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higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

COMPUTER PRACTICE N6

(6030196)

24 MAY 2016

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SECTION A: THEORY**50****QUESTION 1 (INFORMATION SYSTEMS)**

- 1.1
- No initial capital outlay
 - Rent payment is tax deductible
 - Maintenance is provided by the manufacturer
- (3 x 1) (3)
- 1.2
- Personnel or people
 - Hardware (computers, printers and other peripherals)
 - Documentation
 - Software
 - Data communication facilities
 - Office equipment
- (Any 5 x 1) (5)
- 1.3
- Multiplexors
 - Concentrators
 - Communication controllers
 - Front-end processors
- (Any 3 x 1) (3)
- 1.4
- Printers
Scanners
Joystick
Steering Wheel (games)
Modems/3 G cards
Smart card
Network cards
Webcams
Data projector
- (Any applicable 4 x 1) (4)
[15]

QUESTION 2 (OPERATING SYSTEMS)

- 2.1 O
2.2 I
2.3 J
2.4 N
2.5 A
2.6 D
2.7 M
2.8 C
2.9 E
2.10 B

(10 x 1) **[10]**

QUESTION 3 (VIRUSES)

- 3.1 TRUE
- 3.2 TRUE
- 3.3 TRUE
- 3.4 TRUE
- 3.5 TRUE
- 3.6 FALSE
- 3.7 FALSE
- 3.8 FALSE
- 3.9 FALSE
- 3.10 FALSE
- 3.11 TRUE
- 3.12 TRUE
- 3.13 TRUE
- 3.14 TRUE
- 3.15 TRUE

(15 x 1) [15]

QUESTION 4 (TROUBLE SHOOTING)

- 4.1
 - The drive requested does not exist.
 - Correct the drive requested or insert the necessary diskette.
- 4.2
 - A file with the same file name already exists.
 - Answer YES should you want to replace the current file or NO and then select a new file name.
- 4.3
 - Not enough memory, too many programs might be running.
 - Close some programs (CTRL+ALT+DEL will open Task Manager to show which programs are open and what can be closed).
- 4.4
 - The cable is loose or not securely connected.
 - Plug the keyboard cable in securely or replace the keyboard.
- 4.5
 - Too many programs are open (loaded in the RAM).
 - Close some of the programs.

(5 x 2) [10]
TOTAL SECTION A: 50

- ✓ 4 wonders replaced with WONDERS in capital letters (18 times)
✓ 5 WONDERS 14 pt ✓ 6 bold, italics

WONDERS OF THE WORLD

- Main heading:
✓ 7 Uc, 18 pt
✓ 8 Bold, centre, italics

Various lists of the ***WONDERS*** of the World have been compiled from antiquity to the present day to catalogue the world's most spectacular natural ***WONDERS*** and man-made structures.

1. THE SEVEN *WONDERS* OF THE ANCIENT WORLD

- SIX main paragraph headings:
✓ 9 Left-aligned ✓ 10 Uc and bold

- 1.1. The first known list of the most remarkable creations of classical antiquity.
- 1.2. It was based on guide books popular among Hellenic sightseers and only includes works located around the Mediterranean rim.
- 1.3. The number seven was chosen because the Greeks believed it represented perfection and plenty and because it was the number of the five planets known anciently, plus the sun and moon.
 - 1.3.1. Many similar lists have been made.
 - 1.3.1.1. The Seven ***WONDERS*** of the Ancient World (from left to right, top to bottom):
 - 1.3.1.2. Great Pyramid of Giza
 - 1.3.1.3. Hanging Gardens of Babylon
 - 1.3.1.4. Temple of Artemis at Ephesus
 - 1.3.1.5. Statue of Zeus at Olympia
 - 1.3.1.6. Mausoleum at Halicarnassus (also known as the Mausoleum of Mausolus)
 - 1.3.1.7. Colossus of Rhodes
 - 1.3.1.8. Lighthouse of Alexandria as depicted by 16th-century Dutch artist Maarten van Heemskerck

Automatic paragraph numbering:

- ✓ 11 Level 1 - 1.
✓ 12 Level 1 numbers bold - 1.
✓✓ 13, 14 Level 2 - 1.1.
✓✓ 15, 16 Level 3 - 1.1.1.
✓✓ 17, 18 Level 4 - 1.1.1.1.

QUESTION 5

EXAMINATION NUMBER

2. LISTS FROM OTHER AREAS

2.1. In the 19th and early 20th centuries some writers wrote their own lists with names such as *WONDERS* of the Middle Ages, Seven *WONDERS* of the Middle Ages, Seven *WONDERS* of the Medieval Mind and Architectural *WONDERS* of the Middle Ages.

2.2. Many of the structures on these lists were built much earlier than the Medieval Ages, but were well known.

2.2.1. Typically representative are:

- 2.2.1.1. Stonehenge
- 2.2.1.2. Colosseum
- 2.2.1.3. Catacombs of Kom el Shoqafa
- 2.2.1.4. Great Wall of China
- 2.2.1.5. Porcelain Tower of Nanjing
- 2.2.1.6. Hagia Sophia
- 2.2.1.7. Leaning Tower of Pisa

3. SEVEN NATURAL *WONDERS* OF THE WORLD

3.1. One of the many existing lists was compiled by CNN:

3.1.1. Aurora

3.1.2. Grand Canyon

3.1.3. Great Barrier Reef

3.1.4. Harbor of Rio de Janeiro

3.1.5. Mount Everest

3.1.6. Paricutin volcano

3.1.7. Victoria Falls

This Page only

✓ 19 Aligned right

✓ 20 Alphabetically sorted

4. NEW7WONDERS OF NATURE

4.1. New7**WONDERS** of Nature (2007–11), a contemporary effort to create a list of seven natural **WONDERS** chosen through a global poll, was organised by the same group as the New7**WONDERS** of the World campaign.

4.1.1. Iguazu Falls

4.1.2. Jeju Island

4.1.3. Komodo Island

4.1.4. Puerto Princesa Underground River

4.1.5. Table Mountain

4.1.6. Halong Bay

4.1.7. Amazon Rainforest

5. SEVEN <i>WONDERS</i> OF THE UNDERWATER WORLD	
5.1.	The Seven Underwater <i>WONDERS</i> of the World was dedicated to ocean preservation and research.
5.2.	In 1989 CEDAM brought together a panel of marine scientists to pick underwater areas which they considered to be worthy of protection.
5.2.1.	The results were announced at The National Aquarium in Washington DC by actor Lloyd Bridges, star of TV's <i>Sea Hunt</i> :
5.2.1.1.	Palau
5.2.1.2.	Belize Barrier Reef
5.2.1.3.	Great Barrier Reef
5.2.1.4.	Deep-sea Vents
5.2.1.5.	Galápagos Islands
5.2.1.6.	Lake Baikal
5.2.1.7.	Northern Red Sea

Only this page

- ✓ 21 Table - 1 column and 11 rows
- ✓ 22 Text in table
- ✓ 23 Open rows deleted

QUESTION 5

EXAMINATION NUMBER

6. SEVEN *WONDERS* OF THE INDUSTRIAL WORLD

6.1 British author Deborah Cadbury wrote *Seven WONDERS of the Industrial World*, a book telling the stories of seven great feats of engineering of the 19th and early 20th centuries.

