



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
NOVEMBER EXAMINATION
COMPUTER PRACTICE N5
7 NOVEMBER 2016**

This marking guideline consists of 35 pages.

SECTION A**QUESTION 1**

- 1.
- | | |
|-----|--|
| 1.1 | B / Modem |
| 1.2 | B / LAN |
| 1.3 | A / electronic mail |
| 1.4 | C / The column is not wide enough to display the number. |
| 1.5 | C / Data |

(5 x 1) **[5]**

QUESTION 2

- 2.
- | | |
|-----|---------------|
| 2.1 | Antivirus |
| 2.2 | Physical |
| 2.3 | CPU |
| 2.4 | Web |
| 2.5 | RAM |
| 2.6 | Instagram |
| 2.7 | Cut and paste |

(7 x 1) **[7]**

QUESTION 3

3.1	NO	MANIPULATION ERRORS	MARK
	1	FIBRE folder not created and/or incorrect	1
	2	Contents of FIBRE folder not displayed and/or incorrect	1
	3	Contents of FIBRE folder not sorted according to the file name in descending order and/or incorrect	1
	4	Subfolder FLAX not created in the FIBRE folder and/or incorrect	1
	5	File WOOL not moved from the MEAT folder to the FIBRE folder and/or incorrect	1
	6	File COTTON not copied from the GRAIN folder to the FIBRE folder and/or incorrect	1

Documents library

FIBRE (1) Create (2) Display

Arrange by: Folder

Name	(3) Sort descending order	Date modified	Type	Size
FLAX (4) Create subfolder		2015/04/03 01:59 ...	File folder	
WOOL (5) Move		2015/04/03 01:55 ...	Microsoft Word Document	0 KB
COTTON (6) Copy		2015/04/03 01:54 ...	Microsoft Word Document	0 KB

A	M	T
0	6	6
(6)		

3.2	NO	MANIPULATION ERRORS	MARK
	1	Contents of MEAT folder not displayed and/or incorrect	1
	2	Publisher file POULTRY not created in the MEAT folder and/or incorrect	1
	3	File PORK not moved from the GRAIN folder to the MEAT folder and/or incorrect	1
	4	File CATTLE not renamed to MUTTON and/or incorrect	1
	5	File BUCK not deleted from the MEAT folder and/or incorrect	1

Documents library

Arrange by: Folder ▼

MEAT ① Display

Name	Date modified	Type	Size
 POULTRY ② Create Publisher file	2015/04/03 02:13 ...	Microsoft Publisher Docum...	59 KB
 PORK ③ Move	2015/04/03 01:55 ...	Microsoft Word Document	0 KB
 MUTTON ④ Rename	2015/04/03 01:55 ...	Microsoft Word Document	0 KB

⑤ Delete BUCK file

A	M	T
0	5	5
(5)		

3.3	NO	MANIPULATION ERRORS	MARK
	1	Contents of folder GRAIN not displayed and/or incorrect	1
	2	Text file WHEAT not created in the GRAIN folder and/or incorrect	1
	3	Original file MAIZE not retained in the GRAIN folder and/or incorrect	1
	4	File MAIZE not copied in the GRAIN folder and/or incorrect	1
	5	Original file COTTON not retained in the GRAIN folder and/or incorrect	1

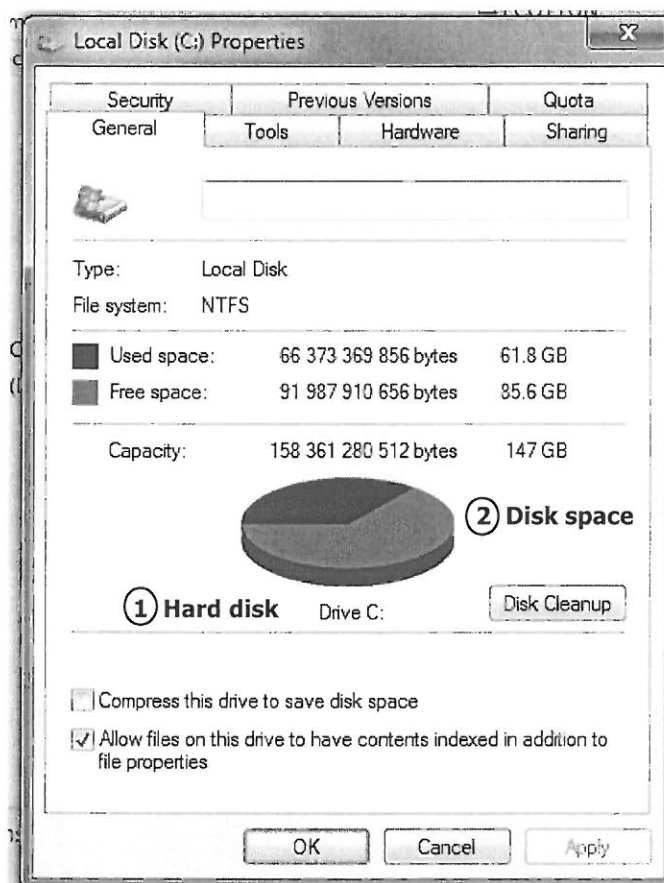
Documents library

GRAIN ① Display

Name	Date modified	Type	Size
 WHEAT ② Create text file	2015/04/03 02:24 ...	Text Document	0 KB
 MAIZE ③ Retain	2015/04/03 01:54 ...	Microsoft Word Document	0 KB
 MAIZE - Copy ④ Copy	2015/04/03 01:54 ...	Microsoft Word Document	0 KB
 COTTON ⑤ Retain	2015/04/03 01:54 ...	Microsoft Word Document	0 KB

