higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

COMPUTER PRACTICE N6

(6030196)

8 NOVEMBER 2016

This marking guideline consists of 35 pages.

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SECTION A: THEORY 50

QUESTION 1 (INFORMATION SYSTEMS)

1.1
- Leasing is more flexible than purchasing.
- High cash flow is not needed when leasing.
- It allows a choice of equipment at low risk.
- Maintenance is normally included.
- Leasing is cheaper than renting from the manufacturer.
- The lease period may be extended at reduced premiums.
- Lease payments are tax deductible. (Any appropriate 6 x 1) (6)

1.2
- Local area network
- Personal area network
- Wide area network
- Campus area network
- Metropolitan area network
- Storage area network
- Enterprise private network
- Virtual private network (Any appropriate 4 x 1) (4)

1.3
- Message – data consisting of text, figures, photos, videos
- Sender – computer, work station
- Receiver – computer, work station, telephone
- Transmission medium – twisted pair wire, coaxial cable, radio waves
- Protocol – communication channels (5)

[15]

QUESTION 2 (OPERATING SYSTEMS)

2.1 TRUE
2.2 TRUE
2.3 TRUE
2.4 TRUE
2.5 TRUE
2.6 FALSE
2.7 FALSE
2.8 TRUE
2.9 TRUE
2.10 FALSE

(10 x 1) **[10]**

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QUESTION 3 (VIRUSES)

3.1 G
3.2 P
3.3 N
3.4 I
3.5 Q
3.6 L
3.7 O
3.8 K
3.9 M
3.10 A
3.11 B
3.12 C
3.13 E
3.14 F
3.15 D

(15 x 1) **[15]**

QUESTION 4 (TROUBLESHOOTING)

4.1
- There is not enough space on the disk to save the file.
- Delete some of the files and/or folders and try again.

4.2
- Batteries may be flat or mouse did not install automatically. Replace batteries or install mouse manually.

4.3
- There are bad sectors on the E drive.
- Use Scandisk to fix the errors.

4.4
- The document did not print.
- Switch the printer on or plug in the printer cable or the wrong printer driver is installed.

4.5
- The computer battery is running low.
- Plug in the power supply to the computer as soon as possible.

(5 x 2) **[10]**

TOTAL SECTION A: 50

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QUESTION 5 EXAMINATION NUMBER

✓ 7 Uc, 18 pt
✓ 8 Centred, bold, italics, underlined

INTERESTING VIRUS FACTS

1. THE MOST COMMON DIFFERENT FORMS OF ELECTRONIC INFECTIONS ARE:

✓ 4 Viruses replaced with MALWARE in capital letters 13 times
✓ 5 MALWARE 14 pt
✓ 6 MALWARE italics, bold

FOUR main paragraph headings:
✓ 9 Left-aligned ✓ 10 Capital letters, bold

1.1. ***MALWARE***:

1.1.1. A virus is a small piece of software that piggybacks on real programs.

1.1.2. For example, a virus might attach itself to a program such as a spreadsheet program.

1.1.2.1. Each time the spreadsheet program runs, the virus runs too and it has the chance to reproduce or wreak havoc.

1.2. E-mail ***MALWARE***:

1.2.1. E-mail ***MALWARE*** travels as attachments to e-mail messages.

1.2.2. It usually replicates itself by automatically mailing itself to dozens of people in the victim's e-mail address book.

1.3. Trojan horses:

1.3.1. A Trojan horse is simply a computer program.

1.3.2. The program claims to do one thing (it may claim to be a game), but instead does damage when you run it (it may erase your hard disk).

1.4. Worms:

1.4.1. A worm is a small piece of software that uses computer networks and security holes to replicate itself.

1.4.2. A copy of the worm scans the network for another machine that has a specific security hole.

1.4.3. It copies itself to the new machine using the security hole and then starts replicating from there as well.

Automatic paragraph numbering:

✓ 11 Level 1: 1.
✓ 12 Level 1: 1. numbers bold
✓✓ 13, 14 Level 2: 1.1.
✓✓ 15, 16 Level 3: 1.1.1.
✓✓ 17, 18 Level 4: 1.1.1.1.

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QUESTION 5 EXAMINATION NUMBER

2. VULNERABILITY OF DIFFERENT OPERATING SYSTEMS TO *MALWARE*

2.1 The vast majority of ***MALWARE*** target systems running Microsoft Windows. This is due to Microsoft's large market share of desktop users.

✓ 19 Double line spacing

2.2 Open-source operating systems such as Linux allow users to choose from a variety of desktop environments, packaging tools, etc. which means that malicious code targeting any one of these systems will only affect a subset of all users.

2.3 Only a few major ***MALWARE*** has hit Macs in the last years.

2.3.1 The difference in virus vulnerability between Macs and Windows is a chief selling point, one that Apple uses in their Get a Mac advertising.

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QUESTION 5 EXAMINATION NUMBER

3. THE FOLLOWING IS A HISTORY OF SOME OF THE MOST FAMOUS *MALWARE* EVER:

3.1 1971 – The Creeper: A message displayed 'I'm the creeper, catch me if you can!'

3.2 1974 – Wabbit (Rabbit): Developed to make multiple copies of itself reducing the performance of the computer.

3.3 1990 – Symantec launched the Norton antivirus.

3.4 1995 – Concept: ***MALWARE*** created to attack Microsoft Word documents.

3.5 2000 – ILOVEYOU: ***MALWARE*** capable of deleting files in JPEG format.

3.6 2001 – Anna Kournikova: This virus was spread by e-mails containing pictures of the very attractive female tennis player, but in fact hid a malicious virus.

3.7 2004 – MyDoom: Developed to share files and permits hackers access to infected computers.

3.8 2006 – OSX/Leap-A: This was the first ever virus against Mac OS X.

3.9 2007 – Storm Worm: This was fast spreading e-mail virus threats against Microsoft systems that compromised millions of systems.

3.10 2008 – Koobface: ***MALWARE*** targeting Facebook and MySpace users.

3.11 2010 – Kenzero: It is a virus that spreads online.

3.12 2013 – Cryptolocker: This trojan horse encrypts the files infected.

3.13 2014 – Backoff: Malware designed to steal credit card data.

✓ 20, 21 Paragraphs sorted in ascending order

✓ 22 Paragraph numbers

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QUESTION 5 EXAMINATION NUMBER

4. TOP COMPUTER VIRUS SYMPTOMS – CHECKLIST

4.1. Hardware troubles – It's alive!

4.1.1. If sudden sounds of the CD-ROM tray opening completely out if its own will give you the heebie jeebies.

4.1.2. If your hardware started acting up on its own, without you requesting any action by means of a keyboard or mouse, you are likely having ***MALWARE*** on your computer system.

4.2. No response – Is anyone home?

4.2.1. We've all been there: Working away and then BAM – nothing happens!

4.2.2. You can't move your mouse, the keyboard does zilch, you go into panic mode.

4.3. Slow performance – Are we there yet?

4.4. Slow startup – Easy doesn't.

4.4.1. Another important symptom of computer ***MALWARE*** is slow startup.

4.4.2. If it takes way too long then it may be a symptom of a viral infection in your computer.

4.5. Crashing – Crash and burn, baby!

4.5.1. When your computer crashes spontaneously, be careful.

4.5.2. If it self-restarts frequently, every few minutes – beware of ***MALWARE***.

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QUESTION 5

EXAMINATION NUMBER

4.6. Missing files – Gone with the wind	4.7. Disks or disk drives are not accessible – Who ate my porridge?	4.8. Extra files – Who sat in my chair?	4.9. Printer issues – Is this thing on?

✓ 23 Page 8 landscape
✓ 24 Rest of document portrait

✓ 25 Column 1
✓ 26 Column 2
✓ 27 Column 3
✓ 28 Column 4

✓ 29 Vertical line between columns

✓ 30 Columns switched off

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QUESTION 5 EXAMINATION NUMBER

4.10. Unusual error messages – Did you see that?

4.10.1. This e.g. may include gibberish messages, messages you hadn't seen before, undesired advertisement messages, etc.

