

**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
NOVEMBER EXAMINATION
COMPUTER PRACTICE N4
4 NOVEMBER 2016**

This marking guideline consists of 31 pages.

SECTION A: THEORY**QUESTION 1**

- 1.1 True
- 1.2 False
- 1.3 True
- 1.4 False
- 1.5 True
- 1.6 False
- 1.7 True
- 1.8 True
- 1.9 True
- 1.10 True

(10 x 1) [10]

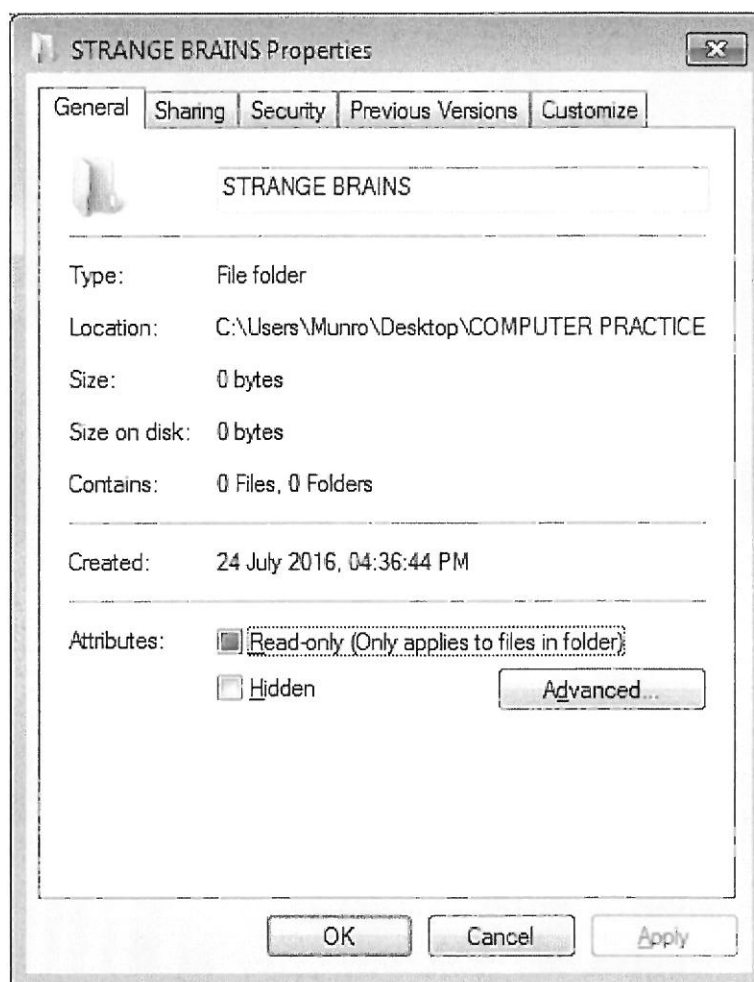
QUESTION 2

- 2.1
 - Operating system is the low-level software that supports a computer's basic functions.
 - It manages the computer's memory, processes and all of its software and hardware.
 - It allows the user to communicate with the computer without knowing computer language. (Any relevant 2 x 1) (2)
- 2.2
 - The hard drive permanently stores and retrieves information.
 - Storage is the hard drive's responsibility.
 - Everything you keep on your computer is on the hard drive. (Any relevant 2 x 1) (2)
- 2.3
 - Peripheral devices can be external or internal.
 - External peripherals include the mouse, keyboard, printer, monitors.
 - Internal peripherals include the CD-ROM drive, CD-R drive or internal mode. (Any relevant 2 x 1) (2)
- 2.4
 - Application software consists of programs designed to perform specific tasks for users.
 - Application software can be used as a productivity or business tool.
 - It can assist with graphics and projects. (Any relevant 2 x 1) (2)

- 2.5
- Write-protect from accidental writing or erasure of data.
 - To mark a file or disk so that its contents cannot be modified or deleted.
 - When you want to make sure that neither you nor another user can destroy data, you can write-protect it. (Any relevant 2 x 1) (2)
- [10]**

