



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N4

8 NOVEMBER 2019

This marking guideline consists of 27 pages.

SECTION A**QUESTION 1**

- 1.1 ROM
- 1.2 Computer
- 1.3 Spreadsheet
- 1.4 Smartphones
- 1.5 Brain or heart or both
- 1.6 Peripheral devices
- 1.7 Mouse
- 1.8 Programs
- 1.9 File
- 1.10 Backup files

(10 × 1) [10]

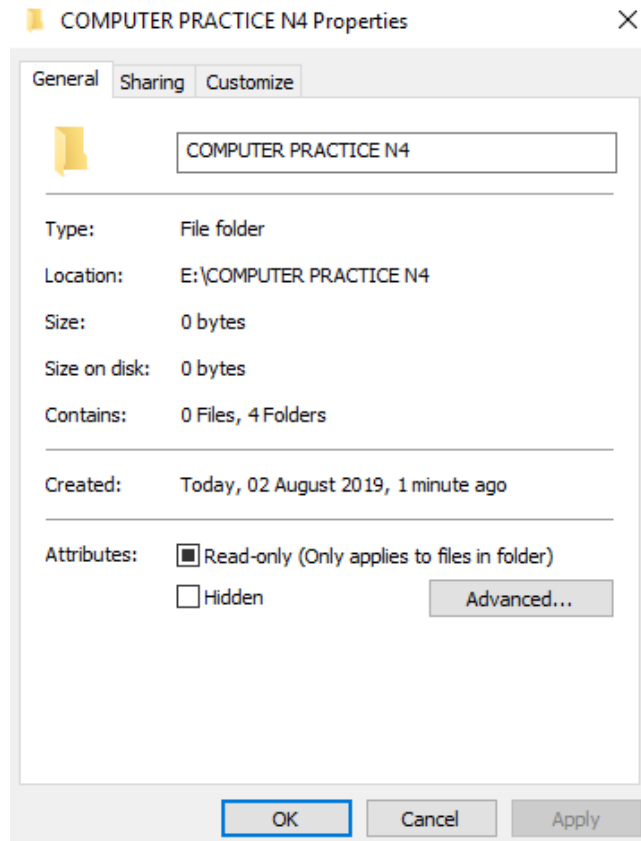
QUESTION 2

- 2.1 Compact Disk Read-only Memory
- 2.2 Binary digit
- 2.3 Arithmetic Logic Unit
- 2.4 Worldwide Web
- 2.5 Visual Display Unit

(5 × 2) [10]

