higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

30 MAY 2018

This marking guideline consists of 31 pages.

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SECTION A

QUESTION 1

1.1 True
1.2 False
1.3 True
1.4 True
1.5 False
1.6 False

(6 × 1) **[6]**

QUESTION 2

2.1 1 byte
2.2 Excel
2.3 Google
2.4 Windows 10
2.5 ROM

(5 × 1) **[5]**

QUESTION 3

3.1 3.1.1 BALANCED MEAL folder created.

3.1.2 Displayed BALANCED MEAL folder on top.

3.1.3 Displayed HEALTHY FOODS folder on top.

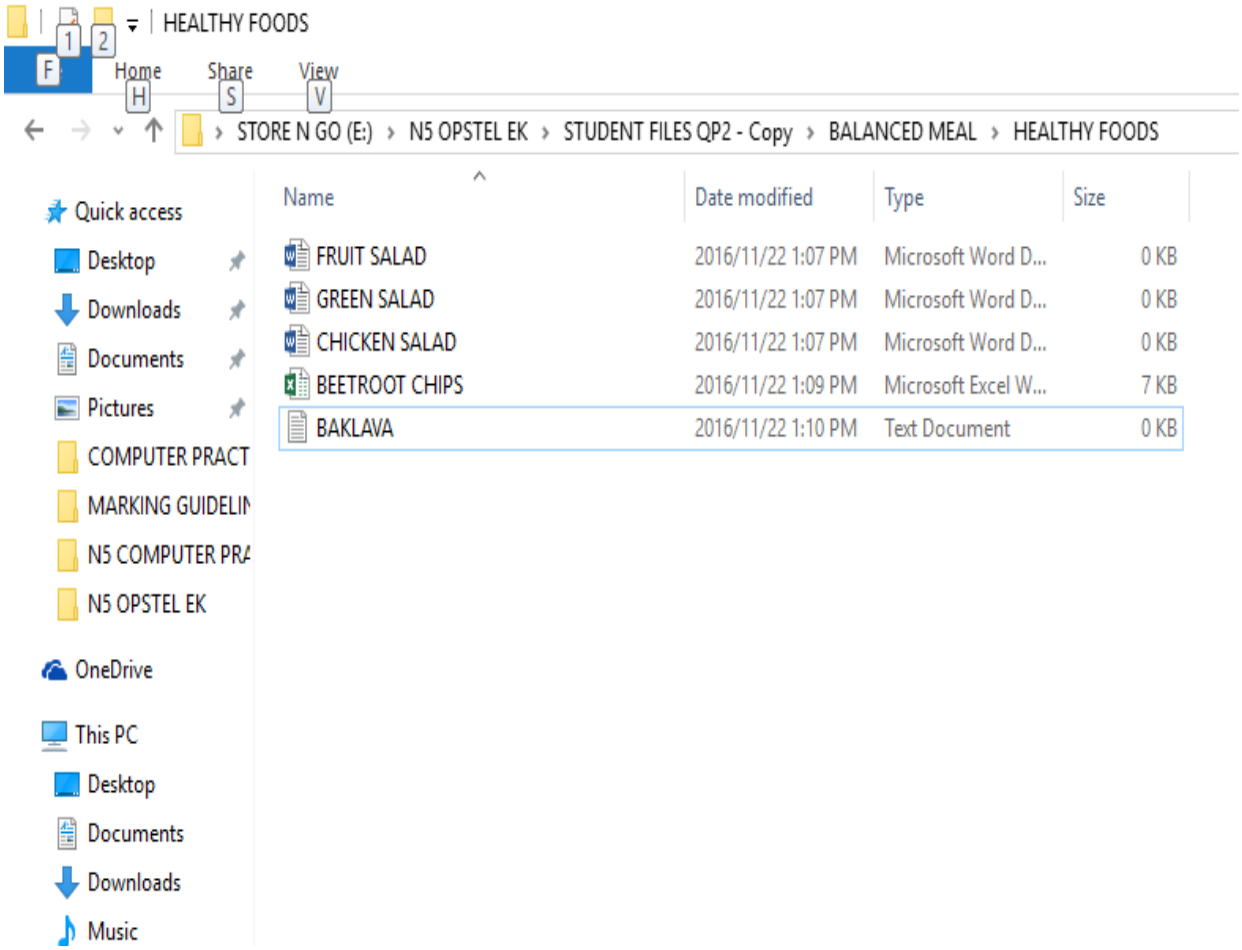
3.1.4 FRUIT SALAD, GREEN SALAD and KENTUCKY CHICKEN file remained.

3.1.5 Changed the name KENTUCKY CHICKEN in the HEALTHY FOODS folder to CHICKEN SALAD.

3.1.6 Excel file created called BEETROOT CHIPS.

3.1.7 Text document created called BAKLAVA.

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(7 × 1) (7)

3.2 3.2.1 Displayed the folders BALANCED MEAL and UNHEALTHY FOODS on top.

