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# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## NATIONAL SENIOR CERTIFICATE

### GRADE 12

**COMPUTER APPLICATIONS TECHNOLOGY P1**  
**FEBRUARY/MARCH 2018**  
**MARKING GUIDELINES**

**MARKS: 180**

<b>CENTRE NUMBER</b>									
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<b>FINAL MARK</b>	
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<b>EXAMINATION NUMBER</b>													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	28	22	26	24	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 14 pages.

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

**QUESTION 1**

**File name: 1Pat**

**Total Q1: 28**

No.	Criteria	Maximum Mark		Candidate Mark
1.1	<b>Font and alignment</b> <ul style="list-style-type: none"> <li>More than half of document's font size changed to 12 ✓</li> <li>More than half of document's alignment changed to justified ✓</li> </ul>	1	2	
		1		
1.2	<b>WordArt</b> <ul style="list-style-type: none"> <li>Heading changed to any WordArt ✓</li> <li>Text filled with any green colour ✓ (<i>mark from WordArt settings, accept green gradient fill</i>)</li> <li>Text outline set to 3 pt ✓ (<i>mark from WordArt settings</i>)</li> </ul>	1	3	
		1		
		1		
1.3	<b>Find and replace</b> <ul style="list-style-type: none"> <li>Symbols '婁' replaced ✓</li> <li>With 'fi' ✓ (<i>ignore quotation marks</i>)</li> <li>9 replacements made ✓</li> </ul>	1	3	
		1		
		1		
1.4	<b>Citation</b> <ul style="list-style-type: none"> <li>Any citation inserted ✓ on the text</li> <li>Citation refers to website source ✓</li> <li>Only the title displayed ✓</li> </ul>	1	3	
		1		
		1		
1.5	<b>Footnote</b> <ul style="list-style-type: none"> <li>Footnote inserted on text 'soda bread' ✓</li> <li>Custom mark is '♣' symbol ✓</li> <li>Footnote text entered ✓ (<i>'Bread without yeast'</i>)</li> </ul>	1	3	
		1		
		1		
1.6	<b>Bullets</b> <ul style="list-style-type: none"> <li>Image 1StPat used as bullet ✓</li> <li>Bullet position 0.5 cm from margin ✓</li> <li>Text indent 2 cm from bullet ✓</li> </ul>	1	3	
		1		
		1		
1.7	<b>Table</b> <ul style="list-style-type: none"> <li>Table with 2 columns inserted ✓</li> <li>First column width changed to 3 cm ✓ (<i>allocate mark for column instead of table</i>)</li> <li>Paragraph setting 'Keep with next' applied (<i>or first two rows</i>) ✓ (<i>accept Paragraph setting 'Page break before'</i>)</li> </ul>	1	3	
		1		
		1		

EXAMINATION NUMBER															

1.8	<b>Heading 1 style</b> <ul style="list-style-type: none"> <li>Font changed to small caps ✓ in green ✓</li> <li>Paragraph spacing 'after' set to 12 pt ✓</li> <li>All 4 changes automatically applied ✓</li> </ul>	2 1 1		4	
1.9	<b>Synonym</b> <ul style="list-style-type: none"> <li>Word 'celebrations' replaced by any word from list (<i>revels, revelries, merriments, festivities, partying, carousing, parties, fetes</i>) ✓</li> </ul>	1		1	
1.10	<b>Linked object</b> <ul style="list-style-type: none"> <li>Link to 1Luck image file inserted ✓ (<i>Alt+F9, accept hyperlink</i>)</li> <li>Appears as an icon ✓</li> </ul>	1 1		2	
1.11	<b>Date and format</b> <ul style="list-style-type: none"> <li>Format of date changed to <i>dd MMM yyyy</i> ✓</li> </ul>	1		1	
	<b>Total for QUESTION 1</b>			<b>[28]</b>	