QUESTION 3.1

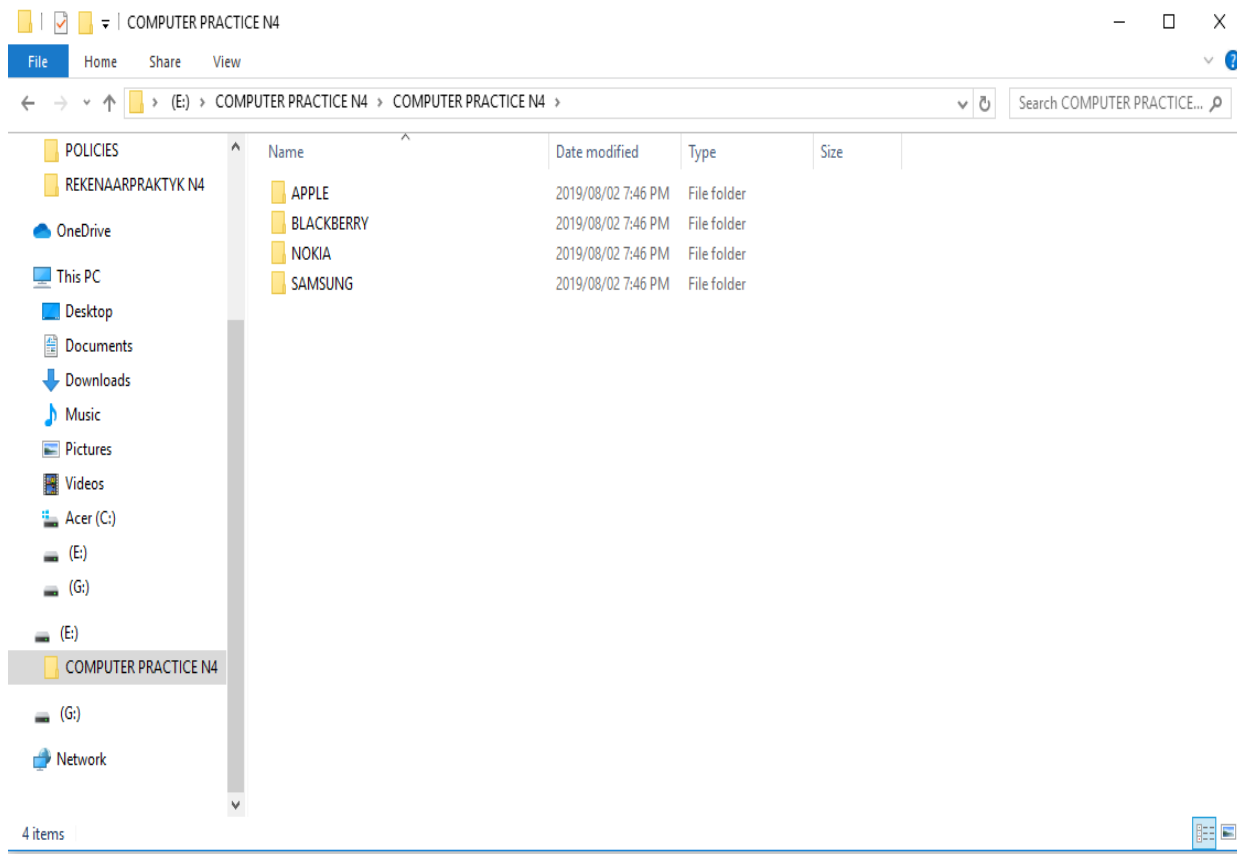
NO	MANIPULATION ERRORS	MARKS
1	Examination number and QUESTION 3.1 not inserted as header and/or incorrect	1
2	Status report of Computer Practice N4 folder not displayed and/or incorrect	1



(2)

QUESTION 3.2

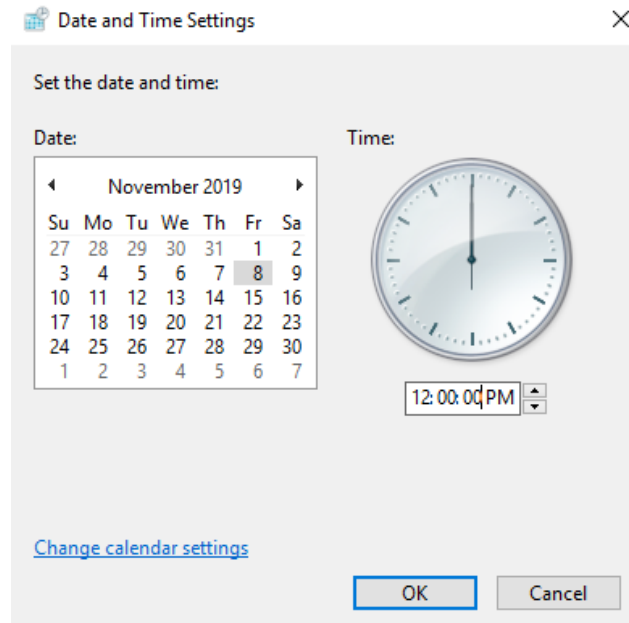
NO	MANIPULATION ERRORS	MARKS
1	Examination number and QUESTION 3.2 not inserted as header and/or incorrect	1
2	All the files/folders not displayed in the Computer Practice N4 folder and/or incorrect	1



(2)

