higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

8 NOVEMBER 2018

This marking guideline consists of 32 pages.

Copyright reserved

SECTION A (THEORY)

QUESTION 1

1.1 C
1.2 A
1.3 D
1.4 B
1.5 C

(5 × 1) **[5]**

QUESTION 2

2.1 Data source
2.2 PowerPoint
2.3 Skype
2.4 default
2.5 absolute cell

(5 × 1) **[5]**

QUESTION 3

3.1 3.1.1 Created RIO DE JANEIRO folder

3.1.2 Displayed PARALYMPIC GAMES folder

3.1.3 Created Excel file ARCHERY

3.1.4 Copied file TENNIS to RIO DE JANEIRO folder

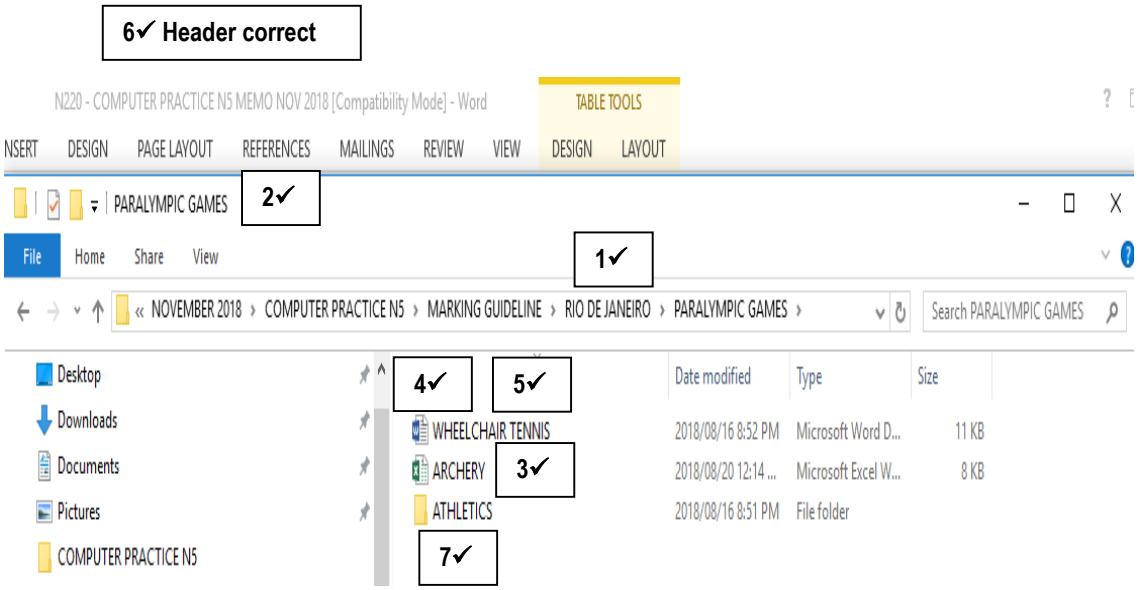
3.1.5 Rename file TENNIS to WHEELCHAIR TENNIS

3.1.6 Displayed EXAMINATION NUMBER and QUESTION 3.1 in header

3.1.7 Sort contents of subfolder PARALYMPIC GAMES in descending order

(7 × 1) (7)

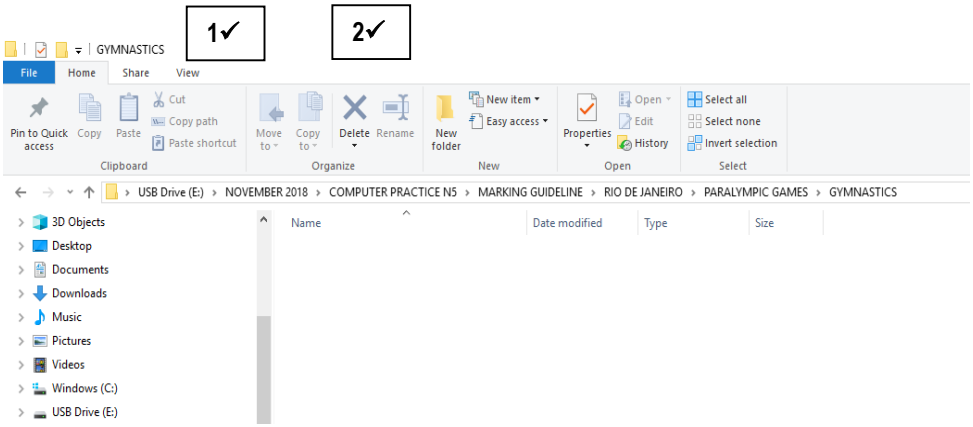
Copyright reserved



3.2 3.2.1 Created GYMNASTICS folder in PARALYMPIC GAMES folder

3.2.2 Displayed contents of subfolder GYMNASTICS and/or EXAMINATION NUMBER and QUESTION 3.2 displayed in header

(2 × 1) (2)