EXAMINATION NUMBER															

**QUESTION 2**

File name: 2Place

Total Q2: 22

No.	Criteria	Maximum Mark			Candidate Mark
2.1	<b>Table of contents</b> <ul style="list-style-type: none"> <li>Automatic table of contents inserted ✓</li> <li>Displays only one level ✓ (<i>no Bibliography/Table of figures</i>)</li> <li>Style of second heading changed to 'Heading 1' ✓</li> <li>'2. The leaning tower of Pisa, Italy' appears in the table of contents ✓</li> </ul>	1		4	
		1			
		1			
		1			
2.2	<b>Crop and format picture</b> <ul style="list-style-type: none"> <li>Picture cropped <b>OR</b> colour changed to black ✓</li> <li>Any shadow effect added to the picture ✓</li> </ul>	1		2	
		1			
2.3	<b>Caption and comment (Picture below 6. Selfridges)</b> <ul style="list-style-type: none"> <li>Figure caption added to picture ✓</li> <li>Caption text 'Photograph by Nala Rewop' ✓</li> <li>Comment deleted ✓</li> </ul>	1		3	
		1			
		1			
2.4	<b>Orientation</b> <ul style="list-style-type: none"> <li>Any/All pages appear in landscape orientation ✓</li> <li>Only selected text in landscape orientation ✓</li> <li>Text entered in any footer ✓ (<i>'Table mountain'</i>) on specific page only ✓</li> </ul>	1		4	
		1			
		1			
		1			
2.5	<b>Bookmark and hyperlink</b> <ul style="list-style-type: none"> <li>Hyperlink inserted on 'Day' ✓</li> <li>Hyperlink linked to bookmark March ✓</li> </ul>	1		2	
		1			
2.6	<b>Sources and bibliography</b> <ul style="list-style-type: none"> <li>'Month Accessed' changed to July ✓ (<i>'History' source</i>)</li> <li>Source 'Tourism Ireland announces Global Greening line-up for St Patrick's Day' removed ✓</li> <li>Bibliography updated ✓ (<i>see 'Big Becky'</i>)</li> </ul>	1		3	
		1			
		1			
2.7	<b>Table of figures</b> <ul style="list-style-type: none"> <li>Automatic table of figures inserted ✓</li> <li>Labels and figure numbers excluded ✓</li> </ul>	1		2	
		1			
2.8	<b>NumWords field</b> <ul style="list-style-type: none"> <li>Number of words field inserted ✓ (<i>NumWords</i>)</li> <li>Total number of words shown ✓</li> </ul> <i>(Note to marker: Number of words may differ depending on what was done previously in the question. Accept any number between 1075 and 1150.)</i>	1		2	
		1			
	<b>Total for QUESTION 2</b>			<b>[22]</b>	

**QUESTION 3**

File name: 3Cost

Total Q3: 26

EXAMINATION NUMBER																			
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- 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	Maximum Mark			Candidate Mark
<b>Spending worksheet</b>					
<b>NOTE: Sort the worksheet on column B before marking.</b>					
3.1	<b>Cell A1:</b> • Data vertically centred ✓	1		1	
3.2	<b>Page setup:</b> • Left margin set to 2 cm ✓ • Worksheet horizontally centred on page ✓ • Row 2 set to repeat on top of pages ✓	1 1 1		3	
3.3	<b>Column A:</b> • All or some identifying codes continued ✓	1		1	
3.4	<b>Cell H3:</b> <b>=G3*\$I\$1</b>  • G3 ✓ • * ✓ • I1 ✓ (OR \$I\$1) • Displays in South African currency ✓ • Absolute cell reference used ✓	1 1 1 1 1		5	