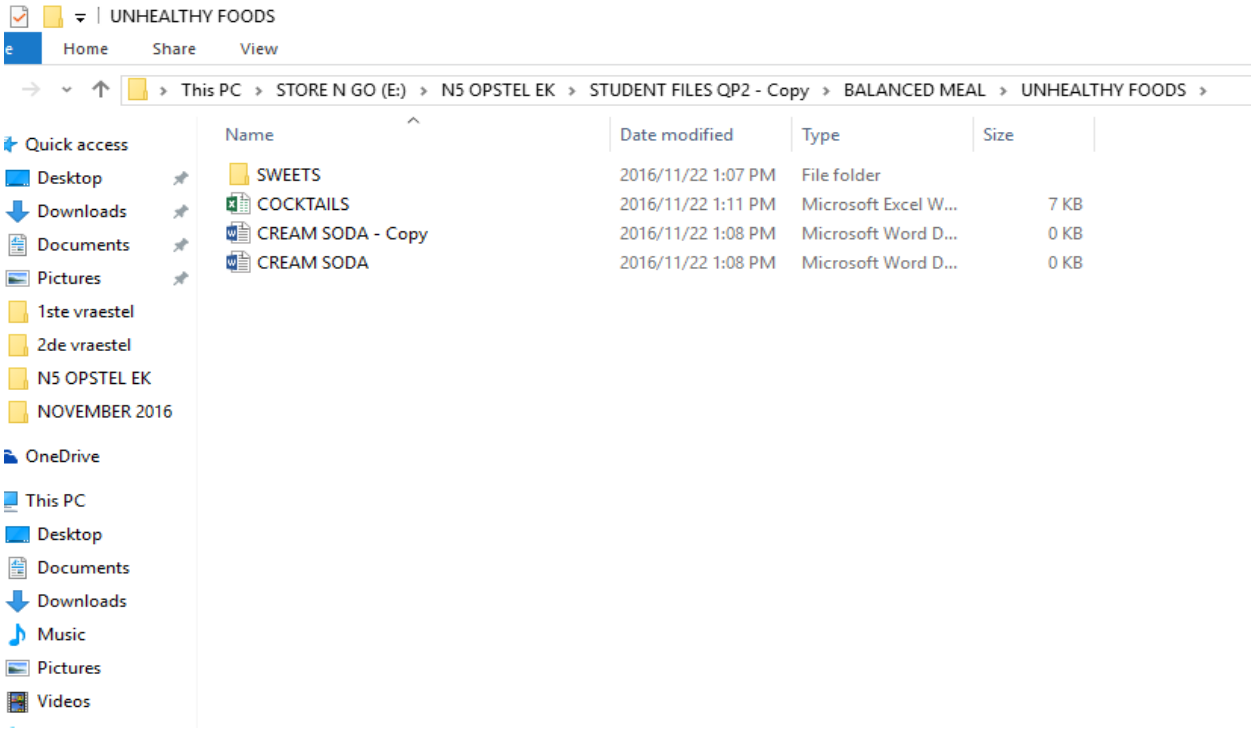
3.2.2 CREAM SODA file copied. Called CREAM SODA - Copy

3.2.3 Excel file created called COCKTAILS.

3.2.4 CHOCOLATES file deleted.

3.2.5 Contents sorted according to the name of the file in ascending order.

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(5 × 1) (5)

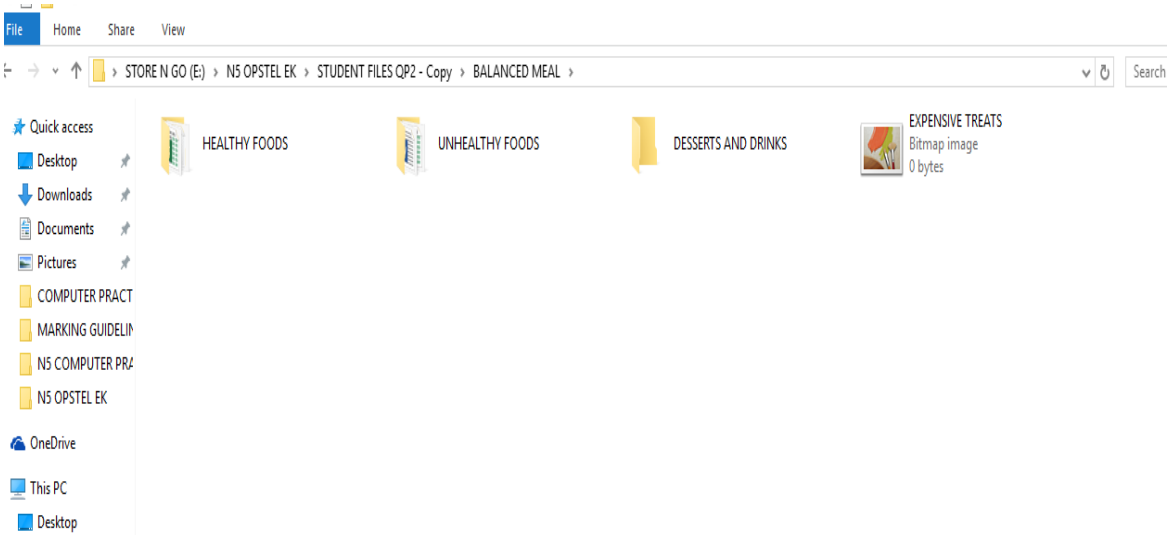
3.3 3.3.1 Display the folder BALANCED MEAL on top.

3.3.2 Subfolder DESSERTS AND DRINKS displayed.

3.3.3 Bitmap Image EXPENSIVE TREATS displayed.

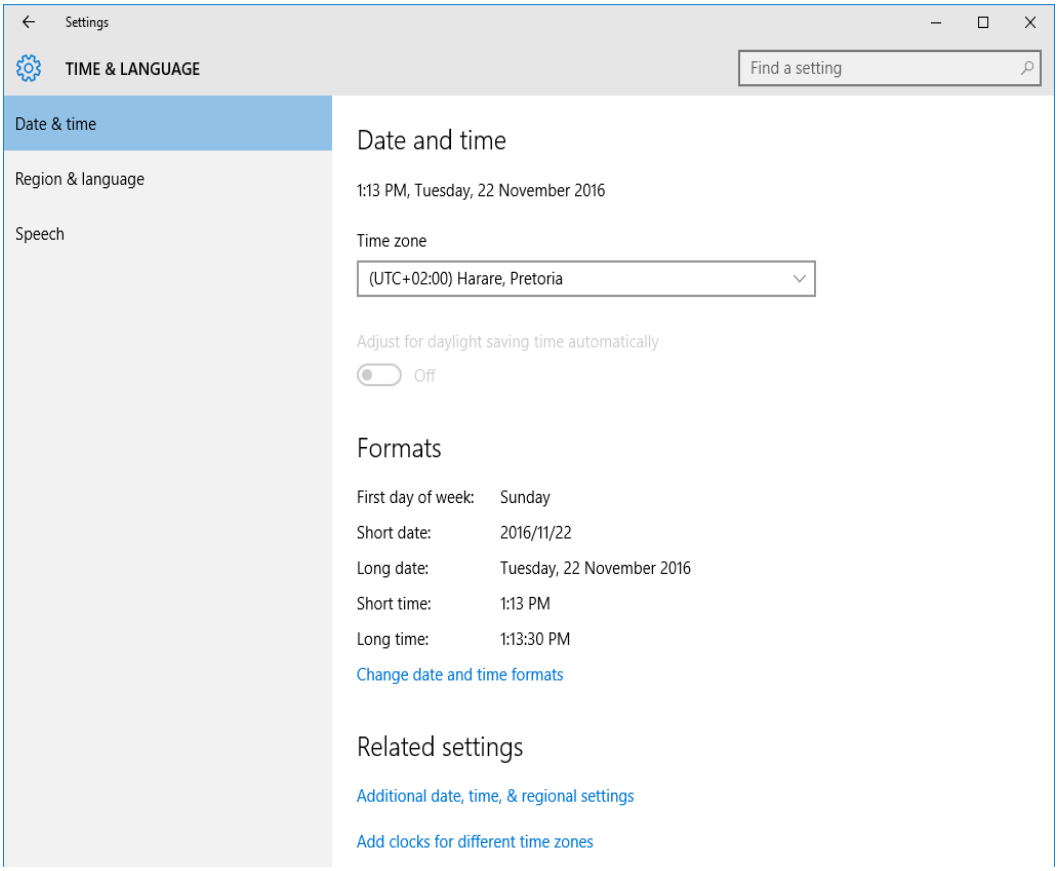
3.3.4 Icons changed to tiles.

