higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

20 May 2021

This marking guideline consists of 33 pages.

Copyright reserved

SECTION A

QUESTION 1

1.1 True
1.2 True
1.3 True
1.4 False
1.5 False

(5 × 1) **[5]**

QUESTION 2

2.1 C
2.2 B
2.3 B
24 D
2.5 A

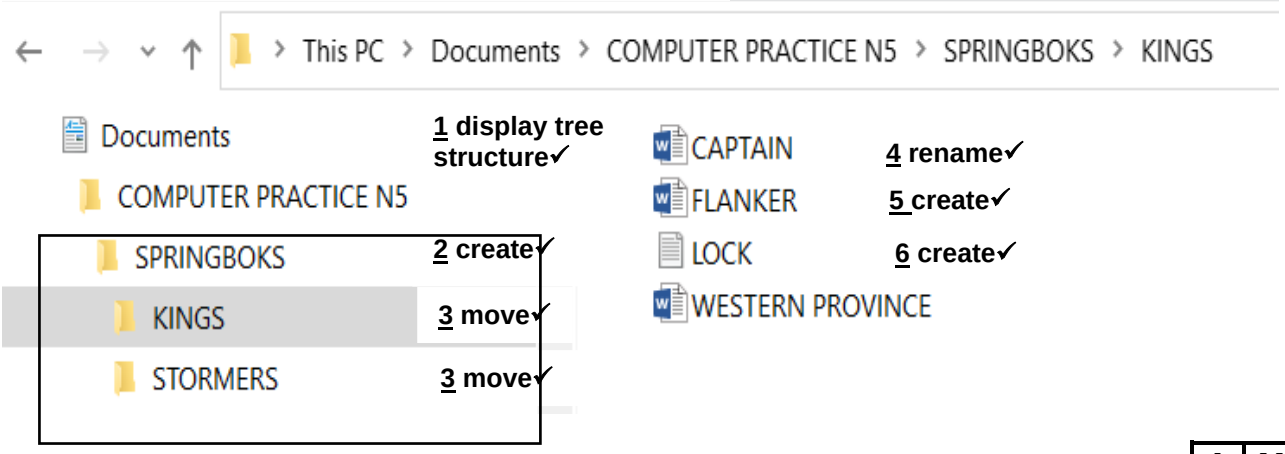
(5 × 1) **[5]**

QUESTION 3

3.1

NO	MANIPULATION ERRORS	MARK
1	Tree structure and the contents of the KINGS folder and header not displayed and/or incorrect	(2)
2	SPRINGBOKS folder not created and/or incorrect	(1)
3	STORMERS and KINGS folders not moved to SPRINKBOKS folder and/or incorrect	(2)
4	SHARKS file not renamed to CAPTAIN file in the KINGS folder and/or incorrect	(1)
5	Word file, FLANKER, not created in the KINGS folder and/or incorrect	(1)
6	Text file, LOCK, not created in the KINGS folder and/or incorrect	(1)

1 display KINGS folder and header ✓



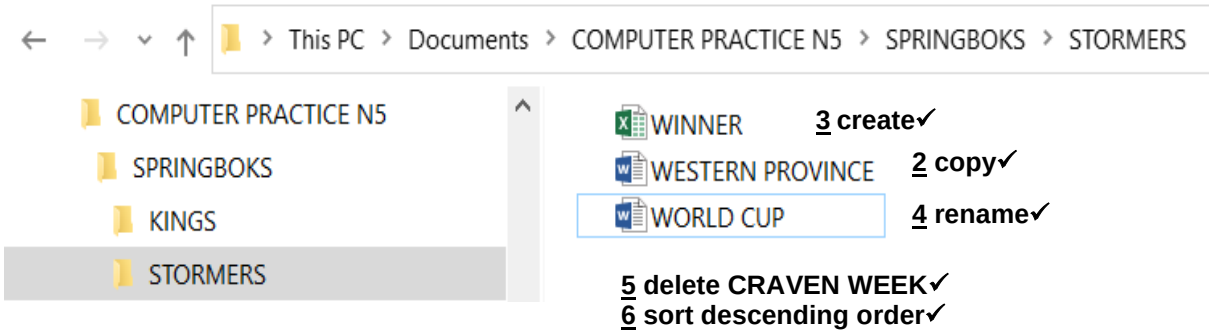
A	M	T
	8	8

3.2

NO	MANIPULATION ERRORS	MARK
1	Contents of the STORMERS folder and correct header not displayed and/or incorrect	(1)
2	WESTERN PROVINCE file not copied to the STORMERS folder and/or incorrect	(1)
3	Excel file, WINNER, not created in the STORMERS folder and/or incorrect	(1)
4	GRANT KHOMO file not renamed to WORLD CUP file in STORMERS folder and/or incorrect	(1)
5	CRAVEN WEEK file not deleted in the STORMERS folder and/or incorrect	(1)
6	STORMERS folder not sorted in descending order according to the name of the file and/or incorrect	(1)

