EXAMINATION NUMBER			PERCENTAGE	#DIV/0!
POSSIBLE MARK	0	ACTUAL MARK 0	MODERATED 5	0
		MARKER	MOD	

Q 1	Computer Management							FINAL MARK	COMMENT
1.1	Folder created.			☐	0	☐	0	0	
	In correct subfolder.			☐		☐			
1.2	**ALL** images moved.			☐	0	☐	0	0	
	To correct folder			☐		☐			
	Allocate marks for ALL images moved ✓ to any folder ✓ if the candidate has failed to create the subfolder "Images" in 1.1.								
1.3.1	Author set to candidate's exam number			☐	0	☐	0	0	
1.3.2	File set to read-only			☐	0	☐	0	0	
1.3.3	Compressed file saved.			☐	0	☐	0	0	
1.4	File name changed.			☐	0	☐	0	0	
	Name used is appropriate for a budget.			☐		☐			
1.5	Correct Search criteria used. ("Zulu Culture" NOT "Zulu")			☐	0	☐	0	0	
	Infographic.docx shown in the search results.			☐		☐			
1.6	Click on Windows Icon, select “System”, then choose “Storage”, select “Free up space now” Or find the app in the list of installed apps Or search for **Disk Cleanup** from the taskbar and select it from the list of results.			☐	0	☐	0	0	
	Under **Files to delete**, select the file types to get rid of. To get a description of the file type, select it.			☐		☐			
	Select **OK**.			☐		☐			
1.7	Right-click the Start button, then select Control Panel > System and Maintenance OR Open Control Panel or search and/or click on System and Security			☐	0	☐	0	0	
	Click on Backup and Restore (Windows 7).			☐		☐			
	Using the "On a hard disk" drop-down menu, select the storage to save the backup.			☐		☐			
	Click the Start backup button.			☐		☐			
	This is OS and version specific. Accept any four steps that are correct. Please see alternative below. DO NOT MARK BOTH.								
	Move cursor to the right of the screen to display the Windows 8 Start Menu and type "file recovery" in the search bar.			☐		☐			
	Select file recovery in the results.			☐		☐			
	The 'Windows 7 File Recovery' window is now open and you have a few options to choose from. To the right, choose "Set up backup".			☐		☐			
	In the ensuing window, select the drive and what to back-up.			☐		☐			
1.8	Right click on the file and			☐	0	☐	0	0	
	select edit with NotePad++ or other text editor.			☐		☐			
Q1	**TOTALS**		**0**		**0**		**0**	**0**	

		MARKER	MOD

Q 2	WORD PROCESSING							FINAL MARK	COMMENT
2.1	Text Centralised (Award mark even if only the heading or subheading have been centralised)			☐	0	☐	0	0	
2.2.1	Text Control Added for Name			☐	0	☐	0	0	
	Text Control Added for Surname			☐		☐			
2.2.2	4cm tab stop inserted			☐	0	☐	0	0	
	16cm tab stop insterted			☐		☐			
2.3	Check boxes inserted to Gender field			☐	0	☐	0	0	
	Appropriate labels used			☐		☐			
2.4	Date Picker Control Applied			☐	0	☐	0	0	
	Control applied to correct field			☐		☐			
2.5	Combo Box Control applied			☐	0	☐	0	0	
	Correct Options used			☐		☐			
2.6	Dotted line border inserted.			☐	0	☐	0	0	
	Green line used.			☐		☐			
2.7	Date inserted.			☐	0	☐	0	0	
	Centre of footer			☐		☐			
	Updates automatically. Do not accept date of examination or any other date.			☐		☐			
2.8	Exam Number inserted in header of document.			☐	0	☐	0	0	
Q2	**TOTALS**				**0**		**0**	**0**	

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				MARKER		MOD			
Q3	**WORD PROCESSING**							FINAL MARK	COMMENT
3.1	Track changes activated.			☐	0	☐	0	0	
	"All Markup" displayed.			☐		☐			
3.2.1	Correct text used.			☐	0	☐	0	0	
	WordArt applied.			☐		☐			
	Centralised.			☐		☐			
3.2.2	Any outer shadow effect applied to the WordArt object			☐	0	☐	0	0	
3.3	Continuous Section Break applied.			☐	0	☐	0	0	
	Two columns applied to list.			☐		☐			
3.4.1	Style modified to green font			☐	0	☐	0	0	
	Font size is 14 pt			☐		☐			
	Left indent of 2 cm			☐		☐			
3.4.2	Style applied to text.			☐	0	☐	0	0	
3.5	Correct image used			☐	0	☐	0	0	
	Image applied as a watermark			☐		☐			
	Image is scaled to 150%.			☐		☐			
Q3	**TOTALS**				0		0	**0**	

				MARKER		MOD			
Q4	**MAIL MERGE**							FINAL MARK	COMMENT
4.1.1	Tower W110 label used			☐	0	☐	0	0	
	8 labels vertically and 3 labels horizontally			☐		☐			
4.1.2	Link created.			☐	0	☐	0	0	
	LearnersMergeData.xlsx used as source			☐		☐			
4.1.3	Data sorted.			☐	0	☐	0	0	
	Sort order: EXCURSION, GRADE, SURNAME			☐		☐			
	GRADE sorted in descending order.			☐		☐			
4.1.4	Appropriate fields used			☐	0	☐	0	0	
	Label resembles example given			☐		☐			
	Zandalee Adlen Grade 8 MAGALIESBERG ADVENTURE AND LEADERSHIP								
4.1.5	Dotted border			☐	0	☐	0	0	
	Applied to each label.			☐		☐			
4.2	All fields updated			☐	0	☐	0	0	
4.3	Finish and merge the document			☐	0	☐	0	0	
	All records are visible.			☐		☐			
Q4	**TOTALS**		**0**		0		0	**0**	

