higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

9 September 2020

This marking guideline consists of 46 pages.

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INSTRUCTIONS TO MARKERS

INSTRUCTIONS: SECTION A

1. Mark all the questions.

2. Read all the answers carefully, only allocate marks to correct answers. If alternative answers could have been given, allocate the mark and do not penalise.

3. Follow the answers according to the numbering system used in this question paper.

4. Use only a red pen for SECTION A: THEORY.

5. Put your ticks and crosses neatly and legibly. If a candidate did not answer a question, put only crosses according to the marks allocated, e.g. if a question was 5 marks, put 5 crosses, not more or less. Do not draw lines through unanswered questions.

6. 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 **NOTE: Steps 1 to 5 need to be in the correct order**

STEP 1: Draw up the request for proposals

STEP 2: Send the request to suppliers

STEP 3: Draw up a short list

STEP 4: Evaluate the suppliers on the short list

STEP 5: Make the final selection

(5 × 1) (5)

1.2
- Firefighting equipment
- Emergency plan
- Clean environment
- Duplication of hardware
- Insurance
- Uninterrupted power supply (UPS)

(Any 5 × 1) (5)

1.3 A – Bus
B – Star
C – Ring (3)

1.4
- Local Area Network
- Campus Area Network
- Wide Area Network
- Public Networks

(Any 2 × 1) (2)

[15]

QUESTION 2: OPERATING SYSTEMS

2.1 The Hills Have Eyes (Duology) (1)

2.2 4 Files
2 Folders (2)

2.3 Sunday, 1 November 2015
10:22:11 pm (2)

2.4 D:\J MOVIES\HORRORS (1)

2.5 Read-Only (1)

2.6 The content of this folder cannot be changed or erased. (1)

2.7 Backup (1)

2.8 System Restore (1)
[10]

QUESTION 3: VIRUSES

3.1
- Propagation or transmission stage
- Dormancy or hibernation period
- Inactive stage
- Active period
- Disinfecting stage (5)

3.2
- Do not use any unknown disk drives in your computer.
- Be careful when downloading files from the internet – take note of warnings from your antivirus program.
- Control access to your computer and especially to servers.
- If not the case, change CMOS settings for the computer to boot from the hard drive where an antivirus program is installed.
- Run the antivirus program on a regular basis to check files and disks.
- Ensure that the antivirus program is updated regularly.
- Avoid pirate software.
- Avoid sharing of disks/flash drives. (Any 5 × 1) (5)

3.3
3.3.1 True
3.3.2 True
3.3.3 True
3.3.4 True
3.3.5 True

(5 × 1) (5)
[15]

QUESTION 4: TROUBLESHOOTING

4.1 D
4.2 D
4.3 D
4.4 D
4.5 A
4.6 B
4.7 C
4.8 D
4.9 A
4.10 D

(10 × 1) **[10]**

TOTAL SECTION A: 50

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SECTION B

Answer only SECTION B or SECTION C

SECTION B: WORD PROCESSING

INSTRUCTIONS: SECTION B

1. Mark all the questions.

2. Read all the answers carefully, only allocate marks to correct answers. If alternative answers could have been given, allocate the mark and do not penalise.

3. Follow the answers according to the numbering system used in this question paper.

4. Ensure that you mark with two pens. Use a red pen to mark accuracy and also to indicate the mark allocation for accuracy total for each question. Use a blue pen to mark manipulation and to indicate mark allocation for manipulation total for each question.

5. MANIPULATION: Ensure that marks are indicated exactly as on the memorandum 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 and font size where only one mark is awarded per question, the number and X should be indicated where the error occurs.

6. When marking/moderating a question, indicate the numbers on the candidate's PRINTOUT exactly on the same place as indicated on the memorandum. It serves no purpose to write the numbers together anywhere else on the PRINTOUT.

7. ACCURACY: clearly indicate where the spelling error occurs, please note: one deduction per spelling error or one missing word.

8. Note: letter spaces, upper case and lower case, additional pages are not spelling errors and therefore not accuracy.

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

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QUESTION 5

✓ 1 QUESTION 5 left header

QUESTION 5

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

✓ 2 EXAMINATION NUMBER right

EXAMINATION NUMBER COMPUTER NUMBER

✓ 10 Footnote 2 inserted after 2019

✓ 6 Heading bold, centre, 16 pt

RUGBY World Cup 2019[2] Venues in Japan

$$Japan\ 2019 = \sqrt[4\ Groups]{5\ teams\ in\ each\ group - \frac{Top\ 2\ teams\ progresses}{In\ knockout\ phases\ only\ winners\ progress}}$$

✓ 7 Double line textbox around heading
✓ 8 Textbox from left to right margin
✓ 9 10% shading in textbox

✓ ✓✓13, 14, 15 Equation correct
✓ 16 Textbox around equation, single line
✓ 17 Textbox only around equation, centred

1) FUKUOKA – HAKATANOMORI STADIUM

a) Capacity: 22 563 spectators

b) Finished: 1995

c) Uses ***RUGBY*** (Avispa Fukuoka) and rugby

i) Did you know? The ground hosted four games during the 2009 Junior World Championship.

(1) Matches played at this stadium:
(2) Thursday 26 September Italy 48-7 Canada
(3) Wednesday 2 October France 33-9 USA
(4) Saturday 12 October Ireland 47-5 Samoa

✓ 11 Footnote inserted, number 2 ✓ 12 footnote text bold, italics, 10 pt

[2] *The 2019 Rugby World Cup was the ninth edition of the Rugby World Cup, the quadrennial world championship for men's rugby union teams. It was hosted in Japan from 20 September to 2 November in 12 venues all across the country. South Africa was crowned as the World Champions.*

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QUESTION 5 (CONTINUED)

QUESTION 5 EXAMINATION NUMBER COMPUTER NUMBER

Page 2
✓ 20 Three columns, equal size
✓ 21 Vertical lines between columns
✓ 22 Column 1: SAPPORO, Column 2: KUMAGAYA, Column 3: KOBE
✓ 23 Page 2: vertical centred
✓ 24 Only page 2 landscape

2)	***SAPPORO – SAPPORO DOME***		***3)***	***KUMAGAYA – KUMAGAYA RUGBY GROUND***		***4)***	***KOBE – KOBE CITY MISAKI PARK***
a)	Capacity: 41 410 spectators		a)	Capacity: 24 000 spectators		a)	Capacity: 30 132 spectators
b)	Finished: 2001		b)	Finished: 1991		b)	Finished: 2001

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QUESTION 5 (CONTINUED)

QUESTION 5 EXAMINATION NUMBER COMPUTER NUMBER

5) KAMAISHI – KAMAISHI RECOVERY MEMORIAL STADIUM

✓✓ 18, 19 Correct style applied to ALL 12 LEVEL 1 headings: bold, italics, upper case, left-aligned

a) Capacity: 16 187 spectators

b) Finished: 2018

i) Did you know? Kamaishi was left devastated by the 2011 tsunami and this stadium was built in memory of those who died.

(1) Matches played at this stadium:
(2) Wednesday 25 September Fiji 27-30 Uruguay
(3) Sunday 13 October Namibia 0-0 Canada (match cancelled)

6) KUMAMOTO – KUMAMOTO STADIUM

a) Capacity: 32 000 spectators

b) Finished: 1998

7) OITA – OITA STADIUM

a) Capacity: 40 000 spectators

b) Finished: 2001

c) Uses ***RUGBY*** (Oita Trinita) and athletics

i) Did you know? The stadium was designed by leading Japanese architect Kisho Kurokawa.

(1) Matches played at this stadium:
(2) Wednesday 2 October New Zealand 63-0 Canada
(3) Saturday 5 October Australia 45-10 Uruguay
(4) Wednesday 9 October Wales 29-17 Fiji
(5) Saturday 19 October QF1 England 40-16 Australia
(6) Sunday 20 October QF3 Wales 20-19 France

Automatic paragraph numbering:

✓✓ 25 & 26: Level 1 must be: 1)

✓✓ 27 & 28: Level 2 must be: a)

✓✓ 29 & 30: Level 3 must be: i)

✓✓ 31 & 32: Level 4 must be: (1)

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QUESTION 5 (CONTINUED)

8) OSAKA – HIGASHIOSAKA CITY HANAZONO RUGBY STADIUM

a) Capacity: 30 000 spectators

b) Finished: 1929

✓ 36 Endnote B inserted after PARK

9) SHIZUOKA – OGASAYAMA SPORTS PARK[B]

a) Capacity: 50 889 spectators

b) Finished: 2001

10) TOKYO – TOKYO STADIUM

a) Capacity: 49 970 spectators

b) Finished: 2000

c) Uses ***RUGBY*** (FC Tokyo and Tokyo Verdy), athletics and rugby

i) Did you know? It was used as shelter for survivors of the 2011 Tohoku earthquake and tsunami.

(1) Matches played at this stadium:
(2) Friday 20 September Japan 30-10 Russia
(3) Saturday 21 September France 23-21 Argentina
(4) Sunday 29 September Australia 25-29 Wales
(5) Saturday 5 October England 39-10 Argentina
(6) Sunday 6 October New Zealand 71-9 Namibia
(7) Saturday 19 October QF2 New Zealand 46-14 Ireland
(8) Sunday 20 October QF4 Japan 3-26 South Africa
(9) Friday 1 November Third-place Play-off: New Zealand 40-17 Wales

✓ 33 All page breaks correct:

After paragraph 1

After paragraph 4

After paragraph 7

After paragraph 10

Search and replace:

✓34 Football replaced with ***RUGBY*** (6 TIMES)

✓35 ***RUGBY***: bold, italics, upper case, double underlined

QUESTION 5 (CONTINUED)

11) TOYOTA CITY – TOYOTA STADIUM

a) Capacity: 45 000 spectators

b) Finished: 2001

c) Uses ***RUGBY*** (Nagoya Grampus) and rugby (Toyota Verblitz)

i) Did you know? The retractable roof folds like an accordion and takes about 50 minutes to open.

