higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

21 May 2021

This marking guideline consists of 45 pages.

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INSTRUCTIONS TO MARKERS

INSTRUCTIONS: SECTION A

1. Use only RED ink for SECTION A – Theory.

2. If a candidate did not answer a question, put only crosses according to the marks allocated e.g. if a question was worth 5 marks, make 5 crosses, not more or fewer. Do not draw lines through unanswered questions.

3. If all the answers of a question are wrong, DO NOT draw a line through the wrong answers and under no circumstances draw one large X. Mark each wrong answer with an X.

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SECTION A

QUESTION 1: INFORMATION SYSTEMS

1.1 Please note: the answers can be in any order
- Hardware
- Software
- Data communication facilities
- Office equipment
- Documentation (5)

1.2 Please note: the answers can be in any order
- Rotation of jobs
- Passwords
- Separation of duties
- Supervision
- Physical access control
- Computer staff to take leave when leave is due (Any 5 × 1) (5)

1.3 Please note: the answers can be in any order
a) Leasing
b) Suspensive sale agreements
c) Rental from the manufacturer (3)

1.4 Please note: the answers can be in any order
a) Cheapest form of financing
b) The buyer becomes the owner immediately
c) Wear and tear is tax deductible
d) Increase in assets reflects on balance sheet
e) Recovery of initial outlay if equipment is sold (Any 2 × 1) (2)
[15]

QUESTION 2: OPERATING SYSTEMS

2.1 Devices and Printers
2.2 Power Options
2.3 Date and Time
2.4 Network and Sharing Centre
2.5 Programs and Features
2.6 User Accounts
2.7 User Accounts
2.8 Mouse
2.9 Pen and Touch
2.10 Speech recognition

(10 × 1) **[10]**

QUESTION 3: VIRUSES

3.1 Please note: the answers can be in any order

- The system appears slow or performs strange actions.
- The RAM seems to be decreasing.
- Executable files also slow and take longer to execute.
- Bad/damaged sectors appear on hard disk.
- The number of files on a disk change (increases/decreases).
- The size of the executable files change.
- An activity occurs on the system not requested by the user e.g. copying/deleting of files. (Any 5 × 1) (5)

3.2 PLEASE NOTE: The answers in column B are included where students wrote the full answer and not only the letter.

3.2.1 F – File viruses
3.2.2 J – Logical bomb
3.2.3 K – Propagation Stage
3.2.4 I – Computer is slow
3.2.5 L – Boot sector viruses
3.2.6 A – Michelangelo
3.2.7 E – Install password: limit access to computer
3.2.8 B – Dormancy period
3.2.9 D – Kaspersky
3.2.10 G – Friday the 13th

(10 × 1) (10)
[15]

QUESTION 4: TROUBLESHOOTING

4.1 True
4.2 True
4.3 True
4.4 True
4.5 True
4.6 False
4.7 False
4.8 False
4.9 False
4.10 False

(10 × 1) **[10]**

TOTAL SECTION A: 50

SECTION B: WORD PROCESSING

INSTRUCTIONS: SECTION B

1. If alternative answers could have been given, allocate the mark and do not penalise.

2. Use RED ink to mark ACCURACY and also to indicate the mark allocation for the ACCURACY total for each question.

3. Use BLUE ink to mark MANIPULATION and to indicate the mark allocation for the MANIPULATION total for each question.

4. MANIPULATION: Ensure that marks are indicated exactly as on the marking guideline for each question. If the required function was done correctly, write only the number. If it is wrong, write the number followed by an X. In the case of line spacing, upper case, font type, font size where only one mark is awarded per question, the number and X should be indicated where the error occurs.

5. When marking/moderating a question, indicate the numbers on the student PRINTOUT in exactly the same place as indicated on the marking guideline. It serves no purpose to write the numbers together anywhere else on the PRINTOUT.

6. ACCURACY: Clearly indicate where the spelling error occurs. Please note: one deduction per spelling error or one missing word.

7. Please note: Letter spaces, upper case and lower case, additional pages are not spelling errors and, therefore, NOT ACCURACY.

8. Identify yourself as a marker by writing your initials and surname clearly in block letters (not your signature, nickname or first name) on the PRINTOUT where you write the total for the question. This should be verified by chief markers and examination assistants.

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QUESTION 5

✓ 1 QUESTION 5 left header, uc

QUESTION 5

✓ 2 EXAMINATION NUMBER right header

EXAMINATION NUMBER & COMPUTER NUMBER

✓ 3 Margins 0,5"/1,27 cm
✓ 4 Arial

✓ 5 Horizontal line top of page, 1 pt

✓✓ 6, 7 Heading bold, italics, centre, upper case, 16 pt

CDC: CENTRE FOR DISEASE CONTROL AND PREVENTION

ABOUT CDC 24-7

Leadership
Organisation
Mission and Vision
CDC speakers
Funding and Grants
Vital Signs
Public Health Grand Rounds

✓ 11 Three columns
✓ 8 Double border textbox
✓ 9 Textbox from left- to right-hand margin
✓ 10 10% shading

SOME OF THE WORST PANDEMICS IN HISTORY:

HIV/AIDS Pandemic (at its peak, 2005-2012)
Sixth Cholera Pandemic (1910-1911)
Asian Flu (1956-1958)
Flu Pandemic (1918)
Antonine Plague (165 AD)
Plague of Justinian (541-542)

✓ 20 Changed back to ONE column
✓ 21 Horizontal line 1 pt



Column 1:
✓ 13 Heading upper case, bold, heading and text 10 pt
✓ 14 Heading left, text below heading centred

Column 3:
✓ 17 Insert correct picture
✓ 18 2,54 cm/1" in width and 3,81 cm/1,5" in height
✓ 19 Picture centred, double line border inserted

Column 2:
✓ 15 Heading upper case, bold, heading and text 10 pt
✓ 16 Heading left, text below heading right-aligned

✓ 12 Column sizes:
Column 1: 5,08 cm/2"
Column 2: 8,89 cm/3,5"
Column 3: 3,81 cm/1,5"
Spaces between columns 0,63 cm/0,25"

✓ 25: Line spacing
✓ 26: Letter spaces
✓ 27: Upper case/lower case
✓ 28: Any other manipulation error

FOOTER
✓ 22 Footer inserted
✓ 23 Double horizontal line inserted from left- to right-hand margin, 1½ pt
✓ 24 Text inserted: bold, italics and 8 pt

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MARKING GUIDELINE: QUESTION 5	
ACCURACY (MARKED IN RED INK): 7 MARKS	
QUESTION NUMBER and EXAMINATION NUMBER	
Except for three headings: **[CDC: CENTRE FOR DISEASE CONTROL AND PREVENTION]**, **[ABOUT CDC 24-7]** and **[SOME OF THE WORST PANDEMICS IN HISTORY:]** all other text had to be keyed in, including the footer	
Minus one mark per keying in error, this implicates also minus one mark for each word not keyed in	
MANIPULATION (MARKED IN BLUE INK): 23 MARKS	
1.✓	Header: QUESTION 5 left-aligned, upper case
2.✓	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3.✓	Margins: 1,27 cm/ 0,5"
4.✓	Font type and size: Arial 12 pt, except where indicated otherwise
5.✓	Horizontal line inserted from left- to right-hand margin, 1 pt at top of page
Heading: [Centre for disease control and prevention]	
6✓ 7✓	Heading bold, italics, centre, 16 pt, upper case
8.✓	Textbox - double border
9.✓	Textbox from left- to right-hand margin
10.✓	10% (light) shading in textbox
11.✓	Three columns inserted
12.✓	Column sizes: Column size: column 1: 2", column 2: 3,5" and column 3: 1,5", spaces between the three columns, 0,25"
Column 1:	
13.✓	Heading upper case, bold, heading and text 10 pt
14.✓	Alignment: Heading left, text below heading centred
Column 2:	
15.✓	Heading upper case, bold, heading and text 10 pt
16.✓	Alignment: Heading left, text below heading right-aligned
Column 3:	
17.✓	Inserted picture
18.✓	Size edited: 2,54 cm/1" in width and 3,81 cm/1,5" in height
19.✓	Picture centred, double border inserted
20.✓	Changed to one column
21.✓	Horizontal line inserted from left- to right-hand margin, 1 pt below columns
Footer	
22.✓	Footer inserted
23.✓	Double horizontal line inserted from left- to right-hand margin, 1½ pt
24.✓	Text inserted: bold, italics and 8 pt
25.✓	Line spacing
26.✓	Letter spaces
27.✓	Upper case/lower case
28.✓	Any other manipulation error

A	M	T
7	23	30

[30]

QUESTION 6A

✓ 2 No EXAMINATION NUMBER and QUESTION NUMBER as header

DOCTOR	TITLE	COUNTRY	SPECIALITY	DATE 1	AIRLINE	SESSION	TIME
Morris	Professor	South Africa	Cardiology	1 July 2021	South African	One	10:00
Kovalczyk	Doctor	United Kingdom	Pulmonology	2 July 2021	Virgin	Two	QUESTION 6A
Landau	Mr	Egypt	Nephrologist	3 July 2021	Qatar	Three	EXAMINATION NUMBER

MARKING GUIDELINE: QUESTION 6A
ACCURACY: 3
Everything must be keyed in:
All field names
Text in Letter/Record 1
Text in Letter/Record 2
Text in Letter/Record 3

✓ 1 Bookman Old Style 11 pt
✓ 3 QUESTION 6A part of TIME field
✓ 4 EXAMINATION NUMBER part of TIME field
✓ 5 8 Correct fields
✓ 6 3 Correct records
✓ 7 Text not wrapped
✓ 8 Landscape, one page
✓ 9 Capital letters, small letters, letter spaces – additional

MARKING GUIDELINE: QUESTION 6A	
MANIPULATION: 7	
1. ✓	Font: Bookman Old Style 11 pt
2. ✓	QUESTION 6A and EXAMINATION NUMBER not inserted as header
3. ✓	[QUESTION 6A] inserted at letter/record 2 below TIME field
4. ✓	[EXAMINATION NUMBER] inserted at letter/record 3 below TIME field
5. ✓	8 correct fields
6. ✓	3 correct records
7. ✓	Text not wrapped
8. ✓	Paper orientation landscape, one page
9. ✓	Capital letters, small letters, letter spaces – additional
If a table is used (as shown in the question paper), candidate loses points 5 and 6 because it is not a merged table. The fields/data in QUESTION 6B and QUESTION 6C are then not marked.	
If the data file is omitted, fields/data in QUESTION 6B and QUESTION 6C are not marked.	
If QUESTION 6B is omitted, the fields/data in QUESTION 6C are not marked. Do NOT mark a QUESTION 6C printout as QUESTION 6B!	