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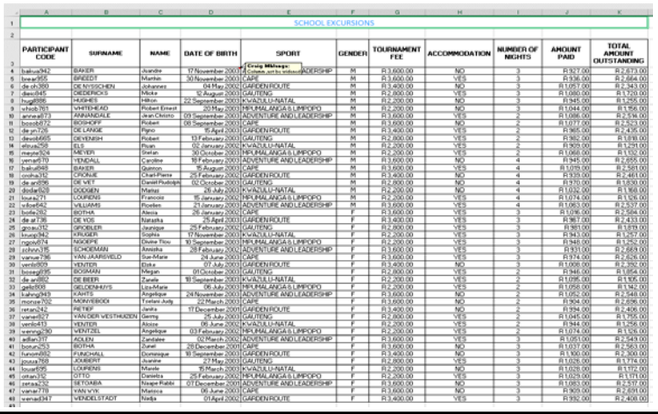
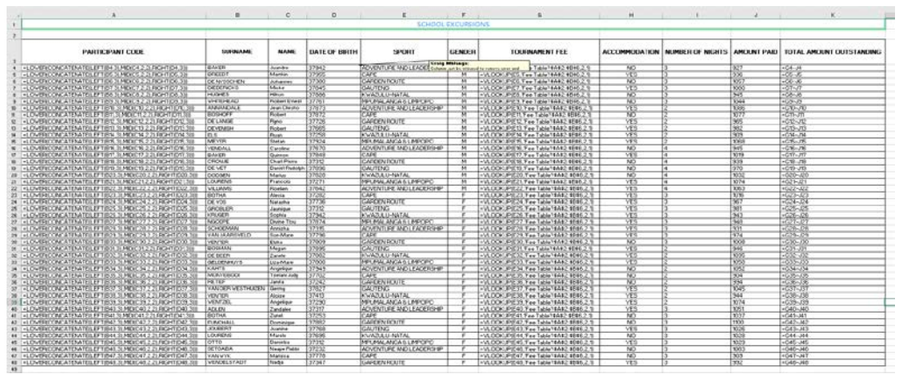
				MARKER		MOD			
Q5.1	**SPREADSHEETS**							**FINAL MARK**	**COMMENT**
5.1.1	Worksheet renamed to *Learners Data*			☐	0	☐	0	0	
5.1.2	Font colour for **A1:K1** changed to blue			☐	0	☐	0	0	
5.1.3	Row inserted below row 1.			☐	0	☐	0	0	
5.1.4	A3:K3 text wrapped			☐	0	☐	0	0	
5.1.5	Column width enlarged to fit text.			☐	0	☐	0	0	
5.1.6	=LOWER(			☐		☐			
	CONCATENATE(			☐		☐			
	Or **&** used in place of Concatenate function								
	LEFT(B4,3),			☐	0	☐	0	0	
	MID(C4, 2			☐		☐			
	,2),			☐		☐			
	YEAR(D4)))			☐		☐			
5.1.7	=VLOOKUP(			☐		☐			
	E4			☐		☐			
	,'Fee Table'!$A$2:$B$6			☐	0	☐	0	0	
	2)			☐		☐			
	Copied to G48			☐		☐			
5.1.8	=G4 -			☐	0	☐	0	0	
	J4			☐		☐			



SCHOOL EXCURSIONS

PARTICIPANT CODE	SURNAME	NAME	DATE OF BIRTH	SPORT	GENDER	TOURNAMENT FEE	ACCOMMODATION	NUMBER OF NIGHTS	AMOUNT PAID	TOTAL AMOUNT OUTSTANDING
baiuy942	BAKER	Jvandre	17 November 2003	Cricket	M	R1,600.00	NO	3	R 927.00	R 2,673.00
bwar955	BREEDT	Markin	30 November 2003	CAPE	M	R1,600.00	YES	3	R 936.00	R 2,664.00
de-sh393	DE NYSCHEN	Johannes	04 May 2003	GARDEN ROUTE	M	R1,400.00	YES	3	R 1,057.00	R 2,743.00
diesc045	DIEDERICKS	Micke	12 August 2003	GAUTENG	M	R2,200.00	YES	3	R 1,080.00	R 3,120.00
hugi896	HUGHES	Hilton	22 September 2003	KWAZULU-NATAL	M	R2,200.00	NO	3	R 945.00	R 3,255.00
whbd-763	WHITEHEAD	Robert Ernest	20 May 2003	MPUMALANGA & LIMPOPO	M	R2,200.00	NO	3	R 1,044.00	R 3,156.00
anne-s073	ANNANDALE	Jean Christo	09 September 2003	ADVENTURE AND LEADERSHIP	M	R1,600.00	NO	2	R 1,086.00	R 2,714.00
bosm-972	BOSHOFF	Robert	08 September 2003	CAPE	M	R1,600.00	NO	2	R 1,077.00	R 2,753.00
de-sh-726	DE LANGE	Rijno	15 April 2003	GARDEN ROUTE	M	R1,400.00	YES	2	R 985.00	R 2,435.00
dewa-665	DEWENISH	Robert	19 February 2003	GAUTENG	M	R2,800.00	YES	2	R 1,382.00	R 3,182.00
ellisa758	ELLIS	Ryan	02 January 2003	KWAZULU-NATAL	M	R2,200.00	YES	2	R 929.00	R 3,129.00
meyer-574	MEYER	Stefan	30 October 2003	MPUMALANGA & LIMPOPO	M	R2,200.00	YES	2	R 1,068.00	R 3,132.00
vendall-570	VENDALL	Caroline	18 February 2003	ADVENTURE AND LEADERSHIP	M	R1,600.00	NO	4	R 945.00	R 2,655.00
baiur948	BAKER	Quinton	15 August 2003	CAPE	M	R1,600.00	NO	4	R 1,079.00	R 2,591.00
crohu-312	CROHUE	Charl-Pierre	25 February 2003	GARDEN ROUTE	M	R1,400.00	NO	4	R 935.00	R 2,465.00
de-ar-976	DE VET	Gerrit-Rudolph	02 October 2003	GAUTENG	M	R2,200.00	NO	4	R 970.00	R 3,530.00
dodar-528	DODGEN	Marius	26 July 2003	KWAZULU-NATAL	M	R2,200.00	NO	4	R 1,032.00	R 3,168.00