Copyright reserved

1 display STORMERS folder and header✓



3 create✓
2 copy✓
4 rename✓

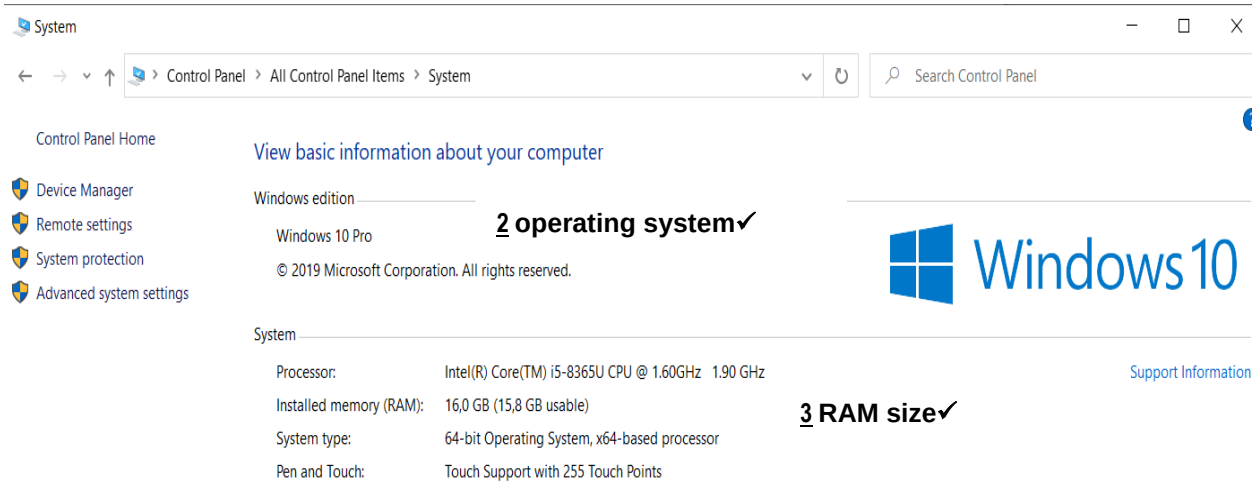
5 delete CRAVEN WEEK✓
6 sort descending order✓

A	M	T
	6	6

3.3

NO	MANIPULATION ERRORS	MARK
1	Correct header not inserted and/or incorrect	(1)
2	Operating system of the computer not displayed and/or incorrect	(1)
3	RAM size of the computer not displayed and/or incorrect	(1)

1 correct header✓



2 operating system✓

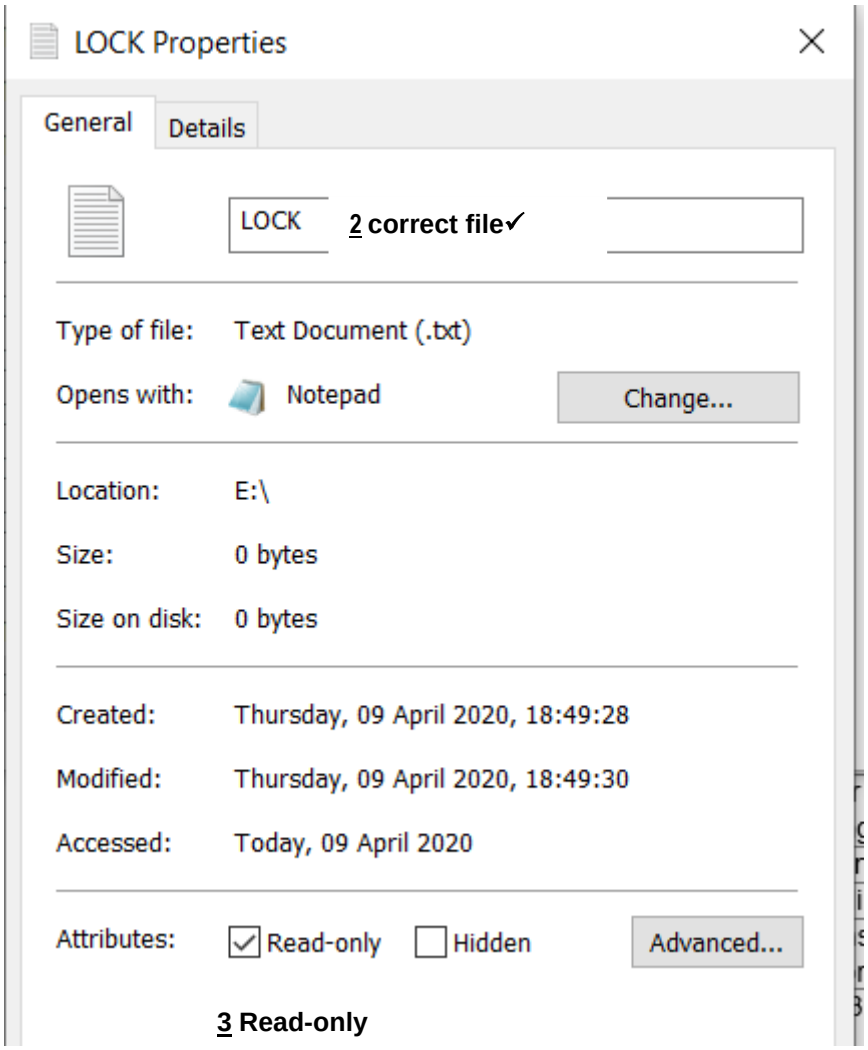
3 RAM size✓

A	M	T
	3	3

3.4

NO	MANIPULATION ERRORS	MARK
1	Correct header not inserted and/or incorrect	(1)
2	LOCK file not displayed and/or incorrect	(1)
3	Read-only not displayed and/or incorrect	(1)

1 correct header✓



A	M	T
	3	3

TOTAL SECTION A: 30

SECTION B

QUESTION 4B
Accuracy: 5
Manipulation: 35
TOTAL: 40

ACCURACY ERRORS	**MARK**
[EXAMINATION NUMBER] and [QUESTION 4B] not keyed in accurately	1
Footnote – [EASTERN PROVINCE] – not keyed in accurately	1
Endnote – [Replacement] – not keyed in accurately	1
Contents of table not keyed in accurately	2

NO	**MANIPULATION ERRORS**	**MARK**
1.	[EXAMINATION NUMBER] not inserted as a header left-aligned and/or incorrect. Same font and font size as in rest of the document	
2.	[QUESTION 4A] not changed in the header right-aligned to [QUESTION 4B] and/or incorrect. Same font and font size as in the rest of the document	
3.	Left-hand margin not changed to 2,54 cm/1" and/or incorrect	
4.	Line spacing and/or alignment incorrect	
5.	Letter spaces inconsistent and/or incorrect	
6.	Upper case and/or lower case incorrect	
7.	Font and/or font size incorrect	
8.	Paper orientation and/or paper size incorrect	
9.	Hyphenation function not used and/or incorrect	
10.	Document not justified where indicated and/or incorrect	
11.	Heading [SIYA KOLISI] not upper case, Arial Black 16 pt and centred and/or incorrect	
12.	Paragraph [Siyamthanda Kolisi … flanker.] not indented left and right at 3 cm/1,18" and/or incorrect	
13.	Paragraph [Kolisi is the …] not indicated as a new paragraph and/or incorrect	
14.	Table not inserted to Autofit contents and/or not inserted in the correct position and/or incorrect	
15.	Outside border of table not removed and/or lines of table incorrect	
16.	Table font not Times New Roman 12 pt and/or incorrect	
17.	Table heading not merged and centred over 5 columns and/or not in upper case, bold, 14 pt and/or incorrect	
18.	Table subheadings [row 2] not in capital letters and bold and/or incorrect	
19.	Table subheadings [row 4] not merged and centred over 5 columns and/or not in bold, italics and/or incorrect	