3.3 3.3.1 Displayed contents of folder OLYMPIC GAMES

3.3.2 Created PowerPoint file RUGBY in OLYMPIC GAMES folder

3.3.3 Created Access file VOLLEYBALL in OLYMPIC GAMES folder

3.3.4 Renamed file ATHLETICS to WRESTLING

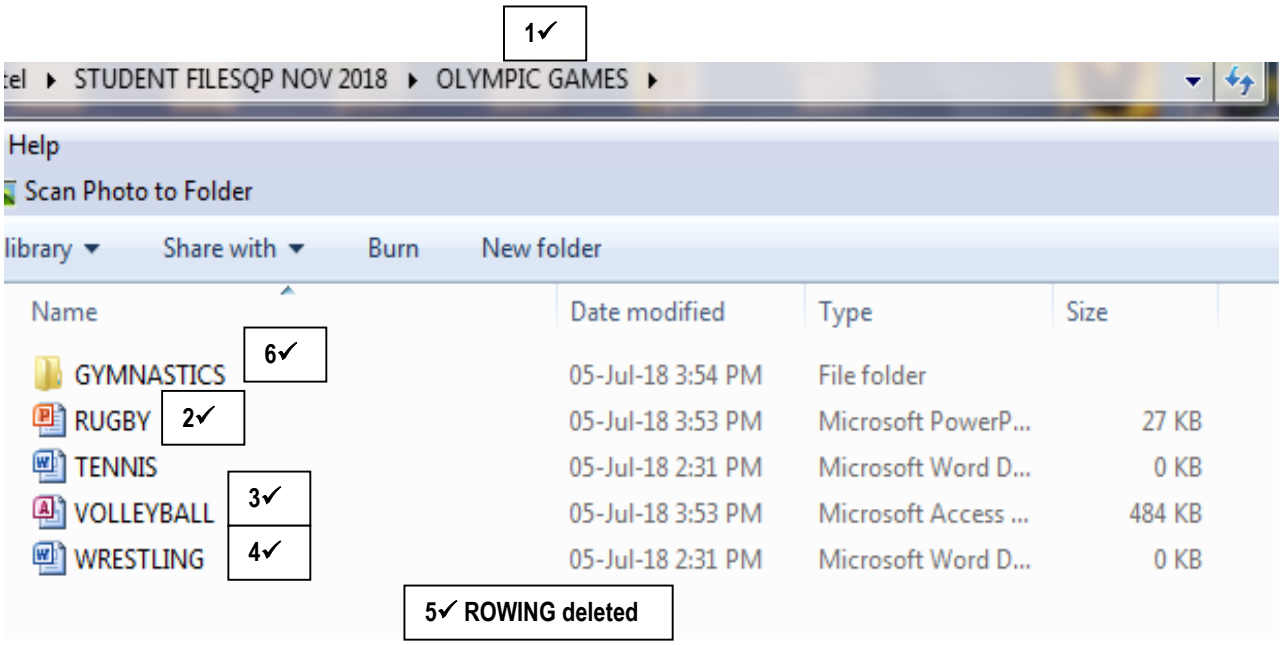
3.3.5 Deleted ROWING

3.3.6 Moved subfolder GYMNASTICS from PARALYMPIC GAMES folder to OLYMPIC GAMES folder

3.3.7 Displayed EXAMINATION NUMBER and QUESTION 3.3 in header

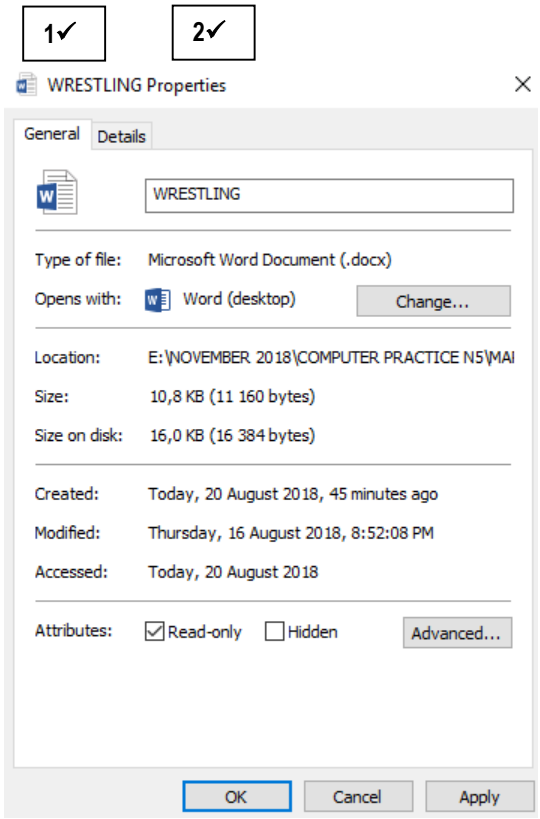
(6 × 1) (6)

7✓ Header correct



3.4 3.4.1 Changed the attributes of the WRESTING file in the OLYMPIC GAMES folder to read-only file

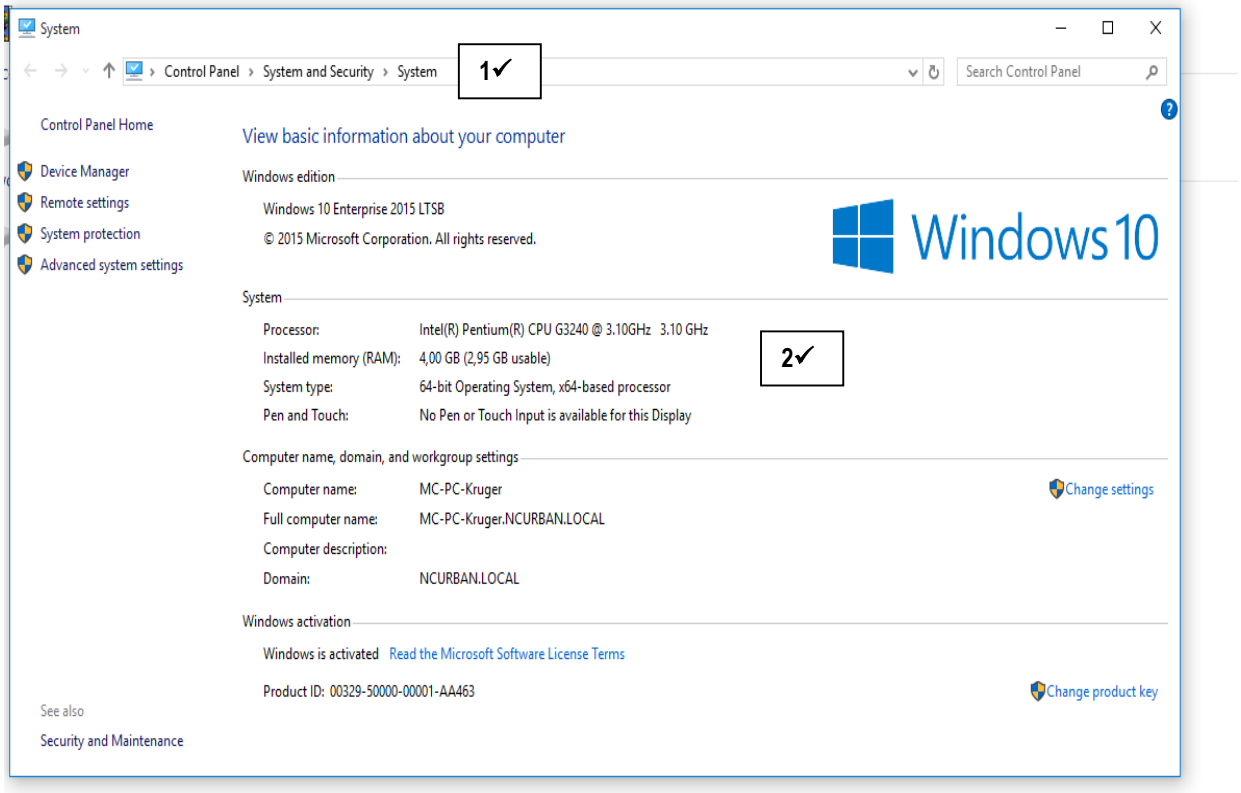
3.4.2 EXAMINATION NUMBER and QUESTION 3.4 displayed in header (2 × 1) (2)



3.5 3.5.1 Displayed operating system used by college as well as available memory (2)

3.5.2 EXAMINATION NUMBER and QUESTION 3.5 displayed in header (1)

3✓



[20]

TOTAL SECTION A: 30

SECTION B

QUESTION 4B

Accuracy: 6
Manipulation: 33
TOTAL: 39

ACCURACY ERRORS	**MARKS**
[EXAMINATION NUMBER] and [QUESTION 4B] not keyed in accurately	1
Footnote [ASSISTED SUICIDE] not keyed in accurately	1
Endnote [My Olympic Dream] not keyed in accurately	1
Contents of table not keyed in accurately	3