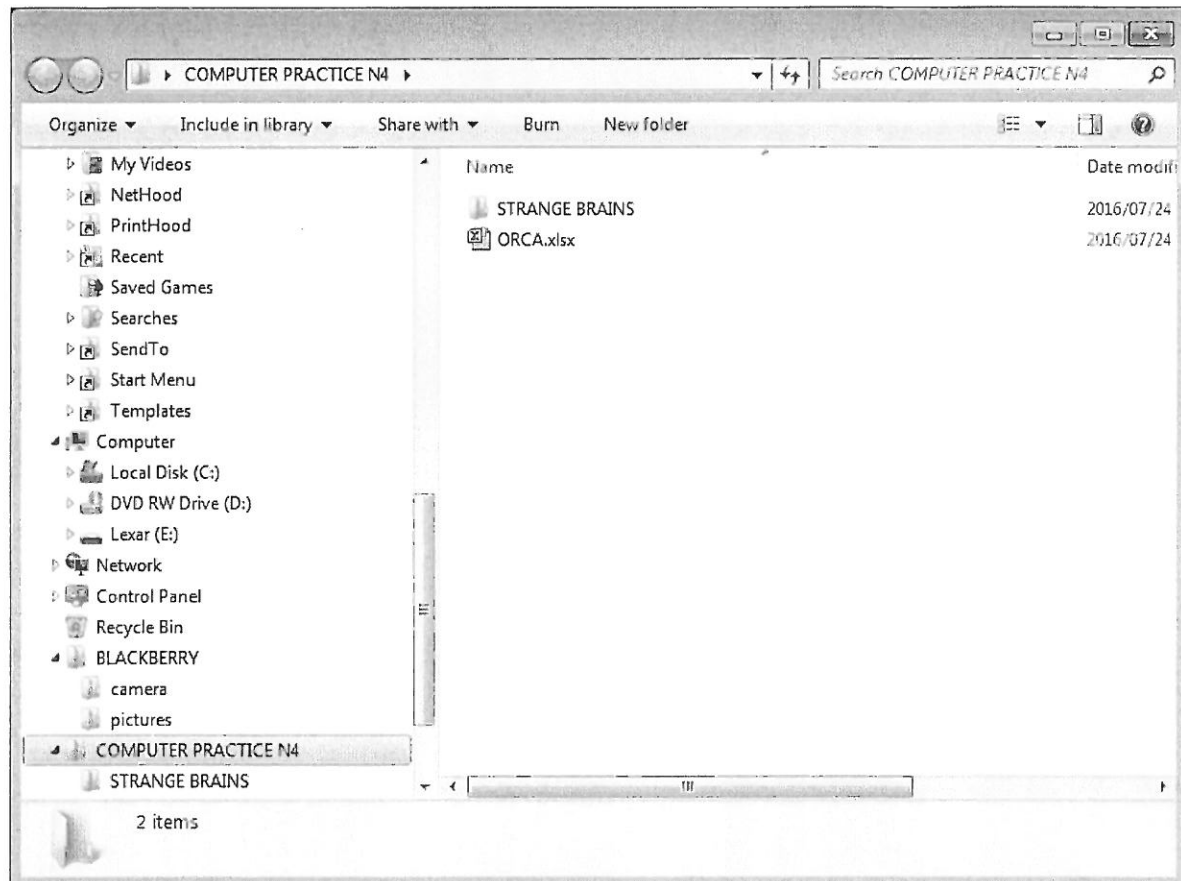
QUESTION 3

3.1	NO	MANIPULATION ERRORS	MARK
	1	Examination number and QUESTION 3.1 not inserted as header and/or incorrect	1
	2	Status report of STRANGE BRAINS folder not displayed and/or incorrect	1



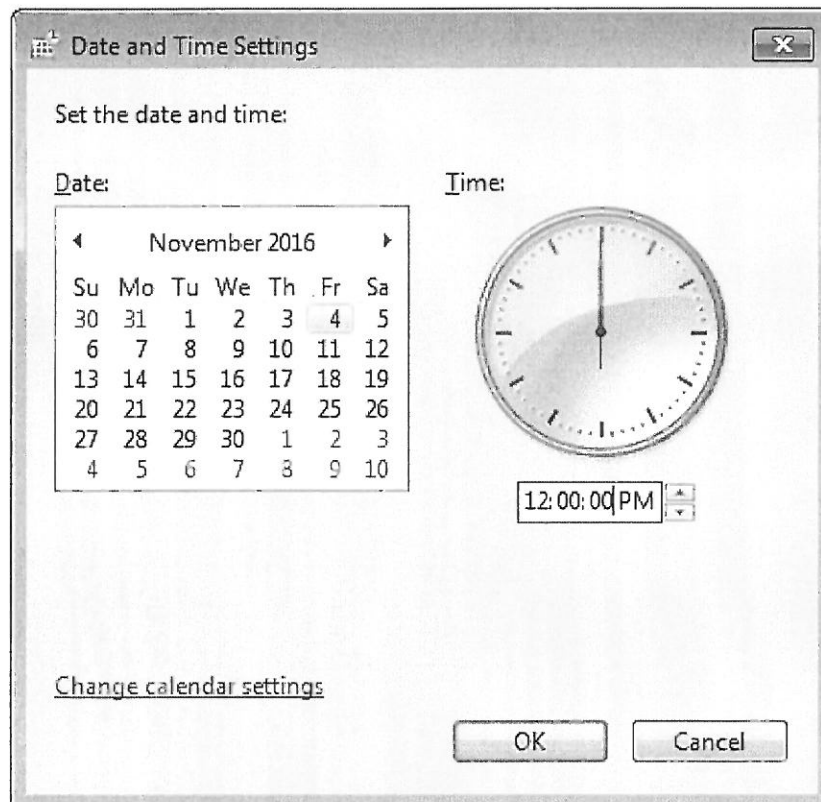
(2)

3.2	NO	MANIPULATION ERRORS	MARK
	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



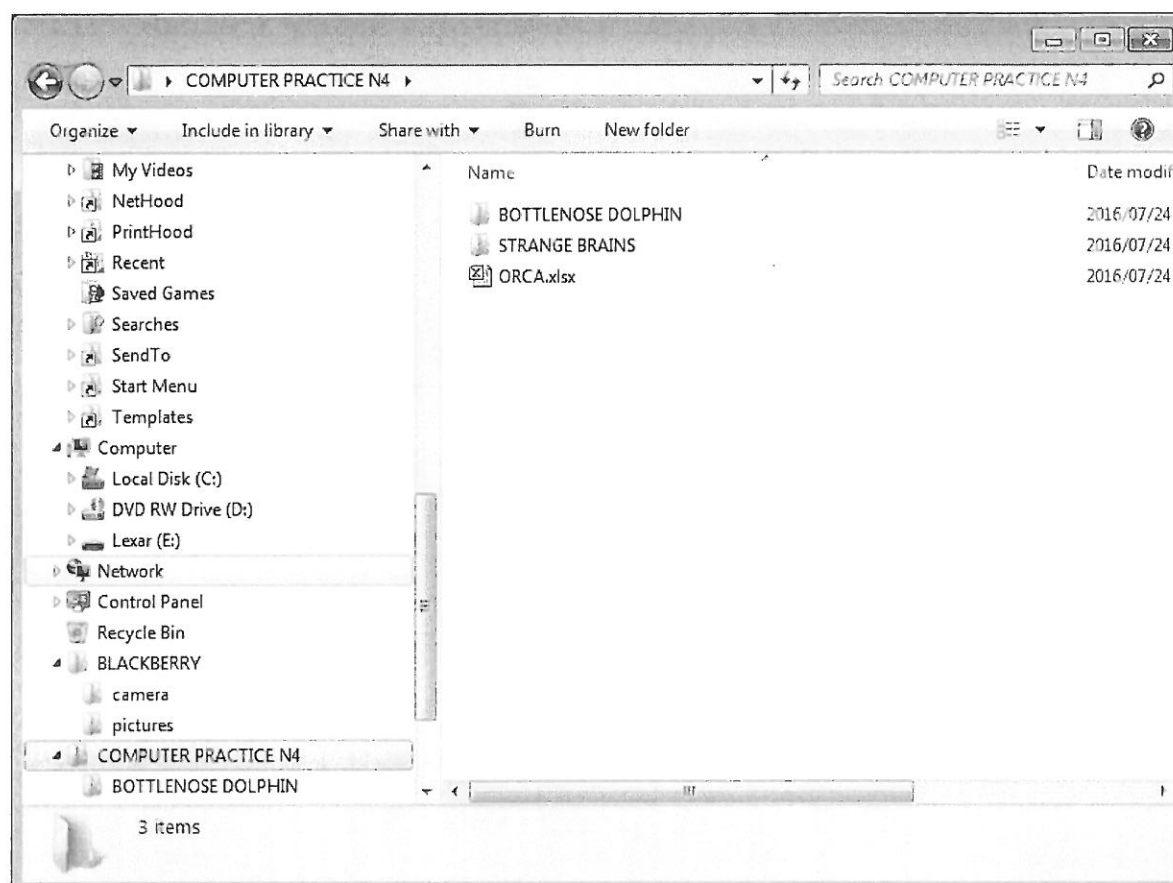
(2)

