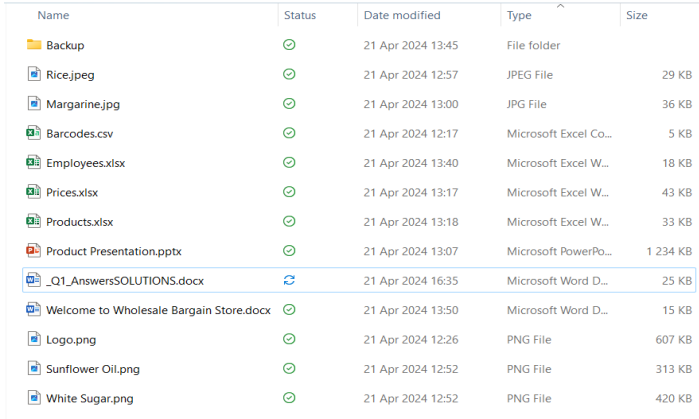
TOTAL **180**

			Comments
QUESTION 1 - FILE AND FOLDER MANAGEMENT			
1.1	Sorted in ascending order	1	
	On type	1	
	Screenshot provided	1	
1.2.1	32	1	
1.2.2	Author property added to Details view	1	
1.2.3	Accept screenshot that shows any acceptable version of Windows	1	
1.2.4	36 KB	1	

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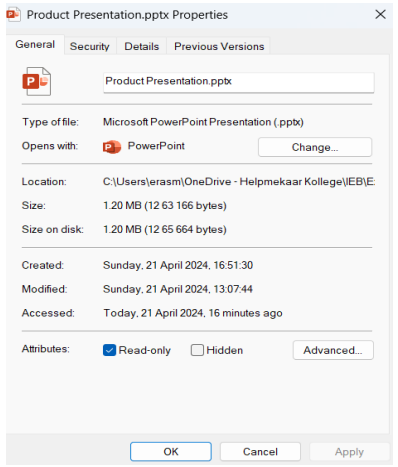
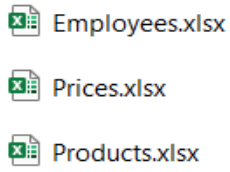
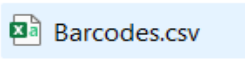
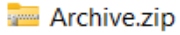
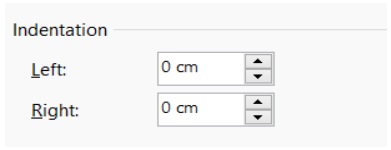
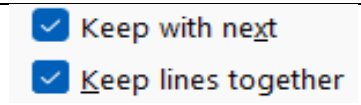
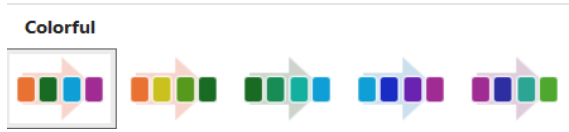
1.3	Read-only attribute checked for ProductPresentation.pptx	1	
1.4	Copy Product Presentation.pptx into Backup folder	1	Original still in Q1 folder
1.5	.xlsx files moved into Backup folder	1	
	csv file not moved	1	
1.6	Backup folder compressed	1	Award mark if folder is compressed/zipped
	Renamed to Archive	1	
1.7	Welcome to Wholesale Bargain.docx saved as pdf with the same name	1	
1.8	Shortcut created	1	Award mark for shortcut
	To Microsoft Word application	1	

QUESTION 2 - WORD PROCESSING			
2.1	ViewMaster coverpage inserted	1	 ViewMaster
2.2	Page 2 Logo.png inserted	1	
2.2.1	Height 5 cm	1	Lock aspect ratio unchecked
	Width 6 cm	1	
2.2.2	Image centered with centre align	1	No mark if Picture Format Center was used
2.3	Margin drop cap	1	Accept **margin drop cap** applied to the correct text 'Executive Summary'
	drops 2 lines	1	
2.4	Page 3 Numbered list	1	Any 1,2,3 format
	Left indent at 0 cm	1	Pargaph Indention 0 Our financial projections indicate steady revenue growth over the first three years of operation, driven by increasing customer traffic and expanding product offerings. We anticipate initial startup costs to be covered by a combination of personal investment and bank financing. Revenue streams will primarily come from: 1. retail sales 2. supplemented by potential revenue from online sales 3. ancillary services such as product demonstrations or workshops We aim to achieve profitability by the end of the second year and to maintain healthy profit margins thereafter. 
2.5	Page 4 *Conclusion apply to the paragraphs below* Keep with next	1	