(1) Matches played at this stadium:
(2) Monday 23 September Wales 43-14 Georgia
(3) Saturday 28 September South Africa 57-3 Namibia
(4) Saturday 5 October Japan 38-19 Samoa
(5) Saturday 12 October New Zealand 0-0 Italy (match cancelled)

12) YOKOHAMA – INTERNATIONAL STADIUM

a) Capacity: 72 327 spectators

b) Finished: 1997

c) Uses ***RUGBY*** (Yokohama F Marinos) and athletics

✓ 38: Line spacing
✓ 39: Letter spaces
✓ 40: Upper case/lower case
✓ 41: Any other manipulation error

i) Did you know? This is the largest-capacity stadium in Japan and it hosted the 2002 World Cup final.

(1) Matches played at this stadium:
(2) Saturday 21 September New Zealand 23-13 South Africa
(3) Sunday 22 September Ireland 27-3 Scotland
(4) Saturday 12 October England 0-0 France (match cancelled)
(5) Sunday 13 October Japan 28-21 Scotland
(6) Saturday 26 October SF1 England 19-7 New Zealand
(7) Sunday 27 October SF2 Wales 16-19 South Africa
(8) Saturday 2 November RWC 2019 Final: England 12-32 South Africa

✓ 37 Endnote B inserted at end of the document

[B] With a capacity of over 50 000 spectators, the Shizuoka Ogasayama sports park is the second biggest rugby stadium in Japan.

QUESTION 5 (CONTINUED)

MARKING GUIDELINE: QUESTION 5	
ACCURACY: 5 MARKS – Marked with RED pen	
QUESTION NUMBER and EXAMINATION NUMBER	
Footnote keyed in: The 2019 Rugby World Cup was the ninth edition of the Rugby World Cup, the quadrennial world championship for men's rugby union teams. It was hosted in Japan from 20 September to 2 November in 12 venues all across the country. South Africa was crowned as the World Champions.	
Endnote keyed in: With a capacity of over 50 000 spectators, the Shizuoka Ogasayama sports park is the second biggest rugby stadium in Japan.	
MANIPULATION: 30 MARKS – **Marked with BLUE pen**	
1. ✔	Header: QUESTION 5 left-aligned
2. ✔	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3. ✔	Margins: 1,27 cm/ 0,5"
4✔5✔	Font type and size: Lucida Sans 12 pt (including header, footnote must be 10 pt and endnote can be 10 or 12 pt)
Heading: Rugby World Cup 2019 Venues in Japan	
6.✔	Centre, bold, 16 pt
7.✔	Textbox around heading, double line
8.✔	Textbox from left to right margin
9.✔	Insert light grey shading in textbox (10%)
Footnote inserted on first page (Heading)	
10.✔	Number 2 inserted after 2019
11.✔	Footnote 2 text inserted at bottom of this page (page 1)
12.✔	Footnote text: Bold, italics, 10 pt
Equation inserted	
13✓ 14✓15✓	Equation correct
16.✔	Textbox around equation, single line
17.✔	Equation centred, textbox just around equation (not margin to margin)
18✓ 19✓	Style correctly applied to all 12 level 1 headings: Left-aligned, italics, bold, upper case
Columns page 2	
20.✔	Three equal sized columns inserted
21.✔	Vertical lines between columns
22.✔	Order of columns (paragraphs): Column 1: SAPPORO, Column 2: KUMAGAYA; Column 3: KOBE
23.✔	Page 2: Text vertically centred
24.✔	Only page 2 landscape orientation
Automatic paragraph numbering function applied correctly (Each level marked according to the following:)	
	(a) All four levels – format correctly set up (Number format and numbers continue correctly, indentation
	(b) Correct text selected
25✓ 26✓	All level 1 correct according to a & b: 1) – Two marks or 0 marks
27✓ 28✓	All level 2 correct according to a & b: a) – Two marks or 0 marks

QUESTION 5 (CONTINUED)

29✓ 30✓	All level 3 correct according to a & b: i) – Two marks or 0 marks
31✓ 32✓	All level 4 correct according to a & b: (1) – Two marks or 0 marks
33.✓	Four page breaks correctly inserted: After paragraph 1 – FUKUOKA … After paragraph 4 – KOBE … After paragraph 7 – OITA … After paragraph 10 – TOKYO …
Search and replace: Football replaced with ***RUGBY***	
34.✓	Six instances replaced: Football to ***RUGBY***
35.✓	Bold, italics, upper case, double underline – all 6 instances
Endnote inserted on fourth page (SHIZUOKA – Ogasayama Sports Park)	
36.✓	Number B as endnote number inserted after Park
37.✓	Endnote B inserted at the end of the document – page 5
The following marks can only be deducted once. If you do deduct, please indicated clearly where and why you deduct:	
38.✓	Line spacing
39.✓	Letter spaces
40.✓	Upper case/lower case
41.✓	Any other manipulation error

A	M	T
5	30	35

[35]

✓ 1 QUESTION 6 left header EXAMINATION NUMBER right header ✓ 6 No page number on page 1

✓ 2 Margins 0,5"/1,27 cm ✓ 5 Footnote 2 deleted after 2019

QUESTION 6 ✓✓ 3,4 Lucida Fax 12 pt EXAMINATION NUMBER COMPUTER NUMBER

RUGBY World Cup 2019 Venues in Japan

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

TABLE OF CONTENTS *PAGE NUMBER*

✓ 7 Heading: Textbox and shading removed

FUKUOKA – Hakatanomori Stadium 6
SAPPORO – Sapporo Dome 7
KUMAGAYA – Kumagaya Rugby Ground 7
KOBE – Kobe City Misaki Park 7
Capacity: 30 132 spectators 7
KAMAISHI – Kamaishi Recovery Memorial Stadium 8
Capacity: 16 187 spectators 8
KUMAMOTO – Kumamoto Stadium 8
Capacity: 32 000 spectators 8
OITA – Oita Stadium 8
Capacity: 40 000 spectators 8
OSAKA – Higashiosaka City Hanazono Rugby Stadium 9
Capacity: 30 000 spectators 9
SHIZUOKA – Ogasayama Sports Park 9
Capacity: 50 889 spectators 9
TOKYO – Tokyo Stadium 9
Capacity: 49 970 spectators 9
TOYOTA CITY – Toyota Stadium 10
Capacity: 450 000 spectators 10
YOKOHAMA – International Stadium 10
Capacity: 72 327 spectators 10
Matches played at this stadium: 10
Saturday 21 September New Zealand 23-13 South Africa 10
Sunday 22 September Ireland 27-3 Scotland 10
Saturday 12 October England 0-0 France (match cancelled) 10
Sunday 13 October Japan 28-21 Scotland 10
Saturday 26 October SF1 England 19-7 New Zealand 10
Sunday 27 October SF2 Wales 16-19 South Africa 10
Saturday 2 November RWC 2019 Final: England 12-32 South Africa 10

✓ 10 TABLE OF CONTENTS generated
✓ 11 Correct Level 1 Headings inserted (12)
✓ 12 Correct Level 2 headings inserted (8)
✓ 13 Correct Level 4 headings inserted (8)
✓ 14 Page numbers of TABLE OF CONTENTS right-aligned with leader dots
✓✓ 15, 16 Correct page numbers of TABLE OF CONTENTS
✓ 17 Page break after the TABLE OF CONTENTS

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QUESTION 6 **6** EXAMINATION NUMBER COMPUTER NUMBER

FUKUOKA – Hakatanomori Stadium

Capacity: 22 563 spectators

a) Finished: 1995

b) Uses *RUGBY* (Avispa Fukuoka) and rugby

i) Did you know? The ground hosted four games during the 2009 Junior World Championship.