Copyright reserved

QUESTION 4B (CONTINUED)

20.	Table subheadings [row 5] not right-aligned and bold and/or incorrect	
21.	Heading [EARLY LIFE] not upper case and underlined and/or incorrect	
22.	Footnote not inserted after the word [Port Elizabeth] and/or footnote number [1] not used and/or incorrect	
23.	Footnote text not inserted in bold, capital letters and Courier New 10 pt and/or footnote not at the bottom of the page and/or incorrect	
24.	Page break not inserted on page 1 and page 2 as indicated and/or incorrect	
25.	Page numbering not inserted at the bottom centre of all the pages and/or not in sequence and/or incorrect	
26.	Page numbering not starting with 10 and/or incorrect	
27.	Heading [CAREER] not upper case and bold and/or incorrect	
28.	Paragraph [Kolisi made his senior …] not changed to double line spacing and/or incorrect	
29.	Paragraph [He was selected …] does not run on and/or incorrect	
30.	Paragraph [2012 saw Kolisi …] not changed to 1,5 line spacing and/or incorrect	
31.	Column function not used and/or incorrect [Kolisi made … Blue Bulls.] not in column 1 and [2012 saw … year history.] not in column 2 and/or incorrect	
32.	Paragraphs in column function not in line and/or incorrect	
33.	Heading [INTERNATIONAL] not changed to upper case and italics and/or incorrect	
34.	Paragraph [INTERNATIONAL] not centred and/or incorrect	
35.	Endnote not inserted after the word [2013] and/or endnote number [i] not inserted and/or incorrect	
36.	Find and replaced [springboks] not applied and/or incorrect x2	
37.	[Springboks] not replaced in upper case, bold and 16 pt and/or incorrect	
38.	Heading [Personal life] not bold and italics and/or incorrect	
39.	Line numbering not applied correctly to the correct paragraph [Kolisi married …] and/or incorrect	
40.	Line numbering not in 2s and/or incorrect	
41.	Heading [SIYA KOLISI] not copied and pasted two line spaces below last paragraph using same format and/or did not apply 3 pt border and/or incorrect	
42.	Endnote text not inserted in italics and Courier New 10 pt and/or endnote does not appear at the end of the document and/or incorrect	
43.	Page 1 and 3 not vertically centred and/or incorrect	35

Copyright reserved

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

3 margins 2,54 cm/1"
4 line spacing/alignment
5 letter spaces
6 upper case/lower case
7 font/font size
8 A4 portrait page
9 hyphenation
10 justify

SIYA KOLISI

11 uc, Arial Black 16 pt, centre

Siyamthanda Kolisi (born 16 June 1991) is a South African rugby union rugby player who plays for the South African national team, the Stormers in Super Rugby and Western Province in the Currie Cup. He has the ability to play in any position in the back-row but has thus far mostly features as a flanker.

12 indent L+R at 3 cm/1,18" 13 new paragraph

Kolisi is the first black man to captain the **SPRINGBOKS** in an international rugby match.

14 insert table – AutoFit to contents 15 remove outside borders 16 Times New Roman 12 pt 17 merge and centre, uc, bold, 14 pt

BACKGROUND ON THE MAN OF RUGBY **18 uc, bold**

FULL NAME	DATE OF BIRTH	HEIGHT	WEIGHT	SCHOOL
Siyamthanda Kolisi	16 June 1991	1,88 m	105 kg	Grey High School

19 merge and centre, bold, italics ***Rugby career*** **20 bold, right-aligned**

Positions played	Teams	Games played	Games won	% Won
Flanker	Western Province	58	48	83%
8th man	Stormers	66	51	77%
Lock	Springboks	31	22	71%

EARLY LIFE **21 uc, underline**

Kolisi grew up in the impoverished Zwide township outside Port Elizabeth and endured a tough upbringing. At the age of 12 he impressed scouts at a youth tournament in Mossel Bay and was offered a scholarship at Grey Junior in Port Elizabeth[1]. Later he was also a member of the Grey High School First XV rugby team. He was also a part of the Eastern Province Kings youth set-up between 2007 and 2009, playing in the under-16 Grant Khomo week and the under-18 Craven Week before moving west to join Western Province. **22 footnote 23 footnote: bold, uc, Courier New 10 pt**

24 page break

25 page number – bottom centre, in sequence
26 starting with 10

[1] **EASTERN PROVINCE**

Copyright reserved

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

CAREER **27** uc, bold
28 double spacing

Kolisi made his senior debut for Western Province against the Golden Lions during the 2011 Vodacom Cup and later in the year several injuries and international call-ups gave him the opportunity to make regular starts in the Currie Cup. He made 13 appearances and scored 4 tries during the campaign including a crucial score against bitter rivals, the Blue Bulls. **31** columns **32** columns in line

29 runs on **30** 1,5 lines

2012 saw Kolisi graduated to the Stormers squad and he made an immediate impact with 16 appearances during the season and 1 try. Being part of the 2013 Springbok set-up meant he only played in Western Province's final 3 matches of 2013 Currie Cup and they slipped to a defeat of 33–19 at home against the Sharks in the final. He was selected the new captain of the Stormers on 20 February 2017. He became Springbok captain on 28 May 2018, becoming the team's first black captain in the 126-year history.

INTERNATIONAL

33 uc, italics **34** centre

He was a member of the South African under-20 side that competed in both the 2010 and 2011 IRB Junior World Championships. He made his Springbok debut on 15 June 2013 against Scotland at the Mbombela Stadium in Nelspruit. He was man of the match as his team won 30–17. He played another 9 times as a substitute in 2013[i] for the **SPRINGBOKS**.