NO	**MANIPULATION ERRORS**	**MARKS**
1.	Margins incorrect	
2.	Upper case and/or lower case incorrect	
3.	Line spacing incorrect	
4.	Justification incorrect	
5.	Letter spaces incorrect	
6.	Paper orientation and/or paper size incorrect	
7.	Font and/or font size incorrect	
8.	Hyphenation function not used and/or incorrect	
9.	Top and bottom margins not changed to 1.27 cm/0.5" and/or incorrect	
10.	[EXAMINATION NUMBER] not inserted as header (left) and/or incorrect. Font and/or font size not the same as rest of document	
11.	[QUESTION 4B] not inserted as header in capital letters (right) and/or incorrect. Font and/or font size not the same as rest of document	
12.	[Euthanasia] not replaced with [EUTHENASIA] in capital letters, bold and underlined and/or incorrect	
13.	Find and replace not applied to 7 occurrences of word and/or incorrect	
14.	[Paralympian ready for euthanasia – but not yet] not inserted in capital letters, bold and centred and/or incorrect	
15.	Footnote [ASSISTED SUICIDE] not inserted in capital letters and/or not number 1 and/or incorrect	
16.	[Reports … come.] not deleted and/or incorrect	
17.	[Suffering] not changed to capital letters, italics and underlined and/or incorrect	
18.	Line numbering not inserted and/or incorrect	
19.	Line numbers not started at 5 and/or incorrect	
20.	Page numbering not inserted at bottom centred of pages and/or incorrect	
21.	Page numbering not in sequence and/or incorrect	
22.	Page break not inserted and/or incorrect	
23.	Table not inserted in the correct position and/or incorrect	
24.	Table not inserted and/or incorrect	
25.	Lines in table incorrect	
26.	Cells in row 1 in table not merged and/or incorrect and/or wrapping incorrect	

Copyright reserved

QUESTION 4B (CONTINUED)

27.	[Vervoort medals won] not inserted in capital letters, bold, underlined and centred and/or incorrect	
28.	Endnote [My Olympic Dream] not inserted and/or incorrect	
29.	Endnote [My Olympic Dream] not at end of document and/or incorrect	
30.	Text of endnote not inserted in bold and/or incorrect	
31.	Subheadings in table not inserted in italics and centred and/or incorrect	
32.	[Afterwards] not changed to capital letters, italics and underlined and/or incorrect	
33.	Column function not used and/or incorrect	
34.	Paragraphs in column function not in line and/or incorrect	
35.	Data in left and right column incorrect	
36.	Column function not switched off and/or incorrect	33

Copyright reserved

QUESTION 4B (CONTINUED)

1 margins 2 uc/lc 3 line spacing 4 justification 5 letter spaces 6 paper orientation/size 7 font/font size
8 hyphenation Yes 9 top and bottom margin 1.27 cm/0.5"
12 replace euthanasia to uc, bold, underlined 13 find and replace – 7 occurrences

10 header left **11 header uc, right**
EXAMINATION NUMBER QUESTION 4B

14 insert, uc, bold, centre

PARALYMPIAN READY FOR EUTHANASIA - BUT NOT YET

15 footnote

Rio de Janeiro - Belgian Paralympian Marieke Vervoort[1] who shocked and saddened the world with her revelation that she wants to be euthanised, says she's not ready to die quite yet.

Vervoort said in Rio on Sunday that she was still considering **EUTHANASIA** to escape a life of unbearable physical pain - only not now.

A silver medal on Saturday in the 400 m wheelchair race at the Rio Paralympics has helped remind her of the good things she's been living for.

But at a press conference where she showed off the medal and flashed a victory sign, she also talked soberly about how she may end it all.

16 delete [Reports ... come.]

SUFFERING **17 uc, italics, u/lined 18 line numbering 19 starts at 5**

"I have my **EUTHANASIA** papers in my hand, but I'm still enjoying every little moment. When the moment comes when I have more bad days than good days, then I have my **EUTHANASIA** papers, but the time is not there yet," she told journalists.

She confirmed that this would be her last competition and that she had signed the paperwork to be euthanised back in 2008.

Vervoort (37) suffers a degenerative muscle disease that causes constant pain, paralysis in her legs and leaves her barely able to sleep. She was just 14 when the diagnosis was made and gradually her life became torture.

A Paralympic 100 m gold medalist and 200 m silver medalist in the 2012 London Games, her silver in Rio caps a distinguished career in a sport that she loves.

Next comes trying to appreciate her life off the track, she said, but **EUTHANASIA** will always be there as an option if things get too painful.

22 page break

[1]ASSISTED SUICIDE **15 footnote, uc**

20 page numbering bottom, centre 21 page numbering in sequence

Copyright reserved

QUESTION 4B (CONTINED)

10 header left **11 header uc, right**
EXAMINATION NUMBER QUESTION 4B

23 table in correct position 24 table inserted 25 lines 26 row 1 merge/wrapping 27 insert, uc, bold, u/line, centre 28 insert endnote

VERVOORT MEDALS WON[i]		
Gold	*Silver*	*Bronze*
1 - 2012	1 - 2012 1 - 2016	0

31 subheadings italics, centre
AFTERWARDS **32 uc, italics, u/line**
33 columns 34 paragraphs in line 35 data left and right

"After the Paralympic Games, when I quit, I'm going to enjoy every little moment in my life and I'm going to put more energy in my family and friends, which I couldn't do with top sports because I had to train every day," she said.

Vervoort described her physical condition as a constant battle, saying her eyesight was "very bad. I see only 20 percent and I have a lot of epileptic attacks. What's next?"

The ability to be legally euthanised, she said, actually gave her the courage to keep going as long as she has. Ironically, this talented sportswoman has become something of a spokeswoman for the controversial subject.

Vervoort said **EUTHANASIA** must not be characterised as murder. It gives a feeling of rest to people, she said.

36 columns switched off

"If I hadn't gotten those **EUTHANASIA** papers I think I would already have committed suicide because it's very hard to live with so much pain and suffering and this unsureness."

"I know when it's enough for me, I have those papers," she added.