A	M	T
3	7	10

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QUESTION 6A (CONTINUED)

DOCTOR	TITLE	COUNTRY	SPECIALITY	DATE 1	AIRLINE	SESSION	TIME
Morris	Professor	South Africa	Cardiology	1 July 2021	South African	One	10:00
Kovalczyk	Doctor	United Kingdom	Pulmonology	2 July 2021	Virgin	Two	QUESTION 6A
Landau	Mr	Egypt	Nephrologist	3 July 2021	Qatar	Three	EXAMINATION NUMBER

(10)

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QUESTION 6B

✓ 1 QUESTION 6B left header, uc

QUESTION 6B

✓ 2 EXAMINATION NUMBER right header

EXAMINATION NUMBER & COMPUTER NUMBER

✓ 3 Margins 0,5"/1,27 cm

CDC: CENTRE FOR DISEASE CONTROL AND PREVENTION

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SOME OF THE WORST PANDEMICS IN HISTORY:

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Plague of Justinian (541-542)



✓ 5 Correct letterhead, font Arial

✓ 6 Field [TITLE] ✓ 7 Field [DOCTOR] 21 May 2021 ✓ 4 Agency FB 12 pt

Dear **«TITLE» «DOCTOR», «COUNTRY»** ✓ 8 Field [COUNTRY]

With the coronavirus pandemic, people all over the world have become more aware of the best practices during a pandemic, from careful hand-washing to social distancing. Countries across the world declared mandatory stay-at-home measures, closing schools, businesses and public places. Dozens of companies and many more independent researchers began working on tests, treatments and vaccines. The push for the human race to survive the pandemic have become the primary concern in the world. ✓ 9 Field [SPECIALITY] ✓ 10 Field [DATE_1] ✓ 11 Field [TIME]

We would appreciate your presence, input especially in your field of specialty namely **«SPECIALITY»** on **«DATE_1»**, at **«TIME»**, session **«SESSION»** at the international symposium here in New York, as we will value your input from your **«SPECIALITY»** in **«COUNTRY»**.

✓ 12 Field [SESSION] ✓ 13 Field [AIRLINE] ✓ 8 Field [COUNTRY] 9 Field [SPECIALITY] ✓ 8 Field [COUNTRY]

We will gladly cover your travel expenses with the **«AIRLINE»** airways from **«COUNTRY»** to the United States and back.

To reduce the risk of spreading COVID-19[a], health experts urge people to:

✓ 14 Footnote inserted after COVID-19, number: a.

- Avoid directly touching frequently contacted surfaces, such as elevators in public spaces.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean surfaces in your home and personal items such as cell phones.
- Cover coughs and sneezes with a tissue, or use your inner elbow or sleeve.
- Frequently and thoroughly wash your hands with soap and water for at least 20 seconds.
- Stay home if you're sick and keep your children home if they are sick.

Kind Regards

Dr Gerard Butler
Epidemiologist
CDC, New York

✓ 19: Line spacing
✓ 20: Letter spaces
✓ 21: Upper case/lower case
✓ 22: Any other manipulation error

✓ 15 Bullets of choice
✓ 16 Sorted alphabetically

✓ 17, ✓ 18 Footnote inserted, number a., text bold, italics

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[a] *The coronavirus disease 2019 (COVID-19) is a communicable respiratory disease caused by a new strain of coronavirus that causes illness in humans.*

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MARKING GUIDELINE: QUESTION 6B	
ACCURACY (MARKED IN RED INK): 7 MARKS	
QUESTION NUMBER and EXAMINATION NUMBER	
All text below the letterhead had to be keyed in, as well as footnote	
Minus one mark per keying in error, this implicates also minus one mark for each word not keyed in	
MANIPULATION (MARKED IN BLUE INK): 17 MARKS	
1.✓	Header: QUESTION 6B left-aligned, upper case
2.✓	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3.✓	Margins: 1,27 cm/0,5"
4.✓	Font type and size: Agency FB 12 pt (all text, including footnote)
5.✓	Correct letterhead used with footer, font Arial
MERGE FIELDS:	
6.✓	[TITLE]
7.✓	[DOCTOR]
8.✓	[COUNTRY]
9.✓	[SPECIALITY]
10.✓	[DATE 1]
11.✓	[TIME]
12.✓	[SESSION]
13.✓	[AIRLINE]
14.✓	Footnote inserted after [COVID-19]. Footnote number: a.
COVID-19 MEASURES:	
15.✓	Bullets inserted
16.✓	Content sorted alphabetically
17.✓18.✓	Footnote text inserted, footnote number: a., text in bold and italics: [The coronavirus disease 2019 (COVID-19) is a communicable respiratory disease caused by a new strain of coronavirus that causes illness in humans.]
19.✓	Line spacing
20.✓	Letter spaces (check spaces between merge fields)
21.✓	Upper case/lower case
22.✓	Any other manipulation error

A	M	T
7	**17**	**24**

(24)

QUESTION 6C

QUESTION 6C EXAMINATION NUMBER & COMPUTER NUMBER

✓ 1 QUESTION 6C left header on ALL THREE letters, EXAMINATION NUMBER right

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CDC: CENTRE FOR DISEASE CONTROL AND PREVENTION

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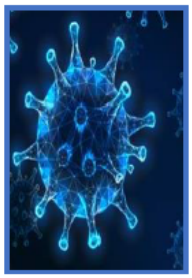
Flu Pandemic (1918)
Antonine Plague (165 AD)
Plague of Justinian (541-542)



---

21 May 2021

Dear **Professor Morris, South Africa**

✓ 2 Record 1 correct (Professor Morris): ALL EIGHT fields must be correct as in QUESTION 6B

With the coronavirus pandemic, people all over the world have become more aware of the best practices during a pandemic, from careful hand-washing to social distancing. Countries across the world declared mandatory stay-at-home measures, closing schools, businesses and public places. Dozens of companies and many more independent researchers began working on tests, treatments and vaccines. The push for the human race to survive the pandemic have become the primary concern in the world.

We would appreciate your presence, input especially in your field of specialty namely **Cardiology** on **1 July 2021**, at **10:00**, session **One** at the international symposium here in New York, as we will value your input from your **Cardiology** in **South Africa**.

We will gladly cover your travel expenses with the **South African** airways from **South Africa** to the United States and back.

To reduce the risk of spreading COVID-19[a], health experts urge people to:

- Avoid directly touching frequently contacted surfaces, such as elevators in public spaces.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean surfaces in your home and personal items such as cell phones.
- Cover coughs and sneezes with a tissue, or use your inner elbow or sleeve.
- Frequently and thoroughly wash your hands with soap and water for at least 20 seconds.
- Stay home if you're sick and keep your children home if they are sick.

Kind Regards

Dr Gerard Butler
Epidemiologist
CDC, New York

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[a] *The coronavirus disease 2019 (COVID-19) is a communicable respiratory disease caused by a new strain of coronavirus that causes illness in humans.*

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QUESTION 6C (CONTINUED)

QUESTION 6C EXAMINATION NUMBER & COMPUTER NUMBER

CDC: CENTRE FOR DISEASE CONTROL AND PREVENTION

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SOME OF THE WORST PANDEMICS IN HISORY:

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Asian Flu (1956-1958)
Flu Pandemic (1918)
Antonine Plague (165 AD)
Plague of Justinian (541-542)



21 May 2021

✓ 3 Record 2 correct (Doctor Kovalczyk): ALL EIGHT fields must be correct as in QUESTION 6B

Dear **Doctor Kovalczyk, United Kingdom**

With the coronavirus pandemic, people all over the world have become more aware of the best practices during a pandemic, from careful hand-washing to social distancing. Countries across the world declared mandatory stay-at-home measures, closing schools, businesses and public places. Dozens of companies and many more independent researchers began working on tests, treatments and vaccines. The push for the human race to survive the pandemic have become the primary concern in the world.

We would appreciate your presence, input especially in your field of specialty namely **Pulmonology** on **2 July 2021**, at **QUESTION 6A**, session **Two** at the international symposium here in New York, as we will value your input from your **Pulmonology** in **United Kingdom**.

We will gladly cover your travel expenses with the **Virgin** airways from **United Kingdom** to the United States and back.

To reduce the risk of spreading COVID-19[a], health experts urge people to:

- Avoid directly touching frequently contacted surfaces, such as elevators in public spaces.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean surfaces in your home and personal items such as cell phones.
- Cover coughs and sneezes with a tissue, or use your inner elbow or sleeve.
- Frequently and thoroughly wash your hands with soap and water for at least 20 seconds.
- Stay home if you're sick and keep your children home if they are sick.