3.3.5 Content of BALANCED MEAL folder is displayed and printed.



(5 × 1) (5)

3.4 Date and time settings displayed of personal computer.



(1 × 2) (2)
[19]

TOTAL SECTION A: 30

SECTION B

QUESTION 4

QUESTION 4B

Accuracy: 5
Manipulation: 33
TOTAL: 38

ACCURACY ERRORS	**MARKS**
Footnote – WALKING THE DOG – not keyed in accurately	(1)
Endnote – Overweight but not obese – not keyed in accurately	(1)
Contents of table not keyed in accurately	(3)

NO	**MANIPULATION ERRORS**	**MARKS**
1.	EXAMINATION NUMBER not inserted as a header left and/or incorrect. Same font and font size as in rest of the document.	
2.	QUESTION 4A not changed in the header (right) to QUESTION 4B and/or incorrect. Same font and font size as in the rest of the document.	
3.	Line spacing incorrect	
4.	Letter spaces 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 justified and/or incorrect	
10.	Heading [Want to avoid having obese children?] not changed to bold and centre and/or incorrect	
11.	New paragraph at subheading incorrect	
12.	Left- and right-hand margin of the document not changed to 2.5 cm/1" and/or incorrect	
13.	Footnote [WALKING THE DOG] not inserted and/or incorrect and number 1 not used	
14.	Line numbering in the 2nd paragraph not done and/or incorrect	
15.	Line numbering not started at 3 and/or incorrect	
16.	Paragraph starting with [For example, … of the stairs?] not numbered and/or incorrect	
17.	Numbered paragraphs not changed to new paragraphs and/or incorrect	
18.	Endnote not inserted at the correct position and/or incorrect	
19.	Endnote [Overweight but not obese] incorrect at the end of the document and/or omitted	
20.	Text of the endnote not changed to bold and/or incorrect	
21.	Page break not inserted and/or incorrect	
22.	Page numbering not inserted at the bottom right of all the pages and/or incorrect	
23.	Page numbering not in sequence and/or incorrect	
24.	Heading [Wat does your child's future look like?] not changed to underline and centre and/or incorrect	
25.	Column function not used and/or incorrect	

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NO	MANIPULATION ERRORS	MARKS
26.	Paragraphs in column function not in line and/or incorrect	
27.	THREE parallel columns not inserted and/or incorrect	
28.	Paragraph starting with [I don't … to know.] not deleted and/or incorrect	
29.	Table not inserted and/or not inserted in the correct position	
30.	Lines in table incorrect and/or omitted	
31.	Cells in row 1 in table not merged and/or incorrect and/or wrapping incorrect	
32.	Table heading [WHAT IS HEALTHY FOOD?] not upper case, bold, centre and italics and/or incorrect	
33.	Changed subheadings in table to centre and bold and/or incorrect	
34.	[exercise] not replaced with [EXERCISE] in upper case and bold and/or incorrect	
35.	Find and replace not applied to 5 occurrences of the word and/or incorrect	(33)

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QUESTION 4B
12 Margins 2.54 cm/1"
3 Line spacing
4 Letter spaces
5 Uc/lc
6 Font, font size
7 Portrait
8 Hyphenation
9 Justification

EXAMINATION NUMBER **1** **2** QUESTION 4B

Want to avoid having obese children?

10 Bold, centre
11 New paragraph
34 Exercise replaced, uc, bold 35 5 times

Teach them healthy habits early

The image is fast becoming an iconic one of our times: an overweight child tucking into junk food, fizzy drinks and an ice cream.

14 Line numbering 15 Start at 3

As parents, the best way we can encourage young children to develop healthy habits is for us to live a healthy lifestyle by avoiding unhealthy tendencies such as junk food, smoking and excessive drinking. Instead we should embrace regular **EXERCISE**[1] and eat a healthy, balanced diet.

13 Insert footnote

Our children may, and in most instances do, inherit our eating and **EXERCISE** habits. Obese parents raise obese children. We may be unaware that we are role models of behaviour that our children can pick up. Children usually do as we do, in spite of what we may say.

16 Numbered paragraphs 17 New paragraph

1. For example, do you put butter on everything?

2. Do you eat mostly pap or potatoes and meat and rarely fish or vegetables?

3. Do you eat sweets and chocolates as regular snacks?

4. Do you insist on dessert at every meal?

5. Do you reach for food every time you're stressed out?

6. Do you consider **EXERCISE** a chore?

7. Do you always take the lift instead of the stairs?

Do any of these habits sound familiar? If you answered yes to more than a few of these questions, you are likely to be contributing to your child's chubbiness[i]. **18 Endnote**

21 Page break

[1] WALKING THE DOG

22 Bottom right
23 Sequence
1

24 Underline, centre

What does your child's future look like?

25 Columns **26 ⟷** **27 3 parallel columns**

Health experts say although the genetic influence is real, it is not the only predictor of a child's future weight. Dieticians say if both parents are overweight, there is a strong likelihood that without intervention their child will be an overweight adult.