4.10.1.1. Special attention must be paid to messages that disguise themselves as antivirus warning messages.

4.10.1.2. They are designed to trick you into thinking that you are at risk and must take action to protect your computer system.

✓ 31 Page centred

✓ ✓ 32, 33 Page breaks (FIVE)

✓ 34 Line spacing

✓ 35 Upper case/lower case, letter spaces

✓ 36 Any other manipulation error, e.g. italics, underline, bold - additional

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MANIPULATION: 34	
1.	Document not changed to Times New Roman 12 pt/10 cpi including header and/or incorrect
2.	Margins not 0.5"/1.27 cm and/or incorrect
3.	[QUESTION 5] not left inserted in capital letters as header and/or incorrect and/or
	[EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
4.	The word viruses not replaced with MALWARE in capital letters (13 times)
5.	The word viruses not replaced with MALWARE in 14 pt and/or incorrect
6.	The word viruses not replaced with MALWARE in bold and italics and/or incorrect
7.	Main heading: Not in capital letters and 18 pt and/or incorrect
8.	Main heading: Not centred, bold, italics and underlined and/or incorrect
9.	FOUR main paragraph headings not left-aligned and/or incorrect
10.	FOUR main paragraph headings not in capital letters and bold and/or incorrect
11.	Level 1 incorrect and/or omitted – 1.
12.	Level 1 numbers not bold and/or incorrect
13, 14.	Level 2 incorrect or omitted – 1.1.
15, 16.	Level 3 incorrect or omitted – 1.1.1.
17, 18.	Level 4 incorrect or omitted – 1.1.1.1.
19.	Page 2: Line spacing not changed to double line spacing and/or incorrect
20, 21.	Page 3: Paragraphs not sorted in ascending order and/or incorrect
22.	Page 3: Paragraph numbers incorrect
23.	Page 5 not changed to landscape orientation and/or incorrect
24.	Rest of the document not portrait and/or incorrect
25.	Column 1 not inserted and/or incorrect
26.	Column 2 not inserted and/or incorrect
27.	Column 3 not inserted and/or incorrect
28.	Column 4 not inserted and/or incorrect
29.	Vertical line not inserted between columns and/or incorrect
30.	Columns not switched off and/or incorrect
31.	Paragraphs 4.10.–4.10.1.2. not centred and/or incorrect
32,33.	FIVE page breaks not inserted and/or incorrect
34.	Line spacing incorrect
35.	Capital letters, small letters, letter spaces incorrect
36.	Any other manipulation error, e.g. italics, bold, underline - additional

ACCURACY: 1	
	[QUESTION 5] keyed in incorrectly
	[EXAMINATION NUMBER] keyed in incorrectly

A	M	T
1	34	35

[35]

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✓ 1 Times New Roman 12 pt ✓ 2 Margins 0.5"/1.27 cm ✓ 3 QUESTION NUMBER left, EXAMINATION NUMBER right

QUESTION 6 EXAMINATION NUMBER

✓ 4 Heading upper case, 18 pt, centred

COMPUTER VIRUSES ARE ACTUALLY JUST ONE TYPE OF MALWARE: SELF-REPLICATING PROGRAMS DESIGNED TO SPREAD ITSELF FROM COMPUTER TO COMPUTER. A VIRUS IS IN FACT THE EARLIEST KNOWN MALWARE INVENTED.

✓ 5 TABLE OF CONTENTS left, capital letters, 18 pt, bold, PAGE NUMBER right, capital letters, 18 pt, bold

TABLE OF CONTENTS PAGE NUMBER

1. THE MOST COMMON DIFFERENT FORMS OF ELECTRONIC INFECTIONS ARE: 4
1.1. ***MALWARE***: 4
1.1.1. A virus is a small piece of software that piggybacks on real programs. 4
1.1.2.1. Each time the spreadsheet program runs, the virus runs too and it has the chance to 4
2. VULNERABILITY OF DIFFERENT OPERATING SYSTEMS TO *MALWARE* 5
2.3. Only a few major ***MALWARE*** has hit Macs in the last years. 5
3. THE FOLLOWING IS A HISTORY OF SOME OF THE MOST FAMOUS *MALWARE* EVER: 6
3.1. 1971 – The Creeper: A message displayed 'I'm the creeper, catch me if you can!' 6
3.3. 1990 - Symantec launched the Norton antivirus. 6
3.5. 2000 – ILOVEYOU: ***MALWARE*** capable of deleting files in JPEG format. 6

✓ 6 Generate TOC
✓ ✓ 7, 8 Correct headings
✓ ✓ 9, 10 Correct page numbers
✓ 11 Page numbers right with leader dots
✓ 12 TOC Rockwell 10 pt

✓ 13 No page number on this page
✓ 14 Page breaks correctly inserted

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QUESTION 6 EXAMINATION NUMER

INTERESTING VIRUS FACTS

1. **THE MOST COMMON DIFFERENT FORMS OF ELECTRONIC INFECTIONS ARE:**

1.1. ***MALWARE***:

1.1.1. A virus is a small piece of software that piggybacks on real programs.

1.1.2. For example, a virus might attach itself to a program such as a spreadsheet program.

1.1.2.1. Each time the spreadsheet program runs, the virus runs too and it has the chance to reproduce or wreak havoc.

1.2. E-mail ***MALWARE***:

1.2.1. E-mail ***MALWARE*** travels as attachments to e-mail messages.

1.2.2. It usually replicates itself by automatically mailing itself to dozens of people in the victim's e-mail address book.

1.3. Trojan horses:

1.3.1. A Trojan horse is simply a computer program.

1.3.2. The program claims to do one thing (it may claim to be a game), but instead does damage when you run it (it may erase your hard disk).

1.4. Worms:

1.4.1. A worm is a small piece of software that uses computer networks and security holes to replicate itself.

1.4.2. A copy of the worm scans the network for another machine that has a specific security hole.

1.4.3. It copies itself to the new machine using the security hole and then starts replicating from there as well.

✓ 15 Page number bottom, centred
✓ 16 Page number starts with 4

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QUESTION 6 EXAMINATION NUMBER

✓17 INDEX left, capital letters, 18 pt, bold, PAGE NO right, capital letters, 18 pt, bold

INDEX PAGE NUMBER

Macs 5
MALWARE.....4, 5, 6
Microsoft 5, 6
Trojan horse 4, 6
virus 4, 6
worm 4

✓ 18 Generate index
✓ 19 Correct words
✓ 20 Correct page numbers
✓ 21 Page number right with leader dots
✓ 22 TWO columns
✓ 23 Correct THREE pages printed

✓ 24 Page number bottom, centred: Page 7
✓ 25 Line spacing
✓ 26 Letter spaces, any other manipulation error

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MANIPULATION: 23	
1.	Document not Times New Roman 12 pt/10 cpi including header and/or incorrect
2.	Margins not 0.5"/ 1.27 cm and/or incorrect
3.	[QUESTION 6] not left inserted in capital letters as header and/or incorrect and/or [EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
4.	Table of contents: Heading [COMPUTER VIRUSES ... MALWARE INVENTED.] not in capital letters, centred and 18 pt and/or incorrect
5.	[TABLE OF CONTENTS] not left-aligned and [PAGE NUMBER] not right-aligned in capital letters, bold and 18 pt and/or incorrect
6.	Table of contents not generated and/or incorrect
7, 8.	Incorrect headings
9, 10.	Incorrect page numbers
11.	Page numbers not right-aligned with leader dots and/or incorrect
12.	Table of contents not Rockwell 10 pt and/or incorrect
13.	Table of contents: No page numbering and/or incorrect
14.	Page breaks incorrectly inserted
15.	Page 4: Page number not inserted bottom, centred and/or incorrect
16.	Page 4: Page number not numbered as 4 and/or incorrect
17.	[INDEX] not left-aligned and [PAGE NUMBER] not right-aligned in capital letters, bold and 18 pt and/or incorrect
18.	Index not generated and/or incorrect
19.	Incorrect words (6)
20.	Incorrect page numbers
21.	Page numbers not right-aligned with leader dots and/or incorrect
22.	Not 2 columns and/or incorrect
23.	Incorrect three pages printed
24.	No page number (page 7) and/or page number not bottom, centred and/or incorrect
25.	Line spacing incorrect
26.	Letter spaces incorrect and/or any other manipulation error

ACCURACY: 4	
	[QUESTION 6] and [EXAMINATION NUMBER] keyed in incorrectly
	[COMPUTER VIRUSES ... MALWARE INVENTED.] keyed in incorrectly
	[TABLE OF CONTENTS] and [PAGE NUMBER] keyed in incorrectly
	[INDEX] and [PAGE NUMBER] keyed in incorrectly

A	M	T
4	23	27

[27]

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QUESTION 7

✓ 5 Double horizontal line ✓ 6 Columns sizes: THREE equal columns

EXAMINATION NUMBER

Column 1: ✓ 8 10 pt ✓ 9 Left-aligned

NORTON ANTIVIRUS:

Virus warning signs!