A	M	T
0	5	5
(5)		

3.4	NO	MANIPULATION ERRORS	MARK
	1	Hard drive of computer not displayed and/or incorrect	1
	2	Disk space of hard drive of computer not displayed and/or incorrect	1



A	M	T
0	2	2
(2)		

[18]

TOTAL SECTION A: 30

SECTION B**QUESTION 4B****Accuracy: 5****Manipulation: 36****TOTAL: 41**

ACCURACY ERRORS	MARK
Footnote [Herbivores] not keyed in accurately	1
Footer [YOU – School Projects] not keyed in accurately	1
Text in table not keyed in accurately	3

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 4A] not changed in the header (right) to [QUESTION 4B] and/or incorrect	
3	Line spacing and/or justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect	
7	Paper orientation and/or paper size incorrect	
8	Page numbering not inserted at the top, centre of all the pages and/or incorrect	
9	Page numbering not in sequence and/or incorrect	
10	Page numbering do not start at 21 and/or incorrect	
11	Heading [CATTLE] not changed to centre and 20 pt and/or incorrect	
12	Line spacing of paragraph [A rock ... animals go.] not changed to 1.5 line spacing and/or incorrect	
13	Subheading [CLASSIFICATION] not centred and/or incorrect	
14	Subheading [FACTS] not deleted and/or incorrect	
15	Paragraphs [Cattle are ... this purpose.] and [Cattle stand ... by its smell.] does not run on and/or incorrect	
16	Lines of joined paragraphs [Cattle are ... by its smell.] not numbered and/or incorrect	
17	Line numbering does not start with 17 and/or incorrect	
18	Footnote not inserted after the word [shrubs] and footnote number [1] not used and/or incorrect	
19	Table not inserted and not inserted in correct position and/or incorrect. Lines in table incorrect	
20	Cells in row 1 in table not merged and/or incorrect and/or wrapping incorrect	
21	Heading [TABLE 1] not changed to bold, centred and underlined and/or incorrect	
22	Subheadings in table not changed to italics and/or incorrect	
23	Text [4 ... 3] not centred and/or incorrect	
24	Text [R7 000.00 ... R7 500.00] and [R10 000.00 ... R10 500.00] not right-aligned and/or incorrect	

NO	MANIPULATION ERRORS	MARK
25	Page break not inserted and/or incorrect	
26	Footnote [Herbivores] does not appear at the bottom of the page and/or incorrect	
27	Text of footnote [Herbivores] not changed to bold and/or incorrect	
28	Footer [YOU – School Projects] not inserted at the bottom, centre of all the pages and/or incorrect	
29	Footer [YOU – School Projects] not changed to italics and/or incorrect	
30	Left-hand margin of second page not changed to 4 cm/1.6" and/or incorrect	
31	Subheading [CATTLE BREEDS] not changed to italics and/or incorrect	
32	Paragraph [Cattle breeds ... production).] not justified and/or incorrect	
33	Column function not used and/or incorrect. [Milk breeds] not placed in the left column and [Meat breeds] not placed in the right column and/or incorrect	
34	Paragraphs and/or headings in column function not aligned and/or incorrect. Indentation of paragraphs not retained and/or incorrect	
35	Subheadings [Milk breeds] and [Meat breeds] not underlined and/or incorrect	
36	Paragraph [Milk breeds ... milk again.] not changed to bold and/or incorrect	36

EXAMINATION NUMBER①

21⑧ Centre, top, all the pages
 ⑨ Sequence
 ⑩ Starts at 21

QUESTION 4B②

③ L/s, just

④ Letter spaces, margins

⑤ Uc/lc

⑥ Font, size

⑦ Paper orientation, paper size

CATTLE ⑪ Centre, 20 pt

A rock painting of animals was found in 1940 in caves in ⑫ 1.5 lines
 France. These paintings were estimated to be more than 17 000
 years old - just to show how far back our relationship with
 animals go.

CLASSIFICATION ⑬ Centre

17 Cattle are mammals. It means they are vertebrate, warm-
 18 blooded animals that suckle their young - the calves drink
 19 milk from their mothers. Cattle are also ruminants. These
 20 are plant-eating animals with cloven hooves that have the
 21 unique ability to regurgitate their food. Their digestive ⑭ Delete FACTS
 22 system is specially adapted for this purpose. Cattle stand up ⑮ Runs on
 23 and lie down about 14 times a day. Most leather products are
 24 made from cattle hide. A cow's sense of smell is better
 25 developed than its sight. A calf is able to walk and drink
 26 from its mother just after it has been born. A cow identifies
 27 her calf by its smell.

⑯ Line numbering ⑰ Starts at 17

EATING HABITS

⑱ Footnote, number 1

Cattle eat mainly grass and shrubs¹ and drink about 80 litres
 of water per day. On a hot day the animals can drink up to
 180 litres of water.