35 endnote

36 find and replace x2
37 uc, bold, 16 pt

24 page break

25 page number – bottom centre

Copyright reserved

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

Personal life

38 bold, italics

Kolisi married Rachel Smith in 2016 and as of 2018 they have two children together. Son, Nicholas Siyamthanda (2015) and daughter, Kezia, born in 2018. Since 2014 Siya's half-siblings, Liyema and Liphelo, children of Siya's mother who passed away in 2009, have been part of the Kolisi household.

39 line numbering 40 count by 2 41 copy and 3 pt border

SIYA KOLISI

_____

[i] *Replacement* **42 Endnote: italics, Courier New 10 pt**

43 page 1 and 3 vertically centre

A	M	T
5	35	40

24 page break

25 page number – bottom centre

Copyright reserved

QUESTION 5A
Accuracy: 3
Manipulation: 4
TOTAL: 7

ACCURACY ERRORS	**MARK**
Read all text for accuracy	3

NO	**MANIPULATION ERRORS**	**MARK**
1.	[EXAMINATION NUMBER] not inserted in the [CODE] field column in the 3rd letter and/or incorrect	
2.	[QUESTION 5A] not inserted in the [CODE] field column in the 4th letter and/or incorrect	
3.	Line spacing and/or alignment incorrect	
4.	Letter spaces inconsistent and/or incorrect	
5.	Upper case and/or lower case incorrect	
6.	Font and/or font size incorrect	
7.	Data list does not fit ONE page and/or 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 on the next page:

NAME	ADDRESS	TOWN	CODE	TIME
Clinton Kruger	67 Alberts Street	PAARL	7620	9:00
Henro Mathane	11 Batavia Street	BELLVILLE	7493	9:00
Franco Widd	24 Korhaan Street	PATERNOSTER	EXAMINATION NUMBER	9:00
Thuso Modise	63 Aida Street	STRAND	QUESTION 5A	9:00

1 EXAMINATION NUMBER in code column
2 QUESTION 5A in code column
3 Line spacing, alignment
4 Letter spaces
5 Upper case/lower case
6 Font, font size
7 1 landscape page
8 Wrapping, column width
9 Additional records

A	M	T
3	4	7

Copyright reserved

Option B: Do not accept if the format of the 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**	**LETTER 4**
NAME	Clinton Kruger	Henro Mathane	Franco Widd	Thuso Modise
ADDRESS	67 Alberts Street	11 Batavia Street	24 Korhaan Street	63 Aida Street
TOWN	PAARL	BELLVILLE	PATERNOSTER	STRAND
CODE	7620	7493	EXAMINATION NUMBER	QUESTION 5A
TIME	9:00	9:00	9:00	9:00

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 incorrect.

	NAME	ADDRESS	TOWN	CODE	TIME
LETTER 1	Clinton Kruger	67 Alberts Street	PAARL	7620	9:00
LETTER 2	Henro Mathane	11 Batavia Street	BELLVILLE	7493	9:00
LETTER 3	Franco Widd	24 Korhaan Street	PATERNOSTER	EXAMINATION NUMBER	9:00
LETTER 4	Thuso Modise	63 Aida Street	STRAND	QUESTION 5A	9:00

NOTE 2: Additional marking guidelines

No data list No main document Merged letters	Do not mark fields in QUESTION 5C
No data list Main document Merged letters	Mark fields in QUESTIONS 5B and 5C if merged process was done. Check the merge fields.
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 and QUESTION 5B

Copyright reserved

QUESTION 5B
Accuracy: 5
Manipulation: 14
TOTAL: 19

ACCURACY ERRORS	MARK
Read all text for accuracy, except field names	5

NO	MANIPULATION ERRORS	MARK
1.	[EXAMINATION NUMBER] not inserted as a header left-aligned and/or incorrect. Same font and font size as in rest of the document	
2.	[QUESTION 5B] not inserted in the header right-aligned and/or incorrect. Same font and font size as in the rest of the document	
3.	Line spacing and/or alignment incorrect	
4.	Letter spaces inconsistent and/or 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 and/or incorrect	
9.	Left-hand margin not set on 3 cm/1,1" and/or incorrect	
10.	Heading not inserted in capital letters, bold, Times New Roman 14 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 changed to bold 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.	[NAME] and [CEO] not inserted in upper case and/or incorrect	14

Copyright reserved

EXAMINATION NUMBER **1** QUESTION 5B **2**

WORLD CUP RUGBY TRIALS **10 uc, bold, Times New Roman 14 pt**

3 Line spacing, alignment
4 Letter spaces
5 uc/lc
6 Font, font size
7 Paper orientation, portrait
8 Hyphenation, other
9 Left margin 3 cm/1,1"

11 Tab stop 10 cm/4"

8 Boundary Road
NEWLANDS **5 uc**
7700

20 May 2021 **12 date**

13 field names bold

«ADDRESS» **14**
«TOWN» **15**
«CODE» **16**

Dear **«NAME»** **17**

This is to inform all players regarding the rugby trials event that needs to be attended to qualify for the World Cup in 2023. The event will take place on 20 May 2021 at the Newlands Rugby Stadium. The event will start at **«TIME».**

12 insert date **18 time**

As an esteemed athlete, with a lot of potential, your presence is required at the session.

Looking forward to seeing you at the trials.

Regards

SIPHIWE MAKEHLE **19 upper case**
CEO

A	M	T
5	14	19

QUESTION 5C
Manipulation: 4
TOTAL: 4

NO	MANIPULATION ERRORS	MARK
1.	[QUESTION 5B] in header not changed to [QUESTION 5C] on all the letters and/or incorrect	
2.	No letter for Widd and associated fields and/or incorrect	
3.	No letter for Modise and associated fields and/or incorrect	
4.	Alignment incorrect, portrait orientation not used, incorrect paper size, margins incorrect, other	4

Copyright reserved

EXAMINATION NUMBER QUESTION 5C **1**

WORLD CUP RUGBY TRIALS

8 Boundary Road
NEWLANDS
7700

20 May 2021

24 Korhaan Street
PATERNOSTER
EXAMINATION NUMBER **2**

Dear **Franco Widd**

This is to inform all players regarding the rugby trials event that needs to be attended to qualify for the World Cup in 2023. The event will take place on 20 May 2021 at the Newlands Rugby Stadium. The event will start at **9:00.2**

As an esteemed athlete, with a lot of potential, your presence is required at the session.