3.3	NO	MANIPULATION ERRORS	MARK
	1	Examination number and QUESTION 3.3 not inserted as header and/or incorrect	1
	2	The time not changed to 12:00 PM and/or incorrect. The date must be 4 November 2016	1



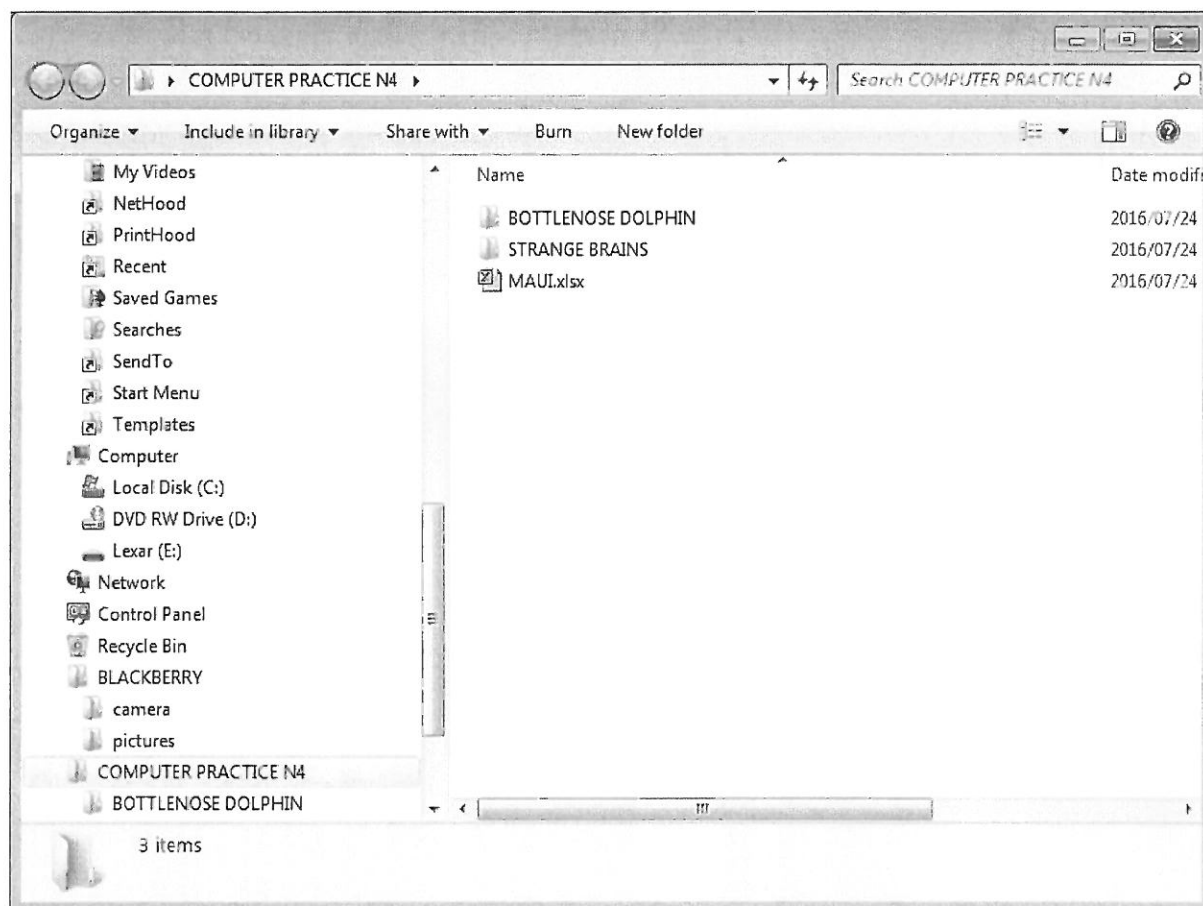
(2)

3.4	NO	MANIPULATION ERRORS	MARK
	1	Examination number and QUESTION 3.4 not inserted as header and/or incorrect	1
	2	BOTTLENOSE DOLPHIN folder not created and/or incorrect	1



(2)

3.5	NO	MANIPULATION ERRORS	MARK
	1	Examination number and QUESTION 3.5 not inserted as header and/or incorrect	1
	2	File ORCA not renamed to MAUI and/or incorrect	1