⊞ ⑲ Table, position, table lines

⊞ TABLE 1 ⑳ Bold, underline, centre ⊞			
<i>Livestock</i>	<i>Number sold</i>	<i>Average price</i>	<i>Highest price</i>
Boran bull	4	R7 000.00	R10 000.00
Nguni bull	3	R5 500.00	R7 550.00
Bonsmara bull	4	R6 000.00	R9 000.00
Brahman bull	3	R7 500.00	R10 500.00

㉑ Italics

㉒ Centre

㉓ Right-align

㉔ Page break

㉕ Footnote

¹ Herbivores ㉖ Bold

YOU - School Projects

㉗ Bottom, centre, all pages

㉘ Italics

EXAMINATION NUMBER①

22 ⑧ Centre, top, all the pages
⑨ Sequence
⑩ Starts at 21

QUESTION 4B②

③⑩ Left-hand margin second page 4 cm/1.6" CATTLE BREEDS ③① Italics

③② Justify { Cattle breeds can be divided into three groups namely meat breeds, milk breeds and double-purpose breeds (used for meat and milk production).

* Milk breads ③⑤ Underline ③④ Align, indentation * Meat breeds ③⑤ Underline③③ Column function
Left: Milk breads ...
Right: Meat breeds ...

The only reliable way to determine the production capability of a milk cow is to weigh its milk. This is noted every time the cow is milked - mostly over a period of 300 days. After that she is dry for six to eight weeks and doesn't produce any milk. After she has given birth she will begin to produce milk again.

③⑥ Bold column

To raise good meat breeds the fertility, growth potential and carcass quality of the animal have to be taken into account. Fertility is determined by the number of cows that give birth regularly and the percentage of cows that have one calf yearly. Growth potential is determined by the calf's weight at weaning age compared to its weight at seven weeks and again at 12 months. Carcass quality refers to the percentage of quality edible meat an animal provides after it has been slaughtered. The fat content of the meat is also determined by the breed of the cattle.

A	M	T
5	36	41

QUESTION 5A**Accuracy: 3****Manipulation: 3****TOTAL: 6**

ACCURACY ERRORS	MARK
Read all text for accuracy	3

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted in the [ADDRESS] field column in the first notice and/or incorrect	
2	[QUESTION 5A] not inserted in the [ADDRESS] field column in the second notice and/or incorrect	
3	Line spacing and/or justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect (Accept Arial, Calibri in Access)	
7	Data list does not fit ONE page. Data list not printed in portrait orientation and/or incorrect	
8	Wrapping, column width, information keyed in in wrong columns and/or incorrect	
9	Additional records and/or fields added and/or incorrect	
10	Correct time format not used	3

NOTE 1:

- Data list may be done in Access in Calibri/Arial.
- If print screen of data list submitted: Mark accuracy (what can be seen), deduct number 8 error for wrapping.
- If fields are missing: deduct 2 accuracy errors per field.
- If list structure is printed: Mark only QUESTION 5B.
- If keyed in a table:

OPTION A: Accept if table is keyed in in Excel and Word and if the format of the table is similar to the example below:

NAME	DATE	TIME	ADDRESS	TOWN
R Welz	7 April	11:00	EXAMINATION NUMBER	LINDLEY
S Bester	17 April	11:20	QUESTION 5A	KIMBERLEY
A Symons	27 April	11:40	PO Box 1	ESTCOURT

OPTION B: DO NOT ACCEPT if the format of table is similar to the example below – no mail merge process is possible. Mark accuracy, deduct number 8 error for wrapping.

	NOTICE 1	NOTICE 2	NOTICE 3
NAME	R Welz	S Bester	A Symons
DATE	7 April	17 April	27 April
TIME	11:00	11:20	11:40
ADDRESS	EXAMINATION NUMBER	QUESTION 5A	PO Box 1
TOWN	LINDLEY	KIMBERLEY	ESTCOURT

OPTION C: Accept if table is keyed in in Excel and Word and the format of the table is similar to the example below. Deduct number 9 error – additional fields and/or records.

↓

	NAME	DATE	TIME	ADDRESS	TOWN
NOTICE 1	R Welz	7 April	11:00	EXAMINATION NUMBER	LINDLEY
NOTICE 2	S Bester	17 April	11:20	QUESTION 5A	KIMBERLEY
NOTICE 3	A Symons	27 April	11:40	PO Box 1	ESTCOURT

NOTE 2: Additional marking guidelines

No data list No main document Merged letters	Do not mark fields on QUESTION 5C
No data list Main document Merged letters	Do not mark fields on QUESTION 5B and QUESTION 5C
Data list No main document Merged letters	Mark only QUESTION 5A (data list) and QUESTION 5C (merged letters)
Data list Main document No merged letters	Mark only QUESTION 5A (data list) and QUESTION 5B (main document)

SECTION B QUESTION 5A

NAME	DATE	TIME	ADDRESS	TOWN
R Welz	7 April	11:00	EXAMINATION NUMBER ①	LINDLEY
S Bester	17 April	11:20	QUESTION 5A ②	KIMBERLEY
A Symons	27 April	11:40	PO Box 1	ESTCOURT

⑩

- ① Examination number in [ADDRESS] field column, first notice
- ② QUESTION 5A in [ADDRESS] field column, second notice
- ③ Line spacing, justification
- ④ Letter spaces, margins
- ⑤ Uc/lc
- ⑥ Font, font size
- ⑦ 1 page, portrait
- ⑧ Wrapping, column width, information wrong column
- ⑨ Additional records, fields
- ⑩ Correct time format used

A	M	T
3	3	6

(6)