(1) Matches played at this stadium:
(2) Thursday 26 September Italy 48-7 Canada
(3) Wednesday 2 October France 33-9 USA
(4) Saturday 12 October Ireland 47-5 Samoa

PAGE 2:
✓ 18 Page number displayed top centre
✓ 19 Page number must be 6
✓ 20 Page number bold, italics
✓ 21 Only second page centred vertically
✓ 22 Equation and textbox around equation deleted

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QUESTION 6 **11** EXAMINATION NUMBER COMPUTER NUMBER

✓ 23 Page number displayed top centre
✓ 24 Page number must be 11
✓ 25 Page number bold. italics

✓ 27 WORDS AND PAGE NUMBERS WHERE TO FIND THEM: Right aligned, bold, italics, 16 pt

✓ 26 INDEX: Left-aligned, bold, italics 16 pt

INDEX ***WORDS AND PAGE NUMBERS WHERE TO FIND THEM***

Capacity 6, 7, 8, 9, 10
Matches 6, 8, 9, 10
Namibia 8, 9, 10
Rugby 6, 8, 9, 10
Saturday 6, 8, 9, 10
South Africa 9, 10
Wales.....8, 9, 10
Wednesday.....6, 8

✓ 28 Generate Index, correct position
✓ 29, 30 Correct words (uc/lc and formatting)
✓ 31, 32 Correct page numbers
✓ 33 Three columns in INDEX
✓ 34 Page numbers right-aligned with leader dots
✓ 35 ONLY INDEX page centred vertically
✓ 36 Correct three pages printed (TOC, Page 6, INDEX)
✓ 37 Line spacing
✓ 38 Letter spaces
✓ 39 Upper case/lower case
✓ 40 Any other manipulation error

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QUESTION 6 (CONTINUED)

MARKING GUIDELINE: QUESTION 6	
ACCURACY: 2 MARKS - Marked with RED pen	
QUESTION NUMBER and EXAMINATION NUMBER	
Headings keyed in: TABLE OF CONTENTS, PAGE NUMBER,	
INDEX, WORDS AND PAGE NUMBERS WHERE TO FIND THEM	
MANIPULATION: 33 MARKS - Marked with BLUE pen	
1. ✓	Header: QUESTION 6 left-aligned
	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
2. ✓	Margins: 1,27 cm/ 0,5"
3,4. ✓✓	Font type and size: Lucida Fax 12 pt (including header, content of table of contents and content of index)
MANIPULATION OF PAGE 1	
5. ✓	Footnote deleted on page 1 in heading after 2019
6. ✓	No page number inserted on page 1
7. ✓	Heading: *RUGBY* World Cup 2019 Venues in Japan: textbox and shading removed
8. ✓	TABLE OF CONTENTS keyed in: 16 pt, bold, italics and left-aligned
9. ✓	PAGE NUMBER keyed in: 16 pt, bold, italics and right-aligned
10. ✓	Table of contents generated
11. ✓	All level 1 headings inserted: 12 level 1 headings
12. ✓	Only the first headings of level 2 inserted: 8 level 2 headings – from main headings 4-12
13. ✓	Only level 4 headings inserted at main paragraph heading 12: 8 level 4 headings
14. ✓	Page numbers of TABLE OF CONTENTS right-aligned with leader dots
15✓16 ✓	Page numbers of TABLE OF CONTENTS correct, starting with page 6
17. ✓	Page break inserted after table of contents
MANIPULATION OF PAGE 2	
18. ✓	Page number inserted top centre
19. ✓	Page numbers starting with 6
20. ✓	Page number bold, italics
21. ✓	Only this page centred vertically
22. ✓	Equation and textbox deleted
MANIPULATION OF PAGE 3: INDEX	
23. ✓	Page number inserted top centre
24. ✓	Page number must be 11
25. ✓	Page number bold, italics
26. ✓	INDEX keyed in: 16 pt, bold, italics and left-aligned
27. ✓	WORDS AND PAGE NUMBERS WHERE TO FIND THEM keyed in: 16 pt, bold, italics and right-aligned
28. ✓	Index generated
29 ✓30✓	Correct words in index
31✓32. ✓	Page numbers correct (No page number at TOC)
33. ✓	Three columns in INDEX
34. ✓	Page numbers right-aligned with leader dots
35. ✓	Last page (INDEX) vertically centred

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QUESTION 6 (CONTINUED)

36. ✓	Correct three pages printed: TOC, second page (page 6), INDEX
The following marks can only be deducted once. If you do deduct, please indicated clearly where and why you deduct:	
37. ✓	Line spacing
38. ✓	Letter spaces
39. ✓	Upper case/lower case
40. ✓	Any other manipulation error

A	M	T
2	33	35

[35]

QUESTION 7

1 QUESTION 7 left as header

2 EXAMINATION NUMBER right as header

QUESTION 7 EXAMINATION NUMBER (COMPUTER NUMBER)

8 Single border textbox
9 Textbox around text
10 10% shading

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

RUGBY WORLD CUP 2019 ORGANISING COMMITTEE

5 Horizontal line below header, 1 pt

MEMBERS:

Chairman: Fujio Mitarai – CEO of Canon Inc.
Vice-Chairman: Yoshiro Mori – Paralympic Games President
Honorary Executive Consultant: Fumaiki Watari
Japan Rugby President: Shigetaka Mori
Japan Olympic President: Yamashita Yasuhiro

11 Three columns

PREVIOUS RUGBY WORLD CUP WINNERS:

Australia (twice)
England (once)
South Africa (twice)
New Zealand (thrice)

Column 1:
13 Heading 10 pt, upper case, bold
14 Text right-aligned

3 Margins 1,27 cm/0,5"
4 Arial

20 Changed to ONE column
21 Horizontal line 1 pt

12 Column sizes:
Column 1: 10,16 cm/4"
Column 2: 3,81 cm/1,5"
Column 3: 3,55 cm/1,4"

Column 2
15 Heading 10 pt, upper case, bold
16 Text left-aligned

Column 3
17 Insert picture
18 2,54 cm/1" in width and 3,81 cm/1,5" in height
19 Picture right-aligned, double line border

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

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

WORLD RUGBY STAFF: CEO: Brett Gosper; Partnership Manager: Meg Mitchell; Head of Communications: Dominic Rumbles

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QUESTION 7 (CONTINUED)

MARKING GUIDELINE: QUESTION 7	
ACCURACY: 7 MARKS – Marked with RED pen	
QUESTION NUMBER and EXAMINATION NUMBER	
Except for two subheadings: Members: and Previous Rugby World Cup Winners:, all other text had to be keyed in, including the footer.	
Minus one mark per keying in error. This also implies minus one mark for each word not keyed in.	
MANIPULATION: 23 MARKS – Marked with BLUE pen	
1. ✔	Header: QUESTION 7 left-aligned
2. ✔	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3. ✔	Margins: 1,27 cm/ 0,5"
4. ✔	Font type and size: Arial 10 and 12 pt as indicated
5. ✔	Horizontal line inserted from left- to right-hand margin, 1 pt, below header
Heading: Rugby World Cup 2019 Organising Committee	
6✓ 7✓	Heading bold, centre, 16 pt, upper case
8. ✔	Textbox around header, single line border
9. ✔	Textbox just around text, not to margins
10. ✔	10% (light) shading in textbox
11. ✔	Three columns inserted
12. ✔	Column sizes: column 1: 10,16 cm/4”, column 2: 3,81 cm/1,5" and column 3: 3,55 cm/1,4"; spaces between the three columns: 0,76 cm/0,3"
Column 1	
13. ✔	Heading upper case, 10 pt, bold
14. ✓	Alignment: Text right-aligned
Column 2	
15. ✔	Heading upper case, 10 pt, bold
16. ✓	Alignment: Text left-aligned
Column 3	
17. ✔	Insert picture, Logo, from file
18. ✔	Size edited: 2,54 cm/1" wide and 3,81 cm/1,5" high
19. ✔	Picture right-aligned, double line border inserted
20.✓	Changed back 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, 8 pt and centre
25. ✔	Line spacing
26. ✔	Letter spaces
27. ✔	Upper case/lower case
28. ✔	Any other manipulation error

[30]

A	M	T
7	23	30

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QUESTION 8A

2 NO EXAMINATION NUMBER and QUESTION NUMBER as header

COUNTRY	COACH	CAPTAIN	POOL	DATE 1	STADIUM	CITY	FIRST OPPONENT
England	Eddie Jones	Owen Farrel	POOL C	22 September 2019	Sapporo	Kumamoto	Tonga
New Zealand	Steve Hansen	Kieran Read	QUESTION 8A	22 September 2019	Yokohama	Kumaishi	South Africa
South Africa	Rassie Erasmus	Siya Kolisi	EXAMINATION NUMBER	22 September 2019	Yokohama	Kumaishi	New Zealand

MARKING GUIDELINE: QUESTION 8A
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 Calibri 11 pt
3 QUESTION 8A part of POOL field
4 EXAMINATION NUMBER part of POOL field
5 8 correct fields
6 3 correct records
7 Text not wrapped
8 Landscape
9 One page
10 Capital letters, small letters, letter spaces - additional

MARKING GUIDELINE: QUESTION 8A	
MANIPULATION: 7	
1.	Font: Calibri 11 pt
2.	QUESTION 8A and EXAMINATION NUMBER not inserted as header
3.	QUESTION 8A inserted at letter/record 2 below POOL field
4.	EXAMINATION NUMBER inserted at letter/record 3 below POOL field
5.	8 correct field
6.	3 correct records
7.	Text not wrapped
8.	Landscape orientation
9.	One page
10.	Capital letters, small letters, letter spaces
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 8B and QUESTION 8C are then not marked.	
If this data file is omitted, the fields/data in QUESTION 8C are not marked.	
If QUESTION 8B is omitted, the fields/data in QUESTION 8C are not marked. Do NOT mark a QUESTION 8C printout as QUESTION 8B.	