Looking forward to seeing you at the trials.

Regards

SIPHIWE MAKEHLE
CEO

EXAMINATION NUMBER QUESTION 5C **1**

WORLD CUP RUGBY TRIALS

8 Boundary Road
NEWLANDS
7700

20 May 2021

63 Adia Street
STRAND
QUESTION 5A **3**

Dear **Thuso Modiso**

This is to inform all players regarding the rugby trials event that needs to be attended to qualify for the World Cup in 2023. The event will take place on 20 May 2021 at the Newlands Rugby Stadium. The event will start at **9:00.3**

As an esteemed athlete, with a lot of potential, your presence is required at the session.

Looking forward to seeing you at the trials.

Regards

SIPHIWE MAKEHLE
CEO

4 other

A	M	T
	4	4

TOTAL SECTION B: 70

SECTION C

QUESTION 6B
Accuracy: 5
Manipulation: 23
TOTAL: 28

ACCURACY ERRORS	**MARK**
New text inserted not keyed in correctly	5

NO	**MANIPULATION ERRORS**	**MARK**
1.	[EXAMINATION NUMBER] not inserted as a header left-aligned and/or incorrect. Same font and font size as in rest of the document	
2.	[QUESTION 6A] not changed to [QUESTION 6B] in header right-aligned and/or incorrect	
3.	Rows incorrect	
4.	Letter spaces inconsistent and/or incorrect	
5.	Upper case and/or lower case incorrect	
6.	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 accepted)	
7.	Spreadsheet does not fit ONE page and/or incorrect and/or landscape orientation not used and/or incorrect	
8.	Horizontal and vertical lines not inserted and/or incorrect	
9.	[SOUTH AFRICAN STATISTICS] not merged and centred and/or incorrect	
10.	[RUGBY] not merged and right-aligned and/or incorrect	
11.	[GAMES PLAYED: 15] not inserted in row 5 and/or incorrect	
12.	Column C [D.O.B.] not inserted and/or incorrect	
13.	Column G [% WON] not inserted and/or incorrect	
14.	Column J [% WON] not inserted and/or incorrect	
15.	Column K [TOTAL LOST] not inserted and/or incorrect	
16.	Headings in rows 7 and 8 not bold and right-aligned and/or incorrect	
17.	Spreadsheet not sorted according to D.O.B. in ascending order and/or incorrect	
18.	[TOTAL] not inserted in row 15 in upper case and bold and/or incorrect	
19.	New text [HIGHEST % WON 2017:] not inserted in row 17 in upper case and/or incorrect	
20.	New text [LOWEST % WON 2018:] not inserted in row 19 in upper case and/or incorrect	
21.	New text [AVERAGE AGE:] not inserted in row 21 in upper case and/or incorrect	
22.	New text [NUMBER OF TEAMS:] not inserted in row 23 in upper case and/or incorrect	
23.	All figures not right-aligned and/or incorrect	
24.	Figures not formatted to number with 1 decimal and/or incorrect	
25.	[D.O.B.] not formatted to dd/mm/yyyy and/or incorrect	
26.	Column widths not adjusted and/or correct cell addresses not used and/or incorrect	
27.	Spreadsheet printed with row and column headings and/or incorrect	
28.	Bold, italics, other incorrect	23

Copyright reserved

EXAMINATION NUMBER **1** QUESTION 6B **2**

3 rows
4 letter spaces
5 uc/lc
6 font, font size
7 1 page, landscape
8 vertical, horizontal lines – with/without outside vertical lines

SOUTH AFRICAN STATISTICS **9** merge and centre

10 merge and right-aligned RUGBY

GAMES PLAYED: 15 **11** insert text **12** insert column C **13** insert column G **14** insert column J **15** insert column K

16 column headings bold and right-align PLAYERS	TEAM	D.O.B.	AGE	WIN	LOST	% WON	WIN	LOST	% WON	TOTAL
						2017			2018	LOST
Nathan du Preez	Stormers	16/06/1992		11,0	4,0		10,0	5,0		
Tshepo Mofokeng	Sharks	10/01/1993		13,0	2,0		14,0	1,0		
Clinton Kruger	Blue Bulls	04/04/1994		12,0	3,0		13,0	2,0		
Bees Vermaak	SWD Eagles	15/05/1994		8,0	7,0		10,0	5,0		
Tshepo Modise	Cheetahs	06/10/1997		10,0	5,0		12,0	3,0		
Henro Mathane	Griquas	12/12/1997		9,0	6,0		11,0	4,0		

17 sort ascending order according to D.O.B.

TOTAL

18 insert text in upper case and bold

HIGHEST % WON 2017: **19** insert text in upper case

LOWEST % WON 2018: **20** insert text in upper case

AVERAGE AGE: **21** insert text in upper case

NUMBER OF TEAMS: **22** insert text in upper case

23 figures right-aligned
24 number with 1 decimal
25 date format – dd/mm/yyyy
26 column widths/cell addresses
27 no row and column headings
28 bold, italics, other