QUESTION 5B**Accuracy: 5****Manipulation: 14****TOTAL: 19**

ACCURACY ERRORS	MARK
Read all text for accuracy, except field names	5

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 5B] not inserted as a header (right) and/or incorrect	
3	Line spacing and/or justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect	
7	Paper orientation, paper size incorrect	
8	Hyphenation incorrect and/or other	
9	Notice not centred vertically and/or incorrect	
10	Text [Notice ... [TOWN]] not centred horizontally and/or incorrect	
11	Field names not underlined and changed to bold and/or incorrect	
12	[NAME] field not inserted and/or incorrect	
13	[DATE] field not inserted and/or incorrect	
14	[TIME] field not inserted and/or incorrect	
15	[ADDRESS] field not inserted and/or incorrect	
16	[TOWN] field not inserted and/or incorrect	
17	Subheadings [Offer], [Auctioneer's note] and [Auctioneer] not underlined and/or incorrect	
18	Text [Offer: ... baler] not right-aligned and/or incorrect	14

EXAMINATION NUMBER ①

QUESTION 5B ②

- ③ L/s, just
- ④ Letter spaces, margins
- ⑤ Uc/lc
- ⑥ Font, font size
- ⑦ Paper orientation, paper size
- ⑧ Hyph, other

↕
⑨ Centre vertically

NOTICE OF A PUBLIC AUCTION

≡

OF

≡

⑩ Centre { COMMERCIAL CATTLE, SHEEP AND FARMING EQUIPMENT

≡

⑪ Underline and bold field names

As ordered by: Mr «NAME» ⑫

≡

⑬ ⑭

«DATE» at «TIME»

≡

⑰ Underline Offer:

≡

5 x Beefmaster cross female animals

2 x Simmentaler cows with calves

1 x Poenskop Boran bull

1 x Riemland fodder harvester, 1 row

1 x JD square baler

≡

Auctioneer's note: ⑰ Underline

≡

Vaccinations - sponge, lamb, anthrax and lumpy skin have been done.

≡

Auctioneer: ⑰ Underline

≡

«ADDRESS» ⑮

«TOWN» ⑯

A	M	T
5	14	19
(19)		

QUESTION 5C**Manipulation: 4****TOTAL: 4**

NO	MANIPULATION ERRORS	MARK
1	Question number not changed to QUESTION 5C on ALL the letters and/or incorrect	
2	No notice for [R WELZ] and associated fields and/or incorrect	
3	No notice for [S BESTER] and associated fields and/or incorrect	
4	No notice for [A SYMONS] and associated fields and/or incorrect	
5	Justification incorrect, portrait orientation not used, incorrect paper size, margins incorrect, other	4

NOTE:

If no data list (QUESTION 5A) then do not mark the fields

EXAMINATION NUMBER

QUESTION 5C ①

NOTICE OF A PUBLIC AUCTION

OF

COMMERCIAL CATTLE, SHEEP AND FARMING EQUIPMENT

As ordered by: Mr R Welz ②②
7 April at 11:00 ②Offer:

5 x Beefmaster cross female animals
2 x Simmentaler cows with calves
1 x Poenskop Boran bull
1 x Riemland fodder harvester, 1 row
1 x JD square baler

Auctioneer's note:

Vaccinations - sponge, lamb, anthrax and lumpy skin have been done.

Auctioneer:

EXAMINATION NUMBER ②
LINDLEY ②

EXAMINATION NUMBER

QUESTION 5C ①

NOTICE OF A PUBLIC AUCTION

OF

COMMERCIAL CATTLE, SHEEP AND FARMING EQUIPMENT

As ordered by: Mr S Bester ③③
17 April at ③
11:20Offer:

5 x Beefmaster cross female animals
2 x Simmentaler cows with calves
1 x Poenskop Boran bull
1 x Riemland fodder harvester, 1 row
1 x JD square baler

Auctioneer's note:

Vaccinations - sponge, lamb, anthrax and lumpy skin have been done.

Auctioneer:

QUESTION 5A ③
KIMBERLEY ③

EXAMINATION NUMBER

QUESTION 5C ①

NOTICE OF A PUBLIC AUCTION

OF

COMMERCIAL CATTLE, SHEEP AND FARMING EQUIPMENT

As ordered by: Mr A Symons ④④
27 April at ④
11:40Offer:

5 x Beefmaster cross female animals
2 x Simmentaler cows with calves
1 x Poenskop Boran bull
1 x Riemland fodder harvester, 1 row
1 x JD square baler

Auctioneer's note:

Vaccinations - sponge, lamb, anthrax and lumpy skin have been done.

Auctioneer:PO Box 1 ④
ESTCOURT ④

⑤ Just, portrait, paper size, margins, other

$$\frac{M}{4}$$

(4)
[29]

TOTAL SECTION B: 70

SECTION C**QUESTION 6B****Accuracy: 3****Manipulation: 16****TOTAL: 19**

NO	ACCURACY ERRORS	MARK
1	[SELLING PRICE] not keyed in accurately	1
2	[AL003 ... R45.55] not keyed in accurately	1
3	[AL004 ... R37.44] not keyed in accurately	1

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 6A] not changed to [QUESTION 6B] in header and/or incorrect	
3	Rows incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect (Arial, Calibri, Courier New accepted)	
7	Spreadsheet does not fit ONE page and landscape orientation not used and/or incorrect	
8	Heading [SIMMENTALER MILLS] not changed to italics and underlined and/or incorrect	
9	Horizontal lines not inserted as indicated and additional horizontal lines not inserted and/or incorrect	
10	Vertical lines not inserted as indicated and additional vertical lines not inserted and/or incorrect	
11	Column [SELLING PRICE] not inserted and not inserted in correct position and/or incorrect	
12	[SELLING PRICE] not inserted over TWO lines and/or incorrect	
13	Headings not centred and/or incorrect	
14	Text [AL003 ... R45.55] not inserted and not inserted in correct position and/or incorrect	
15	Text [AL004 ... R37.44] not inserted and not inserted in correct position and/or incorrect	
16	[NUMBER SOLD] not displayed as an integer and/or incorrect	
17	[UNIT PRICE] not displayed as currency with TWO decimals and/or incorrect	
18	[TOTAL] not right-aligned and/or incorrect	
19	Justification of all figures not right-aligned and/or incorrect and/or cells not merged and/or incorrect	
20	Column widths not adjusted and correct cell addresses not used and/or incorrect	
21	Spreadsheet not printed without row and column headings and/or incorrect	
22	Sorting, bold, italics, justification, other not to be used and/or incorrect	16