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QUESTION 8A (CONTINUED)

TEAMS 2020/07/31

COUNTRY	COACH	CAPTAIN	POOL	DATE 1	STADIUM	CITY	FIRST OPPONENT
England	Eddie Jones	Owen Farrel	POOL C	22 September 2019	Sapporo	Kumamoto	Tonga
New Zealand	Steve Hansen	Kieran Read	QUESTION 8A	22 September 2019	Yokohama	Kumaishi	South Africa
South Africa	Rassie Erasmus	Siya Kolisi	EXAMINATION NUMBER	22 September 2019	Yokohama	Kumaishi	New Zealand

(10)

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RUGBY WORLD CUP 2019 ORGANISING COMMITTEE

MEMBERS:

Chairman: Fujio Mitarai – CEO of Canon Inc.
Vice-Chairman: Yoshiro Mori – Paralympic Games President
Honorary Executive Consultant: Fumaiki Watari
Japan Rugby President: Shigetaka Mori
Japan Olympic President: Yamashita Yasuhiro

PREVIOUS RUGBY WORLD CUP WINNERS:

Australia (twice)
England (once)
South Africa (twice)
New Zealand (thrice)

5 Correct letterhead, Arial

6 Field [COACH] 7 Field [COUNTRY] 23 System date right-aligned

9 September 2020

Dear «**COACH**», «**COUNTRY**»

6 Field [COACH] 8 Field [CAPTAIN]

It will be a great honour if you, Mr «**COACH**», «**CAPTAIN**» and the rest of your team can join us for the 2019 Rugby World Cup[1].

14 Footnote after Cup inserted

Here is the honour role for this prestigious event:

15 File TEAMS inserted
16 Bullets of choice
17 Sorted ascending order

- 1987: New Zealand
- 1991: Australia
- 1995: South Africa
- 1999: Australia
- 2003: England
- 2007: South Africa
- 2011: New Zealand
- 2015: New Zealand

The 2019 Rugby World Cup will be the ninth edition of the Rugby World Cup. It will be hosted in Japan from 20 September 2019 to 2 November 2019 in 12 venues all across the country.

7 Field [COUNTRY] 9 Field [POOL] 8 Field [CAPTAIN]

«**COUNTRY**» will be in «**POOL**». The opening match for «**CAPTAIN**» and his men will be played «**DATE_1**» in «**STADIUM**», «**CITY**» against «**FIRST_OPPONENT**».

12 Field [DATE 1] 11 Field [STADIUM] 12 Field [CITY] 13 Field [FIRST OPPONENT]

We look forward to hearing from you shortly.

20 Line spacing
21 Letter spaces
22 Upper case/lower case
24 Any other additional manipulation error

Kind regards

Fujio Mitarai
Honorary President of Japan Business Federation

18, 19 Footnote inserted, number 1, text bold

[1] **The Ruby World Cup is a men's rugby union tournament contested every four years between the top international teams.**

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MARKING GUIDELINE: QUESTION 8B	
ACCURACY: 7 MARKS - Marked with RED pen	
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 also implies minus one mark for each word not keyed in.	
MANIPULATION: 17 MARKS - Marked with BLUE pen	
1. ✔	Header: QUESTION 8B left-aligned
2. ✔	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3. ✔	Margins: 1,27 cm/ 0,5"
4. ✔	Font type and size: Letterhead: Arial Below letterhead: Bookman Old Style 12 pt (all text, including headers and footnote – footnote can also be in 10 pt)
5. ✔	Correct letterhead used with footer, font Arial
MERGE FIELDS	
6. ✓	[COACH]
7. ✓	[COUNTRY]
8. ✔	[CAPTAIN]
9. ✔	[POOL]
10. ✔	[DATE 1]
11. ✔	[STADIUM]
12. ✔	[CITY]
13. ✔	[FIRST OPPONENT]
14. ✓	Footnote inserted after [Cup]. Footnote number 1
File: TEAMS	
15. ✔	File, TEAMS, inserted in correct position
16. ✓	Bullets inserted
17. ✔	Content sorted ascending order
18. ✔19. ✔	Footnote text inserted, footnote number 1, bold: [**The Rugby World Cup is a men's rugby union tournament contested every four years between the top international teams.**]
20.✓	Line spacing
21. ✔	Letter spaces (check spaces between merge fields)
22.✓	Upper case/lower case
23. ✔	Any other manipulation error

A	M	T
7	17	24

(24)

RUGBY WORLD CUP 2019 ORGANISING COMMITTEE

MEMBERS:

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Vice-Chairman: Yoshiro Mori – Paralympic Games President
Honorary Executive Consultant: Fumaiki Watari
Japan Rugby President: Shigetaka Mori
Japan Olympic President: Yamashita Yasuhiro

PREVIOUS RUGBY WORLD CUP WINNERS:

Australia (twice)
England (once)
South Africa (twice)
New Zealand (thrice)

9 September 2020

Dear **Eddie Jones**, **England**

It will be a great honour if you, Mr **Eddie Jones**, **Owen Farrel** and the rest of your team can join us for the 2019 Rugby World Cup[1].

Here is the honour role for this prestigious event:

- 1987: New Zealand
- 1991: Australia
- 1995: South Africa
- 1999: Australia
- 2003: England
- 2007: South Africa
- 2011: New Zealand
- 2015: New Zealand

2 Record 1 correct [England]: ALL EIGHT fields must be correct as in QUESTION 8B

The 2019 Rugby World Cup will be the ninth edition of the Rugby World Cup. It will be hosted in Japan from 20 September 2019 to 2 November 2019 in 12 venues all across the country.

England will be in **POOL C**. The opening match for **Owen Farrel** and his men will be played **22 September 2019** in **Sapporo**, **Kumamoto** against **Tonga**.

We look forward to hearing from you shortly.

Kind regards

Fujio Mitarai
Honorary President of Japan Business Federation

[1] **The Ruby World Cup is a men's rugby union tournament contested every four years between the top international teams.**

WORLD RUGBY STAFF: CEO: Brett Gosper; Partnership Manager: Meg Mitchell; Head of Communications: Dominic Rumbles

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Japan Rugby President: Shigetaka Mori
Japan Olympic President: Yamashita Yasuhiro

PREVIOUS RUGBY WORLD CUP WINNERS:

Australia (twice)
England (once)
South Africa (twice)
New Zealand (thrice)

9 September 2020

Dear **Steve Hansen**, **New Zealand**

It will be a great honour if you, Mr **Steve Hansen**, **Kieran Read** and the rest of your team can join us for the 2019 Rugby World Cup[1].

Here is the honour role for this prestigious event:

- 1987: New Zealand
- 1991: Australia
- 1995: South Africa
- 1999: Australia
- 2003: England
- 2007: South Africa
- 2011: New Zealand
- 2015: New Zealand

3 Record 2 correct [New Zealand]: ALL EIGHT fields must be correct as in QUESTION 8B

The 2019 Rugby World Cup will be the ninth edition of the Rugby World Cup. It will be hosted in Japan from 20 September 2019 to 2 November 2019 in 12 venues all across the country.

New Zealand will be in **QUESTION 8A**. The opening match for **Kieran Read** and his men will be played **22 September 2019** in **Yokohama**, **Kamaishi** against **South Africa**.

We look forward to hearing from you shortly.

Kind regards

Fujio Mitarai
Honorary President of Japan Business Federation

[1] **The Ruby World Cup is a men's rugby union tournament contested every four years between the top international teams.**

WORLD RUGBY STAFF: CEO: Brett Gosper; Partnership Manager: Meg Mitchell; Head of Communications: Dominic Rumbles

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Japan Rugby President: Shigetaka Mori
Japan Olympic President: Yamashita Yasuhiro

PREVIOUS RUGBY WORLD CUP WINNERS:

Australia (twice)
England (once)
South Africa (twice)
New Zealand (thrice)

9 September 2020

Dear **Rassie Erasmus**, **South Africa**

It will be a great honour if you, Mr **Rassie Erasmus**, **Siya Kolisi** and the rest of your team can join us for the 2019 Rugby World Cup[1].

Here is the honour role for this prestigious event:

- 1987: New Zealand
- 1991: Australia
- 1995: South Africa
- 1999: Australia
- 2003: England
- 2007: South Africa
- 2011: New Zealand
- 2015: New Zealand

4 Record 3 correct [South Africa]: ALL EIGHT fields must be correct as in QUESTION 8B

The 2019 Rugby World Cup will be the ninth edition of the Rugby World Cup. It will be hosted in Japan from 20 September 2019 to 2 November 2019 in 12 venues all across the country.

South Africa will be in **POOL C**. The opening match for **Siya Kolisi** and his men will be played **22 September 2020** in **Yokohama**, **Kamaishi** against **New Zealand**.

We look forward to hearing from you shortly.