louis-171	LOUPENS	Francois	15 January 2003	MPUMALANGA & LIMPOPO	M	R2,200.00	YES	4	R 1,074.00	R 3,126.00
wilpe642	WILLIAMS	Roelien	21 January 2003	ADVENTURE AND LEADERSHIP	M	R1,600.00	YES	4	R 1,063.00	R 2,537.00
botha-352	BOTHA	Alexia	28 January 2003	CAPE	F	R1,600.00	YES	3	R 1,016.00	R 2,584.00
de ar136	DE VOS	Natasha	25 April 2003	GARDEN ROUTE	F	R1,400.00	YES	3	R 967.00	R 2,433.00
gropo-312	GROBLER	Jeanique	28 February 2003	GAUTENG	F	R2,800.00	YES	3	R 1,321.00	R 3,479.00
krupi942	KRUGER	Stefan	17 November 2003	KWAZULU-NATAL	F	R2,200.00	YES	3	R 943.00	R 3,257.00
ngom574	NDOEPE	Divine Yolo	10 September 2003	MPUMALANGA & LIMPOPO	F	R2,200.00	YES	3	R 949.00	R 3,251.00
schmi-195	SCHOEMAN	Jessica	28 February 2003	ADVENTURE AND LEADERSHIP	F	R1,600.00	YES	3	R 931.00	R 2,669.00
vanue796	VAN JAARSVELD	Sue-Marie	24 June 2003	CAPE	F	R1,600.00	YES	3	R 974.00	R 2,626.00
ventin519	VENTER	Dirke	01 July 2003	GARDEN ROUTE	F	R1,400.00	YES	3	R 1,008.00	R 2,792.00
bosag495	BOSMAN	Megan	07 October 2003	GAUTENG	F	R2,800.00	YES	2	R 946.00	R 3,854.00
de ar862	DE BEER	Zanele	18 September 2003	KWAZULU-NATAL	F	R2,200.00	YES	2	R 1,095.00	R 3,105.00
geldi508	GELDENHUYS	Lize-Marie	06 July 2003	MPUMALANGA & LIMPOPO	F	R2,200.00	YES	2	R 1,058.00	R 3,142.00
kahay743	KAHTS	Angelique	24 November 2003	ADVENTURE AND LEADERSHIP	F	R1,600.00	NO	2	R 1,052.00	R 2,548.00
monze702	MONYEBOOI	Tretani Judy	22 March 2003	CAPE	F	R1,600.00	NO	2	R 904.00	R 2,696.00
retan342	RETIEF	Jamie	17 December 2003	GARDEN ROUTE	F	R1,400.00	NO	2	R 994.00	R 2,406.00
vanei527	VAN DER VESTHUIZEN	Gerrry	25 July 2003	GAUTENG	F	R2,800.00	YES	2	R 1,045.00	R 3,755.00
ventin513	VENTER	Alexie	06 June 2003	KWAZULU-NATAL	F	R2,200.00	YES	2	R 944.00	R 3,256.00
wenng280	WENTZEL	Angelique	03 February 2003	MPUMALANGA & LIMPOPO	F	R2,200.00	YES	2	R 1,074.00	R 3,126.00
aslen207	ASLEN	Zandalee	02 March 2003	ADVENTURE AND LEADERSHIP	F	R1,600.00	YES	2	R 1,051.00	R 2,549.00
botun253	BOTHA	Junel	28 December 2003	CAPE	F	R1,600.00	NO	3	R 1,037.00	R 2,563.00
funch992	FUNCHALL	Dominique	30 September 2003	GARDEN ROUTE	F	R1,400.00	NO	3	R 1,001.00	R 2,399.00
jovos768	JOUBERT	Jeanne	17 May 2003	GAUTENG	F	R2,800.00	YES	3	R 1,026.00	R 3,774.00
louwi595	LOUPENS	Mayde	15 March 2003	KWAZULU-NATAL	F	R2,200.00	NO	3	R 1,028.00	R 3,172.00
otton132	OTTO	Daniella	26 February 2003	MPUMALANGA & LIMPOPO	F	R2,200.00	NO	3	R 1,026.00	R 3,174.00
setsa232	SETOABA	Nkape Pabbi	07 December 2003	ADVENTURE AND LEADERSHIP	F	R1,600.00	NO	3	R 1,083.00	R 2,517.00
vanar778	VAN WYK	Marissa	06 June 2003	CAPE	F	R1,600.00	NO	3	R 909.00	R 2,691.00
wenad347	WENDELSTADT	Nadja	01 April 2003	GARDEN ROUTE	F	R1,400.00	YES	3	R 992.00	R 2,408.00



