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basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1 2021

MARKING GUIDELINES

MARKS: 180

| CENTRE NUMBER | | | | | FINA | L MARK | | |
|---------------|-------------|-------------|----|----------|------|--------|----|-------|
| EXAMINATION | | | | <u> </u> | | | | |
| NUMBER | | | | | | | | |
| QUESTION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | TOTAL |
| POSSIBLE MARK | 30 | 20 | 25 | 25 | 40 | 20 | 20 | 180 |
| MARKER | | | | | | | | |
| SM | | | | | | | | |
| СМ | | | | | | | | |
| IM/EM | | | | | | | | |

These marking guidelines consist of 15 pages.

| EXAMINATION | | | | | | | |
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IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.

QUESTION 1 File name: 1Review Total Q1: 30

| QUES | TION 1 File name: 1Review | | | | Total Q1: 30 |
|-------|---|-------------|----------------|---|-------------------|
| No | Criteria | N | laximu Mark | | Candidate Mark |
| 1.1.1 | WordArt Any WordArt applied ✓ /Text Box containing text Green ✓ fill WordArt Any transformation applied ✓ (Mark by inspection) | 1 1 1 | | 3 | |
| 1.1.2 | Wrap Text Wrapping of WordArt/Text Box that places text in front of the image/Image wrapping set to behind text ✓ Heading stretches across the top of image ✓ | 1 | | 2 | |
| 1.2 | Footnote/Endnote • Endnote changed to footnote ✓ | 1 | | 1 | |
| 1.3 | Indent 'First line indent' applied ✓ Set at 2 cm on the ruler ✓ (Accept 'by 1 cm' in the Special Indentation of the dialog box) Right indent is set to 14.5 cm ✓ on ruler (1.42 cm in the dialog box) | 1 1 | | 3 | |
| 1.4 | Style (Mark in the dialog box) New style created ✓ (Display OR Style1) New style named 'Display' ✓ Character spacing set to 'Expanded' ✓ (Ignore if new style is applied to any text) | 1 1 1 | | 3 | |
| 1.5 | Find and Replace: 'care' Replace ('care' not found in the document)_✓ A symbol or ② appears in the place of the word 'care' ✓ Correct symbol ♣□ ✓ displays 'Find Whole words only' ✓ selected (Healthcare NOT replaced) | 1 1 1 | | 4 | |

| | | | | l . | | l . | | |
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| | | | | | | | | |

| 1.6 | Synonym for 'intercepted' • Any one synonym (interrupted, stopped, seized, | | 1 | |
|-----|---|-----------------|------|--|
| | captured, caught, diverted, cut-off) ✓ appears | 1 | | |
| 1.7 | Columns (Mark in dialog box) Text appears in two columns ✓ Vertical line between columns ✓ | 1 | 3 | |
| | Column Break inserted before 'MEDICAL ACHIEVEMENTS ✓ | 1 | | |
| 1.8 | Clipboard image flipped horizontally ✓ (Tick appears correctly) Right aligned tab inserted ✓ At 13 cm ✓ Dotted (leader) line ✓ Tab settings applied to both lines of text ✓ Check Box Form Field control inserted ✓ Drop Down Form Field inserted ✓ with options: Doctor/Nurse/Surgeon ✓ Shape/textbox/table surrounding the image ✓ inserted With any dashed line border ✓ | 1 1 1 1 1 1 1 1 | 10 | |
| | Total for QUESTION 1 | | [30] | |

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| EXAMINATION | | | | | | | |
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QUESTION 2 File name: 2History Total Q2: 20