Kind Regards

Dr Gerard Butler
Epidemiologist
CDC, New York

[a] *The coronavirus disease 2019 (COVID-19) is a communicable respiratory disease caused by a new strain of coronavirus that causes illness in humans.*

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QUESTION 6C (CONTINUED)

QUESTION 6C EXAMINATION NUMBER & COMPUTER NUMBER

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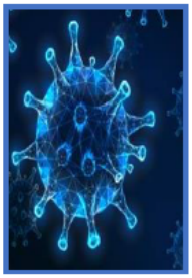

21 May 2021

✓ 4 Record 3 correct (Mr Landau): ALL EIGHT fields must be correct as in QUESTION 6B

Dear **Mr Landau, Egypt**

With the coronavirus pandemic, people all over the world have become more aware of the best practices during a pandemic, from careful hand-washing to social distancing. Countries across the world declared mandatory stay-at-home measures, closing schools, businesses and public places. Dozens of companies and many more independent researchers began working on tests, treatments and vaccines. The push for the human race to survive the pandemic have become the primary concern in the world.

We would appreciate your presence, input especially in your field of specialty namely **Nephrologist** on **3 July 2021**, at **EXAMINATION NUMBER**, session **Three** at the international symposium here in New York, as we will value your input from your **Nephrologist** in **Egypt**.

We will gladly cover your travel expenses with the **Qatar** airways from **Egypt** to the United States and back.

To reduce the risk of spreading COVID-19[a], health experts urge people to:

- Avoid directly touching frequently contacted surfaces, such as elevators in public spaces.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean surfaces in your home and personal items such as cell phones.
- Cover coughs and sneezes with a tissue, or use your inner elbow or sleeve.
- Frequently and thoroughly wash your hands with soap and water for at least 20 seconds.
- Stay home if you're sick and keep your children home if they are sick.

Kind Regards

Dr Gerard Butler
Epidemiologist
CDC, New York

✓ 5 Footnote number, Number a. all three merged letters
✓ 6 All three letters printed
✓ 7 All fields bold
✓ 8 Any other error

[a] *The coronavirus disease 2019 (COVID-19) is a communicable respiratory disease caused by a new strain of coronavirus that causes illness in humans.*

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MARKING GUIDELINE: QUESTION 6C	
MANIPULATION (MARKED IN BLUE INK): 6 MARKS	
1.✓	Header: QUESTION 6C left-aligned on all three letters, upper case
	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
2.✓	Record 1 correct
3.✓	Record 2 correct
4.✓	Record 3 correct
5.✓	Footnote inserted after [COVID-19]. Footnote number a. on all THREE letters
6.✓	3 letters printed
7.✓	All fields bold
8.✓	Any other error

M	T
6	**6**

(6)

QUESTION 6D

Pandemic Professor Morris Cardiology South Africa	**Pandemic** Doctor Kovalczyk Pulmenology United Kingdom	**Pandemic** Mr Landau Nephrologist Egypt	**Pandemic**
Pandemic ✓ 1 20 labels (4 columns x 5 rows) ✓ 2 Display all borders ✓ 3 Broadway 10 pt ✓ 4 Landscape orientation	**Pandemic** ✓ 5 [PANDEMIC] on all labels ✓ 6 [PANDEMIC] right-aligned, 16 pt, bold, italics	**Pandemic** ✓ 7 Order of and correct merge fields inserted, centred: Label 1 – Professor Label 2 – Doctor Label 3 – Mr	**Pandemic** ✓ 8 Correct data: ONLY [TITLE], [DOCTOR], [SPECIALITY], [COUNTRY]
Pandemic ✓ 9 Letter spaces ✓ 10 Line spacing, upper case/lower case ✓ 11 One page, any other additional errors	**Pandemic**	**Pandemic**	**Pandemic**
Pandemic	**Pandemic**	**Pandemic**	**Pandemic**
Pandemic	**Pandemic**	**Pandemic** QUESTION 6D ✓ 12 QUESTION 6D in second last label, centred	**Pandemic** EXAMINATION NUMBER ✓ 13 EXAMINATION NUMBER in last label centred

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MARKING GUIDELINE: QUESTION 6D	
ACCURACY (MARKED IN RED INK): 2 MARKS	
[Pandemic] keyed in correctly EXAMINATION NUMBER and QUESTION 6D	
MANIPULATION (MARKED IN BLUE INK): 8 MARKS	
1.✓	20 labels (4 columns x 5 rows)
2.✓	Display all borders
3.✓	Font: Broadway 10 pt
4.✓	Landscape orientation
5.✓	[Pandemic] on all labels
6.✓	[Pandemic] right-aligned, 16 pt, bold and italics
7.✓	Order of and correct merged fields inserted, centred: Label 1 – Professor Label 2 – Doctor Label 3 – Mr
8.✓	Correct data: ONLY [TITLE], [DOCTOR], [SPECIALITY], [COUNTRY]
9.✓	Letter spaces
10.✓	Line spacing, upper case/lower case
11.✓	ONE page, any additional errors
12.✓	[QUESTION 6D] in second last label, centred
13.✓	[EXAMINATION NUMBER] in last label, centred

A	M	T
2	**8**	**10**

(10)
[50]

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QUESTION 7

✓ 1 QUESTION 7 left header, uc

✓ 2 EXAMINATION NUMBER right header

QUESTION 7

✓ 3 Margins 0,5"/1,27 cm
✓✓ 4, 5 Tahoma 12 pt

EXAMINATION NUMBER & COMPUTER NUMBER

EPIDEMIC: The widespread occurrence of disease

✓ 6 Heading bold, centre, 16 pt
✓ 7 Single border textbox
✓ 8 Textbox only around text
✓ 9 10% shading in textbox

1. *HIV/AIDS* EPIDEMIC

✓✓ 10, 11 Correct style applied to ALL 11 LEVEL 1 headings: left-aligned, bold, upper case, italics and underlined

1.1. Death Toll: 36 million people

1.2. Cause: HIV/AIDS

1.2.1. First identified in Democratic Republic of the Congo in 1976.

1.2.2. Peak timeframe of **EPIDEMIC**: 2005-2012

1.2.3. The vast majority of infected people are in Sub-Saharan Africa, where 5% of the population is infected, roughly 21 million people.

1.2.3.1. As awareness has grown, new treatments have been developed that make HIV far more manageable and many of those infected go on to lead productive lives.

2. *FLU*[C] EPIDEMIC

✓ 12 Endnote inserted after FLU, number C

2.1. Death Toll: 1 million people

2.2. Cause: Influenza

2.2.1. The first reported case was on July 13, 1968 in Hong Kong.

2.2.2. While the 1968 **EPIDEMIC** had a comparatively low mortality rate (5%), it still resulted in the deaths of more than a million people, including 500 000 residents of Hong Kong, approximately 15% of its population at the time.

Automatic paragraph numbering:

✓✓ 20 & 21: Level 1 must be: 1.
✓✓ 22 & 23: Level 2 must be: 1.1.
✓✓ 24 & 25: Level 3 must be: 1.1.1.
✓✓ 26 & 27: Level 4 must be: 1.1.1.1.

✓ 28 All page breaks correct:

After paragraph 2
After paragraph 5
After paragraph 7

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QUESTION 7 (CONTINUED)

QUESTION 7 EXAMINATION NUMBER & COMPUTER NUMBER

***3. ASIAN FLU* EPIDEMIC**

3.1. Death Toll: 2 million people

3.2. Cause: Influenza

3.2.1. China in 1956.

3.2.2. In its two-year spree, Asian Flu travelled from the Chinese province of Guizhou to Singapore, Hong Kong and the United States.

***4. FLU* EPIDEMIC**

4.1. Death Toll: 20-50 million people

4.2. Cause: Influenza

4.2.1. Between 1918 and 1920 a disturbingly deadly outbreak of influenza tore across the globe, infecting over a third of the world's population.

4.2.2. Of the 500 million people infected in the 1918 **EPIDEMIC**, the mortality rate was estimated at 10% to 20%, with up to 25 million deaths in the first 25 weeks alone.

4.2.2.1. What separated the 1918 flu **EPIDEMIC** from other influenza outbreaks was the victims; it had begun striking down hardy and completely healthy young adults, while leaving children and those with weaker immune systems still alive.

***5. SIXTH CHOLERA* EPIDEMIC**

5.1. Death Toll: 800 000+ people

5.2. Cause: Cholera[2]

✓ 30 Footnote 2 inserted after Cholera

5.2.1. Originated in India in 1910.

5.2.2. American health authorities, having learned from the past, quickly sought to isolate the infected and in the end only 11 deaths occurred in the U.S.

✓ 31 Footnote text inserted end of page 2, number 2 ✓ 32 footnote text bold, italics and 10 pt

---

[2] ***An infectious and often fatal bacterial disease of the small intestines, typically contracted from infected water supplies and causing severe vomiting and diarrhoea.***

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QUESTION 7 (CONTINUED)

QUESTION 7 EXAMINATION NUMBER & COMPUTER NUMBER

Page 3
✓ 15 Two columns, equal size
✓ 16 Vertical line between columns
✓ 17 Column 1: THIRD COLERA, Column 2: ASIATIC FLU
✓ 18 Page 3: Page centred vertically
✓ 19 Only page 3 landscape

6. *THIRD CHOLERA* EPIDEMIC

6.1. Death Toll: 1 million people

6.2. Cause: Cholera

6.1.1. Originated in India from 1852.

6.1.2. British physician John Snow, tracked cases of cholera and eventually succeeded in identifying contaminated water as the means of transmission for the disease.