Missing files
Spontaneous crashes
Very slow startup
Printer issues

✓ 7 Vertical lines between columns, spaces between columns 0.59"/1.5 cm

Column 2: ✓ 10 Correct picture ✓ 11 Correct size



Column 2: ✓ 12 Centred ✓ 13 Double border

Column 3: ✓ 14 10 pt ✓ 15 Right-aligned

VIRUS PRECAUTIONS:

Do not share entire C:
Install a firewall
Avoid suspicious attachments
Perform a system scan
Keep your antivirus up to date
Keep your virus scanner enabled

✓ 16 Columns switched of

WHY DOES MY COMPUTER KEEP FREEZING? OOPS, DID YOU SEE THAT?

✓ 17 Text box ✓ 18 Capital letters, centred ✓ 19 Italics, 14 pt ✓ 20 Double horizontal line

Manipulation: 23	
1.	Letterhead not Comic Sans 12 pt and/or incorrect
2.	Margins not 0.5"/ 1.27 cm and/or incorrect
3.	[QUESTION 7] not left inserted in capital letters as header and/or incorrect
4.	[EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
5.	Double horizontal line not inserted before columns and/or incorrect
6.	Column sizes incorrect: THREE equal columns
7.	No vertical lines between columns and/or spaces between columns not 0.59"/1.5 cm and/or incorrect
8.	Column 1: Letter size not 10 pt and/or incorrect
9.	Column 1: Text not left-aligned and/or incorrect
10.	Column 2: Incorrect picture inserted
11.	Column 2: Picture size not 1.38"/3.5 cm wide and 1.38"/3.5 cm high and/or incorrect
12.	Column 2: Picture not centred horizontally and/or incorrect
13.	Column 2: Double line border not inserted around picture and/or incorrect
14.	Column 3: Letter size not 10 pt and/or incorrect
15.	Column 3: Text not right-aligned and/or incorrect
16.	Columns not switched off before textbox and/or incorrect
17.	Text box not inserted and/or incorrect
18.	Text in text box [WHY ... SEE THAT?] not capital letters and centred and/or incorrect
19.	Text in text box [WHY ... SEE THAT?] not italics and 14 pt and/or incorrect
20.	Double horizontal line not inserted after columns and/or incorrect
21.	Footer: Horizontal line not inserted and/or incorrect
22.	Footer: [Virus signs: ... my chair?] not 8 pt and centred and/or incorrect
23.	Footer: [Virus signs: ... my chair?] not bold and italics in and/or incorrect
24.	Line spacing incorrect
25.	Capital letters, small letters, letter spaces incorrect - additional

ACCURACY: 3	
	[QUESTION 7] and [EXAMINATION NUMBER] keyed in incorrectly
	Text in text box: [WHY ... SEE THAT?] keyed in incorrectly
	[NORTON ... issues] keyed in incorrectly - Column 1
	[VIRUS ... enabled] keyed in incorrectly - Column 3
	Footer: [Virus signs: ... my chair?] keyed in incorrectly

Footer:
✓ 21 Horizontal line ✓ 22 Centred, 8 pt
✓ 23 Bold, italics ✓ 24 Line spacing
✓ 25 Uc, lc, letter spaces, additional

A	M	T
3	22	25

[25]

Virus signs: Extra files, extra pop-ups, especially on startup: Who sat in my chair?

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✓ 2 No EXAMINATION NUMBER and QUESTION NUMBER as header

VIRUS SYMPTOMS	OPERATING SYSTEM	EXAMPLE	TOWN	DATE	ANTIVIRUS	VIRUS	VULNERABILITY
Slow startup	Microsoft	Windows	Durban	1 May 2016	Norton	My Doom	Very high
Missing files	Open-source	Linux	Cape Town	1 June 2016	QUESTION 8A	Trojan Horse	Very low
Hardware troubles	Apple	Yosemite	Johannesburg	1 July 2016	EXAMINATION NUMBER	OSX/Leap A	Extremely low

ACCURACY: 3	
	All field names
	Text in Letter/Record 1
	Text in Letter/Record 2
	Text in Letter/Record 3

✓ 1 Arial 10 pt
✓ 3 QUESTION 8A part of ANTIVIRUS field
✓ 4 EXAMINATION NUMBER part of ANTIVIRUS field
✓ 5 8 Correct fields
✓ 6 3 Correct records
✓ 7 Text not wrapped
✓ 8 Landscape
✓ 9 Capital letters, small letters, letter spacing - additional

MANIPULATION: 7	
1.	Arial 10 pt not used and/or incorrect
2.	QUESTION NUMBER and EXAMINATION NUMBER inserted as header and/or incorrect
3.	[QUESTION 8A] not inserted in letter/record 2 below ANTIVIRUS field and/or incorrect
4.	[EXAMINATION NUMBER] not inserted in letter/record 3 below ANTIVIRUS field and/or incorrect
5.	8 correct fields
6.	3 correct records
7.	Text wrapped and/or incorrect
8.	Paper orientation not landscape and/or incorrect
9.	Capital letters, small letters, letter spacing incorrect - additional
If a table is given (as shown in the question paper), candidate loses points 5 and 6 because it is not a merged table. The fields/data in Question 8B and Question 8C are then also not marked.	
If this data file is omitted, fields/data in Question 8B and Question 8C are not marked.	
If Question 8B is omitted, the data in Question 8C are not marked. Do NOT mark a Question 8C printout as Question 8B!	

A	M	T
3	7	10

(10)

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✓ 1 Correct letterhead ✓ 2 Letterhead: Comic Sans ✓ 3 Text after letterhead: Arial 12 pt ✓ 4 QUESTION 8B left, EXAMINATION NUMBER right

QUESTION 8B EXAMINATION NUMBER

NORTON ANTIVIRUS:

Virus warning signs!

Missing files
Spontaneous crashes
Very slow startup
Printer issues



VIRUS PRECAUTIONS:

Do not share entire C:
Install a firewall
Avoid suspicious attachments
Perform a system scan
Keep your antivirus up to date
Keep your virus scanner enabled

WHY DOES MY COMPUTER KEEP FREEZING? OOPS, DID YOU SEE THAT?

System date:
✓ 5 Right-aligned ✓ 6 Correct date 8 November 2016

✓ 20 Footnote

Computer viruses[1] currently cause billions of dollars' worth of damage each year. We invite you to a **«VIRUS»** virus workshop on **«DATE»** in **«TOWN»**.

✓ 7 Field ✓ 8 Field ✓ 9 Field ✓ 10 Field

This session will focus on symptoms of viruses like **«VIRUS_SYMPTOMS»** specifically in **«OPERATING SYSTEM» «EXAMPLE»** where **«VIRUS»** viruses are common.