_____

[i]**My Olympic Dream** **28 endnote 29 end of document 30 bold**

[39]

Copyright reserved

QUESTION 5A

Accuracy: 3
Manipulation: 4
TOTAL: 7

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

NO	**MANIPULATION ERRORS**	**MARKS**
1.	Margins incorrect	
2.	Capital/small letters incorrect	
3.	Line spacing incorrect	
4.	Justification incorrect	
5.	Letter spaces incorrect	
6.	Paper size incorrect	
7.	Font and/or font size incorrect	
8.	Hyphenation incorrect	
9.	Examination number not inserted in TOWN field column in 5th letter and/or incorrect	
10.	Question number not inserted in CODE field column in 4th letter and/or incorrect	
11.	Data list does not fit ONE page and/or not printed in landscape orientation and/or incorrect	
12.	Wrapping, column width, information keyed in in wrong columns and/or incorrect	
13.	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	COLOUR
Wayde van Niekerk	PO Box 342	BLOEMFONTEIN	9300	Red
Caster Semenya	PO Box 145	PRETORIA	0001	Green
Chad le Clos	PO Box 89	DURBAN	4000	Blue
Cecil Africa	PO Box 694	LIME ACRES	QUESTION 5A	Yellow
Miles Brown	4 Dove Street	EXAMINATION NUMBER	7599	Purple

Copyright reserved

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	COLOUR
LETTER 1	Wayde van Niekerk	PO Box 342	BLOEMFONTEIN	9300	Red
LETTER 2	Caster Semenya	PO Box 145	PRETORIA	0001	Green
LETTER 3	Chad le Clos	PO Box 89	DURBAN	4000	Blue
LETTER 4	Cecil Africa	PO Box 694	LIME ACRES	QUESTION 5A	Yellow
LETTER 5	Miles Brown	4 Dove Street	EXAM NUMBER	7599	Purple

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)

Copyright reserved

QUESTION 5A

NAME	ADDRESS	TOWN	CODE	COLOUR
Wayde van Niekerk	PO Box 342	BLOEMFONTEIN	9300	Red
Caster Semenya	PO Box 145	PRETORIA	0001	Green
Chad le Clos	PO Box 89	DURBAN	4000	Blue
Cecil Africa	PO Box 694	LIME ACRES	QUESTION 5A	Yellow
Miles Brown	4 Dove Street	EXAMINATION NUMBER	7599	Purple

1. **Margins**
2. **Capital/small letters**
3. **Line spacing**
4. **Justification**
5. **Letter spaces**
6. **Paper size**
7. **Font and/or font size**
8. **Hyphenation**
9. **Examination number in TOWN field column in 5th letter**
10. **Question number in CODE field column in 4th letter**
11. **1 page, landscape**
12. **Wrapping, column width, information in correct columns**
13. **Additional records**

(7)

QUESTION 5B

Accuracy: 5
Manipulation: 15
TOTAL: 20

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

NO	**MANIPULATION ERRORS**	**MARKS**
1.	Left-hand margin not changed to 3.81 cm/1.5" and/or right-hand margin not 2.54 cm/1" and/or incorrect	
2.	Upper case and/or lower case incorrect	
3.	Line spacing incorrect	
4.	Justification incorrect	
5.	Letter spaces incorrect	
6.	Paper orientation and/or paper size incorrect	
7.	Font and/or font size incorrect	
8.	Hyphenation function incorrect	
9.	[QUESTION 5B] not inserted as header (left) in capital letters and/or incorrect. Font and/or font size not the same as in rest of document	
10.	[EXAMINATION NUMBER] not inserted as header (right) and/or incorrect. Font and size not the same as rest of document	
11.	Heading not inserted in Arial Black 16 pt, capital letters, bold and centred and/or incorrect	
12.	Tabular stop not set on 10 cm/4" from margin and/or incorrect	
13.	Today's date not inserted and/or incorrect (Can use any date format)	
14.	Field names not changed to bold and/or incorrect	
15.	[ADDRESS] field not inserted and/or incorrect	
16.	[TOWN] field not inserted and/or incorrect	
17.	[CODE] field not inserted and/or incorrect	
18.	[NAME] field not inserted and/or incorrect	
19.	[COLOUR] field not inserted and/or incorrect	
20.	[ELIZE BEHR] and [ORGANISER] not inserted in capital letters and/or incorrect	15

Copyright reserved

QUESTION 5B (CONTINUED)

1 left-hand margin 3.81 cm/1.5", right 2.54 cm/1" 2 uc/lc 3 line spacing 4 justification left 5 letter spaces 6 paper orientation/paper size 7 font/font size 8 hyphenation No

9 header, uc, left **10 header, right**

QUESTION 5B EXAMINATION NUMBER

11 Arial Black 16 pt, uc, bold, centre

HONORARY OLYMPIC EVENT

12 tab stop on 10 cm/4"

PO Box 2451
BLOEMFONTEIN
9300

8 November 2018 **13 date (any date format)** **14 Field names bold**

«ADDRESS» **15**
«TOWN» **16**
«CODE» **17**

Dear **«NAME»** **18**

Golden Heroes is organising an honorary event on 20 November 2018 at the Windmill Casino, Bloemfontein with BlackByrd as the guest stars. The event starts at 19:00 in the theatre and you will be seated at the «**COLOUR**» table. **19**

As an esteemed guest with a long association with the Golden Heroes family, your presence will be appreciated at the event.

We would like you to be part of our celebration of the relationship we've shared throughout the years.

Looking forward to see you there.

Regards

ELIZE BEHR
ORGANISER **20 uc**

(20)

QUESTION 5C

Manipulation: 4
TOTAL: 4

NO	MANIPULATION ERRORS	MARKS
1.	Question number not changed to QUESTION 5C on all letters and/or incorrect	
2.	No letter for Semenya 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

1
QUESTION 5C EXAMINATION NUMBER

HONORARY OLYMPIC EVENT

PO Box 2451
BLOEMFONTEIN
9300

8 November 2018

PO Box 145
PRETORIA } **2**
0001

Dear **Caster Semenya** **2**

Golden Heroes is organising an honorary event on 20 November 2018 at the Windmill Casino, Bloemfontein with BlackByrd as the guest stars. The event starts at 19:00 in the theatre and you will be seated at the **Green** table.
2
As an esteemed guest with a long association with the Golden Heroes family, your presence will be appreciated at the event.

We would like you to be part of our celebration of the relationship we've shared throughout the years.

Looking forward to see you there.

Regards

ELIZE BEHR
ORGANISER

QUESTION 5C (CONTINUED)

1
QUESTION 5C EXAMINATION NUMBER

HONORARY OLYMPIC EVENT

PO Box 2451
BLOEMFONTEIN
9300

8 November 2018

4 Dove Street
EXAMINATION NUMBER } **3**
7599

Dear **Miles Brown** **3**

Golden Heroes is organising an honorary event on 20 November 2018 at the Windmill Casino, Bloemfontein with BlackByrd as the guest stars. The event starts at 19:00 in the theatre and you will be seated at the **Purple** table. **3**

As an esteemed guest with a long association with the Golden Heroes family, your presence will be appreciated at the event.

We would like you to be part of our celebration of the relationship we've shared throughout the years.

Looking forward to see you there.