(2)
[10]**TOTAL SECTION A: 30**

QUESTION 4B

ACCURACY
MANIPULATION
TOTAL

7
43
50

	ACCURACY ERRORS	MARK
	[EXAMINATION NUMBER] and [QUESTION 4B] not keyed in and/or incorrect	1
	[Strange Brains] not keyed in and/or incorrect	1
	[ninety] and/or [Problem solvers] not keyed in and/or incorrect	1
	[There are ... boats.] not keyed in and/or incorrect	2
	[Signs of ... situations.] not keyed in and/or incorrect	2

NO	MANIPULATION ERRORS	MARK
1	Line spacing incorrect	
2	Justification incorrect	
3	Letter spaces incorrect	
4	Upper case/lower case incorrect	
5	Font and/or font size incorrect	
6	Paper orientation incorrect	
7	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
8	[QUESTION 4B] not inserted as a header (right) in capital letters and/or incorrect	
9	Page numbers not inserted top, centred and/or incorrect	
10	[STRANGE BRAINS] not inserted and/or incorrect	
11	[STRANGE BRAINS] not 24 pt and/or incorrect	
12	[STRANGE BRAINS] not in bold and double underline and/or incorrect	
13	[STRANGE BRAINS] not in capital letters and centred and/or incorrect	
14	Paragraph numbers not inserted and/or incorrect	
15	Paragraph numbers not inserted with two letter spaces and/or incorrect and/or not indented and/or incorrect and/or new paragraph not created and/or incorrect	
16	Paragraphs not in correct numerical order and/or incorrect	
17	[dolphin's brain] and [human brain] underline not deleted and/or incorrect	
18	[90] not changed to [ninety] and/or incorrect	
19	Bullets not inserted with two letter spaces and/or incorrect	
20	Double border not inserted around [3. Dolphins ...intelligence.] and/or incorrect	
21	Width of double border not 1½ pt and/or incorrect	
22	[speed high] not transposed to [high speed] and/or incorrect	
23	[seventh] not changed to [sixth] and/or incorrect and/or runs on incorrect	
24	Find and replace the word [dolphin/s] to capital letters and bold and/or incorrect	
25	[Knowing the ... animal] not changed to double underline and/or incorrect	
26	Left-hand margin not changed to 1.5"/3.81 cm and/or incorrect	
27	[There are ...boats.] not inserted as a footer and/or incorrect	

NO	MANIPULATION ERRORS	MARK
28	[There are ...boats.] not inserted in bold, 8 pt and centred and/or incorrect	
29	[Problem Solvers] not inserted as a paragraph heading and/or incorrect	
30	[Problem Solvers] not inserted in capital letters and underline and/or incorrect	
31	Paragraphs not changed to 3 columns and/or incorrect	
32	Paragraph 6 [Sometimes their ... ways.] not deleted and/or incorrect	
33	Page breaks not inserted and/or incorrect	
34	[7. Signs of ... smarts.], [7.1 They ... play.], [7.2 They ... sad.] and [7.3 They ... situations.] not inserted and/or incorrect	
35	[7. Signs of ... smarts.] not inserted in Arial 14 pt and/or incorrect	
36	[7. Signs of ... smarts.] not inserted in bold and/or incorrect	
37	[They team ... play.] not left-aligned and/or incorrect	
38	[Scientists suspect ... sad.] not right-aligned and/or incorrect	
39	[Dolphins demonstrate ... situations.] not centred and/or incorrect	
40	[They cooperate], [They communicate] and [They invent] not underlined and/or incorrect	
41	Paragraph with double border not copied to the end of the document and/or incorrect	
42	Paragraph with border not shaded 25% and/or incorrect	
43	Number at copied paragraph not deleted and/or incorrect	
44	Paragraph numbers not in correct numerical order on page 3 and/or incorrect	
45	Any other additional errors	43

EXAMINATION NUMBER 1
7 left + 1A 9 page number top, centreQUESTION 4B
8 right, uc + 1A

10 insert heading + 1A 11 24 pt

STRANGE BRAINS12 bold, double underline
13 uc, centre14 insert
paragraph
numbers
15 2 letter
spaces
after
numbers
and indent
16
paragraphs
in
numerical
order

1. #A dolphin's brain is very different from a human brain. Although humans and **DOLPHINS** are both mammals, they haven't shared an ancestor for more than ninety million years. Humans and chimpanzees, on the other hand, are more recently related.

17 delete
underline

18 in full

2. Scientists see signs of intelligent life everywhere in the animal kingdom.

- *# Octopuses can solve puzzles. 19 bullets with two letter spaces
- * Wolves communicate.
- * Crows use tools.
- * **DOLPHINS** possess all of these brainy abilities.

2.1 Some people think that the only animals smarter than **DOLPHINS** are humans.

20 double
border
21 width
1 ½ pt

3. **DOLPHINS** have adapted for life in the ocean. They sleep with half their brain awake to stay alert to sharks and other dangers. 'These animals live in a very different world,' says underwater photographer Brian Skerry. 'They're best described as an alien intelligence.'

22 trs
23 stet,
runs on24 find and
replace
dolphin/s
to uc, bold25 double
underline

4. **DOLPHINS** even have an otherworldly ability: echolocation, a way to see by bouncing sound waves of high speed clicks of objects hundreds of metres away. **DOLPHINS** use these sixth senses in intelligent ways. They listen to each other's signals to cooperate while hunting. With echolocation **DOLPHINS** can sense these things in other animals. They can even tell if another **DOLPHIN** is sick. 'Knowing the mood of others in the group is important when you're such a social animal,' Stan says.

26 left
margin
1.5"/
3.81 cm

33 page break

27 footer +
2A
28 bold,
centre, 8 pt

There are nearly 40 different species of **DOLPHINS** in the world. In South Africa you are most likely to see the bottlenose **DOLPHIN**. They often swim near humans and boats.