A	M	T
5	23	28

Copyright reserved

QUESTION 6C
Accuracy: 0
Manipulation: 18
TOTAL: 18

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header left-aligned and/or incorrect. Same font and font size as in rest of the document	
2.	[QUESTION 6B] not changed to [QUESTION 6C] in header and/or incorrect	
3.	Rows incorrect	
4.	Letter spaces inconsistent and/or incorrect	
5.	Upper case and/or lower case incorrect	
6.	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 accepted)	
7.	Spreadsheet does not fit ONE page and/or landscape orientation not used and/or incorrect	
8.	Horizontal and vertical lines not inserted and/or incorrect	
9.	Spreadsheet not copied and pasted in A26:K49 and/or incorrect	
10.	A: [AGE] not calculated and/or incorrect	
11.	B: [% WON 2017] not calculated and/or incorrect	
12.	C: [% WON 2018] not calculated and/or incorrect	
13.	D: [TOTAL COST] not calculated and/or incorrect	
14.	E: [TOTAL] not calculated and/or incorrect	
15.	F: [HIGHEST % WON 2017:] not calculated and/or incorrect	
16.	I: [LOWEST % WON 2018:] not calculated and/or incorrect	
17.	J: [AVERAGE AGE:] not calculated and/or incorrect	
18.	I: [NUMBER OF TEAMS:] not calculated and/or incorrect	
19.	Formulas not copied and/or incorrect	
20.	[% WON], [HIGEST % WON 2017:] and [LOWEST % WON 2018:] not displayed as % with no decimal and/or incorrect	
21.	[AGE], [AVERAGE AGE:] and [NUMBER OF TEAMS:] not displayed as integer and rest of values not displayed as number with 1 decimal and/or incorrect	
22.	All figures not right-aligned and/or incorrect	
23.	Column widths not adjusted and/or correct cell addresses not used and/or incorrect	
24.	Spreadsheet not vertically and horizontally centred and/or incorrect	
25.	Spreadsheet not printed with row and column headings and/or incorrect	
26.	Range A26:K49 of spreadsheet not selected and/or incorrect	18

Copyright reserved

EXAMINATION NUMBER 1 QUESTION 6C 2

	A	B	C	D	E	F	G	H	I	J	K
26	3 rows				SOUTH AFRICAN STATISTICS						
27	4 letter spaces										
28	5 uc/lc 6 font, font size				9 copy and paste spreadsheet A26:K49						RUGBY
29	7 1 page, landscape 8 vertical, horizontal lines										
30	GAMES PLAYED:		15								
31											
32					WIN	LOST	% WON	WIN	LOST	% WON	TOTAL
33	PLAYERS	TEAM	D.O.B.	AGE			2017			2018	LOST
34											
35	Nathan du Preez	Stormers	16/06/1992	29	11,0	4,0	73%	10,0	5,0	67%	9,0
36	Tshepo Mofokeng	Sharks	10/01/1993	28	13,0	2,0	87%	14,0	1,0	93%	3,0
37	Clinton Kruger	Blue Bulls	04/04/1994	10 27	12,0	3,0	11 80%	13,0	2,0	12 87%	13 5,0
38	Bees Vermaak	SWD Eagles	15/05/1994	27	8,0	7,0	53%	10,0	5,0	67%	12,0
39	Tshepo Modise	Cheetahs	06/10/1997	23	10,0	5,0	67%	12,0	3,0	80%	8,0
40	Henro Mathane	Griquas	12/12/1997	23	9,0	6,0	60%	11,0	4,0	73%	10,0
41		TOTAL		14	63,0	27,0		70,0	20,0		47,0
42											
43	HIGHEST % WON 2017:						87%	15			
44											
45	LOWEST % WON 2018:									67%	16
46											
47	AVERAGE AGE:			25	17						
48											
49	NUMBER OF TEAMS:			6	18						

19 copy formulas
20 % with 0 decimal
21 integers, number with 1 decimal
22 figures right-aligned
23 column widths/cell addresses
24 spreadsheet vertically and horizontally centred
25 row and column headings
26 range A26:K49

A	M	T
	18	18

Copyright reserved

QUESTION 6D
Accuracy: 0
Manipulation: 12
TOTAL: 12

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header left-aligned and/or incorrect. Same font and font size as in rest of the document	
2.	[QUESTION 6C] not changed to [QUESTION 6D] in header and/or incorrect	
3.	Spreadsheet not printed with row and column headings and/or incorrect	
4.	Rows 1 to 25 not hidden and/or incorrect	
5.	Column B and C not hidden and/or incorrect	
6.	A: [AGE] not displayed and/or incorrect	
7.	B: [% WON 2017] not displayed and/or incorrect	
8.	C: [% WON 2018] not displayed and/or incorrect	
9.	D: [TOTAL LOST] not displayed and/or incorrect	
10.	E: [TOTAL] not displayed and/or incorrect	
11.	F: [HIGHEST % WON 2017:] not displayed and/or incorrect	
12.	G: [LOWEST % WON 2018:] not displayed and/or incorrect	
13.	H: [AVERAGE AGE:] not displayed and/or incorrect	
14.	I: [NUMBER OF TEAMS:] not displayed and/or incorrect	
15.	Cell numbers/cell addresses incorrect	
16.	Column widths not adjusted to display the whole formulae and/or incorrect and/or font size incorrect	
17.	Spreadsheet does not fit on ONE page and/or landscape orientation not used and/or incorrect	12

Copyright reserved

EXAMINATION NUMBER **1** QUESTION 6D **2**

	A	D	E	F	G	H	I	J	K
26	SOUTH AFRICAN STATISTICS								
27		**3 row and column headings**							
28		**4 hide rows 1–25**							RUGBY
29		**5 hide columns B–C**							
30	GAMES PLAYED:								
31									
32			**WIN**	**LOST**	**% WON**	**WIN**	**LOST**	**% WON**	**TOTAL**
33	**PLAYERS**	**AGE**			**2017**			**2018**	**LOST**
34									
35	Nathan du Preez	=(TODAY()-C35)/365	11	4	=E35/$B$30	10	5	=H35/$B$30	=F35+I35
36	Tshepo Mofokeng	=(TODAY()-C36)/365	13	2	=E36/$B$30	14	1	=H36/$B$30	=F36+I36
37	Clinton Kruger	=(TODAY()-C37)/365	12 **6**	3	=E37/$B$30 **7**	13	2	=H37/$B$30 **8**	=F37+I37 **9**
38	Bees Vermaak	=(TODAY()-C38)/365	8	7	=E38/$B$30	10	5	=H38/$B$30	=F38+I38
39	Tshepo Modise	=(TODAY()-C39)/365	10	5	=E39/$B$30	12	3	=H39/$B$30	=F39+I39
40	Henro Mathane	=(TODAY()-C40)/365	9	6	=E40/$B$30	11	4	=H40/$B$30	=F40+I40
41		**10**	=SUM(E35:E40)	=SUM(F35:F40)	**10**	=SUM(H35:H40)	=SUM(I35:I40)	**10**	=SUM(K35:K40)
42									
43	HIGHEST % WON 2017:			**11**	=MAX(G35:G40)				
44									
45	LOWEST % WON 2018:						**12**	=MIN(J35:J40)	
46									
47	AVERAGE AGE:	=AVERAGE(D35:D40)	**13**						
48									
49	NUMBER OF TEAMS:	=COUNTA(B35:B40)	**14**						