6 Three letters
7 Field names bold
8 Any other manipulation error

Kind regards

Fujio Mitarai
Honorary President of Japan Business Federation

5 Footnote number stays 1 on all three merged letters

[1] **The Ruby World Cup is a men's rugby union tournament contested every four years between the top international teams.**

WORLD RUGBY STAFF: CEO: Brett Gosper; Partnership Manager: Meg Mitchell; Head of Communications: Dominic Rumbles

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QUESTION 8C (CONTINUED)

MARKING GUIDELINE: QUESTION 8C	
MANIPULATION: 6 MARKS - Marked with BLUE pen	
13. ✔	Header: QUESTION 8C left-aligned on all three letters
	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
2. ✔	Record 1 correct
3. ✔	Record 2 correct
4. ✔	Record 3 correct
5 ✓	Footnote number stays 1 on all three letters
6. ✓	3 letters printed
7. ✔	All fields bold
8. ✔	Any other manipulation error

M	T
6	6

SOUTH AFRICA RWC 2019 CHAMPIONS 1 12 labels (2 columns x 6 rows) 2 Display all borders 3 Berlins Sans FB 10 pt 4 Portrait orientation ***Owen Farrel*** ***Eddie Jones*** ***England*** ***POOL C***	**SOUTH AFRICA RWC 2019 CHAMPIONS** 12 QUESTION 8D ***Kieran Read*** ***Steve Hansen*** ***New Zealand*** ***QUESTION 8A***
SOUTH AFRICA RWC 2019 CHAMPIONS 13 EXAMINATION NUMBER ***Siya Kolisi*** ***Rassie Erasmus*** ***South Africa*** ***EXAMINATION NUMBER***	**SOUTH AFRICA RWC 2019 CHAMPIONS** 7 Order of and correct merged fields inserted, right-aligned: Label 1: England Label 2: New Zealand Label 3: South Africa
SOUTH AFRICA RWC 2019 CHAMPIONS 5 [SOUTH AFRICA RWC 2019 CHAMPIONS] all labels 6 [SOUTH AFRICA RWC 2019 CHAMPIONS] 16 pt, bold, italics, centre	**SOUTH AFRICA RWC 2019 CHAMPIONS** 8 Correct data: ONLY [CAPTAIN], [COACH], [COUNTRY], [POOL]
SOUTH AFRICA RWC 2019 CHAMPIONS 9 Letter spaces 10 Line spacing, upper case/lower case 11 One page, any other manipulation error	**SOUTH AFRICA RWC 2019 CHAMPIONS**
SOUTH AFRICA RWC 2019 CHAMPIONS	**SOUTH AFRICA RWC 2019 CHAMPIONS**
SOUTH AFRICA RWC 2019 CHAMPIONS	**SOUTH AFRICA RWC 2019 CHAMPIONS**

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QUESTION 8D (CONTINUED)

MARKING GUIDELINE: QUESTION 8D	
ACCURACY: 1 MARK – Mark with RED pen	
SOUTH AFRICA RWC 2019 CHAMPIONS keyed in correctly	
MANIPULATION: 9 MARKS – Mark with BLUE pen	
1. ✔	12 labels (2 columns x 6 rows)
2. ✔	Display all borders
3. ✔	Font: Berlin Sans 10 pt
4. ✔	Portrait orientation
5. ✔	SOUTH AFRICA RWC 2019 CHAMPIONS on all labels
6. ✓	SOUTH AFRICA RWC 2019 CHAMPIONS 16 pt, bold, italics and centred
7. ✓	Order of and correct merge fields inserted, right-aligned: Label 1 – England Label 2 – New Zealand Label 3 – South Africa
8. ✔	Correct data: ONLY CAPTAIN, COACH, COUNTRY, POOL
9. ✔	Letter spaces
10. ✔	Line spacing, upper case/lower case
11. ✓	One page, any other additional manipulation error
12. ✓	QUESTION 8D in label 2
13. ✔	EXAMINATION NUMBER in label 3

A	M	T
2	8	10

(10)
[50]

TOTAL SECTION B: 150

OR

SECTION C: SPREADSHEET

INSTRUCTIONS

1. Mark all the questions.

2. Read all the answers carefully, only allocate marks to correct answers. If alternative answers could have been given, allocate the mark and do not penalise.

3. Follow the answers according to the numbering system used in this question paper.

4. Ensure that you mark with two pens. Use a red pen to mark accuracy and also to indicate the mark allocation for accuracy total for each question. Use a blue pen to mark manipulation and to indicate mark allocation for manipulation total for each question.

5. MANIPULATION: Ensure that marks are indicated exactly as on the memorandum 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.

6. When marking/moderating a question, indicate the numbers on the candidate's PRINTOUT exactly on the same place as indicated on the memorandum. It serves no purpose to write the numbers together anywhere else on the PRINTOUT.

7. ACCURACY: clearly indicate where the spelling error occurs, please note: one deduction per spelling error or one missing word.

8. Please note: letter spaces, upper case and lower case, additional pages are not spelling errors and therefore not accuracy.

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

10. Be careful when the candidates either inserted/deleted cells/rows/columns in the spreadsheet. There is a mark where this is checked. While in doing this the answers in section A of the question might still be correct, the formulas/functions in section B of the question will display different cell numbers than the memorandum. If the answers in section A were correct, do not penalise the candidate for wrong formulae/functions.

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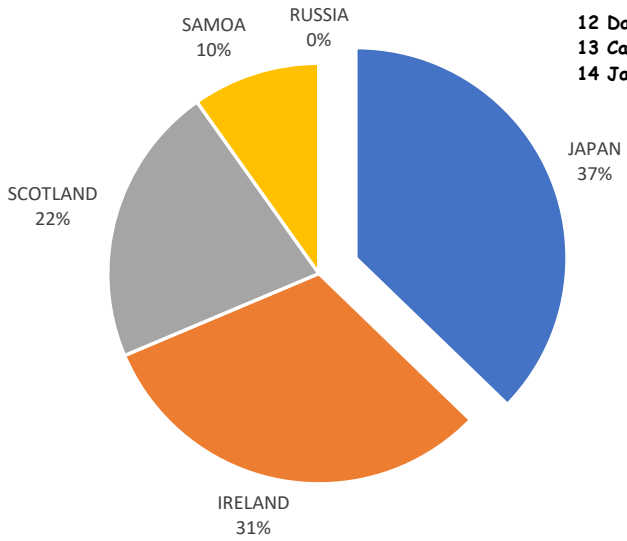
QUESTION 9A

	A	B	C	D	E	F	G
1	FINAL POOL STANDINGS POOL A						
2		MATCHES PLAYED	MATCHES WON	POINTS FOR TEAM	POINTS AGAINST TEAM	FINAL POOL POINTS	
3	JAPAN	4	4	115	62	19	
4	IRELAND	4	3	121	27	16	
5	SCOTLAND	4	2	119	55	11	
6	SAMOA	4	1	58	128	5	
7	RUSSIA	4	0	19	160	0	
8		11 No header					
9		1 Pie graph	2 Pie graph printed below spreadsheet		3 Pie graph: A10..H30		
10							
11	FINAL SUMMARY POOL A POINTS						
12	QUESTION 9A						
13	EXAMINATION NUMBER						
14							
15	7 Graph title top left						
16	8 Textbox around title						
17	9 Bold, italics, upper case						
18	10 Agency FB 16 pt						
19							
20	JAPAN						
21	IRELAND						
22	SCOTLAND						
23	SAMOA						
24	RUSSIA						
25							
26	15 Correct legend						
27	16 Legend left						
28	17 Portrait						
29	18 One page						
30	19 Row and column headings						

4 Chart title: Line 1 - FINAL SUMMARY POOL POINTS
5 Line 2: QUESTION 9A
6 Line 3: EXAMINATION NUMBER

12 Data labels outside end
13 Category name, percent
14 Japan exploded



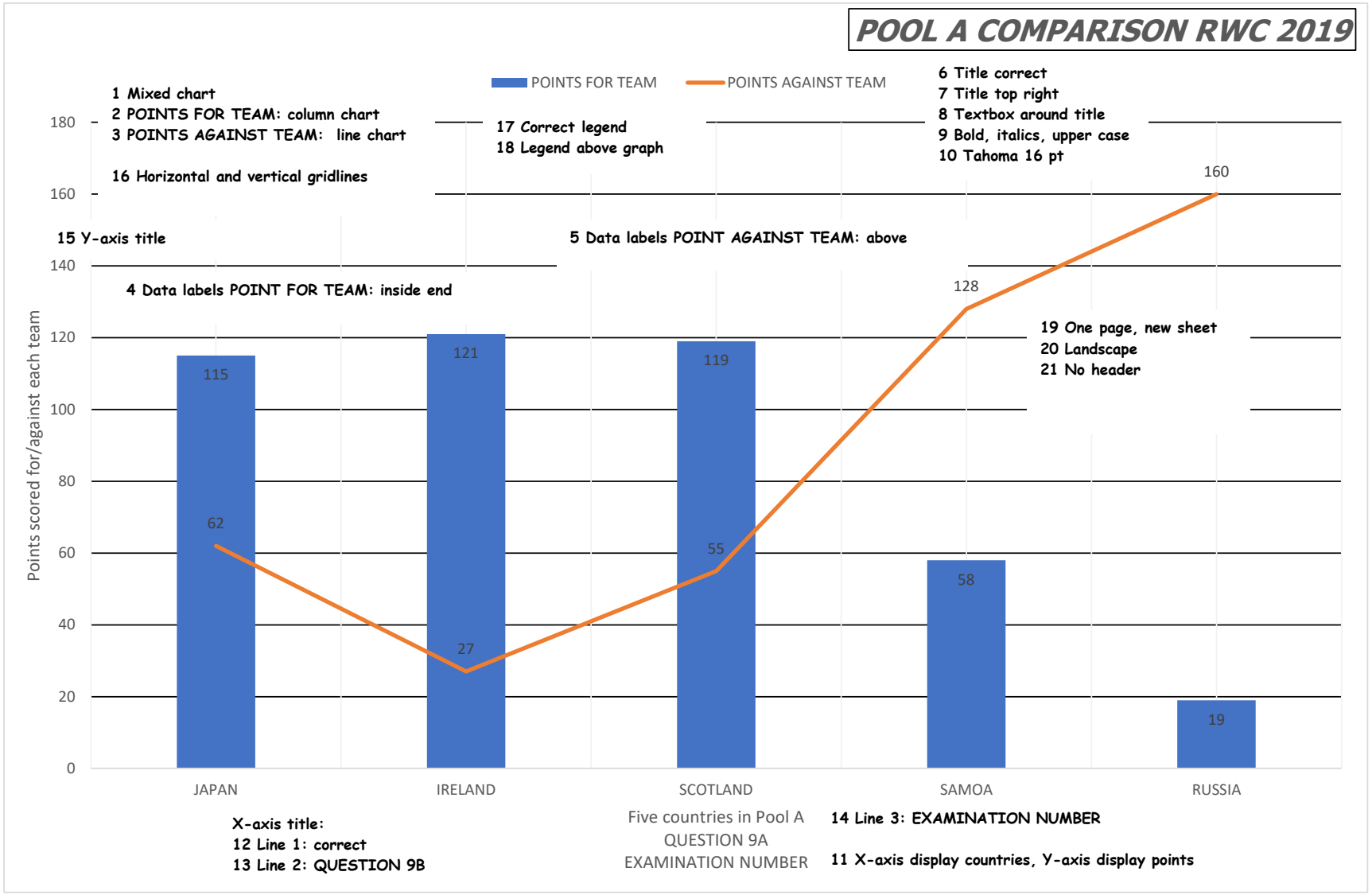
QUESTION 9A (CONTINUED)

