QUESTION 1

Total 180

#	**Description**
1.1.1	File explorer view set to "Content" view
1.1.2	Contents of the folder grouped by Name.
	Contents of the folder grouped by Name.
1.1.3	Sorted according to size. Ascending or descending not specified.
1.1.4	Screenshot supplied.
	Sorted contents visible only, not the rest of the window.
1.2	Screenshot supplied showing that file name extensions have been enabled. Setting in ribbon must be visible with the check box **OR** file names with visible extensions.
1.3	New folder created called **photo_album**. Spelling or a missing underscore will not be penalised.
1.4	Image files moved into the **photo_album** folder. (3 jpgs) ***Moved*** , NOT copied.
	Castle.webp also moved into the **photo_album** folder.
1.5	**Agenda** folder renamed to **Itinerary**.
1.6	PrivateDetails.docx visible.
	PrivateDetails.docx hidden attribute removed from properties.
1.7	ReviewFormat.docx converted to ReviewFormat.doc.
	File names are the same (except extensions). Check that ReviewFormat.doc file size is larger than the .docx to confirm if the document was actually converted.
1.8	CarHire.zip extracted --> CarHire folder exists.
	CarHire folder contains 3 PDF documents.
1.9	History.rtf --> Read-only attribute checked.
1.10	The Bit rate of the audio file is : 128 KBPS

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1.11	Reviews.docx password protected with **q1w2e3**. Only accept this file being protected, no other files.

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QUESTION 2

	Q2_TripPlanner.docx
2.1	Top **and** bottom page margins set to 1.5 cm. Both to be set to award the mark.
2.2	Automatic page numbering inserted.
2.2.1	Page numbering only appears from page 2 onwards. Learner could have used "Different first page" or created a section break to achieve this. Accept those options if used.
2.2.2	First visible page number is 1.
2.2.3	Page numbers are in the footer of the document.
2.2.4	Page numbers must be centered.
	Page 2
2.3	Style created called **01MainTitle**.
2.3.1	Style format is set to font size 22 pt, font colour is any colour but black.
2.3.2	Dashed underline.
2.4	01MainTitle style applied to "Trip Planner" on page 2 and "Travel options" further down. If style was not created, award a mark if learner applied Heading 1 instead to both texts.
2.5	Travel.jpg inserted at the top of the page. Doesn't matter if "{Place image here}" text is still there.
2.5.1	Travel.jpg height is 9 cm.
2.5.2	Travel.jpg centred horizontally.
2.5.3	Any picture style applied to Travel.jpg
2.5.4	Caption applied to Travel.jpg "Figure 1 Image source: https://www.itsfrontporch.com/get-the-most-from-travel/" (or placed underneath text if image was not inserted)
2.6	Bulleted list changed.
	Character code 97 from Webdings font.
	Q2_AboutScotland.docx

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2.7	Endnote inserted at "Facts about Scotland" Do not accept footnote.
	Text for the endnote "https://www.natgeokids.com/za/discover/geography/countries/facts-about-scotland/"
2.8	Tight or square text wrap applied to the Scottish flag image and image is located on the top right in the green-shaded paragraph as per provided screenshot example.
	Green-shaded paragraph
2.9.1	Left-aligned tab stop, with a dotted leader, at 5 cm in the line starting with "Official languages …" up to and including the line starting with "Major rivers …".
	Left-aligned tab stop, with a dotted leader, at 5 cm in the line starting with "Official languages …" up to and including the line starting with "Major rivers …".
2.9.2	Each fact has been correctly aligned, according to the tab stop in the ruler.
	Each fact has been correctly aligned, according to the tab stop in the ruler.
2.10	Text "Did you know?" formatted in red, bold and 14 pt in size. All formatting to be met for the mark.
	Paragraph starting with "Hundreds of millions of years ago …"
2.11.1	Paragraph indented 3 cm from the left.
2.11.2	Border paragraph applied to the text.
	Dashed border.
2.11.3	Entire paragraph shaded in any colour, except white.
2.12	"Keep lines together" checked under Widow/Orphan control for the last paragraph of the document.

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QUESTION 3

	Q3_Food.docx
3.1	Page orientation set to landscape.
3.2	Food.jpg inserted as a watermark.
	Watermark scaled to 200%.
3.3.1	Content placed into 3 columns.
3.3.2	Line between each column.
3.3.3	Column breaks inserted at "Seafood" and "Cullen Skink"
3.4.1	https://www.visitscotland.com/blog/food-drink/best-scottish-food/ is a clickable URL. If the learner has included the "Adapted from ...", do not penalise. As long as the line of text is a URL.
3.4.2	Screentip "Visit the website for more info" appears on mouseover of URL.
	Q3_Itinerary.docx
3.5.1	Table created at the top of page one. 1 row, 2 columns.
3.5.2	Map image placed into left cell, heading text placed into the right cell.
	Table below the text "Itinerary"
3.6.1	All cells alignment set to centre (vertically) and left (horizontal).
3.6.2	Top left cell of the table has no top or left border.
3.6.3	Top row of the table, excluding the blank cell on the top left, shaded in.
3.7	Table below "DISTANCES" fits on the page, includes the heading "Distances" above it. Paragraph spacing and line spacing have been used.
	Table row heights have been adjusted. The font size has not been changed. Text is 12 pt Arial. No mark if the font size has been changed.
3.8	Text beneath "FURTHER DISTANCES" converted into a table.
	Table consists of 3 columns and 13 rows.
3.9.1	"Document last modified:" text inserted into the footer with an automatically-updating text field.
3.9.2	An appropriate break has been used (eg. Continouous section break, or next page section break) so the last page is a new section.
	Text and date appear only on the last page.

