higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

COMPUTER PRACTICE N5

23 MAY 2016

This marking guideline consists of 39 pages.

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SECTION A

QUESTION 1

1.1 Printer

1.2 Volume label

1.3 Defragmentation

1.4 Recycle bin/Waste basket/Trash

1.5 Memory card

(5 x 1) **[5]**

QUESTION 2

2.1 I / USB flash drive

2.2 H / mouse

2.3 G / CPU

2.4 F / UPS

2.5 E / ROM

2.6 D / malware

2.7 C / MS Word

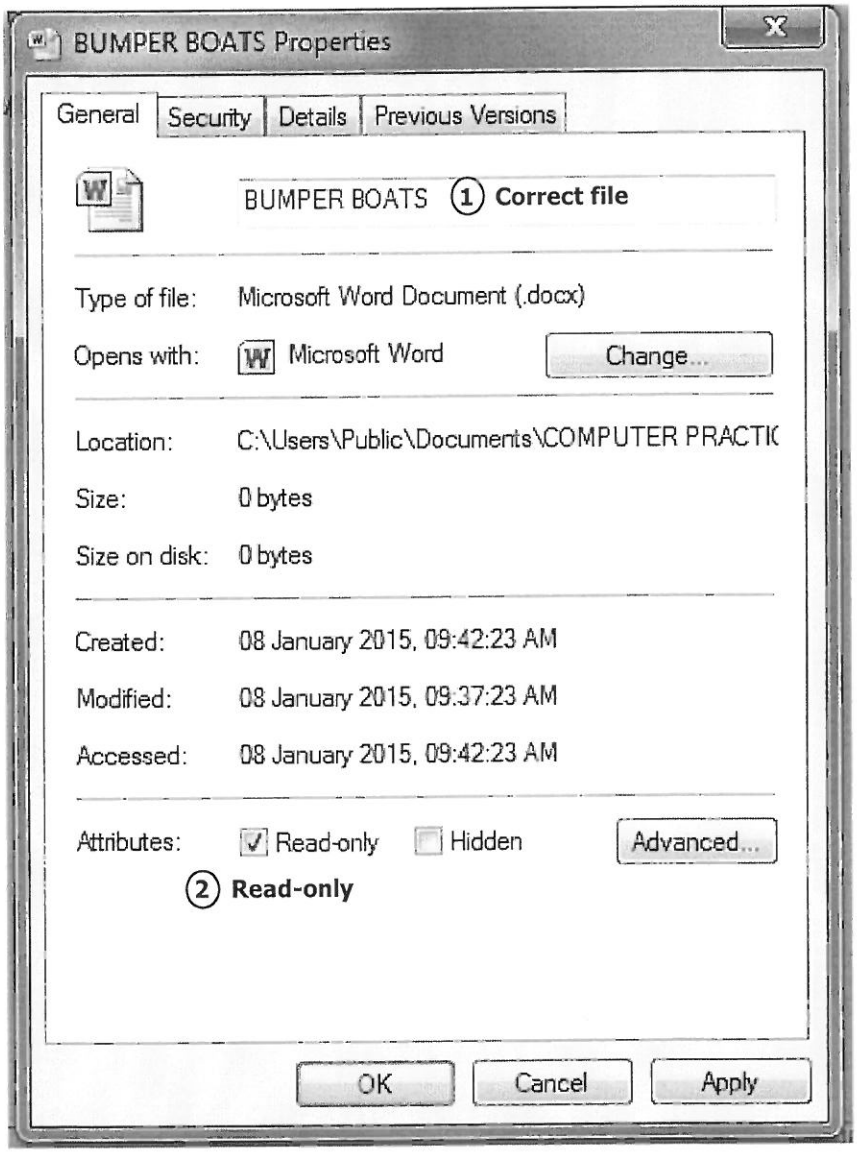
(7 x 1) **[7]**

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QUESTION 3

3.1

NO	MANIPULATION ERRORS	MARK
1	Correct file BUMPER BOATS used and/or incorrect	1
2	Attribute of the file BUMPER BOATS not changed to a read-only file and/or incorrect	1

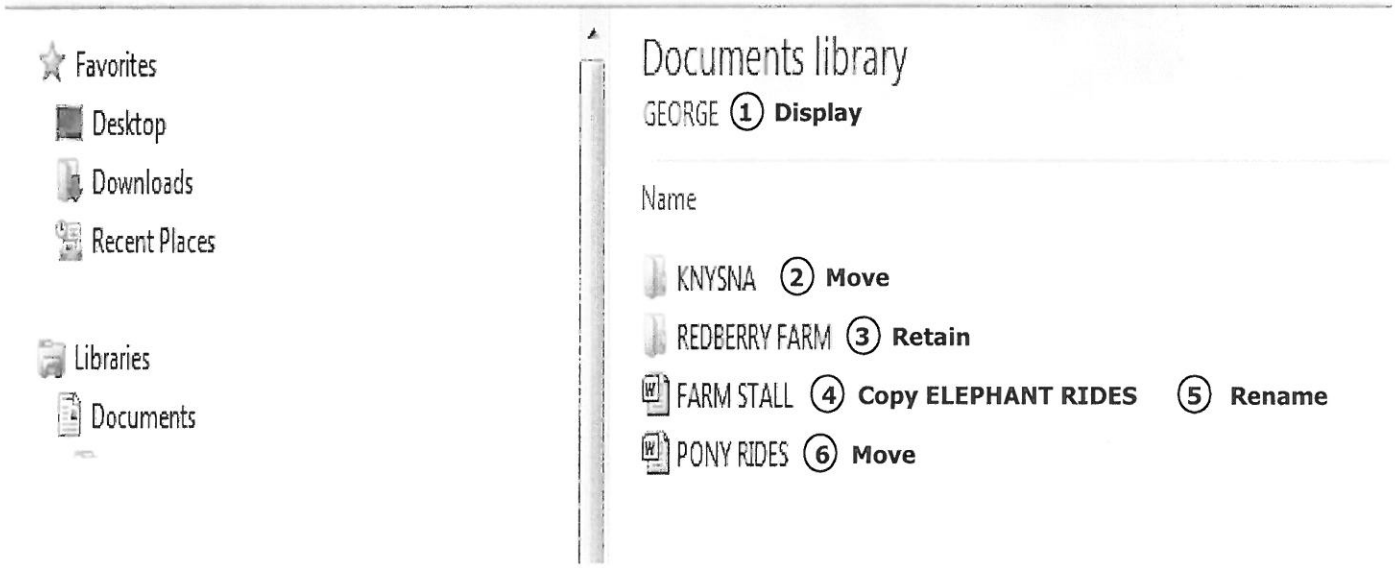


A	M	T
0	2	2

(2)

