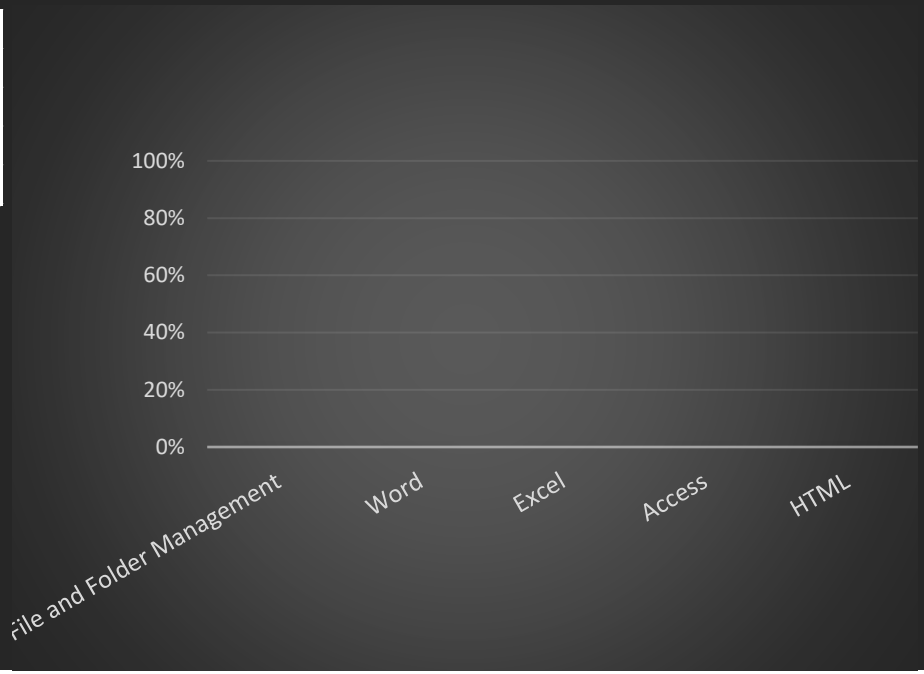
IEB NSC CAT P1 May 2022 Marking Grid

Candidate	Q1	Q2	Q3	Q4	Q5	Q6	Q7	180	100
	15	25	21	6	50	43	20	180	
	x	x	x	x	x	x	x	0	0.00

INCOMPLETE

File and Folder Management	#VALUE!
Word	0%
Excel	#VALUE!
Access	#VALUE!
HTML	#VALUE!



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QUESTION 1	x	/15
Incomplete!		

Candidate:	0
Marker:	
Moderator:	

			0	0	0	
			Marker	Mod	Final	**Comments**
1.1.1	Files have been arranged according to type, descending. *(Check column header for descending arrow, file type names are alphabetical according to app. Not all centres will look the same.)*	1			x	
1.1.2	A screenshot has been taken and inserted into **Q1_Answers**	1			x	
1.1.3	Screenshot cropped and resized - shows all column headings and the arranged files only, not the whole screen/window.	1			x	
1.2.1	Largest file size, in KB, is **1037KB**.	1			x	
1.2.2	The number of multimedia files in the Question1 folder is **7**.	1			x	
1.2.3	The Author of the file named Q1_Stats.xlsx is **Mando**	1				
1.2.4	The number of words in Q1_BecomeYouTuber.docx . Accept : 1536 (what MS Word shows) or 1676 if using the Details Tab from Properties	1			x	
1.2.5	**Metadata property** of Q1_BecomeYouTuber.docx edited.	1			x	
	Title Property is "How to become a YouTuber"	1			x	
1.3	Media folder unhidden. *No mark if they created a Multimedia folder.* *To check, made sure your ribbon is showing hidden items. The original hidden media folder has a file called "original" in it.*	1				
1.4	Video/Audio files copied (not moved) into the media folder	1			x	
	ONLY one mp3 and one mp4 file are in the media folder.	1			x	
1.5	YTDocs.zip extracted.	1			x	
1.6	Shortcut to MS Word created.	1				
	Shortcut to MS Word created.	1			x	

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QUESTION 2	x	/25
Incomplete!		