EXAMINATION NUMBER

QUESTION 6B

SIMMENTALER MILLS **8** *Italics, underline*

31 Fountain Street

9 — **10** |

- 1** Exam number header left
- 2** QUESTION 6B header right
- 3** Rows
- 4** Letter spaces, margins
- 5** Uc/lc
- 6** Font, font size
- 7** 1 page, landscape

Costing sheet for the month ended September 2016

INVOICE NUMBER	ITEM (5 kg package)	NUMBER SOLD	UNIT PRICE	MARKUP 25%	SELLING PRICE	DISCOUNT 5%	TOTAL PRICE	Centre headings
AL001	Sorghum	30	R 25.75					
AL002	Wheat	25	R 35.65					
AL003 14	Maize (yellow)	22	R 45.55					
AL004 15	Sunflower	23	R 37.44					
AL005	Maize (white)	30	R 47.55					
16 Integer							TOTAL	17 Currency
AVERAGE SELLING PRICE							18 Right-align	
NUMBER OF ITEMS BOUGHT								
LOWEST NUMBER SOLD								
HIGHEST UNIT PRICE								
% OF TOTAL PRICE FOR SORGHUM								

- 19** Figures right-aligned, cells merged
- 20** Column widths, correct cell addresses
- 21** Row and column headings not inserted
- 22** Sort, bold, italics, just, other

A	M	T
3	16	19
(19)		

QUESTION 6C**Manipulation: 25****TOTAL: 25**

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 6B] not changed to [QUESTION 6C] in header and/or incorrect	
3	Open rows not inserted and/or rows incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect (Arial, Calibri, Courier New accepted)	
7	Spreadsheet does not fit ONE page and landscape orientation not used and/or incorrect	
8	Header [FARMER'S WEEKLY] not inserted in capital letters and centred and/or incorrect	
9	Horizontal lines incorrect	
10	Vertical lines incorrect	
11	Spreadsheet not sorted according to the [NUMBER SOLD] and/or incorrect	
12	Spreadsheet not sorted according to the [NUMBER SOLD] in ascending order and/or incorrect	
13	A: [MARKUP 25%] not calculated and/or incorrect	
14	B: [SELLING PRICE] not calculated and/or incorrect	
15	C: [DISCOUNT 5%] not calculated and/or incorrect	
16	D: [TOTAL PRICE] not calculated and/or incorrect	
17	E: [TOTAL] not calculated and/or incorrect	
18	Formulas not copied and/or correct	
19	Calculations not inserted below MARKUP column and/or incorrect and/or border not inserted around calculations and/or incorrect	
20	F: [AVERAGE SELLING PRICE] not calculated and/or incorrect	
21	G: [NUMBER OF ITEMS BOUGHT] not calculated and/or incorrect	
22	H: [LOWEST NUMBER SOLD] not calculated and/or incorrect	
23	I: [HIGHEST UNIT PRICE] not calculated and/or incorrect	
24	J: [% OF TOTAL PRICE FOR SORGHUM] not calculated and/or incorrect	
25	Heading [SIMMENTALER MILLS ... September 2016] not copied to row 20 and not changed to bold and/or incorrect	
26	[MARKUP 25%], [SELLING PRICE], [DISCOUNT 5%], [TOTAL PRICE], [TOTAL], [AVERAGE SELLING PRICE] and [HIGHEST UNIT PRICE] not displayed as currency with TWO decimals and/or incorrect	
27	[NUMBER OF ITEMS BOUGHT] and [LOWEST NUMBER SOLD] not displayed as an integer and/or incorrect	
28	[% OF TOTAL PRICE FOR SORGHUM] not displayed as a percentage with TWO decimals and/or incorrect	
29	Column widths not adjusted to fit text and/or incorrect	
30	Spreadsheet printed with row and column headings	
31	Text/figures not aligned, other and/or incorrect	25

EXAMINATION NUMBER

FARMER'S WEEKLY

QUESTION 6C

SIMMENTALER MILLS

31 Fountain Street

Costing sheet for the month ended September 2016

- ⑧ Header, uc, centre
⑨ — ⑩ |
① Exam number header left
② QUESTION 6C header right
③ Open rows, rows
④ Letter spaces, margins
⑤ Uc/lc
⑥ Font, font size
⑦ 1 page, landscape

INVOICE NUMBER	ITEM (5 kg package)	NUMBER SOLD	UNIT PRICE	MARKUP 25%	SELLING PRICE	DISCOUNT 5%	TOTAL PRICE
AL003	Maize (yellow)	22	R 45.55	⑬ R 11.39	R 1,013.49	⑮ R 50.67	⑯ R 962.81
AL004	Sunflower	23	R 37.44	R 9.36	⑭ R 870.48	R 43.52	R 826.96
AL002	Wheat	25	R 35.65	R 8.91	R 900.16	R 45.01	R 855.15
AL005	Maize (white)	30	R 47.55	R 11.89	R 1,438.39	R 71.92	R 1,366.47
AL001	Sorghum	30	R 25.75	R 6.44	R 778.94	R 38.95	R 739.99
						TOTAL	R 4,751.38