It means that making appropriate changes in diet and **EXERCISE** at a young age can totally change the outcome. In fact, positive behaviour changes that children make seem to be more effective than similar efforts by adults, in part because they haven't had the bad habits as long as the grown-ups have.

Instead of going outdoors for sports or jog, children are glued to televisions, computers or i-Pads. With so many children spending hours playing video games and watching TV, they don't get **EXERCISE** playing outside.

28 Delete paragraph 29 Table 30 Table lines **31 Merge 32 Uc, bold, italics, centre**

WHAT IS HEALTHY FOOD?			
DAIRY	**PROTEINS**	**CARBOHYDRATES**	**FRUIT AND VEGETABLES**
Cheese	Rump steak	Rice	Apples
Yogurt	Chicken fillet	Pasta	Tomatoes

33 Subheadings centre, bold

[i] **Overweight but not obese** **19 Endnote 20 Bold**

[38]

22 Bottom right
23 Sequence
2

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QUESTION 5

QUESTION 5A

Accuracy: 3
Manipulation: 4
TOTAL: 7

ACCURACY ERRORS	**MARKS**
Read ALL text for accuracy	(3)

NO	**MANIPULATION ERRORS**	**MARKS**
1.	Examination number not inserted in the TOWN field column in the 5th letter and/or incorrect	
2.	Question number not inserted in the CODE field column in the 4th letter and/or incorrect	
3.	Line spacing and/or justification incorrect	
4.	Letter spaces 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. Not printed in landscape 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	(4)

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:

NAME	ADDRESS	TOWN	CODE	TIME
Martha Damon	6 Sea Street	DURBAN	4000	12:00
Nicole de Wet	PO Box 1	PRETORIA	0001	16:00
Patrick Lee	4 Main Road	KIMBERLEY	8301	16:00
Leone Brown	PO Box 69	STELLENBOSCH	QUESTION 5A	14:00
Gretha de Villiers	3 Owl Street	EXAMINATION NUMBER	7599	16:00

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Option B: 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 incorrect.

LETTERS	NAME	ADDRESS	TOWN	CODE	TIME
LETTER 1	Martha Damon	6 Sea Street	DURBAN	4000	12:00
LETTER 2	Nicole de Wet	PO Box 1	PRETORIA	0001	16:00
LETTER 3	Patrick Lee	4 Main Road	KIMBERLEY	8301	16:00
LETTER 4	Leone Brown	PO Box 69	STELLENBOSCH	QUESTION 5A	14:00
LETTER 5	Gretha de Villiers	3 Owl Street	EXAMINATION NUMBER	7599	16:00

NOTE 2: Additional marking guidelines

No data list No main document Merged letters	Do NOT mark fields on QUESTION 5C
No data list Main document Merged letters	Do not mark fields on QUESTION 5B and 5C
Data list No main document Merged letters	Mark only QUESTION 5A and QUESTION 5C
Data list Main document No merged letters	Mark only QUESTION 5A (data list) and QUESTION 5B (main document)

1. EXAMINATION NUMBER in TOWN column
2. Question 5A in CODE column
3. Line spacing/Justification
4. Letter spaces/Margins
5. Uc/lc
6. Font, font size
7. 1 page landscape
8. Wrapping, column width, information in correct columns
9. Additional records

(7)

QUESTION 5B

Accuracy: 5
Manipulation: 16
TOTAL: 21

ACCURACY ERRORS	**MARKS**
Read ALL test for accuracy, except field names	(5)

NO	**MANIPULATION ERRORS**	**MARKS**
1.	EXAMINATION NUMBER not inserted as a header (left) and/or incorrect. Same font and font size as in rest of the document.	
2.	QUESTION 5B not inserted in the header (right) and/or incorrect. Same font and font size as in the rest of the document.	
3.	Line spacing and/or justification incorrect	
4.	Letter spaces 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 used	
9.	Left-hand margin not set on 3.81 cm/1.5" and/or incorrect	
10.	Heading not inserted in bold and Broadway 16 pt and/or incorrect	
11.	Tab stop not set on 10 cm/4" from the margin to key in the address and/or incorrect	
12.	Today's date not inserted and/or incorrect	
13.	Field names not underlined and/or incorrect	
14.	[ADDRESS] field not inserted and/or incorrect	
15.	[TOWN] field not inserted and/or incorrect	
16.	[CODE] field not inserted and/or incorrect	
17.	[NAME] field not inserted and/or incorrect	
18.	[TIME] field not inserted and/or incorrect	
19.	[SANDY LEE] and [EVENT ORGANISER] not inserted in upper case and/or incorrect	(16)

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EXAMINATION NUMBER *1* *2* QUESTION 5B

9 Left-hand margin 3.81cm/1.5"

WELLNESS PALACE PROGRAMME

10 Bold, Broadway 16 pt *11 Tab stop 10 cm/4"*

PO Box 8654
KIMBERLEY
8300

12 Today's date
30 May 2018

«ADDRESS» *14 Field name* *13 Field names underline*
«TOWN» *15 Field name*
«CODE» *16 Field name*

Dear «NAME» *17 Field name*

This is regarding the Wellness Palace weight loss competition to be organised by our company Wellness Palace on 1 July 2018 at the Wellness Palace, Kimberley, hosted by DJ Kent. The event will start at «TIME» in the theatre. *18 Field name*

As an esteemed competitor with an association with the Wellness Palace family, your presence will be appreciated at the event.

Looking forward to see you at the event.

Regards

3 Line spacing/Justification
4 Letter spaces
5 Uc/lc
6 Font, font size
7 Portrait
8 Hyphenation

SANDY LEE
EVENTS ORGANISER

(21)

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QUESTION 5C

Manipulation: 4
TOTAL: 4

NO	MANIPULATION ERRORS	MARKS
1.	Question number not changed to QUESTION 5C on all the letters and/or incorrect	
2.	No letter for Lee and associated fields and/or incorrect	
3.	NO letter for Brown and associated fields and/or incorrect	
4.	Justification incorrect, portrait orientation not used, incorrect paper size, margins incorrect, other	(4)

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EXAMINATION NUMBER QUESTION 5C

1 Change to 5C

WELLNESS PALACE PROGRAMME

PO Box 8654
KIMBERLEY
8300

30 May 2018

4 Main Road ***2 Letter Lee***
KIMBERLEY
8301

Dear Patrick Lee

This is regarding the Wellness Palace weight loss competition to be organised by our company Wellness Palace on 1 July 2018 at the Wellness Palace, Kimberley, hosted by DJ Kent. The event will start at 16:00 in the theatre.