Candidate:	0
Marker:	
Moderator:	

			0	0	0	
			Marker	Mod	Final	**Comments**
2.12	Document opens with read-only message.	1			x	
2.1	Text “How to Become a YouTuber…” formatted: Font face: Arial; Font Weight: Bold; Font size: 16 pts; Aligned: Centred horizontally.	1			x	
2.2	Style created called MyHeading.	1			x	
	Arial, Bold, 16pt, Centered.	1			x	
2.3	Text {image here} replaced by image *Ultimate.png* .	1			x	
2.4.1	Ultimate.png height is 8cm exactly.	1			x	
2.4.2	Ultimate.png width is 15cm exactly.	1			x	
2.4.3	Ultimate.png centered horizontally.	1			x	
2.4.4	Ultimate.png has 3pt border.	1			x	
	Border style is dashed.	1			x	
	Border colour any colour, except black.	1			x	
2.4.5	Colour saturation of the Ultimate.png changed to 0%.	1			x	
2.10	Automatic TOC created on page 2.	1			x	
	1st Level Headings only.	1			x	
2.5	All headings… (shaded in orange)	1			x	
	…formatted with the Heading 1 style.	1			x	
2.6	Footnote inserted at the end of the text “Lewis Hilsenteger of Unbox Therapy”.	1			x	

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2.7.1	Image in the "Assess Your Equipment" Section: Text wrap is square.	1			x	
2.7.2	Image in the "Assess Your Equipment" Section: Caption added: “Vlogging equipment”.	1			x	
2.8	“Snappa” hyperlinks to https://snappa.com.	1			x	
	ScreenTip text: “Visit Snappa”	1			x	
2.9	Contents from Finalthoughts.txt inserted *(any technique could have been used)* under the Final Thoughts heading. *(Ignore formatting of text)*	1			x	
	Contents from Finalthoughts.txt inserted *(any technique could have been used)* under the Final Thoughts heading.	1			x	
2.11	Document exported/printed as PDF.	1			x	
	BecomeaYouTuber.pdf *(Check file, should be about 281KB depending on formatting. No marks if actual file was not made into PDF.)*	1			x	

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QUESTION 3	x	/21
Incomplete!		

Candidate:	0
Marker:	
Moderator:	

			0	0	0	
			Marker	Mod	Final	**Comments**
3.1	Page orientation set to portrait.	1			x	
3.2	2cm margins all round.	1			x	
3.3	Paragraph spacing for “Facts about YouTube” to 12pts before.	1			x	
	...and 18pts after	1			x	
3.4	First sentence: 3rd change to 2nd.	1			x	
	URL moved next to 'Data source' text. Data source: https://www.omnicoreagency.com/youtube-statistics	1			x	
	Both comments marked as resolved or closed. Comments must still be visible, not deleted.	1			x	
3.5.1	All text converted to bulleted list.	1			x	
3.5.2	Bullets converted to image.	1			x	
	Image used is youtube-icon.png.	1			x	
3.5.3	Line-spacing for bulleted list is 1.5 lines.	1			x	
3.6	Spelling - Zeoo changed to Zoo (San Diego Zoo).	1			x	
	Spelling - Germanny changed to Germany.	1			x	
3.7	Text under "Essential vlogging equipment" converted into a Table.	1			x	
	Two columns and six rows.	1			x	
3.8.1 - 3.8.2	Automatic page numbering inserted.	1			x	
	Thick line style used.	1			x	

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3.9	"Who "Invented Vlogging?" heading starts on a new page.	1			x	
	Widow/Orphan control on along with "Keep with next" ticked.	1			x	
3.10	Correct bibliography created.	1			x	
	Placed at bottom of the document.	1			x	

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QUESTION 4	x	/6
Incomplete!		

Candidate:	0
Marker:	
Moderator:	

			0	0	0	
			Marker	Mod	Final	**Comments**
4.2	Pg 1: "Headset" links to "Headset" (hset) bookmark on pg 2.	1			x	
4.1	Bookmark 'hset' created (no quotes).	1			x	
	Bookmark correctly located at the word 'Headset' on pg 2.	1			x	
4.3	Section break (any) inserted after Headset image on pg 2.	1			x	
	Section break (any) inserted after Headset image on pg 2.	1			x	
	All other pages, except for pg 3, are portrait orientation.	1			x	

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QUESTION 5	x	/50
Incomplete!		

Candidate:	0
Marker:	
Moderator:	

			0	0	0	
			Marker	Mod	Final	**Comments**
5.1	Categories tab colour changed to any colour.	1			x	
5.2	A1:C1 merged and centred.	1			x	
5.3	A1:C1 shaded yellow.	1			x	
	A1:C1 has outside border.	1			x	
5.4	C3 has 'Wrap text' enabled.	1			x	
5.5	Data validation enabled in Cell A4.	1			x	
	Dropdown shows names from Column A in TopEarners worksheet.	1			x	
5.6	=XLOOKUP(A4,TopEarners!A1:A14,TopEarners!B1:B14,"Not found",0,1) OR =VLOOKUP(A7,TopEarners!A1:B14,2,FALSE)	1			x	
	=XLOOKUP(A4,TopEarners!A1:A14,TopEarners!B1:B14,"Not found",0,1) OR =VLOOKUP(A7,TopEarners!A1:B14,2,FALSE)	1			x	
	=XLOOKUP(A4,TopEarners!A1:A14,TopEarners!B1:B14,"Not found",0,1) OR =VLOOKUP(A7,TopEarners!A1:B14,2,FALSE)	1			x	
	=XLOOKUP(A4,TopEarners!A1:A14,TopEarners!B1:B14,"Not found",0,1) OR =VLOOKUP(A7,TopEarners!A1:B14,2,FALSE)	1			x	