QUESTION 3.3

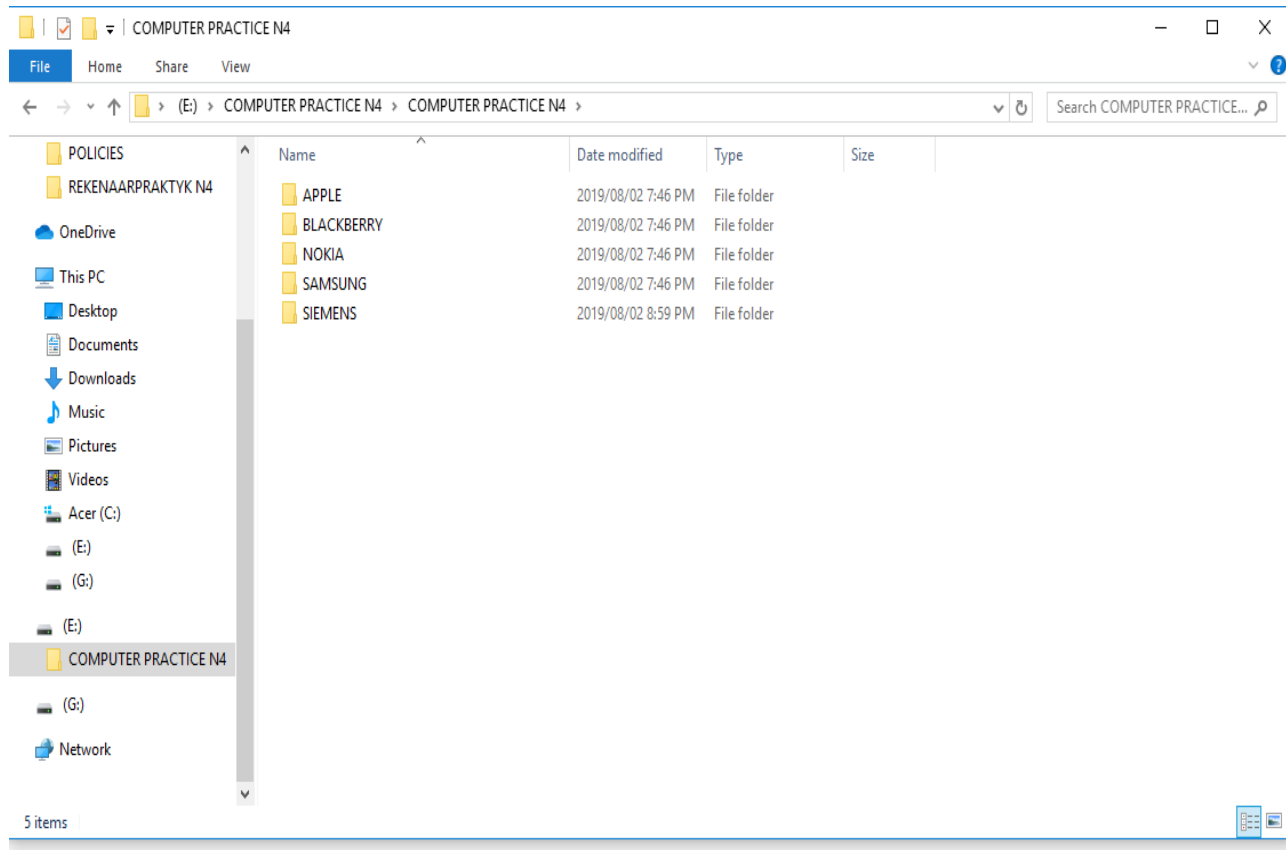
NO	MANIPULATION ERRORS	MARKS
1	Examination number and QUESTION 3.3 not inserted as header and/or incorrect	1
2	Time not changed to 12:00 pm and/or error messages displayed	1



(2)