	Keep lines together	1	
2.6.1	Colour changed to any colouful option	1	
2.6.2	Best Service add as level	1	• Best Products • Best Prices • Best Service
2.7	Intense Quote Style applied to text 'The End'	1	*The End*
2.8	File path inserted as field in Footer	1	Any file path that shows root folder - C:

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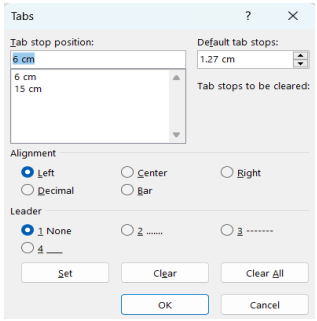
QUESTION 3			
3.1	3AboutWholesale Page orientation adjusted to portrait	1	
3.2	Page 1 Title font type changed to Tahoma	1	
	Size 33 pt	1	
3.3	Position middle center	1	
3.4	Caption added 'Figure 1 - Logo'	1	Accept above or below image *Figure 1 - Logo*
3.5	Page 2 Product Presentation.pptx inserted as object – correct file	1	
	Link to file	1	Right click to see if update link is available
	Displays as icon	1	Do not penalise if there is not yellow highlighting or if placeholder text is still there – mark the skill
3.6	'flavors' changed to 'flavours'	1	
3.7.1	Left tab 6 cm	1	If the TABs are not applied to the information do not penalise and check if done as it can not be assumed that the learners did not do it. 

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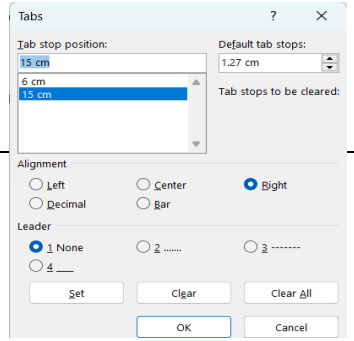
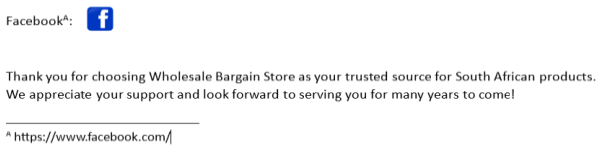
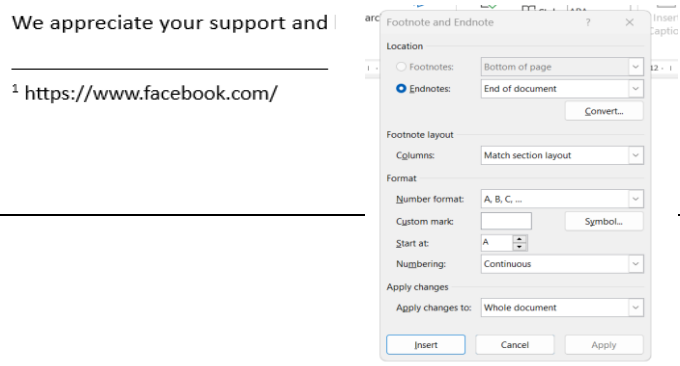
3.7.2	Right tab	1	If the TAB's are not applied to the information do not penalize and check if done as it can not be assumed that the learners did not do it. 
	15 cm	1	
3.7.3	Tab stops appliked to text and displays correctly	1	
3.8	Footnote converted to endnote 	1	
	Numbering format A, B, C, ...	1	