3.2

NO	MANIPULATION ERRORS	MARK
1	Contents of the GEORGE folder not displayed and/or incorrect	1
2	Subfolder KNYSNA not moved from the OUDTSHOORN folder to the GEORGE folder and/or incorrect	1
3	Subfolder REDBERRY FARM not retained in the folder GEORGE and/or incorrect	1
4	File ELEPHANT RIDES not copied from the KNYSNA subfolder to the GEORGE folder and/or incorrect	1
5	File ELEPHANT RIDES not renamed to FARM STALL and/or incorrect	1
6	File PONY RIDES not moved from the REDBERRY FARM subfolder to the GEORGE folder and/or incorrect	1

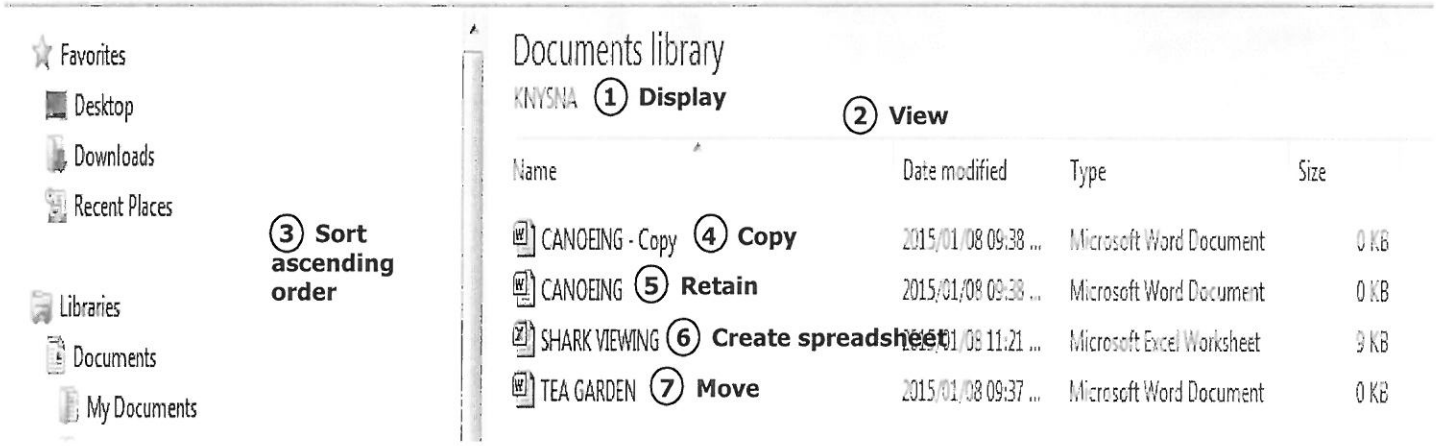


A	M	T
0	6	6

(6)

3.3

NO	MANIPULATION ERRORS	MARK
1	Contents of subfolder KNYSNA not displayed and/or incorrect	1
2	Display not changed to view the details: name, date modified, type, size and/or incorrect	1
3	Contents of subfolder KNYSNA not sorted and/or not sorted in ascending order according to the file name and/or incorrect	1
4	Copy of the file CANOEING not made in the subfolder KNYSNA and/or incorrect	1
5	File CANOEING not retained in the subfolder KNYSNA and/or incorrect	1
6	Spreadsheet file SHARK VIEWING not created in the subfolder KNYSNA and/or incorrect	1
7	File TEA GARDEN not moved from the subfolder REDBERRY FARM to the subfolder KNYSNA and/incorrect	1
8	File ELEPHANT RIDES not removed from the KNYSNA subfolder and/or incorrect	1

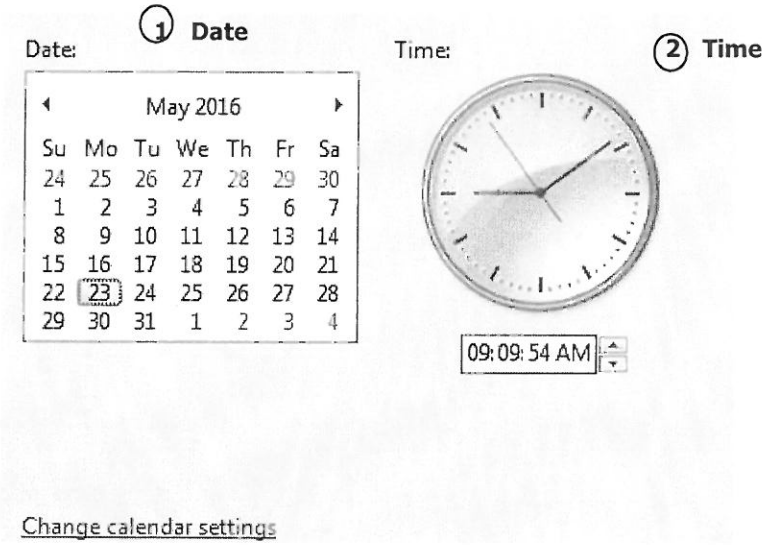


A	M	T
0	8	8

(8)

3.4

NO	MANIPULATION ERRORS	MARK
1	Current date not displayed and/or incorrect	1
2	Current time not displayed and/or incorrect	1



A	M	T
0	2	2

(2)

[18]

TOTAL SECTION A: 30

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SECTION B

QUESTION 4B

Accuracy: 6
Manipulation: 34
TOTAL: 40

ACCURACY ERRORS	MARK
Footer [Visitors information] not keyed in accurately	(1)
Endnote [To be booked well in advance] not keyed in accurately	(1)
Contents of table not keyed in accurately	(4)

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 4A] not changed in the header (right) to [QUESTION 4B] and/or incorrect	
3	Line spacing and/or justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect	
7	Paper orientation and/or paper size incorrect	
8	Hyphenation function not used and/or incorrect	
9	All the pages of the document not centred vertically and/or incorrect	
10	Heading [GARDEN ROUTE] not changed to centre, Comic Sans 16 pt and/or incorrect	
11	Text [The name comes ... George.] not changed to form a new paragraph and/or incorrect	
12	Paragraphs [The Garden Route ... Eastern Cape.] and [The name comes ... George.] not justified and/or incorrect	
13	Page breaks not inserted and/or incorrect	
14	Footer [Visitors information] not inserted at the bottom, centre of all the pages and/or incorrect	
15	Footer [Visitors information] not underlined and/or incorrect	
16	Page numbering not inserted at the bottom, right of all the pages and/or incorrect	
17	Page numbering not in sequence and/or incorrect	
18	Heading [TSITSIKAMA ... ROUTE] not underlined and changed to bold and/or incorrect	
19	Lines of paragraphs [Tsitsikama is a ... Indian Ocean.] and [The area ... vegetation.] not numbered and/or incorrect	
20	Line numbering not restarted for each section and/or incorrect	
21	Endnote not inserted after the heading [MULTIDAY WALKS] and/or incorrect	
22	Number of paragraph 1 not changed to 3 and number of paragraph 3 not changed to 1 and/or incorrect	
23	Paragraphs not in sequence and/or incorrect	