7. *ASIATIC FLU* EPIDEMIC

7.1. Death Toll: 1 million people

7.2. Cause: Influenza

7.2.1. The first cases were observed in May 1889 in three separate and distant locations, Bukhara in Central Asia, Athabasca in north-western Canada and Greenland.

7.2.2. It was the first true epidemic in the era of bacteriology and much was learned from it.

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QUESTION 7 (CONTINUED)

QUESTION 7 EXAMINATION NUMBER & COMPUTER NUMBER

***8. THE BLACK DEATH*EPIDEMIC**

8.1. Death Toll: 75–200 million people

8.2. Cause: Bubonic Plague

8.2.1. From 1346 in Europe, Africa and Asia.

***9. PLAGUE OF JUSTINIAN*EPIDEMIC**

Search and replace:

✓29 Pandemic replaced with **EPIDEMIC** (18 TIMES)

✓30 **EPIDEMIC**: bold, upper case, double underlined

9.1. Death Toll: 25 million people

9.2. Cause: Bubonic Plague

9.2.1. Started in the year 541 in Europe.

9.2.1.1. The Plague of Justinian was an outbreak of the bubonic plague.

***10. ANTONINE PLAGUE*EPIDEMIC**

✓ 39: Line spacing

✓ 40: Letter spaces

✓ 41: Upper case/lower case

✓ 42: Any other manipulation error

10.1. Death Toll: 5 million people

10.2. Cause: Unknown

10.2.1. Started in the year 541 in Asia Minor, Egypt, Greece and Italy.

10.2.1.1. This unknown disease was brought back to Rome by soldiers returning from Mesopotamia with either Smallpox or Measles decimating the Roman army.

11. WHAT ABOUT COVID-19 (THE NOVEL CORONAVIRUS*EPIDEMIC*)?

✓ ✓✓33, 34, 35 Equation correct

✓ 36 Textbox around equation, double border

✓ 37 Insert 10% shading in textbox

✓ 38 Equation centred, textbox from left- to right-hand margin

11.1. The infection rate is still spiking.

11.2. Cause: Unknown

11.2.1. Beginning in December 2019, in the region of Wuhan, China.

11.2.1.1. With the Corona virus **EPIDEMIC**, people all over the world have become more aware of the best practices during an **EPIDEMIC**, from careful hand-washing to social distancing.

$$Recoveries = [2\ Negative\ Tests^{\leq 24\ Hours}]\ or\ \frac{Symptoms\ Resolved}{< 14\ Days}$$

✓ 13 Endnote C inserted at end of the document ✓ 14 Endnote bold, italics, 10 pt

[c] ***Commonly known as the 'flu', the most common symptoms include runny nose, sore throat, muscle and joint pain, headache, coughing and feeling tired.***

MARKING GUIDELINE: QUESTION 7	
ACCURACY (MARKED IN RED INK): 5 MARKS	
QUESTION NUMBER and EXAMINATION NUMBER	
Endnote keyed in: [Commonly known as the 'flu', the most common symptoms include runny nose, sore throat, muscle and joint pain, headache, coughing and feeling tired.]	
Footnote keyed in: [An infectious and often fatal bacterial disease of the small intestines, typically contracted from infected water supplies and causing severe vomiting and diarrhoea.]	
MANIPULATION – Marked in BLUE ink: 29 MARKS	
1.✔	Header: QUESTION 7 left-aligned, upper case
2.✔	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3.✔	Margins: 1,27 cm/ 0,5"
4✔5✔	Font type and size: Tahoma 12 pt except where indicated otherwise
Heading: Epidemic: The widespread occurrence of disease	
6.✔	Centre, bold, 16 pt
7.✔	Textbox - single border
8.✔	Textbox around heading only, not from left- to right-hand margin
9.✔	Insert light grey shading in textbox (10%)
10✓ 11✓	Style correctly applied to all 11 level 1 headings: Left-aligned, upper case, bold, underlined and italics
Endnote inserted on first page, paragraph 2	
12.✔	Number C inserted after the word FLU (heading paragraph 2)
13.✔	Endnote C text inserted at end of the document
14.✔	Endnote text: Bold, italics, 10 pt
Parallel columns page 3:	
15.✔	Two equally sized columns inserted
16.✔	Vertical line between columns
17.✔	Order of columns (paragraphs): Column 1: THIRD COLERA, Column 2: ASIATIC FLU
18.✔	Page 3: Text vertically centred
19.✔	Only page 3 landscape format
Automatic paragraph numbering function applied correctly Each level marked as follows:	
	(a) All four levels format correctly set up (Number format and numbers continue correctly, indentation)
	(b) Correct text selected
20✓ 21✓	All level 1 correct according to a & b: ***1.*** - Two marks or 0 marks
22✓ 23✓	All level 2 correct according to a & b: 1.1. - Two marks or 0 marks
24✓ 25✓	All level 3 correct according to a & b: 1.1.1. - Two marks or 0 marks
26✓ 27✓	All level 4 correct according to a & b: 1.1.1.1. - Two marks or 0 marks

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28.✔	THREE page breaks correctly inserted After paragraph 2 – FLU EPIDEMIC … After paragraph 5 – SIXTH CHOLERA EPIDEMIC … After paragraph 7 – ASIATIC FLU …
	Search and replace: Pandemic replaced with **EPIDEMIC**
29.✔	Eighteen instances of Pandemic replaced with **EPIDEMIC**
30.✔	All 18 instances bold, upper case, double underline
Footnote inserted on page 2, paragraph 5	
30.✔	Number 2 inserted after Cholera
31.✔	Footnote 2 text inserted at bottom of this page (page 2)
32.✔	Footnote text: Bold, italics, 10 pt
Equation inserted:	
33✓ 34✓35✓	Equation correct
36.✔	Textbox around equation, double border
37.✔	Light grey shading inserted in textbox (10%)
38.✔	Equation centred, textbox with double line around equation from left- to right-hand margin
39.✔	Line spacing
40.✔	Letter spaces
41.✔	Upper case/lower case
42.✔	Any other manipulation error

A	M	T
5	29	34

[34]

QUESTION 8

✓ 1 QUESTION 8 left header, uc EXAMINATION NUMBER right header ✓ 2 Margins 0,5"/1,27 cm ✓✓ 3, 4 Century Schoolbook 12 pt

QUESTION 8 ✓ 5 No page number page 1 EXAMINATION NUMBER & COMPUTER NUMBER

EPIDEMIC: The widespread occurrence of disease

✓ 8 TABLE OF CONTENTS: Left-aligned, bold, italics, 16 pt ✓ 9 PAGE NUMBER: Right-aligned, bold, italics 16 pt

TABLE OF CONTENTS ***PAGE NUMBER***

✓ 6 ✓ 7 heading: textbox double border, shading darker

HIV/AIDS EPIDEMIC 11
FLU EPIDEMIC 11
ASIAN FLU EPIDEMIC 12
FLU EPIDEMIC 12
Cause: Influenza 12
SIXTH CHOLERA EPIDEMIC 12
Cause: Cholera 12
THIRD CHOLERA EPIDEMIC 13
Cause: Cholera 13
ASIATIC FLU EPIDEMIC 13
Cause: Influenza 13
THE BLACK DEATH EPIDEMIC 14
Cause: Bubonic Plague 14
PLAGUE OF JUSTINIAN EPIDEMIC 14
Cause: Bubonic Plague 14
ANTONINE PLAGUE EPIDEMIC 14
Cause: Unknown 14
WHAT ABOUT COVID-19 (THE NOVEL CORONAVIRUS EPIDEMIC)? 14
Cause: Unknown 14

✓ 10 TABLE OF CONTENTS generated
✓ 11 Correct level 1 headings inserted (11)
✓ 12 Correct level 2 headings inserted (8)
✓✓ 13, 14 First three level 2 headings not in TOC
✓ 15 Page numbers right-aligned with leader dots
✓✓ 16, 17 Correct page numbers
✓ 18 Page break after the TABLE OF CONTENTS

QUESTION 8 (CONTINUED)

QUESTION 8 *11* EXAMINATION NUMBER & COMPUTER NUMBER

PAGE 2:
✓ 19 Page number displayed top centre
✓ 20 Page number must be 11
✓ 21 Page number bold, italics
✓ 22 ONLY page 2 centred vertically

HIV/AIDS EPIDEMIC

1.1. Death Toll: 36 million people

1.2 **Cause: HIV/AIDS**

1.2.1. First identified in Democratic Republic of the Congo in 1976.

1.2.2. Peak timeframe of EPIDEMIC: 2005-2012

1.2.3. The vast majority of infected people are in Sub-Saharan Africa, where 5% of the population is infected, roughly 21 million people.

1.2.3.1. As awareness has grown, new treatments have been developed that make HIV far more manageable and many of those infected go on to lead productive lives.

FLU EPIDEMIC

2.1. Death Toll: 1 million people

2.2. **Cause: Influenza**

2.2.1 The first reported case was on July 13, 1968 in Hong Kong

2.2.2 While the 1968 EPIDEMIC had a comparatively low mortality rate (5%), it still resulted in the deaths of more than a million people, including 500 000 residents of Hong Kong, approximately 15% of its population at the time.