✓ 11 Field ✓ 11 Field ✓ 12 Field ✓ 13 Field ✓ 7 Field

«OPERATING_SYSTEM» is known to have a **«VULNERABILITY»** susceptibility to viruses and the best choice for **«ANTIVIRUS»** antivirus will also be discussed as well as the following topics:

✓ 14 Field

Table:

✓ 15 Single-line spacing
✓ 16 Sorted aphabetically
✓ 17 Text in table
✓ 18 Table according to text size
✓ 19 Centred

♦ Boot sector viruses
♦ Infection targets and replication techniques
♦ Macroviruses
♦ Operating system reinstallation
♦ Recovery strategies and methods
♦ Resident versus nonresident viruses
♦ Social engineering and poor security practices
♦ Software bugs
♦ Virus removal
♦ Vulnerability of different operating systems to viruses

Keep your eye on social media for further details! We hope to see you there.

✓ 21 Footnote
✓ 22 Footnote bold, italics, 8 pt
✓ 23 Line spacing, bold, underline, portrait, one page
✓ 24 Uc, lc, letter spaces - additional

[1] ***Self-replicating programs also called malware, designed to spread itself from computer to computer***

Virus signs: Extra files, extra pop-ups, especially on startup: Who sat in my chair?

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QUESTION 8B

MANIPULATION: 22	
1.	Correct letterhead [QUESTION 7] not inserted and/or incorrect
2.	Letterhead not Comic Sans and/or incorrect
3.	Text after letterhead not Arial 12 pt and/or incorrect
4.	[QUESTION 8B] not left inserted in capital letters as header and/or incorrect and/or [EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
5.	System date: Not right-aligned and/or incorrect
6.	System date: Incorrect date and/or incorrect
7, 8, 9,10,11,12,13,14.	8 Merge fields not inserted. Please note VIRUS field and OPERATING SYSTEM field appear twice
15.	Table: Single-line spacing and/or incorrect
16.	Table: Not sorted alphabetically and/or incorrect
17.	Table: Text not inserted in table and/or incorrect
18.	Table : Text not adjusted according to text size and/or incorrect
19.	Table: Table not centred and/or incorrect
20.	Footnote not inserted after viruses and/or incorrect
21.	Footnote 1 [Self-replicating programs also called malware, designed to spread itself from computer to computer] not inserted
22.	Footnote not bold, italics and 8 pt and/or incorrect
23.	Line spacing, bold, underlined, not portrait orientation and not on ONE page and/or incorrect
24.	Capital letters, small letters, letter spaces incorrect - additional

ACCURACY: 4	
	[QUESTION 8B] and [EXAMINATION NUMBER] not inserted and/or incorrect
	All text not keyed in below letterhead and/or incorrect

A	M	T
4	22	26

[26]

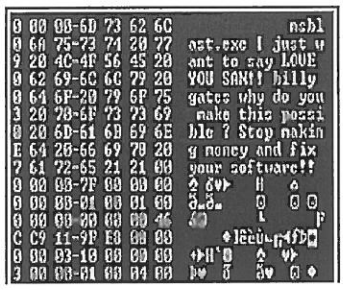
✓ 1 QUESTION 8C left, EXAMINATION NUMBER right all three pages

QUESTION 8C ✓ 2 Correct letterhead all three pages EXAMINATION NUMBER

NORTON ANTIVIRUS:

Virus warning signs!

Missing files
Spontaneous crashes
Very slow startup
Printer issues



VIRUS PRECAUTIONS:

Do not share entire C:
Install a firewall
Avoid suspicious attachments
Perform a system scan
Keep your antivirus up to date
Keep your virus scanner enabled

WHY DOES MY COMPUTER KEEP FREEZING? OOPS, DID YOU SEE THAT?

✓ 4 First 5 fields correct letter 1
✓ 5 Last 5 fields correct letter 1

8 November 2016

Computer viruses[1] currently cause billions of dollars' worth of damage each year. We invite you to a **My Doom** virus workshop on **1 May 2016** in **Durban**.

This session will focus on symptoms of viruses like **Slow startup** specifically in **Microsoft Windows** where **My Doom** viruses are common.

Microsoft is known to have a **Very high** susceptibility to viruses and the best choice for **Norton** antivirus will also be discussed as well as the following topics:

• Boot sector viruses
• Infection targets and replication techniques
• Macroviruses
• Operating system reinstallation
• Recovery strategies and methods
• Resident versus nonresident viruses
• Social engineering and poor security practices
• Software bugs
• Virus removal
• Vulnerability of different operating systems to viruses

Keep your eye on social media for further details! We hope to see you there.

✓ 3 Footnote number 1 on all 3 pages as 1

[1] *Self-replicating programs also called malware, designed to spread itself from computer to computer*

Virus signs: Extra files, extra pop-ups, especially on startup: Who sat in my chair?

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QUESTION 8C EXAMINATION NUMBER

NORTON ANTIVIRUS:

Virus warning signs!

Missing files
Spontaneous crashes
Very slow startup
Printer issues



VIRUS PRECAUTIONS:

Do not share entire C:
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Avoid suspicious attachments
Perform a system scan
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Keep your virus scanner enabled

WHY DOES MY COMPUTER KEEP FREEZING? OOPS, DID YOU SEE THAT?

✓ 6 First 5 fields correct letter 2
✓ 7 Last 5 fields correct letter 2

8 November 2016

Computer viruses[1] currently cause billions of dollars' worth of damage each year. We invite you to a **Trojan Horse** virus workshop on **1 June 2016** in **Cape Town**.

This session will focus on symptoms of viruses like **Missing files** specifically in **Open-source Linux** where **Trojan Horse** viruses are common.

Open-source is known to have a **Very low** susceptibility to viruses and the best choice for **QUESTION 8A** antivirus will also be discussed as well as the following topics:

♦ Boot sector viruses
♦ Infection targets and replication techniques
♦ Macroviruses
♦ Operating system reinstallation
♦ Recovery strategies and methods
♦ Resident versus nonresident viruses
♦ Social engineering and poor security practices
♦ Software bugs
♦ Virus removal
♦ Vulnerability of different operating systems to viruses

Keep your eye on social media for further details! We hope to see you there.

[1] *Self-replicating programs also called malware, designed to spread itself from computer to computer*

Virus signs: Extra files, extra pop-ups, especially on startup: Who sat in my chair?

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NORTON ANTIVIRUS:

Virus warning signs!

Missing files
Spontaneous crashes
Very slow startup
Printer issues



VIRUS PRECAUTIONS:

Do not share entire C:
Install a firewall
Avoid suspicious attachments
Perform a system scan
Keep your antivirus up to date
Keep your virus scanner enabled

WHY DOES MY COMPUTER KEEP FREEZING? OOPS, DID YOU SEE THAT?

✓ 8 First 5 fields correct letter 3
✓ 9 Last 5 fields correct letter 3

8 November 2016

Computer viruses[1] currently cause billions of dollars' worth of damage each year. We invite you to a **OSX/Leap A** virus workshop on **1 July 2016** in **Johannesburg**.

This session will focus on symptoms of viruses like **Hardware troubles** specifically in **Apple Yosemite** where **OSX/Leap A** viruses are common.

Apple is known to have a **Extremely low** susceptibility to viruses and the best choice for **EXAMINATION NUMBER** antivirus will also be discussed as well as the following topics:

♦ Boot sector viruses
♦ Infection targets and replication techniques
♦ Macroviruses
♦ Operating system reinstallation
♦ Recovery strategies and methods
♦ Resident versus nonresident viruses
♦ Social engineering and poor security practices
♦ Software bugs
♦ Virus removal[i]
♦ Vulnerability of different operating systems to viruses

✓ 10 Endnote after Virus removal

Keep your eye on social media for further details! We hope to see you there.

[i] **Reinstalling the operating system is one approach for virus removal**

✓ 11 Endnote correct position
✓ 12 Endnote bold, 8 pt

[1] ***Self-replicating programs also called malware, designed to spread itself from computer to computer***

Virus signs: Extra files, extra pop-ups, especially on startup: Who sat in my chair?