Regards

ELIZE BEHR
ORGANISER **4 justification, portrait, paper size, margins, other**

(4)
[31]

TOTAL SECTION B: 70

SECTION C

QUESTION 6B

Accuracy: 2
Manipulation: 11
TOTAL: 13

ACCURACY ERRORS	**MARKS**
[EXAMINATION NUMBER] and [QUESTION 6B] not keyed in accurately	1
Footer [2016 SA TEAM] not keyed in accurately	1

NO	**MANIPULATION ERRORS**	**MARKS**
1.	Margins incorrect	
2.	Capital/small letters incorrect	
3.	Rows incorrect	
4.	Alignment incorrect	
5.	Letter spaces incorrect	
6.	Paper orientation and/or paper size incorrect	
7.	Font and/or font size incorrect	
8.	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect. Font and/or font size not the same as in rest of the document.	
9.	[QUESTION 6B] not inserted as a header (right) in capital letters and/or incorrect. Font and/or font size not the same as in the rest of the document.	
10.	Horizontal lines not inserted and/or incorrect	
11.	Vertical lines not inserted and/or incorrect	
12.	Column headings aligned incorrectly	
13.	Numbers not displayed as integers and/or incorrect	
14.	Spreadsheet does not fit ONE page and/or incorrect	
15.	Spreadsheet not sorted in ascending order according to SPORT column and/or incorrect	
16.	Footer [2016 SA TEAM] not inserted in capital letters and Arial Black 14 pt and/or incorrect	
17.	Footer [2016 SA TEAM] not centred across spreadsheet and/or incorrect	
18.	Spreadsheet not printed without row and column headings and/or incorrect	11

Copyright reserved

QUESTION 6B (CONTINUED)

8 header, left **9 header, right, uc**

EXAMINATION NUMBER QUESTION 6B

SOUTH AFRICAN OLYMPIC TEAM MEDALS

RIO DE JANEIRO 2016

Sport	Gold	Silver	Bronze
Athletics	8	14	7
Boxing	6	4	9
Canoeing	0	0	1
Cycling	1	4	3
Rowing	1	1	1
Rugby	0	0	1
Shooting	0	1	0
Swimming	6	6	6
Tennis	3	2	1

1. Margins incorrect
2. Capital/small letters
3. Rows
4. Justification
5. Letter spaces
6. Paper orientation and/or paper size
7. Font and/or font size
10. Horizontal lines
11. Vertical lines
12. Column headings
13. Numbers displayed as integers
14. Spreadsheet fits ONE page
15. SPORT column sorted in ascending order
16. Spreadsheet printed without row and column headings

16 footer, insert, uc, Arial Black 14 pt 17 footer centred

2016 SA TEAM

(13)

QUESTION 6C

Accuracy: 7
Manipulation: 29
TOTAL: 36

ACCURACY ERRORS	**MARKS**
[VALUE GOLD: 7500] not keyed in accurately	
[VALUE SILVER: 5000] not keyed in accurately	
[VALUE BRONZE: 2500] not keyed in accurately	
[VALUE PER MEDAL] not keyed in accurately	
[GOLD], [SILVER], [BRONZE] and [TOTAL VALUE] not keyed in accurately	
[GRAND TOTAL] not keyed in accurately	
[HIGHEST NUMBER OF GOLD MEDALS] not keyed in accurately	
[AVERAGE NUMBER OF SILVER MEDALS] not keyed in accurately	
[NUMBER OF SPORT ACTIVITIES] not keyed in accurately	7

NO	**MANIPULATION ERRORS**	**MARKS**
1.	Margins incorrect	
2.	Capital/small letters incorrect	
3.	Rows incorrect	
4.	Alignment incorrect	
5.	Letter spaces incorrect	
6.	Spreadsheet does not fit ONE page and/or landscape orientation not used and/or incorrect	
7.	Font and/or font size incorrect	
8.	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect. Font and/or font size not the same as in rest of the document.	
9.	[QUESTION 6C] not changed in the header (right) to capital letters and/or incorrect. Font and/or font size not the same as in the rest of the document.	
10.	Horizontal lines not inserted as indicated and additional horizontal lines not inserted and/or incorrect	
11.	Vertical lines not inserted as indicated and additional vertical lines not inserted and/or incorrect	
12.	Heading not merged and centred across 8 columns and/or [RIO DE JANEIRO 2016] not left-aligned and bold and/or incorrect	
13.	[VALUE GOLD: 7500] not inserted and/or incorrect	
14.	[VALUE SILVER: 5000] not inserted and/or incorrect	
15.	[VALUE BRONZE: 2500] not inserted and/or incorrect	
16.	[VALUE PER MEDAL] not inserted and/or merged and centred and/or incorrect	
17.	[GOLD] not inserted and/or incorrect	
18.	[SILVER] not inserted and/or incorrect	
19.	[BRONZE] not inserted and/or incorrect	
20.	[TOTAL VALUE] not inserted and/or incorrect	
21.	[GRAND TOTAL] not inserted and/or incorrect	
22.	[HIGHEST NUMBER OF MEDALS] not inserted and/or incorrect	
23.	[AVERAGE NUMBER OF SILVER MEDALS] not inserted and/or incorrect	
24.	[NUMBER OF SPORT ACTIVITIES] not inserted and/or incorrect	
25.	VALUE PER GOLD MEDAL not calculated and/or incorrect	

Copyright reserved

QUESTION 6C (CONTINUED)

NO	MANIPULATION ERRORS	MARKS
26.	VALUE PER SILVER MEDAL not calculated and/or incorrect	
27.	VALUE PER BRONZE MEDAL not calculated and/or incorrect	
28	TOTAL VALUE not calculated and/or incorrect	
29.	HIGHEST NUMBER OF GOLD MEDALS not calculated and/or incorrect	
30.	AVERAGE NUMBER OF SILVER MEDALS not calculated and/or incorrect	
31.	NUMBER OF SPORT ACTIVITIES not calculated and/or incorrect	
32.	GRAND TOTAL not calculated and/or incorrect	
33.	Figures not right-aligned and/or incorrect	
34.	[VALUE GOLD:], [VALUE SILVER:], [VALUE BRONZE:], [VALUE PER GOLD MEDAL], [VALUE PER SILVER MEDAL] and [VALUE PER BRONZE] not displayed as currency with no decimals and/or incorrect	
35.	[HIGHEST NUMBER OF GOLD MEDALS], [AVERAGE NUMBER OF SILVER MEDALS] and [NUMBER OF SPORT ACTIVITIES] not displayed as integers and/or incorrect	
36.	[TOTAL VALUE] and [GRAND TOTAL] not displayed as currency with two decimals and/or incorrect	
37.	Footer not underlined and/or incorrect	
38.	Column widths not adjusted and/or correct cell addresses not used and/or incorrect	
39.	Spreadsheet not printed without row and column headings and/or incorrect	29

Copyright reserved

QUESTION 6C (CONTINUED)

EXAMINATION NUMBER **8. header, left** **9. header, right, uc** QUESTION 6C

SOUTH AFRICAN OLYMPIC TEAM MEDALS **12. Merge and centre across 8 columns**

1. Margins
2. Uc/lc
3. Rows
4. Alignment
5. Letter spaces
6. 1 page, landscape orientation
7. Font/font size

RIO DE JANEIRO 2016 **12. Align left, bold**

VALUE GOLD: R7 500 **13. insert 2. uc**
VALUE SILVER: R5 000 **14. insert 2. uc**
VALUE BRONZE: R2 500 **15. insert 2. uc**