As an esteemed competitor with an association with the Wellness Palace family, your presence will be appreciated at the event.

Looking forward to see you at the event.

Regards

SANDY LEE
EVENTS ORGANISER

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EXAMINATION NUMBER QUESTION 5C

WELLNESS PALACE PROGRAMME

PO Box 8654
KIMBERLEY
8300

30 May 2018

PO Box 69 ***3 Letter Brown***
STELLENBOSCH
QUESTION 5A

Dear Leone Brown

This is regarding the Wellness Palace weight loss competition to be organised by our company Wellness Palace on 1 July 2018 at the Wellness Palace, Kimberley, hosted by DJ Kent. The event will start at 14:00 in the theatre.

As an esteemed competitor with an association with the Wellness Palace family, your presence will be appreciated at the event.

Looking forward to see you at the event.

Regards

SANDY LEE
EVENTS ORGANISER

4 Justification/Portrait/Paper size/Margins/Other

(4)
[32]

TOTAL SECTION B: 70

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SECTION C

QUESTION 6

QUESTION 6B

Accuracy: 1
Manipulation: 14
TOTAL: 15

ACCURACY ERRORS	**MARKS**
Footer Weight loss programme not keyed in accurately and/or incorrect	(1)

NO	**MANIPULATION ERRORS**	**MARKS**
1	EXAMINATION NUMBER not inserted as a header (left) and/or incorrect. Same font and font size as in rest of the document.	
2.	QUESTION 6B not inserted in the header (right) and/or incorrect. Same font and font size as rest of document.	
3.	Rows incorrect	
4.	Letter spaces incorrect	
5.	Upper case and/or lower case incorrect	
6.	Font and/or font size incorrect	
7.	Spreadsheet does not fit on ONE page and/or incorrect	
8.	Spreadsheet not changed to portrait orientation and/or incorrect	
9.	Spreadsheet not sorted according to the NUMBER OF CITIZENS column in ascending order and/or incorrect	
10.	Horizontal lines incorrect and/or omitted	
11.	Vertical lines incorrect and/or omitted (with or without outside vertical lines)	
12.	Footer not inserted in upper case and bold and/or incorrect	
13.	Footer not inserted centre of the spreadsheet and/or incorrect	
14.	ALL the weights not displayed as integers and/or incorrect	
15.	ALL figures not right-aligned and/or incorrect	
16.	Column widths not adjusted and/or correct cell addresses not used and/or incorrect	
17.	Spreadsheet not printed without row and column headings and/or incorrect	(14)

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EXAMINATION NUMBER QUESTION 6B
1 Examination number left ***2 Question number right***

OBESITY IN SOUTHERN AFRICA

COUNTRY	NUMBER OF CITIZENS	OVERWEIGHT CITIZENS	OVERWEIGHT FEMALES	OVERWEIGHT MALES	NORMAL WEIGHT	OVERWEIGHT CHILDREN
TANZANIA	2654230	1114777			1539453	
KENYA	2893640	1215329			1678311	
BOTSWANA	3169870	1331345			1838525	
ZIMBABWE	3408030	1431373			1976657	
SOUTH AFRICA	5400200	2268084			3132116	
NIGERIA	5469870	2297345			3172525	

3 Open rows
4 Letter spaces
5 Uc/lc
6 Font/Font size
7 1 Page
8 Portrait
9 Sort ascending order
10 Horizontal lines
11 Vertical lines (with or without outside vertical lines)

14 Integers
15 Figures right-aligned
16 Column width, cell addresses
17 No row and column headings

12 Footer, uc and bold
13 Footer centred
WEIGHT LOSS PROGRAMME

(15)

QUESTION 6C

Accuracy: 7
Manipulation: 29
TOTAL: 36

ACCURACY ERRORS	**MARKS**
% OVERWEIGHT FEMALES: 36% not keyed in accurately	
% OVERWEIGHT CHILDREN: 21% not keyed in accurately	
TOTAL not keyed in accurately	
AVERAGE OVERWEIGHT MALES not keyed in accurately	
HIGHEST NUMBER OF OVERWEIGHT FEMALES not keyed in accurately	
LOWEST NUMBER OF OVERWEIGHT CHILDREN not keyed in accurately	
% OF TOTAL NORMAL WEIGHT CITIZENS not keyed in accurately	(7)

NO	**MANIPULATION ERRORS**	**MARKS**
1	EXAMINATION NUMBER not inserted as a header (left) and/or incorrect. Same font and font size as rest of document.	
2.	QUESTION 6B not inserted in the header (right) and/or incorrect. Same font and font size as rest of the document.	
3.	Rows incorrect	
4.	Letter spaces incorrect	
5.	Upper case and/or lower case incorrect	
6.	Font and/or font size incorrect	
7.	Spreadsheet does not fit ONE page and/or incorrect	
8.	Landscape orientation not used 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 horizontal lines not inserted and/or incorrect	
11.	Footer not changed to italics and/or incorrect	
12.	Heading not merged, centred and underlined over 6 columns and/or incorrect	
13.	% OVERWEIGHT FEMALES: 36% not inserted and/or incorrect	
14.	% OVERWEIGHT CHILDREN: 21% not inserted and/or incorrect	
15.	TOTAL not inserted and/or incorrect	
16.	AVERAGE OVERWEIGHT OF MALES not inserted and/or incorrect	
17.	HIGHEST NUMBER OF OVERWEIGHT FEMALES not inserted and/or incorrect	
18.	LOWEST NUMBER OF OVERWEIGHT CHILDREN not inserted and/or incorrect	
19.	% OF TOTAL NORMAL WEIGHT CITIZENS not inserted and/or incorrect	
20.	OVERWEIGHT FEMALES not calculated and/or incorrect	