SCHOOL EXCURSIONS

PARTICIPANT CODE	SURNAME	NAME	DATE OF BIRTH	SPORT	GENDER	TOURNAMENT FEE	ACCOMMODATION	NUMBER OF NIGHTS	AMOUNT PAID	TOTAL AMOUNT OUTSTANDING
=LOWER(CONCATENATE(LEFT(B4,3),MID(C4, 2,2),YEAR(D4)))	BAKER	Jvandre	17 November 2003	Cricket	M	=VLOOKUP(E4,'Fee Table'!$A$2:$B$6,2)	NO	3	927	=G4-J4
=LOWER(CONCATENATE(LEFT(B5,3),MID(C5, 2,2),YEAR(D5)))	BREEDT	Markin	30 November 2003	CAPE	M	=VLOOKUP(E5,'Fee Table'!$A$2:$B$6,2)	YES	3	936	=G5-J5
=LOWER(CONCATENATE(LEFT(B6,3),MID(C6, 2,2),YEAR(D6)))	DE NYSCHEN	Johannes	04 May 2003	GARDEN ROUTE	M	=VLOOKUP(E6,'Fee Table'!$A$2:$B$6,2)	YES	3	1057	=G6-J6
=LOWER(CONCATENATE(LEFT(B7,3),MID(C7, 2,2),YEAR(D7)))	DIEDERICKS	Micke	12 August 2003	GAUTENG	M	=VLOOKUP(E7,'Fee Table'!$A$2:$B$6,2)	YES	3	1080	=G7-J7
=LOWER(CONCATENATE(LEFT(B8,3),MID(C8, 2,2),YEAR(D8)))	HUGHES	Hilton	22 September 2003	KWAZULU-NATAL	M	=VLOOKUP(E8,'Fee Table'!$A$2:$B$6,2)	NO	3	945	=G8-J8
=LOWER(CONCATENATE(LEFT(B9,3),MID(C9, 2,2),YEAR(D9)))	WHITEHEAD	Robert Ernest	20 May 2003	MPUMALANGA & LIMPOPO	M	=VLOOKUP(E9,'Fee Table'!$A$2:$B$6,2)	NO	3	1044	=G9-J9
=LOWER(CONCATENATE(LEFT(B10,3),MID(C10, 2,2),YEAR(D10)))	ANNANDALE	Jean Christo	09 September 2003	ADVENTURE AND LEADERSHIP	M	=VLOOKUP(E10,'Fee Table'!$A$2:$B$6,2)	NO	2	1086	=G10-J10
=LOWER(CONCATENATE(LEFT(B11,3),MID(C11, 2,2),YEAR(D11)))	BOSHOFF	Robert	08 September 2003	CAPE	M	=VLOOKUP(E11,'Fee Table'!$A$2:$B$6,2)	NO	2	1077	=G11-J11
=LOWER(CONCATENATE(LEFT(B12,3),MID(C12, 2,2),YEAR(D12)))	DE LANGE	Rijno	15 April 2003	GARDEN ROUTE	M	=VLOOKUP(E12,'Fee Table'!$A$2:$B$6,2)	YES	2	985	=G12-J12
=LOWER(CONCATENATE(LEFT(B13,3),MID(C13, 2,2),YEAR(D13)))	DEWENISH	Robert	19 February 2003	GAUTENG	M	=VLOOKUP(E13,'Fee Table'!$A$2:$B$6,2)	YES	2	1382	=G13-J13
=LOWER(CONCATENATE(LEFT(B14,3),MID(C14, 2,2),YEAR(D14)))	ELLIS	Ryan	02 January 2003	KWAZULU-NATAL	M	=VLOOKUP(E14,'Fee Table'!$A$2:$B$6,2)	YES	2	929	=G14-J14
=LOWER(CONCATENATE(LEFT(B15,3),MID(C15, 2,2),YEAR(D15)))	MEYER	Stefan	30 October 2003	MPUMALANGA & LIMPOPO	M	=VLOOKUP(E15,'Fee Table'!$A$2:$B$6,2)	YES	2	1068	=G15-J15
=LOWER(CONCATENATE(LEFT(B16,3),MID(C16, 2,2),YEAR(D16)))	VENDALL	Caroline	18 February 2003	ADVENTURE AND LEADERSHIP	M	=VLOOKUP(E16,'Fee Table'!$A$2:$B$6,2)	NO	4	945	=G16-J16
=LOWER(CONCATENATE(LEFT(B17,3),MID(C17, 2,2),YEAR(D17)))	BAKER	Quinton	15 August 2003	CAPE	M	=VLOOKUP(E17,'Fee Table'!$A$2:$B$6,2)	NO	4	1079	=G17-J17
=LOWER(CONCATENATE(LEFT(B18,3),MID(C18, 2,2),YEAR(D18)))	CROHUE	Charl-Pierre	25 February 2003	GARDEN ROUTE	M	=VLOOKUP(E18,'Fee Table'!$A$2:$B$6,2)	NO	4	935	=G18-J18
=LOWER(CONCATENATE(LEFT(B19,3),MID(C19, 2,2),YEAR(D19)))	DE VET	Gerrit-Rudolph	02 October 2003	GAUTENG	M	=VLOOKUP(E19,'Fee Table'!$A$2:$B$6,2)	NO	4	970	=G19-J19
=LOWER(CONCATENATE(LEFT(B20,3),MID(C20, 2,2),YEAR(D20)))	DODGEN	Marius	26 July 2003	KWAZULU-NATAL	M	=VLOOKUP(E20,'Fee Table'!$A$2:$B$6,2)	NO	4	1032	=G20-J20
=LOWER(CONCATENATE(LEFT(B21,3),MID(C21, 2,2),YEAR(D21)))	LOUPENS	Francois	15 January 2003	MPUMALANGA & LIMPOPO	M	=VLOOKUP(E21,'Fee Table'!$A$2:$B$6,2)	YES	4	1074	=G21-J21
=LOWER(CONCATENATE(LEFT(B22,3),MID(C22, 2,2),YEAR(D22)))	WILLIAMS	Roelien	21 January 2003	ADVENTURE AND LEADERSHIP	M	=VLOOKUP(E22,'Fee Table'!$A$2:$B$6,2)	YES	4	1063	=G22-J22
=LOWER(CONCATENATE(LEFT(B23,3),MID(C23, 2,2),YEAR(D23)))	BOTHA	Alexia	28 January 2003	CAPE	F	=VLOOKUP(E23,'Fee Table'!$A$2:$B$6,2)	YES	3	1016	=G23-J23
=LOWER(CONCATENATE(LEFT(B24,3),MID(C24, 2,2),YEAR(D24)))	DE VOS	Natasha	25 April 2003	GARDEN ROUTE	F	=VLOOKUP(E24,'Fee Table'!$A$2:$B$6,2)	YES	3	967	=G24-J24
=LOWER(CONCATENATE(LEFT(B25,3),MID(C25, 2,2),YEAR(D25)))	GROBLER	Jeanique	28 February 2003	GAUTENG	F	=VLOOKUP(E25,'Fee Table'!$A$2:$B$6,2)	YES	3	1321	=G25-J25