⑱ Copy formulas

⑰

AVERAGE SELLING PRICE
NUMBER OF ITEMS BOUGHT
LOWEST NUMBER SOLD
HIGHEST UNIT PRICE
% OF TOTAL PRICE FOR SORGHUM

⑪ Sort	⑫ Ascending order	⑰ Position, border
		R 1,000.29
		5
		22
		R 47.55
		28.76%

⑲ Copy, bold

SIMMENTALER MILLS

31 Fountain Street

Costing sheet for the month ended September 2016

- ⑳ Currency, TWO decimals
㉑ Integer
㉒ Percentage, TWO decimals
㉓ Column widths
㉔ Row and column headings not inserted
㉕ Text, figures aligned, other inserted

M
25
(25)

QUESTION 6D**Manipulation: 15****TOTAL: 15**

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 6C] not changed to [QUESTION 6D] in header and/or incorrect	
3	Spreadsheet not printed with row and column headings and/or incorrect	
4	Column B not hidden and/or incorrect	
5	Column C not hidden and/or incorrect	
6	[MARKUP 25%] formula not displayed and/or incorrect [must be absolute cell address (\$E\$7)]	
7	[SELLING PRICE] formula not displayed and/or incorrect	
8	[DISCOUNT 5%] formula not displayed and/or incorrect [must be absolute cell address (\$G\$7)]	
9	[TOTAL PRICE] formula not displayed and/or incorrect	
10	[TOTAL] formula not displayed and/or incorrect	
11	[AVERAGE SELLING PRICE] formula not displayed and/or incorrect	
12	[NUMBER OF ITEMS BOUGHT] formula not displayed and/or incorrect	
13	[LOWEST NUMBER SOLD] formula not displayed and/or incorrect	
14	[HIGHEST UNIT PRICE] formula not displayed and/or incorrect	
15	[% OF TOTAL PRICE FOR SORGHUM] formula not displayed and/or incorrect	
16	Cell numbers/cell addresses incorrect	
17	Column widths not adjusted to display the whole formulae and/or incorrect and/or font and/or font size incorrect	
18	Spreadsheet (QUESTION 6D) does not fit ONE page and/or landscape orientation not used and/or incorrect	15

EXAMINATION NUMBER

FARMER'S WEEKLY

QUESTION 6D

	A	D	E	F	G	H	I	J	K
1	4 <u>SIMMENTALE</u> 4 Hide column B								
2	5 31 Fountain 5 Hide column C								
3									
4	Costing sh								
5									
6	INVOICE	UNIT	MARKUP	SELLING	DISCOUNT	TOTAL			
7	NUMBER	PRICE	0.25	PRICE	0.05	PRICE			
8	AL003	37.44	=D8*\$E\$7	=C8*D8+E8	=F8*\$G\$7	=F8-G8			
9	AL004	47.55	=D9*\$E\$7	=C9*D9+E9	=F9*\$G\$7	=F9-G9			
10	AL002	35.65	=D10*\$E\$7	=C10*D10+E10	=F10*\$G\$7	=F10-G10			
11	AL001	25.75	=D11*\$E\$7	=C11*D11+E11	=F11*\$G\$7	=F11-G11			
12	AL005	45.55	=D12*\$E\$7	=C12*D12+E12	=F12*\$G\$7	=F12-G12			
13					TOTAL	=SUM(H8:H12)			
14	AVERAGE SE								10
15	NUMBER OF								11
16	LOWEST NUM								12 OR =COUNTA(A8:A12)
17	HIGHEST UN								13
18	% OF TOTAL								14
19									
20	<u>SIMMENTALE</u>								15
21	31 Fountain								16 Cell numbers/cell addresses
22									
23	Costing sh								17 Column widths, font, font size
24									
25									
26									

M
15
(15)

QUESTION 6E**Accuracy: 3****Manipulation: 8****TOTAL: 11**

NO	ACCURACY ERRORS	MARK
1	[MARKUP VERSUS DISCOUNT] not keyed in accurately	1
2	[TYPE OF GRAIN] not keyed in accurately	1
3	[AMOUNT IN RAND] not keyed in accurately	1