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NO	MANIPULATION ERRORS	MARK
24	Subheadings [THE TSITSIKAMMA TRAIL], [THE DOLPHIN TRAIL], [THE OTTER TRAIL] and [HARRISON TRAIL] not changed to bold and/or incorrect	
25	Column function not used and/or incorrect. Paragraphs 1 and 2 not placed in left column and paragraphs 3 and 4 not placed in the right column and/or incorrect	
26	Paragraphs and/or headings in column function not in line and/or incorrect	
27	Headings [Mossel Bay] and [George] not numbered with 2 letter spaces after the number and/or incorrect	
28	Text of paragraphs [Mossel Bay ... refinery.] and [This ... Garden Route.] not indented below the headings and/or incorrect	
29	Headings [MOSSEL BAY] and [GEORGE] not underlined and/or incorrect	
30	Paragraph [Plettenberg Bay ... the shores.] not deleted and/or incorrect	
31	Table not inserted and not inserted in correct position and/or incorrect. Lines in table incorrect.	
32	Cells in row 1 and 3 in table not merged and/or incorrect and/or wrapping incorrect	
33	Heading [What to do ... Adventures] not changed to Arial, centre and italics and/or incorrect	
34	Text [R350 pp ... R495 pp] not right-aligned and/or incorrect	
35	Text [Online bookings available] not changed to capital letters, bold and centre and/or incorrect	
36	Endnote [To be booked well in advance] does not appear at the end of the document and/or incorrect	
37	Text of endnote [To be booked well in advance] not changed to italics and/or incorrect	(34)

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EXAMINATION NUMBER ① QUESTION 4B ②

③ L/s, just
④ Letter spaces, margins
⑤ Uc/lc
⑥ Font, font size
⑦ Paper orientation, paper size
⑧ Hyph: on



⑨ Centre all the pages vertically

GARDEN ROUTE ⑩ Centre, Comic Sans 16 pt

The Garden Route is a stretch of the south-eastern coast of South Africa. It extends from Mossel Bay in the Western Cape to the Storms River in the Eastern Cape.

⑫ Justify

⑪ New paragraph
The name comes from the verdant and ecologically diverse vegetation encountered here and the numerous lagoons and lakes dotted along the coast. It includes towns such as Knysna, Plettenberg Bay and George.

⑬ Page break

⑭ Bottom, centred, all pages
⑮ U/line

Visitors Information

Page numbering
⑯ bottom, right, all pages
⑰ sequence

1

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EXAMINATION NUMBER ① ⑨ QUESTION 4B ②

TSITSIKAMMA – THE GARDEN OF THE GARDEN ROUTE ⑱ U/line, bold

⑲ Line numbering

Tsitsikamma is a khoi word meaning 'place of abundant or sparkling water'. The region, which sits on a 200 m high plateau, stretches from the Bloukrans River in the west to the Tsitsikamma River in the east, bordered in the north by the imposing Tsitsikamma Mountains and in the south by the Indian Ocean.

⑳ Restart section

The area is covered in large tracts of indigenous forests, commercial plantations and fynbos. Deep river gorges cleave the plateau as they make their way down to the sea, creating spectacular waterfalls and deep kloofs. The water in the rivers is a characteristic dark brown due to its high tannin content leached from the surrounding vegetation.

MULTIDAY WALKS[i] ㉑ Endnote

㉕ Column function: left – par 1, 2; right – par 3, 4

㉔ Bold subheadings

㉖ In line

1. **THE TSITSIKAMMA TRAIL**

㉒ Edit numbers

㉓ Paragraph sequence

This mountain walk offers options varying from 2-6 days with equipment porterage being an additional option.

2. **THE DOLPHIN TRAIL** ㉔

This luxury hike traverses 17 km of the Tsitsikamma coastline over three days. Porters, accommodation and meals are provided.

3. **THE OTTER TRAIL**

This is the foremost trail in South Africa. Five days covering 46 km from Storms River Mouth to Natures Valley along the Tsitsikamma coastline.

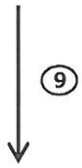
4. **HARRISON TRAIL** ㉔

This 3.5 hour hike winds through the indigenous forest, up towards the fire station, turns east along the mountain side and ends again at the picnic area.

⑬ Page break

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EXAMINATION NUMBER ① QUESTION 4B ②



(27) Number + 2 letter spaces

A. MOSSEL BAY (29) U/line

(28) Indent Mossel Bay is a town of about 60 000 people and lies 400 km east of Cape Town. The town's economy relied heavily on farming, fishing and the commercial harbour until the discovery of natural offshore gas fields in 1969 which led to the development of the gas-to-liquids refinery.

B. GEORGE (29)

This city is a popular holiday and conference centre and the administrative and commercial hub of the Garden Route.

(30) Delete paragraph: Plettenberg Bay ...

(31) Table, table lines

(32) merge cells: *What to do on the Garden Route? = Adventures* (33) Arial, italics, centre	
Quad bike rides	R350 pp
Paintball games	R200 pp
Helicopter flights	R290 pp
Canoeing	R200 pp
Paragliding (Tandem flights)	R550 pp
Canopy tours	R495 pp
(32) **ONLINE BOOKINGS AVAILABLE** (35) Centre, capital letters, bold	

(34) Align right

(36) Endnote

[i] *To be booked well in advance* (37) Italics

A	M	T
6	34	40

(14) Bottom, centred, all pages
(15) U/line
Visitors Information

Page numbering
(16) bottom, right, all pages
(17) sequence
3

[40]

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QUESTION 5A

Accuracy: 2
Manipulation: 2
TOTAL: 4

ACCURACY ERRORS	MARK
Read all text for accuracy	2

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted in the [CODE] field column in the second letter and/or incorrect	
2	[QUESTION 5A] not inserted in the [CODE] field column in the third letter and/or incorrect	
3	Line spacing and/or justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect (Accept Arial, Calibri in Access)	
7	Data list does not fit ONE page. Data list not printed in portrait orientation and/or incorrect	
8	Wrapping, column width, information keyed in in wrong columns and/or incorrect	
9	Additional records and/or fields added and/or incorrect	2

NOTE 1:

- Data list may be done in Access in Arial/Calibri.

- If print screen of data list submitted: Mark accuracy (what can be seen), deduct number 8 error for wrapping.

- If fields are missing: deduct 2 accuracy errors per field.

- If list structure is printed – mark only QUESTION 5B.