=LOWER(CONCATENATE(LEFT(B26,3),MID(C26, 2,2),YEAR(D26)))	KRUGER	Stefan	17 November 2003	KWAZULU-NATAL	F	=VLOOKUP(E26,'Fee Table'!$A$2:$B$6,2)	YES	3	943	=G26-J26
=LOWER(CONCATENATE(LEFT(B27,3),MID(C27, 2,2),YEAR(D27)))	NDOEPE	Divine Yolo	10 September 2003	MPUMALANGA & LIMPOPO	F	=VLOOKUP(E27,'Fee Table'!$A$2:$B$6,2)	YES	3	949	=G27-J27
=LOWER(CONCATENATE(LEFT(B28,3),MID(C28, 2,2),YEAR(D28)))	SCHOEMAN	Jessica	28 February 2003	ADVENTURE AND LEADERSHIP	F	=VLOOKUP(E28,'Fee Table'!$A$2:$B$6,2)	YES	3	931	=G28-J28
=LOWER(CONCATENATE(LEFT(B29,3),MID(C29, 2,2),YEAR(D29)))	VAN JAARSVELD	Sue-Marie	24 June 2003	CAPE	F	=VLOOKUP(E29,'Fee Table'!$A$2:$B$6,2)	YES	3	974	=G29-J29
=LOWER(CONCATENATE(LEFT(B30,3),MID(C30, 2,2),YEAR(D30)))	VENTER	Dirke	01 July 2003	GARDEN ROUTE	F	=VLOOKUP(E30,'Fee Table'!$A$2:$B$6,2)	YES	3	1008	=G30-J30
=LOWER(CONCATENATE(LEFT(B31,3),MID(C31, 2,2),YEAR(D31)))	BOSMAN	Megan	07 October 2003	GAUTENG	F	=VLOOKUP(E31,'Fee Table'!$A$2:$B$6,2)	YES	2	946	=G31-J31
=LOWER(CONCATENATE(LEFT(B32,3),MID(C32, 2,2),YEAR(D32)))	DE BEER	Zanele	18 September 2003	KWAZULU-NATAL	F	=VLOOKUP(E32,'Fee Table'!$A$2:$B$6,2)	YES	2	1095	=G32-J32
=LOWER(CONCATENATE(LEFT(B33,3),MID(C33, 2,2),YEAR(D33)))	GELDENHUYS	Lize-Marie	06 July 2003	MPUMALANGA & LIMPOPO	F	=VLOOKUP(E33,'Fee Table'!$A$2:$B$6,2)	YES	2	1058	=G33-J33
=LOWER(CONCATENATE(LEFT(B34,3),MID(C34, 2,2),YEAR(D34)))	KAHTS	Angelique	24 November 2003	ADVENTURE AND LEADERSHIP	F	=VLOOKUP(E34,'Fee Table'!$A$2:$B$6,2)	NO	2	1052	=G34-J34
=LOWER(CONCATENATE(LEFT(B35,3),MID(C35, 2,2),YEAR(D35)))	MONYEBOOI	Tretani Judy	22 March 2003	CAPE	F	=VLOOKUP(E35,'Fee Table'!$A$2:$B$6,2)	NO	2	904	=G35-J35
=LOWER(CONCATENATE(LEFT(B36,3),MID(C36, 2,2),YEAR(D36)))	RETIEF	Jamie	17 December 2003	GARDEN ROUTE	F	=VLOOKUP(E36,'Fee Table'!$A$2:$B$6,2)	NO	2	994	=G36-J36
=LOWER(CONCATENATE(LEFT(B37,3),MID(C37, 2,2),YEAR(D37)))	VAN DER VESTHUIZEN	Gerrry	25 July 2003	GAUTENG	F	=VLOOKUP(E37,'Fee Table'!$A$2:$B$6,2)	YES	2	1045	=G37-J37
=LOWER(CONCATENATE(LEFT(B38,3),MID(C38, 2,2),YEAR(D38)))	VENTER	Alexie	06 June 2003	KWAZULU-NATAL	F	=VLOOKUP(E38,'Fee Table'!$A$2:$B$6,2)	YES	2	944	=G38-J38
=LOWER(CONCATENATE(LEFT(B39,3),MID(C39, 2,2),YEAR(D39)))	WENTZEL	Angelique	03 February 2003	MPUMALANGA & LIMPOPO	F	=VLOOKUP(E39,'Fee Table'!$A$2:$B$6,2)	YES	2	1074	=G39-J39
=LOWER(CONCATENATE(LEFT(B40,3),MID(C40, 2,2),YEAR(D40)))	ASLEN	Zandalee	02 March 2003	ADVENTURE AND LEADERSHIP	F	=VLOOKUP(E40,'Fee Table'!$A$2:$B$6,2)	YES	2	1051	=G40-J40
=LOWER(CONCATENATE(LEFT(B41,3),MID(C41, 2,2),YEAR(D41)))	BOTHA	Junel	28 December 2003	CAPE	F	=VLOOKUP(E41,'Fee Table'!$A$2:$B$6,2)	NO	3	1037	=G41-J41
=LOWER(CONCATENATE(LEFT(B42,3),MID(C42, 2,2),YEAR(D42)))	FUNCHALL	Dominique	30 September 2003	GARDEN ROUTE	F	=VLOOKUP(E42,'Fee Table'!$A$2:$B$6,2)	NO	3	1001	=G42-J42
=LOWER(CONCATENATE(LEFT(B43,3),MID(C43, 2,2),YEAR(D43)))	JOUBERT	Jeanne	17 May 2003	GAUTENG	F	=VLOOKUP(E43,'Fee Table'!$A$2:$B$6,2)	YES	3	1026	=G43-J43
=LOWER(CONCATENATE(LEFT(B44,3),MID(C44, 2,2),YEAR(D44)))	LOUPENS	Mayde	15 March 2003	KWAZULU-NATAL	F	=VLOOKUP(E44,'Fee Table'!$A$2:$B$6,2)	NO	3	1028	=G44-J44
=LOWER(CONCATENATE(LEFT(B45,3),MID(C45, 2,2),YEAR(D45)))	OTTO	Daniella	26 February 2003	MPUMALANGA & LIMPOPO	F	=VLOOKUP(E45,'Fee Table'!$A$2:$B$6,2)	NO	3	1026	=G45-J45
=LOWER(CONCATENATE(LEFT(B46,3),MID(C46, 2,2),YEAR(D46)))	SETOABA	Nkape Pabbi	07 December 2003	ADVENTURE AND LEADERSHIP	F	=VLOOKUP(E46,'Fee Table'!$A$2:$B$6,2)	NO	3	1083	=G46-J46
=LOWER(CONCATENATE(LEFT(B47,3),MID(C47, 2,2),YEAR(D47)))	VAN WYK	Marissa	06 June 2003	CAPE	F	=VLOOKUP(E47,'Fee Table'!$A$2:$B$6,2)	NO	3	909	=G47-J47
=LOWER(CONCATENATE(LEFT(B48,3),MID(C48, 2,2),YEAR(D48)))	WENDELSTADT	Nadja	01 April 2003	GARDEN ROUTE	F	=VLOOKUP(E48,'Fee Table'!$A$2:$B$6,2)	YES	3	992	=G48-J48