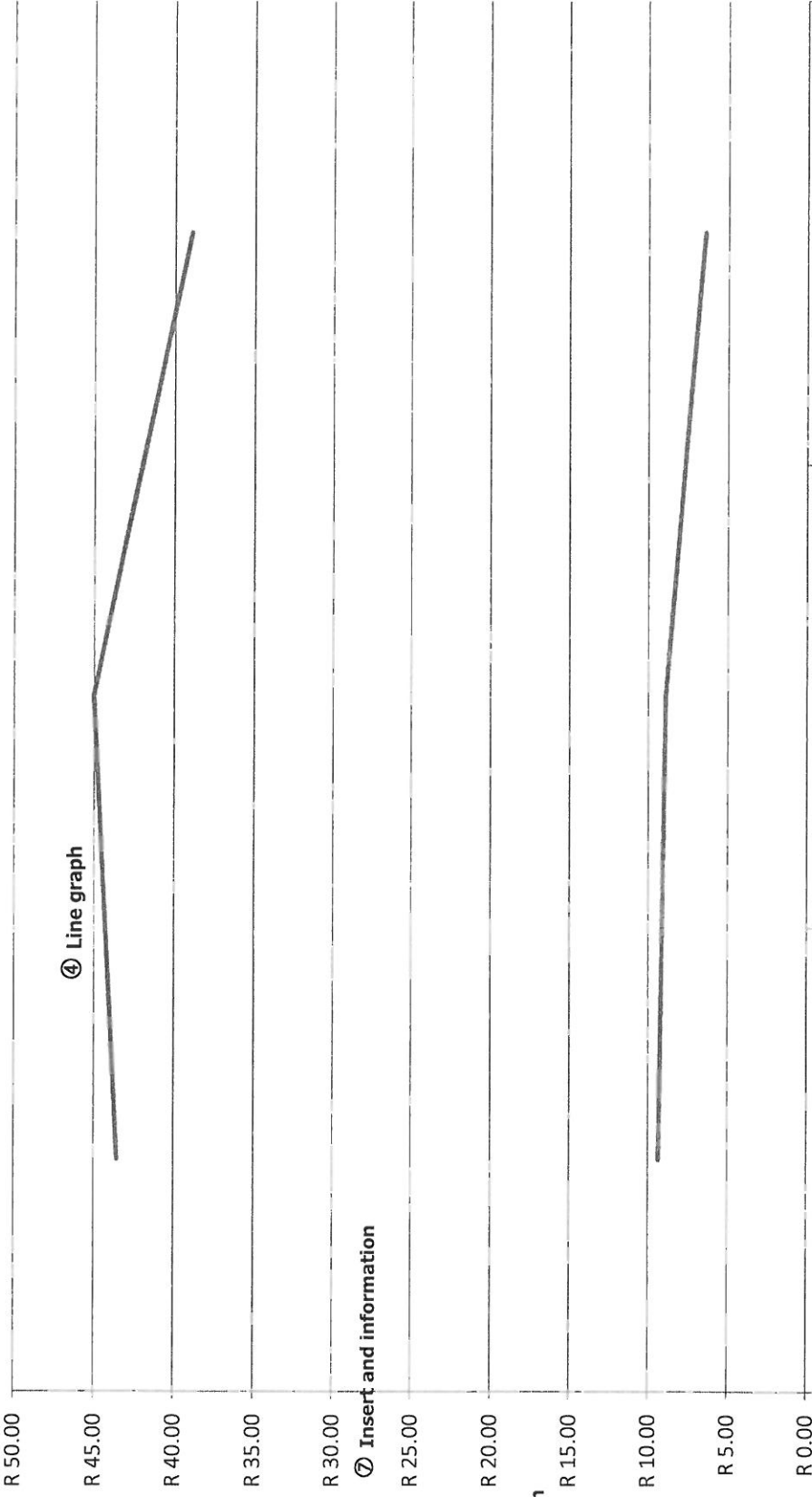
NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 6E] not inserted as a header (right) in capital letters and/or incorrect	
3	[MARKUP VERSUS DISCOUNT] not inserted as a chart title and/or incorrect	
4	Line graph not created and/or incorrect	
5	Legend not displayed left of the graph and/or incorrect	
6	Correct information not displayed in the legend and/or incorrect	
7	[AMOUNT IN RAND] not inserted on the Y-axis and/or correct information not displayed and/or incorrect	
8	[TYPE OF GRAIN] not inserted on the X-axis and/or correct information not displayed and/or incorrect	
9	Graph not inserted as a new sheet and/or landscape orientation not used and/or incorrect	
10	Upper case/lower case incorrect and/or letter spaces incorrect	8

MARKUP VERSUS DISCOUNT

① Examination number header left

② QUESTION 6E header right, uc

③ Insert



Sunflower

Wheat

⑧ Insert and information

TYPE OF GRAIN

⑨ New sheet, landscape

⑩ Uc/lc, letter spaces

Sorghum

A I M I T

11	8	3
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(11)

[70]

TOTAL SECTION C: 70

SECTION D**QUESTION 7.1 (Structure)****Manipulation: 5****TOTAL: 5**

NO	MANIPULATION ERRORS	MARK
1	[EMPLOYEE NUMBER ...] not inserted and/or incorrect	
2	[NAME ...] not inserted and/or incorrect	
3	[DATE OF BIRTH ...] not inserted and/or incorrect	
4	[SALARY ...] not inserted and/or incorrect	
5	[EXAMINATION NUMBER ...] not inserted and/or incorrect	
6	Properties and indexes displayed and/or incorrect	
7	Structure does not fit ONE page and/or portrait orientation not used and/or incorrect	
8	Additional fields inserted	5

Columns

Name	Type	Size	
EMPLOYEE NUMBER	Long Integer	4	①
NAME	Text	9	②
DATE OF BIRTH	Date/Time	8	③
SALARY	Currency	8	④
EXAMINATION NUMBER ⑤	Text	15	

- ① [EMPLOYEE NUMBER] inserted
- ② [NAME] inserted
- ③ [DATE OF BIRTH] inserted
- ④ [SALARY] inserted
- ⑤ [EXAMINATION NUMBER] inserted
- ⑥ Properties/Indexes displayed
- ⑦ Fits ONE page, portrait orientation
- ⑧ Additional fields inserted

M

5

(5)

QUESTION 7.2 (Record 1)**Accuracy: 3****Manipulation: 4****TOTAL: 7**

ACCURACY ERRORS	MARK
Read all text for accuracy	3

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a field name and/or incorrect	
2	Records sorted and/or incorrect	
3	Justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect	
7	Records do not fit ONE page and/or landscape orientation not used and/or incorrect	
8	[EMPLOYEE NUMBER] not displayed as an integer and/or incorrect	
9	[DATE OF BIRTH] not displayed as short time and/or incorrect	
10	[SALARY] not displayed as currency with no decimals and/or incorrect	
11	Data does not fit in row, additional records added, column widths incorrect	4