- If keyed in a table:

OPTION A: Accept if table is keyed in in Excel and Word and if the format of the table is similar to the example below:

SURNAME	ADDRESS	TOWN	CODE
Barnard	PO Box 7	TULBAGH	6820
Kapp	PO Box 8	CERES	EXAMINATION NUMBER
Keyter	PO Box 9	MONTAGU	QUESTION 5A

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OPTION B: DO NOT ACCEPT if the format of table is similar to the example below – no mail merge process is possible. Mark accuracy, deduct number 8 error for wrapping.

	LETTER 1	LETTER 2	LETTER 3
SURNAME	Barnard	Kapp	Keyter
ADDRESS	PO Box 7	PO Box 8	PO Box 9
TOWN	TULBAGH	CERES	MONTAGU
CODE	6820	EXAMINATION NUMBER	QUESTION 5A

OPTION C: Accept if table is keyed in in Excel and Word and the format of the table is similar to the example below. Deduct number 9 error – additional fields and/or records.

↓	SURNAME	ADDRESS	TOWN	CODE
LETTER 1	Barnard	PO Box 7	TULBAGH	6820
LETTER 2	Kapp	PO Box 8	CERES	EXAMINATION NUMBER
LETTER 3	Keyter	PO Box 9	MONTAGU	QUESTION 5A

NOTE 2: Additional marking guidelines

No data list No main document Merged letters	Do not mark fields on QUESTION 6C
No data list Main document Merged letters	Do not mark fields on QUESTION 6B and QUESTION 6C
Data list No main document Merged letters	Mark only QUESTION 6A (data list) and QUESTION 6C (merged letters)
Data list Main document No merged letters	Mark only QUESTION 6A (data list) and QUESTION 6B (main document)

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QUESTION 5A SECTION B			
SURNAME	**ADDRESS**	**TOWN**	**CODE**
Barnard	PO Box 7	TULBAGH	6820
Kapp	PO Box 8	CERES	EXAMINATION NUMBER ①
Keyter	PO Box 9	MONTAGU	QUESTION 5A ②

① **Examination number in [CODE] field column, second letter**

② **QUESTION 5A in [CODE] field column, third letter**

③ **Line spacing, justification**

④ **Letter spaces, margins**

⑤ **Uc, lc**

⑥ **Font, font size**

⑦ **1 page, portrait**

⑧ **Wrapping, column width, information wrong column**

⑨ **Additional records, fields**

A	M	T
2	2	4

(4)

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QUESTION 5B

Accuracy: 7
Manipulation: 15
TOTAL: 22

ACCURACY ERRORS	MARK
Read all text for accuracy, except field names	7

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 5B] not inserted as a header (right) and/or incorrect	
3	Line spacing and/or justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect	
7	Paper orientation, paper size incorrect	
8	Hyphenation incorrect and/or other	
9	Heading [STORMS GUEST LODGE] not changed to capital letters, bold and centre and/or incorrect	
10	Tab stop not set on 10 cm/4" from the margin to key in the address and/or incorrect	
11	[Today's date] not inserted and/or incorrect	
12	Field names not changed to bold and/or incorrect	
13	[ADDRESS] field not inserted and/or incorrect	
14	[TOWN] field not inserted and/or incorrect	
15	[CODE] field not inserted and/or incorrect	
16	[SURNAME] field not inserted and/or incorrect	
17	[STORMS GUEST LODGE] not changed to capital letters, underline and italics and/or incorrect	
18	[*] asterisk not used as a bullet with two letter spaces after bullet and/or incorrect	15

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EXAMINATION NUMBER (1) QUESTION 5B (2)

③ L/s, just
④ Letter spaces, margins
⑤ Uc/lc
⑥ Font, font size
⑦ Paper orientation, paper size
⑧ Hyph, other

STORMS GUEST LODGE (9) **Capital letters, bold, centre**

(10) **Tab stop 10 cm/4"**

PO Box 63
STORMS RIVER
6308

23 May 2016 (11) (12) **Bold field names**

«ADDRESS» (13)
«TOWN» (14)
«CODE» (15)

Dear Mr **«SURNAME»** (16)

STORMS GUEST LODGE (17) **Capital letters, underline, italics**

Storms Guest Lodge is located in the Tsitsikamma along the N2 highway.

Facilities at our lodge:

(18) **Asterisk, 2 spaces**

* Relaxing log fires during winter
* Swimming pool during summer
* Spacious, comfortable rooms

Facilities in the rooms:

* Each room has its own spacious bathroom with shower
* Tea and coffee facilities
* A lovely view of the mountain

Yours sincerely

N NEL
MANAGER

A	M	T
7	15	22

(22)

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QUESTION 5C

Manipulation: 4
TOTAL: 4

NO	MANIPULATION ERRORS	MARK
1	Question number not changed to QUESTION 5C on ALL the letters and/or incorrect	
2	No letter for [BARNARD] and associated fields and/or incorrect	
3	No letter for [KAPP] and associated fields and/or incorrect	
4	No letter for [KEYTER] and associated fields and/or incorrect	
5	Justification incorrect, portrait orientation not used, incorrect paper size, margins incorrect, other	4

NOTE:

If no data list (QUESTION 5A) then do not mark the fields

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EXAMINATION NUMBER QUESTION 5C ①

STORMS GUEST LODGE

PO Box 63
STORMS RIVER
6308

23 May 2016

PO Box 7
TULBAGH ②]
6820

Dear Mr **Barnard** ②

STORMS GUEST LODGE

Storms Guest Lodge is located in the Tsitsikamma along the N2 highway.

Facilities at our lodge:

* Relaxing log fires during winter
* Swimming pool during summer
* Spacious, comfortable rooms

Facilities in the rooms:

* Each room has its own spacious bathroom with shower
* Tea and coffee facilities
* A lovely view of the mountain

Yours sincerely

N NEL
MANAGER

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EXAMINATION NUMBER QUESTION 5C ①

STORMS GUEST LODGE

PO Box 63
STORMS RIVER
6308

23 May 2016

PO Box 8
CERES
EXAMINATION NUMBER ③

Dear Mr **Kapp** ③

STORMS GUEST LODGE

Storms Guest Lodge is located in the Tsitsikamma along the N2 highway.

Facilities at our lodge:

* Relaxing log fires during winter
* Swimming pool during summer
* Spacious, comfortable rooms

Facilities in the rooms:

* Each room has its own spacious bathroom with shower
* Tea and coffee facilities
* A lovely view of the mountain

Yours sincerely

N NEL
MANAGER

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EXAMINATION NUMBER QUESTION 5C ①

STORMS GUEST LODGE

PO Box 63
STORMS RIVER
6308

23 May 2016

PO Box 9
MONTAGU
QUESTION 5A ④

Dear Mr **Keyter** ④

STORMS GUEST LODGE

Storms Guest Lodge is located in the Tsitsikamma along the N2 highway.