5.1.9	=COUNTIF(			☐		☐			
	Learners Data'!$E$4:$E$48, OR 'Learners Data'!$E:$E,			☐	0	☐	0	0	
	A2)			☐		☐			
	Formula copied to B3:B7			☐		☐			
5.1.10 (a)	=MIN(			☐		☐			
	'Learners Data'!$D$4:$D$48)			☐	0	☐	0	0	
5.1.10 (b)	=LARGE('Learners Data'!$D$4:$D$48			☐		☐			
	,2)			☐		☐			
5.1.11	=SUM(			☐	0	☐	0	0	
	Learners Data'!L4:L48)			☐		☐			
5.1.12	=AVERAGE(			☐	0	☐	0	0	
	'Learners Data'!J4:J48)			☐		☐			
5.1.13	Cells formatted to currency or accounting with 2 dp			☐	0	☐	0	0	

	A	B
1	**Analysis**	
2	Q5.1.9 (a)	=COUNTIF('Learners Data'!$E$4:$E$48,"CAPE")
3	Q5.1.9 (b)	=COUNTIF('Learners Data'!$E$4:$E$48,"GARDEN ROUTE")
4	Q5.1.9 (c)	=COUNTIF('Learners Data'!$E$4:$E$48,"MPUMALANGA & LIMPOPO")
5	Q5.1.9 (d)	=COUNTIF('Learners Data'!$E$4:$E$48,"GAUTENG")
6	Q5.1.9 (e)	=COUNTIF('Learners Data'!$E$4:$E$48,"KWAZULU-NATAL")
7	Q5.1.9 (f)	=COUNTIF('Learners Data'!$E$4:$E$48,"MAGALIESBERG ADVENTURE AND LEADERSHIP")
8		
9	**Age Analysis**	
10	Q5.1.10 (a)	=MAX('Learners Data'!$D$4:$D$48)
11	Q5.1.10 (b)	=SMALL('Learners Data'!$D$4:$D$48,2)
12		
13	**Payments**	
14	Q5.1.11	=SUM('Learners Data'!K4:K48)
15	Q5.1.12	=AVERAGE('Learners Data'!G4:G48)

	A	B
1	**Analysis**	
2	Q5.1.9 (a)	8
3	Q5.1.9 (b)	8
4	Q5.1.9 (c)	7
5	Q5.1.9 (d)	7
6	Q5.1.9 (e)	7
7	Q5.1.9 (f)	8
8		
9	**Age Analysis**	
10	Q5.1.10 (a)	30 November 2003
11	Q5.1.10 (b)	17 December 2001
12		
13	**Payments**	
14	Q5.1.11	R 78,747.00
15	Q5.1.12	R 2,755.56

Q5.1	**TOTALS**		**0**		**0**		**0**	**0**	

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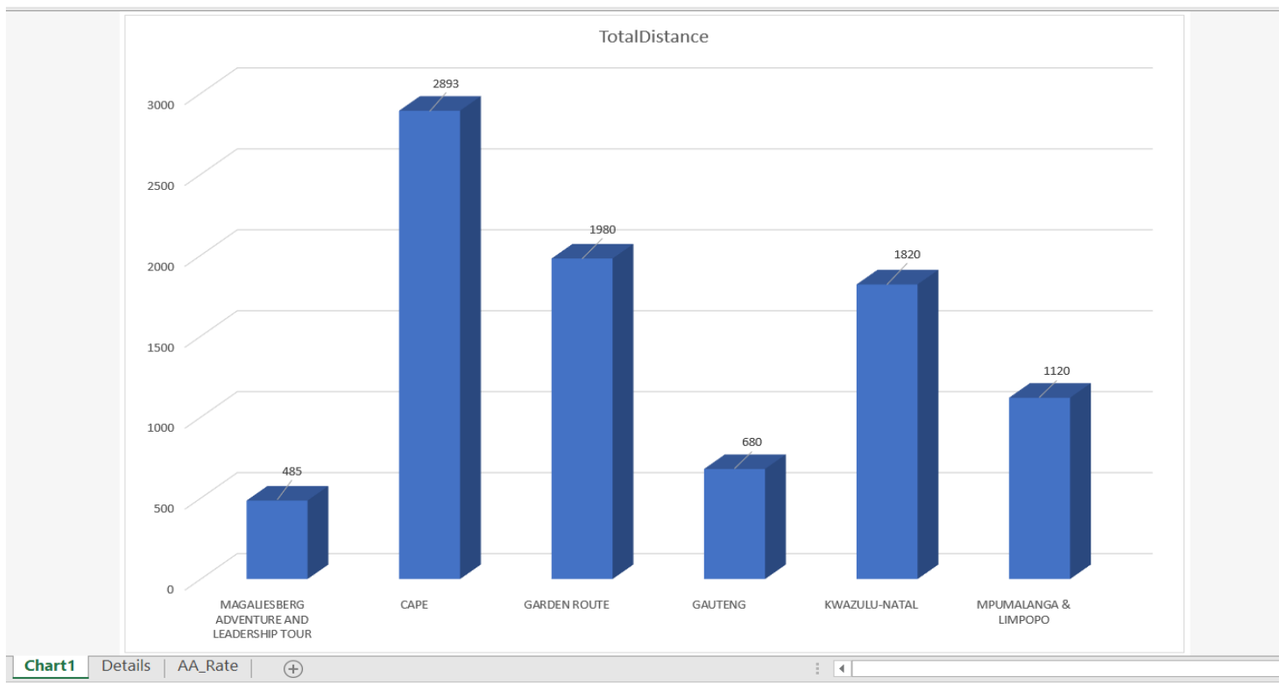
				MARKER		MOD			
Q5.2	**SPREADSHEETS**							**FINAL MARK**	**COMMENT**
5.2.1	Data sorted in ascending order			☐	0	☑	2	0	
	According to Excursion			☐		☑			
5.2.2	C2			☐	0	☑	3	0	
	- B2			☐		☑			
	Formatted as number or general			☐		☑			
5.2.3	Conditional formatting applied			☐	0	☐	0	0	
	Three-colour scale used			☐		☐			
	Lowest is Red (or any shade of Red)			☐		☐			
	Middle Value is Yellow			☐		☐			
	Highest Value is Light Grey (or any shade of Grey)			☐		☐			
5.2.4	=E2			☐	0	☐	0	0	
	*			☐		☐			
	AA_Rate!$A$2			☐		☐			

	A	B	C	D	E	F
1	Excursion	DepartureDate	ReturnDate	NumberOfDays	TotalDistance	MileageReimbursement
2	MAGALIESBERG ADVENTURE AND LEADERSHIP TOUR	27-Sep-19	06-Oct-19	9	485	R1,770.25
3	CAPE	24-Sep-19	06-Oct-19	12	2893	R10,559.45
4	GARDEN ROUTE	28-Sep-19	06-Oct-19	8	1980	R7,227.00
5	GAUTENG	21-Sep-19	06-Oct-19	15	680	R2,482.00
6	KWAZULU-NATAL	24-Sep-19	06-Oct-19	12	1820	R6,643.00
7	MPUMALANGA & LIMPOPO	30-Sep-19	06-Oct-19	6	1120	R4,088.00

5.2.5 (i)	Ranges A1:A7			☐	0	☐	0	0	
	and E1:E7 used			☐		☐		0	
5.2.5 (ii)	3-D Column chart used			☐	0	☐	0	0	
5.2.5 (iii)	Data labels per trip appear in chart (Please enlarge image of chart below to see data labels.)			☐	0	☐	0	0	
	Above each column			☐		☐			
5.2.5 (iv)	Legend removed			☐	0	☐	0	0	
5.2.5 (v)	Chart inserted as a new sheet.			☐	0	☐	0	0	