| QUE | STION 2 File name: 2History | | | Total Q2: 2 | | | | |
|-----|---|------------------|---------------|-------------|-------------------|--|--|--|
| No | Criteria | N | /laxim Mar | | Candidate Mark | | | |
| 2.1 | Hyperlink Hyperlink inserted on the whole text 'Doctors Without Borders' ✓ below the heading 'Introduction' Linked to bookmark 'Legends' ✓ (Allocate if first mark is lost because of accuracy and the correct bookmark is hyperlinked) | 1 | | 2 | | | | |
| 2.2 | Manage Sources Type of source: Report ✓ Title: Year in Review ✓ Corporate Author: MSF ✓ | 1 1 1 | | 3 | | | | |
| 2.3 | Table (Use Alt+F9) Table is split/last 3 rows appears as a separate own table ✓ Row above inserted ✓ (Above row containing '1980') Formula inserted =SUM ✓ (ABOVE) *15 ✓ Format set to currency ✓ (€/\$ appears inside formula) Euro € symbol inserted before the amount ✓ | 1 1 2 1 | | 6 | | | | |
| 2.4 | Page Numbering 'Different First Page' selected ✓ (OR 'Link to previous' and numbering removed) Second page number set to 1 or A ✓ Page number format appears in format 1,2,3 ✓ | 1 1 1 | | 3 | | | | |
| 2.5 | Table of Figures/Caption (Use Alt+F9) Picture 10: Caption inserted (above/below) ✓ New label: Picture ✓ Caption text (from text box): Displaced people ✓ Table of Figures updated ✓ to show 9 or 10 entries | 1 1 1 | | 4 | | | | |
| 2.6 | Page Border • Page border inserted • Page border appears only on last page ✓ | 1 | | 2 | | | | |
| | Total for QUESTION 2 | | | [20] | | | | |

| EXAMINATION | | | | | | | |
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| NUMBER | | | | | | | |

QUESTION 3 File name: 3Countries Total Q3: 25

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

| No | Criteria | N | laxim Mark | | Candidate Mark |
|-------|---|-------|---------------|---|-------------------|
| Servi | ces worksheet | | | | |
| 3.1 | Cell C2: Border changed to a thicker border ✓ Border line is red ✓ | 1 1 | | 2 | |
| 3.2 | Cell P9: =AVERAGE(C5:C75) OR =C76/COUNTA(C5:C75) OR =SUM(C5:C75)/COUNTA(C5:C75) • Average determined ✓ in cell P9 • Cell range: C5:C75 ✓ • Number Format: Zero/No decimal places ✓ (Do not accept a function to remove decimal places) | 1 1 1 | | 3 | |
| 3.3 | Cell P11: =COUNT(C20:L20) OR =COUNTA(C20:L20) • Function: COUNT ✓ function in cell P11 • Cell range: C20:L20 ✓ (Note to marker: Accept any correct formula that contains a function such as =10-COUNTBLANK(C20:L20)) | 1 1 | | 2 | |

| EVAMINATION | | | | | | | | | |
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| I FXAMINATION | | | | | | | l . | | |
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| NIIMBED | | | | | | | l . | | |
| INCINIDEIX | l | l . | l . | | | | | l . | 1 |

| 3.4 | Cell P13: (Check for building blocks) =COUNTIFS(B5:B75,">=1980", B5:B75,"<=1989") OR =COUNTIF(B5:B75,">=1980")- COUNTIF(B5:B75,">1989") OR | | 6 | |
|-----|--|-----------------------|---|--|
| | =COUNTA(B5:B75)-COUNTIF(B5:B75,"<1980")- COUNTIF(B5:B75,">1989") | | | |
| | OR =COUNT(B5:B75)-COUNTIF(B5:B75;"<1980")- COUNTIF(B5:B75;">1989") | | | |
| | COUNTIFS ✓ (Accept COUNTIF/COUNT)) Criteria range 1: B5:B75 ✓ Criteria 1: ">=1980" ✓ OR >1979 Criteria range 2: B5:B75 ✓ Criteria 2: "<=1989" ✓ OR <1990 Correct subtraction order ✓ (Allocate this mark if COUNTIFS was used correctly) (Expected answer: 24) | 1 1 1 1 1 | | |
| 3.5 | Cells M5:M75: Data Validation Validation applied to cell range: M5:M75 ✓ Validation criteria: list ✓ Source: \$0\$5:\$0\$7/'Disastrous, Critical, Moderate' ✓ | 1 1 1 | 3 | |
| 3.6 | Cell P15: =H32/H76 OR =H32/SUM(H5:H75) • Treatments in India H32 ✓ / ✓ • Total treatments for DR-TB H76 ✓ OR SUM(H5:H75) | 2 1 | 3 | |
| 3.7 | Cell P17: • 5 ✓ | 1 | 1 | |