15 cell numbers/cell addresses
16 column widths/font size
17 fit to ONE page/landscape

A	M	T
	12	12

Copyright reserved

QUESTION 6E
Accuracy: 3
Manipulation: 9
TOTAL: 12

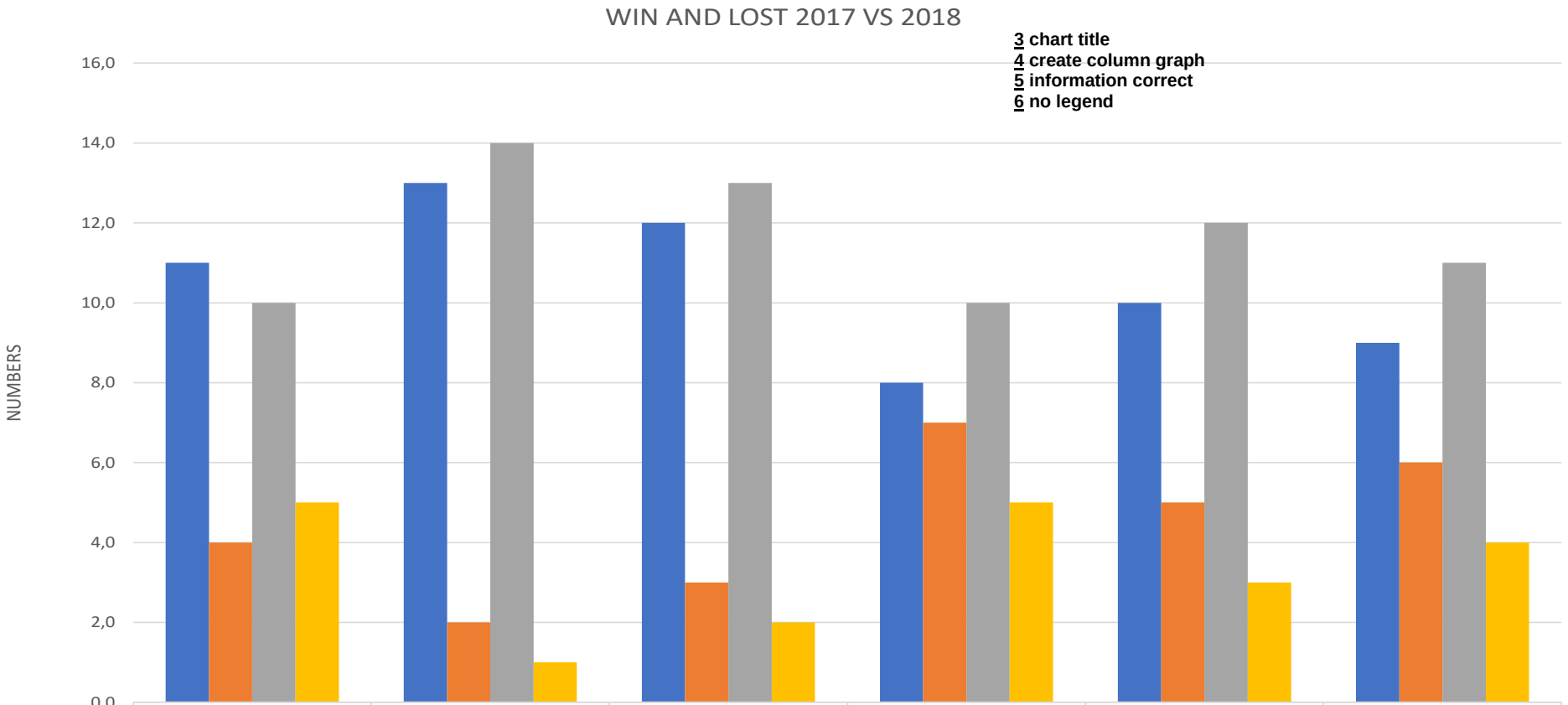
ACCURACY ERRORS	**MARK**
All text inserted	3

NO	**MANIPULATION ERRORS**	**MARK**
1	[EXAMINATION NUMBER] not inserted as a header left-aligned and/or incorrect. Same font and font size as in rest of the document	
2.	[QUESTION 6E] not inserted in header right-aligned and/or incorrect	
3.	[WIN AND LOST 2017 VS 2018] not inserted as chart title and/or incorrect	
4.	Column graph not created and/or incorrect	
5.	Information selected incorrectly	
6.	Displayed legend and/or incorrect	
7.	Y-axis not inserted and/or incorrect	
8.	X-axis not inserted and/or incorrect	
9.	Data table not inserted with legend keys and/or incorrect	
10.	Legend key information incorrect	
11.	Upper case/lower case incorrect and/or letter spaces incorrect	
12.	Graph not inserted as a new sheet and/or landscape orientation not used and/or incorrect	9

Copyright reserved

EXAMINATION NUMBER 1

QUESTION 6E 2



	Stormers	Sharks	Blue Bulls	SWD Eagles	Cheetahs	Griquas
WIN 2017	11,0	13,0	12,0	8,0	10,0	9,0
LOST 2017	4,0	2,0	3,0	7,0	5,0	6,0
WIN 2018	10,0	14,0	13,0	10,0	12,0	11,0
LOST 2018	5,0	1,0	2,0	5,0	3,0	4,0