6.2 In 2003 the BBC aired a seven-part docudrama exploring the same feats with Cadbury as a producer.

6.2.1 Each episode dramatised the construction of one of the following industrial *WONDERS*:

6.2.1.1	SS Great Eastern	6.2.1.2	Bell Rock Lighthouse	6.2.1.3	Brooklyn Bridge	6.2.1.4	London sewerage system
---------	------------------	---------	----------------------	---------	-----------------	---------	------------------------

6.2.1.5 First Transcontinental Railroad

✓ 32 - 6.2.1.5-6.2.1.7 centred

6.2.1.6 Panama Canal

6.2.1.7 Hoover Dam

✓ 35 Line spacing

✓ 24 This page landscape
✓ 25 Rest of document portrait

✓ ✓ 33, 34 Page breaks (FIVE)

✓ 36 Upper case/lower case, letter spaces

✓ 26 Column 1
✓ 27 Column 2
✓ 28 Column 3
✓ 29 Column 4

✓ 37 Any other manipulation error, eg italics, underline, bold - additional

✓ 30 Vertical line between columns

✓ 31 Columns switched off

QUESTION 5

MANIPULATION: 34	
1.	Document not changed to Times New Roman 12 pt/10 cpi including header and/or incorrect
2.	Margins not 0.5"/1.27 cm and/or incorrect
3.	[QUESTION 5] not left inserted in capital letters as header and/or incorrect [EXAMINATION NUMBER] and [COMPUTER NUMBER] not right-aligned as header and/or incorrect
4.	The word wonder not replaced with WONDERS in capital letters (18 times)
5.	The word wonders not replaced with WONDERS in 14 pt and/or incorrect
6.	The word wonders not replaced with WONDERS in bold and italics and/or incorrect
7.	Main heading: Not capital letters and 18 point and/or incorrect
8.	Main heading: Not centred, bold and italics and/or incorrect
9.	SIX main paragraph headings not left-aligned and/or incorrect
10.	SIX main paragraph headings not in capital letters and bold and/or incorrect
11.	Level 1 incorrect or omitted
12.	Level 1 numbers not bold and/or incorrect - 1.
13,14.	Level 2 incorrect or omitted - 1.1.
15,16.	Level 3 incorrect or omitted - 1.1.1.
17,18.	Level 4 incorrect or omitted - 1.1.1.1.
19.	Page 3: Content not right-aligned and/or incorrect
20.	Page 3: 3.1.1-3.1.7 not sorted alphabetically and/or incorrect
21.	Page 5: Table not inserted with 1 column and 11 rows and/or incorrect
22.	Page 5: Text not moved to table and/or incorrect
23.	Page 5: Open rows not deleted and/or incorrect
24.	Page 6: Page not landscape orientation and/or incorrect
25.	Rest of document not portrait and/or incorrect
26.	Column 1 not inserted and/or incorrect
27.	Column 2 not inserted and/or incorrect
28.	Column 3 not inserted and/or incorrect
29.	Column 4 not inserted and/or incorrect
30.	Vertical line not inserted between columns and/or incorrect
31.	Columns not switched off and/or incorrect
32.	Paragraphs 6.2.1.5-6.2.1.7 not centred and/or incorrect
33, 34.	FIVE page breaks not inserted and/or incorrect
35.	Line spacing incorrect
36.	Capital letters, small letters, letter spaces incorrect
37.	Any other manipulation error, eg italics, bold, underline - additional

A	M	T
1	34	35

ACCURACY: 1	
	[QUESTION 5] keyed in incorrectly
	[EXAMINATION NUMBER] keyed in incorrectly

[35]

THE SEVEN WONDERS OF THE ANCIENT WORLD IS THE FIRST KNOWN LIST OF THE MOST REMARKABLE CREATIONS. IT WAS BASED ON GUIDEBOOKS POPULAR AMONG HELLENIC SIGHTSEERS AND ONLY INCLUDES WORKS LOCATED AROUND THE MEDITERRANEAN RIM.

✓ 5 TOC: left, capital letters, 18 pt, bold, PAGE NUMBER: right, capital letters, 18 pt, bold

TABLE OF CONTENTS

PAGE NUMBER

1. THE SEVEN WONDERS OF THE ANCIENT WORLD	5
1.1. The first known list of the most remarkable creations of classical antiquity.	5
1.3.1. Many similar lists have been made.	5
1.3.1.1. The Seven WONDERS of the Ancient World (from left to right, top to bottom):	5
2. LISTS FROM OTHER AREAS	6
2.2. Many of the structures on these lists were built much earlier than the Medieval Ages, but were well known.	6
2.2.1. Typically representative are:	6
2.2.1.1. Stonehenge	6
3. SEVEN NATURAL WONDERS OF THE WORLD	7
3.1. One of the many existing lists was compiled by CNN:	7
3.1.1. Aurora	7

✓ 6 Generate TOC

✓ ✓ 7, 8 Correct headings

✓ ✓ 9, 10 Correct page numbers

✓ 11 Page numbers right with leader dots

✓ 12 TOC Rockwell 10 pt

✓ 13 No page number on this page

✓ 14 Page breaks correctly inserted

WONDERS OF THE WORLD

Various lists of the ***WONDERS*** of the World have been compiled from antiquity to the present day to catalogue the world's most spectacular natural ***WONDERS*** and man-made structures.