| Servi | iceChart worksheet | | | |
|-------|--|---------|------|--|
| 3.8 | Chart/Graph Chart moved to worksheet ServiceChart ✓ Only displays categories: Outpatients_Buite-pasiënte, Malaria, Births_Geboortes ✓ Data labels displays Service names & percentage ✓ Doughnut explosion ✓ set to 5% ✓ (Note to marker: Check towards row 90 for the chart in the Services or ServiceChart worksheets.) | 1 1 1 2 | 5 | |
| | Total for QUESTION 3 | | [25] | |

| EXAMINATION | | | | | | | |
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| NUMBER | | | | | | | |

QUESTION 4 File name: 4Donate Total Q4: 25

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

| No | Criteria | N | laxim Mark | | Candidate Mark |
|--------|---|-------|---------------|---|-------------------|
| Detail | s worksheet | | | | |
| 4.1 | Cell F3: =MODE(D8:D107) | | | 2 | |
| | MODE function in cell F3 ✓ Cell range: D8:D107 ✓ | 1 | | | |
| 4.2 | Cell F4: (Check for building blocks) =SUMIF(D8:D107,MAX(D8:D107),D8:D107) | | | 4 | |
| | OR =SUMIF(D8:D107,LARGE(D8:D107,1)) | | | | |
| | OR =(COUNTIF(D8:D107,MAX(D8:D107)))*MAX(D8:D107) | | | | |
| | Correct function used in cell F4 ✓ (SUMIF/COUNTIF) Correct range: D8:D107 ✓ | 1 1 | | | |
| | Correct function used to determine the largest value: MAX/LARGE ✓ Correct use of the above chosen function ✓ | 1 1 | | | |
| 4.3 | Cell F5: =SUMIFS(D8:D107,C8:C107,"Single",E8:E107,">=01/0 | | | 4 | |
| | 1/2019") | | | | |
| | Criteria 1: "Single" ✓ Criteria range 2: E8:E107 ✓ Criteria 2: ">= ✓ 01/01/2019" ✓ OR ">31/12/2018" | 1 1 2 | | | |

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SC/NSC – Marking Guidelines

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| 4.4 | Cell H8 (Check for building blocks) =IF(C8="Monthly",IF(G8<\$H\$4,"Expired","Remind"),"#") | | 7 | |
|------|--|----------------------------|------|--|
| | OR =IF(C8="Monthly",IF(\$H\$4>=G8,"Expired","Remind"),"#") | | | |
| | OR =IF(C8="Single","#",IF(G8<\$H\$4,"Expired","Remind")) | | | |
| | Nested IF function used ✓ Criteria 1: C8="Monthly" ✓ Criteria 2: G8<\$H\$4 ✓ Correct output if both criteria are true: "Expired" ✓ Correct output if criteria 1 is false: "#" ✓ Correct output if criteria 2 is false: "Remind" ✓ Absolute cell referencing ✓ | 1 1 1 1 1 1 | | |
| Code | worksheet | | | |
| 4.5 | Cell C3 (Check for building blocks) =RIGHT(A3,LEN(A3)-2)&LEFT(A3,2) OR =MID(A3,3,LEN(A3))&LEFT(A3,2) | | 8 | |
| | OR =MID(A3,3,LEN(A3)-2)&LEFT(A3,2) | | | |
| | OR =CONCATENATE(RIGHT(A3,LEN(A3)-2),LEFT(A3,2)) | | | |
| | Use LEFT function ✓ to extract first 2 ✓ characters from A3 ✓ Determine the length of the string (LEN ✓ (A3) ✓ Extract the rest of the (RIGHT/MID) ✓ from A3 ✓ Combine the two extracted strings: (CONCATENATE OR &) ✓ | 1 1 1 2 2 | | |
| | Total for QUESTION 4 | | [25] | |