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QUESTION 4

	Q4_Flights.xlsx
	Flights worksheet
4.1	A1:O1 shaded in any colour, thin horizontal stripe pattern used.
4.2	Column F - width increased to show all data, no #'s displaying.
4.3	D21 converted to text, or ' placed in front so that a zero can be placed at the beginning of the number. The cell must also be updated to display 028.
4.4	L2:L21 formatted as currency. (Accept Accounting format too)
4.5	Q2 named as "APTAX"
4.6	Conditional formatting applied to G2:G21.
	Only times from 18:00 onwards, including 18:00 (decimal is 0.75) formatted (any formatting).
4.7	Column N =L2*M2*APTAX
	Calculations copied/dragged down for the remainder of the flights. N2:N21.
4.8	Column O =L2*M2+N2
	=L2*M2+N2
4.9	C23 =MAX(O2:O21)
	=MAX(O2:O21)
4.10	C25 =AVERAGE(N2:N21) Whole formula must be correct to receive a mark.
4.11	C24 =MIN(O2:O21) Whole formula must be correct to receive a mark.

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4.12	D23 =XLOOKUP(C23,O2:O21,C2:C21,"Not found",0)	The learner may also have copied a column/data elsewhere to make use of a VLOOKUP instead. Accept VLOOKUP or a HLOOKUP if the function works and returns the correct answer.
	=XLOOKUP(C23,O2:O21,C2:C21,"Not found",0)	
	=XLOOKUP(C23,O2:O21,C2:C21,"Not found",0)	
	=XLOOKUP(C23,O2:O21,C2:C21,"Not found",0)	
	=XLOOKUP(C23,O2:O21,C2:C21,"Not found",0) Final '0' is optional, not necessary for the mark to be awarded.	
	Airlines worksheet	
4.13	B2:B7 =COUNTIF(Flights!$C$2:$C$21,A2)	
	=COUNTIF(Flights!$C$2:$C$21,A2)	
	=COUNTIF(Flights!$C$2:$C$21,A2)	
	Function copied down correctly with absolute cell referencing for all six airlines.	
4.14	C2:C7 =SUMIF(Flights!$C$2:$C$21,A2,Flights!$O$2:$O$21)	
	=SUMIF(Flights!$C$2:$C$21,A2,Flights!$O$2:$O$21)	
	=SUMIF(Flights!$C$2:$C$21,A2,Flights!$O$2:$O$21)	
	=SUMIF(Flights!$C$2:$C$21,A2,Flights!$O$2:$O$21)	
4.15	A2:C7 sorted.	
	Sorted alphabetically according to Airline.	
4.16	Chart created showing airlines and number of flights.	
	Chart has a suitable heading eg. "Number of departing flights per airline"	
4.16.1	Flight.jpg used as background for the chart area.	
4.16.2	Background image set to 80% transparency.	
4.16.3	Data labels added to the outside of each data bar/element.	
4.16.4	Chart has been moved to its own worksheet.	
	Chart has been moved to its own worksheet. Full worksheet, moved into, not a new worksheet that has been pasted into. Chart takes up the whole worksheet area.	

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	Departures worksheet
4.17	A2 Data validation used to create a dropdown list of all flight numbers.
	Data validation used to create a dropdown list of all flight numbers.
4.18	B2 =VLOOKUP(A2,Flights!$D$2:$G$21,4,FALSE)
	=VLOOKUP(A2,Flights!$D$2:$G$21,4,FALSE)
	=VLOOKUP(A2,Flights!$D$2:$G$21,4,FALSE)
	=VLOOKUP(A2,Flights!$D$2:$G$21,4,FALSE) Accept if 'False' is missing, Function still works correctly.

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QUESTION 5

	Q5_Weather.xlsm
	WeatherScotland worksheet
5.1	Macro created, called Sunlight.
5.1.1	Macro sorts table data, descending, according to sunlight hours.
5.1.2	Button created (in the G1 space).
5.1.3	Macro is attached to the button/Macro runs when button is clicked.
	DataAnalysis worksheet
5.2	Pivot chart inserted.
	Pivot chart is a line style chart.
5.3	Filter of the chart has been adjusted to show only Braemar.