QUESTION 3.4

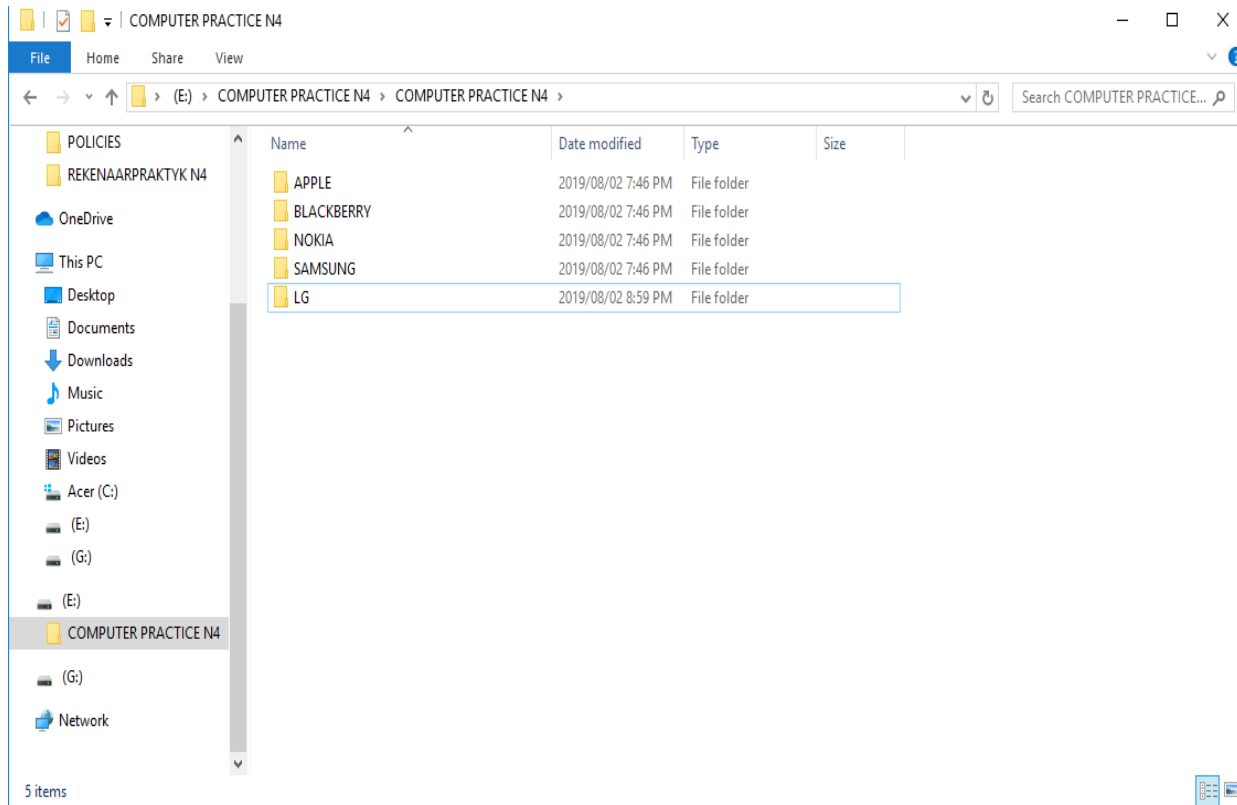
NO	MANIPULATION ERRORS	MARKS
1	Examination number and Question 3.4 not inserted as header and/or incorrect	1
2	New folder SIEMENS not created and/or incorrect	1



(2)

QUESTION 3.5

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



(2)
[10]

TOTAL SECTION A: 30

SECTION B: WORD PROCESSING**QUESTION 4A**

ACCURACY	7
MANIPULATION	3
TOTAL	10

ACCURACY ERRORS		MARKS
	[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
QUESTION 4A8 right + 1A
EXAMINATION NUMBER

SA smartphone sales continue to bloom

The first half of 2017 saw an increase in smartphone sales in SA of nearly 20% compared to the same time the previous year.

This is according to point-of-sales data from market research firm GfK SA.

The data shows that retail growth in the SA mobile computer market flattened out though the market is performing reasonable well considering the tight economy. However, market the tablet shrunk by about 40% in the first half of 2017.

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	6
MANIPULATION	29
TOTAL	35

ACCURACY ERRORS		
[QUESTION 4B] not keyed in or incorrect		1
[Top selling mobile phones] not keyed in or incorrect		1
[Manufacturer ... Units sold] not keyed in or incorrect		1
[Nokia ... 150] not keyed in or incorrect		1
[Samsung ... 150] not keyed in or incorrect		1
[Sony Ericson ... 15] not keyed in or incorrect		1
[Smart phones – South Africa] not keyed in or incorrect		1

NO	MANIPULATION ERRORS	
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 and [Top selling mobile phones] not in capital letters and/or incorrect	
10	Heading and [Top selling mobile phones] not in bold and/or incorrect	
11	Heading and [Top selling mobile phones] not underlined and/or incorrect	
12	Heading and [Top selling mobile phones] not centred and/or incorrect	
13	[The first ... year.] not changed to 1,5 line spacing and/or incorrect	
14-15	[The data ... 2017.] not indented by 2 cm/0,79" left and right and/or incorrect	
16	[the tablet market] not transposed and/or incorrect	
17	[The data ... 2017.] not justified and/or incorrect	
18	Text not inserted in double line spacing and/or incorrect	
19	Tabular stops not inserted on 3,81 cm/1,5", 5,71 cm/2,25", 7,62 cm/3" and	
20	11,43 cm/4,5" and/or incorrect	
21	[Nokia ... 250] not deleted and/or incorrect	
22	[Model] spelling incorrect	
23	[South Africa] not changed to capital letters and bold and/or incorrect	
24	Find and replace 5 times and/or incorrect	
25	Heading not copied to the end of the document and/or incorrect	
26	Footer not inserted and/or incorrect	
27	Footer not inserted in capital letters and/or incorrect	
28	Footer not inserted in bold and/or incorrect	
29	Footer not centred and/or incorrect	
30	Any additional errors	29