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10

QUESTION 5 File name: 5Support Total Q5: 40

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|--------|---|------------------|---------------|----|----------------------|
| No | Criteria | N | laxim Marl | | Candidate Mark |
| Table: | tbl5_1 | | | | |
| 5.1.1 | Field: RegionId New field 'RegionId' inserted ✓ as first field of record ✓ Set as primary key ✓ Data Type: AutoNumber ✓ 'New Values' property setting changed to 'Random' ✓ | 1 1 1 1 | | 5 | |
| 5.1.2 | Field: RegionCode • Field size: 6 ✓ • Input Mask: | 1 1 1 1 1 | | 5 | |
| 5.1.3 | Field: StaffAvailable ■ Default value set to 10 ✓ | 1 | | 1 | |
| Form: | frm5_2 | | ı | I. | |
| 5.2 | Label ✓ with examination number ✓ added to Form Header Label's 'Visible' property set to 'No' ✓ Combo box: CountryToVolunteer field changed to Combo Box ✓ Row Source: tblCountry ✓ Select[tblCountry].[Country] from [tblCountry] | 2 1 1 1 | | 5 | |
| Query | : qry5_3 | | 1 | 1 | -1 |
| 5.3 | ReturnVolunteer criteria: "Yes" ✓ NumberofWeeks criteria: >= ✓ 20 ✓ Surname field sorted ascending ✓ (Expected number of records: 3) | 1 2 1 | | 4 | |

| EXAMINATION NUMBER | | | | | | | |
|--------------------|--|--|--|--|--|--|--|

| Query | : qry5_4 | | | |
|--------|---|----------------------------|------|--|
| 5.4 | Fields displayed: Name, Surname, CountryToVolunteer and MedicalService ✓ (Ignore order of fields.) MedicalService Criteria row: NOT ✓ "HIV/Aids" ✓ OR <> "HIV/Aids" CountrytoVolunteer Criteria row Zimbabwe ✓ OR ✓ Angola ✓ OR MedicalService Criteria row: NOT "HIV/Aids" OR <> "HIV/Aids" And in MedicalService 'or' row: NOT "HIV/Aids" OR <> "HIV/Aids" CountrytoVolunteer Criteria row Zimbabwe CountryToVolunteer 'or' row Angola (Expected number of records: 4) | 1 2 3 | 6 | |
| Query | : qry5_5 | | | |
| 5.5 | Totals feature activated ✓ NumberofWeeks function inserted: SUM ✓ Sorted on MedicalService ✓ Criteria in StartingDate: Year([StartingDate]) ✓ = 2022 ✓ OR StartingDate = Between #2022-01-01# And #2022-12-01# OR Like "2022/*/*" OR Like "2022/* | 1 1 1 2 | 5 | |
| Report | t: rpt5_6 | | | |
| 5.6 | Image 5Rescue inserted ✓ and 'Size Mode' property set to 'Stretch' ✓ Resized to 2 cm wide ✓ by 1.6 cm high ✓ Grouping applied to ReturnVolunteer field ✓ Function inserted in the footer ✓ of the MedicalService group ✓ Function: =COUNT([Name]) ✓ OR =COUNT(*) Suitable label inserted ✓ (must refer to number of volunteers) | 1 2 1 1 1 1 | 9 | |
| | Total for QUESTION 5 | | [40] | |

| EXAMINATION | | | | | | | |
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| NUMBER | | | | | | | |

QUESTION 6 File name: 6_1Sierra Total Q6: 20

- This question should be marked from the HTML code.
- Numerical attribute values do not need to be in inverted commas.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.