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QUESTION 8 (CONTINUED)

QUESTION 8 ***15*** EXAMINATION NUMBER & COMPUTER NUMBER

✓ 24 Page number displayed top centre ✓25 Page number bold, italics ✓ 26 Page number 15

✓ 27 INDEX: centre, bold, italics, 16 pt

INDEX

Cause 11, 12, 13, 14
China 12, 14
EPIDEMIC 11, 12, 13, 14
FLU 11, 12, 13
India 12, 13
Influenza 11, 12, 13
Originated 12, 13
people 11, 12, 13, 14

✓ 28 Generate Index, correct position
✓ 29, 30 Correct words (uc/lc and formatting)
✓ 31, 32 Correct page numbers
✓ 33 Two columns in INDEX
✓ 34 Page number right-aligned with leader dots
✓ 35 Page 15 not centred vertically
✓ 36 Correct three pages printed (TOC, page number 11, INDEX)
✓ 37 Line spacing
✓ 38 Letter spaces
✓ 39 Upper case/lower case
✓ 40 Any other manipulation error

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MARKING GUIDELINE: QUESTION 8	
ACCURACY: 2 MARKS	
QUESTION NUMBER and EXAMINATION NUMBER	
Headings keyed in: [TABLE OF CONTENTS], [PAGE NUMBER], [INDEX]	
MANIPULATION: 34 MARKS	
1.✔	Header: QUESTION 8 left-aligned, upper case
	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
2.✔	Margins: 1,27 cm/ 0,5"
3,4.✔	Font type and size: Century Schoolbook 12 pt (including headers, content of table of contents, and content of index)
MANIPULATION OF PAGE 1:	
5.✔	No page number inserted on page 1
6✔7✔	Heading: 'EPIDEMIC: The widespread occurrence of disease': single border textbox changed to double border, shading darker
8.✔	TABLE OF CONTENTS in 16 pt, bold, italics, left-aligned
9.✔	PAGE NUMBER in 16 pt, bold, italics and right-aligned
10.✔	Table of contents generated
11.✔	All level 1 headings inserted: 11 level 1 headings
12.✔	All level 2 headings inserted: 8 level 2 headings referring to cause
13✔ 14✔	First THREE level 2 headings taken out of TOC
15.✔	Page numbers right-aligned with leader dots
16✔17✔	Page numbers correct, starting with page 11
18 ✔	Page break inserted after table of contents
MANIPULATION OF PAGE 2:	
19.✔	Page number inserted top centre
20.✔	Page number starting with 11
21.✔	Page number bold, italics
22.✔	This page only centred vertically
23.✔	Endnote deleted on page 11 after the word, 'FLU'
MANIPULATION OF PRINTOUT 3: INDEX	
24.✔	Page number inserted top centre
25.✔	Page number must be bold, italics
26.✔	Page number must be 15
27.✔	INDEX in 16 pt, bold, italics, centred
28.✔	Index generated
29✔30✔	Correct words in index
31✔ 32✔	Page numbers correct
33.✔	Two columns in index
34.✔	Page number right-aligned with leader dots
35.✔	Last page (INDEX) not centred vertically
36.✔	Correct THREE pages printed: TOC, second page (page 11, INDEX)

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The following marks can only be deducted ONCE. Please indicated clearly WHERE and why it was deducted:	
37.✓	Line spacing
38✓	Letter spaces
39.✓	Upper case/lower case
40.✓	Any other manipulation error

A	M	T
2	34	36

[36]

TOTAAL SECTION B: 150

SECTION C: SPREADSHEET

INSTRUCTIONS: SECTION C

1. If alternative answers could have been given, allocate the mark and do not penalise.

2. Use RED ink to mark ACCURACY and also to indicate the mark allocation for the ACCURACY total for each question.

3. Use BLUE ink to mark MANIPULATION and to indicate the mark allocation for MANIPULATION total for each question.

4. MANIPULATION: Ensure that marks are indicated exactly as on the marking guideline for each question. If the required function was done correctly, write only the number. If it is wrong, write the number followed by an X. In the case of line spacing, upper case, font type, font size where only one mark is awarded per question, the number and X should be indicated where the error occurs.

5. When marking/moderating a question, indicate the numbers on the student printout in exactly the same place as indicated on the marking guideline. It serves no purpose to write the numbers together anywhere else on the printout.

6. ACCURACY: Clearly indicate where the spelling error occurs. Please note: one deduction per spelling error or one missing word.

   Please note: Letter spaces, upper case and lower case, additional pages are not spelling errors and, therefore, NOT ACCURACY.

7. Identify yourself as a marker by writing your initials and surname clearly in block letters (not your signature, nickname or first name) on the PRINTOUT where you write the total for the question. This should be verified by Chief Markers and examination assistants.

8. Be vigilant in instances where the students either inserted/deleted cells/rows/columns in the spreadsheet. There is a mark where this is checked. While such instances may be correct in A section of the question, the formulas/functions in the B section of the question will display different cell numbers than the marking guideline. If the answers in the A section are correct, do not penalise the student for wrong formulae/functions.

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QUESTION 9A

QUESTION 9A

EXAMINATION NUMBER COMPUTER NUMBER

	A	B	C	D	E	F
1		TOTAL CASES	TOTAL RECOVERED	TOTAL CASES/ 1M POP	ACTIVE CASES	SERIOUS/ CRITICAL
2	BRAZIL	881558	464774	4196	382664	8318
3	RUSSIA	545458	294306	3738	243868	2300
4	INDIA	344407	180460	250	154026	89444
5	UK	296857	180331	4374	116526	392
6	ITALY	237290	177010	3924	125909	207
7	GERMANY	188044	173100	2245	6059	425

✓ 1 QUESTION 9A left, uc

✓ 2 EXAMINATION NUMBER right

✓ 3 Mixed graph

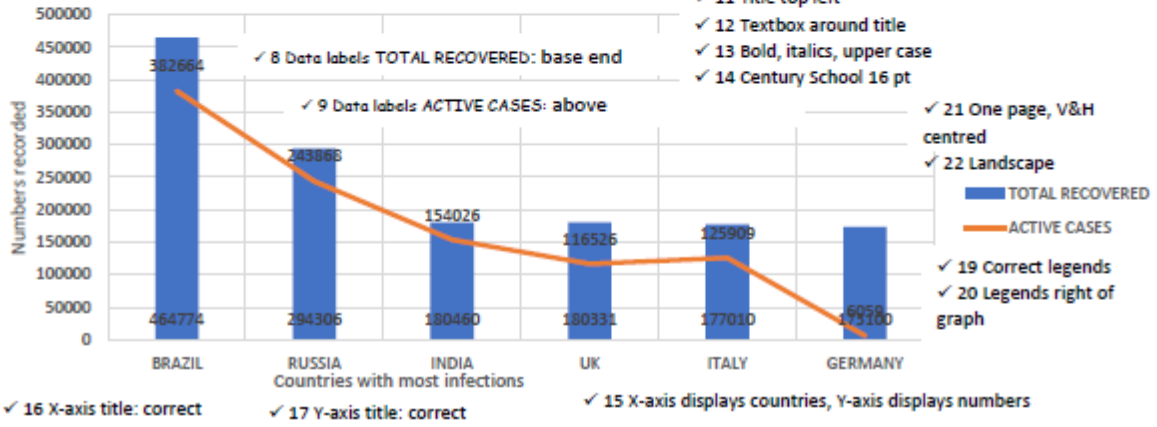
✓ 4 Graph displayed as object below spreadsheet

✓ 5 Graph resized: A10 .. J26

✓ 6 TOTAL RECOVERED: column graph

✓ 7 ACTIVE CASES: line graph

✓ 18 Gridlines



✓ 8 Data labels TOTAL RECOVERED: base end

✓ 9 Data labels ACTIVE CASES: above

✓ 10 Title correct: COVID-19 STATISTICS

✓ 11 Title top left

✓ 12 Textbox around title

✓ 13 Bold, italics, upper case

✓ 14 Century School 16 pt

✓ 21 One page, V&H centred

✓ 22 Landscape

✓ 19 Correct legends

✓ 20 Legends right of graph

✓ 16 X-axis title: correct

✓ 17 Y-axis title: correct

✓ 15 X-axis displays countries, Y-axis displays numbers

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MARKING GUIDELINE: QUESTION 9A	
ACCURACY (MARKED IN RED INK): 4 MARKS	
[QUESTION 9A] [EXAMINATION NUMBER] Graph title [COVID-19 STATISTICS]	
X-axis title: [Countries with most infections]	
Y-axis title: [Numbers recorded]	
MANIPULATION (MARKED IN BLUE INK): 14 MARKS	
1.✔	Header: QUESTION 9A left-aligned, upper case
2.✔	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3.✔	Mixed graph
4.✔	Graph displayed as object below spreadsheet
5.✔	Graph resized from cell A10 .. J26
6.✔	TOTAL RECOVERED displayed as a bar/column graph
7.✔	ACTIVE CASES displayed as a line graph
8.✔	Data labels TOTAL RECOVERED displayed base end
9.✔	Data labels ACTIVE CASES displayed above line
10.✔ 11.✔ 12.✔ 13.✔ 14.✔	Graph title: [COVID-19 STATISTICS] Title aligned top left of chart Textbox around graph title Bold, italics, upper case Font: Century School 16 pt
15.✓	X-axis displays countries and Y-axis numbers recorded
16.✓	X-axis title: [Countries with most infections]
17.✔	Y-axis title: [Numbers recorded]
18.✔	Horizontal and vertical gridlines
19.✔	Correct legends displayed: TOTAL RECOVERED and ACTIVE CASES
20.✔	Legends displayed on right-hand side of the graph
21.✔	PRINTOUT on ONE page, vertically and horizontally centred
22.✔	Landscape orientation