Q5.2	**TOTALS**		**0**		**0**		**5**	**0**

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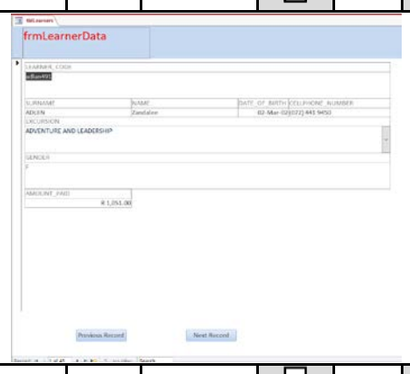
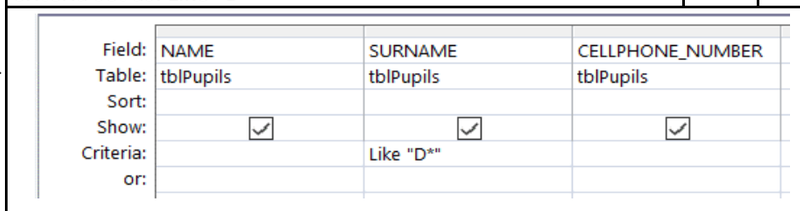
Q6	DATABASES			MARKER		MOD		FINAL MARK	COMMENT
6.1.1	Size of field adjusted			☐	0	☐	0	0	
6.1.2	Date format changed			☐	0	☐	0	0	
	to medium date			☐		☐			
6.1.3	Input mask created			☐	0	☐	0	0	
	input mask correct \(000") "000\ 0000;0;#			☐		☐			
	Format Input Mask \(000") "000\ 0000;0;# Caption								
6.1.4	Combo Box Control created			☐	0	☐	0	0	
	Looks Up value from tblExcursions			☐		☐			
	Only EXCURSION field used.			☐		☐			
	General / Lookup Display Control: Combo Box Row Source Type: Table/Query Row Source: SELECT tblTrips.[TRIP] FROM tblTrips;								
6.1.5	Correct validation rule created			☐	0	☐	0	0	
	Appropriate validation Text			☐		☐			
	Validation Rule: "M" Or "F" Validation Text: "Invalid gender entered. Please Enter 'M' for 'Male' or 'F' for 'Female'."								
6.2	Data imported			☐	0	☐	0	0	
	Appended to tblAccommodationSelection			☐		☐			
6.3.1	Form Created			☐	0	☐	0	0	
	Based on tblLearners			☐		☐			
	All fields used			☐		☐			
	Justified layout is used			☐		☐			
									
6.3.2	Title text changed to red			☐	0	☐	0	0	
	Title has border			☐		☐		0	
6.3.3	Previous record button inserted			☐	0	☐	0	0	
	Next record button inserted			☐		☐			
	Query qryCellphoneNumbers created			☐	0	☐	0	0	
	NAME, SURNAME and CELLPHONE_NUMBER fields used			☐		☐			
	Criteria set as: Like "D*"			☐		☐			
6.4									
									

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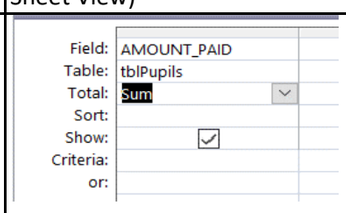
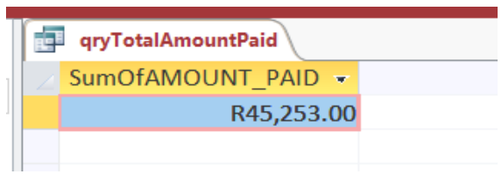
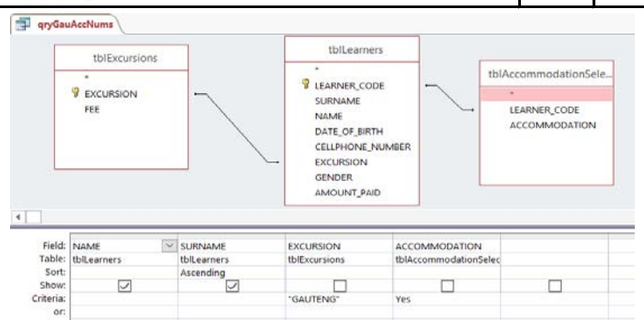
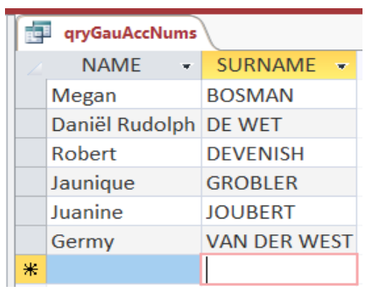
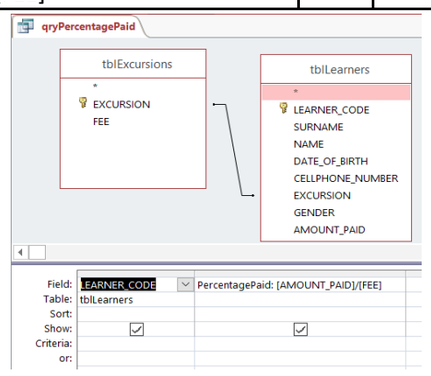
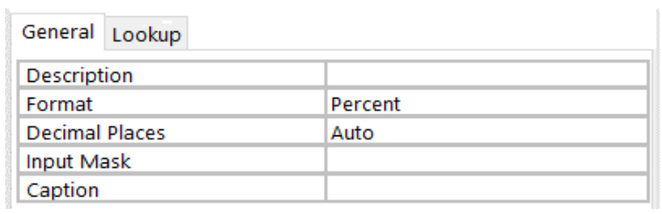
	AMOUNT_PAID field only appears			☐		☐			
6.5	total = sum of AMOUNT_PAID OR Total Applied in the AMOUNT_PAID field as shown in the third image below. (Note that this will not show in the Design View so check the Data Sheet View)			☐	0	☐	0	0	
	  								
6.6.1	ACCOMMODATION critera set to "YES"			☐	0	☐	0	0	
	EXCURSION criteria set to "GAUTENG"			☐		☐			
6.6.2	NAME and SURNAME Displayed			☐	0	☐	0	0	
	Other fields present but do not show			☐		☐			
6.6.3	Sorted alphabetically			☐	0	☐	0	0	
	According to SURNAME			☐		☐			
	 								
