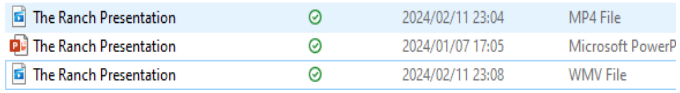
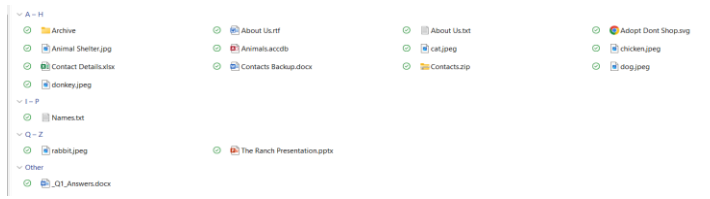
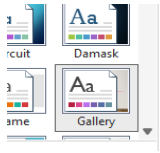
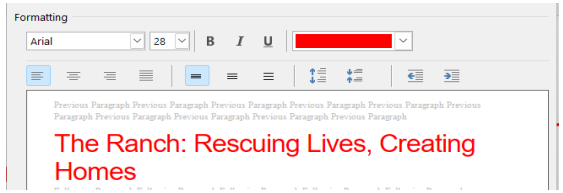
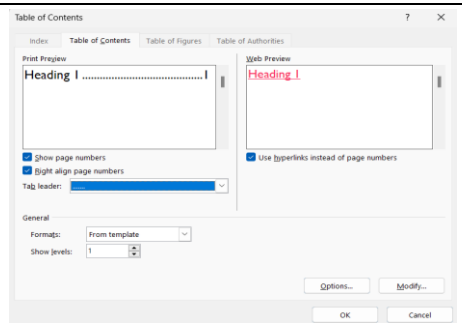
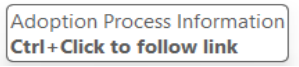
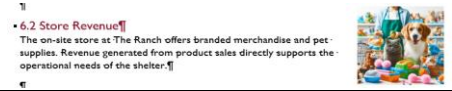
TOTAL **180**

			Comments
QUESTION 1 - FILE AND FOLDER MANAGEMENT			
1.1	Small icons layout		
1.2.1	Naledi Xulu		
1.2.2	File path copied for **Animals.accdb**		
1.2.3	Sunday, 7 January 2024		
1.2.4	45 080 bytes		
1.3	*Images* folder created in *Q1* folder		
1.4	Images moved not copied		
	svg file (ADOPT DON'T SHOP) also moved		
1.5	Shorcut created of *Archive* folder		
	Shorcut renamed to *Backup*		
1.6	**Contact.zip** folder extracted		
1.7	*The Ranch Presentation.pptx* saved as a video file (mp4 or wma)		
1.8	**Contacts Backup.docx** protected		
	Password q1p1 used		

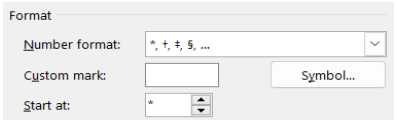
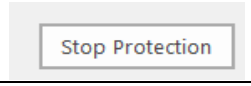
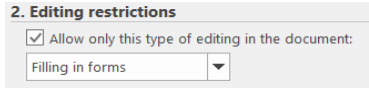
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1.9	Q1 folder contents grouped by Name.		
	Screenshot inserted into _Q1_Answers document.		
	Q1 Total		
QUESTION 2 - WORD PROCESSING			
2.1	2TheRanchInfoDoc Document Theme changed to Gallery		
2.2	Page 1 Modify Title Style Font: Arial		
	Font colour: Red		
2.3	Title Style applied to The Ranch: Rescuing Lives, Creating Homes		
2.4	Image height and width changed to 10 cm		
2.5	Page 2 Automatic TOC inserted		
2.5.1	Only Heading style displayed in TOC - only one level		