1. THE SEVEN *WONDERS* OF THE ANCIENT WORLD

- 1.1. The first known list of the most remarkable creations of classical antiquity.
- 1.2. It was based on guide books popular among Hellenic sightseers and only includes works located around the Mediterranean rim.
- 1.3. The number seven was chosen because the Greeks believed it represented perfection and plenty and because it was the number of the five planets known anciently, plus the sun and moon.
 - 1.3.1. Many similar lists have been made.
 - 1.3.1.1. The Seven ***WONDERS*** of the Ancient World (from left to right, top to bottom):
 - 1.3.1.2. Great Pyramid of Giza
 - 1.3.1.3. Hanging Gardens of Babylon
 - 1.3.1.4. Temple of Artemis at Ephesus
 - 1.3.1.5. Statue of Zeus at Olympia
 - 1.3.1.6. Mausoleum at Halicarnassus (also known as the Mausoleum of Mausolus)
 - 1.3.1.7. Colossus of Rhodes
 - 1.3.1.8. Lighthouse of Alexandria as depicted by 16th-century Dutch artist Maarten van Heemskerck

- ✓ 14 Page breaks correctly inserted
- ✓ 15 Page number bottom, centre
- ✓ 16 Page number starts with 5

QUESTION 6

EXAMINATION NUMBER

✓17 INDEX: left, capital letters, 18 pt, bold, PAGE NO: right, capital letters, 18 pt, bold

INDEX**PAGE NUMBER**

SEVEN	5, 6, 7
Stonehenge	6
Tower	6

Victoria Falls	7
WONDERS	5, 6, 7
WORLD	5, 7

- ✓ 18 Generate index
- ✓ 19 Correct words
- ✓ 20 Correct page numbers
- ✓ 21 Page number right with leader dots
- ✓ 22 TWO columns
- ✓ 23 Correct THREE pages printed
- ✓ 24 Page 8: Page number bottom, centred
- ✓ 25 Line spacing
- ✓ 26 Letter spaces, any other manipulation errors

QUESTION 6

MANIPULATION: 23	
1.	Document not Times New Roman 12 pt/10 cpi, including header and/or incorrect
2.	Margins not 0.5"/ 1.27 cm and/or incorrect
3.	[QUESTION 6] not left inserted as header in capital letters and/or incorrect and/or [EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
4.	Page 1: Heading [THE SEVEN WONDERS ... MEDITERRANEAN RIM.] not inserted in capital letters, centred and 18 pt and/or incorrect
5.	[TABLE OF CONTENTS] not left-aligned and [PAGE NUMBER] not right-aligned in capital letters, bold and 18 pt and/or incorrect
6.	Table of contents not generated and/or incorrect
7,8.	Incorrect headings
9,10.	Incorrect page numbers
11.	Page numbers not right-aligned with leader dots and/or incorrect
12.	Table of Contents not Rockwell 10 pt and/or incorrect
13.	Page 1: No page number and/or incorrect
14.	Page breaks incorrectly inserted
15.	Page 2: Page number not inserted bottom, centred and/or incorrect
16.	Page 2: Page number not numbered as 5 and/or incorrect
17.	[INDEX] not left-aligned and [PAGE NUMBER] not right-aligned in capital letters, bold and 18 pt and/or incorrect
18.	Index not generated and/or incorrect
19.	Incorrect words (6)
20.	Incorrect page numbers
21.	Page numbers not right-aligned with leader dots and/or incorrect
22.	Not 2 columns and/or incorrect
23.	Incorrect three pages printed
24.	No page number (page 8) and/or page number not bottom, centred and/or incorrect
25.	Line spacing incorrect
26.	Letter spaces incorrect and/or any other manipulation error

ACCURACY: 4	
	[QUESTION 6] and [EXAMINATION NUMBER] keyed in incorrectly
	[THE SEVEN WONDERS ... MEDITERRANEAN RIM.] keyed in incorrectly
	[TABLE OF CONTENTS] and [PAGE NUMBER] keyed in incorrectly
	[INDEX] and [PAGE NUMBER] keyed in incorrectly

A	M	T
4	23	27

[27]

MARKING GUIDELINE

- 15 -

(GS)N230(E)(M24)H

COMPUTER PRACTICE N6

QUESTION 7 ✓ 5 Double line

EXAMINATION NUMBER

✓ 6 Textbox ✓ 7 Capital letters, centre ✓ 8 Bold, italics, 14 pt

✓ 9 Column sizes: THREE equal columns

SMS YOUR FAVOURITE MAN-MADE WONDER OF THE WORLD!

✓ 10 vertical lines, spaces between columns 0.59"/1.5 cm

Column 2: ✓ 13 Correct picture ✓ 14 Centred

Column 3: ✓ 17 10 pt ✓ 18 Right-aligned

AMERICAN NATIONAL NEWS
and
GOOD MORNING AMERICA

Invites you to send us your
favourite wonder of the world
via any electronic media

Column 1: ✓ 11 10 pt ✓ 12 Aligned left



Column 2: ✓ 15 Correct size ✓ 16 Double line frame

19 Switch columns off

NATURAL WONDERS
OF THE WORLD

Grand Canyon
Rio de Janeiro Harbour
Mount Everest
Victoria Falls
Paricutin Volcano

✓ 20 Double line

Manipulation: 22

1.	Letterhead not Comic Sans 12 pt and/or incorrect
2.	Margins not 0.5"/ 1.27 cm and/or incorrect
3.	[QUESTION 7] not left inserted as header in capital letters and/or incorrect
4.	[EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
5.	Double horizontal line not inserted before textbox and/or incorrect
6.	Textbox not inserted and/or incorrect
7.	Text in textbox [SMS ... THE WORLD!] not capital letters and centred and/or incorrect
8.	Text in textbox [SMS ... THE WORLD!] not bold, italics and 14 pt and/or incorrect
9.	Column sizes incorrect: THREE equal columns
10.	No vertical line between columns and/or spaces between columns not 0.59"/1.5 cm and/or incorrect
11.	Column 1: Letter size not 10 pt and/or incorrect
12.	Column 1: Text not left-aligned and/or incorrect
13.	Column 2: Incorrect picture inserted
14.	Column 2: Picture not centred horizontally and/or incorrect
15.	Column 2: Picture size not 1.38"/3.5 cm wide and 1.38"/3.5 cm high and/or incorrect
16.	Column 2: Double line border not inserted around picture and/or incorrect
17.	Column 3: Letter size not 10 pt and/or incorrect
18.	Column 3: Text not right-aligned and/or incorrect
19.	Columns not switched off before double line and/or incorrect
20.	Double horizontal line not inserted after columns and/or incorrect
21.	Footer: Horizontal line not inserted and/or incorrect
22.	Footer: [The Grand ... AMERICA] not centred and/or incorrect
23.	Footer: [The Grand ... AMERICA] not 8 pt and/or incorrect
24.	Line spacing incorrect
25.	Capital letters, small letters, letter spaces incorrect - additional

ACCURACY: 3

	[QUESTION 7] and [EXAMINATION NUMBER] keyed in incorrectly
	Text in textbox [SMS ... THE WORLD!] keyed in incorrectly
	[AMERICAN ... media] keyed in incorrectly - Column 1
	[NATURAL WONDERS ... Volcano] keyed in incorrectly - Column 3
	Footer [The Grand ... AMERICA] keyed in incorrectly