<table>
<tr><th colspan="2">QUESTION 4</th><th></th><th></th></tr>
<tr><td>4.1</td><td>4SupplierLetter
Margins changed to Narrow</td><td>1</td><td></td></tr>
<tr><td>4.2</td><td>Page colour changed to any shade of Orange</td><td>1</td><td>Accept any shade of Orange</td></tr>
<tr><td>4.3</td><td>Page number inserted in Footer</td><td>1</td><td></td></tr>
<tr><td></td><td>Centre aligned</td><td>1</td><td></td></tr>
<tr><td></td><td>Format Page X of Y</td><td>1</td><td></td></tr>
<tr><td>4.4</td><td>Paragraph spacing 6 pt</td><td>1</td><td></td></tr>
<tr><td>4.5</td><td>Page 1
Text at top of document placed in Text Box</td><td>1</td><td>Check that text is inside textbox/shape and not moved to behind text
David Malcolm | 1 Waterval Cres S, Sandton, 2191
Founder | wholesale@bargainstore.co.za
Wholesale Bargain Store | 011 656 7000</td></tr>
<tr><td>4.6</td><td>Date in format 23 April 2024 (dd MMMM yyyy)</td><td>1</td><td></td></tr>
<tr><td></td><td>Date is a field that can update automatically</td><td>1</td><td>By default when inserting Date or Time or Date field update automatically checked</td></tr>
<tr><td>4.7.1</td><td>Two columns</td><td>1</td><td></td></tr>
<tr><td>4.7.2</td><td>Line between</td><td>1</td><td></td></tr>
<tr><td>4.7.3</td><td>Column break inserted in first column after paragraph two</td><td>1</td><td>Do not accept if Enter is used</td></tr>
<tr><td>4.8</td><td>Text 'Here is a summary of products sold between 2023 and 2024' converted to table of 3 rows and 3 columns</td><td>1</td><td rowspan="2"><table><tr><th></th><th>2023</th><th>2024</th></tr><tr><td>Sales Normal Price</td><td>58 050 641</td><td>58 724 025</td></tr><tr><td>Sales on Promo Price</td><td>69 437 291</td><td>69 124 258</td></tr></table></td></tr>
<tr><td></td><td>Autofit contents</td><td>1</td></tr>
</table>

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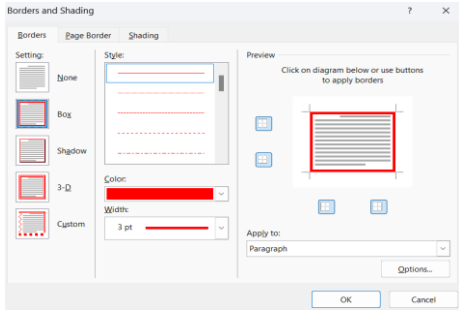
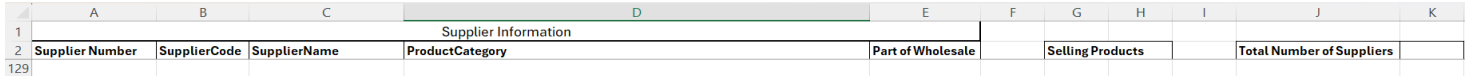
4.9	Paragraph border of 3 pt (check that the paragraph option was selected and that a text box was not used)	1	
	Paragraph border red	1	Thank you for considering our proposal. We look forward to the possibility of working with you and bringing your esteemed products to our customers.
4.10.1	Text form field inserted	1	Accept any text form field control, does not have to be legacy tools
4.10.2	Maximum length of Supplier Code changed to 5	1	Maximum length: 5
4.10.3	Checkbox default value is set to checked	1	Default value Not checked Checked
4.10.4	Product first on drop-down list	1	Items in drop-down list: Product Service Product ¶

QUESTION 5 - SPREADSHEETS			
5.1	5SupplierInfo.xlsx Suppliers worksheet Merge and center cell range A1:E1	1	
5.2	Thick outside border applied	1	
5.3	Rows 1 and 2 frozen	1	
			