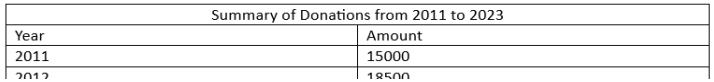
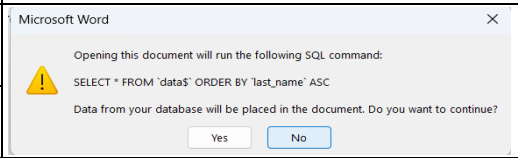
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2.6	Spelling error fixed - behaviorists must be behaviourists		
2.7	Hyperlink inserted at text 'Adoption Process'		
	Links to AdoptionProcess.pdf		
	ScreenTip - Adoption Process Information		
2.8	Page 4 Image text wrapping set to square		
	Image positioned correctly on right-hand side		
2.9	Page 5 Word count added at end of document		
	Word count displays as a field		: 630¶
	Q2 Total		
QUESTION 3			
3.1	3VolunteerRegistration Page size adjusted to A5		
3.2	Page margins set to Narrow		
3.3.1	Text form field added		
3.3.2	Surname text form field text format set to First Capital		
3.3.3.	Right tab stop		
	at 11 cm		
	Solid leader line		
3.3.4	Yes checkbox set to checked		

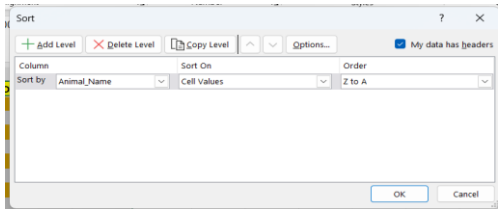
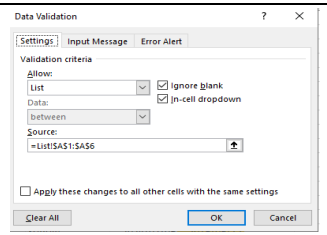
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3.4	*DO NOT COPY* watermark applied		
3.5	Endnote inserted with text newsletters are sent out monthly, by the text "newsletter".		
	asterisk (*) used as number format		
3.6	Comment added at title with text "Complete the form"		
3.7	Single-line page border		
3.8	Restrict editing of document		
	Filling in forms option		
	Q3 Total		
QUESTION 4			
4.1	4_1AboutUs Page 1 Heading "The Ranch: A Haven for Hopeful Tails" formatted with any WordArt		
4.2	All text under heading on Page 1 inserted into textbox		
4.3	Reject the track change - journey deleted		

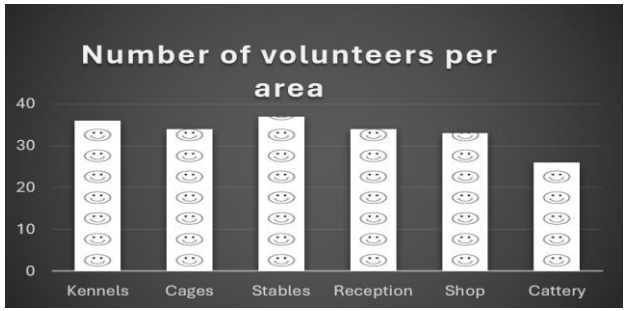
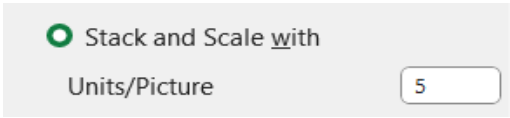
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4.4	Page 2 Insert the image map.png under the heading MAP		
4.5	Apply Beveled Oval Black picture style to the image		
4.6	Page 2 in landscape		
	Page 1 and Page 3 in portrait		
4.7.1	Page 3 Insert row at top of table		
4.7.2	Merge row across table		
	Centre row		
4.7.3	Add text to top row “Summary of Donations from 2011 to 2023”		
4.7.4	Formula added - SUM(ABOVE)		
	Number format - R# ##0.00;(R# ##0.00)		
4.8.1	4_2ThankYouLetter Mail Merge started		
	Donors.xlsx used as data source		
4.8.2	Sort data A-Z according to last name		
	Find duplicates and uncheck them		
4.8.3	Insert all the merge fields - e-mail, first_name and last_name		
4.8.4	Merge completed		
	Saved as 4_2Merged		
	Q4 Total		