EXAMINATION NUMBER																			

3.5	<p><b>Cell I4:</b>                      =IF(D4="Wear Green", IF(E4="Accessories", "Green", " "), " ")</p> <p><b>OR</b>                      =IF(E4="Accessories", IF(D4="Wear Green", "Green", " "), " ")</p> <p><b>OR</b>                      =IF(D4&lt;&gt;"Wear Green", " ", IF(E4="Accessories", "Green", " "))</p> <p><b>OR</b>                      =IF(AND(D4="Wear Green", E4="Accessories"), "Green", " ")</p> <ul style="list-style-type: none"> <li>• Nested IF/IF function used ✓</li> <li>• Criteria 1: "Wear Green" ✓</li> <li>• Criteria 2: "Accessories" ✓</li> <li>• Correct result for both criteria being met: "Green" ✓</li> <li>• Correct result if either/both criteria not being met: " " ✓</li> <li>• Nested IF constructed correctly ✓ (OR IF/AND used correctly)</li> </ul>	1 1 1 1 1 1		6	
3.6	<p><b>Cell M3:</b>                      =AVERAGE(G3:G102) OR =AVERAGE (G:G)</p> <ul style="list-style-type: none"> <li>• AVERAGE function ✓</li> <li>• Range: (G3:G102) ✓</li> </ul>	1 1		2	
3.7	<p><b>Cell M4:</b>                      =SUMIF(E3:E102, "Snacks", G3:G102) OR                      =SUMIF(E:E, "Snacks", "G:G) OR                      =SUMIFS(G3:G102, E3:E102, "Snacks")</p> <ul style="list-style-type: none"> <li>• SUMIF(S) function ✓</li> <li>• Criteria range: E3:E102 ✓</li> <li>• Criteria: "Snacks" ✓</li> <li>• Sum range: G3:G102 ✓</li> </ul>	1 1 1 1		4	
3.8	<p><b>Cell M5:</b>                      =COUNTIF(D3:D102, "*party*")</p> <ul style="list-style-type: none"> <li>• Criteria: * ✓ party* ✓</li> </ul>	2		2	

EXAMINATION NUMBER														
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<b>Green worksheet</b>					
3.9	<b>Filter and copy to new worksheet</b> <ul style="list-style-type: none"> <li>• Filtered/sorted on column F ✓</li> <li>• Filtered/sorted data ('online') displayed in Green worksheet ✓ (<i>15 items expected</i>)</li> </ul>	1		2	
		1			
<b>Total for QUESTION 3</b>				<b>[26]</b>	



EXAMINATION NUMBER																			
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**QUESTION 4**

**File name: 4Dublin**

**Total Q4: 24**

- 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	Maximum Mark			Candidate Mark
<b>List worksheet</b>					
4.1	<p><b>Cell E3:</b>                      =D3-C3 OR =DAYS(D3,C3) OR =DAYS360(D3,C3) OR                      =DAY(D3)-DAY(C3)</p> <ul style="list-style-type: none"> <li>• D3 OR DAYS OR DAYS360 ✓</li> <li>• -C3 OR (D3,C3) ✓</li> </ul>	1	1	2	
4.2	<p><b>Cell H4:</b>                      =VLOOKUP(G4,Codes!\$A\$2:\$B\$10,2)                      OR                      =VLOOKUP(G4,Codes!\$A\$1:\$B\$10,2)                      OR                      =LOOKUP(G4,Codes!\$A\$2:\$B\$10)</p> <ul style="list-style-type: none"> <li>• VLOOKUP/LOOKUP function ✓</li> <li>• Lookup value: G4 ✓</li> <li>• Lookup table: Codes!A2:B10 ✓ (ignore absolute cell referencing)</li> <li>• Column index number: 2 ✓</li> </ul>	1	1	1	4
4.3	<p><b>Cell I5:</b>                      =LOWER(CONCATENATE(LEFT(B5,1),RIGHT(A5,4),                      "@stp.co.",H5))                      OR                      =LOWER(LEFT(B5,1)&amp;RIGHT(A5,4)&amp;"@stp.co."&amp;H5)</p> <ul style="list-style-type: none"> <li>• LOWER ✓ ()</li> <li>• LEFT ✓ (B5,1) ✓ (accept (B5))</li> <li>• RIGHT ✓ (A5,4) ✓</li> <li>• "@stp.co." (no mark as it's already provided)</li> <li>• H5 ✓</li> </ul> <p>(Note to marker: Accept any other options that will yield the correct answer.)</p>	1	2	2	6
<b>Summary worksheet</b>					