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NO	MANIPULATION ERRORS	MARKS
21.	OVERWEIGHT MALES not calculated and/or incorrect	
22.	OVERWEIGHT CHILDREN not calculated and/or incorrect	
23.	TOTAL NUMBER OF CITIZENS and NORMAL WEIGHT not calculated and/or incorrect	
24.	AVERAGE OVERWEIGHT MALES not calculated and/or incorrect	
25.	HIGHEST NUMBER OF OVERWEIGHT FEMALES not calculated and/or incorrect	
26.	LOWEST NUMBER OF OVERWEIGHT CHILDREN not calculated and/or incorrect	
27.	% OF TOTAL NORMAL WEIGHT CITIZENS not calculated and/or incorrect	
28.	Formulae to copied and/or incorrect	
29.	All figures not right-aligned and/or incorrect	
30.	OVERWEIGHT FEMALES, OVERWEIGHT MALES and OVERWEIGHT CHILDREN not displayed as integers and/or incorrect	
31.	AVERAGE OVERWEIGHT MALES, HIGHEST NUMBER OF OVERWEIGHT FEMALES and LOWEST NUMBER OF OVERWEIGHT CHILDREN not displayed as numbers with one decimal and/or incorrect	
32.	% OF TOTAL NORMAL WEIGHT CITIZENS not displayed as percentage with no decimal and/or incorrect	
33.	Column widths not adjusted and/or correct cell addresses not used and/or incorrect	
34.	Spreadsheet not printed without row and column headings and/or incorrect	(29)

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EXAMINATION NUMBER
1 Examination number left

QUESTION 6C
2 Question number right

12 Heading merged, centred and underline

OBESITY IN SOUTHERN AFRICA

3 Rows
4 Letter spaces
5 Uc/lc
6 Font/Font size
7 1 Page
8 Landscape orientation
9 Horizontal lines
10 Vertical lines

% OVERWEIGHT FEMALES: 36% ***13 Insert***
% OVERWEIGHT CHILDREN: 21% ***14 Insert***

COUNTRY	NUMBER OF CITIZENS	OVERWEIGHT	OVERWEIGHT FEMALES	OVERWEIGHT MALES	NORMAL WEIGHT	OVERWEIGHT CHILDREN
TANZANIA	2654230	1114777	955523	1141319	1539453	557388
KENYA	2893640	1215329	1041710	1244265	1678311	607664
BOTSWANA	3169870	1331345	1141153	1363044	1838525	665673
ZIMBABWE	3408030	1431373	1226891	1465453	1976657	715686
SOUTH AFRICA	5400200	2268084	1944072	2322086	3132116	1134042
NIGERIA	5469870	2297345	1969153	2352044	3172525	1148673
TOTAL ***15 Insert***	22995840		***20 Calculation***	***21 Calculation***	13337587	***22 Calculation***

23 Calculation ***23 Calculation***

AVERAGE OVERWEIGHT MALES ***16 Insert*** 1648035,2 ***24 Calculation***

HIGHEST NUMBER OF OVERWEIGHT FEMALES ***17 Insert*** 1969153,2 ***25 Calculation***

LOWEST NUMBER OF OVERWEIGHT CHILDREN ***18 Insert*** 557388,3 ***26 Calculation***

% OF TOTAL NORMAL WEIGHT CITIZENS ***19 Insert*** 58% ***27 Calculation***

28 Formulae copied
29 Figures right-aligned
30 Integers
31 Number with ONE decimal
32 Percentage with no decimal
33 Column widths, correct cell addresses
34 Now row and column headings

WEIGHT LOSS PROGRAMME

11 Footer italics

(36)

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QUESTION 6D

Accuracy: 0
Manipulation: 11
TOTAL: 11

NO	MANIPULATION ERRORS	MARKS
1.	EXAMINATION NUMBER not inserted as a header (left) and/or incorrect. Same font and font size as in rest of the document.	
2.	QUESTION 6D not inserted in the header (right) and/or incorrect. Same font and font size as in the rest of the document.	
3.	Spreadsheet not printed with row and column headings and/or incorrect	
4.	Column B not hidden and/or incorrect	
5.	OVERWEIGHT FEMALES formula not displayed as absolute cell address and/or incorrect	
6.	OVERWEIGHT MALES formula not displayed and/or incorrect	
7.	OVERWEIGHT CHILDREN formula not displayed as absolute cell address and/or incorrect	
8.	TOTAL NORMAL WEIGHT formula not displayed and/or incorrect	
9.	AVERAGE OVERWEIGHT MALES formula not displayed and/or incorrect	
10.	HIGHEST NUMBER OF OVERWEIGHT FEMALES formula not displayed and/or incorrect	
11.	LOWEST NUMBER OF OVERWEIGHT CHILDREN formula not displayed and/or incorrect	
12.	% OF TOTAL NORMAL WEIGHT CITIZENS formula not displayed and/or incorrect	
13.	Cell numbers/Cell addresses incorrect	
14.	Column widths not adjusted to display the whole formulae and/or incorrect	
15.	Spreadsheet does not fit ONE page and/or landscape orientation not used and/or incorrect	(11)

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EXAMINATION NUMBER
1 Examination number left

QUESTION 6D
2 Question number right

	A	C	D	E	F	G
1	**OBESITY IN SOUTHERN AFRICA**					
2					***3 Row and column headings***	
3	% OVERWEIGHT FEMALES:			0,36	***4 Hide column B***	
4	% OVERWEIGHT CHILDREN:			0,21		
5						
6	**COUNTRY**	**OVERWEIGHT**	**OVERWEIGHT**	**OVERWEIGHT**	**NORMAL**	**OVERWEIGHT**
7		**CITIZENS**	**FEMALE**	**MALE**	**WEIGHT**	**CHILDREN**
8	TANZANIA	1114777	=B8*E3	=B8-(D8+G8)	1539453	=B8*E4
9	KENYA	1215329	=B9*E3	=B9-(D9+G9)	1678311	=B9*E4
10	BOTSWANA	1331345	=B10*E3	=B10-(D10+G10)	1838525	=B10*E4
11	ZIMBABWE	1431373	=B11*E3	=B11-(D11+G11)	1976657	=B11*E4
12	SOUTH AFRICA	2268084	=B12*E3	=B12-(D12+G12)	3132116	=B12*E4
13	NIGERIA	2297345	=B13*E3	=B13-(D13+G13)	3172525	=B13*E4
14	TOTAL		***5***	***6***	=SUM(F8:F13)	***7***
15					***8***	
16	AVERAGE OVERWEIGHT MALES				***9***	=AVERAGE(E8:E13)
17						
18	HIGHEST NUMBER OF OVERWEIGHT FEMALES				***10***	=MAX(D8:D13)
19						
20	LOWEST NUMBER OF OVERWEIGHT CHILDREN				***11***	=MIN(G8:G13)
21						
22	% OF TOTAL NORMAL WEIGHT CITIZENS				***12***	=F14/B14