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QUESTION 5 - SPREADSHEETS			
5.1	5_TheRanchData.xlsx Sheet1 worksheet Renamed to Animals		
5.2	Tab colour changed to red		
5.3	Shading yellow applied to A1:G1		
5.4	Data sorted according to animal name Z-A (descending)		
	Selection expanded, custom sort		
5.5	Conditional formatting applied to column B:		
	Correct criteria Cell value less than =44562 (01 01 2022) or (2022/01/01) or less than or equal to (2021/12/31)		
5.6	Drop-down list created for column C		
	Range =List!$A$1:$A$6 used		
5.7	PetID created in column F '=CONCAT(LEFT(A2,3),RANDBETWEEN(1,200))		
	=CONCAT(LEFT(A2,3),RANDBETWEEN(1,200))		
	=CONCAT(LEFT(A2,3),RANDBETWEEN(1,200))		

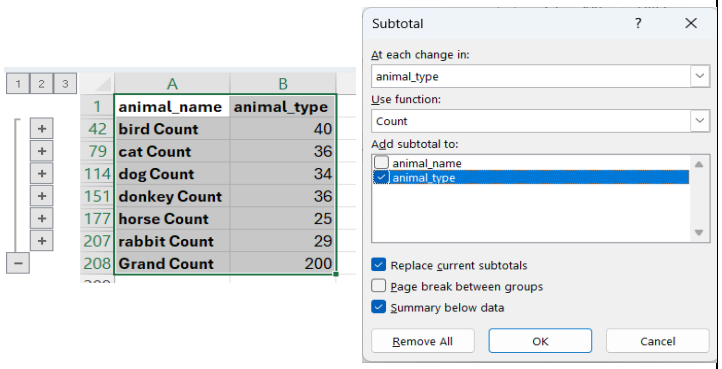
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5.8	Column G '=ROUND((TODAY()-E2)/365.25),0) or '=YEAR(TODAY())-YEAR(E2) or '=ROUND(YEARFRAC(TODAY(),E2,1),0)		
	=ROUND(((TODAY()-E2)/365.25),0) or '=YEAR(TODAY())-YEAR(E2) or '=ROUND(YEARFRAC(TODAY(),E2,1),0)		
	=ROUND(((TODAY()-E2)/365.25),0) or '=YEAR(TODAY())-YEAR(E2) or '=ROUND(YEARFRAC(TODAY(),E2,1),0)		
5.9	Volunteers worksheet 2D clustered column chart using the data in J1:K7 has been created.		
5.10	Chart moved to new sheet		
5.11	Title of the chart is "Number of volunteers per area"		
5.12	Chart style 9 applied		
5.13	Data series formatted - SmileyFace.jpg added as fill		
	Stack and scale with option checked		
	Units set to 5		
	Q5 Total		