EXAMINATION NUMBER

2

QUESTION 4B

29 insert
+ 1A
30 uc,
underline
15 NP and
indent

5. PROBLEM SOLVERS

In the shallow waters of Southern Florida a group of **DOLPHINS** go fishing. One swims in speedy circles around a school of fish to kick up a net-like wall of mud. Trapped, the fish leap over the mud and right into the open mouths of the other **DOLPHINS**. This fishing strategy has only been documented in Florida.

31 3
columns
32 delete
paragraph
6

In other places
DOLPHINS have
devised their
own brainy
means of
landing lunch.

In another spot
DOLPHINS help
fishermen herd
their catch
into nets, then
snack on the
fish that get
away. **DOLPHINS**
are cooperating
to solve
problems.

Orcas in
Argentina trap
sea lions on
the beach.
DOLPHINS of
another South
American coast
cooperate to
scare fish into
easier-to-chomp
schools.

31 page break

There are nearly 40 different species of **DOLPHINS** in the world. In South Africa you are most likely to see the bottlenose **DOLPHIN**. They often swim near humans and boats.

EXAMINATION NUMBER

3

QUESTION 4B

6. Brian once saw a captive **DOLPHIN** use a human diver's flipper to pop open the underwater gate of its enclosure. 'He didn't even swim through the gate,' Brian says. 'It's as if he just wanted to show what he could do.'

34 insert + 2A
35 Arial 14 pt
36 bold

7. **Signs of DOLPHINS smarts**

7.1 They cooperate

37 left-align

They team up to hunt, protect one another, find mates and play.

7.2 They communicate

38 right-align

Scientists suspect **DOLPHINS** talk about everything from basics like age and gender to whether they're happy or sad.

7.3 They invent

39 centre

DOLPHINS demonstrate a human-like ability to adapt to different situations.

40 headings underline

41 copy paragraph

42 shade 25%

43 del par number

44 paragraphs in correct numerical order

DOLPHINS have adapted for life in the ocean. They sleep with half their brain awake to stay alert to sharks and other dangers. 'These animals live in a very different world,' says underwater photographer Brian Skerry. 'They're best described as an alien intelligence.'

A	M	T
7	43	50

1 line spacing
2 justification
3 letter spaces
4 uc/lc
5 font and font size
6 paper size

45 any additional errors

[50]

There are nearly 40 different species of **DOLPHINS** in the world. In South Africa you are most likely to see the bottlenose **DOLPHIN**. They often swim near humans and boats.

QUESTION 5A

ACCURACY
MANIPULATION
TOTAL

8
7
15

	ACCURACY ERRORS	MARK
	[EXAMINATION NUMBER] and [QUESTION 5A] not keyed in and/or incorrect	1
	[Defensive driving ... vehicle.] not keyed in and/or incorrect	7

NO	MANIPULATION ERRORS	MARK
1	Line spacing incorrect	
2	Left- and right-hand margin not 1"/2.54 cm and/or incorrect	
3	Letter spaces incorrect	
4	Upper case/lower case incorrect	
5	Font and/or font size incorrect	
6	Paper orientation incorrect	
7	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect and/or [QUESTION 5A] not inserted as a header (right) in capital letters and/or incorrect	
8	Paragraphs [Observe ... vehicle.] not inserted in 2 columns and/or incorrect	
9	Any additional errors	7

7 left + 1A
EXAMINATION NUMBER7 right, uc + 1A
QUESTION 5A

Defensive driving

The process

The process of defensive driving involves the following sequence of actions when performing a manoeuvre.

+

Observe

+

Look ahead and to the sides and check in the mirrors to ensure that it is safe behind and alongside the vehicle.

+

Blind spot

+

Look over your shoulder to ensure that there is no vehicle in the blind spot area.

Signal

+

Use the indicators to signal your intention to change lanes or direction and the brake lights to indicate that you are slowing down.

+

Mirrors

+

Check in the mirrors to ensure that it is still safe behind and alongside the vehicle.

- 1 line spacing
- 3 letter spaces
- 4 uc/lc
- 5 font and font size
- 6 paper size
- 9 any additional errors

A	M	T
7	8	15

(15)

QUESTION 5B**ACCURACY****3****MANIPULATION****17****TOTAL****20**

	ACCURACY ERRORS	MARK
	[EXAMINATION NUMBER] and [QUESTION 5B] not keyed in and/or incorrect	1
	[Driving ... times.] not keyed in and/or incorrect	2

NO	MANIPULATION ERRORS	MARK
1	Line spacing incorrect	
2	Justification incorrect	
3	Letter spaces incorrect	
4	Upper case/lower case incorrect	
5	Font and/or font size incorrect	
6	Paper orientation incorrect	
7	Left-hand margin not changed to 1.5"/3.81 cm and/or incorrect	
8	[QUESTION 5A] in header not changed to [QUESTION 5B] and/or incorrect	
9	Columns incorrect	
10	[Defensive driving] not changed to capital letters, bold and double underline and/or incorrect	
11	[The process] not changed to capital letters and double underline and/or incorrect	
12	Column headings not changed to capital letters and bold and/or incorrect	
13	Hyphenation function not used and/or incorrect	
14	Find and replace the word [vehicle] to [VEHICLE] in capital letters, bold and double underline and/or incorrect	
15	Paragraph numbers not inserted and/or incorrect	
16	Not two letter spaces after paragraph numbers and/or incorrect and/or indentation incorrect	
17	Paragraphs not arranged in numerical order and/or incorrect	
18	Paragraph [Driving ... times.] not inserted as one column and/or incorrect	
19	Paragraph [Driving ... times.] not in double line spacing and/or incorrect	
20	Paragraph [Driving ... times.] not centred and/or incorrect	
21	Any additional errors	17

DEFENSIVE DRIVING 10 uc, bold, double underline1. **THE PROCESS** 11 uc, double underline

1.1 The process of defensive driving involves the following sequence of actions when performing a manoeuvre.

1.1.1# **OBSERVE** 12 uc, bold

1.1.3# **SIGNAL** 12 uc, bold

Look ahead and to the sides and check in the mirrors to ensure that it is safe behind and alongside the **VEHICLE**.