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5.7	Autofill used in Column A to number countries from 1 to 187.	1			x	
5.8	=MID(B5,6,LEN(B5)-5) or =RIGHT(B5,LEN(B5)-5)	1			x	
	=MID(B5,6,LEN(B5)-5) or =RIGHT(B5,LEN(B5)-5)	1			x	
	=MID(B5,6,LEN(B5)-5) or =RIGHT(B5,LEN(B5)-5)	1			x	
	=MID(B5,6,LEN(B5)-5) or =RIGHT(B5,LEN(B5)-5)	1			x	
5.9	All $ characters removed from all cells in Columns G.	1			x	
	All $ characters removed from all cells in Columns G.	1			x	
	Row 190 (Swaziland) amount states n/a (no $ symbol)	1			x	
5.10	Column G formatted as currency.	1			x	
5.11	Cell H4: =G4*$H$1	1			x	
	Cell H4: =G4*$H$1 (must be absolute cell referencing or a named cell).	1			x	
	Copied down to all countries AND formatted as ZAR (South African Rands).	1			x	
5.12	Conditional formatting applied to Column H.	1			x	
	Rule: Format only cells with errors. i.e. displaying **#VALUE!**	1			x	
5.13	=COUNTA(B4:B190)	1			x	
	=COUNTA(B4:B190) Any column can be counted as long as the answer counts all entries in the list.	1			x	

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5.14	=COUNTIF($E$4:$E$190,B194)	1			x	
	=COUNTIF($E$4:$E$190,B194) If range is not absolute, check that it does not change if the learner dragged it down. No mark if range changes.	1			x	
	=COUNTIF($E$4:$E$190,B194) Text instead of cell reference also acceptable. E.g. "Gaming"	1			x	
5.15	=SUMIF($E$4:$E$190,B194,F4:F190) SUMIF function	1			x	
	=SUMIF($E$4:$E$190,B194,F4:F190) Range	1			x	
	=SUMIF($E$4:$E$190,B194,F4:F190) Criteria	1			x	
	=SUMIF($E$4:$E$190,B194,F4:F190) Sum range	1			x	
5.16	D194:D203 formatted with no decimals.	1			x	
	D194:D203 formatted with thousands delimiter/comma spacing tool e.g. Instead of 4594517, it displays as 4 594 517	1			x	
5.17	Entire worksheet sorted, descending, according to subscribers.	1			x	
	Entire worksheet sorted, descending, according to subscribers.	1			x	
5.18						
5.18 **SUBTOTAL**	At each change in 'Category' *(Learner should at least have sorted the data according to Category, first. Mark can be awarded for sorting.)*	1			x	
	SUM function used to calculate numbers. *(Check subscriber numbers in screenshot)*	1			x	
	Sub-Total added to subscribers	1			x	
	Rows collapsed to Level 2.	1			x	

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5.18 PIVOT TABLE	Rows = Category	1			x	
	Values = Average of subscribers	1			x	
	Sorted from lowest to highest according to Subscribers.	1			x	
	AVERAGE feature used to calculate subscribers per category. No decimals (do not penalise if decimals not removed).	1			x	
5.19.1	Funnel chart created.	1			x	
5.19.2	Chart title: "Most Popular YouTube Channels in October 2020".	1			x	
5.19.3	Legend "Millions" added to bottom of the chart.	1			x	
5.19.4	Y-Axis YouTuber names: Bold, 10pts. Or if at least 10pts or bold (legibility obviously increased).	1			x	
5.19.5	Chart background image: YouTubeLogo.jpg, 90% transparency.	1			x	
	Chart background image: YouTubeLogo.jpg, 90% transparency.	1			x	
5.20	Chart appears on new worksheet called CHART.	1			x	
	Must be full worksheet area, *not copied and pasted onto new worksheet* . No mark awarded if copied/cut and pasted.	1			x	

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QUESTION 6	x	/43
Incomplete!		