EXAMINATION NUMBER																			
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4.4	<p><b>Cell C1:</b>                  =IF(SUM(B2:B21)=COUNTA(List!A3:A102),"True",                  "False")</p> <p><b>OR</b>                  =SUM(B2:B21)=COUNTA(List!A3:A102)</p> <ul style="list-style-type: none"> <li>• IF statement ✓</li> <li>• SUM(B2:B21) = COUNTA ✓ (List!A3:A120) ✓                      (columns A, B, C, D, F &amp; G can also be used)</li> <li>• Value if condition true: "True" ✓</li> <li>• Value if condition false: "False" ✓</li> </ul>	1 2 1 1		5																			
4.5	<p><b>Cells A23:B43:</b></p> <ul style="list-style-type: none"> <li>• Duplicates removed ✓</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>UK</td><td style="text-align: center;">36</td></tr> <tr><td>South Africa</td><td style="text-align: center;">2</td></tr> <tr><td>USA</td><td style="text-align: center;">11</td></tr> <tr><td>Canada</td><td style="text-align: center;">12</td></tr> <tr><td>Russia</td><td style="text-align: center;">16</td></tr> <tr><td>Italy</td><td style="text-align: center;">8</td></tr> <tr><td>Korea</td><td style="text-align: center;">5</td></tr> <tr><td>Australia</td><td style="text-align: center;">6</td></tr> <tr><td>Japan</td><td style="text-align: center;">4</td></tr> </table>	UK	36	South Africa	2	USA	11	Canada	12	Russia	16	Italy	8	Korea	5	Australia	6	Japan	4	1		1	
UK	36																						
South Africa	2																						
USA	11																						
Canada	12																						
Russia	16																						
Italy	8																						
Korea	5																						
Australia	6																						
Japan	4																						
4.6	<p><b>Chart/Graph:</b></p> <ul style="list-style-type: none"> <li>• Chart/Graph type changed to bar ✓</li> <li>• Data selection changed to include only Chicago, New York and Washington ✓</li> <li>• Data series gap width set to 40% ✓</li> <li>• Data series fill set to vary colours by point ✓</li> <li>• Data labels displayed ✓ with dash style border ✓                      (Note to marker: If a new chart/graph was created do not allocate the first two marks.)</li> </ul>	1 1 1 1 2		6																			
<b>Total for QUESTION 4</b>				<b>[24]</b>																			

EXAMINATION NUMBER																				
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**QUESTION 5**

**File name: 5Data**

**Total Q5: 40**

No.	Criteria	Maximum Mark			Candidate Mark
<b>Table: tbGroups</b>					
5.1.1	<b>Field: GroupId</b> • Field <i>ID</i> renamed to <i>GroupId</i> ✓	1		1	
5.1.2	<b>Field: Artist</b> • Combo box/List box added ✓ • Row source: Soloist, Group, Band ✓	1 1		2	
5.1.3	<b>Field: Manager</b> • Format set to uppercase: > ✓	1		1	
5.1.4	<b>Field: CellNo</b> <b>Input Mask: "+27"00\ 0000000</b> • "+27" ✓ • 00 and space ✓ ( <i>do not accept 9</i> ) • 0000000 ✓ ( <i>allocate this mark if 9 was used</i> )	1 1 1		3	
5.1.5	<b>Field: Available</b> • Format changed to Yes/No ✓	1		1	
5.1.6	<b>Field: DateBooked</b> • Validation rule: Between #2018/03/14# ✓ AND ✓ #2018/03/17# ✓ ( <i>format of the date may differ</i> ) OR >=#3/14/2018# AND <=#3/17/2018# OR >#3/13/2018# AND <#3/18/2018# OR Between "2018/03/14" AND "2018/03/17" OR Between DateSerial(2018,03,14) AND DateSerial(2018,03,17) • Required property set to 'Yes' ✓	2 1      1		4	
<b>Form: frm5_2</b>					
5.2	• <i>Artist</i> field displays in bold ✓ • Label inserted next to <i>ReleaseDate</i> field ✓ with help for date format MMM-yy ✓ ( <i>allocate second mark if in 'ControlTip Text'</i> ) • <i>NoOfCDsInShop</i> field AND label deleted ✓	1 1 1 1		4	