MARKING GUIDELINE: QUESTION 9A	
ACCURACY: 2 MARKS - Mark with a RED pen	
Chart title: FINAL SUMMARY POOL A POINTS	
QUESTION 9A and EXAMINATION NUMBER	
MANIPULATION: 13 MARKS - Mark with a BLUE pen	
1. ✔	Pie graph
2. ✔	Graph displayed as object below spreadsheet
3. ✔	Graph resized from cell A10 to cell H30
4. ✔ 5. ✔ 6. ✔ 7. ✔ 8. ✔ 9. ✔ 10. ✔	Chart title: Line 1: FINAL SUMMARY POOL A POINTS Line 2: QUESTION 9A Line 3: EXAMINATION NUMBER Title aligned top left Textbox around graph title Bold, italics, upper case Font: Agency FB 16 pt
11. ✓	No header inserted
12. ✓	Data labels, outside end
13. ✔	Data labels: category labels displayed, percentages
14. ✔	Japan segment exploded
15. ✔	Correct legend displayed: JAPAN, IRELAND, SCOTLAND, SAMOA, RUSSIA
16. ✔	Legend displayed left of graph
17. ✔	Portrait orientation
18. ✔	Printout on one page
19. ✓	Row and column headings displayed

A	M	T
2	13	15

(15)

QUESTION 9B



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QUESTION 9B (CONTINUED)

MARKING GUIDELINE: QUESTION 9B	
ACCURACY: 4 MARKS - Mark with a RED pen	
Chart title: POOL A COMPARISON RWC 2019	
X-axis title: Line 1: Five countries in Pool A Line 2: QUESTION 9B Line 3: EXAMINATION NUMBER	
Y-axis title: Points scored for/against each team	
MANIPULATION: 14 MARKS - Mark with a BLUE pen	
1. ✓	Mixed chart
2. ✓	POINTS FOR TEAM displayed as a column chart
3. ✓	POINTS AGAINST TEAM displayed as a line chart
4. ✓	Data labels POINTS FOR TEAM displayed inside end
5. ✓	Data labels POINTS AGAINST TEAM displayed above line
6. ✓ 7. ✓ 8. ✓ 9. ✓ 10. ✓	Chart title: POOL A COMPARISON RWC 2019 Title aligned top right of chart Textbox around chart title Bold, italics, upper case Font: Tahoma 16 pt
11. ✓	X-axis displays countries and Y-axis displays points
12. ✓ 13. ✓ 14. ✓	X-axis title: Five countries in Pool A Line 2: QUESTION 9B Line 3: EXAMINATION NUMBER
15. ✓	Y-axis title: Points scored for/against each team
16. ✓	Horizontal and vertical gridlines
17. ✓	Correct legend displayed: POINTS FOR TEAM and POINTS AGAINST TEAM
18. ✓	Legend displayed above the chart
19. ✓	Printout on one page, graph printed as a new sheet
20. ✓	Landscape orientation
21. ✓	No header inserted

A	M	T
4	14	18

(18)
[33]

QUESTION 10A

QUESTION 10A EXAMINATION NUMBER (COMPUTER NUMBER)

1 QUESTION 10A left **3, 4 Heading right-align, 16 pt**

FINAL POOL STANDINGS POOL B

2 EXAMINATION NUMBER right

THE TEAMS FINISHING IN THE TOP TWO OF EACH POOL ADVANCE TO THE QUARTER-FINALS.
THE TOP THREE TEAMS OF EACH POOL RECEIVED AUTOMATIC QUALIFICATION TO THE 2023 RUGBY WORLD CUP

10 Countries numbered **7, 8, 9 Row 7 wrapped, horizontal and vertical centred, bold, italics** **5,6 Subheadings upper case, centre**

NUMBER	*COUNTRY*	*MATCHES PLAYED*	*MATCHES WON*	*POINTS FOR TEAM*	*POINTS AGAINST TEAM*	*POOL POINTS*	*QUALIFIED*	*HIGH SCORING TEAMS*	*CAMPAIGN SUCCESSFUL?*
1	ITALY	4	0	34	175	2	ELIMINATED	LOW SCORING TEAM	NOT SUCCESSFUL
2	CANADA	4	3	185	36	15	CANADA	HIGH SCORING TEAM	SUCCESSFUL
3	NAMIBIA	4	3	157	22	16	NAMIBIA	HIGH SCORING TEAM	SUCCESSFUL
4	NEW ZEALAND	4	0	14	177	2	ELIMINATED	LOW SCORING TEAM	NOT SUCCESSFUL
5	SOUTH AFRICA	4	2	98	78	12	SOUTH AFRICA	LOW SCORING TEAM	SUCCESSFUL

NUMBER OF TEAMS:		HIGHEST POINTS:	16	**18**	**11, 12**	**13, 14**	**15, 16**
5	**17**	LOWESTE POINTS:	2	**19**			
		AVERAGE POINTS:	9,4	**20**			

12, 23 Sort Countries and corresponding details alphabetically
24, 25 Horizontal and vertical borders
26 One page
27 Landscape orientation

21 Answers copied

28 Letter spaces, alignment
29 Upper case/lower case
30 Any other manipulation error
31 Column widths
32 No row and column headings

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QUESTION 10A (CONTINUED)

MARKING GUIDELINE: QUESTION 10A	
ACCURACY: 4 MARKS - Mark with a RED pen	
All text had to be keyed in in columns D, E, F, G, H, I, J and rows 13, 14 and 15	
QUESTION 10A and EXAMINATION NUMBER	
MANIPULATION: 22 MARKS **- Mark with a BLUE pen**	
1. ✓	Header: QUESTION 10A left-aligned
2. ✓	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3. ✓	Main heading: FINAL POOL STANDINGS POOL B right-aligned
4. ✓	Main heading FINAL POOL STANDINGS POOL B 16 pt
5. ✓	Subheadings: The teams … quarter-finals. and The top three … rugby World Cup centred
6. ✓	Subheadings: The teams …quarter-finals. and The top three … rugby World Cup upper case
7. ✓	Column headings row 8 centred vertically and horizontally
8. ✓	Column headings row 8 wrapped
9. ✓	Column headings row 8 bold and italics
10. ✓	A Countries numbered in column A, 1 to 5
11, 12 ✓✓	B QUALIFIED: Answers correct
13, 14 ✓✓	C HIGH SCORING TEAMS: Answers correct
15, 16 ✓✓	D CAMPAIGN SUCCESSFUL?: Answers correct
17.✓	E NUMBER OF TEAMS: Answers correct
18.✓	F HIGHEST POINTS: Answers correct
19.✓	G LOWEST POINTS: Answers correct
20.✓	H AVERAGE POINTS: Answers correct
21.✓	All answers copied according instructions
22, 23.✓	Spreadsheet and corresponding data sorted alphabetically according to column B
24, 25 ✓✓	All vertical and horizontal lines (borders) correct
26.✓	One page
27.✓	Landscape orientation
28.✓	Letter spaces, alignment correct
29.✓	Upper case/lower case
30.✓	Any other manipulation error
31.✓	Column widths
32.✓	No row and column headings displayed

A	M	T
4	22	26

(26)

QUESTION 10B

QUESTION 10B EXAMINATION NUMBER (COMPUTER NUMBER)