13 Cell/ numbers/Cell addresses
14 Column widths
15 1 Page/Landscape

WEIGHT LOSS PROGRAMME (11)

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QUESTION 6E

Accuracy: 1
Manipulation: 7
TOTAL: 8

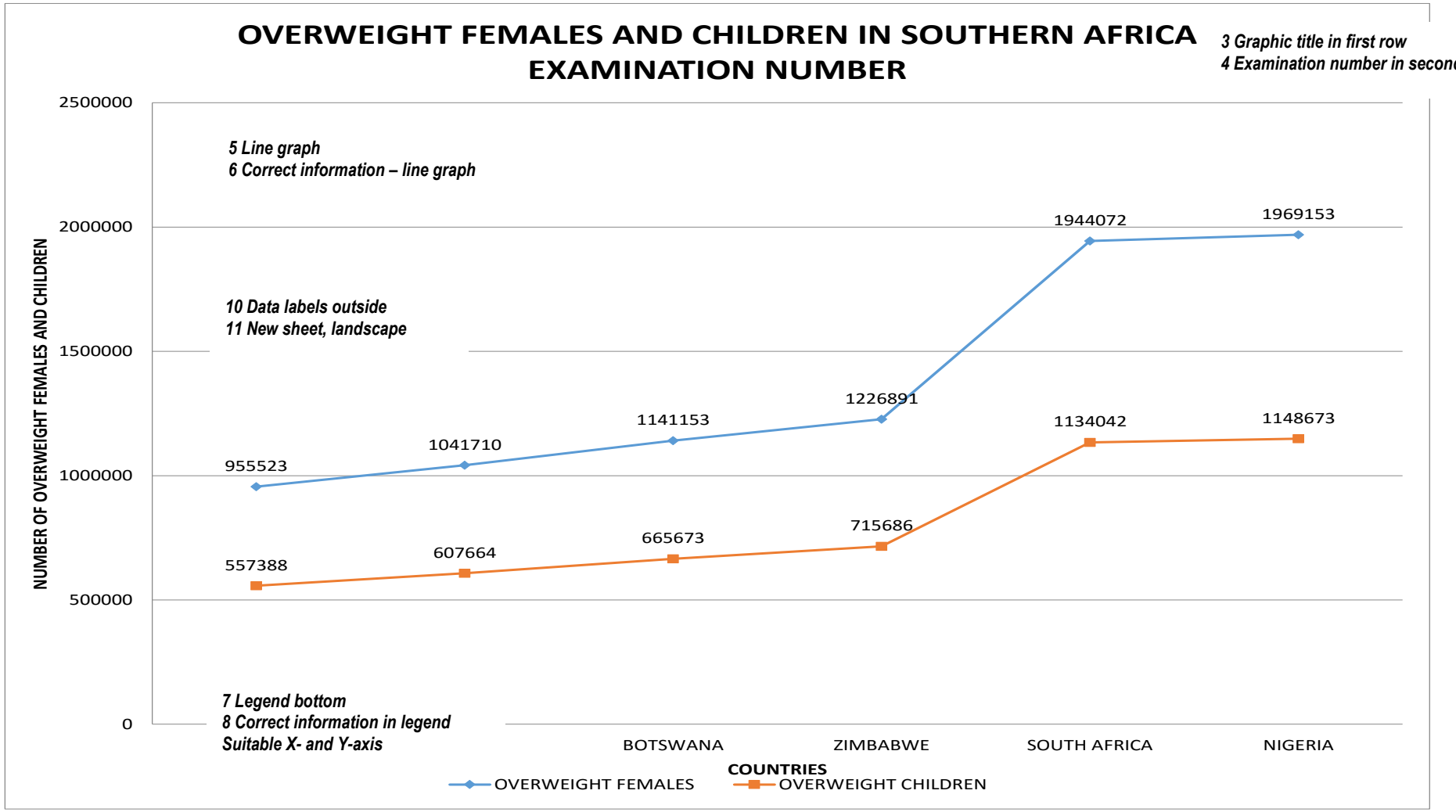
ACCURACY ERRORS	**MARKS**
EXAMINATION NUMBER and QUESTION NUMBER in header, chart title OVERWEIGHT FEMALES AND CHILDREN IN SOUTHERN AFRICA and EXAMINATION NUMBER not keyed in and/or incorrect	(1)

NO	**MANIPULATION ERRORS**	**MARKS**
1.	EXAMINATION NUMBER not inserted as a header (left) and/or incorrect. Same font and font size as in rest of the document.	
2.	QUESTION 6E not inserted in the header (right) and/or incorrect. Same font and font size as in the rest of the document.	
3.	OVERWEIGHT FEMALES AND CHILDREN IN SOUTHERN AFRICA not inserted as a chart title in the first line of the chart title and/or incorrect	
4.	EXAMINATION NUMBER not inserted on the second line of the chart title and/or incorrect	
5.	Line graph not created and/or incorrect	
6.	Correct information displayed for line graph	
7.	Legend not displayed at the bottom of the graph and/or incorrect	
8.	Correct information not displayed in the legend and/or incorrect	
9.	Suitable titles not inserted on X- and Y-axis and/or incorrect	
10.	Data labels not displayed outside the line and/or incorrect	
11.	Graph not inserted as a new sheet and/or landscape orientation not used and/or incorrect	(7)

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EXAMINATION NUMBER
1 Examination number left

QUESTION 6E
2 Question number right



(7)
[70]

