EXAMINATION NUMBER		#VALUE!		PERCENTAGE	0.00%	
	POSSIBLE MARK	180	ACTUAL MARK 0	MODERATED 0	0	
			MARKER	MODERATOR	FINAL MARK	COMMENT
Q 1	**FILE AND FOLDER MANAGEMENT**			SNR1		
1.1	Folder created in the examination folder.	1	0	0	0	CHECK
1.2	Comment added to properties field. *Accept any comment.*	1	0	0	0	CHECK
1.3	DocInError.docx deleted.	1	0	0	0	CHECK
1.4	Double click Recycle Bin to open it (Accept any legitimate way of opening the Recycle Bin)	3	0	0	0	CHECK
	Right Click on the appropriate file.					
	Select restore file from the pop-up menu					
1.5	In the system tray, double click the printer icon to open queue OR open Devices and Printers (Accept any legitimate way of accesing the printer)	4	0	0	0	CHECK
	Double click the relevant printer					
	Select the document that has not printed from the list					
	Select cancel printing Or Delete the document					
1.6	Open Windows Settings	5	0	0	0	CHECK
	Select Update and Security					
	Select Windows Update					
	Select View Update History					
	Uninstall relevant updates					
1.7	File type used as criteria	3	0	0	0	CHECK
	Only Excel files selected					
	Screenshot pasted					
1.8	Examination number inserted.	1	0	0	0	CHECK
QUESTION 1 TOTALS		**19**	0	0	**0**	
			MARKER	MODERATOR		
Q 2	**WORD PROCESSING - q2_YouthAndSDGs–ExamNumber.docx.**					
2.1.1	Centred Page numbering X of Y added	2	0	0	0	CHECK
	to the header.					
2.1.2	File path inserted as a field	2	0	0	0	CHECK
	Aligned to the right of the footer					
2.2.1	Text Wrapping changed	2	0	0	0	CHECK
	Tight wrapping used					
2.2.2	Image resized	2	0	0	0	CHECK
	Exactly 8 cm by 8 cm					
2.2.3	Image rotated	2	0	0	0	CHECK
	by 45 degrees so that it is righted. Rotation should be set to 0 degrees					
2.3.1	Drop Cap added to the letter "T"	2	0	0	0	CHECK
	Spans Five lines					
2.3.2	Alignment set to justify	2	0	0	0	CHECK

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			MARKER						MODERATOR							
Q 5_1	**SPREADSHEETS -**															
5.1.1	Current date added	1				1	0						0	0		CHECK
5.1.2	Text in A1:B2 wrapped	1					0						0	0		CHECK
5.1.3	Text vertically centered	1					0						0	0		CHECK
5.1.4(a)	All cell borders are red	1					0						0	0		CHECK
5.1.4(b)	All cell borders are dotted	1					0						0	0		CHECK
5.1.5	Fill Applied	2					0						0	0		CHECK
	Correct RGB Values used (50,120,120)															
5.1.6	Filter Applied	2					0						0	0		CHECK
	Only Eastern Cape cities are displayed															
5.1.7(a)	Margins adjusted	2					0						0	0		CHECK
	3cm margins all round															
5.1.7(b)	Table vertically centered	2					0						0	0		CHECK
	Table horizontally centered															
5.1.7(c)	Different Header and Footer on odd numbers and even pages	1					0						0	0		CHECK
5.1.7(d)	Custom Odd Page Footer applied	2					0						0	0		CHECK
	Displays the file name															
5.1.7(e)	Row and Column Headings set to print	1					0						0	0		CHECK
5.1.8(a)	City: Data!$A$3,Data!$A$7,Data!$A$11,Data!$A$16	3					0						0	0		CHECK
	Summer Maximum: Data!$C$3,Data!$C$7,Data!$C$11,Data!$C$16															
	Winter Maximum: Data!$E$3,Data!$E$7,Data!$E$11,Data!$E$16															
5.1.8(b)	Column Chart used	2					0						0	0		CHECK
	2D Clustered chart															
5.1.8(c)	The text "Range per City" inserted as chart title.	1					0						0	0		CHECK
5.1.8(d)	Border added to chart title	2					0						0	0		CHECK
	Major unit changed to 5															
5.1.8(e)	Y-axis minimum bound set to 10.	2					0						0	0		CHECK
	Major unit changed to 5															
QUESTION 5_1 TOTALS		**27**					0						0	**0**		
			MARKER						MODERATOR							
Q 5_2	**SPREADSHEETS - q5_2_Delegates-ExamNumber.xlsx**															
5.2.1	=LEFT(	5					0						0	0		CHECK
	A2,															
	FIND(															
	" ",															
	A2)															
5.2.2	=CONCATENATE(OR =(...&...)	3					0						0	0		CHECK
	"0",															
	F2)															
5.2.3	Range **B1:G47**	2					0						0	0		CHECK
	Renamed to "DelegatesBioData"															

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5.2.4	=VLOOKUP(														
	B2,	4					0					0	0		CHECK
	ClimateChangeAction!$A$2:$B$11,														
	2,0) OR 2,FALSE)														
5.2.5	=COUNTIF(														
	B2:B21,	3					0					0	0		CHECK
	"ET")														
5.2.6	Conditional formating applied	2					0					0	0		CHECK
	"RWFO"														
5.2.7	=COUNTBLANK(	2					0					0	0		CHECK
	BioData!E2:E47)														
QUESTION 5_2 TOTALS		**21**					0					0	**0**		
			MARKER					MODERATOR							
Q 6	**Databases - q6_Summit-ExamNumber.accdb**														
6.1.1	CELL_NUMBER no longer primary key	2					0					0	0		CHECK
	Only one primary key remains														
6.1.2	Combo Box applied.														
	Looks up values	3					0					0	0		CHECK
	from tblOrganisations														
6.1.3	Validation rules added	2					0					0	0		CHECK
	Like "*@*"														
6.1.4	Meaningful error message added.	1					0					0	0		CHECK
6.1.5	Input mask added to field														
	0000000000 (10 digits)	3					0					0	0		CHECK
	0;#														
6.2	Alternate Background Colour changed. **Accept any colour except grey.**	1					0					0	0		CHECK
6.3	Field length changed to 100	1					0					0	0		CHECK
6.4	tblAction exported														
	as a CSV file	3					0					0	0		CHECK
	saved in AnswerFiles folder														
6.5.1	frmOrganisation created based on tblOrganisations														
	Field ORGN_NAME from tblOrganisation used														
	FIRSTNAME, SURNAME, EMAIL_ADDRESS AND CELL_NUMBER from tblDelegates used	4					0					0	0		CHECK
	grouped by tblOrganisation														
6.5.2	Text box control changed *(Do not award this mark if a second control has been created.)*	3					0					0	0		CHECK
	to Combo Box control														
	Looks up values from the field ORGN_NAME in *tblOrganisations*														
6.5.3	Form Header edited	2					0					0	0		CHECK
	Text appears on one line														
6.5.4	Buttion added														
	to footer	3					0					0	0		CHECK
	Button adds new tblOrganisations record.														
6.6.1	qry073 created														

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