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QUESTION 6

	Q6_Accomodation.accdb
	Table: tbl_Accommodation
	Tables
6.1	Field ID created and Data Type is Autonumber.
6.2	ID field set as primary key. If ID field was not created, then look for another *appropriate* field that has been set as a primary key (eg. Phone number perhaps, as that is the most unique)
6.3	Field size of Location is set to 100.
6.4	"Required" attribute set to 'Yes' for Rating.
6.5	Validation rule created for Rating.
	Rule : BETWEEN 1 AND 5 or >=1 OR <=5
	Appropriate validation text included for the user.
6.6	Input mask applied to Phone field.
	"+44"/\(000\)/000/0000 (ignore the '/' as Access adds those.)
6.7	Type formatted to show a combo box.
	"Bed and Breakfast";"Self-catering"
6.8	Wi-FI data type changed to display as checkbox (Yes/No).
6.9	TWO records appended to the table. William Wallace Apartment and Riverside View.
	TWO records appended to the table. William Wallace Apartment and Riverside View.
6.10	Table sorted ascending, by Location. Screenshot in Q6_Screenshot.docx should show this.
	Table sorted ascending, by Location. If ID field was not created, it won't be in the screenshot. Do not penalise.
6.11	Table filtered to display all places that have a rating of 4 or above in Edinburgh. Screenshot in Q6_Screenshot.docx should show this.

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	Table filtered to display all places that have a rating of 4 or above in Edinburgh. Screenshot in Q6_Screenshot.docx should show this.
	Queries
	qry1_HighRatings
6.12	PlaceName, Location, Rating and Email displayed.
	Sorted by Rating, descending.
	Rating criteria: >=4 or BETWEEN 4 AND 5
	qry2_WifiParking
6.13	Only PlaceName, Location and Phone displayed.
	Location criteria : NOT "Glasgow: or <> "Glasgow"
	Type criteria: "Self-catering"
	Wi-Fi criteria: Yes (no quotes, this is not text)
	Parking criteria: "Yes" (must have quotes)
	qry3_Discount
6.14	New field created.
	PlaceName, Location, Rands and Discounted fields displayed.
	Discounted: [Rands]-([Rands]*0.025) Also accept: [Rands]*2.5/100 or [Rands]*99.75
	Forms
6.15	**frm_DataEntry** created with all fields. 16 fields in total.
6.16	Text in form header changed to "Data Entry".
6.17	Button created in the header of the form.
	Button navigates to the next record each time it's clicked.
	Reports
6.18	Report **rpt_Areas** created and displays PlaceName, Tariffs, and Address.
	Report is grouped, according to Location.

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6.19	Field sizes/blocks have been resized so all fields are legible.
6.20.1	Group footer for Location inserted.
	=Avg([Tariffs]) & " GBP"
	=Avg([Tariffs]) & " GBP"
6.20.2	=Avg([Tariffs]) & " GBP"

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QUESTION 7

	index.html
7.1	<!-- DOCUMENT TITLE HERE --> <TITLE>Our trip to Scotland</TITLE>
7.2	<!-- BODY BEGINS HERE --> <BODY BGCOLOR="#16233C" TEXT="white">
7.3	<H2>The Land of Haggis and Happiness</H2>
7.4	<H4><U>Frank and Godwin's Overseas Journey 2023</U></H4>
7.5	<!-- SET MAIN FONT SIZE HERE --> <FONT SIZE="4">
	</FONT> <!-- END OF CONTENT -->
7.6	<P>We are <I>really</I> hoping to visit Edinburgh Castle.</P>
7.7.1	<IMG … HEIGHT="250px" WIDTH="400px".../> (Can also be without quotation marks)
7.7.2	<IMG … ALIGN="RIGHT".../> (Can also be without quotation marks)
7.7.3	<IMG...BORDER="4".../> (Can also be without quotation marks)
7.7.4	<IMG ..." TITLE="Edinburgh Castle"..."RIGHT"/> (Can also be without quotation marks)
7.8	<A HREF="http://www.travelblogs.com/fg2023"><FONT COLOR="red">www.travelblogs.com/fg2023</FONT></A>
	<A HREF="http://www.travelblogs.com/fg2023"><FONT COLOR="red">www.travelblogs.com/fg2023</FONT></A>
7.9	<FONT COLOR="red">www.travelblogs.com/fg2023</FONT>

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7.10	<!-- THE LIST --> <UL> <LI>Check the Visas</LI> <LI>Activate roaming on our phones</LI> <LI>Contact our banks to let them know we're overseas</LI> </UL> <!-- END OF THE LIST -->
	<!-- THE LIST --> <UL> <LI>Check the Visas</LI> <LI>Activate roaming on our phones</LI> <LI>Contact our banks to let them know we're overseas</LI> </UL> <!-- END OF THE LIST -->
7.11	<FONT FACE ="ARIAL">FOLLOW OUR BLOG FOR REGULAR UPDATES!</FONT>
	<FONT FACE ="ARIAL">FOLLOW OUR BLOG FOR REGULAR UPDATES!</FONT>
7.12	<P ALIGN="CENTER"> … This web page was modified by xxxx …. </P>
	<P ALIGN="CENTER"> … This web page was modified by xxxx …. </P>

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