| No | Criteria | N | laxim Marl | | Candidate Mark |
|-------|---|------------------|---------------|---|-------------------|
| 6.1.1 | Background colour dy bgcolor="linen"> | | | 1 | |
| | Background colour is changed to 'linen' ✓ | 1 | | | |
| 6.1.2 | Font colour: text 'Ebola' Ebola | | | 1 | |
| | Red font colour applied to the word 'Ebola' ✓ | 1 | | | |
| 6.1.3 | Hyperlink to a target location <h3>2020 Status</h3> | | | 3 | |
| | Hyperlink inserted: ✓ On text '2020 Status' ✓ To target: "#Data2020" ✓ | 1 1 1 | | | |
| 6.1.4 | Table row and data 2020 Status Pending! | | | 4 | |
| | Row inserted Table row/cell centred < align="center"> ✓ OR <center></center> Table cell inserted Merge/Colspan of 2 created ✓ | 1 1 1 1 | | | |

| EXAMINATION | | | | | | | |
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| 6_2W | /ash | | | |
|------|--|-------------|------|--|
| 6.2 | Web page duplication | | 10 | |
| | <pre><body <h1="" align="center">WASH PROJECT IN SIERRA LEONE OR <h1><center>WASH PROJECT IN SIERRA LEONE</center></h1> <hr color="black" size="4" width="50%"/> <hr color="black" size="4" width="50%"/> <hi>>Waste Disposal Sanitation Hygiene </hi></body></pre> | | | |
| | <img <br="" height="500" src="6_2Progress.jpg"/> border="4"> | 4 | | |
| | Heading level 1 or any other level of heading ✓ (Accept font size larger than 4 and bold) Heading centred ✓ | 1 | | |
| | Horizontal line colour changed to black ✓ (Accept any other dark colour) Horizontal line width set to 50% ✓ | 1 | | |
| | Ordered list inserted ✓ Three list items ✓ | 1 | | |
| | Image 6_2Progress.jpg inserted ✓ Image height="500" ✓ Image border inserted ✓ Size of image border="4" ✓ (Accept any size larger than 1) | 1 1 1 | | |
| | Closing tag(s) or triangular brackets and correct nesting ✓ | 1 | 1 | |
| | Total for QUESTION 6 | | [20] | |