EMPLOYEE NUMBER	NAME	DATE OF BIRTH	SALARY	EXAMINATION NUMBER
1101	Mark	1966/09/03	R 9 570	
1202	Zolani	1967/08/04	R 10 570	
1303	Keshoor	1968/07/05	R 11 570	
1404	Sarah	1976/06/06	R 10 500	
1505	Mafunda	1977/05/07	R 9 500	
1606	Mogwera	1978/04/08	R 9 500	
1707	Kagiso	1979/03/09	R 10 500	

- ① Examination number inserted
- ② Records not sorted
- ③ Justification
- ④ Letter spaces, margins
- ⑤ Uc/lc
- ⑥ Font, font size
- ⑦ 1 page, landscape
- ⑧ [EMPLOYEE NUMBER] integer
- ⑨ [DATE OF BIRTH] short date
- ⑩ [SALARY] currency, no decimals
- 11 Data fits in row, additional records, column widths

A	M	T
3	4	7

(7)

QUESTION 7.3 (Record 2)**Accuracy: 2****Manipulation: 3****TOTAL: 5**

ACCURACY ERRORS	MARK
Read all text added for accuracy errors	2

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a field name and/or incorrect	
2	Records of [ZOLANI] not deleted and/or incorrect	
3	Justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect	
7	Records do not fit ONE page and/or landscape orientation not used and/or incorrect	
8	Field [STATUS] not inserted and not inserted between [DATE OF BIRTH] and [SALARY] fields and/or incorrect	
9	Records of [STATUS] field not inserted and/or incorrect	
10	Data do not fit in row, additional records added and/or incorrect , other	3

EMPLOYEE NUMBER	NAME	DATE OF BIRTH	STATUS	SALARY	EXAMINATION NUMBER
1101	Mark	1966/09/03 PT		R 9 570	
1303	Keshoor	1968/07/05 FT		R 11 570	
1404	Sarah	1976/06/06 FT		R 10 500	
1505	Mafunda	1977/05/07 PT		R 9 500	
1606	Mogwera	1978/04/08 FT		R 9 500	
1707	Kagiso	1979/03/09 FT		R 10 500	

- ① Examination number inserted
- ② Delete record of [ZOLANI]
- ③ Justification
- ④ Letter spaces, margins
- ⑤ Uc/lc
- ⑥ Font, font size
- ⑦ 1 page, landscape
- ⑧ Insert [STATUS] field
- ⑨ Insert records of [STATUS] field
- ⑩ Data fits in row, additional records, other

A	M	T
2	3	5

QUESTION 7.5 (Report)**Accuracy: 2****Manipulation: 11****TOTAL: 13**

NO	ACCURACY ERRORS	MARK
1	[OF EMPLOYEE] not keyed in accurately	1
2	[TOTAL] not keyed in accurately	1

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted left as heading and/or incorrect	
2	Correct headings [NAME OF EMPLOYEE], [DATE OF BIRTH], [STATUS] and [SALARY] not used and/or incorrect	
3	Headings not centred and/or incorrect	
4	[OF EMPLOYEE] not inserted after the heading [NAME] and/or incorrect	
5	[EMPLOYEE] not displayed in the second line of [NAME OF] and/or incorrect	
6	Content not sorted in alphabetical order according to the [NAME OF EMPLOYEE] and/or incorrect	
7	Records of full-time employees not displayed and/or incorrect	
8	Records of full-time employees earning more than R10 000 not displayed and/or incorrect	
9	[TOTAL] not inserted below the [STATUS] column and/or incorrect	
10	[TOTAL] of [SALARY] not calculated and/or incorrect	
11	[TOTAL] not displayed as currency with no decimals and/or incorrect	
12	Does not fit on ONE page and/or portrait orientation not used and/or incorrect	
13	Upper case/lower case incorrect, information incorrectly aligned and/or incorrect	
14	Other information not displayed in the correct row(s) and/or correct column(s), justification, other and/or incorrect	11

EXAMINATION NUMBER

① Examination number

② Correct headings

③ Headings centre

	NAME OF	DATE OF BIRTH	STATUS	SALARY
④ Insert	EMPLOYEE			
⑤ New line			⑦ Display only FT	⑧ > R10 000
	Kagiso	1979-03-09	FT	R 10 500
⑥ Sort alphabetical order	Keshoor	1968-07-05	FT	R 11 570
	Sarah	1976-06-06	FT	R 10 500
			⑨ Insert TOTAL	R 32 570
				⑩ Calculation
				⑪ Currency, no decimals

- 1 Examination number – left in heading
- 2 Correct headings
- 3 Headings centred
- 4 [OF EMPLOYEE] inserted
- 5 [OF EMPLOYEE] displayed in second line
- 6 [NAME OF EMPLOYEE] sorted alphabetically
- 7 Records of full-time employees displayed
- 8 Salary more than R10 000 displayed
- 9 [TOTAL] inserted
- 10 [TOTAL] not calculated
- 11 [TOTAL] displayed as currency with no decimals
- 12 1 page, portrait
- 13 Uc/lc, information correctly aligned
- 14 Information in correct rows and columns, justification, other

A	M	T
2	11	13

(13)
[30]

TOTAL SECTION D: 30
GRAND TOTAL: 200