10. Horizontal lines 11. Vertical lines

16. insert, merge and centre 2. uc **18. insert 2. uc**
2. uc **17. insert 2. uc** **19. insert 2. uc** **20. insert 2. uc**

SPORT	GOLD	SILVER	BRONZE	VALUE PER MEDAL GOLD	VALUE PER MEDAL SILVER	VALUE PER MEDAL BRONZE	TOTAL VALUE
Athletics	8	14	7	R60 000	R70 000	R17 500	R147 500,00
Boxing	6	4	9	R45 000	R20 000	R22 500	R87 500,00
Canoeing	0	0	1	R0	R0	R2 500	R2 500,00
Cycling	1	4	3	R7 500	R20 000	R7 500	R35 000,00
Rowing	1	1	1	R7 500	R5 000	R2 500	R15 000,00
Rugby	0	0	1	R0	R0	R2 500	R2 500,00
Shooting	0	1	0	R0	R5 000	R0	R5 000,00
Swimming	6	6	6	R45 000	R30 000	R15 000	R90 000,00
Tennis	3	2	1	R22 500	R10 000	R2 500	R35 000,00
GRAND TOTAL **21. insert, bold 2. uc**				**25.**	**26.**	**27.**	R420 000,00

4. centre **28.** **32.**

HIGHEST NUMBER OF GOLD MEDALS 8 **29.**
22. insert, bold 2. uc

AVERAGE NUMBER OF SILVER MEDALS 4 **30.**
23 insert, bold 2. uc

NUMBER OF SPORT ACTIVITIES 9 **31.**
24 insert, bold 2. uc

33. Figures right-aligned
34. Currency, no decimals
35. Integers
36. Currency, two decimals
38. Column widths, cell addresses
39. No row and column headings

37. footer, underlined

2016 SA TEAM

(36)

Copyright reserved

QUESTION 6D

Accuracy: 0
Manipulation: 11
TOTAL: 11

NO	MANIPULATION ERRORS	MARKS
1.	[EXAMINATION NUMBER] not inserted as header (left) and/or incorrect. Font and/or font size not the same as in rest of the document	
2.	[QUESTION 6D] not inserted in the header (right) in capital letters and/or incorrect. Font and/or font size not the same as in the rest of the document	
3.	Spreadsheet not printed with row and column headings and/or incorrect	
4.	Column A not hidden and/or incorrect	
5.	[VALUE PER GOLD MEDAL] formula not displayed as absolute cell address and/or incorrect	
6.	[VALUE PER SILVER MEDAL] formula not displayed as absolute cell address and/or incorrect	
7.	[VALUE PER BRONZE MEDAL] formula not displayed as absolute cell address and/or incorrect	
8.	[TOTAL VALUE] formula not displayed and/or incorrect	
9.	[HIGHEST NUMBER OF GOLD MEDALS] formula not displayed and/or incorrect	
10.	[AVERAGE NUMBER OF SILVER MEDALS] formula not displayed and/or incorrect	
11.	[NUMBER OF SPORT ACTIVITIES] formula not displayed and/or incorrect	
12.	[GRAND TOTAL] formula not displayed and/or incorrect	
13.	Cell numbers/cell addresses incorrect	
14.	Column widths not adjusted to display whole formulae and/or incorrect	
15.	Spreadsheet does not fit ONE page and/or landscape orientation not used and/or incorrect	11

Copyright reserved

QUESTION 6D (CONTINUED)

1. header, left
EXAMINATION NUMBER

2. header, right, uc
QUESTION 6D

	B	C	D	E	F	G	H
1	SOUTH AFRICAN OLYMPIC TEAM MEDALS						
2							
3	**RIO DE JANEIRO 2016**			**3. row and column headings**			
4				**4. hide column A**			
5	7500						
6	5000						
7	2500						
8							
9				VALUE PER MEDAL			**8.**
10	GOLD	SILVER	BRONZE	GOLD	SILVER	BRONZE	TOTAL VALUE
11	8	14	7	=B11*B5	=C11*B6	=D11*B7	=SUM(E11:G11)
12	6	4	9	=B12*B5	=C12*B6	=D12*B7	=SUM(E12:G12)
13	0	0	1	=B13*B5	=C13*B6	=D13*B7	=SUM(E13:G13)
14	1	4	3	=B14*B5	=C14*B6	=D14*B7	=SUM(E14:G14)
15	1	1	1	=B15*B5	=C15*B6	=D15*B7	=SUM(E15:G15)
16	0	0	1	=B16*B5	=C16*B6	=D16*B7	=SUM(E16:G16)
17	0	1	0	=B17*B5	=C17*B6	=D17*B7	=SUM(E17:G17)
18	6	6	6	=B18*B5	=C18*B6	=D18*B7	=SUM(E18:G18)
19	3	2	1	=B19*B5	=C19*B6	=D19*B7	=SUM(E19:G19)
20				**5.**	**6.**	**7.**	=SUM(H11:H19)
21	=MAX(B11:B19)	**9.**					**12.**
22					**13. cell number/addresses**		
23		=AVERAGE(C11:C19)	**10.**		**14. column widths**		
24					**15. 1 page, landscape**		
25			=COUNT(D11:D19)	**11.**			

2016 SA TEAM

(11)

Copyright reserved

QUESTION 6E

Accuracy: 1
Manipulation: 5
TOTAL: 6

ACCURACY ERRORS	**MARKS**
[EXAMINATION NUMBER] and [QUESTION 6E] not keyed in accurately	
Chart titles [MEDAL VALUES] and [EXAMINATION NUMBER] not keyed in accurately	1