5.4	Duplicates removed in SupplierName	1	Data should end at row 117 and check if Albany Bakeries is only displayed once
	Duplicates removed in ProductCategory	1	
5.5	Autofill used to number Suppliers from 1 - 115	1	Check 113
5.6	SupplierCode created in Column B '=CONCAT(LEFT(C3,4),A3) =CONCATENATE(LEFT(C3,4),A3) =LEFT(C3,4)&A3	1	Also accept concatenate or & or building blocks '=CONCATENATE(LEFT(C3,4),A3) '=LEFT(C3,4)&A3
	=CONCAT(LEFT(C3,4),A3) =CONCATENATE(LEFT(C3,4),A3) =LEFT(C3,4)&A3	1	
	=CONCAT(LEFT(C3,4),A3) =CONCATENATE(LEFT(C3,4),A3) =LEFT(C3,4)&A3	1	
	Function copied down for Column B	1	

5.7	Column E '=XLOOKUP(C3,CurrentSuppliers!A1:A115,CurrentSuppliers!B1:B115,"Not found") =VLOOKUP(C3,CurrentSuppliers!$A$1:$B$115,2,FALSE)	1	=VLOOKUP(C3,CurrentSuppliers!$A$1:$B$115,2,FALSE)
	=XLOOKUP(C3,CurrentSuppliers!A1:A115,CurrentSuppliers!B1:B115,"Not found") =VLOOKUP(C3,CurrentSuppliers!$A$1:$B$115,2,FALSE)	1	=VLOOKUP(C3,CurrentSuppliers!$A$1:$B$115,2,FALSE)
	=XLOOKUP(C3,CurrentSuppliers!A1:A115,CurrentSuppliers!B1:B115,"Not found") =VLOOKUP(C3,CurrentSuppliers!$A$1:$B$115,2,FALSE)	1	=VLOOKUP(C3,CurrentSuppliers!$A$1:$B$115,2,FALSE)
	=XLOOKUP(C3,CurrentSuppliers!A1:A115,CurrentSuppliers!B1:B115,"Not found") =VLOOKUP(C3,CurrentSuppliers!$A$1:$B$115,2,FALSE)	1	=VLOOKUP(C3,CurrentSuppliers!$A$1:$B$115,2,FALSE)
	=XLOOKUP(C3,CurrentSuppliers!A1:A115,CurrentSuppliers!B1:B115,"Not found") =VLOOKUP(C3,CurrentSuppliers!$A$1:$B$115,2,FALSE)	1	=VLOOKUP(C3,CurrentSuppliers!$A$1:$B$115,2,FALSE)
5.8	H3 '=COUNTIF(E3:E117,G3)	1	
	=COUNTIF(E3:E117,G3)	1	Also accept if absolute cell referenced $E$3:$E$117
	=COUNTIF(E3:E117,G3)	1	Also accept "Yes" instead of cell reference
5.9	K2 '=COUNTA(C3:C117)	1	Also accept =COUNT(A3:A117)
	=COUNTA(C3:C117)	1	Accept any applicable column for COUNTA answer: 155
5.10	WholesaleProducts worksheet 3D clustered barchart using the data in A2:B16 has been created.	1	
5.11	Title of the chart is 'Products'	1	
5.12	Horizontal axis added labelled 'Price'	1	
5.13	Groceries.jpg added	1	
	Chart area formatted	1	Not added as picture and sent backward
	Transparency 70%	1	

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QUESTION 6			
6.1	H2 '=IF(G2>F2,"More", "Less") =IFS(G2>F2,"More", G2<F2,"Less")	1	Also accept IFS(G2>F2,"More", G2<F2,"Less")
	=IF(G2>F2,"More", "Less") =IFS(G2>F2,"More", G2<F2,"Less")	1	
	=IF(G2>F2,"More", "Less") =IFS(G2>F2,"More", G2<F2,"Less")	1	
	=IF(G2>F2,"More", "Less") =IFS(G2>F2,"More", G2<F2,"Less")	1	
6.2	I2 '=D2*F2	1	
	=D2*F2	1	
6.3	J267 '=ROUND(SUM(J2:J266),0)	1	
	=ROUND(SUM(J2:J266),0)	1	
	=ROUND(SUM(J2:J266),0)	1	
	=ROUND(SUM(J2:J266),0)	1	Answer R170 346 201.00
6.4	D271 '=SMALL(E2:E266,2)	1	
	=SMALL(E2:E266,2)	1	
	=SMALL(E2:E266,2)	1	Answer 2.99 Currency not needed
6.5	E272 '=SUMIF(G2:G266,">100000",J2:J266) =SUMIFS(J2:J266,G2:G266,">100000")	1	Also accept =SUMIFS(J2:J266,G2:G266,">100000")
	=SUMIF(G2:G266,">100000",J2:J266) =SUMIFS(J2:J266,G2:G266,">100000")	1	
	=SUMIF(G2:G266,">100000",J2:J266) =SUMIFS(J2:J266,G2:G266,">100000")	1	
	=SUMIF(G2:G266,">100000",J2:J266) =SUMIFS(J2:J266,G2:G266,">100000")	1	Answer 84095935.96 Currecy not needed