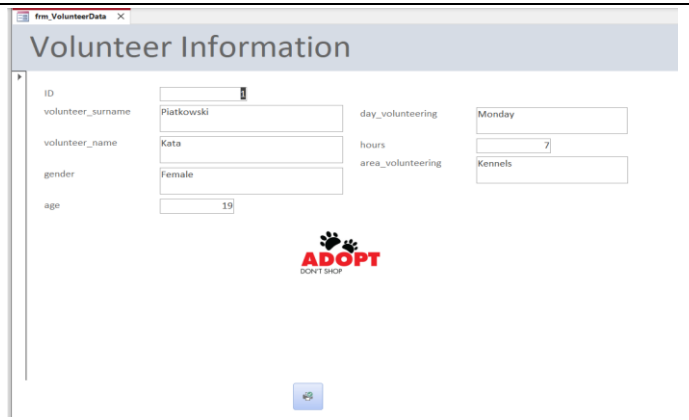
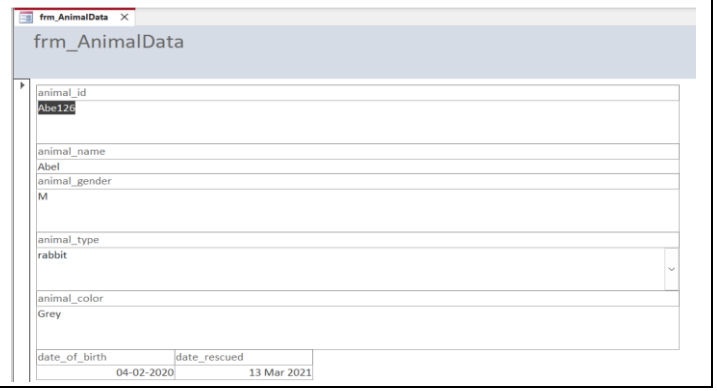
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QUESTION 6			
6.1	6_Donors.xlsx Cell C3: =SUM(E11:E210)		
	=SUM(E11:E210)		
6.2	Cell C5: =COUNTIF($C$11:$C$210,B5)		
	=COUNTIF($C$11:$C$210,B5)		
	=COUNTIF($C$11:$C$210,B5)		
	Absolute cell referencing		
6.3	Cell C8: =SUMIF(C11:C210,"Y",E11:E210)		
	=SUMIF(C11:C210,"Y",E11:E210)		
	=SUMIF(C11:C210,"Y",E11:E210)		
	'=SUMIF(C11:C210,"Y",E11:E210)		
	C8 formatted as Accounting		
6.4	Column F: =E11*25%		
	=E11*25%		
	Copied down to all cells		
6.5	Column G: =IF(E11>1500,"Company","Individual")		
	=IF(E11>1500,"Company","Individual")		
	'=IF(E11>1500,"Company","Individual")		
	'=IF(E11>1500,"Company","Individual")		

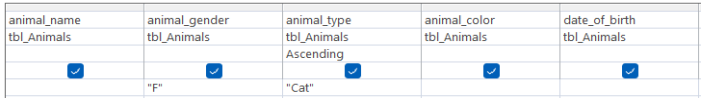
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6.6	Column H: =VLOOKUP(E11,Gifts!$A$2:$B$12,2,TRUE) or =XLOOKUP(E11,Gifts!$A$2:$A12,Gifts!$B$2:$B12,"Not found",-1)		
	=VLOOKUP(E11,Gifts!$A$2:$B$12,2,TRUE) or =XLOOKUP(E11,Gifts!$A$2:$A12,Gifts!$B$2:$B12,"Not found",-1)		
	=VLOOKUP(E11,Gifts!$A$2:$B$12,2,TRUE) or =XLOOKUP(E11,Gifts!$A$2:$A12,Gifts!$B$2:$B12,"Not found",-1)		
	'=VLOOKUP(E11,Gifts!$A$2:$B$12,2,TRUE) or =XLOOKUP(E11,Gifts!$A$2:$A12,Gifts!$B$2:$B12,"Not found",-1)		
	'=VLOOKUP(E11,Gifts!$A$2:$B$12,2,TRUE) or =XLOOKUP(E11.,Gifts!$A$2:$A12,Gifts!$B$2:$B12,"Not found",-1)		
	Q6 Total		
QUESTION 7			
7.1	7_AnimalStats.xlsx At each change in 'animal_type'		
	Count function used to calculate total		
	Subtotal added to 'animal_type'		
	Page break between groups checked		
	Rows collapsed to Level 2		
	Q7 Total		
QUESTION 8 - DATABASE			
8.1	Import the records from AnimalsImport.txt		
	In existing table tbl_Animals		
8.2	Primary key added to animal_id field		
8.3.1	**tbl_Animals** Input mask created for animal_id field >LLL099		
	>LLL099		
	>LLL099		
	>LLL099		