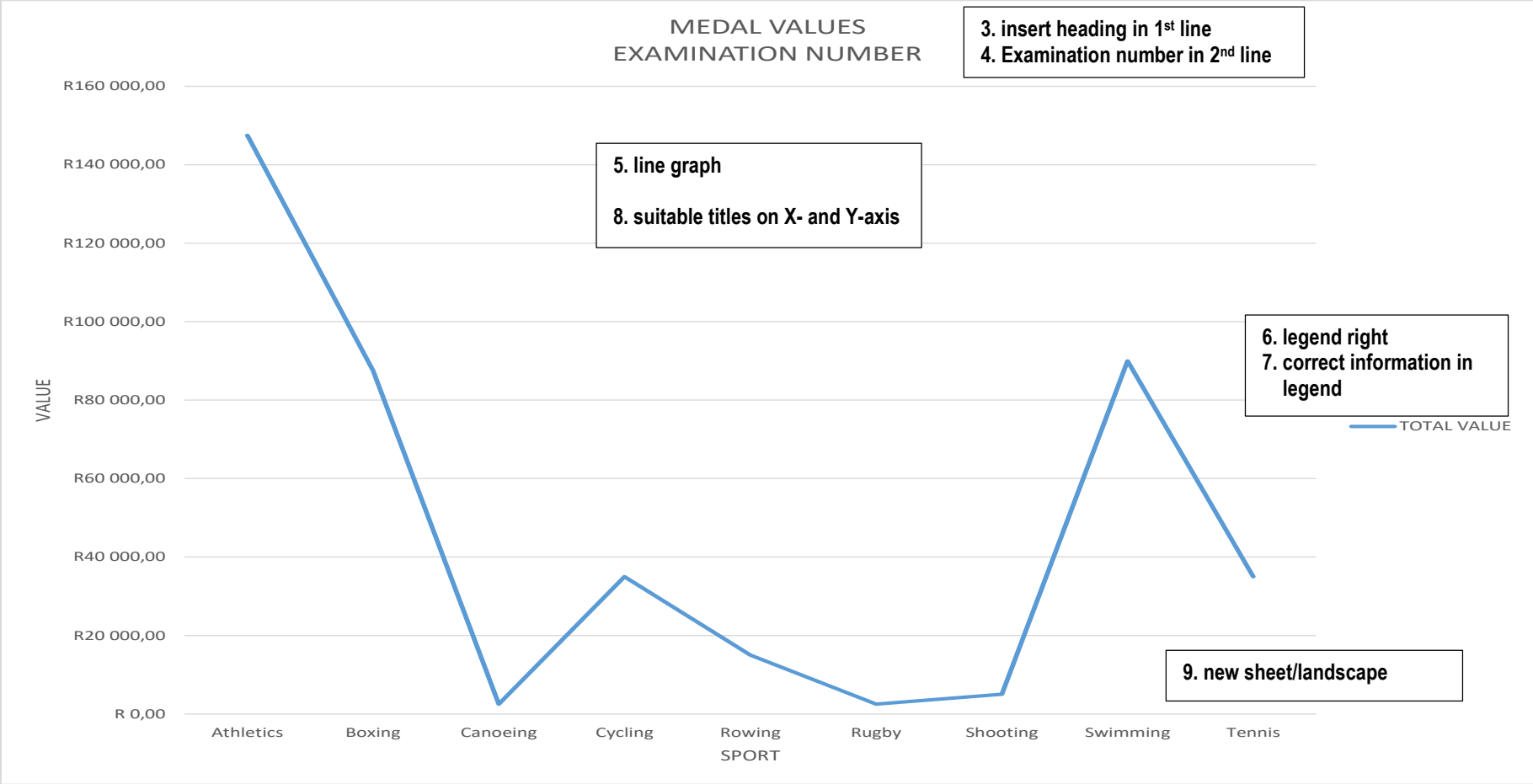
NO	**MANIPULATION ERRORS**	**MARKS**
1.	[EXAMINATION NUMBER] not inserted as header left and/or incorrect. Font and/or font size not the same as in rest of the document	
2.	[QUESTION 6E] not inserted in header (right) in capital letters and/or incorrect. Font and/or font size not the same as rest of document	
3.	[MEDAL VALUES] not inserted as chart title in first line and/or incorrect	
4.	[EXAMINATION NUMBER] not inserted in second line and/or incorrect	
5.	Line graph not created and/or incorrect	
6.	Legend not displayed right of graph and/or incorrect	
7.	Correct information not displayed in legend and/or incorrect	
8.	Suitable titles not inserted on X- and Y-axis and/or incorrect	
9.	Graph not inserted as new sheet and/or landscape orientation not used and/or incorrect	5

Copyright reserved

QUESTION 6E (CONTINUED)

1. header, left
EXAMINATION NUMBER

2. header, right, uc
QUESTION 6E



(6)

QUESTION 6F

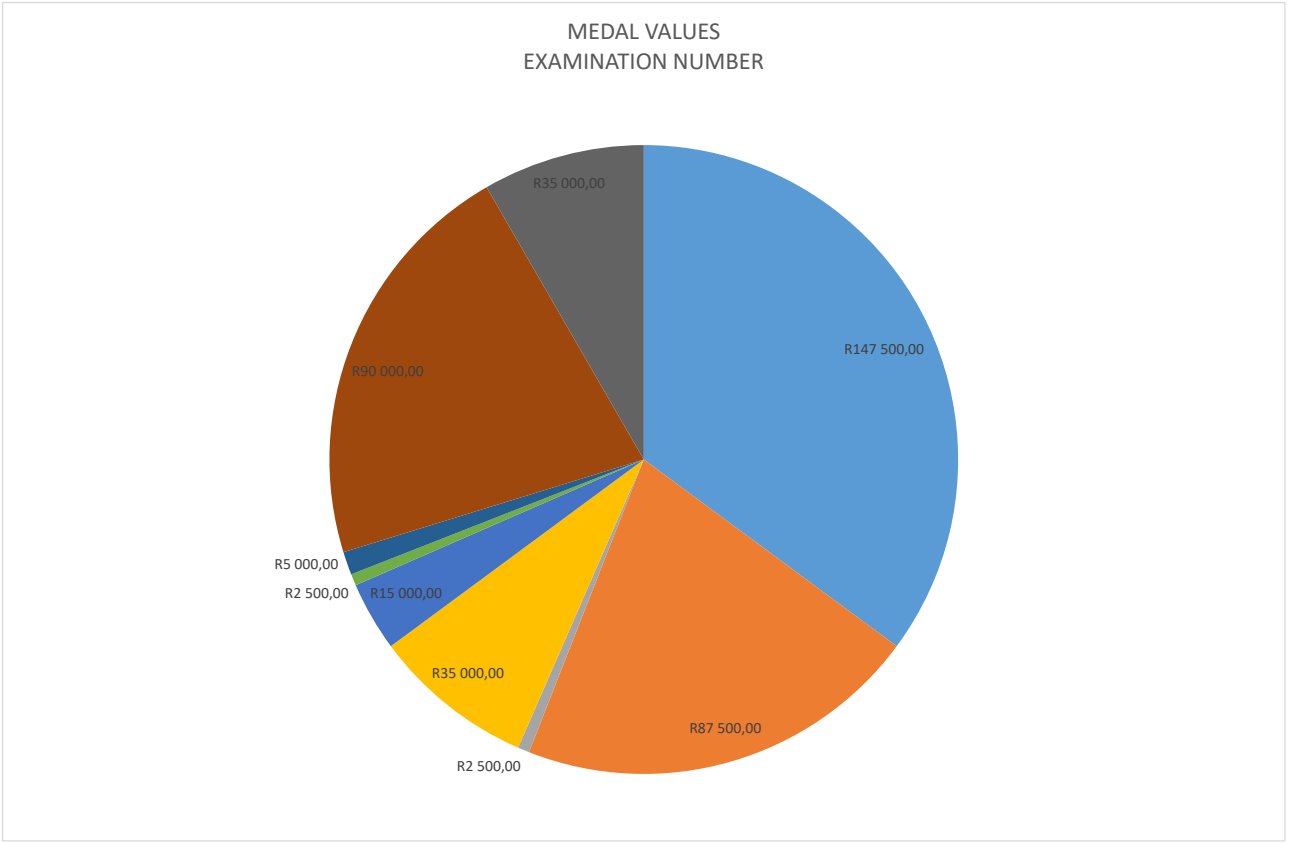
Accuracy: 0
Manipulation: 4
TOTAL: 4

NO	MANIPULATION ERRORS	MARKS
1.	[QUESTION 6F] not changed in header (right) and/or incorrect. Font and/or font size not the same as rest of document	
2.	Line graph not changed to pie graph and/or incorrect	
3.	Legend displayed and/or incorrect	
4.	Data labels not displayed using best fit option and/or incorrect	
5.	Graph not inserted as new sheet and/or landscape orientation not used and/or incorrect	4