Candidate:	0
Marker:	
Moderator:	

			0	0	0	
			Marker	Mod	Final	**Comments**
6.1	**Email** field set as primary key.	1			x	
6.2	**Gen** field: Validation rule is "M" Or "F".	1			x	
	Any suitable validation text.	1			x	
6.3	**Birthdate** field Format changed.	1			x	
	dd/mm/yy	1			x	
6.4	**Phone** field. Only 10 characters (numbers) allowed. *10 zeros in the Input Mask property.*	1			x	
	Input mask format: \(000\) 000 0000 *Ignore \ but it must have parentheses () and spaces.*	1			x	
6.5	**Level** field is a combo box or drop-down list.	1			x	
	List options obtained from Membership Levels table.	1			x	
6.6	**Donated** field changed to Currency data type.	1			x	
6.7	**Contributor** field data type is Yes/No.	1			x	
6.8	*TopTen* query created.	1			x	
	Fields shown: *Surname, FirstName, Donated* . *All three, no others.*	1			x	
	Sorted descending by ***Donated*** .	1			x	
	Property sheet of query: *Top Values = 10* .	1			x	
6.9	Query created called PremierContributors.	1			x	
	Sorted ascending by **Surname**. *Surname must be first field on the left.*	1			x	
	Donated *field* criteria: >500 Instead of above, also accept: **Level** field with "PremierMember" as the criteria.	1			x	

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	Only **Surname**, **FirstName** displayed, **NO other fields displayed**.	1			x	
	Contributor *field* criteria is TRUE (or YES).	1			x	
6.10	AgeGroups query created.	1			x	
	Fields shown are FirstName, Surname, Gen and (calculated query) Age.	1			x	
	New field created called **Age**.	1			x	
	Calculated query: Age: (Date()-[Birthdate])/365.25.	1			x	
	Property of Age field: Format = "Fixed".	1			x	
6.11	A Report has been created.	1			x	
6.11.1	Report Title: Members per Level.	1			x	
6.11.2	Fields included are Level, Surname, FirstName, Gen **and** Donation.	1			x	
6.11.3	Report has been group according to **Level**.	1			x	
6.11.4	Footer for Level created.	1			x	
	Text box inserted.	1			x	
	Calculation: = AVG([Donated]).	1			x	
	Formatted as Currency.	1			x	
6.11.5	YTLogo.png inserted.	1			x	
	Logo inserted into the Report Header.	1			x	
	Logo aligned to the right of the report.	1			x	
6.12	Form called **Member capture** created.	1			x	
6.12.1	Form includes all fields from the contact table.	1			x	
6.12.2	Tab order changed.	1			x	
	Form opens with **Level** selected by default, tabs to **Donated**, then **Contributor.**	1			x	
6.12.3	Button inserted in Form Header.	1			x	
	Button inserted in Form Header.	1			x	
	Button closes the Form when clicked.	1			x	

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QUESTION 7	x	/20
Incomplete!		

Candidate:	0
Marker:	
Moderator:	

			0	0	0	
			Marker	Mod	Final	**Comments**
7.1	Title of the HTML document set : <TITLE>Totes-ZA. New Channel Coming Soon!</TITLE> *Must be in the HEADER section, or no mark.*	1				
7.2	Body background set to #DD2727. <BODY bgcolor="#DD2727">	1			x	
7.3	TABLE "BORDER" attribute removed.	1				
7.4	width="70%" added as an attribute to the TABLE tag.	1				
7.5.1	<FONT face="Arial" size="24" color="white"> TOTES-ZA </FONT> *(Font tag must be included)* .	1			x	
	<FONT face="Arial" size="24" color="white"> TOTES-ZA </FONT> *Give 1 mark: either for color="white" (Must be an attribute INSIDE the FONT tag)* ***or*** *closing the FONT tag correctly at the right location.*	1			x	
7.5.2	<H1 align="center"> applied to TOTES-ZA with </H1> *Closing H1 tag must be there for a mark.*	1				
7.5.3	<H1 align="center"> applied to TOTES-ZA. *Must be an attribute of the H1 tag for a mark.*	1				

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7.6	Open tag <UL>	1			x	
	<LI>I have no plans to study next year.</LI> <LI>I've always enjoyed travelling.</LI> <LI>I love meeting people and sharing stories.</LI> *(All three points in <LI></LI>)* .	1			x	
	Close tag </UL>	1			x	
7.7	<A HREF="files/register.pdf">Register your interest to become a contributor towards my new channel.</A>	1			x	
	<A HREF="files/register.pdf">Register your interest to become a contributor towards my new channel.</A>	1			x	
	<A HREF="files/register.pdf">Register your interest to become a contributor towards my new channel.</A> *Make sure tag is in correct place* .	1			x	
7.8	<IMG src="images/James.jpg" width="150px" align="left" border="1" alt="James" title="James"/>	1			x	
	<IMG src="images/James.jpg" width="150px" align="left" border="1" alt="James" title="James"/>	1			x	
7.9	<IMG src="images/james-signature.png" width="120px" alt="Signature" title="Signature"/> *Accept ALT or TITLE* .	1				
	<IMG src="images/james-signature.png" width="120px" alt="Signature" title="Signature"/>	1				
7.10	<HR heeight="1px"/>	1				
	<HR height="1px"/>	1				

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