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| NUMBER | | | | | | | |

QUESTION 7 File names: 7Distribute, 7Directory and 7Reorder Total Q7: 20

| ibute | | | | |
|---|---|---|---|---|
| Mail Merge Link to 7Prospects spreadsheet ✓ Filter applied: | 1 1 1 1 1 | | 5 | |
| etory | | | | |
| Merged Document Mail merge completed ✓ Merged to a Directory ✓ (All records on one page) (Merged) file saved as 7Directory ✓ der – Subtotal worksheet | 1 1 1 | | 3 | |
| Subtotal Total appears at each change:Category_Kategorie ✓ (Award this mark only if this question was attempted) Function used: COUNT ✓ SUBTOTAL of Country_Land ✓ displayed | 1 1 1 | | 3 | |
| worksheet | • | • | | |
| Cell D4: =VLOOKUP(B4, Order!\$A\$4:\$C\$13,2,FALSE) Table array: Order!A4:C13 ✓ (Also accept Order!A4:B13) Absolute cell reference: \$A\$4:\$C\$13 ✓ (Also accept \$A\$4:\$B\$13) Column index number: 2 ✓ | 1 1 1 1 1 | | 4 | |
| | Link to 7Prospects spreadsheet ✓ Filter applied: Prestige_Aansien = Yes ✓ AND Amount_Bedrag >=800 ✓ Merged field Surname_Van inserted in 1st table cell ✓ Merged field Name_Naam inserted in 2nd table cell ✓ (Records expected: 5) Etory Merged Document Mail merge completed ✓ Merged to a Directory ✓ (All records on one page) (Merged) file saved as 7Directory ✓ der - Subtotal worksheet Subtotal Total appears at each change:Category_Kategorie ✓ (Award this mark only if this question was attempted) Function used: COUNT ✓ SUBTOTAL of Country_Land ✓ displayed worksheet Cell D4: VLOOKUP(B4, Order!\$A\$4:\$C\$13,2,FALSE) Table array: Order!A4:C13 ✓ (Also accept Order!A4:B13) Absolute cell reference: \$A\$4:\$C\$13 ✓ (Also accept \$A\$4:\$B\$13) Column index number: 2 ✓ | Mail Merge Link to 7Prospects spreadsheet ✓ 1 Filter applied: Prestige_Aansien = Yes ✓ AND 1 Amount_Bedrag >=800 ✓ 1 Merged field Surname_Van inserted in 1st table cell ✓ 1 Merged field Name_Naam inserted in 2nd table cell ✓ 1 (Records expected: 5) Etory Merged Document Merged Document Merged to a Directory ✓ (All records on one page) 1 Merged to a Directory ✓ (All records on one page) 1 Merged bile saved as 7Directory ✓ 1 der - Subtotal Total appears at each change:Category_Kategorie ✓ (Award this mark only if this question was attempted) Function used: COUNT ✓ 1 SUBTOTAL of Country_Land ✓ displayed 1 worksheet Cell D4: =VLOOKUP(B4, Order!\$A\$4:\$C\$13,2,FALSE) Table array: Order!A4:C13 ✓ (Also accept Order!A4:B13) Absolute cell reference: \$A\$4:\$C\$13 ✓ (Also accept \$A\$4:\$B\$13) | Mail Merge Link to 7Prospects spreadsheet ✓ Filter applied: Prestige_Aansien = Yes ✓ AND Amount_Bedrag >=800 ✓ Merged field Surname_Van inserted in 1st table cell ✓ Merged field Name_Naam inserted in 2nd table cell ✓ Merged Document Mail merge completed ✓ Merged to a Directory ✓ (All records on one page) (Merged) file saved as 7Directory ✓ Merged field worksheet Subtotal Total appears at each change:Category_Kategorie ✓ (Award this mark only if this question was attempted) Function used: COUNT ✓ SUBTOTAL of Country_Land ✓ displayed worksheet Cell D4: =VLOOKUP(B4, Order!\$A\$4:\$C\$13,2,FALSE) Table array: Order!A4:C13 ✓ (Also accept Order!A4:B13) Absolute cell reference: \$A\$4:\$C\$13 ✓ (Also accept \$A\$4:\$B\$13) Column index number: 2 ✓ 1 | Mail Merge • Link to 7Prospects spreadsheet ✓ • Filter applied: Prestige_Aansien = Yes ✓ AND Amount_Bedrag >=800 ✓ • Merged field Surname_Van inserted in 1st table cell ✓ • Merged field Name_Naam inserted in 2nd table cell ✓ • Merged field Name_Naam inserted in 2nd table cell ✓ • Merged Document • Mail merge completed ✓ • Merged to a Directory ✓ (All records on one page) • (Merged) file saved as 7Directory ✓ • Merged field saved as 7Directory ✓ • Merged field saved as 7Directory ✓ • Merged field saved as 7Directory ✓ • Total appears at each change:Category_Kategorie ✓ (Award this mark only if this question was attempted) • Function used: COUNT ✓ • SUBTOTAL of Country_Land ✓ displayed • Table array: Order!A4:C13 ✓ (Also accept Order!A4:B13) • Absolute cell reference: \$A\$4:\$C\$13,✓(Also accept \$A\$4:\$B\$13) • Column index number: 2 ✓ 1 1 1 2 5 5 6 7 8 8 8 8 8 8 9 1 1 1 1 1 1 1 1 1 1 1 1 |

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| Order | worksheet | | | |
|-------|--|------------------|------|--|
| 7.3.2 | Cell C5: =IF(Stock!D5-Stock!C5>0,Stock!D5-Stock!C5&" "&Stock!B5," ") | | 5 | |
| | OR =IF(B5-Stock!C5>0,Order!B5-Stock!C5&" "&Stock!B5," ") | | | |
| | OR =IF(B5>Stock!C5,B5-Stock!C5&" "&A5," ") | | | |
| | Condition: B5>Stock!C5 OR B5-Stock!C5>0 ✓ Output if condition true: Calculates and displays: the difference between quantity and minimum ✓ a space ✓ and the item name ✓ Output if condition is false: Display space/empty string ✓ | 1 1 1 1 | | |
| | Total for QUESTION 7 | | [20] | |
| | TOTAL: | | 180 | |