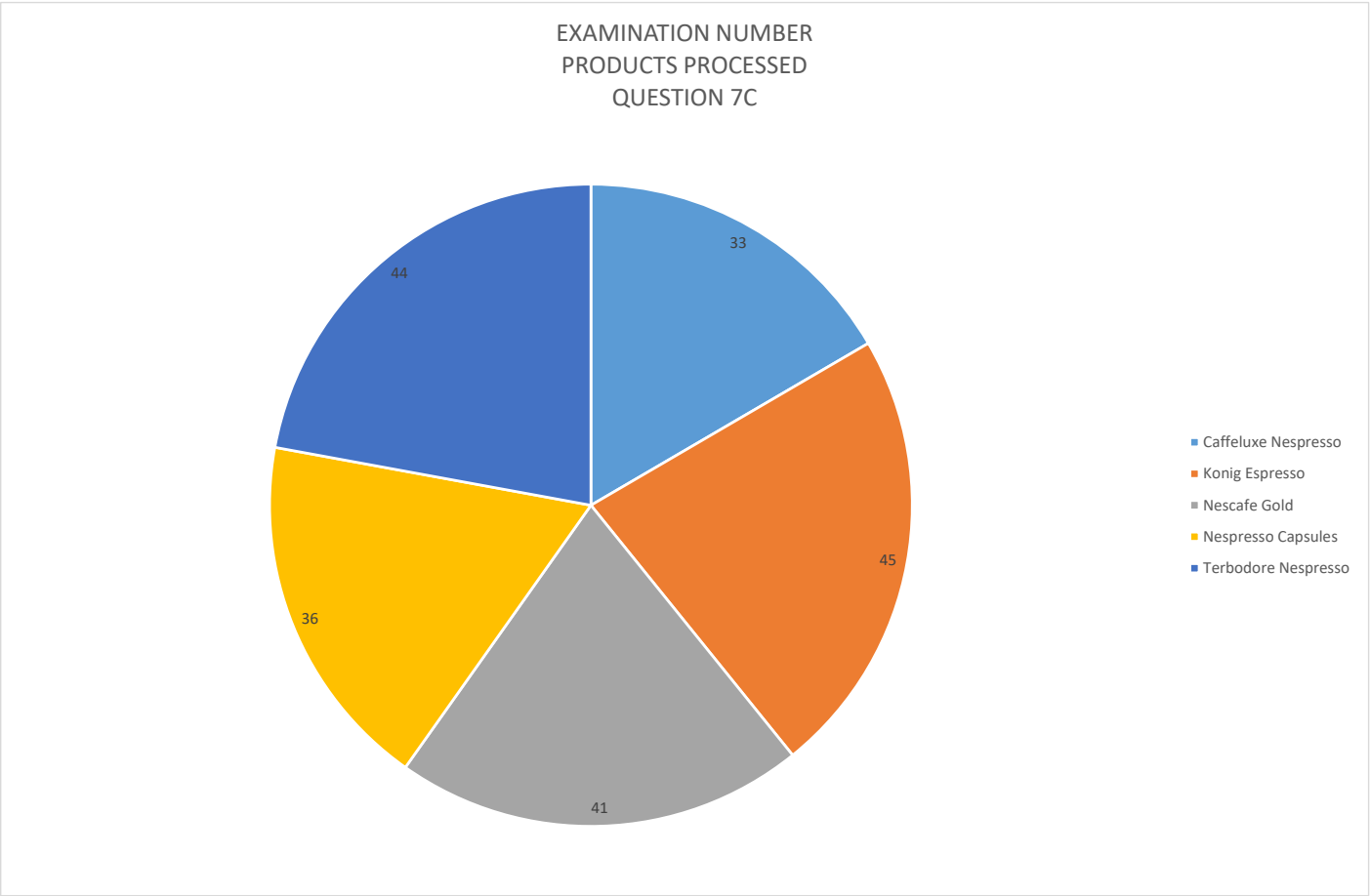28 any additional errors

A	M	T
4	22	26

(26)

QUESTION 7C

ACCURACY	1
MANIPULATION	5
TOTAL	6

	ACCURACY ERRORS		MARKS
	[EXAMINATION NUMBER], [PRODUCTS PROCESSED] and [QUESTION 7C] not keyed in or incorrect		1

NO	MANIPULATION ERRORS		MARKS
1	[EXAMINATION NUMBER], [PRODUCTS PROCESSED] and [QUESTION 7C] not inserted as chart titles and/or incorrect		
2	[EXAMINATION NUMBER], [PRODUCTS PROCESSED] and [QUESTION 7C] not inserted in 3 lines and/or incorrect		
3	Pie graph not created and/or incorrect		
4	Legend not displayed to the right of the graph and/or incorrect		
5	Incorrect information used for graph		
6	Quantities not displayed and/or incorrect		
7	Graph not printed as new sheet and/or incorrect		5

QUESTION 7C (CONTINUED)

EXAMINATION NUMBER
PRODUCTS PROCESSED
QUESTION 7C

Legend:
- Caffeluxe Nespresso
- Konig Espresso
- Nescafe Gold
- Nespresso Capsules
- Terbodore Nespresso

1	chart titles
2	3 lines
3	pie graph
4	legend right
5	correct information
6	quantities displayed
7	graph new sheet

A	M	T
1	5	6

(6)

[42]

TOTAL SECTION C: 85

GRAND TOTAL: 200