Footer:

- ✓ 21 Horizontal line
- ✓ 22 Centred
- ✓ 23 8 pt
- ✓ 24 Line spacing
- ✓ 25 Uc, lc, letter spaces, additional

A	M	T
3	22	25

[25]

The Grand Canyon was the viewer-chosen eighth wonder of the world during the show GOOD MORNING AMERICA

QUESTION 8A

✓ 2 No EXAMINATION NUMBER and QUESTION NUMBER as headers

FINALIST	WONDER	CITY	COUNTRY	YEAR CREATED	TYPE	DATE	VOTES
Number 1	Stonehenge	Amesbury	United Kingdom	2400 BC	Natural	May 2006	10 million
Number 2	Eiffel Tower	Paris	France	1887	Man-made	QUESTION 8A	20 million
Number 3	Moai	Easter Island	Chile	1250	Unknown	EXAMINATION NUMBER	30 million

ACCURACY: 3

All field names
Text in Letter/Record 1
Text in Letter/Record 2
Text in Letter/Record 3

- ✓ 1 Arial 10 pt
- ✓ 3 QUESTION 8A part of DATE field
- ✓ 4 EXAMINATION NUMBER part of DATE field
- ✓ 5 8 Correct fields
- ✓ 6 3 Correct records
- ✓ 7 Text not wrapped
- ✓ 8 Landscape
- ✓ 9 Capital letters, small letters, letter spaces - additional

MANIPULATION: 7

1.	Arial 10 pt not used and/or incorrect
2.	QUESTION NUMBER and EXAMINATION NUMBER inserted as header and/or incorrect
3.	[QUESTION 8A] not inserted in letter/record 2 below DATE field and/or incorrect
4.	[EXAMINATION NUMBER] not inserted in letter/record 3 below DATE field and/or incorrect
5.	8 correct fields
6.	3 correct records
7.	Text wrapped and/or incorrect
8.	Paper orientation not landscape and/or incorrect
9.	Capital letters, small letters, letter spaces incorrect - additional
If a table is used (as shown in the question paper), candidate loses points 5 and 6 because it is not a merged table. The fields/data in Question 8B and Question 8C are then also not marked.	
If this data file is omitted, fields/data in Question 8B and Question 8C are also not marked.	
If Question 8B is omitted, the data in Question 8C are not marked. Do NOT mark a Question 8C printout as Question 8B!	

(10)

A	M	T
3	7	10

SMS YOUR FAVOURITE MAN-MADE WONDER OF THE WORLD!

AMERICAN NATIONAL NEWS
and
GOOD MORNING AMERICA

Invites you to send us your
favourite wonder of the world
via any electronic media



NATURAL WONDERS
OF THE WORLD

Grand Canyon
Rio de Janeiro Harbour
Mount Everest
Victoria Falls
Paricutin Volcano

✓✓✓✓✓✓✓✓ 7, 8, 9, 10, 11, 12, 13, 14 Fields

✓ 20 Footnote

System date:

✓ 5 Right-aligned

✓ 6 Correct date

24 May 2016

In «DATE» the American national newspaper *USA Today* and the American television show *Good Morning America* revealed «WONDER» as candidate «FINALIST» as part of a new list of New Seven Wonders of the World, who received «VOTES» votes¹. «WONDER» is situated in «CITY», «COUNTRY» with its origin in «YEAR_CREATED» with the classification origin of «TYPE».

Another eight wonders were chosen in the weeks that followed:

Number	Wonder	City and Country
8	Grand Canyon (viewer-chosen eighth wonder)	Arizona, USA
7	Great Migration of Serengeti	Tanzania and Kenya
5	Internet	Earth
6	Mayan ruins	Yucatán Peninsula, México
2	Old City of Jerusalem	Jerusalem, Israel
4	Papahānaumokuākea Marine Monument	Hawaii, USA
3	Polar ice caps	Polar regions
1	Potala Palace	Lhasa, Tibet, China

✓ 21 Footnote inserted

✓ 22 Footnote bold, italics, 8 pt

✓ 23 Line spacing, bold, underline, portrait, 1 page

✓ 24 Uc, lc, letter spaces - additional

Table:

✓ 15 3 columns and 9 rows

✓ 16 No inside borders

✓ 17 Double line frame

✓ 18 Table content 10 pt

✓ 19 Wonder with data sorted alphabetically

¹ A contemporary effort to create a list of seven wonders chosen through a global poll

The Grand Canyon was the viewer-chosen eighth wonder of the world during the show GOOD MORNING AMERICA

QUESTION 8B

MANIPULATION: 20	
1.	Correct letterhead [QUESTION 7] not inserted and/or incorrect
2.	Letterhead not Comic Sans 12 pt and/or incorrect
3.	Text after letterhead not Arial 12 pt and/or incorrect
4.	[QUESTION 8B] [not left and [EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted and/or incorrect
5.	System date: not right-aligned and/or incorrect
6.	System date: Incorrect date
7, 8, 9,10,11,12,13,14.	8 Merge fields not inserted. Please note WONDER field appears twice
15.	Table not inserted with 3 columns and 9 rows and/or incorrect
16.	Inside borders displayed and/or incorrect
17.	Double line border not inserted and/or incorrect
18.	Content in table not 10 pt and/or incorrect
19.	Wonder with corresponding data not sorted alphabetically and/or incorrect
20.	Footnote not inserted after votes and/or incorrect
21.	Footnote [A contemporary effort to create a list of seven wonders chosen through a global poll] not inserted and/or incorrect
22.	Footnote not in bold, italics and 8 pt and/or incorrect
23.	Line spacing, bold, underline, portrait orientation and not on ONE page and/or incorrect
24.	Capital letters, small letters, letter spaces incorrect - additional

ACCURACY: 5	
	[QUESTION 8B] and [EXAMINATION NUMBER] not inserted and/or incorrect
	All text not keyed in below letterhead and/or incorrect

A	M	T
5	20	25

[25]

SMS YOUR FAVOURITE MAN-MADE WONDER OF THE WORLD!

AMERICAN NATIONAL NEWS
and
GOOD MORNING AMERICA

Invites you to send us your
favourite wonder of the world
via any electronic media



NATURAL WONDERS
OF THE WORLD

Grand Canyon
Rio de Janeiro Harbour
Mount Everest
Victoria Falls
Paricutin Volcano

✓ 4 First 5 fields correct letter 1
✓ 5 Last 4 fields correct letter 1

24 May 2016

In **May 2006** the American national newspaper *USA Today* and the American television show *Good Morning America* revealed **Stonehenge** as candidate **Number 1** as part of a new list of New Seven Wonders of the World, who received **10 million votes**¹. **Stonehenge** is situated in **Amesbury, United Kingdom** with its origin in **2400 BC** with the classification origin of **Natural**.