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 centre

SOUTH AFRICA SMARTPHONE SALES CONTINUE TO BLOOM

The first half of 2017 saw an increase in smartphone sales in **SOUTH AFRICA** of nearly 20% compared to the same time the previous year. 13 1,5 l/s

This is according to point-of-sales data from market research firm GfK **SOUTH AFRICA**.

14, 15 indented left and right at 2 cm/0,79"

16 trs

17 justified

The data shows that retail growth in the **SOUTH AFRICA** mobile computer market flattened out though the market is performing reasonable well considering the tight economy. However, the tablet market shrunk by about 40% in the first half of 2017.

9 uc 10 bold 11 underline 12 centre

TOP SELLING MOBILE PHONES

19, 20 tab stops 21 [Nokia ... 250] deleted

22 sp

Manufacturer	<u>Model</u>	Form factor	Release year	Units sold in millions
Nokia	5230	Bar	2009	150
Samsung	E1100	Bar	2009-12	150
Sony Ericson	K750	Bar	2005	15

18 d/s

Nokia

5230

Bar

2009

150

Samsung

E1100

Bar

2009-12

150

Sony Ericson

K750

Bar

2005

15

25 copy

SOUTH AFRICA SMARTPHONE SALES CONTINUE TO BLOOM

1 line spacing

2 alignment

3 letter spaces

4 uc/lc

5 font and font size (CN 12 pt)

6 paper orientation

23 find and replace uc, bold

24 5 times

A	M	T
6	29	35

30 any additional errors

26 footer inserted 27 uc 28 bold 29 centred

SMART PHONES - SOUTH AFRICA

(35)
[45]

QUESTION 5

ACCURACY	2
MANIPULATION	38
TOTAL	40

	ACCURACY ERRORS	MARKS
	[EXAMINATION NUMBER] and [QUESTION 5] not keyed in or incorrect	1
	[first] 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 right-aligned 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	[SA Smartphone ... boom] not changed to Comic Sans and/or incorrect	
13	[SA Smartphone ... boom] not changed to 16 pt and/or incorrect	
14	[SA Smartphone ... boom] not changed to capital letters and/or incorrect	
15	[SA Smartphone ... boom] not changed to bold and/or incorrect	
16	[SA Smartphone ... boom] not centred and/or incorrect	
17	[first] not in full and/or incorrect	
18	Paragraph 1 not changed to double-line spacing and/or incorrect	
19	[This is ... SA.] not deleted and/or incorrect	
20	Page break not inserted and/or incorrect	
21	Left- and right-hand margin of page two not changed to 1"/2,54 cm and/or incorrect	
22	Paragraphs not moved in numerical order and/or incorrect	
23	Not two letter spaces after paragraph numbers and/or incorrect	
24	Paragraphs in columns not indented and/or incorrect	
25	Columns not inserted and/or incorrect	
26	Text in columns not justified and/or incorrect	
27	Column 1 [Notebooks] not changed to capital letters and/or incorrect	
28	Column 1 [Notebooks] not changed to bold and/or incorrect	
29	[around] spelling incorrect	
30	Column 2 [Tablets] not changed to capital letters and/or incorrect	

QUESTION 5 (CONTINUED)

NO	MANIPULATION ERRORS		MARKS
31	Column 2 [Tablets] not changed to bold and/or incorrect		
32	Column 3 [Mobile phones] not changed to capital letters and/or incorrect		
33	Column 3 [Mobile phones] not changed to bold and/or incorrect		
34	Heading and paragraph in column not in line and/or incorrect		
35	Column break not inserted and/or incorrect		
36	['Growth in ... them.'] not changed to capital letters and/or incorrect		
37	['Growth in ... them.'] not changed to bold and/or incorrect		
38	['Growth in ... them.'] not centred and/or incorrect		
39	Find and replace the word [smartphones] with [SMARTPHONES] in capital letters (2 times) and/or incorrect		
40	Find and replace the word [smartphones] with [SMARTPHONES] in bold (2 times) and/or incorrect		
41	Find and replace the word [smartphones] with [SMARTPHONES] double underlined (2 times) and/or incorrect		
42	Any additional errors		38