EXAMINATION NUMBER																			
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<b>Query: qry5_3</b>					
5.3	<ul style="list-style-type: none"> <li>Sorted by <i>Title</i> field ✓ in ascending order ✓</li> <li><i>ReleaseDate</i> criteria: Is Null ✓</li> <li>OR operator ✓</li> <li><i>NoOfCDsInShop</i> criteria: 0 OR &lt;1 ✓</li> </ul> <p>(Note to marker: 36 records expected.)</p>	2 1 1 1		5	
<b>Query: qry5_4</b>					
5.4	<ul style="list-style-type: none"> <li>Displays <i>Artist</i>, <i>CountOfTitle</i> and <i>LastOfReleaseDate</i> fields ✓</li> <li><i>Artist</i> field: Group By selected in Total row ✓</li> <li><i>Title</i> field: COUNT selected in Total row ✓ and criteria set to &gt;1 ✓</li> <li><i>ReleaseDate</i> field: LAST selected in Total row ✓</li> </ul> <p>(Note to marker: 14 records expected.)</p>	1 1 1 1 1		5	
<b>Query: qry5_5</b>					
5.5	<ul style="list-style-type: none"> <li>Fields displayed: <i>Title</i>, <i>Format</i>, <i>Price</i> ✓</li> <li><i>Format</i> field criteria: Tape ✓ OR ✓ DVD ✓</li> <li>Total row ✓ included in datasheet view</li> <li>Displayed as SUM ✓</li> </ul> <p>(Note to marker: 8 records expected.)</p>	1 3 1 1		6	
<b>Report: rpt5_6</b>					
5.6	<ul style="list-style-type: none"> <li>Data source changed to qry5_6 ✓</li> <li><i>ZARPrice</i> field inserted ✓ in Detail section ✓</li> <li>Label ('ZARPrice') added to the page header ✓</li> <li>Grouping on <i>Artist</i> field ✓</li> <li>Function in <i>Artist</i> group footer/group header ✓ =Count ✓ ([<i>Title</i>]) ✓ OR Count(*)</li> </ul>	1 2 1 1 1 2		8	
<b>Total for QUESTION 5</b>				<b>[40]</b>	

QUESTION 6

File name: 6Quiz

Total Q6: 20

EXAMINATION NUMBER														

- 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	Maximum Mark			Candidate Mark
6.1	<b>Heading font and size:</b> <h1 align = "center"><font face = "forte" size = "10">St Patrick's Day</font></h1> <ul style="list-style-type: none"> <li>• Font changed to 'Forte' ✓</li> <li>• Font size set to 10 ✓</li> <li>• Font tags correctly used ✓</li> </ul>			3	
		1			
		1			
6.2	<b>Table: Merge and alignment</b> <tr Height = "80"> <!--Row--> <td colspan="4" valign="top"><h2 align="center"> <ul style="list-style-type: none"> <li>• Row 1 vertically aligned to the top ✓</li> <li>• Row 1 merged over 4 columns ✓</li> </ul>			2	
		1			
6.3	<b>Table row: Shading</b> <tr bgcolor="white"> <ul style="list-style-type: none"> <li>• Row 2 background colour changed ✓</li> <li>• To white ✓</li> </ul>			2	
		1			
6.4	<b>Bullets and type</b> <td> <ol type="A"> <li>It's the day St Patrick was born</li> <li>It's the day St Patrick drove snakes out of Ireland</li> <li>It's the day St Patrick died</li></ol> </td> <ul style="list-style-type: none"> <li>• Ordered list tags inserted ✓</li> <li>• Numbered type: A, B ✓</li> </ul>			2	
		1			
6.5	<b>Tag copied</b> <td><input type="text"></td> <ul style="list-style-type: none"> <li>• Correct tag ✓</li> <li>• Inserted in fourth column for question 1 (row 3) ✓</li> </ul>			2	
		1			