Facilities at our lodge:

* Relaxing log fires during winter
* Swimming pool during summer
* Spacious, comfortable rooms

Facilities in the rooms:

* Each room has its own spacious bathroom with shower
* Tea and coffee facilities
* A lovely view of the mountain

Yours sincerely

N NEL
MANAGER

⑤ **Just, portrait, paper size, margins, other** M/4

(4)
[30]

TOTAL SECTION B: 70

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SECTION C

QUESTION 6A

Accuracy: 5
Manipulation: 8
TOTAL: 13

ACCURACY ERRORS	MARK
Read text for accuracy	5

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 6A] not inserted as a header (right) and/or incorrect	
3	Open rows not inserted and/or rows incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect (Arial, Calibri, Courier New accepted)	
7	Spreadsheet does not fit ONE page and/or landscape orientation not used and/or incorrect	
8	Headings not inserted over 2/3 lines and/or incorrect	
9	Horizontal lines not inserted and/or incorrect	
10	Vertical lines not inserted and/or incorrect	
11	[PETROL PRICE PER LITRE] not displayed as currency with TWO decimals and/or incorrect	
12	[SPEED (km/h)], [DISTANCE (km)] and [FUEL INTAKE (ℓ)] not displayed as an integer and/or incorrect	
13	Justification of all figures not right-aligned and/or incorrect	
14	Column widths not adjusted and correct cell addresses not used and/or incorrect	
15	Spreadsheet not printed WITHOUT row and column headings and/or incorrect	
16	Sorting, bold, italics, justification, other not to be used and/or incorrect	8

NOTE:

Left vertical line of spreadsheet may be omitted/added due to printed row and column headings in question paper.

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EXAMINATION NUMBER QUESTION 6A

SUMMARY FOR MR BOB MARTIN

PETROL PRICE PER LITRE: R 11.53
SPEED (km/h): 120

MINIMUM DISTANCE (km):
AVERAGE FUEL INTAKE (ℓ):

① Exam number header left
② QUESTION 6A header right
③ Open rows, rows
④ Letter spaces, margins
⑤ Uc/lc
⑥ Font/font size
⑦ 1 page, landscape
⑧ Headings over 2/3 lines

⑨ — ⑩

TRIP	DISTANCE (km)	FUEL INTAKE (ℓ)	FUEL CONSUMPTION (km/ℓ)	AMOUNT FOR PETROL	% OF TOTAL
George to Cape Town	433	35			
Worcester to Mossel Bay	284	25			
Montagu to Hermanus	147	10			
Knysna to Jeffreys Bay	197	20			
			TOTAL AMOUNT		

⑪ Currency, two decimals
⑫ Integer
⑬ Figures right-aligned
⑭ Column widths, correct cell addresses
⑮ Row and column headings not inserted
⑯ Sort, bold, italics, just, other

A	M	T
5	8	13

(13)

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QUESTION 6B

Accuracy: 1
Manipulation: 26
TOTAL: 27

NO	ACCURACY ERRORS	MARK
1	[TRAVEL TIME (HOURS)] not keyed in accurately	1

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 6A] not changed to [QUESTION 6B] in header and/or incorrect	
3	Open rows not inserted and/or rows incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect (Arial, Calibri, Courier New accepted)	
7	Spreadsheet does not fit ONE page and landscape orientation not used and/or incorrect	
8	Heading [SUMMARY FOR MR BOB MARTIN] not changed to bold and underlined and/or incorrect	
9	Horizontal lines not inserted as indicated and additional horizontal lines not inserted and/or incorrect	
10	Vertical lines not inserted as indicated and additional vertical lines not inserted and/or incorrect	
11	F: [MINIMUM DISTANCE (km)] not calculated and/or incorrect	
12	G: [AVERAGE FUEL INTAKE (ℓ)] not calculated and/or incorrect	
13	Headings not changed to italics and/or incorrect	
14	Column [TRAVEL TIME (HOURS)] not inserted and not inserted in correct cell address and/or incorrect	
15	A: [FUEL CONSUMPTION (km/ ℓ)] not calculated and/or incorrect	
16	B: [AMOUNT FOR PETROL] not calculated and/or incorrect	
17	D: [% OF TOTAL] not calculated and/or incorrect	
18	E: [TRAVEL TIME (HOURS)] not calculated and/or incorrect	
19	Formulas not copied and/or correct	
20	Text [TOTAL AMOUNT] and calculation not changed to bold and/or incorrect	
21	C: [TOTAL AMOUNT] not calculated and/or incorrect	
22	Edited spreadsheet not copied to row 19 and/or incorrect	
23	Edited spreadsheet not sorted according to the [FUEL CONSUMPTION (km/ℓ)] and/or incorrect	
24	Edited spreadsheet not sorted according to the [FUEL CONSUMPTION (km/ℓ)] in ascending order and/or incorrect	
25	[MINIMUM DISTANCE (km)], [AVERAGE FUEL INTAKE (ℓ)] and [TRAVEL TIME (HOURS)] not displayed as an integer and/or incorrect	
26	[AMOUNT FOR PETROL] and [TOTAL AMOUNT] not displayed as currency with TWO decimals and/or incorrect	
27	[FUEL CONSUMPTION (km/ ℓ)] not displayed as a number with ONE decimal and/or incorrect	

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NO	MANIPULATION ERRORS	MARK
28	[% OF TOTAL] not displayed as a percentage with ONE decimal and/or incorrect	
29	Heading not inserted over 3 lines and/or incorrect	
30	Column widths not adjusted to fit text and/or incorrect	
31	Spreadsheet not printed WITHOUT row and column headings and/or incorrect	
32	Text/figures not aligned, other and/or incorrect	26

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SUMMARY FOR MR BOB MARTIN (8) Bold, underline

(9) — (10)

PETROL PRICE PER LITRE: R 11.53
SPEED (km/h): 120

MINIMUM DISTANCE (km): 147 (11)
AVERAGE FUEL INTAKE (ℓ): 23 (12)

① Exam number header left
② QUESTION 6B header right
③ Open rows, rows
④ Letter spaces, margins
⑤ Uc/lc
⑥ Font, font size
⑦ 1 page, landscape

(13) Headings italics (14) Insert column

TRIP	*DISTANCE (km)*	*FUEL INTAKE (ℓ)*	*FUEL CONSUMPTION (km/ℓ)*	*AMOUNT FOR PETROL*	*% OF TOTAL*	*TRAVEL TIME (HOURS)*
George to Cape Town	433	35	12.4	R 403.55	38.9%	4
Worcester to Mossel Bay	284	25	11.4	(16) R 288.25	(17) 27.8%	(18) 2
Montagu to Hermanus	147	10	14.7	R 115.30	11.1%	1
Knysna to Jeffreys Bay	197	20	(15) 9.9	R 230.60	22.2%	2
		(20) Bold text	**TOTAL AMOUNT**	**R 1,037.70**	(21)	(19) Copy formulas