QUESTION 5 (CONTINUED)

10 header left

EXAMINATION NUMBER

11 header right, uc

QUESTION 5

1

12 Comic Sans 13 16 pt 14 uc 15 bold 16 centre

**SA SMARTPHONE SALES CONTINUE TO
BOOM**

17 in full

The first half of 2017 saw an increase in smartphone sales in SA of nearly 20% compared to the same time the previous year. 18 d/s 19 [This is ... SA.] deleted

The data shows that retail growth in the SA mobile computer market flattened out though the market is performing reasonable well considering the tight economy. However, the tablet market shrunk by about 40% in the first half of 2017.

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 right

20 page break

QUESTION 5 (CONTINUED)

EXAMINATION NUMBER

QUESTION 5
2

21 page 2: margins 2,54 cm/1"
22 paragraphs numerical order 23 two letters spaces

24 indent 25 columns 26 justified 34 heading and column
in line

1. **NOTEBOOKS** 27 uc 28 bold 29 sp

3. **MOBILE PHONES** 32 uc 33 bold

Notebooks experienced flat growth for the first half of 2017, with around 295 000 units sold through retail during the period. The same number was sold in the beginning of the previous year.

Mobile phone sales decreased by 23% for January to June. **SMARTPHONES** accounted for 64% of mobile devices sold in the first half of 2017, while feature phones comprised the balance. By comparison, the split was 58% **SMARTPHONES** and 42% feature phones in the 2016 calendar year.

35 column break

2. **TABLETS** 30 uc 31 bold

Tablet computer retail sales meanwhile dropped from 862 000 units in the first half of 2016 to around 540 000 for January to June 2017.

'GROWTH IN SOUTH AFRICA'S CONSUMER COMPUTING DEVICES MARKET HAS FLATTENED IN RECENT YEARS, PARTLY BECAUSE OF ECONOMIC CONDITIONS, PARTLY BECAUSE THE WEAK RAND HAS PUSHED PRICES UP AND PARTLY BECAUSE OF HIGH PENETRATION OF THESE DEVICES INTO SEGMENTS OF THE MARKET THAT CAN AFFORD THEM.'

36 uc 37 bold 38 centre

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

39 find and replace SMARTPHONES in capital letters
40 SMARTPHONES - bold
41 SMART PHONES – double underline
42 any additional errors

A	M	T
2	38	40

**TOTAL SECTION B: [40]
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 printed with row and column headings and/or incorrect	
12	Lines inserted and/or additional manipulation errors	6

QUESTION 6A (CONTINUED)

SMARTPHONE CONNECTIONS

INCOME AND EXPENDITURE: MARCH/APRIL 2017

Income	MARCH	APRIL
Apple Iphone 4	10 500	15 500
Samsung Galaxy Note II	9 900	6300
LG Shine Slider	8 000	12 000
Blackberry Pearl 8100	4 500	9 000
Sony Ericsson W300	10 000	8 000
Total income		

Expenditure

Salaries	20 000	20 000
Water and electricity	1 000	1 200
Rent	5 000	5 000
Telephone	1 200	750
Stationery	200	320
Total expenditure		

Profit

VAT 15%

Net profit

- 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

7 footer left
EXAMINATION NUMBER

8 footer right, uc
QUESTION 6A
(10)