Use the indicators to signal your intention to change lanes or direction and the brake lights to indicate that you are slowing down.

1.1.2# **BLIND SPOT** 12 uc, bold

1.1.4# **MIRRORS** 12 uc, bold

Look over your shoulder to ensure that there is no **VEHICLE** in the blind spot area.

Check in the mirrors to ensure that it is still safe behind and alongside the **VEHICLE**.

Driving defensively means behaving in a way that ensures that the space around the **VEHICLE** remains safe at all times.

1 line spacing
2 justification
3 letter spaces
4 uc/lc
5 font and font size
6 paper size
21 any additional errors

A	M	T
3	17	20

(20)
[35]

TOTAL SECTION B: 85

SECTION C: SPREADSHEET**85****QUESTION 6A**

ACCURACY	4
MANIPULATION	6
TOTAL	10

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

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

	A	B	C	D	E	F
1	SWIMMING WITH THE DOLPHINS					
2	DOLPHIN INTERACTION	ARRIVAL OF	DAY	NUMBER	GUESTS	
3		GUESTS		OF DAYS		
4	FLORIDA	01/12/2016	Thursday	7	40	
5	HAWAII	06/12/2016	Tuesday	6	55	
6	MEXICO	14/12/2016	Wednesday	3	30	
7	CARRIBEAN	22/12/2016	Thursday	5	35	
8	ORLANDO	30/12/2016	Friday	4	25	
9						
10						
11						
12						
13		1 rows				
14		2 justification				
15		3 letter spaces				
16		4 uc/lc				
17		5 font and font size				
18		6 portrait, 1 page				
19		7 margins				
20		10 column headings				
21		11 format of figures				
22		12 column width, cell address, row and column headings				
23		13 lines, additional errors				
24						
25						
26				A	M	T
27				4	6	10
28						
29						(10)

QUESTION 6B

ACCURACY
MANIPULATION
TOTAL

5
19
24

	ACCURACY ERRORS	MARK
	[PASSIONATE ... DOLPHINS] not keyed in and/or incorrect	1
	[BOOKINGS], [LUNCH] and [240] not keyed in and/or incorrect	1
	[AMOUNT] and [VAT 14%] not keyed in and/or incorrect	1
	[TOTAL AMOUNT] not keyed in and/or incorrect	1
	[TOTAL], [HIGHEST] and [AVERAGE] not keyed in and/or incorrect	1

NO	MANIPULATION ERRORS	MARK
1	Open rows not inserted and/or incorrect	
2	Justification incorrect	
3	Letter spaces incorrect	
4	Upper case and/or lower case incorrect	
5	Font and/or font size incorrect (Arial 10 pt, Calibri 11 pt, Courier New 12 pt acceptable)	
6	Landscape orientation not used and/or does not fit on ONE page and/or incorrect	
7	Margins incorrect	
8	[EXAMINATION NUMBER] not inserted as a footer and left-aligned and/or incorrect	
9	[QUESTION 6A] in footer not changed to [QUESTION 6B] and/or incorrect	
10	[Passionate ... dolphins] not inserted as header in capital letters, bold, italics and centred and/or incorrect	
11	[BOOKINGS], [LUNCH] and [240] not inserted and/or incorrect	
12	[SWIMMING WITH THE DOLPHINS], [BOOKINGS] and [LUNCH] not bold, italics and capital letters and/or incorrect and/or [240] not inserted in column C and/or incorrect	
13	Column [ARRIVAL OF GUESTS] and [DAY] not deleted and/or incorrect	
14	Column [AMOUNT], [VAT 14%] and [TOTAL AMOUNT] not inserted and/or incorrect	
15	[TOTAL], [HIGHEST] and [AVERAGE] not inserted and/or incorrect	
16	A: AMOUNT = Calculation not inserted and/or incorrect	
17	B: VAT 14% = Calculation not inserted and/or incorrect	
18	C: TOTAL AMOUNT = Calculation not inserted and/or incorrect	
19	D: TOTAL = Calculation not inserted and/or incorrect	
20	E: HIGHEST = Calculation not inserted and/or incorrect	
21	F: AVERAGE = Calculation not inserted and/or incorrect	

NO	MANIPULATION ERRORS	MARK
22	Formulae not copied to other cells as indicated on spreadsheet and/or incorrect	
23	Horizontal and vertical lines not inserted and/or incorrect	
24	[TOTAL], [VAT 14%], [TOTAL AMOUNT] and [HIGHEST] not displayed with two decimals and/or incorrect	
25	[AVERAGE] not displayed as integer and/or incorrect	
26	Column widths not adjusted and/or correct cell addresses not used and/or spreadsheet not printed without row and column headings and/or incorrect	
27	Any additional manipulation errors	19

PASSIONATE ABOUT DOLPHINS

SWIMMING WITH THE DOLPHINS

BOOKINGS ✓

1 open row

LUNCH ✓

1 open row 13 delete 2 columns

12 bold, italics, uc
✓ 11 12 bold, italics, uc

✓ 11 12 bold, italics, uc

10 header, uc, bold, italics, centre

240 11 240 column C

DOLPHIN INTERACTION		NUMBER OF DAYS	GUESTS	AMOUNT	VAT 14%	TOTAL AMOUNT
FLORIDA		7	40	R 67,200.00	R 9,408.00	R 76,608.00
HAWAII		6	55	R 79,200.00	R 11,088.00	R 90,288.00
MEXICO		3	30	R 21,600.00	R 3,024.00	R 24,624.00
CARIBBEAN		5	35	R 42,000.00	R 5,880.00	R 47,880.00
ORLANDO		4	25	R 24,000.00	R 3,360.00	R 27,360.00
TOTAL	✓ 15 uc, bold		185	R 234,000.00	R 32,760.00	R 266,760.00