	A	B	G	H	I	J
1						FINAL POOL STANDINGS POOL B
2	**1 QUESTION 10B left, EXAMINATION NUMBER right**				**2 Row and column headings displayed, spreadsheet centred horizontally and vertically**	
3	=UPPER("The teams finishing in the top two of each pool advance to the quarter-finals.")				**3 Columns hidden: C,D, E, F**	
4	=UPPER("The top three teams of each pool received automatic qualification to the 2023 Rugby World Cup")					
5						
6	**10 Countries numbered**					
7	***NUMBER***	***COUNTRY***	***POOL POINTS***	***QUALIFIED***	***HIGH SCORING TEAMS***	***CAMPAIGN SUCCESSFUL?***
8	1	ITALY	2	=IF(G8>2;B8;"ELIMINATED")	=IF(E8>100;"HIGH SCORING TEAM";"LOW SCORING TEAM")	=IF(E8>F8;"SUCCESSFUL";"NOT SUCCESSFUL")
9	=A8+1	CANADA	15	=IF(G9>2;B9;"ELIMINATED")	=IF(E9>100;"HIGH SCORING TEAM";"LOW SCORING TEAM")	=IF(E9>F9;"SUCCESSFUL";"NOT SUCCESSFUL")
10	=A9+1	NAMIBIA	16	=IF(G10>2;B10;"ELIMINATED")	=IF(E10>100;"HIGH SCORING TEAM";"LOW SCORING TEAM")	=IF(E10>F10;"SUCCESSFUL";"NOT SUCCESSFUL")
11	=A10+1	NEW ZEALAND	2	=IF(G11>2;B11;"ELIMINATED")	=IF(E11>100;"HIGH SCORING TEAM";"LOW SCORING TEAM")	=IF(E11>F11;"SUCCESSFUL";"NOT SUCCESSFUL")
12	=A11+1	SOUTH AFRICA	12	=IF(G12>2;B12;"ELIMINATED")	=IF(E12>100;"HIGH SCORING TEAM";"LOW SCORING TEAM")	=IF(E12>F12;"SUCCESSFUL";"NOT SUCCESSFUL")
13	**5**	NUMBER OF TEAMS:	=MAX(G8:G12)	**7 10, 11, 12, 13**	**14, 15, 16, 17**	**18, 19, 20, 21**
14		=COUNT(A8:A12)	=MIN(G8:G12)	**8**		
15		**6**	=AVERAGE(G8:G12)	**9**		

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QUESTION 10B (CONTINUED)

MARKING GUIDELINE: QUESTION 10B	
ACCURACY: 0 MARKS	
ONLY MANIPULATION	
MANIPULATION: 16 MARKS - Mark with a BLUE pen	
1. ✓	Header: QUESTION 10B left-aligned
	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
2. ✓	Row and column headings displayed, spreadsheet centred vertically and horizontally
3. ✓	Columns C, D, E and F hidden
4. ✓	Correct function, UPPER, in cells A3:A4
5. ✓	Correct function for NUMBER A9..A12
6. ✓	Correct =COUNT function G13
7. ✓	Correct =MAX function G14
8. ✓	Correct =MIN function G15
9. ✓	Correct =AVERAGE function B14
10, 11, 12, 13 ✓✓✓✓	Correct =IF function H8..H12
14, 15, 16, 17 ✓✓✓✓	Correct =IF function I8..I12
18, 19, 20, 21 ✓✓✓✓	Correct =IF function J8..J12
22. ✓	One page, landscape orientation
23. ✓	Column widths

A	M	T
0	16	16

(16)
[42]

QUESTION 11A

QUESTION 11A EXAMINATION NUMBER

✓ 1 QUESTION 11A left

2019 World Cup statistics

✓ 2 EXAMINATION NUMBER right

✓✓ 3,4 Heading centred, 16 pt

✓✓✓5,6,7 Row 5: **H & V centred**, wrapped, bold

TEAM DATE OF DEPARTURE: 04-Nov-19

TOP TEN POINT SCORERS IN 2019 RWC

TEAM	CAPTAIN	DATE ARRIVED IN JAPAN	DAYS STAYED	WEEKS STAYED	PLAYER	TEAM	TOTAL POINTS SCORED
Australia	Michael Hooper	27-Aug-19	69	9,9	Dan Bigger	Wales	41
England	Owen Farrel	29-Aug-19	67	9,6	Handre Pollard	South Africa	69
New Zealand	Kieran Read	25-Aug-19	71	10,1	Josh Adams	England	35
Scotland	Greig Laidlaw	03-Sep-19	62	8,9	Owen Farrel	Englang	58
South Africa	Siya Kolisi ✓✓ 8, 9	20-Aug-19	76	10,9	Richie Mo'unga	New Zealand	54
Wales	Dan Bigger	02-Sep-19	63	9,0	Yu Tamura	Japan	51
NUMBER OF CAPTAINS:	6		✓✓ 11, 12	✓✓ 13, 14		✓✓ 15,16	✓✓ 17, 18

Picture:
✓ 19 Picture in cell J1
✓ 20 Double line border
✓ 21 Correct size

✓ 10

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

PLAYER	Dan Bigger	Handre Pollard	Josh Adams	Owen Farrel	Richie Mo'unga	Yu Tamura
TEAM	Wales	South Africa	England	Englang	New Zealand	Japan
TOTAL POINTS SCORED	41	69	35	58	54	51

TEAM	CAPTAIN
Australia	Michael Hooper
England	Owen Farrel
New Zealand	Kieran Read
Scotland	Greig Laidlaw
South Africa	Siya Kolisi
Wales	Dan Bigger

✓ 26 Letter spaces
✓ 27 Upper case/lower case
✓ 28 Any other errors
✓ 29 Column widths
✓ 30 No display row and column headings

✓ 31 Date function
✓ 32 Footer inserted
✓ 33 Footer centre, bold, italics, 16 pt

2019 RWC was held in Japan from 20 September to 2 November.

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QUESTION 11A (CONTINUED)

MARKING GUIDELINE: QUESTION 11A	
ACCURACY: 5 MARKS - Mark with a RED pen	
All text had to be keyed in in columns C to J and rows 15 to 25, including footer	
QUESTION 11A and EXAMINATION NUMBER	
MANIPULATION: 22 MARKS - Mark with a BLUE pen	
1. ✔	Header: QUESTION 11A left-aligned
2. ✔	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3. ✔	Main heading: 2019 World Cup statistics centred
4. ✓	Main heading: 2019 World Cup statistics 16 pt
5. ✔	Column headings row 5 centred vertically and horizontally
6. ✔	Column headings row 5 wrapped as displayed
7. ✔	Column headings row 5 bold
8, 9 ✔✔	A CAPTAIN: Answers correct
10.✔	F NUMBER OF CAPTAINS: Answers correct
11, 12 ✔✔	B DAYS STAYED: Answers correct
13, 14 ✔✔	C WEEKS STAYED: Answers correct
15, 16 ✔✔	D TEAM: Answers correct
17, 18 ✔✔	E TOTAL POINTS SCORED: Answers correct
19.✔	Insert picture in cell J1
20.✔	Double-line border around picture
21.✔	Size of the picture: 2,54 cm/1" wide and 3,81 cm/1,5" high
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.✔	Column widths
30.✔	No row and column headings displayed
31.✔	Date function used
32.✔	Footer: 2019 RWC was held in Japan from 20 September to 2 November.
33.✔	Footer 16 pt, centred, bold, italics

A	M	T
5	22	27

(27)

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QUESTION 11B

	B	C	D	E	G	H
1			**2019 World Cup statistics**		✓ **2 Row and column headings displayed**	
2	✓ **1 QUESTION 11B left, EXAMINATION NUMBER right**				✓ **3 Columns hidden: A and F**	
3			TEAM DATE OF DEP		✓ **4 Centred page horizontally and vertically**	
4	✓✓ ✓✓**5, 6, 7, 8**		43773		TOP TEN POINT SCORERS IN 2019 RWC	
5	**CAPTAIN**	**DATE ARRIVED IN JAPAN**	**DAYS STAYED**	**WEEKS STAYED**	**TEAM**	**TOTAL POINTS SCORED**
6	=VLOOKUP(A6;TEAMS;2)	43704	=($D$4-C6)	=D6/7	=HLOOKUP(F6;POINTS;2)	=HLOOKUP(F6;POINTS;3)
7	=VLOOKUP(A7;TEAMS;2)	43706	=($D$4-C7)	=D7/7	=HLOOKUP(F7;POINTS;2)	=HLOOKUP(F7;POINTS;3)
8	=VLOOKUP(A8;TEAMS;2)	43702	=($D$4-C8)	=D8/7	=HLOOKUP(F8;POINTS;2)	=HLOOKUP(F8;POINTS;3)
9	=VLOOKUP(A9;TEAMS;2)	43711	=($D$4-C9)	=D9/7	=HLOOKUP(F9;POINTS;2)	=HLOOKUP(F9;POINTS;3)
10	=VLOOKUP(A10;TEAMS;2)	43697	=($D$4-C10)	=D10/7	=HLOOKUP(F10;POINTS;2)	=HLOOKUP(F10;POINTS;3)
11	=VLOOKUP(A11;TEAMS;2)	43710	=($D$4-C11)	=D11/7	=HLOOKUP(F11;POINTS;2)	=HLOOKUP(F11;POINTS;3)
12	=COUNT(H6:H11)		✓ **10**	✓ **11**	✓✓ ✓✓**12, 13, 14, 15**	✓✓ ✓✓**16, 17, 18, 19**
13	✓ **9**					
26		✓ **20 One landscape page**				
27		✓ **21 Column widths, picture and footer deleted**				
28						

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QUESTION 11B (CONTINUED)

MARKING GUIDELINE: QUESTION 11B	
ACCURACY: 0 MARKS - Mark with a RED pen	
ONLY MANIPULATION	
MANIPULATION: 15 MARKS - Mark with a BLUE pen	
1. ✓	Header: QUESTION 11B left-aligned
	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
2. ✓	Row and column headings displayed
3. ✓	Columns A and F hidden
4. ✓	Spreadsheet centred vertically and horizontally
5, 6, 7, 8 ✓✓✓✓	CAPTAIN: Correct function B6:B11
9. ✓	Correct =COUNT function B12
10 ✓	DAYS STAYED: Correct formula D6:D11
11 ✓	WEEKS STAYED: Correct formula E6:E11
12, 13, 14, 15 ✓✓✓✓	TEAM: Correct function G6:G11
16, 17, 18, 19 ✓✓✓✓	TOTAL POINTS SCORED: Correct function H6:H11
20. ✓	One page, landscape orientation
21. ✓	Column widths, picture and footer deleted