3 chart title
4 create column graph
5 information correct
6 no legend

7 Y-axis
8 X-axis
9 data table with legend keys
10 legend key information correct

11 uc/lc/letter spaces
12 new sheet/landscape

A	M	T
3	9	12

TOTAL SECTION D: 70

Copyright reserved

SECTION D

QUESTION 7
Accuracy: 0
Manipulation: 7
TOTAL: 7

NO	MANIPULATION ERRORS	MARK
1.	[Name of player] not inserted and/or incorrect	
2.	[Team] not inserted and/or incorrect	
3.	[Age] not inserted and/or incorrect	
4.	[Position] not inserted and/or incorrect	
5.	[Weight in kg] 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 on ONE page and/or portrait orientation not used and/or incorrect	
9.	Additional fields inserted	7

Columns

Name	Type	Size
Name of player	Short Text	25
Team	Short Text	16
Age	Integer	2
Position	Short Text	15
Weight in kg	Long Integer	4
EXAMINATION NUMBER	Short Text	13

1. **[Name of player] inserted**
2. **[Team] inserted**
3. **[Age] inserted**
4. **[Position] inserted**
5. **[Weight in kg] inserted**
6. **[EXAMINATION NUMBER] inserted**
7. **Properties and indexes not displayed**
8. **1 page, portrait**
9. **Additional fields inserted**

A	M	T
	7	7

Copyright reserved

QUESTION 8
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.	Alignment incorrect	
4.	Letter spaces and/or margins incorrect	
5.	Upper case and/or lower case incorrect	
6.	Records do not fit on ONE page and/or landscape orientation not used and/or incorrect	
7.	[Age] not displayed as integer and/or incorrect	
8.	[Weight in kg] not displayed as long integer and/or incorrect	
9.	Data does not fit in row and/or additional records added and/or column widths incorrect	4

Copyright reserved

Table 1					
Name of player	**Team**	**Age**	**Position**	**Weight in kg**	**EXAMINATION NUMBER**
Clinton Kruger	Stormers	26	Loose head prop	120	Question 8
Tshepo Modise	Blue Bulls	28	Wing	90	
Henro Mathane	Sharks	24	Lock	100	
Tshepo Mofokeng	Stormers	33	Flanker	108	
Bees Vermaak	Stormers	19	Hooker	112	
Nathan du Preez	Sharks	22	Full back	88	

1 **[EXAMINATION NUMBER] inserted**
2 **No sorting**
3 **Alignment**
4 **Letter spaces, margins**
5 **Uc/lc**
6 **1 landscape page**
7 **[Age] Integer**
8 **[Weight in kg] long integer**
9 **Data fits in row, additional records, column widths**

A	M	T
4	4	8

Copyright reserved

QUESTION 9
Accuracy: 1
Manipulation: 3
TOTAL: 4

ACCURACY ERRORS	**MARK**
New row with data not inserted and/or incorrect	1

NO	**MANIPULATION ERRORS**	**MARK**
1.	Record of Nols Gerecke not inserted with corresponding information and/or incorrect	
2.	Not sorted according to Age in ascending order and/or incorrect	
3.	Data does not fit in row and/or column widths incorrect	
4.	Records do not fit on ONE page and/or landscape orientation not used and/or incorrect	3

Table 1					
Name of player	**Team**	**Age**	**Position**	**Weight in kg**	**EXAMINATION NUMBER**
Bees Vermaak	Stormers	19	Hooker	112	
Nols Gerecke	Stormers	20	Centre	101	
Nathan du Preez	Sharks	22	Full back	88	
Henro Mathane	Sharks	24	Lock	100	
Clinton Kruger	Stormers	26	Loose head prop	120	Question 8
Tshepo Modise	Blue Bulls	28	Wing	90	
Tshepo Mofokeng	Stormers	33	Flanker	108	

1 **Insert Nols Gerecke and information**
2 **Sort in ascending order according to age**
3 **Data fits in row, column widths**
4 **1 landscape page**

A	M	T
1	3	4

Copyright reserved

QUESTION 10
Accuracy: 2
Manipulation: 9
TOTAL: 11

ACCURACY ERRORS	**MARK**
[EXAMINATION NUMBER] and [QUESTION 10] not inserted and/or incorrect	1
[AVERAGE] not inserted and/or incorrect	1

NO	**MANIPULATION ERRORS**	**MARK**
1.	[EXAMINATION NUMBER] left-aligned and [QUESTION 10] right-aligned not inserted in heading and/or incorrect	
2.	Correct column headings not used and/or incorrect	
3.	Column headings not bold and/incorrect	
4.	Column headings not displayed over 2 lines and/or right-aligned and/or incorrect	
5.	Not only [Stormers] team selected and/or incorrect	
6.	Not only Stormer players below 30 years of age displayed and/or incorrect	
7.	[AVERAGE] not inserted below [Name of player] and/or incorrect	
8.	Average of [Weight in kg] not calculated and/or incorrect	
9.	Average of [Weight in kg] not displayed as integer and/or incorrect	
10.	Does not fit on ONE page and/or portrait orientation not used and/or incorrect	
11.	Upper case/lower case incorrect and/or information incorrectly aligned and/or incorrect	
12.	Information not displayed in the correct rows and/or columns and/or alignment incorrect and/or other	(9)

Copyright reserved

EXAMINATION NUMBER				QUESTION 10
Name of player	Team	Age	Position	Weight in kg
Clinton Kruger	Stormers	26	Loskopstut	120
Bees Vermaak	Stormers	19	Haker	112
Nols Gerecke	Stormers	20	Senter	101
AVERAGE				111

1 **EXAMINATION NUMBER left-aligned and QUESTION 10 right-aligned in heading**
2 **Correct column headings**
3 **Headings bold**
4 **Headings right-aligned over 2 lines**
5 **Only Stormers team displayed**
6 **Only Stormers players below 30 displayed**
7 **Average inserted below Name of player**
8 **Average of Weight in kg calculated**
9 **Average value displayed as integer**
10 **1 portrait page**
11 **Uc/lc, information correct aligned**
12 **Information in correct rows and columns, alignment, other**

A	M	T
2	9	11

TOTAL SECTION D: 30
GRAND TOTAL: 200

Copyright reserved