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6.6	Print area A1:J266	1	
	Rows to repeat is Row 1 $1:$1	1	

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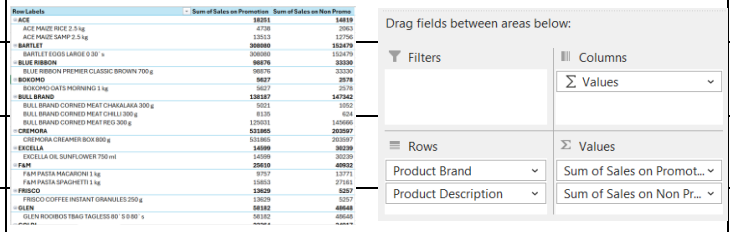
QUESTION 7			
	7PopularBrands.xlsx PivotTable sheet Pivot table has been created	1	
	Pivot table uses data from the Data worksheet	1	
	Fields setup: Fields used for rows --> Product Brand, Product Description	1	
	Values: Sum of Sales on Promotion	1	
	Sum of Sales on Non Promo	1	

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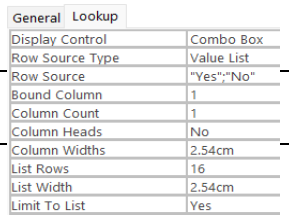
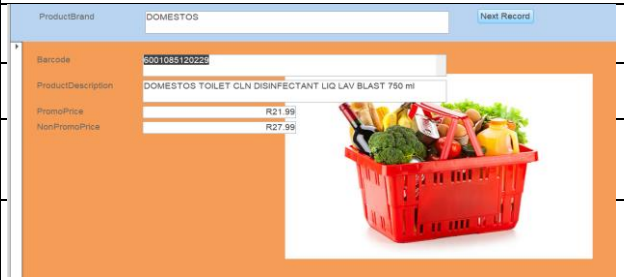
QUESTION 8 - DATABASE			
8.1	8WholesaleData.accdb **tbl_Suppliers** SupplierName and ProductCategory resized column width so contents are visible	1	
8.2.1	**tbl_Suppliers** Input mask created for SupplierCode field >LLLL0999	1	
	>LLLL0999	1	
	>LLLL0999	1	
	>LLLL0999	1	
8.2.2	SupplierName field set to Required	1	
8.2.3	ProductCategory field data type changed to Long Text	1	
8.2.4	PartOfWholesale is a combo box, contains values "Yes" and "No", limit to list	1	
	PartOfWholesale is a combo box, contains values "Yes" and "No", limit to list	1	
	PartOfWholesale is a combo box, contains values "Yes" and "No", limit to list	1	
8.2.5	DateJoined validation rule Between #01 Jan 2007# And #31 Dec 2023#	1	Also accept date formats #yyyy/mm/dd# >=#01 Jan 2007# And <#01 Jan 2024# or
	Between #01 Jan 2007# And #31 Dec 2023#	1	>=#01 Jan 2007# And <=#31 Dec 2023# or
	Suitable validation text	1	>#31 Dec 2006# And <#01 Jan 2024#
8.3	**frm_Suppliers** Form created called frm_Suppliers	1	
	All fields added except DateJoined	1	
8.4.1	**frm_ProductCapture** Heading in Form Header Deleted	1	
8.4.2	ProductBrand label and textbox moved to Form Header	1	
8.4.3	Groceries.jpg inserted as background image	1	Only accept background image not just image