6.7	tblLearners and tblExcursions linked on field [EXCURSION]			☐	0	☐	0	0	
	Four fields used [LEARNER_CODE], [FEE], [AMOUNT_PAID] and [PercentagePaid] (Only [LEARNER_CODE] and [PercentagePaid] are visible.			☐		☐			
	PercentagePaid field formatted as a Percentage			☐		☐			
	Calculated field added: PercentagePaid: [AMOUNT_PAID]/[FEE]			☐		☐			
	 								
6.8.1	Report created with fields: NAME, SURNAME, EXCURSION, CELLPHONE_NUMBER			☐	0	☐	0	0	
6.8.2	Data grouped according to EXCURSION			☐	0	☐	0	0	
	Data sorted according to SURNAME			☐		☐			
6.8.3	New field inserted and labeled : AmountOutstanding			☐	0	☐	0	0	
	Calculated field added: AmountOutstanding:			☐		☐			
	[FEE]-[AMOUNT_PAID]			☐		☐			
6.8.4	Exam Number inserted in the centre of the report footer.			☐	0	☐	0	0	
Q6	**TOTALS**		**0**		0		0	**0**	

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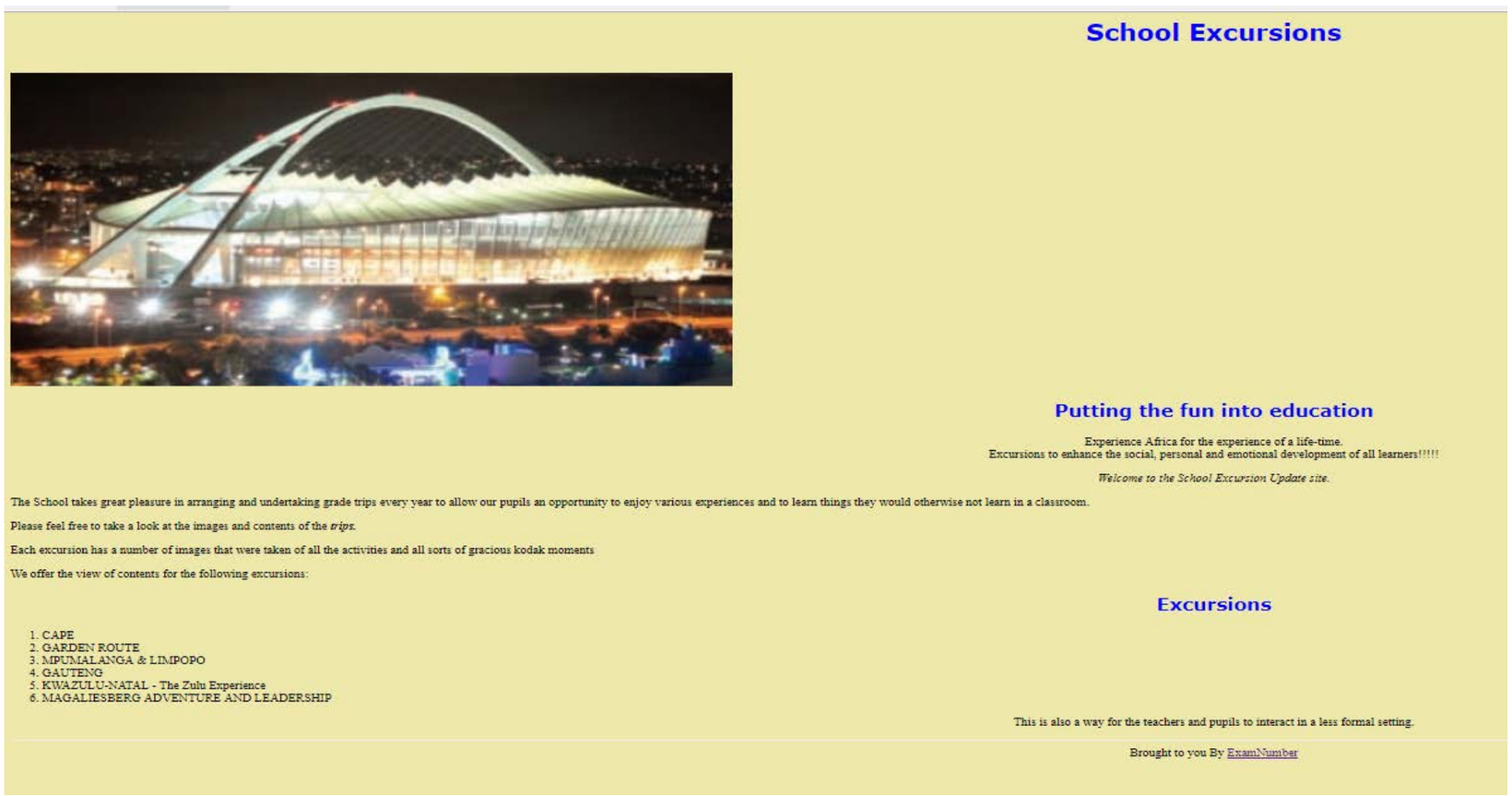
				MARKER		MOD			
Q7	**HTML**							**FINAL MARK**	**COMMENT**
7.1	<body bgcolor =			☐	0	☐	0	0	
	#EEE8AA>			☐		☐			
7.2.1	 applied to ALL headings			☐	0	☐	0	0	
7.2.2	 applied to ALL headings			☐	0	☐	0	0	
7.2.3	align = center			☐	0	☐	0	0	
7.2.4	applied to ALL headings			☐	0	☐	0	0	
7.3	<img src =			☐	0	☐	0	0	
	Images\KZN_Excursions.jpg			☐		☐			
	width = 30%			☐		☐			
	height=30%/>			☐		☐			
7.4	tags applied			☐	0	☐	0	0	
	<ol type ="1"> type attribute added			☐		☐			
	added			☐		☐			
7.5	Exam Number inserted at the bottom of the page.			☐	0	☐	0	0	
7.6	<a> tag applied to exam number			☐	0	☐	0	0	
	ExamNumber			☐		☐			



7.7.1	border = 5px			☐	0	☐	0	0	
7.7.2	<table> </table> applied to table.			☐	0	☐	0	0	
	width = 80%			☐		☐			
7.7.3	bgcolor = "#00FFFF"			☐	0	☐	0	0	
	attributes applied in <table> tag			☐		☐			



Q7	**TOTALS**		**0**		0		0	**0**	

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