Another eight wonders were chosen in the weeks that followed:

Number	Wonder	City and Country
8	Grand Canyon (viewer-chosen eighth wonder)	Arizona, USA
7	Great Migration of Serengeti	Tanzania and Kenya
5	Internet	Earth
6	Mayan ruins	Yucatán Peninsula, México
2	Old City of Jerusalem	Jerusalem, Israel
4	Papahānaumokuākea Marine Monument	Hawaii, USA
3	Polar ice caps	Polar regions
1	Potala Palace	Lhasa, Tibet, China

✓ 3 Footnote number 1 all three pages correct as 1

¹ A contemporary effort to create a list of seven wonders chosen through a global poll

The Grand Canyon was the viewer-chosen eighth wonder of the world during the show GOOD MORNING AMERICA

QUESTION 8C

EXAMINATION NUMBER

SMS YOUR FAVOURITE MAN-MADE WONDER OF THE WORLD!

AMERICAN NATIONAL NEWS
and
GOOD MORNING AMERICA

Invites you to send us your
favourite wonder of the world
via any electronic media



NATURAL WONDERS
OF THE WORLD

Grand Canyon
Rio de Janeiro Harbour
Mount Everest
Victoria Falls
Parícutin Volcano

✓ 6 First 5 fields correct letter 2
✓ 7 Last 4 fields correct letter 2

24 May 2016

In **QUESTION 8A** the American national newspaper *USA Today* and the American television show *Good Morning America* revealed **Eiffel Tower** as candidate **Number 2** as part of a new list of New Seven Wonders of the World, who received **20 million** votes¹. **Eiffel Tower** is situated in **Paris, France** with its origin in **1887** with the classification origin of **Man-made**.

Another eight wonders were chosen in the weeks that followed:

Number	Wonder	City and Country
8	Grand Canyon (viewer-chosen eighth wonder)	Arizona, USA
7	Great Migration of Serengeti	Tanzania and Kenya
5	Internet	Earth
6	Mayan ruins	Yucatán Peninsula, México
2	Old City of Jerusalem	Jerusalem, Israel
4	Papahānaumokuākea Marine Monument	Hawaii, USA
3	Polar ice caps	Polar regions
1	Potala Palace	Lhasa, Tibet, China

¹ A contemporary effort to create a list of seven wonders chosen through a global poll

The Grand Canyon was the viewer-chosen eighth wonder of the world during the show GOOD MORNING AMERICA

QUESTION 8C

EXAMINATION NUMBER

SMS YOUR FAVOURITE MAN-MADE WONDER OF THE WORLD!

AMERICAN NATIONAL NEWS
and
GOOD MORNING AMERICA

Invites you to send us your
favourite wonder of the world
via any electronic media



NATURAL WONDERS
OF THE WORLD

Grand Canyon
Rio de Janeiro Harbour
Mount Everest
Victoria Falls
Paricutin Volcano

✓ 8 First 5 fields correct letter 3
✓ 9 Last 4 fields correct letter 3

26 May 2016

In **EXAMINATION NUMBER** the American national newspaper *USA Today* and the American television show *Good Morning America* revealed **Moai** as candidate **Number 3** as part of a new list of New Seven Wonders¹ of the World, who received **30 million votes**¹. **Moai** is situated in **Easter Island, Chile** with its origin in **1250** with the classification origin of **Unknown**.

Another eight wonders were chosen in the weeks that followed:

✓ 10 Endnote inserted after Seven Wonders

Number	Wonder	City and Land
8	Grand Canyon (viewer-chosen eighth wonder)	Arizona, USA
7	Great Migration of Serengeti	Tanzania and Kenya
5	Internet	Earth
6	Mayan ruins	Yucatán Peninsula, México
2	Old City of Jerusalem	Jerusalem, Israel
4	Papahānaumokuākea Marine Monument	Hawaii, USA
3	Polar ice caps	Polar regions
1	Potala Palace	Lhasa, Tibet, China

ⁱ In a 1999 article, *Astronomy* magazine listed the Seven Wonders of the Solar System. This article was later made into a video

✓ 11 Endnote inserted correct position
✓ 12 Endnote bold, 8 pt

¹ A contemporary effort to create a list of seven wonders chosen through a global poll

The Grand Canyon was the viewer-chosen eighth wonder of the world during the show GOOD MORNING AMERICA

QUESTION 8C

MANIPULATION: 12	
1.	[QUESTION 8C] and [EXAMINATION NUMBER] incorrect on all THREE pages
2.	Incorrect letterhead on all THREE pages
3.	Footnote number 1 on all THREE pages incorrect and/or not numbered as 1
4.	First 5 fields incorrect, letter 1
5.	Last 4 fields incorrect, letter 1
6.	First 5 fields incorrect, letter 2
7.	Last 4 fields incorrect, letter 2
8.	First 5 fields incorrect, letter 3
9.	Last 4 fields incorrect, letter 3
10.	Endnote not inserted and/or incorrect
11.	Endnote not in correct position (letter 3 below) and/or incorrect
12.	Endnote not bold and 8 pt and/or incorrect

ACCURACY: 2	
	[QUESTION 8C] and [EXAMINATION NUMBER] not inserted and/or incorrect
	Text in endnote incorrectly keyed in and/or incorrect

A	M	T
1	12	13

(13)

NEW SEVEN WONDERS EXAMINATION NUMBER	NEW SEVEN WONDERS QUESTION 8D	NEW SEVEN WONDERS	NEW SEVEN WONDERS
✓ 1 EXAMINATION NUMBER in row 1, first label, left-aligned	✓ 2 QUESTION 8D in row 1, second label, left-aligned		
NEW SEVEN WONDERS Stonehenge Amesbury United Kingdom Natural	NEW SEVEN WONDERS Stonehenge Amesbury United Kingdom Natural	NEW SEVEN WONDERS Stonehenge Amesbury United Kingdom Natural	NEW SEVEN WONDERS Stonehenge Amesbury United Kingdom Natural
NEW SEVEN WONDERS Eiffel Tower Paris France Man-made	NEW SEVEN WONDERS Eiffel Tower Paris France Man-made	NEW SEVEN WONDERS Eiffel Tower Paris France Man-made	NEW SEVEN WONDERS Eiffel Tower Paris France Man-made
NEW SEVEN WONDERS Moai Easter Island Chile Unknown	NEW SEVEN WONDERS Moai Easter Island Chile Unknown	NEW SEVEN WONDERS Moai Easter Island Chile Unknown	NEW SEVEN WONDERS Moai Easter Island Chile Unknown
NEW SEVEN WONDERS ✓ 3 20 labels (4 x 5) ✓ 4 Display all borders ✓ 5 Arial 12 pt ✓ 6 NEW SEVEN WONDERS centred and bold on all labels	NEW SEVEN WONDERS ✓ 7 Correct data in row 2 ✓ 8 Correct data in row 3 ✓ 9 Correct data in row 4 ✓ 10 All data copied across ✓ 11 All data right-aligned	NEW SEVEN WONDERS ✓ 12 Landscape orientation ✓ 13 Letter spaces and line spacing ✓ 14 Capital letters, small letters, additional	NEW SEVEN WONDERS (15) [63]