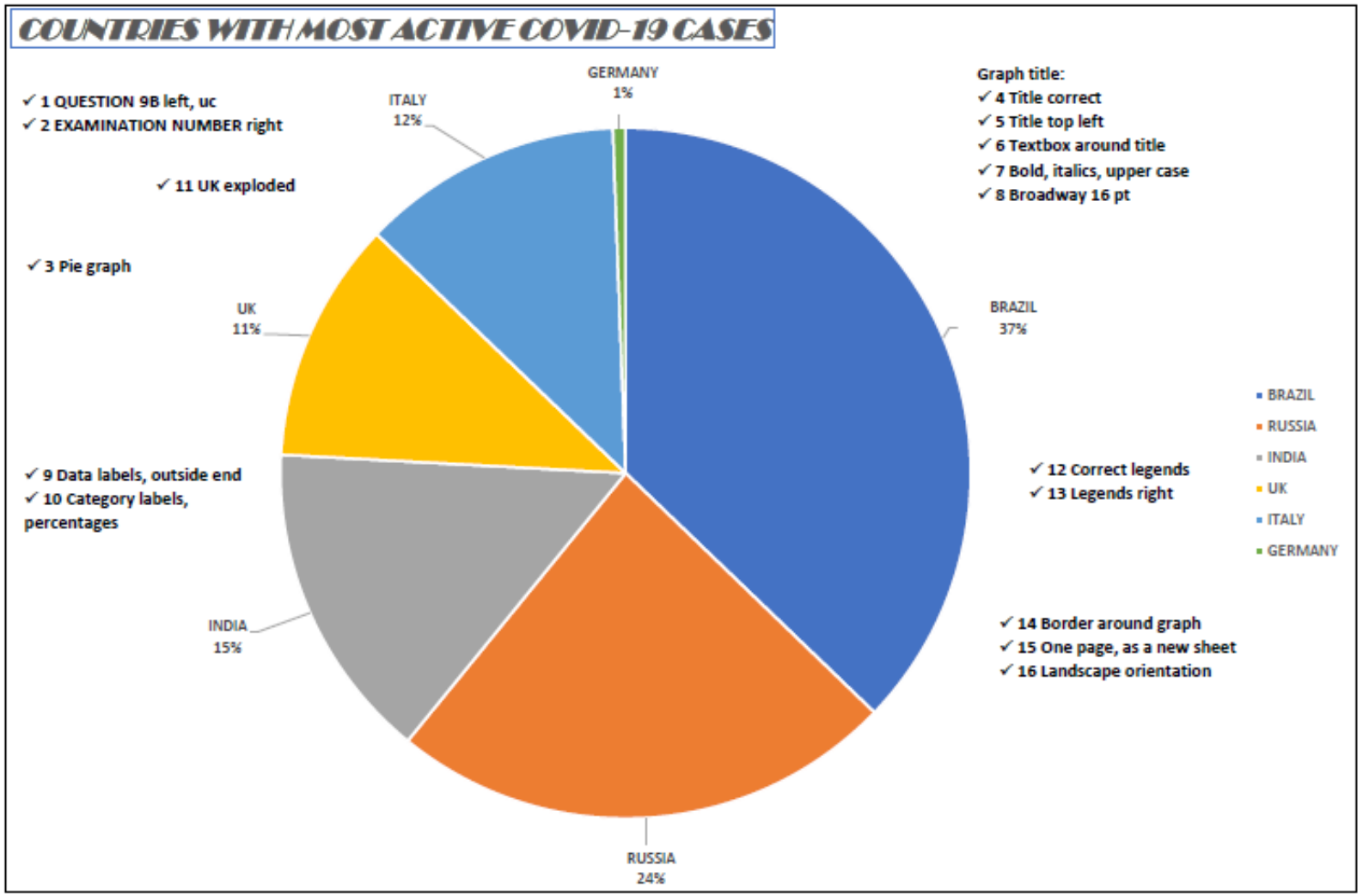
A	M	T
4	**14**	**18**

(18)

QUESTION 9B

QUESTION 9B

EXAMINATION NUMBER AND COMPUTER NUMBER



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MARKING GUIDELINE: QUESTION 9B	
ACCURACY (MARKED IN RED INK): 2 MARKS	
Graph title [COUNTRIES WITH MOST ACTIVE COVID-19 CASES]	
[QUESTION 9B] and [EXAMINATION NUMBER]	
MANIPULATION (MARKED IN BLUE INK): 13 MARKS	
1.✓	Header: QUESTION 9B left-aligned, upper case
2.✓	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3.✓	Pie graph
4.✓ 5.✓ 6.✓ 7.✓ 8.✓	Graph title: [COUNTRIES WITH MOST ACTIVE COVID-19 CASES] Title aligned top left Textbox around graph title Bold, italics, upper case Font: Broadway 16 pt
9.✓	Data labels, outside end
10.✓	Data labels: category labels and percentages displayed
11.✓	UK segment exploded
12.✓	Correct legends displayed: BRAZIL, RUSSIA, INDIA, UK, ITALY, GERMANY
13.✓	Legends displayed right of graph
14.✓	Border inserted around the graph
15.✓	PRINTOUT on ONE page as a new sheet
16.✓	Landscape orientation

A	M	T
2	**13**	**15**

(15)
[33]

QUESTION 10A

QUESTION 10A

EXAMINATION NUMBER (COMPUTER NUMBER)

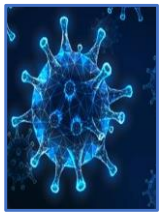
✓ **1 QUESTION 10A left, uc**

✓✓✓ **5, 6, 7 Row 4: Horizontally & vertically centred, wrapped, bold**

Outbreak: Some of the Worst Pandemics in History

✓✓ **3, 4 Heading centred, 16 pt, bold**

✓ **2 EXAMINATION NUMBER right**



Picture:
✓ **19 Correct picture in cell K1**
✓ **20 Double border**
✓ **21 Correct size, 1" x 1,5"**

PANDEMICS	TIME OF OUTBREAK	CASUALTIES IN MILLION	PANDEMIC PLAGUES	TIME OF PLAGUE	TIME PLAGUE BEGAN	END OF PLAGUE	DURATION OF PLAGUE IN YEARS	DURATION OF PLAGUE IN MONTHS
AIDS pandemic and epidemic	1981-present day	36	Cocoliztli epidemic	1545-1548	1545	1548	3	36
Asian Flu	1957-1958	2,1	Great Plague of London	1665-1666	1665	1666	1	12
Flu pandemic	1889-1890	1	Great Plague of Marseille	1720-1723	1720	1723	3	36
Plague of Justinian	A.D. 541-542	25	Plague of Athens	430-433 B.C.	430	433	3	36
Spanish Flu	1918-1920	500	Plague of Cyprian	A.D. 250-271	250	271	21	252
The Black Death	1346-1353	200	Russian Plague	1770-1772	1770	1772	2	24
NUMBER OF PLAGUES	6							

✓✓ **8, 9**

✓✓ **11, 12**

✓✓ **13, 14**

✓✓ **15, 16**

✓✓ **17, 18**

✓ **10**

PANDEMICS	TIME OF OUTBREAK	CASUALTIES IN MILLION
AIDS pandemic and epidemic	1981-present day	36
Asian Flu	1957-1958	2,1
Flu pandemic	1889-1890	1
Plague of Justinian	A.D. 541-542	25
Spanish Flu	1918-1920	500
The Black Death	1346-1353	200

PANDEMIC PLAGUES	Cocoliztli epidemic	Great Plague of London	Great Plague of Marseille	Plague of Athens	Plague of Cyprian	Russian Plague
TIME OF PLAGUE	1545-1548	1665-1666	1720-1723	430-433 B.C.	A.D. 250-271	1770-1772

✓✓ **22, 23 Horizontal & vertical lines**
✓ **24 One page**
✓ **25 Landscape orientation**

✓ **31 Footer inserted**
✓ **32 Footer centred, bold, italics, 16 pt**

✓ **26 Letter spaces**
✓ **27 Upper case/lower case**
✓ **28 Any other manipulation error**
✓ **29 Correct column widths**
✓ **30 No row and column headings**

Pandemic: the widespread occurrence of disease

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MARKING GUIDELINE: QUESTION 10A	
ACCURACY (MARKED IN RED INK): 5 MARKS	
All text had to be keyed in in columns D to J and rows 11 to 19	
[QUESTION 10A] and [EXAMINATION NUMBER]	
MANIPULATION (MARKED IN BLUE INK): 22 MARKS	
1.✓	Header: QUESTION 10A left-aligned, upper case
2.✓	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3.✓	Main heading [Outbreak: Some of the Worst Pandemics in History] centred
4.✓	Main heading [Outbreak: Some of the Worst Pandemics in History] bold and 16 pt
5.✓	Column headings row 4 centred vertically and horizontally
6.✓	Column headings row 4 wrapped as displayed
7.✓	Column headings row 4 bold
8, 9✓✓	A: TIME OF OUTBREAK: Answers correct
10.✓	F: NUMBER OF PLAGUES: Answer correct
11, 12✓✓	B: CASUALTIES IN MILLION: Answers correct
13, 14✓✓	C: TIME OF PLAGUE: Answers correct
15, 16✓✓	D: DURATION OF PLAGUE IN YEARS: Answers correct
17, 18✓✓	E: DURATION OF PLAGUE IN MONTHS: Answers correct
19.✓	Correct picture inserted in cell K1
20.✓	Double border around picture
21.✓	Size of the picture to 2,54 cm/1" in width and 3,81 cm/1,5" in height
22, 23 ✓✓	All vertical and horizontal lines (borders) correct
24.✓	ONE page
25.✓	Landscape orientation
26.✓	Letter spaces
27.✓	Upper case/lower case
28.✓	Any other manipulation error
29.✓	Correct column widths
30.✓	No row and column headings displayed
31.✓	Insert footer: [Pandemic: the widespread occurrence of disease]
32.✓	Footer centred, bold, italics, 16 pt

A	M	T
5	**22**	**27**

(27)

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QUESTION 10B

QUESTION 10B EXAMINATION NUMBER (COMPUTER NUMBER)