(22) Table copied

(23) Sort (24) Ascending order

TRIP	*DISTANCE (km)*	*FUEL INTAKE (ℓ)*	*FUEL CONSUMPTION (km/ℓ)*	*AMOUNT FOR PETROL*	*% OF TOTAL*	*TRAVEL TIME (HOURS)*
Knysna to Jeffreys Bay	197	20	9.9	R 230.60	22.2%	2
Worcester to Mossel Bay	284	25	11.4	R 288.25	27.8%	2
George to Cape Town	433	35	12.4	R 403.55	38.9%	4
Montagu to Hermanus	147	10	14.7	R 115.30	11.1%	1
			TOTAL AMOUNT	**R 1,037.70**		

(25) Integer
(26) Currency, two decimals
(27) Number, one decimal
(28) %, one decimal
(29) Heading over 3 lines
(30) Column widths
(31) Row and column headings not inserted
(32) Text, figures aligned, other

A	M	T
1	26	27

(27)

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QUESTION 6C

Manipulation: 11
TOTAL: 11

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	QUESTION 6B not changed to QUESTION 6C in header and/or incorrect	
3	Spreadsheet not printed with row and column headings and/or incorrect	
4	Column A not hidden and/or incorrect	
5	[MINIMUM DISTANCE (km)] formula not displayed and/or incorrect	
6	[AVERAGE FUEL INTAKE (ℓ)] formula not displayed and/or incorrect	
7	[FUEL CONSUMPTION (km/ℓ)] formula not displayed and/or incorrect	
8	[AMOUNT FOR PETROL] formula not displayed and/or incorrect [must be absolute cell address ($B$3)]	
9	[% OF TOTAL] formula not displayed and/or incorrect [must be absolute cell address ($E$16)]	
10	[TRAVEL TIME (HOURS)] formula not displayed and/or incorrect [must be absolute cell address ($B$4)]	
11	[TOTAL AMOUNT] formula not displayed and/or incorrect	
12	Cell numbers/cell addresses incorrect	
13	Column widths not adjusted to display the whole formulae and/or incorrect and/or font and/or font size incorrect	
14	Spreadsheet [QUESTION 6C] does not fit ONE page and/or landscape orientation not used and/or incorrect	11

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	B	C	D	E	F	G	H
1	④ **Hide column A**				① **Exam number header left**		
2							
3	11.53				② **QUESTION 6C header right**		
4	120						
5					③ **Row and column headings**		
6	=MIN(B12:B15) ⑤						
7	=AVERAGE(C12:C15) ⑥						
8							
9	*DISTANCE*	*FUEL*	*FUEL*	*AMOUNT*	*% OF*	*TRAVEL*	
10	*(km)*	*INTAKE*	*CONSUMPTION*	*FOR*	*TOTAL*	*TIME*	
11		*(ℓ)*	*(km/ℓ)*	*PETROL*		*(HOURS)*	
12	433	35	=B12/C12	=$B$3*C12	=E12/$E$16	=B12/$B$4	
13	284	25	=B13/C13 ⑦	=$B$3*C13 ⑧	=E13/$E$16 ⑨	=B13/$B$4 ⑩	
14	147	10	=B14/C14	=$B$3*C14	=E14/$E$16	=B14/$B$4	
15	197	20	=B15/C15	=$B$3*C15	=E15/$E$16	=B15/$B$4	
16			**TOTAL AMOUNT**	**=SUM(E12:E15)**	⑪		
17							
18							
19	*DISTANCE*	*FUEL*	*FUEL*	*AMOUNT*	*% OF*	*TRAVEL*	
20	*(km)*	*INTAKE*	*CONSUMPTION*	*FOR*	*TOTAL*	*TIME*	
21		*(ℓ)*	*(km/ℓ)*	*PETROL*		*(HOURS)*	
22	197	20	=B22/C22	=$B$3*C22	=E22/$E$16	=B22/$B$4	
23	284	25	=B23/C23	=$B$3*C23	=E23/$E$16	=B23/$B$4	
24	433	35	=B24/C24	=$B$3*C24	=E24/$E$16	=B24/$B$4	
25	147	10	=B25/C25	=$B$3*C25	=E25/$E$16	=B25/$B$4	
26	⑫ **Cell numbers/cell addresses**		**TOTAL AMOUNT**	**=SUM(E22:E25)**			
27	⑬ **Column widths, font, font size**						M
28							11
29	⑭ **1 page, landscape**						(11)