TOTAL SECTION C: 70

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SECTION D

QUESTION 7

Accuracy: 0
Manipulation: 7
TOTAL: 7

NO	MANIPULATION ERRORS	MARKS
1.	NAME OF CONTENDER not inserted and/or incorrect	
2.	CURRENT WEIGHT not inserted and/or incorrect	
3.	PROPOSED WEIGHT not inserted and/or incorrect	
4.	AMOUNT DUE not inserted and/or incorrect	
5.	WINNING VALUE not inserted and/or incorrect	
6.	EXAMINATION NUMBER not inserted and/or incorrect	
7.	Properties and indexes displayed and/or incorrect	
8.	Structure does not fit ONE page and/or portrait orientation not used and/or incorrect	
9.	Additional fields inserted	(7)

E:\JUNE 2018\COMPUTER PRACTICE N5\MEMO\ACCESS\WELLNESS PALACE.accdb Monday, 26 March 2018
Table: WELLNESS PALACE Page: 1

Columns

Name	Type	Size
NAME OF CONTENDER	Short Text	25
CURRENT WEIGHT	Long Integer	4
PROPOSED WEIGHT	Double	8
AMOUNT DUE	Currency	8
WINNING VALUE	Currency	8
EXAMINATION NUMBER	Short Text	13

1 ***NAME OF CONTENDER inserted***
2 ***CURRENT WEIGHT inserted***
3 ***PROPOSED WEIGHT inserted***
4 ***AMOUNT DUE inserted***
5 ***WINNING VALUE inserted***
6 ***EXAMINATION NUMBER inserted***
7 ***Properties/Indexes not displayed***
8 ***1 page, portrait***
9 ***Additional fields inserted***

[7]

M
7

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QUESTION 8.2

Accuracy: 4
Manipulation: 4
TOTAL: 8

ACCURACY ERRORS	**MARKS**
Read ALL text for accuracy	(4)

NO	**MANIPULATION ERRORS**	**MARKS**
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 an.2d/or font size incorrect	
7.	Records do not fit ONE page and/or landscape orientation not used and/or incorrect	
8.	Current weight not displayed as integer and/or incorrect	
9.	Proposed weight not displayed as integer and/or incorrect	
10.	Amount due not displayed as currency with 2 decimals and/or incorrect	
11.	Winning value not displayed as currency with no decimal and/or incorrect	
12.	Data does not fit in row, additional records added, column widths incorrect	(4)

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NAME OF CONTENDER	CURRENT WEIGHT	PROPOSED WEIGHT	AMOUNT DUE	WINNING VALUE	EXAMINATION NUMBER
Mike Hayden	103	82	R 580,00	R 9 500	
Martha Damon	86	66	R 540,00	R 3 800	
Nicole de Wet	115	68	R 700,00	R 8 500	
Patrick Lee	129	80	R 780,00	R 7 500	
Leone Brown	92	72	R 850,00	R 8 500	
Gretha de Villiers	90	72	R 400,00	R 4 500	

1 Examination number – inserted
2 Records sorted
3 Justification
4 Letter spaces, margins
5 Uc/lc
6 Font, font size
7 1 page, landscape
8 Current weight - integer
9 Proposed weight - integer
10 Amount due - currency, 2 decimals
11 Winning value - currency, 0 decimals
12 Data does not fit in row, additional records, column widths

(8)

QUESTION 8.3

Manipulation: 2
TOTAL: 2

NO	MANIPULATION ERRORS	MARKS
1.	Records not sorted ascending according to NAME OF CONTENDER column and/or incorrect	
2.	Record of Leone Brown not deleted and/or incorrect	
3.	Records do not fit ONE page and/or landscape orientation not used and/or incorrect	(2)

NAME OF CONTENDER	CURRENT WEIGHT	PROPOSED WEIGHT	AMOUNT DUE	WINNING VALUE	EXAMINATION NUMBER
Gretha de Villiers	90	72	R 400,00	R 4 500	
Martha Damon	86	66	R 540,00	R 3 800	
Mike Hayden	103	82	R 580,00	R 9 500	
Nicole de Wet	115	68	R 700,00	R 8 500	
Patrick Lee	129	80	R 780,00	R 7 500	

1 Records not sorted
2 Delete Brown
3 1 page, landscape

(2)
[10]

QUESTION 9

Accuracy: 2
Manipulation: 11
TOTAL: 13

ACCURACY ERRORS	**MARKS**
TOTAL not keyed in accurately and/or incorrect	
PROPOSED WEIGHT LOSS not keyed in accurately and/or incorrect	(2)

NO	**MANIPULATION ERRORS**	**MARKS**
1.	EXAMINATION NUMBER not inserted in centre of the heading and/or incorrect	
2.	Correct headings [NAME OF CONTENDER, CURRENT WEIGHT, PROPOSED WEIGHT, PROPOSED WEIGHT LOSS and WINNING VALUE] not used and/or incorrect	
3.	PROPOSED WEIGHT LOSS column not inserted and/or incorrect	
4.	Column headings not displayed over 2 lines and centred and/or incorrect	
5.	PROPOSED WEIGHT LOSS not calculated and/or incorrect	
6.	TOTAL not inserted and/or incorrect	
7.	WINNING VALUE not calculated and/or incorrect	
8.	Total of winning value not displayed as currency with 2 decimals and/or incorrect	
9.	Not displaying winning value of more than R5 000 and/or incorrect	
10.	Does not fit ONE page and/or portrait orientation not used and/or incorrect	
11.	Upper case/lower case incorrect, information incorrect aligned and/or incorrect	
12.	Other information not displayed in the correct rows and/or correct columns, justification and/or incorrect	(11)

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EXAMINATION NUMBER				
NAME OF CONTENDER	CURRENT WEIGHT	PROPOSED WEIGHT	PROPOSED WEIGHT LOSS	WINNING VALUE
Mike Hayden	103	82	21	R 9 500
Nicole de Wet	115	68	47	R 8 500
Patrick Lee	129	80	49	R 7 500
TOTAL				R 25 500,00

1 *Examination number – centre in heading*
2 *Correct headings*
3 *Proposed weight loss column not inserted*
4 *Headings displayed over 2 lines centred*
5 *Proposed weight loss not calculated*
6 *Total not inserted*
7 *Winning value not calculated*
8 *Total of winning value not 2 decimals*
9 *Winning value more than R5 000*
10 *1 page, portrait*
11 *Uc/lc, information correct aligned*
12 *Information in correct rows and columns, justification, other* **[13]**

TOTAL SECTION D: 30
GRAND TOTAL: 200

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