A	M	T
3	12	15

SEVEN WONDERS OF THE WORLD
THE GREATEST CIVIL ENGINEERING ACHIEVEMENTS

WORLDWIDE VOTES RECEIVED ✓ 3 Headings centred

✓ 1 QUESTION 9A left ✓ 2 EXAMINATION NUMBER and COMPUTER NUMBER right
ANCIENT WONDERS

NUMBER OF VOTES RECEIVED: 1000000 (one million)

✓ 4 Three files combined in correct order

VOTES IN 1992

✓ 5 Correct ranges combined in bottom two files

WONDER	EUROPE 1992	USA 1992	% OF TOTAL VOTES
Empire State Building	95000	125000	22%
Golden Gate Bridge	127000	157000	28%
Panama Canal	185000	311000	50%
Total votes:	✓ 7 407000	✓ 8 593000	✓ 9 100%
Total worldwide votes:	1000000	✓ 10	

NEW SEVEN WONDERS

NUMBER OF VOTES RECEIVED: 2000000 (two million)

VOTES IN 1992

WONDER	EUROPE 1992	USA 1992	% OF TOTAL VOTES
Machu Picchu	190000	250000	22%
Colosseum	254000	314000	28%
Great Wall of China	370000	622000	50%
Total votes:	✓ 12 814000	✓ 13 1186000	✓ 14 100%
Total worldwide votes:	2000000	✓ 15	

TODAY'S SEVEN WONDERS

NUMBER OF VOTES RECEIVED: 3000000 (three million)

VOTES IN 1992

WONDER	EUROPE 1992	USA 1992	% OF TOTAL VOTES
Statue of Liberty	270000	320000	20%
Eiffel Tower	425000	475000	30%
Stonehenge	750000	760000	50%
Total votes:	✓ 17 1445000	✓ 18 1555000	✓ 19 100%
Total worldwide votes:	3000000	✓ 20	
Total for all wonders:	6000000	✓ 21	

- ✓ 22 Columns B and C integer, no decimals
- ✓ 23 Column D percentage, no decimals
- ✓ 24 Two open rows
- ✓ 25 Column widths
- ✓ 26 Uc, lc, letter spaces, additional
- ✓ 27 Portrait orientation
- ✓ 28 One page
- ✓ 29 No row and column headings

QUESTION 9A

MANIPULATION: 23	
1	[QUESTION 9A] not right inserted in capital letters as header and/or incorrect
2	[EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
3	Headings in first ROWS not centred and/or incorrect
4	Files for ANCIENT WONDERS, NEW WONDERS and WONDERS OF TODAY not combined in correct order and/or incorrect
5	Correct ranges not used in bottom two files and/or incorrect
6	% of total votes for ANCIENT WONDERS incorrect
7,8,9	Total votes for ANCIENT WONDERS incorrect
10	Total worldwide votes for ANCIENT WONDERS incorrect
11	% of total votes for NEW WONDERS incorrect
12,13,14	Total votes for NEW WONDERS incorrect
15	Total worldwide votes for NEW WONDERS incorrect
16	% of total votes for WONDERS OF TODAY incorrect
17,18,19	Total votes for WONDERS OF TODAY incorrect
20	Total worldwide votes for WONDERS OF TODAY incorrect
21	Total for all wonders incorrect
22	Columns B and C not displayed as integers with no decimal and/or incorrect
23	Column D not displayed as percentage with no decimal and/or incorrect
24	Not two open rows between three files and/or incorrect
25	Column widths incorrect
26	Capital letters, small letters, letter spaces incorrect, additional manipulation errors
27	Portrait orientation not used
28	Does not fit on one page
29	Row and column headings displayed

M	A	T
23	1	24

ACCURACY: 1
Any keying in error in QUESTION 9A and EXAMINATION NUMBER

(24)

COMPUTER PRACTICE N6

QUESTION 9B

EXAMINATION NUMBER

	A	B	C	D
1	SEVEN WONDERS OF THE WORLD			
2	THE GREATEST CIVIL ENGINEERING ACHIEVEMENTS			
3	WORLDWIDE VOTES RECEIVED			
4	✓ 1 QUESTION 9B left, EXAMINATION NUMBER right			
5	ANCIENT WONDERS			
6				
7	NUMBER OF VOTES RECEIVED:	1000000	(one million)	
8				
9	VOTES IN 1992			
10	WONDER	EUROPE 1992	USA 1992	% OF TOTAL VOTES
11				
12	Empire State Building	95000	125000	=(B12+C12)/\$B\$7
13	Golden Gate Bridge	127000	157000	=(B13+C13)/\$B\$7
14	Panama Canal	185000	311000	=(B14+C14)/\$B\$7
15	✓✓ 6,7			
16	Total votes:	=SUM(FIRST)	=SUM(SECOND)	=SUM(D12:D14)
17	Total worldwide votes:	=SUM(B16:C16)	✓ 5	✓ 5
18				
19				
20	NEW SEVEN WONDERS			
21				
22	NUMBER OF VOTES RECEIVED:	2000000	(two million)	
23				
24	VOTES IN 1992			
25	WONDER	EUROPE 1992	USA 1992	% OF TOTAL VOTES
26				
27	Machu Picchu	190000	250000	=(B27+C27)/\$B\$22
28	Colosseum	254000	314000	=(B28+C28)/\$B\$22
29	Great Wall of China	370000	622000	=(B29+C29)/\$B\$22
30	✓✓ 9,10			
31	Total votes:	=SUM(THIRD)	=SUM(FOURTH)	=SUM(D27:D29)
32	Total worldwide votes:	=SUM(B31:C31)	✓ 8	✓ 8
33				
34	✓ 15 Row and column headings			
35	✓ 16 Portrait			
36	✓ 17 Column widths			
37	NUMBER OF VOTES RECEIVED:	3000000	(three million)	
38				
39	VOTES IN 1992	✓ 18 One Page		
40	WONDER	EUROPE 1992	USA 1992	% OF TOTAL VOTES
41				
42	Statue of Liberty	270000	320000	=(B42+C42)/\$B\$37
43	Eiffel Tower	425000	475000	=(B43+C43)/\$B\$37
44	Stonehenge	750000	760000	=(B44+C44)/\$B\$37
45	✓✓ 12,13			
46	Total votes:	=SUM(FIFTH)	=SUM(SIXTH)	=SUM(D42:D44)
47	Total worldwide votes:	=SUM(B46:C46)	✓ 11	✓ 11
48	Total for all wonders:	=B17+B32+B47	✓ 14	
49				