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QUESTION 8C

MANIPULATION: 11	
1	[QUESTION 8C] and [EXAMINATION NUMBER] incorrect on all THREE pages
2.	Incorrect letterhead on all THREE pages
3.	Footnote number 1 on all THREE pages incorrect and/or not numbered as 1
4.	First 5 fields incorrect, letter 1
5.	Last 5 fields incorrect, letter 1
6.	First 5 fields incorrect, letter 2
7.	Last 5 fields incorrect, letter 2
8.	First 5 fields incorrect, letter 3
9.	Last 5 fields incorrect, letter 3
10.	Endnote not inserted and/or incorrect
11.	Endnote not in correct position (letter 3 below) and/or incorrect
12.	Endnote not bold and 8 pt and/or incorrect

ACCURACY: 2	
	[QUESTION 8C] and [EXAMINATION NUMBER] not inserted and/or incorrect
	Text in endnote incorrectly keyed in and/or incorrect

A	M	T
2	11	13

(13)

NORTON ANTIVIRUS EXAMINATION NUMBER ✓ 1 EXAMINATION NUMBER row 1, first label, left-aligned	**NORTON ANTIVIRUS** QUESTION 8D ✓ 2 QUESTION 8D row 1, second label, left-aligned	**NORTON ANTIVIRUS**	**NORTON ANTIVIRUS**
NORTON ANTIVIRUS Microsoft Windows My Doom Very high	**NORTON ANTIVIRUS** Microsoft Windows My Doom Very high	**NORTON ANTIVIRUS** Microsoft Windows My Doom Very high	**NORTON ANTIVIRUS** Microsoft Windows My Doom Very high
NORTON ANTIVIRUS Open-source Linux Trojan Horse Very low	**NORTON ANTI-VIRUS** Open-source Linux Trojan Horse Very low	**NORTON ANTI-VIRUS** Open-source Linux Trojan Horse Very low	**NORTON ANTI-VIRUS** Open-source Linux Trojan Horse Very low
NORTON ANTIVIRUS Apple Yosemite OSX/Leap A Extremely low	**NORTON ANTIVIRUS** Apple Yosemite OSX/Leap A Extremely low	**NORTON ANTIVIRUS** Apple Yosemite OSX/Leap A Extremely low	**NORTON ANTIVIRUS** Apple Yosemite OSX/Leap A Extremely low
NORTON ANTIVIRUS ✓ 3 20 labels (4 x 5) ✓ 4 Display all borders ✓ 5 Arial 12 pt ✓ 6 NORTON ANTIVIRUS centred and bold on all labels	**NORTON ANTIVIRUS** ✓ 7 Correct data in row 2 ✓ 8 Correct data in row 3 ✓ 9 Correct data in row 4 ✓ 10 All data copied to right ✓ 11 All data right-aligned	**NORTON ANTIVIRUS** ✓ 12 Landscape orientation ✓ 13 Letter spaces and line spacing ✓ 14 Capital letters, small letters, additional	**NORTON ANTIVIRUS** A M T 3 11 14 (14) **[63]**

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QUESTION 9A EXAMINATION NUMBER

A SHORT COMPARISON
THE MOST FAMOUS VIRUSES AND MALWARE
DAMAGES BY COMPUTER VIRUSES ✓ 3 Headings centred

✓ 1 QUESTION 9A left, uc ✓ 2 EXAMINATION NUMBER and COMPUTER NUMBER right

TIMEFRAME: PRE 1990

✓ 4 Three files combined in correct order
✓ 5 Correct ranges combined in bottom two files

TOTAL INFECTIONS REPORTED: 250000

INFECTIONS REPORTED

VIRUS	JAN-JUN	JUL-DEC	% OF TOTAL INFECTIONS REPORTED	
Animal	35000	40000	30%	✓ 6
Brain	32000	43000	30%	
Wabbit	40000	60000	40%	
	✓ 7	✓ 8	✓ 9	
Months total:	107000	143000	100%	
Total:	250000 ✓ 10			

TIMEFRAME: POST 1990

TOTAL INFECTIONS REPORTED: 350000

INFECTIONS REPORTED

VIRUS	JAN-JUN	JUL-DEC	% OF TOTAL INFECTIONS REPORTED	
The Morris Worm	45000	55000	29%	✓ 11
Happy 99	45000	65000	31%	
I Love You	60000	80000	40%	
	✓ 12	✓ 13	✓ 14	
Months total:	150000	200000	100%	
Total:	350000 ✓ 15			

✓ 22 Columns B and C integer, no decimal
✓ 23 Column D percentage, no decimal
✓ 24 Two open rows
✓ 25 Column widths
✓ 26 Uc, lc, letter spaces, additional
✓ 27 Portret orientation
✓ 28 One page
✓ 29 No row and column headings

TIMEFRAME: POST 2000

TOTAL INFECTIONS REPORTED: 500000

INFECTIONS REPORTED

VIRUS	JAN-JUN	JUL-DEC	% OF TOTAL INFECTIONS REPORTED	
Anna Kournikova	55000	75000	26%	
Storm Worm	65000	95000	32%	✓ 16
OSX/Leap A	100000	110000	42%	
	✓ 17	✓ 18	✓ 19	
Months total:	220000	280000	100%	
Total:	500000 ✓ 20			
Total for all infections:	1100000 ✓ 21			

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QUESTION 9A

	MANIPULATION: 23
1	[QUESTION 9A] not inserted in capital letters left as a header and/or incorrect
2	[EXAMINATION NUMBER] and [COMPUTER NUMBER] not inserted as header right and/or incorrect
3	Headings in first THREE rows not centred and/or incorrect
4	Files for PRE 1990, POST 1990 and POST 2000 not combined in correct order and/or incorrect
5	Correct ranges not used in bottom two files and/or incorrect
6	% OF TOTAL INFECTIONS REPORTED incorrect
7, 8, 9	Months total for PRE 1900 incorrect
10	Total for PRE 1900 incorrect
11	% OF TOTAL INFECTIONS REPORTED incorrect
12, 13, 14	Months total for AFTER 1900 incorrect
15	Total for AFTER 1900 incorrect
16	% OF TOTAL INFECTIONS REPORTED incorrect
17,18,19	Months total for AFTER 2000 incorrect
20	Total for AFTER 2000 incorrect
21	Total for all infections incorrect
22	Columns B and C not displayed as integers with no decimal and/or incorrect
23	Column D not displayed as percentage with no decimal and/or incorrect
24	Not two open rows between three files and/or incorrect
25	Column widths incorrect
26	Capital letters, small letters, letter spaces incorrect, additional manipulation errors
27	Portrait orientation not used
28	Does not fit on ONE page
29	Row and column headings displayed

M	A	T
23	1	24

ACCURACY: 1
Any keying-in error in QUESTION 9A and EXAMINATION NUMBER

(24)

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QUESTION 9B EXAMINATION NUMBER