A	M	T
0	15	15

(15)
[42]

	A	B	C	D	E	F	G	H	I
1	RUGBY WORLD CUP FINANCIAL PLANNING			**1 QUESTION 12A left**				**2 EXAMINATION NUMBER right**	
2					**3 Rows 7, 1, 27: wrap, centre horizontally and vertically**				
3	SECTION A: TRAVEL EXPENSES (FLIGHTS) QUOTATIONS								
4									
5	PENTRAVEL QUOTATION			NUMBER OF PERSONS:	2	**4 All answers displayed in bold**			
6									
7	AIRFARE QUOTATION		TOTAL PRICE	FLIGHT NUMBER:	DATE:	ROUTING	DEPARTURE	ARRIVAL	FLIGHT DURATION
8	PRICE	R7 687,50	**R15 375,00**	VS 462	19-Aug-19	Johannesburg/Hong Kong	8/24/2019 22:20	8/25/2019 16:15	**17:55:00**
9	TAXES	R7 032,00	**R14 064,00**	VS 461	01-Nov-19	Hong Kong/Johannesburg	11/3/2019 22:20	11/4/2019 17:20	**19:00:00**
10	TOTAL	**R14 719,50**	**R29 439,00**						**7 Correct format**
11		**5**	**6**						
12	SECTION B:								
13	FIRST OPTION FOR FLIGHT EXPENSES: PERSONAL LOAN								
14									
15	Calculations for a loan for flight tickets to Hong Kong:								
16				**3 Rows 7, 1, 27: wrap, centre horizontally and vertically**					
17	FLIGHT TICKET (LOAN AMOUNT)	ANNUAL INTEREST RATE OF LOAN	PERIOD OF LOAN IN YEARS	MONTHLY PAYMENT	ANNUAL PAYMENT	TOTAL AMOUNT THAT WILL BE PAID OVER FOUR YEARS	TOTAL INTEREST COST THAT WILL BE PAID		
18	**R29 439,00**	18%	4	**R864,77**	**R10 377,25**	**R41 508,99**	**R12 069,99**		
19	**R29 439,00**	18%	5	**R747,56**	**R8 970,69**	**R44 853,43**	**R15 414,43**		
20	**R29 439,00**	18%	6	**R671,44**	**R8 057,26**	**R48 343,58**	**R18 904,58**		
21	**8**			**9**	**10**	**11**	**12**		
22	SECTION B:					**14 Currency with 2 decimals**	**19 Any other error**		
23	FIRST OPTION FOR FLIGHT EXPENSES: PERSONAL LOAN					**15 One page**	**20 Column widths**		
24						**16 Landscape orientation**	**21 No row and column headings**		
25	Projections to calculate minimum monthly saving					**17 Letter spaces**			
26			**3 Rows 7, 1, 27: wrap, centre horizontally and vertically**			**18 Upper case/lower case**			
27	PERIOD OF SAVING IN MONTHS	ANNUAL INTEREST RATE	MONTHLY AMOUNT SAVED	FUTURE VALUE OF SAVING (PROJECTION)					
28	48	6%	R1 000,00	**R54 097,83**					
29	60	6%	R1 000,00	**R69 770,03**					
30				**13**					

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QUESTION 12A (CONTINUED)

MARKING GUIDELINE: QUESTION 12A	
ACCURACY: 5 MARKS - Mark with a RED pen	
All text had to be keyed in. The file was not provided.	
[QUESTION 12A] and [EXAMINATION NUMBER]	
MANIPULATION: 11 MARKS - Mark with a BLUE pen	
1. ✓	Header: QUESTION 12A left-aligned
2. ✓	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
3. ✓	Column headings row 7, 17, 27 centred vertically and horizontally, wrapped
4. ✓	Display all answers bold
5. ✓	A AIRFARE QUOTATION: Answer correct
6. ✓	B TOTAL PRICE: Answers correct
7. ✓	C FLIGHT DURATION: Answers correct and correct format for time
8. ✓	D FLIGHT TICKET (LOAN AMOUNT): Answers copied
9. ✓	E MONTHLY PAYMENT: Answers correct
10. ✓	F ANNUAL PAYMENT: Answers correct
11. ✓	G TOTAL AMOUNT THAT WILL BE PAID OVER FOUR YEARS: Answers correct
12. ✓	H TOTAL INTEREST COST THAT WILL BE PAID: Answers correct
13. ✓	I FUTURE VALUE OF SAVING (PROJECTION) : Answers correct
14. ✓	All monetary values to be displayed as currency with 2 decimals
15. ✓	One page
16. ✓	Landscape orientation
17. ✓	Letter spaces
18. ✓	Upper case/lower case
19. ✓	Any other manipulation error
20. ✓	Column widths
21. ✓	No row and column headings

A	M	T
5	11	16

(16)

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QUESTION 12B

	A	B	C	D	E	F	G	H	I
1	RUGBY WORLD CUP FINANCIAL PLANNING			✓1 QUESTION left, EXAMINATION NUMBER right					
2									
3	SECTION A: TRAVEL EXPENSES (FLIGHTS) QUOTATIONS					✓2 Row and column headings displayed			
4						✓3 Centred horizontally and vertically			
5	PENTRAVEL QUOTATION			NUMBER OF PERSONS:	2				
6									
7	**AIRFARE QUOTATION**		**TOTAL PRICE**	**FLIGHT NUMBER**	**DATE**	**ROUTING**	**DEPARTURE**	**ARRIVAL**	**FLIGHT DURATION**
8	PRICE	7687,5	**=B8*$E$5**	VS 462	43696	Johannesburg/Hong Kong	43701,9305555556	43702,6770833333	**=(H8-G8)**
9	TAXES	7032	**=B9*$E$5**	VS 461	43772	Hong Kong/Johannesburg	43772,9305555556	43773,7222222222	**=(H9-G9)**
10	TOTAL	**=B8+B9**	**=B10*$E$5**						✓ 7
11		✓4	✓✓5, 6						
12	SECTION B:								
13	FIRST OPTION FOR FLIGHT EXPENSES: PERSONAL LOAN								
14									
15	Calculations for a loan for flight tickets to Hong Kong:								
16									
17	**FLIGHT TICKET (LOAN AMOUNT)**	**ANNUAL INTEREST RATE OF LOAN**	**PERIOD OF LOAN IN YEARS**	**MONTHLY PAYMENT**	**ANNUAL PAYMENT**	**TOTAL AMOUNT THAT WILL BE PAID OVER FOUR YEARS**	**TOTAL INTEREST COST THAT WILL BE PAID**		
18	**=$C$10**	0,18	4	**=PMT(B18/12;C18*12;-A18)**	**=D18*12**	**=E18*C18**	**=F18-A18**		
19	**=$C$10**	0,18	5	**=PMT(B19/12;C19*12;-A19)**	**=D19*12**	**=E19*C19**	**=F19-A19**		
20	**=$C$10**	0,18	6	**=PMT(B20/12;C20*12;-A20)**	**=D20*12**	**=E20*C20**	**=F20-A20**		
21	✓8			✓✓✓✓9, 10, 11, 12	✓13	✓14	✓15		
22	SECTION B:								
23	FIRST OPTION FOR FLIGHT EXPENSES: PERSONAL LOAN								
24					✓20 One page				
25	Projections to calculate minimum monthly saving				✓21 Landscape				
26					✓22 Incorrect column width				
27	**PERIOD OF SAVING IN MONTHS**	**ANNUAL INTEREST RATE**	**MONTHLY AMOUNT SAVED**	**FUTURE VALUE OF SAVING (PROJECTION)**					
28	48	0,06	1000	=FV(B28/12;A28;-C28)					
29	60	0,06	1000	=FV(B29/12;A29;-C29)					
30				✓✓✓✓16, 17, 18, 19					

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QUESTION 12B (CONTINUED)

MARKING GUIDELINE: QUESTION 12B	
ACCURACY: 0 MARKS - Mark with a RED pen	
ONLY MANIPULATION	
MANIPULATION: 17 MARKS - Mark with a BLUE pen	
1. ✔	Header: QUESTION 12B left-aligned
	Header: EXAMINATION NUMBER (COMPUTER NUMBER) right-aligned
2. ✔	Row and column headings displayed
3. ✔	Spreadsheet centred vertically and horizontally
4 ✔	A AIRFARE QUOTATION: Correct formula B10
5, 6 ✔✔	B TOTAL PRICE: Correct formula C8:C10
7. ✔	C FLIGHT DURATION: Correct formula I8:I9
8. ✔	D FLIGHT TICKET (LOAN AMOUNT): Correct formula A18:A20 and absolute cell reference used
9, 10, 11, 12 ✔✔✔✔	E MONTHLY PAYMENT: Correct function D18:D20
13. ✔	F ANNUAL PAYMENT: Correct formula E18:E20
14. ✔	G TOTAL AMOUNT THAT WILL BE PAID OVER FOUR YEARS: Correct formula F18:F20
15. ✔	H TOTAL INTEREST COST THAT WILL BE PAID: Correct formula G18:G20
16, 17, 18, 19✔✔✔✔	I FUTURE VALUE OF SAVING (PROJECTION): Correct function D28:D29
20.✔	One page
21.✔	Landscape orientation
22.✔	Column widths

A	M	T
0	17	17

(17)
[33]

TOTAL SECTION C: 150
GRAND TOTAL: 200

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