	B	C	D	E	H	I
1	**Outbreak: Some of the Worst Pandemics in History**					
2	✓ **1 QUESTION 10B left, uc, EXAMINATION NUMBER right**					
3						
4	**TIME OF OUTBREAK**	**CASUALTIES IN MILLION**	**PANDEMIC PLAGUES**	**TIME OF PLAGUE**	**DURATION OF PLAGUE IN YEARS**	**DURATION OF PLAGUE IN MONTHS**
5	=VLOOKUP(A5;PANDEMIC;2)	=VLOOKUP(A5;PANDEMIC;3)	Cocoliztli epidemic	=HLOOKUP(D5;PLAGUES;2)	=G5-F5	=H5*12
6	=VLOOKUP(A6;PANDEMIC;2)	=VLOOKUP(A6;PANDEMIC;3)	Great Plague of London	=HLOOKUP(D6;PLAGUES;2)	=G6-F6	=H6*12
7	=VLOOKUP(A7;PANDEMIC;2)	=VLOOKUP(A7;PANDEMIC;3)	Great Plague of Marseille	=HLOOKUP(D7;PLAGUES;2)	=G7-F7	=H7*12
8	=VLOOKUP(A8;PANDEMIC;2)	=VLOOKUP(A8;PANDEMIC;3)	Plague of Athens	=HLOOKUP(D8;PLAGUES;2)	=G8-F8	=H8*12
9	=VLOOKUP(A9;PANDEMIC;2)	=VLOOKUP(A9;PANDEMIC;3)	Plague of Cyprian	=HLOOKUP(D9;PLAGUES;2)	=G9-F9	=H9*12
10	=VLOOKUP(A10;PANDEMIC;2)	=VLOOKUP(A10;PANDEMIC;3)	Russian Plague	=HLOOKUP(D10;PLAGUES;2)	=G10-F10	=H10*12
11	=COUNT(C5:C10) ✓ **9**	✓✓ ✓✓**10, 11, 12, 13**		✓✓ ✓✓**14, 15, 16, 17**	✓ **18**	✓ **19**
21		✓ **20 One page, landscape**				
22	✓✓ ✓✓**5, 6, 7, 8**	✓ **21 Column widths**		✓ **2 Row and column headings displayed**		
23		✓ **22 Picture and footer deleted**		✓ **3 Columns hidden: A, F and G and two reference tables**		
24				✓ **4 Page centred horizontally and vertically**		
25						

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MARKING GUIDELINE: QUESTION 10B	
ACCURACY (MARKED IN RED INK): 0 MARKS	
ONLY MANIPULATION	
MANIPULATION (MARKED IN BLUE INK): 16 MARKS	
1.✓	Header: QUESTION 10B left-aligned, upper case
	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
2.✓	Row and column headings displayed
3.✓	Columns A, F and G and two reference tables hidden
4.✓	Spreadsheet centred vertically and horizontally
5, 6, 7, 8 ✓✓✓✓	TIME OF OUTBREAK: Correct function B5:B10
9.✓	Correct = COUNT function B11
10, 11, 12, 13 ✓✓✓✓	CASUALTIES IN MILLION: Correct formula C5:C10
14, 15, 16, 17 ✓✓✓✓	TIME OF PLAGUE: Correct formula E5:E10
18.✓	DURATION OF PLAGUE IN YEARS: Correct function H5:H10
19.✓	DURATION OF PLAGUE IN MONTHS: Correct function I5:I10
20.✓	ONE landscape page
21.✓	Incorrect column widths
22.✓	Footer and picture deleted

A	M	T
0	**16**	**16**

(16)
[43]

QUESTION 11A

QUESTION 11A EXAMINATION NUMBER (COMPUTER NUMBER)

WORLD HEALTH ORGANISATION: PANDEMIC FINANCIAL ASSISTANCE ✓ **1 QUESTION 11A left, uc** ✓ **2 EXAMINATION NUMBER right**

FINANCIAL COVID-19 AID SCHEME TO COMPANIES WORLD-WIDE

PERIOD OF LOAN IN YEARS SCENARIO 1 10
SCENARIO 2 12
SCENARIO 3 15

✓**4 All answers displayed in bold**

✓ **3 Rows 9, 17 wrapped, horizontally & vertically centred**

			TOTAL AMOUNT	ANNUAL INTEREST RATE OF LOAN	MONTHLY PAYMENT	ANNUAL PAYMENT	TOTAL PAYMENT	TOTAL INTEREST PAID
AMOUNT OF LOAN PER EMPLOYEE:	R700 000,00	SCENARIO 1	**R7 000 000,00**	25%	**R159 245,07**	**R1 910 940,78**	**R19 109 407,83**	**R12 109 407,83**
		SCENARIO 2	**R8 400 000,00**	25%	**R184 471,80**	**R2 213 661,63**	**R26 563 939,61**	**R18 163 939,61**
		SCENARIO 3	**R10 500 000,00**	25%	**R224 230,54**	**R2 690 766,44**	**R40 361 496,58**	**R29 861 496,58**
			✓**5**		✓**6**	✓**7**	✓**8**	✓**9**

EMERGENCY FUND SAVINGS

✓ **3 Rows 9, 17 wrapped, horizontally & vertically centred**

✓ **15 One page, landscape orientation**

PERIOD OF SAVING	ANNUAL INTEREST RATE	MONTHLY AMOUNT TO BE SAVED	FUTURE VALUE OF SAVINGS	SAVINGS WITHOUT INTEREST	INTEREST EARNED
12	6,50%	R500,00	**R6 182,02**	**R6 000,00**	**R182,02**
24	6,50%	R500,00	**R12 778,06**	**R12 000,00**	**R778,06**
36	6,50%	R500,00	**R19 815,84**	**R18 000,00**	**R1 815,84**
48	6,50%	R500,00	**R27 324,96**	**R24 000,00**	**R3 324,96**
			✓**10**	✓**11**	✓**12**

✓ **16 Letter spaces**
✓ **17 Upper case/lower case**
✓ **18 Any other manipulation error**
✓ **19 Column widths**
✓ **20 No row and column headings**

✓ **13 Currency, 2 decimals**

✓ **14 Integers, percentages, 2 decimals**

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MARKING GUIDELINE: QUESTION 11A	
ACCURACY (MARKED IN RED INK): 5 MARKS	
All text had to be keyed in, no file was provided	
[QUESTION 11A] and [EXAMINATION NUMBER]	
MANIPULATION (MARKED IN BLUE INK): 10 MARKS	
1.✔	Header: QUESTION 11A left-aligned, upper case
2.✔	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3.✔	Column headings row 9 and17 centred vertically and horizontally, wrapped
4.✔	All answers displayed in bold
5.✔	A: TOTAL AMOUNT: Answers correct
6.✔	B: MONTHLY PAYMENT: Answers correct
7.✔	C: ANNUAL PAYMENT: Answers correct
8.✔	D: TOTAL PAYMENT: Answers correct
9.✔	E: TOTAL INTEREST PAID: Answers correct
10.✔	F: FUTURE VALUE OF SAVINGS: Answers correct
11.✔	G: SAVINGS WITHOUT INTEREST: Answers correct
12.✔	H: INTEREST EARNED: Answers correct
13.✔	Figures displayed as currency with 2 decimals
14.✔	Figures displayed as integers and percentage with 2 decimals
15.✔	ONE page, landscape orientation
16.✔	Letter spaces
17.✔	Upper case/lower case
18.✔	Any other manipulation error
19.✔	Correct column widths
20.✔	No row and column headings

A	M	T
5	**10**	**15**

(15)

QUESTION 11B

QUESTION 11B EXAMINATION NUMBER (COMPUTER NUMBER)

	C	D	E	F	G	H	I
5	SCENARIO 1	10					
6	SCENARIO 2	12	✓ **1 QUESTION 11B left, uc, EXAMINATION NUMBER right**				
7	SCENARIO 3	15				✓ **2 Row and column headings displayed**	
8						✓ **3 Page centred horizontally & vertically**	
9		TOTAL AMOUNT	ANNUAL INTEREST RATE OF LOAN	MONTHLY PAYMENT	ANNUAL PAYMENT	TOTAL PAYMENT	TOTAL INTEREST PAID
10	SCENARIO 1	**=$B$10*D5**	0,25	**=PMT(E10/12;D5*12;-D10)**	**=F10*12**	**=G10*D5**	**=H10-D10**
11	SCENARIO 2	**=$B$10*D6**	0,25	**=PMT(E11/12;D6*12;-D11)**	**=F11*12**	**=G11*D6**	**=H11-D11**
12	SCENARIO 3	**=$B$10*D7**	0,25	**=PMT(E12/12;D7*12;-D12)**	**=F12*12**	**=G12*D7**	**=H12-D12**
13		✓ **4**		✓✓✓✓ **5 , 6, 7, 8**	✓ **9**	✓ **10**	✓ **11**
14							
15							
16						✓ **18 One page, landscape**	
17	MONTHLY AMOUNT TO BE SAVED	FUTURE VALUE OF SAVINGS	SAVINGS WITHOUT INTEREST	INTEREST EARNED		✓ **19 Column widths**	
18	500	**=FV(B18/12;A18;-C18)**	**=A18*C18**	**=D18-E18**		✓ **20 Hide columns A, B, rows 1-4**	
19	500	**=FV(B19/12;A19;-C19)**	**=A19*C19**	**=D19-E19**			
20	500	**=FV(B20/12;A20;-C20)**	**=A20*C20**	**=D20-E20**			
21	500	**=FV(B21/12;A21;-C21)**	**=A21*C21**	**=D21-E21**			
22		✓✓ ✓✓ **12, 13, 14, 15**	✓ **16**	✓ **17**			
23							