	A	B	C	D
1	A SHORT COMPARISON			
2	THE MOST FAMOUS VIRUSES AND MALWARE			
3	DAMAGES BY COMPUTER VIRUSES			
4	✓ 1 QUESTION 9B left, EXAMIINATION NUMBER right			
5	**TIMEFRAME: PRE 1990**			
6				
7	TOTAL INFECTIONS REPORTED:	250000		
8				
9	INFECTIONS REPORTED			
10	VIRUS	JAN-JUN	JUL-DEC	% OF TOTAL INFECTIONS REPORTED
11				
12	Animal	35000	40000	=(B12+C12)/$B$7
13	Brain	32000	43000	=(B13+C13)/$B$7
14	Wabbit	40000	60000	=(B14+C14)/$B$7
15				✓ 2
16	Months total:	=SUM(FIRST)	=SUM(SECOND)	=SUM(D12:D14)
17	Total:	=SUM(B16:C16)	✓ 5	✓✓ 6, 7
18				
19				
20	**TIMEFRAME: POST 1990**			
21				
22	TOTAL INFECTIONS REPORTED:	350000		
23				
24	INFECTIONS REPORTED			
25	VIRUS	JAN-JUN	JUL-DEC	% OF TOTAL INFECTIONS REPORTED
26				
27	The Morris Worm	45000	55000	=(B27+C27)/$B$22
28	Happy 99	45000	65000	=(B28+C28)/$B$22
29	I Love You	60000	80000	=(B29+C29)/$B$22
30				✓ 3
31	Months total:	=SUM(THIRD)	=SUM(FOURTH)	=SUM(D27:D29)
32	Total:	=SUM(B31:C31)	✓ 8	✓✓ 9, 10
33				
34			✓ 15 Row and column headings, gridlines	
35	**TIMEFRAME: POST 2000**		✓ 16 Portrait	
36			✓ 17 Column widths	
37	TOTAL INFECTIONS REPORTED:	500000	✓ 18 One page	
38				
39	INFECTIONS REPORTED			
40	VIRUS	JAN-JUN	JUL-DEC	% OF TOTAL INFECTIONS REPORTED
41				
42	Anna Kournikova	55000	75000	=(B42+C42)/$B$37
43	Storm Worm	65000	95000	=(B43+C43)/$B$37
44	OSX/Leap A	100000	110000	=(B44+C44)/$B$37
45				✓ 4
46	Months total:	=SUM(FIFTH)	=SUM(SIXTH)	=SUM(D42:D44)
47	Total:	=SUM(B46:C46)	✓ 11	✓✓ 12, 13
48	Total for all infections:	=B17+B32+B47	✓ 14	

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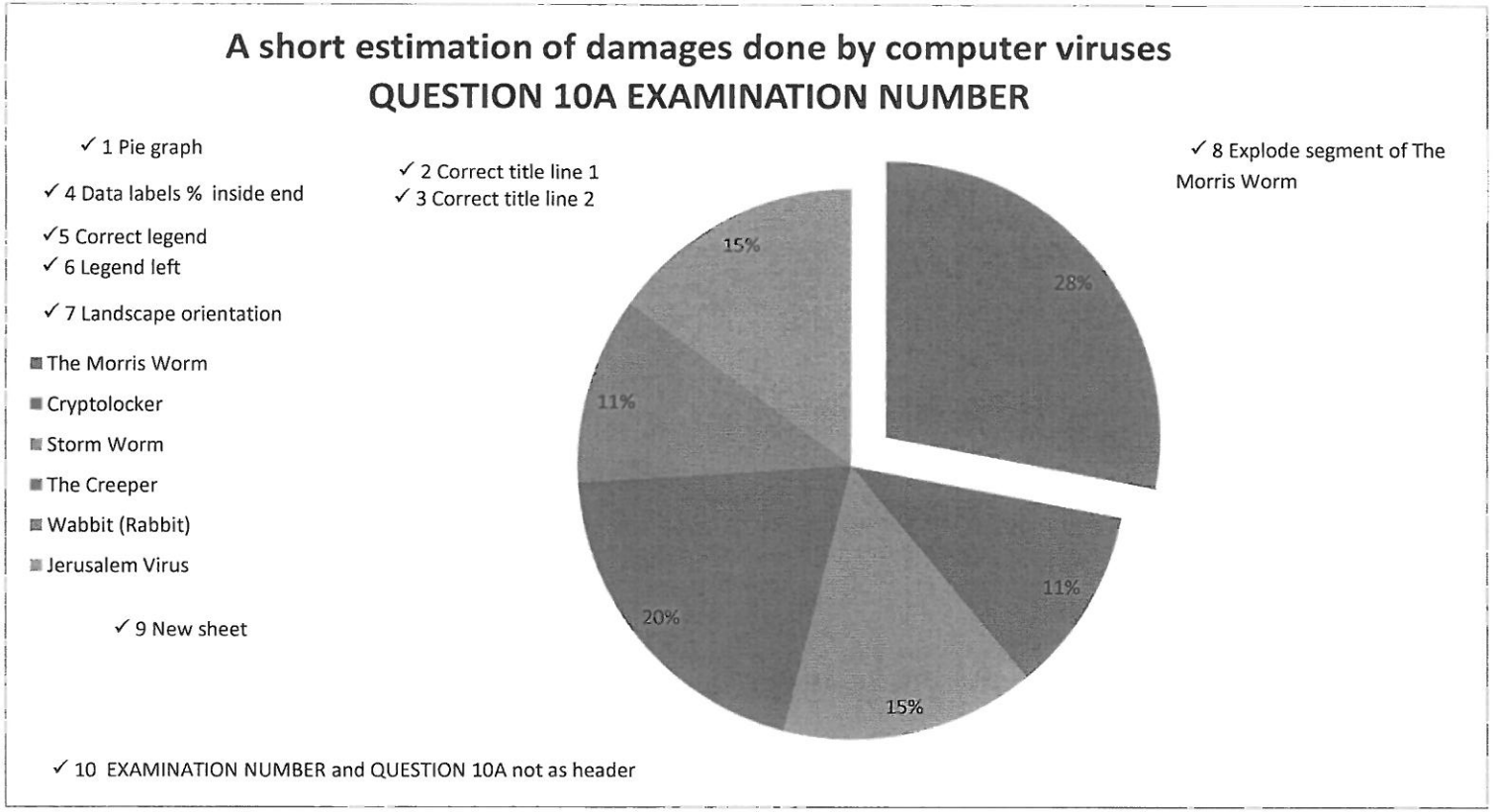
QUESTION 9B

	MANIPULATION: 16
1	[QUESTION 9B] not left inserted in capital letters as header and/or incorrect and/or
	[EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
2	Absolute values not used at % OF TOTAL INFECTIONS REPORTED (PRE 1990)
3	Absolute values not used at % OF TOTAL INFECTIONS REPORTED (POST 1990)
4	Absolute values not used at % OF TOTAL INFECTIONS REPORTED (POST 2000)
5	Totals (=sum) incorrect at PRE 1990
6, 7	Range names (FIRST) and (SECOND) not used (PRE 1990) and/or incorrect
8	Totals (=sum) incorrect at POST 1990
9, 10	Range names (THIRD) and (FOURTH) not used (POST 1990) and/or incorrect
11	Totals (=sum) incorrect at POST 2000
12, 13	Range names (FIFTH) and (SIXTH) not used (POST 2000) and/or incorrect
14	Total for all infections incorrect
15	Row and column headings and gridlines not displayed
16	Portrait orientation not used
17	Column widths incorrect
18	Not on ONE page

M	A
16	0

(16)
[40]



MANIPULATION: 8
1. Not pie graph
2. Chart title: Line 1: [A short estimation of damages done by computer viruses]
3. Chart title: Line 2: [QUESTION 10A] and [EXAMINATION NUMBER]
4. All data labels not displayed as % inside end and/or incorrect
5. Incorrect legend and/or incorrect
6. Legend not displayed left of graph
7. Not landscape orientation
8. Segment of The Morris Worm not exploded and/or incorrect
9. Not new sheet and/or incorrect
10. [QUESTION 10A] and [EXAMINATION NUMBER] as header inserted

ACCURACY: 2
Chart title line 1: [A short estimation of damages done by computer viruses]
Chart title line 2: [QUESTION 10A] and [EXAMINATION NUMBER]

M	A	T
8	2	10

(10)