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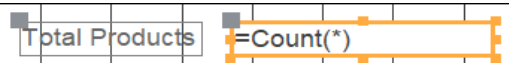
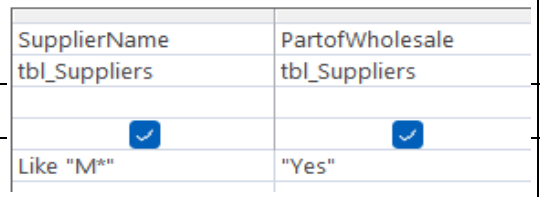
8.4.4	Detail section colour changed to orange	1	Accept any shade of orange
8.4.5	Button inserted in Form Header	1	Accept any place button is inserted
	Navigates to next record	1	
	Button contains text 'Next Record'	1	
8.5	**rpt_TopBrands** Report created using tbl_PopularBrands called rpt_TopBrands	1	
8.5.1	Fields used ProductBrand, ProductDescription, SalesOnPromotion and SalesOnNonPromo.	1	
8.5.2	Report grouped according to ProductBrand	1	
8.5.3	Report sorted according to ProductDescription	1	
8.5.4	Report Heading changed to 'Top Brands at Wholesale'	1	
8.5.5	Calculation in Report Footer =Count(*)	1	Also accept =Count([ProductDescription])
	=Count(*)	1	
	Descriptive label added for calculation	1	Accept any acceptable label description
8.6	qry1_Products created	1	
8.6.1	Fields to display ProductBrand, ProductDescription, PromoPrice and NonPromoPrice	1	
8.6.2	Sorted in ascending order according to ProductBrand	1	
8.7	**qry2_SuppliersM** SupplierName Criteria Like "M*"	1	6 Records 
	Like "M*"	1	
	PartOfWholesale Criteria "Yes"	1	
	Criteria is in the same row	1	

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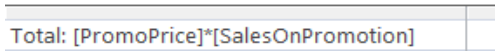
8.8	**qry3_TotalsPromo** New calculated field [PromoPrice]*[SalesOnPromotion]	1	Any applicable field name, do not penalise if no field name was added
	[PromoPrice]*[SalesOnPromotion]	1	
	Format of field set to currency	1	

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QUESTION 9 - HTML			
9.1	<!--Webpage content starts here--> <body bgcolor = "#CCFFFF">	1	
	<body bgcolor = "#CCFFFF">	1	
9.2	<!--Main heading starts here--> <h1 align = "center">Welcome to Wholesale Bargain Store</h1> <!--Main heading ends here-->	1	
9.3	About Us	1	
9.4	<!--List starts here--> 	1	
	- South African Rooibos Tea - Cleaning Products - South African Staple Foods - Authentic African Spices and Sauces	1	
	 <!--List ends here-->	1	
9.5	<!--Groceries image here--> 	1	
		1	
9.6	<!--Table starts here--> <table width ="50%" border = "1" cellspacing = "0">	1	Accept any acceptable border size
	<table width ="50%" border = "1" cellspacing = "0">	1	
	<table width ="50%" border = "1" cellspacing = "0">	1	
	<table width ="50%" border = "1" cellspacing = "0">	1	
9.7	<tr> <th colspan = "2">Best Sellers</th> </tr>	1	
	<tr> <th colspan = "2">Best Sellers</th> </tr>	1	

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9.8	<td align = "center"> <!--insert picture of oil here--> </td>	1	Also accept <img>
	<td align = "center"> <!--insert picture of oil here--> </td>	1	
	<td align = "center"> <!--insert picture of oil here--> </td>	1	
9.8.1	<td align = "center"> <!--insert picture of oil here--> </td>	1	
	<td align = "center"> <!--insert picture of oil here--> </td>	1	
9.9	<!--Insert Red line here--> <hr color = "red" size = "5">	1	Also accept
	<!--Insert Red line here--> <hr color = "red" size = "5">	1	
	<!--Insert Red line here--> <hr color = "red" size = "5">	1	
	<!--Insert Red line here--> <hr color = "red" size = "5">	1	

Grand total	**180**

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