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QUESTION 6D

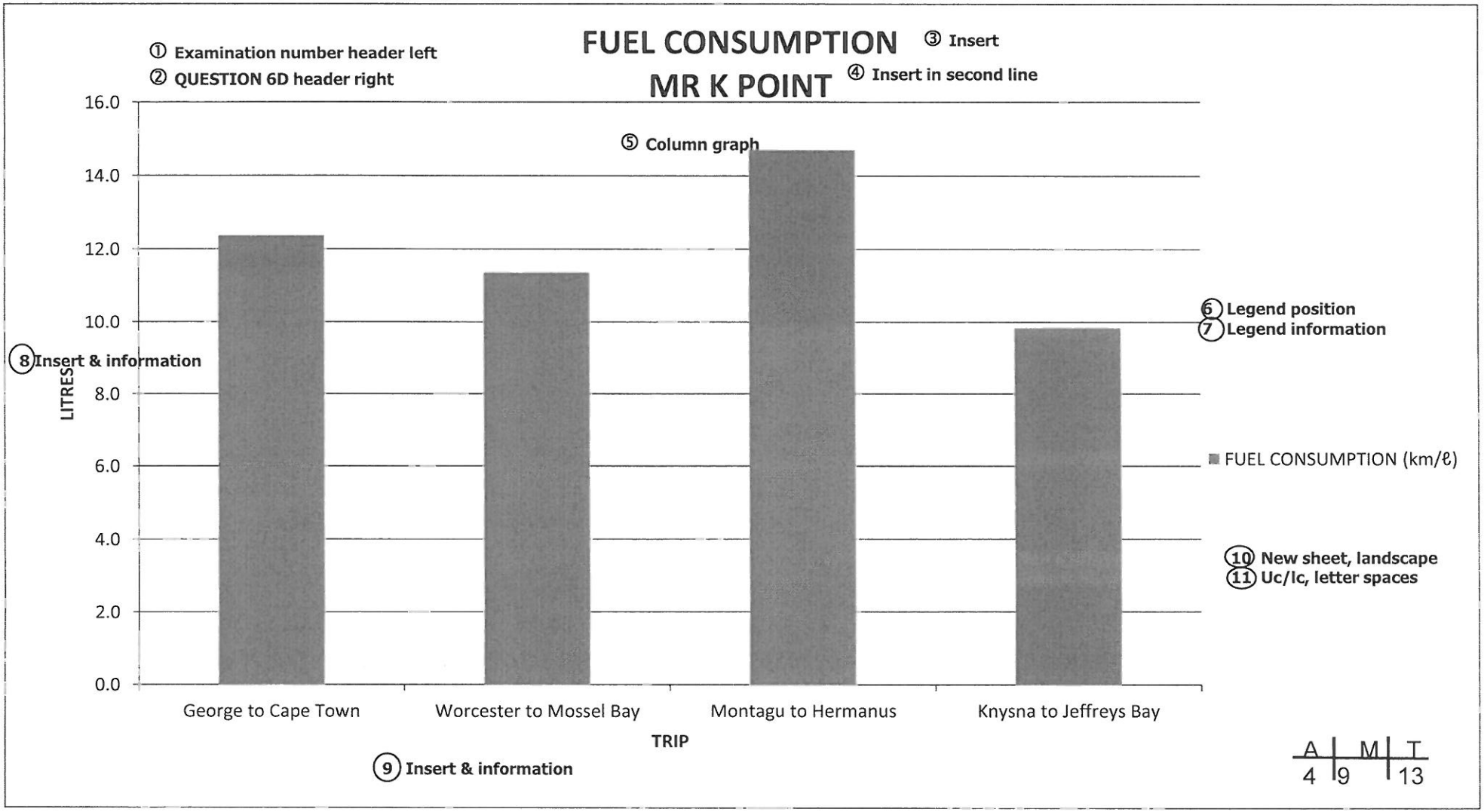
Accuracy: 4
Manipulation: 9
TOTAL: 13

NO	ACCURACY ERRORS	MARK
1	[FUEL CONSUMPTION] not keyed in accurately	1
2	[MR K POINT] not keyed in accurately	1
3	[TRIP] not keyed in accurately	1
4	[LITRES] not keyed in accurately	1

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 6D] not inserted as a header (right) and/or incorrect	
3	[FUEL CONSUMPTION] not inserted as a chart title in the first line of the chart title and/or incorrect	
4	[MR K POINT] not inserted as a chart title in the second line of the chart title and/or incorrect	
5	Column graph not created and/or incorrect	
6	Legend not displayed right of the graph and/or incorrect	
7	Correct information not displayed in the legend and/or incorrect	
8	[LITRES] not inserted on the Y-axis and/or correct information not displayed and/or incorrect	
9	[TRIP] not inserted on the X-axis and/or correct information not displayed and/or incorrect	
10	Graph not inserted as a new sheet and/or landscape orientation not used and/or incorrect	
11	Upper case/lower case incorrect and/or letter spaces incorrect	9

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EXAMINATION NUMBER QUESTION 6D



(13)

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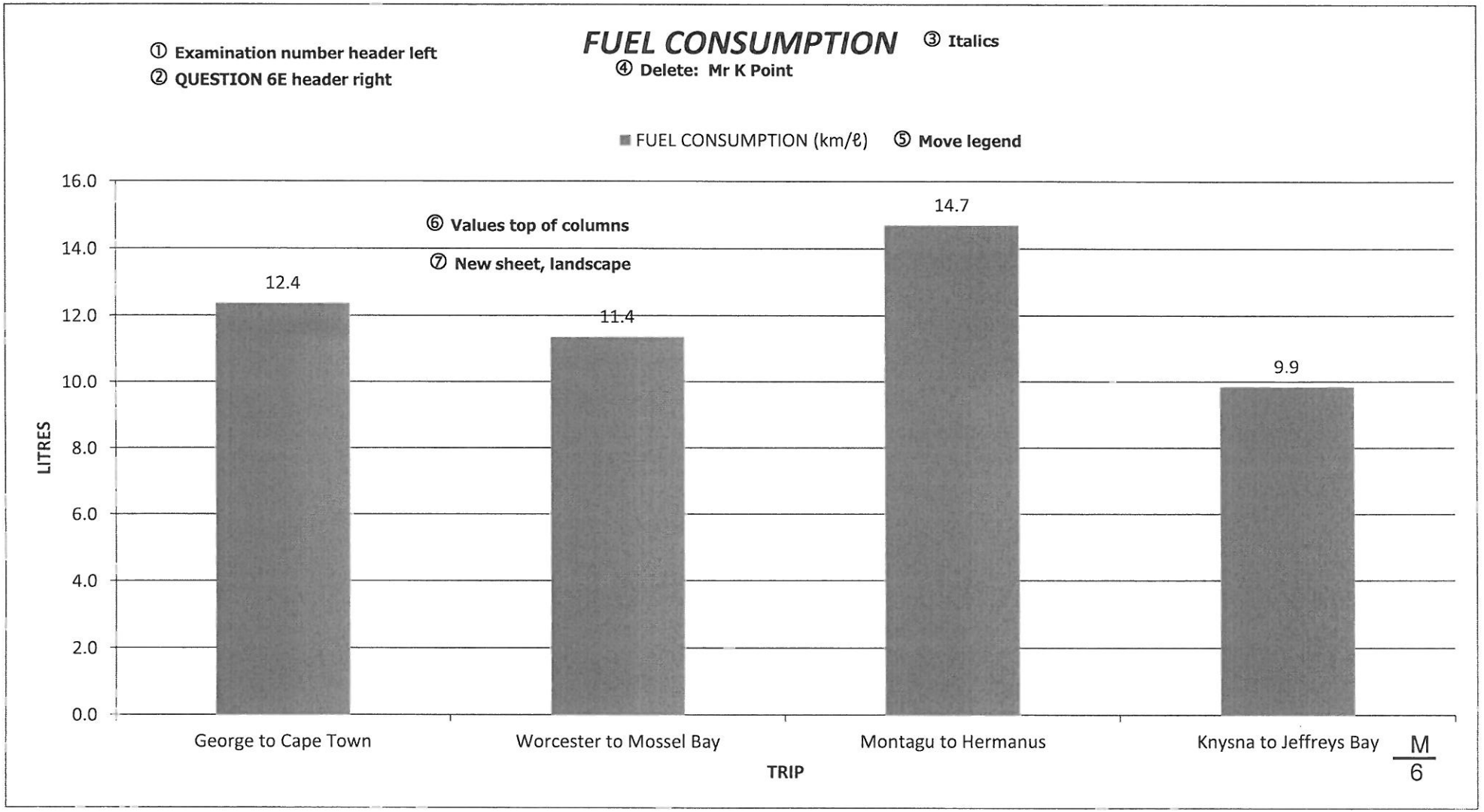
QUESTION 6E

Accuracy: 0
Manipulation: 6
TOTAL: 6

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 6D] not changed to [QUESTION 6E] in header and/or incorrect	
3	Chart title [FUEL CONSUMPTION] not changed to italics and/or incorrect	
4	Chart title [MR K POINT] not deleted and/or incorrect	
5	Legend not moved to the top of the graph and/or incorrect	
6	Values not displayed at the top of each column of the column graph and/or incorrect	
7	Graph not inserted as a new sheet and/or landscape orientation not used and/or incorrect	6