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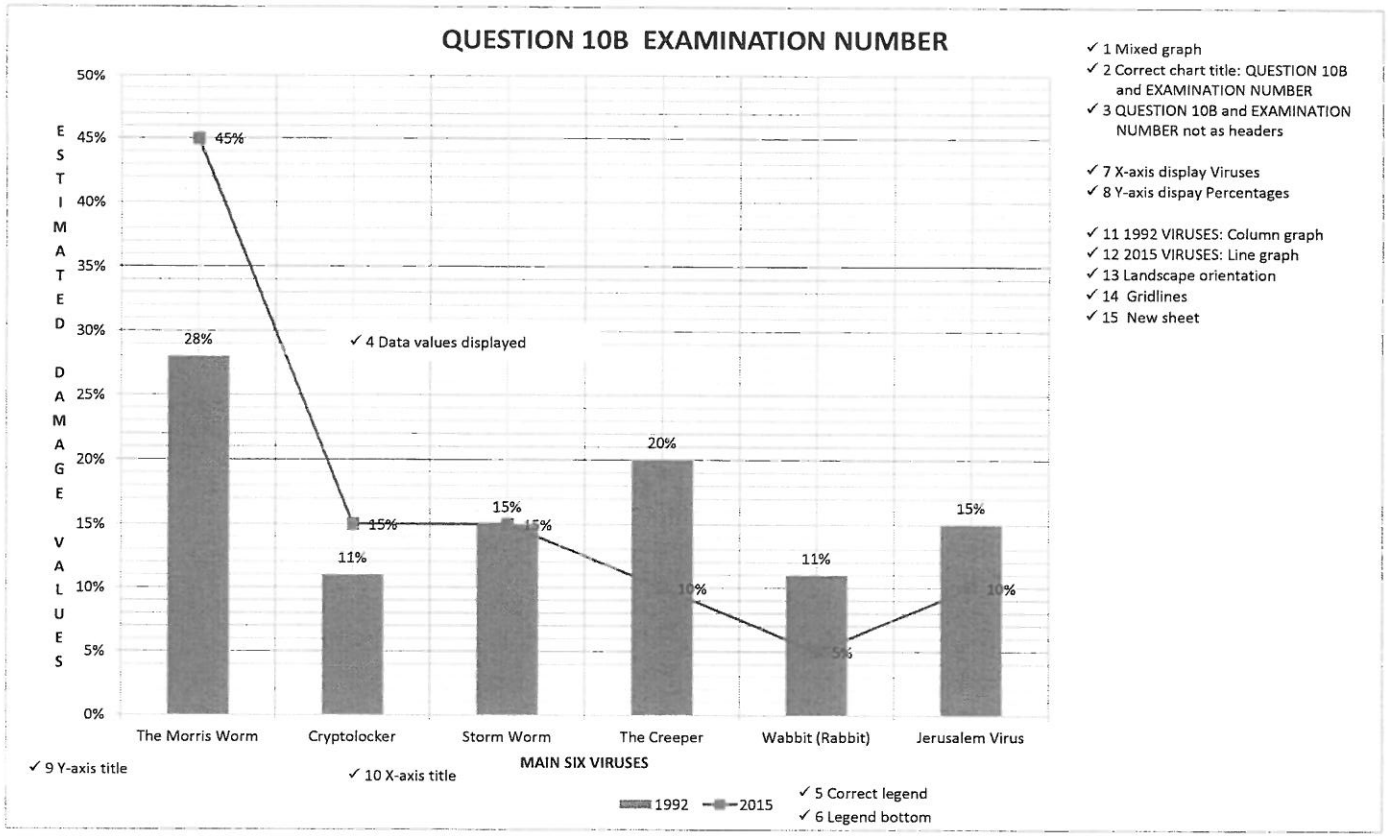
QUESTION 10B



MANIPULATION: 13
1. Not a mixed graph
2. Chart title: [QUESTION 10B] and [EXAMINATION NUMBER] incorrect
3. [QUESTION 10B] and [EXAMINATION NUMBER] inserted as headers
4. All data lables not displayed
5. Incorrect legend and/or no legend
6. Legend not displayed at bottom of graph
7. X-axis not displaying VIRUSES
8. Y-axis not displaying Percentages
9 . Y-axis title: no [ESTIMATED DAMAGE VALUES]
10. X-axis title: no [MAIN SIX VIRUSES]
11. 1992 VIRUSES: not column graph and/or incorrect
12. 2015 VIRUSES: not line graph and/or incorrect
13. Not landscape orientation and/or incorrect
14. Gridlines not displayed
15. Not printed as new sheet and/or incorrect

ACCURACY: 3
1 Chart title: [QUESTION 10B] and [EXAMINATION NUMBER]
2 X-axis title: [MAIN SIX VIRUSES]
3 Y-axis title: [ESTIMATED DAMAGE VALUES]

M	A	T
13	3	16

(16)
[26]

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COMPUTER VIRUSES: MALICIOUS SOFTWARE WHICH WE ALSO CALL MALWARE

✓ 4 Bold

✓ 1 QUESTION 11A left ✓ 2 EXAMINATION NUMBER and COMPUTER NUMBER ✓ 3 Centre

The following is a history of some of the most famous viruses ✓ 4 Underline, italics

1-Jan-15

VIRUS/MALWARE	DATE INVENTED	VIRUS AGE	MATURE OR NEW	VIRUS NAME	VIRUS TYPE	VIRUS	DAMAGE % RATING
Beast or Rat	1-Jan-02	13	NEW	OSX/Leap A	Mac OS X	Samy XXA	15
Zeus	1-Jan-07	8	NEW	Laroux	Linux	Kenzero	14
Core Wars	1-Jan-59	56	MATURE	KoopFace	Facebook	Creeper	13
Cryptolocker	1-Jan-13	2	NEW	Backoff	Point-of-Sale	Concept	12
CIH Virus	1-Jan-98	17	MATURE	Nyxem	Microsoft	Cascade	11
Brain	1-Jan-86	29	MATURE	Storm Worm	Microsoft	Animal	10

✓ ✓ 6,7 ✓ ✓ 8, 9 ✓ ✓ 10,11 ✓ ✓ 12, 13

VIRUS NAME	VIRUS TYPE
Storm Worm	Microsoft
Backoff	Point-of-Sale
OSX/Leap A	Mac OS X
KoopFace	Facebook
Laroux	Linux
Nyxem	Microsoft



✓ 14 Columns C and H integers
✓ 15 Correct picture in D14
✓ 16 Correct size
✓ 19 Horizontally and vertically centred
✓ 20 Landscape
✓ 21 Column widths
✓ 22 No row and column headings
✓ 23 Lines
✓ 24 One page

✓ 5 Rows 5, 14, 24 and 25 centred horizontally and vertically

VIRUS	Animal	Cascade	Concept	Creeper	Kenzero	Samy XXA
DAMAGE % RATING	10	11	12	13	14	15

✓ 17 Footer

✓ 18 Footer centre, italics, 16 pt

QUESTION 11A

MANIPULATION: 20	
1	[QUESTION 11A] not left inserted in capital letters as header and/or incorrect
2	[EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
3	Headings in rows 1 and 3 not centred and/or incorrect
4	Heading in row 1 not bold and/or incorrect and/or Heading in row 3 not underlined and italics and/or incorrect
5	Headings in row 5, 14, 24 and 25 not centred horizontally and vertically and/or incorrect
6,7	[VIRUS AGE] answers incorrect
8,9	[MATURE OR NEW] answers incorrect
10,11	[VIRUS TYPE] answers incorrect
12,13	[DAMAGE % RATING] answers incorrect
14	Coumns C and H answers not integers and/or incorrect
15	Picture not inserted in D14 and/or incorrect
16	Size of picture incorrect
17	Footer not inserted and/or incorrect
18	Footer not italics, centred and 16 pt and/or incorrect
19	Document not centred horizontally and vertically and/or incorrect
20	Landscape orientation not used
21	Column width incorrect
22	Row and column headings displayed
23	Lines incorrect or omitted
24	Does not fit on ONE page

ACCURACY: 5	
	Any keying-in error with [QUESTION 11A] and/or [EXAMINATION NUMBER]
	All text should be keyed in

M	A	T
20	5	25

(25)