Copyright reserved

QUESTION 6F (CONTINUED)

1. header, right, uc
EXAMINATION NUMBER QUESTION 6F



2. Pie graph
3. No legend
4. Data labels – best fit
5. New sheet/landscape

(4)
[70]

TOTAL SECTION C: 70

Copyright reserved

SECTION D

QUESTION 7

Accuracy: 0
Manipulation: 7
TOTAL: 7

NO	MANIPULATION ERRORS	MARKS
1.	NAME OF ATHLETE not inserted and/or incorrect	
2.	OLYMPIC EVENT not inserted and/or incorrect	
3.	MEDALS WON not inserted and/or incorrect	
4.	VALUE PER MEDAL 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:\NOVEMBER 2018\COMPUTER PRACTICE N5\OLYMPIC GAMES.accdb Sunday, 26 August 2018
Table: OLYMPIC GAMES Page: 1

Columns

Name	Type	Size
NAME OF ATHLETE	Short Text	25
OLYMPIC EVENT	Short Text	20
MEDALS WON	Integer	2
VALUE PER MEDAL	Currency	8
WINNING VALUE	Currency	8
EXAMINATION NUMBER	Short Text	13

1. **NAME OF ATHLETE inserted**
2. **OLYMPIC EVENT inserted**
3. **MEDALS WON inserted**
4. **VALUE PER MEDAL inserted**
5. **WINNING VALUE inserted**
6. **EXAMINATION NUMBER inserted**
7. **Properties/indexes not displayed**
8. **1 page, portrait**
9. **Additional fields inserted**

M
7

[7]

QUESTION 8

Accuracy: 4
Manipulation: 9
TOTAL: 13

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

NO	**MANIPULATION ERRORS**	**MARKS**
1.	Margins incorrect	
2.	Capital/small letters incorrect	
3.	Line spacing incorrect	
4.	Justification incorrect	
5.	Letter spaces incorrect	
6.	Records do not fit ONE page and/or incorrect; landscape orientation not used and/or incorrect	
7.	Font and/or font size incorrect	
8.	EXAMINATION NUMBER not inserted as field name and/or incorrect	
9.	Records not sorted in ascending order according to the Olympic event and/or incorrect	
10.	Medals won not displayed as integer and/or incorrect	
11.	Value per medal not displayed as currency with 2 decimals and/or incorrect	
12.	Winning value not displayed as currency without decimal and/or incorrect	
13.	Pietie Norval not deleted and/or incorrect	
14.	Data does not fit in row and/or additional records added and/or column widths incorrect	9

Copyright reserved

QUESTION 8					
NAME OF ATHLETE	**OLYMPIC EVENT**	**MEDALS WON**	**VALUE PER MEDAL**	**WINNING VALUE**	**EXAMINATION NUMBER**
CASTER SEMENYA	ATHLETICS	2	R7 500,00	R15 000	
SUNETTE VILJOEN	ATHLETICS	1	R7 500,00	R7 500	
MICHAEL PELPS	SWIMMING	17	R5 500,00	R93 500	
CAMERON VAN DEN BURG	SWIMMING	7	R5 000,00	R35 000	
HENDRI SCHOEMAN	TRIATHLON	1	R8 500,00	R8 500	

1. **Margins**
2. **Capital/small letters**
3. **Line spacing**
4. **Justification**
5. **Letter spaces**
6. **1 page, landscape**
7. **Font, font size**
8. **Examination number inserted as field name**
9. **Records sorted**
10. **Integer**
11. **Currency, 2 decimals**
12. **Currency, no decimals**
13. **Delete Pietie Norval**
14. **Data fits in row, additional records, column widths**

A	**M**	**T**
4	**9**	**13**

[13]

Copyright reserved

QUESTION 9

Accuracy: 1
Manipulation: 9
TOTAL: 10

ACCURACY ERRORS	**MARK**
[EXAMINATION NUMBER] and [AVERAGE] not keyed in and/or incorrect	1

NO	**MANIPULATION ERRORS**	**MARK**
1.	[EXAMINATION NUMBER] not inserted in centre of the heading and/or incorrect	
2.	Correct headings [NAME OF ATHLETE], [OLYMPIC EVENT], [MEDALS WON], [VALUE PER MEDAL] and [WINNING VALUE] not used and/or incorrect	
3.	Column headings not displayed over 2 lines and/or incorrect	
4.	[AVERAGE] not inserted at the end of the report below NAME OF ATHLETE column and/or incorrect	
5.	Average of winning value not calculated and/or incorrect	
6.	Average of winning value not displayed as currency with 2 decimals and/or incorrect	
7.	Winning value of more than R14 000 not displayed and/or incorrect	
8.	Does not fit ONE page and/or portrait orientation not used and/or incorrect	
9.	Capital letters/small letters incorrect and/or information incorrect aligned and/or incorrect	
10.	Other information not displayed in the correct rows and/or correct columns and/or justification incorrect and/or other	9

Copyright reserved

QUESTION 9 (CONTINUED)

EXAMINATION NUMBER

NAME OF ATHLETE	OLYMPIC EVENT	MEDALS WON	VALUE PER MEDAL	WINNING VALUE
CASTER SEMENYA	ATHLETICS	2	R7 500,00	R15 000
CAMERON VAN DEN BURG	SWIMMING	7	R5 000,00	R35 000
MICHAEL PELPS	SWIMMING	17	R5 500,00	R93 500
AVERAGE				R47 833,33

Sunday, 26 August 2018 Page 1 of 1

1. **Examination number – centre in heading**
2. **Correct headings**
3. **Headings displayed over 2 lines**
4. **AVERAGE inserted**
5. **Average of winning value calculated**
6. **Average of winning value displayed as currency with 2 decimals**
7. **Winning value displayed more than R14 000**
8. **1 page, portrait**
9. **Uc/lc, information correct aligned**
10. **Information in correct rows and columns, justification, other**

A	M	T
1	9	10

[10]

TOTAL SECTION D: 30
GRAND TOTAL: 200

Copyright reserved