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EXAMINATION NUMBER QUESTION 6E



(6)
[70]

TOTAL SECTION C: 70

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SECTION D

QUESTION 7.1 (Structure)

Manipulation: 7
TOTAL: 7

NO	MANIPULATION ERRORS	MARK
1	[TEAM ...] not inserted and/or incorrect	
2	[ACTIVITY ...] not inserted and/or incorrect	
3	[GENDER ...] not inserted and/or incorrect	
4	[PRICE ...] not inserted and/or incorrect	
5	[NUMBER ...] not inserted and/or incorrect	
6	[TOTAL AMOUNT ...] not inserted and/or incorrect	
7	[EXAMINATION NUMBER ...] not inserted and/or incorrect	
8	Properties and indexes displayed and/or incorrect	
9	Structure does not fit ONE page and/or portrait orientation not used and/or incorrect	
10	Additional fields inserted	7

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Columns

Name	Type	Size	
TEAM	Text	6	①
ACTIVITY	Text	25	②
GENDER	Text	1	③
PRICE	Currency	8	④
NUMBER	Integer /Double	2	⑤
TOTAL AMOUNT	Currency	8	⑥
EXAMINATION NUMBER ⑦	Text	14	

①	**[TEAM] inserted**	
②	**[ACTIVITY] inserted**	
③	**[GENDER] inserted**	
④	**[PRICE] inserted**	
⑤	**[NUMBER] inserted**	
⑥	**[TOTAL AMOUNT] inserted**	
⑦	**[EXAMINATION NUMBER] inserted**	
⑧	**Properties/Indexes not displayed**	
⑨	**Fits one page, portrait orientation**	**M**
⑩	**Additional fields inserted**	**7**

(7)

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QUESTION 7.2.2 (Record 1)

Accuracy: 4
Manipulation: 4
TOTAL: 8

ACCURACY ERRORS	MARK
Read all text for accuracy	4

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a field name and/or incorrect	
2	Records sorted and/or incorrect	
3	Justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect	
7	Records do not fit ONE page and/or landscape orientation not used and/or incorrect	
8	[NUMBER] not displayed as an integer and/or incorrect	
9	[PRICE] not displayed as currency with no decimals and/or incorrect	
10	Data does not fit in row, additional records added, column widths incorrect	4

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TEAM	ACTIVITY	GENDER	PRICE	NUMBER	TOTAL AMOUNT	EXAMINATION NUMBER
Yellow	Canopy tours	M	R 450.00	3.00		
Green	Quad bike rides	M	R 350.00	3.00		
Green	Paintball games	M	R 200.00	4.00		
Yellow	Helicopter flights	M	R 290.00	4.00		

① ⑨ Currency ⑧ Integer

① **Examination number inserted**

② **Records not sorted**

③ **Justification**

④ **Letter spaces, margins**

⑤ **Uc/lc**

⑥ **Font, font size**

⑦ **1 page, landscape**

⑧ **Integer**

⑨ **Currency, no decimals**

⑩ **Data fits in row, additional records, column widths**

A	M	T
4	4	8

(8)

QUESTION 7.2.5 (Record 2)

Accuracy: 3
Manipulation: 6
TOTAL: 9

ACCURACY ERRORS	MARK
Read all text added for accuracy	3

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a field name and/or incorrect	
2	[GENDER] field and corresponding records not deleted and/or incorrect	
3	Justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect	
7	Records do not fit ONE page and/or landscape orientation not used and/or incorrect	
8	Record [Yellow ... 5] not inserted and/or incorrect	
9	Record [Yellow ... 6] not inserted and/or incorrect	
10	Record [Yellow ... 7] not inserted and/or incorrect	
11	Integer incorrect	
12	Currency with no decimals and/or incorrect	
13	Data does not fit in row, additional records added, column widths incorrect	6

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(2) **Delete GENDER field**

TEAM	ACTIVITY	PRICE	NUMBER	TOTAL AMOUNT	EXAMINATION NUMBER
Yellow	Canopy tours	R 450.00	3.00		
Green	Quad bike rides	R 350.00	3.00		
Green	Paintball games	R 200.00	4.00		
Yellow	Helicopter flights	R 290.00	4.00		
Yellow	Pony rides	R 200.00	5.00		
Yellow	Mini-train	R 50.00	6.00		
Yellow	Putt-putt	R 25.00	7.00		

(1) (8) (9) (10)

1 Examination number

2 Delete: [GENDER] field

3 Justification

4 Letter spaces, margins

5 Uc/lc

6 Font, font size

7 1 page, landscape

8 Insert record [Yellow ... 5]

9 Insert record [Yellow ...6]

10 Insert record [Yellow ...7]

11 Integer

12 Currency, no decimals

13 Data fits in row, additional records, column widths

A	M	T
6	3	9

(9)

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QUESTION 7.4 (Report)

Accuracy: 0
Manipulation: 6
TOTAL: 6

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted left in the heading and/or incorrect	
2	Correct headings [TEAM], [ACTIVITY], [PRICE], [NUMBER] and [TOTAL AMOUNT] not used and/or incorrect	
3	[AMOUNT] of [TOTAL AMOUNT] not displayed in the second line of the heading and/or incorrect	
4	Content not sorted in descending order according to the [PRICE] and/or incorrect	
5	[TOTAL AMOUNT] not calculated and/or incorrect	
6	[TOTAL AMOUNT] not displayed as currency with no decimals and/or incorrect	
7	Does not fit ONE page and/or portrait orientation not used and/or incorrect	
8	Upper case/lower case incorrect, information incorrect aligned and/or incorrect	
9	Other information not displayed in the correct row(s) and/or correct column(s), justification, other and/or incorrect	6

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EXAMINATION NUMBER ① **Exam number**

TEAM	ACTIVITY	PRICE	NUMBER	TOTAL AMOUNT
② **Correct headings**			③ **New line**	
Yellow	Canopy tours ④ **Sort in descending order**	R 450	3	R 1 350
			⑤ **Calculation**	
Yellow	Helicopter flights	R 290	4	R 1 160
Yellow	Pony rides	R 200	5	R 1 000
Yellow	Mini-train	R 50	6	R 300
Yellow	Putt-putt	R 25	7	R 175

⑥ **Currency, no decimals**

① **Examination number – left in heading**
② **Correct headings**
③ **[AMOUNT] displayed in new line**
④ **[PRICE] sorted in descending order**
⑤ **[TOTAL AMOUNT] not calculated**
⑥ **Currency, no decimals**
⑦ **1 page, portrait**
⑧ **Uc/lc, information correct aligned**
⑨ **Information in correct rows and columns, justification, other**

$\frac{M}{6}$

(6)
[30]

TOTAL SECTION D: 30
GRAND TOTAL: 200

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