	A	B	C	D	F	H
1	**COMPUTER VIRUSES: MALICIOUS SOFTWARE WHICH WE ALSO CALL MALWARE**					
2	✓1 QUESTION 11B left, EXAMINATION NUMBER and COMPUTER NUMBER right					
3	*The following is a history of some of the most famous viruses*					
4			42005			
5	VIRUS/MALWARE	DATE INVENTED	VIRUS AGE	MATURE OR NEW	VIRUS TYPE	DAMAGE % RATING
6	Beast or Rat	37257	=($C$4-B6)/365	=IF(C6>15,"MATURE","NEW")	=VLOOKUP(E6,VIRUS,2)	=HLOOKUP(G6,DAMAGE,2)
7	Brain	31413	=($C$4-B7)/365	=IF(C7>15,"MATURE","NEW")	=VLOOKUP(E7,VIRUS,2)	=HLOOKUP(G7,DAMAGE,2)
8	CIH Virus	35796	=($C$4-B8)/365	=IF(C8>15,"MATURE","NEW")	=VLOOKUP(E8,VIRUS,2)	=HLOOKUP(G8,DAMAGE,2)
9	Core Wars	21551	=($C$4-B9)/365	=IF(C9>15,"MATURE","NEW")	=VLOOKUP(E9,VIRUS,2)	=HLOOKUP(G9,DAMAGE,2)
10	Cryptolocker	41275	=($C$4-B10)/365	=IF(C10>15,"MATURE","NEW")	=VLOOKUP(E10,VIRUS,2)	=HLOOKUP(G10,DAMAGE,2)
11	Zeus	39083	=($C$4-B11)/365	=IF(C11>15,"MATURE","NEW")	=VLOOKUP(E11,VIRUS,2)	=HLOOKUP(G11,DAMAGE,2)
12			✓✓✓✓ 2,3,4,5	✓✓✓✓ 6,7,8,9	✓✓✓✓ 10,11,12,13	✓ ✓ 14, 15,16,17
13						
21						
22	✓✓ 18, 19 Hide columns E, G and reference tables					
23	✓ 20 Footer deleted					
26	✓✓ 21, 22 Sort					
27	✓ 23 Landscape					
28	✓ 24 Column widths					
29	✓ 25 Row and column headings					
30	✓ 26 One page					

M	T
25	25

MANIPULATION: 25	
1	[QUESTION 11B] not left inserted in capital letters as a header and/or incorrect and/or [EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as a header and/or incorrect
2,3,4,5	[VIRUS AGE] incorrect
6,7,8,9	[MATURE OR NEW] incorrect
10,11,12,13	[VIRUS TYPE] incorrect
14,15,16,17	[DAMAGE % RATING] incorrect
18,19	Columns E, G and 2 reference tables not hidden
20	Footer not deleted
21,22	Not sorted according to VIRUS/MALWARE and corresponding data and/or incorrect
23	Landscape orientation not used
24	Column widths incorrect
25	Row and column headings not displayed
26	Does not fit on ONE page

(25)
[50]

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QUESTION 12A

EXAMINATION NUMBER

ANTIVIRUS PRICING AGAINST VIRUSES AND MALWARE

✓ 1 QUESTION 12A left, EXAMINATION NUMBER right

✓ 2 Right-align

ANTIVIRUS	PRICE	ANNUAL LICENCE FEE	FIREWALL PRICE	NUMBER OF USERS	TOTAL PRICE
Panda Free	3999.99	R 600.00	R 1,200.00	150	R 869,997.83
Bitdefender	4999.99	R 750.00	R 1,500.00	150	R 1,087,497.83
Kaspersky	5999.99	R 900.00	R 1,800.00	150	R 1,304,997.83

✓ 3 ✓ 4 ✓ ✓ 5,6

LOAN AMOUNT	MONTHLY INTEREST	TIMEFRAME (MONTHS)	MONTHLY PAYMENT	ANNUAL PAYMENT	TOTAL AMOUNT TO BE PAID	TOTAL INTEREST TO BE PAID
R 869,997.83	12.00%	12	R 140,449.67	R 1,685,396.06	R 1,685,396.06	R 815,398.23
R 869,997.83	12.00%	24	R 111,762.91	R 1,341,154.98	R 2,682,309.96	R 1,812,312.13
R 869,997.83	12.00%	36	R 106,195.54	R 1,274,346.44	R 3,823,039.33	R 2,953,041.50

✓ 15 Currency, 2 decimals
✓ 16 No row and column headings
✓ 17 Column widths
✓ 18 Landscape
✓ 19 One page

✓ ✓ 7,8 ✓ ✓ 9, 10 ✓ ✓ 11,12 ✓ ✓ 13,14

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QUESTION 12A

MANIPULATION: 15	
1.	[QUESTION 12A] not left inserted in capital letters as header and/or incorrect and/or
	[EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
2.	Heading not right-aligned and/or incorrect
3.	[ANNUAL LICENCE FEE] answers incorrect
4.	[FIREWALL PRICE] answers incorrect
5,6.	[TOTAL PRICE] answers incorrect
7,8.	[MONTHLY PAYMENT] answers incorrect
9,10.	[ANNUAL PAYMENT] answers incorrect
11,12.	[TOTAL AMOUNT TO BE PAID] answers incorrect
13,14.	[TOTAL INTEREST TO BE PAID] answers incorrect
15.	Answers not in currency with 2 decimals and/or incorrect
16.	Row and column headings displayed
17.	Column widths incorrect
18.	Landscape orientation not used
19.	Does not fit on ONE page

ACCURACY: 5
1 Any keying-in error at [QUESTION 12A] and [EXAMINATION NUMBER]
2 Any keying-in error (text was not given, but should be keyed in)

M	A	T
15	5	20

(20)

QUESTION 12B

	A	B	C	D	E	F	G
1						ANTIVIRUS PRICING AGAINST VIRUSES AND MALWARE	
2	✓ 1 QUESTION 12B left, EXAMINATION NUMBER right						
3	ANTIVIRUS	PRICE	ANNUAL LICENCE FEE	FIREWALL PRICE	NUMBER OF USERS	TOTAL PRICE	
4	Panda Free	3999.99	=B4*15%	=C4*2	150	=(B4+C4+D4)*E4	
5	Bitdefender	4999.99	=B5*15%	=C5*2	150	=(B5+C5+D5)*E5	
6	Kaspersky	5999.99	=B6*15%	=C6*2	150	=(B6+C6+D6)*E6	
7			✓ 2	✓ 3		✓ ✓ 4, 5	
8							
9	LOAN AMOUNT	MONTHLY INTEREST	TIMEFRAME (MONTHS)	MONTHLY PAYMENT	ANNUAL PAYMENT	TOTAL AMOUNT TO BE PAID	TOTAL INTEREST TO BE PAID
10	=F4	0.12	12	=PMT(B10,C10,-A10)	=D10*12	=D10*C10	=F10-A10
11	=F4	0.12	24	=PMT(B11,C11,-A11)	=D11*12	=D11*C11	=F11-A11
12	=F4	0.12	36	=PMT(B12,C12,-A12)	=D12*12	=D12*C12	=F12-A12
13				✓✓✓ ✓ 6,7,8,9	✓ 10	✓ 11	✓ 12
14							
15	✓ 13 Row and column headings						
16	✓ 14 Column widths						
17	✓ 15 Landscape						
18	✓ 16 One page					M	T
19						14	14
20							
21							
22	MANIPULATION: 14						
23	1.	[QUESTION 12B] not left inserted in capital letters as header and/or incorrect and/or					
24		[EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect					
25	2.	[ANNUAL LICENCE FEE] incorrec					
26	3.	[FIREWALL PRICE] incorrect					
27	4,5.	[TOTAL PRICE] incorrect					
28	6,7,8,9.	[MONTHLY PAYMENT] incorrect					
29	10.	[ANNUAL PAYMENT] incorrect					
30	11.	[TOTAL AMOUNT TO BE PAID] incorrect					
31	12.	[TOTAL INTEREST TO BE PAID] incorrect					
32	13.	Row and column headings not displayed					
33	14.	Column widths incorrect					
34	15.	Landscape orientation not used					
35	16.	Does not fit on ONE page					
36							(14)
37							[34]
38							
39						TOTAL SECTION C:	150
40						GRAND TOTAL:	200

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