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8.3.2	animal_name field size set to 25		
8.3.3	animal_gender field validation rule and text entered Rule: M or F		
	Text: Only M or F may be entered		
8.3.4	animal_type is a combo box, obtains its values from tbl_Types, list in alphabetical order		
	animal_type is a combo box, obtains its values from tbl_Types, list in alphabetical order		
	animal_type is a combo box, obtains its values from tbl_Types, list in alphabetical order		
8.3.5	date of birth format set to Medium date (dd-MMM-yy)		
8.3.6	date_rescued set to Required		
8.4.1	**frm_VolunteerData** Header text font size formatted to 35pt		
8.4.2	Adopt.jpg image inserted in detail section, centre below fields		
	Adopt.jpg image inserted in detail section, centre below fields		
8.4.3	Button inserted in the footer section		
	Button will print form when clicked on		
8.5	Form created called *frm_AnimalData* containing all fields		
	Layout set to justified		

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8.6	Report created called *rpt_DonorVolunteers* using *tbl_Donors*		
8.6.1	Fields added donor_surname, donor name, and volunteer		
8.6.2	donor_surname sorted in ascending order		
8.6.3	Orientation set to landscape		
8.6.4	Conditional formatting applied to volunteer field		
	Rule: equal to "Y"		
	Background colour set to green		
8.7.1	**rpt_Donations** =Sum([amount_of_donation])		
	Answer in Currency		
8.7.2	=Count(*)		
8.7.3	Calculated field added to detail section		
	Label added to Page Header		
	=[amount_of_donation]*0.1		
	Currency		
8.8	**qry1_AllDogsCats** animal_gender criteria F		
	animal_type criteria Cat		
	Sorted according to animal_type		
	Ascending		
	Q8 Total		

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QUESTION 9 - HTML			
9.1	<!-- Title goes here --> <title> The Ranch - Rescuing Lives, Creating Homes </title>		
9.2	<!-- Web page content begins here --> <body bgcolor = "#7E643A"> 		
	 <!--Insert link below on text to navigate back to top of webpage-->		
9.3	<!--Image 1 - Adopt don't Shop below--> 		
	<!--Image 1 - Adopt don't Shop below--> 		
9.4	About The Ranch		
9.5	<!-- Black line goes here --> <hr width = "50%" color = "black"/>		
	<!-- Black line goes here --> <hr width = "50%" color = "black"/>		
	<!-- Black line goes here --> <hr width = "50%" color = "black"/>		
9.6	 scr changed to src		
9.7	<ol type = "I"> - rescue and rehabilitation - adoption services - educational outreach 		
	<ol type = "I"> - rescue and rehabilitation - adoption services - educational outreach 		
	<ol type = "I"> - rescue and rehabilitation - adoption services - educational outreach 		

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9.8	<!--Insert link on text below--> Click here		
	<!--Insert link on text below--> Click here		
	<!--Insert link on text below--> Click here		
9.9	<td colspan = "2" align = "center">Contact Details</td>		
	<td colspan = "2" align = "center">Contact Details</td>		
	<td colspan = "2" align = "center">Contact Details</td>		
9.10	<!--Last paragraph starts here--> © 2024 The Ranch. All rights reserved. <!--Last paragraph ends here-->		
	<!--Last paragraph starts here--> © 2024 The Ranch. All rights reserved. <!--Last paragraph ends here-->		
9.11	<!--Insert link below on text to navigate back to top of webpage--> Back to top 		
	<!--Insert link below on text to navigate back to top of webpage--> Back to top 		
	<!--Insert link below on text to navigate back to top of webpage--> Back to top 		
	Q9 Total		

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