HIGHEST

✓ 15 uc, bold

1 open row

AVERAGE

✓ 15 uc, bold

22 copy formulae

23 horizontal and vertical lines

24 R and 2 decimals

25 integer

26 column width, cell address, no row and column headings

27 any additional errors

1 rows

2 justification

3 letter spaces

4 uc/lc

5 font and font size

6 landscape/1 page

7 margins

A	M	T
6	18	24

(24)

QUESTION 6C

ACCURACY	0
MANIPULATION	7
TOTAL	7

NO	MANIPULATION ERRORS	
1	Formulae not displayed: Formula A and/or incorrect [must be absolute cell address (\$C\$4)]	
2	Formulae not displayed: Formula B and/or incorrect [must be absolute cell address (\$E\$7)]	
3	Formulae not displayed: Formula C and/or incorrect	
4	Formulae not displayed: Formula D and/or incorrect	
5	Formula not displayed: Formula E and/or incorrect	
6	Formula not displayed: Formula F and/or incorrect	
7	Column width not adjusted to display whole formulae and/or incorrect	
8	Landscape orientation not used	
9	Formulae not on one page and/or incorrect	
10	Spreadsheet not printed without row and column headings and/or incorrect	
11	[QUESTION 6B] in footer not changed to [QUESTION 6C] and/or incorrect	7

SWIMMING WITH THE DOLPHINS
BOOKINGS

LUNCH

240

DOLPHIN INTERACTION	NUMBER OF DAYS	GUESTS	AMOUNT	VAT 0.14	TOTAL AMOUNT
FLORIDA	7	40	=B8*C8*\$C\$4	=D8*\$E\$7	=SUM(D8:E8)
HAWAII	6	55	=B9*C9*\$C\$4	=D9*\$E\$7	=SUM(D9:E9)
MEXICO	3	30	=B10*C10*\$C\$4	=D10*\$E\$7	=SUM(D10:E10)
CARIBBEAN	5	35	=B11*C11*\$C\$4	=D11*\$E\$7	=SUM(D11:E11)
ORLANDO	4	25	=B12*C12*\$C\$4	=D12*\$E\$7	=SUM(D12:E12)
TOTAL	=SUM(B8:B12)	=SUM(C8:C12)	=SUM(D8:D12)	=SUM(E8:E12)	=SUM(D13:E13)

HIGHEST

AVERAGE

=AVERAGE(C8:C12)

7 column width

8 landscape

9 1 page

10 no row and column headings

M	T
7	7

(7)
[41]

QUESTION 7A

ACCURACY	4
MANIPULATION	6
TOTAL	10

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

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

QUESTION 7A 8

9 EXAM NUMBER

DOLPHIN ACCESSORIES

ITEMS	Stock	Selling	Total	% of total amount
Dolphin plush toy	20	129.99		
Gray dolphin security blanket	5	559.99		
Dolphin ecofriendly toy	12	349.99		
Bottlenose dolphin decoration	18	139.99		
Dolphin sewing pattern	15	119.00		
Handmade stuffed fish	33	129.00		
Blue dolphin toy	20	169.99		

1 rows

2 justification

3 letter spaces

4 uc/lc

5 font, font size

6 portrait, 1 page

7 margins

10 column headings

11 format of figures

12 column width, cell address, no row and column headings

13 lines, additional errors

A	M	T
4	6	10

(10)

QUESTION 7B

ACCURACY	4
MANIPULATION	20
TOTAL	24

	ACCURACY ERRORS	MARK
	[PRICE LIST: 2016] not keyed in and/or incorrect	
	[ON HAND] not keyed in and/or incorrect	
	[PRICE] not keyed in and/or incorrect	
	[STOCK DELIVERED] not keyed in and/or incorrect	
	[VAT 14%] not keyed in and/or incorrect	
	[TOTAL AMOUNT] not keyed in and/or incorrect	4

NO	MANIPULATION ERRORS	MARK
1	Rows not inserted and/or row not deleted and/or incorrect	
2	Justification incorrect	
3	Letter spaces incorrect	
4	Upper case/lower case incorrect	
5	Font and/or font size incorrect (Arial 10 pt, Calibri 11 pt, Courier New 12 pt acceptable)	
6	Landscape orientation not used and/or does not fit on ONE page and/or incorrect	
7	Margins incorrect	
8	[QUESTION 7A] in header not changed to [QUESTION 7B] and/or incorrect	
9	[DOLPHIN ACCESSORIES] not changed to bold and centred and/or incorrect	
10	[PRICE LIST: 2016] not inserted in bold and/or incorrect	
11	[ON HAND], [PRICE] and [STOCK DELIVERED] not inserted and/or incorrect	
12	[VAT 14%] and [TOTAL AMOUNT] not inserted and/or incorrect	
13	Column headings not changed to capital letters, centred and bold and/or incorrect	
14	A: TOTAL = Calculation not inserted and/or incorrect	
15	B: VAT 14% = Calculation not inserted and/or incorrect	
16	C: TOTAL AMOUNT = Calculation not inserted and/or incorrect	
17	D: TOTAL = Calculation not inserted and/or incorrect	
18	E: % OF TOTAL AMOUNT = Calculation not inserted and/or incorrect	
19	Items with corresponding figures not sorted alphabetically and/or incorrect	
20	Horizontal and vertical lines not inserted as indicated and/or incorrect	
21	[SELLING PRICE], [TOTAL], [VAT 14%] and [TOTAL AMOUNT] not displayed as currency with two decimals and/or incorrect	
22	[% OF TOTAL AMOUNT] not displayed as % with no decimals and/or incorrect	

NO	MANIPULATION ERRORS	MARK
23	Column widths not adjusted and/or correct cell addresses not used and/or spreadsheet printed with row and column headings and/or incorrect	
24	Calculations not in bold and/or incorrect	
25	Any additional manipulation errors	20