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MARKING GUIDELINE: QUESTION 11B	
ACCURACY (MARKED IN RED INK): 0 MARKS	
ONLY MANIPULATION	
MANIPULATION (MARKED IN BLUE INK): 17 MARKS	
1.✓	Header: QUESTION 11B left-aligned, upper case
	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
2.✓	Row and column headings displayed
3.✓	Spreadsheet centred vertically and horizontally
4.✓	A: TOTAL AMOUNT: Correct formula D10:D12
5, 6, 7, 8✓✓✓✓	B: MONTHLY PAYMENT: Correct function F10:F12
9.✓	C: ANNUAL PAYMENT: Correct formula G10:G12
10.✓	D: TOTAL PAYMENT: Correct formula H10:H12
11.✓	E: TOTAL INTEREST PAID: Correct formula I10:I12
12, 13, 14, 15 ✓✓✓✓	F: FUTURE VALUE OF SAVINGS: Correct function D18:D21
16.✓	G: SAVINGS WITHOUT INTEREST: Correct formula E18:E21
17.✓	H: INTEREST EARNED: Correct formula F18:F21
18.✓	One page, landscape orientation
19.✓	Incorrect column widths
20.✓	Columns A, B, rows 1-4 hidden

A	M	T
0	**17**	**17**

(17)
[32]

QUESTION 12A

QUESTION 12A EXAMINATION NUMBER (COMPUTER NUMBER)

✓ **1 QUESTION 12A left, uc, EXAMINATION NUMBER right**

The Mother of all Pandemics?

✓✓ **3, 4 Centred, 16 pt, bold, italics**

THE CORONAVIRUS COVID-19 IS AFFECTING 213 COUNTRIES AND TERRITORIES AROUND THE WORLD AND 2 INTERNATIONAL CONVEYANCES.

✓✓ **5, 6 Subheading right-align, upper case**

✓✓✓**7, 8, 9 Row 6: H & V centred, wrapped, bold & italics**

COUNTRY	*POPULATION*	*TOTAL CASES TO DATE*	*TOTAL RECOVERED*	*ACTIVE CASES*	*% INFECTED*	*SMALL/BIG COUNTRY*	*RISK RATING*	*STATUS OF RECOVERY*
Portugal	10 197 556	38 089	24 010	14079	0,37%	SMALL COUNTRY	LOW RISK	SLOW RECOVERY
Ecuador	17 632 936	49 097	24 123	24974	0,28%	Ecuador	LOW RISK	SLOW RECOVERY
Netherlands	17 133 694	49 319	32 712	16607	0,29%	Netherlands	LOW RISK	GOOD RECOVERY
Sweden	10 097 180	56 043	17 349	38694	0,56%	SMALL COUNTRY	HIGH RISK	SLOW RECOVERY
Belgium	11 588 002	60 476	16 751	43725	0,52%	SMALL COUNTRY	HIGH RISK	SLOW RECOVERY
South Africa	59 281 463	83 890	44 920	38970	0,14%	South Africa	HIGH RISK	GOOD RECOVERY
	MOST CASES	83 890						
	LOWEST CASES	38 089						
	AVERAGE CASES	56 152						

✓ **19** ✓ **10** ✓✓ **11, 12** ✓✓ **13, 14** ✓✓ **15, 16** ✓✓ **17, 18**

✓ **20**

✓ **21**

✓✓ **22 Answers copied**

✓✓ **23, 24 Sorted from low to high according TOTAL RECOVERED**

✓✓ **25, 26 Horizontal & vertical lines**

✓ **27, One page, landscape orientation**

✓ **28 Letter spaces**

✓ **29 Upper case/lower case**

✓ **30 Any other manupilation error, % 2 decimals**

✓ **31 Column widths**

✓ **32 No row and column headings**

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MARKING GUIDELINE: QUESTION 12A	
ACCURACY (MARKED IN RED INK): 4 MARKS	
All text had to keyed in in columns C, D, E, F, G, H, I and rows 13, 14 and 15	
[QUESTION 12A] and [EXAMINATION NUMBER]	
MANIPULATION (MARKED IN BLUE INK): 20 MARKS	
1.✓	Header: QUESTION 12A left-aligned, upper case
2.✓	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3.✓	Main heading [The Mother of all Pandemics?] centre, 16 pt
4.✓	Main heading [The Mother of all Pandemics?] bold, italics
5.✓	Subheading [The coronavirus … conveyances.] right-aligned
6.✓	Subheading [The coronavirus … conveyances.] upper case
7.✓	Column headings row 6 centred vertically and horizontally
8.✓	Column headings row 6 wrapped as displayed
9.✓	Column headings row 6 bold and italics
10.✓	A: ACTIVE CASES: Answers correct
11, 12✓✓	B: % INFECTED: Answers correct
13, 14✓✓	C: SMALL/BIG COUNTRY: Answers correct
15, 16✓✓	D: RISK RATING: Answers correct
17, 18✓✓	E: STATUS OF RECOVERY: Answers correct
19.✓	F: MOST CASES: Answer correct
20.✓	G: LOWEST CASES: Answer correct
21.✓	H: AVERAGE CASES: Answer correct
22.✓	All answers copied according to instructions
23, 24.✓	Sorted according to TOTAL CASES TO DATE (and corresponding data) from low to high
25, 26✓✓	All vertical and horizontal lines (borders) correct
27.✓	ONE page, landscape orientation
28.✓	Letter spaces
29.✓	Upper case/lower case
30.✓	Any other manipulation error, % with 2 decimals
31.✓	Incorrect column widths
32.✓	Row and column headings displayed

A	M	T
4	**20**	**24**

(24)

QUESTION 12B

QUESTION 12A EXAMINATION NUMBER (COMPUTER NUMBER)

	C	E	F	G	H	I
1	✓ 1 QUESTION 12B left, uc, EXAMINATION NUMBER right			***The Mother of all Pandemics?***		
2						
3	=UPPER("The coronavirus COVID-19 is affecting 213 countries and territories around the world and 2 international conveyances.")				✓ 2 Row and column headings displayed ✓ 3 Columns hidden: A. B and D	
4	✓ 5 UPPER function used				✓ 4 Page centred Horizontally & Vertically	
5						
6	***TOTAL CASES TO DATE***	***ACTIVE CASES***	***% INFECTED***	***SMALL/BIG COUNTRY***	***RISK RATING***	***STATUS OF RECOVERY***
7	38089	=C7-D7	=C7/B7	=IF(B7>17000000;A7;"SMALL COUNTRY")	=IF(C7>50000;"HIGH RISK";"LOW RISK")	=IF(E7>30000;"GOOD RECOVERY";"SLOW RECOVERY")
8	49097	=C8-D8	=C8/B8	=IF(B8>17000000;A8;"SMALL COUNTRY")	=IF(C8>50000;"HIGH RISK";"LOW RISK")	=IF(E8>30000;"GOOD RECOVERY";"SLOW RECOVERY")
9	49319 ✓ 21	=C9-D9	=C9/B9	=IF(B9>17000000;A9;"SMALL COUNTRY")	=IF(C9>50000;"HIGH RISK";"LOW RISK")	=IF(E9>30000;"GOOD RECOVERY";"SLOW RECOVERY")
10	56043	=C10-D10	=C10/B10	=IF(B10>17000000;A10;"SMALL COUNTRY")	=IF(C10>50000;"HIGH RISK";"LOW RISK")	=IF(E10>30000;"GOOD RECOVERY";"SLOW RECOVERY")
11	60476	=C11-D11	=C11/B11	=IF(B11>17000000;A11;"SMALL COUNTRY")	=IF(C11>50000;"HIGH RISK";"LOW RISK")	=IF(E11>30000;"GOOD RECOVERY";"SLOW RECOVERY")
12	83890	=C12-D12	=C12/B12	=IF(B12>17000000;A12;"SMALL COUNTRY")	=IF(C12>50000;"HIGH RISK";"LOW RISK")	=IF(E12>30000;"GOOD RECOVERY";"SLOW RECOVERY")
13	=MAX(C7:C12)	✓ 6	✓ 22	✓✓ ✓✓ 9, 10, 11, 12	✓✓ ✓✓13 14, 15, 16	✓✓ ✓✓ 17, 18, 19, 20
14	=MIN(C7:C13)	✓ 7				
15	=AVERAGE(C7:C12)	✓ 8			✓ 23 One landscape page	
16					✓ 24 Column widths	
17						

MARKING GUIDELINE: QUESTION 12B	
ACCURACY (MARKED IN RED INK): 0 MARKS	
ONLY MANIPULATION	
MANIPULATION (MARKED IN BLUE INK): 18 MARKS	
1.✔	Header: QUESTION 12B left-aligned, upper case
	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
2.✔	Row and column headings displayed
3.✓	Columns A, B and D hidden
4.✓	Spreadsheet centred vertically and horizontally
5.✔	Correct =UPPER function used in cell C3 for upper case
6.✔	Correct =MAX function C13
7.✔	Correct =MIN function C14
8.✔	Correct =AVERAGE function C15
9, 10, 11, 12 ✔✔✔✔	Correct =IF function G7..G12
13, 14, 15, 16 ✔✔✔✔	Correct =IF function H7..H12
17, 18, 19, 20 ✔✔✔✔	Correct =IF function I7..I12
21.✔	Correct =C7-D7
22.✔	Correct =C7/B7
23.✔	ONE page, landscape orientation
24.✔	Incorrect column widths

A	M	T
0	**18**	**18**

(18)
[42]

TOTAL SECTION C: 150
GRAND TOTAL: 200

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