QUESTION 9B

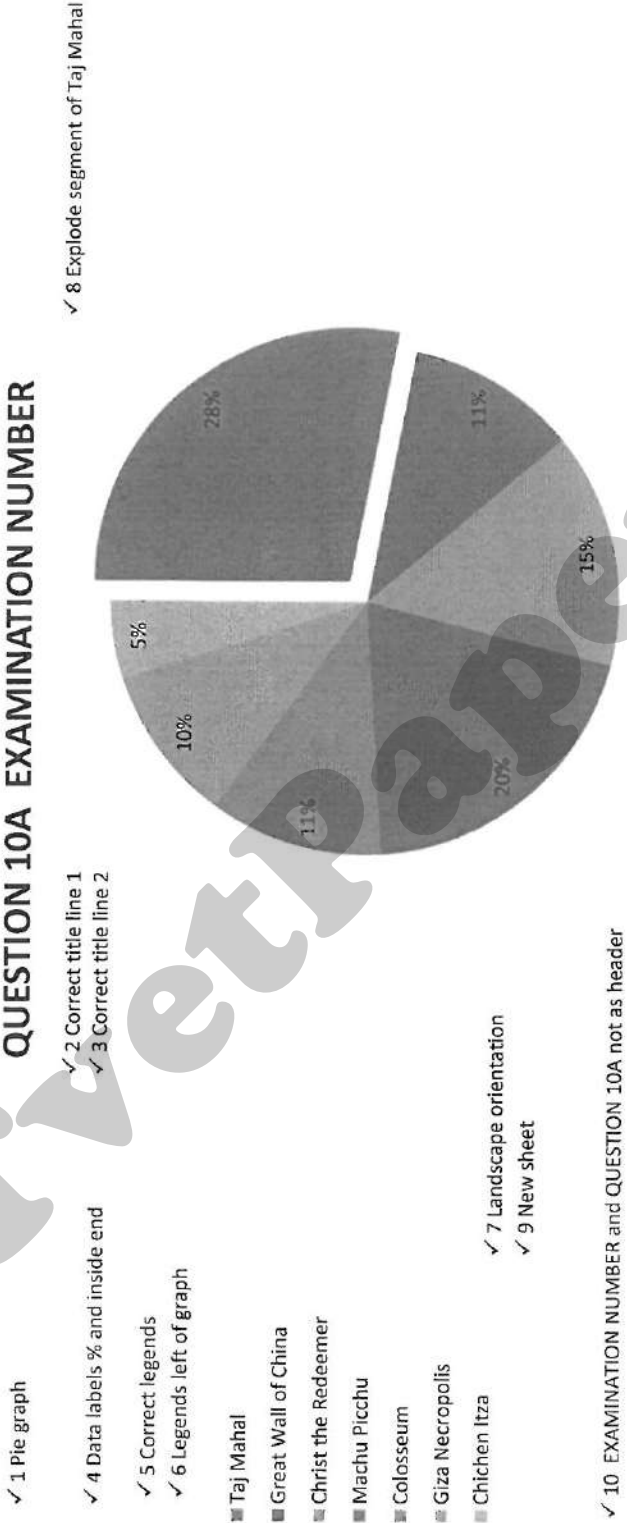
MANIPULATION: 16	
1	[QUESTION 9B] not left inserted in capital letters as header and/or incorrect and/or [EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
2	Absolute values not used at % OF TOTAL VOTES (ANCIENT WONDERS)
3	Absolute values not used at % OF TOTAL VOTES (NEW SEVEN WONDERS)
4	Absolute values not used at % OF TOTAL VOTES (TODAY'S SEVEN WONDERS)
5	Totals (=sum) incorrect at ANCIENT WONDERS
6,7	Range names (FIRST) and (SECOND) not used and/or incorrect
8	Totals (=sum) incorrect at NEW SEVEN WONDERS
9,10	Range names (THIRD) and (FOURTH) not used and/or incorrect
11	Totals (=sum) incorrect at TODAY'S SEVEN WONDERS
12,13	Range names (FIFTH) and (SIXTH) not used and/or incorrect
14	Total for all votes incorrect
15	Row and column headings not displayed
16	Portrait orientation not used
17	Column widths incorrect
18	Not on one page

M	A
16	0

(16)
[40]

QUESTION 10A

The Modern-day Seven Wonders of the World as voted for worldwide
QUESTION 10A EXAMINATION NUMBER



MANIPULATION: 8

1. Not pie graph
2. Chart title: Line 1: [The Modern-day Seven Wonders of the World as voted for worldwide]
3. Chart title: Line 2: [QUESTION 10A] and [EXAMINATION NUMBER]
4. All data labels not displayed as % *inside end* and/or incorrect
5. Incorrect SEVEN legends and/or incorrect
6. Legends not displayed left of graph
7. Not landscape orientation
8. Segment of Taj Mahal not exploded and/or incorrect
9. Not new sheet and/or incorrect
10. [QUESTION 10A] and [EXAMINATION NUMBER] as header inserted