QUESTION 6B

ACCURACY	2
MANIPULATION	25
TOTAL	27

	ACCURACY ERRORS	MARKS
	[QUESTION 6B] not keyed in and/or incorrect	1
	[Smartphones] 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	[Smartphone connections] not merged and centred and/or incorrect	
9	[Smartphone connections] not changed to 16 pt and/or incorrect	
10	[Smartphone connections] not changed to bold and/or incorrect	
11	[Smartphone connections] not underlined and/or incorrect	
12	[Income ... 2017] not changed to bold and/or incorrect	
13	[Income ... 2017] not double underlined and/or incorrect	
14	[Income] and [Expenditure] not changed to capital letters and/or incorrect	
15	Column headings and [Expenditure] not changed to bold and/or incorrect	
16	Column headings and [Expenditure] not centred and/or incorrect	
17	[Total income with figures] not changed to italics and/or incorrect	
18	A: Total income = Sum of Income not inserted and/or incorrect	
19	B: Total expenditure = Sum of Expenditure not inserted and/or incorrect	
20	C: Profit = Total income – Total expenditure not inserted and/or incorrect	
21	D: VAT 15% = 15% of Profit not inserted and/or incorrect	
22	F: Net profit = Profit – VAT 15% not inserted and/or incorrect	
23	[Total expenditure with figures] not changed to italics and/or incorrect	
24	[Net profit with figures] not changed to bold and/or incorrect	
25	Formulae not copied to other cells and/or incorrect	
26	Horizontal lines not inserted and/or incorrect	
27	Figures not displayed as integers and/or incorrect	
28	[Smartphones] not inserted as footer in capital letters and/or incorrect	
29	[Smartphones] not inserted as footer in bold and centred and/or incorrect	
30	Column widths not adjusted and/or incorrect and/or cell addresses incorrect and/or spreadsheet not printed without row and column headings and/or incorrect	
31	Any additional manipulation errors	25

QUESTION 6B (CONTINUED)

SMARTPHONE CONNECTIONS

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

INCOME AND EXPENDITURE: MARCH/APRIL 2017

12 bold 13 double u/line

INCOME	14 uc	MARCH	APRIL	15 bold 16 centre
Apple Iphone 4		10500	15500	
Samsung Galaxy Note II		9900	6300	
LG Shine Slider		8000	12000	
Blackberry Pearl 8100		4500	9000	
Sony Ericsson W300		10000	8000	
1 open row				
<i>Total income</i>	17 italics	42900	50800	18

EXPENDITURE 14 uc 15 bold 16 centre

Salaries		20000	20000	
Water and electricity		1000	1200	
Rent		5000	5000	
Telephone		1200	750	
Stationery		200	320	
1 open row				
<i>Total expenditure</i>		27400	27270	19 23 italics
Profit		15500	23530	20
VAT 15%		2325	3530	21
Net profit		13175	20001	22 24 bold

25 copied formulae
26 horizontal lines
27 integers

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

30 column width, cell address, no row and column headings
31 any additional errors

A	M	T
2	25	27

EXAMINATION NUMBER

28 footer, uc 29 bold, centre
SMARTPHONES

7 6A changed to 6B
QUESTION 6B

(27)

QUESTION 6C**MANIPULATION
TOTAL**6
6

NO	MANIPULATION ERRORS		
1	[QUESTION 6B] in the footer NOT changed to [QUESTION 6C] and/or incorrect		
2	Formulae not displayed: Formulae A and/or incorrect		
3	Formulae not displayed: Formulae B and/or incorrect		
4	Formulae not displayed: Formulae C and/or incorrect		
5	Formulae not displayed: Formulae D and/or incorrect		
6	Formulae not displayed: Formulae E and/or incorrect		
7	Column width not adjusted to display the whole formulae and/or incorrect		
8	Portrait orientation not used and/or incorrect		
90	Formulae not on ONE page and/or incorrect		
10	Spreadsheet not printed without row and column headings and/or incorrect		6

QUESTION 6C (CONTINUED)

	A	B	C	
1	<u>SMARTPHONE CONNECTIONS</u>			
2				
3	<u>INCOME AND EXPENDITURE: MARCH/APRIL 2017</u>			
4				
5	INCOME	MARCH	APRIL	
6	Apple Iphone 4	10500	15500	
7	Samsung Galaxy Note II	9900	6300	
8	LG Shine Slider	8000	12000	
9	Blackberry Pearl 8100	4500	9000	
10	Sony Ericsson W300	10000	8000	
11				
12	<i>Total income</i>	<i>=SUM(B6:B10)</i>	<i>=SUM(C6:C10)</i>	2
13				
14	EXPENDITURE			
15				
16	Salaries	20000	20000	
17	Water and electricity	1000	1200	
18	Rent	5000	5000	
19	Telephone	1200	750	
20	Stationery	200	320	
21				
22	<i>Total expenditure</i>	<i>=SUM(B16:B20)</i>	<i>=SUM(C16:C20)</i>	3
23				
24	Profit	<i>=B12-B22</i>	<i>=C12-C22</i>	4
25	VAT 15%	<i>=B24*15%</i>	<i>=C24*15%</i>	5
26	Net profit	<i>=B24-B25</i>	<i>=C24-C25</i>	6
27				