EXAMINATION NUMBER																			
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6.6	<b>Link</b> <code>&lt;a href="6Rip.png"&gt;Look&lt;/a&gt;</code> <ul style="list-style-type: none"> <li>• Hyperlink tags correctly inserted ✓</li> </ul>	1		1	
6.7	<b>Bold and italic</b> <code>&lt;td&gt;&lt;b&gt;Where was St. Patrick born?&lt;/b&gt;&lt;/td&gt;</code> <ul style="list-style-type: none"> <li>• <code>&lt;i&gt;</code> and <code>&lt;/i&gt;</code> tags removed ✓</li> <li>• <code>&lt;b&gt;</code> and <code>&lt;/b&gt;</code> tags inserted ✓</li> </ul>	1		1	2
6.8	<b>Image</b> <code>&lt;td&gt;&lt;img src="6Lep.png" Width="120" height="60" &gt;&lt;/td&gt;</code> <ul style="list-style-type: none"> <li>• <code>src</code> inserted ✓</li> <li>• File extension <code>.png</code> added ✓</li> </ul>	1		1	2
6.9	<b>Table: column tags</b> <code>&lt;td&gt;&lt;b&gt;6. According to legend, what should you never do if you catch a leprechaun?&lt;/b&gt;&lt;/td&gt;</code> <code>&lt;td&gt;&lt;ul&gt;</code> <code>    &lt;li&gt;Kiss him&lt;/li&gt;</code> <code>    &lt;li&gt;Take your eyes of him&lt;/li&gt;</code> <code>    &lt;li&gt;Tell your friends&lt;/li&gt;&lt;/ul&gt;&lt;/td&gt;</code> <code>&lt;td&gt;&lt;input type = "text"&gt;&lt;/td&gt;</code> <code>&lt;td&gt;&lt;img src="6Eye.jpg" Width="120" height="60" &gt;&lt;/td&gt;</code> <ul style="list-style-type: none"> <li>• Opening column tags <code>&lt;td&gt;</code> included ✓</li> <li>• Sixth question displays correctly ✓</li> </ul>	1		1	2
6.10	<b>Image editing</b> <code>&lt;button style="background:green" type="submit"&gt;&lt;img src="6Button.jpg" Width="30" Height="30"&gt;SUBMIT&lt;/button&gt;</code> <ul style="list-style-type: none"> <li>• <code>Width="30"</code> ✓ (OR 30)</li> <li>• <code>Height="30"</code> ✓ (OR 30)</li> </ul>	1		1	2
	<b>Closing tag(s) or triangular brackets omitted or tags incorrectly nested</b>	-1			
	<b>Total for QUESTION 6</b>				<b>[20]</b>

**QUESTION 7**

File names: 7St, 7Old, 7New, 7Top

Total Q7: 20

No.	Criteria	Maximum	Candidate
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EXAMINATION NUMBER																		

		Mark			Mark
<b>7St</b>					
7.1.1	<b>Track changes</b> <ul style="list-style-type: none"> <li>All track changes rejected ✓ (<i>See Irish (not bold) and heading 5</i>)</li> </ul>	1		1	
7.1.2	<b>Comment</b> <ul style="list-style-type: none"> <li>Comment inserted on word 'Biography' ✓</li> <li>Comment reads 'See source' ✓</li> </ul>	1 1		2	
7.1.3	<b>Edit picture</b> <ul style="list-style-type: none"> <li>Images ungrouped ✓ (<i>allocate mark even if seventh image appears but the picture is ungrouped, allocate mark if six images grouped</i>)</li> <li>Seventh image removed from document ✓ (<i>if seventh image is not removed, but is not grouped with the six images, allocate first two marks</i>)</li> <li>Regroup remaining images ✓ (<i>only six images</i>)</li> <li>Seventh image saved as an image file ✓ (<i>Saint</i>)</li> </ul>	1  1  1 1		4	
7.1.4	<b>Form controls</b> <ul style="list-style-type: none"> <li>Text form field maximum length set to 30 ✓</li> <li>Drop-down form field: Dance added ✓ and list displays in alphabetical order ✓</li> <li>Check box default changed to unchecked ✓</li> <li>Text form field inserted ✓ and type set to date ✓</li> </ul>	1 2 1 1 1		6	
<b>7New</b>					
7.2	<b>Import</b> <ul style="list-style-type: none"> <li>tbDanceArticles table imported ✓ to 7New ✓ (<i>accept if new database was created</i>)</li> </ul>	1 1		2	
<b>7Top</b>					
7.3	<b>Sort/Filter and delete table data</b> <ul style="list-style-type: none"> <li>Gender: only females ✓</li> <li>Age: under 30 ✓</li> <li>Sorted according to amount ✓ in descending order of amounts ✓</li> <li>Displays only top 10 records ✓</li> </ul>	1 1 1 1 1		5	
<b>Total for QUESTION 7</b>				<b>[20]</b>	
<b>TOTAL</b>				<b>180</b>	