QUESTION 7B 8

DOLPHIN ACCESSORIES

13 column headings
bold, centre, uc

9 bold, centre

1 open row									
Price list: 2016 10 £ bold									
1 open row									
<div>bold, centre, uc</div> <div><div></div><div></div></div>									
ITEMS	STOCK ON HAND £11	SELLING PRICE £11	STOCK DELIVERED £11	TOTAL	VAT 14% £12	TOTAL AMOUNT £12	% OF TOTAL AMOUNT		
1 del open row									
Blue dolphin toy	20	R 169.99	15	R 5,949.65	R 832.95	R 6,782.60	11%		
Bottlenose dolphin decoration	18	R 139.99	22	R 5,599.60	R 783.94	R 6,383.54	11%		
Dolphin ecofriendly toy	12	R 349.99	8	R 6,999.80	R 979.97	R 7,979.77	13%		
Dolphin plush toy	20	R 129.99	25	R 5,849.55	R 818.94	R 6,668.49	11%		
Dolphin sewing pattern	15	R 119.00	10	R 2,975.00	R 416.50	R 3,391.50	6%		
Gray dolphin security blanket	5	R 559.99	30	R 19,599.65	R 2,743.95	R 22,343.60	38%		
Handmade stuffed fish	33	R 129.00	5	R 4,902.00	R 686.28	R 5,588.28	9%		
17 cal	→ 123	R 1,597.95	115	R 51,875.25	R 7,262.54	R 59,137.79	100%	15 cal	18 cal
19 sort items alphabetically									

- 1 rows
- 2 justification
- 3 letter spaces
- 4 uc/lc
- 5 font and font size
- 6 landscape/1 page
- 7 margins
- 20 horizontal and vertical lines
- 21 currency with 2 decimals
- 22 % of total amount as % with no decimals
- 23 column width, cell address, no row and column headings
- 24 calculations in bold
- 25 additional errors

A	M	T
6	18	24

(24)

QUESTION 7C**ACCURACY****3****MANIPULATION****7****TOTAL****10**

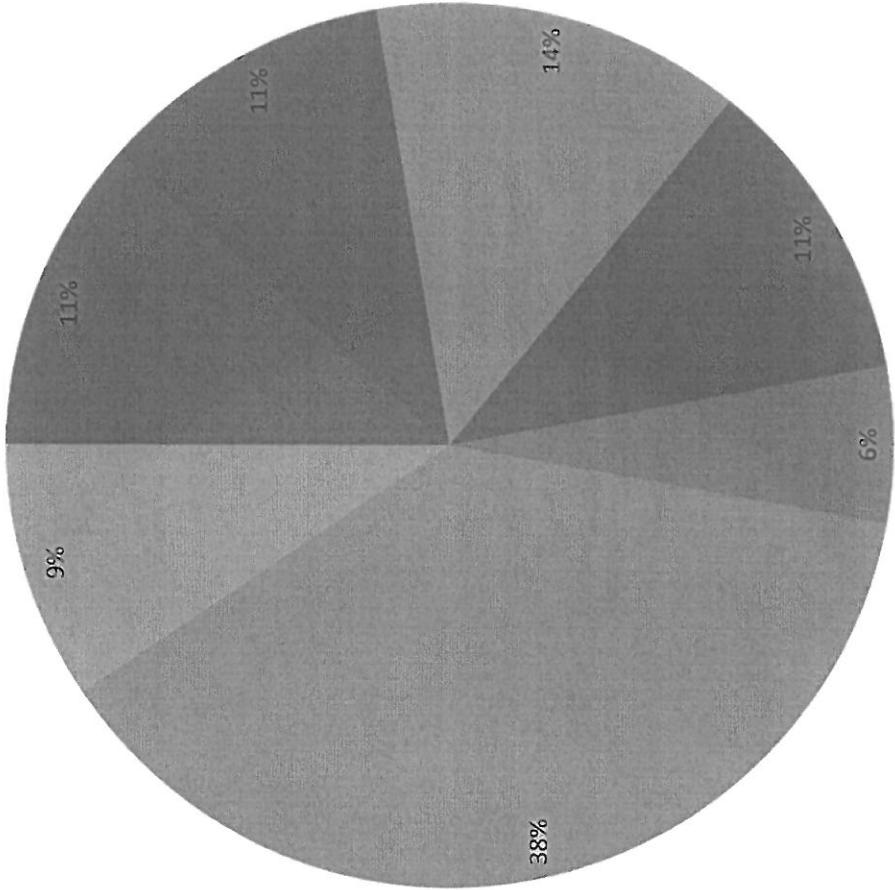
NO	ACCURACY ERRORS	MARK
	[DOLPHIN ... 2016], [EXAMINATION NUMBER] and [QUESTION 7C] not keyed in and/or incorrect	3

NO	MANIPULATION ERRORS	MARK
1	Pie graph not inserted and/or incorrect	
2	[DOLPHIN ACCESSORIES: PRICE LIST 2016], [EXAMINATION NUMBER] and [QUESTION 7C] not inserted as chart titles and/or incorrect	
3	[DOLPHIN ACCESSORIES: PRICE LIST 2016], [EXAMINATION NUMBER] and [QUESTION 7C] not inserted in 3 lines and/or incorrect	
4	Incorrect information used for graph	
5	Percentages not displayed and/or incorrect	
6	Legend not displayed and/or incorrect	
7	Capital letters/small letter spaces and letter spaces incorrect	
8	Graph not printed as a new sheet and/or incorrect	7

DOLPHIN ACCESSORIES: PRICE LIST 2016
EXAMINATION NUMBER
QUESTION 7C

- 2 chart titles
- 3 chart titles not in 3 lines

- 1 pie graph
- 4 correct information
- 5 display percentages
- 6 legend
- 7 uc/lc, letter spaces
- 8 new sheet



- Blue dolphin toy
- Bottlenose dolphin decoration
- Dolphin ecofriendly toy
- Dolphin plush toy
- Dolphin sewing pattern
- Gray dolphin security blanket
- Handmade stuffed fish

(10)
[44]

TOTAL SECTION C: 85
GRAND TOTAL: 200