7 column width
8 portrait
9 1 page
10 row and column headings

A	M	T
	6	6

EXAMINATION NUMBER

1 6B changed to 6C
QUESTION 6C
(6)
[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)

EXAMINATION NUMBER
7 header left

QUESTION 7A
8 header right, uc

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

7 7A changed to 7B
QUESTION 7B

	A	B	C	D	E	F	G	H
1	COFFEE PRODUCTS							
2	9 16 pt 10 bold 11 italics							
3	12 14 pt 13 bold 14 merge and centre							
4	PRODUCTS PROCESSED AND SOLD: NOVEMBER 2018							
5	8 headings and text inserted							
6	15 column headings centred							
7	TYPES	QUANTITY ON HAND	PROCESSED	SELLING PRICE	TOTAL	VAT 15%	TOTAL AMOUNT	% OF TOTAL 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)

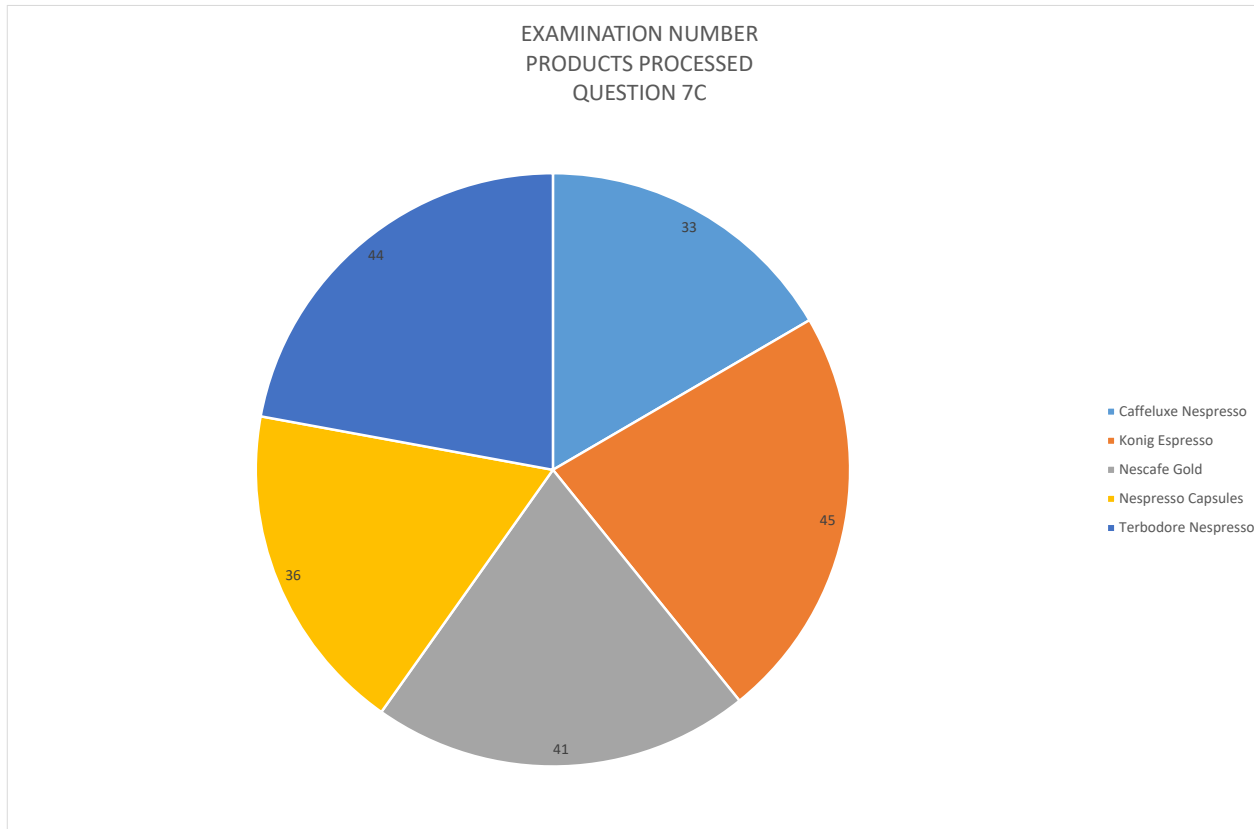
QUESTION 7C

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)



- 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