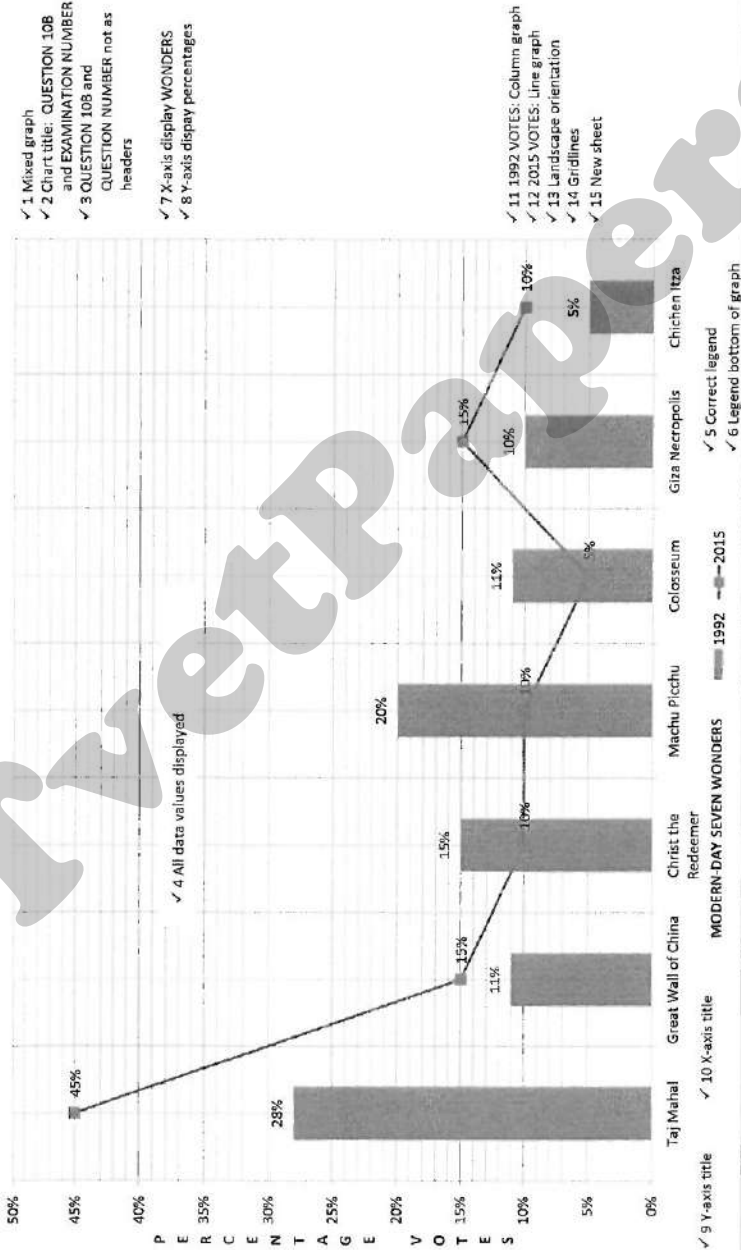
ACCURACY: 2

Chart title line 1: [The Modern-day Seven Wonders of the World as voted for worldwide]
Chart title line 2: [QUESTION 10A] and [EXAMINATION NUMBER]

M	A	T
8	2	10

(10)

QUESTION 10B EXAMINATION NUMBER



MANIPULATION: 13

- Not a mixed graph
- Chart title: [QUESTION 10B] and [EXAMINATION NUMBER] incorrect
- [QUESTION 10B] and [EXAMINATION NUMBER] inserted as headers
- All data labels percentages not displayed
- Incorrect legend and/or no legend
- Legend not displayed at bottom of graph
- X-axis not displaying WONDERS
- Y-axis not displaying percentages
- Y-axis title: not [PERCENTAGE VOTES]
- X-axis title: not [MODERN-DAY SEVEN WONDERS]
- 1992 VOTES: not column graph and/or incorrect
- 2015 VOTES: not line graph and/or incorrect
- Not landscape orientation and/or incorrect
- Gridlines not displayed
- Not printed as new sheet and/or incorrect

ACCURACY: 3

- Chart title: [QUESTION 10B] and [EXAMINATION NUMBER]
- X-axis title: [MODERN-DAY SEVEN WONDERS]
- Y-axis title: [PERCENTAGE VOTES]

M	A	T
13	3	16

(16)
[26]

SEVEN WONDERS OF THE WORLD: NUMBER SEVEN PRESENTS PERFECTION AND PLENTY

✓ 1 QUESTION 11A left ✓ 2 EXAMINATION NUMBER right

✓ 4 Bold

✓ 3 Centre

It was also the number of the five planets anciently, plus the sun and the moon

✓ 4 Italics, underline

1-Jan-15

✓ 5 Centre horizontally and vertically

WONDER	DATE IDENTIFIED	YEARS ACKNOWLEDGED	MATURE OR NEW	WONDER NAME	WONDER TYPE	WONDER	% VOTES RATING
Golden Gate Bridge	5-Jan-33	82	MATURE	Great Wall of China	Ancient	Victoria Falls	16
Cannel Tunnel	6-May-94	21	NEW	Mount Everest	Natural	Table Mountain	15
Stonehenge	1-Jan-85	30	NEW	Hoover Dam	Industrial World	Polar Ice Caps	14
Colloseum in Rome	1-Jan-58	57	MATURE	Gardens of Babylon	Ancient	Oceans of the Earth	13
Empire State Building	1-May-31	84	MATURE	Rings of Saturn	Solar System	Komodo Island	12
CN Tower	1-Jan-86	29	NEW	Panama Canal	Industrial World	Internet	11
Itaipu Dam	5-May-84	31	NEW	Grand Canyon	Natural	Brooklyn Bridge	10

✓ ✓ 6,7

✓ ✓ 8,9

✓ ✓ 10,11

✓ ✓ 12, 13

WONDER NAME

Great Wall of China
Grand Canyon
Hoover Dam
Mount Everest
Rings of Saturn
Panama Canal
Gardens of Babylon

WONDER TYPE

Ancient
Natural
Industrial World
Natural
Solar System
Industrial World
Ancient

✓ 14 Columns C and H integers

✓ 15 Position of picture, D14

✓ 16 Size of picture



✓ 19 Centre horizontally and vertically

✓ 20 Landscape

✓ 21 Column width

✓ 22 No row and column headings

✓ 23 Lines

✓ 24 One page

✓ 5 Centre

WONDER	Brooklyn Bridge	Internet	Komodo Island	Oceans of the Earth	Polar Ice Caps	Table Mountain	Victoria Falls
% VOTES RATING	10	11	12	13	14	15	16

✓ 17 Footer

✓ 18 Footer centre, italics, 16 pt

QUESTION 11A

MANIPULATION 20	
1	[QUESTION 11A] not left inserted in capital letters as header and/or incorrect
2	[EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
3	Headings in rows ONE and THREE not centred and/or incorrect
4	[SEVEN WONDERS ...] not bold and/or [It was ...] not italics and underlined and/or incorrect
5	Headings in row 5 not centred horizontally and vertically and/or incorrect and/or Headings in rows 14, 24 and 25 not centred horizontally and/or incorrect
6,7	[YEARS ACKNOWLEDGED] answers incorrect
8,9	[MATURE OR NEW] answers incorrect
10,11	[WONDER TYPE] answers incorrect
12,13	[% VOTES RATING] answers incorrect
14	Columns C and H answers not integers and/or incorrect
15	Picture not inserted in D14 and/or incorrect
16	Size of picture incorrect
17	Footer not inserted and/or incorrect
18	Footer not italics, centred and 16 pt and/or incorrect
19	Not horizontally and vertically centred and/or incorrect
20	Landscape orientation not used
21	Column width incorrect
22	Row and column headings displayed
23	Lines incorrect or omitted
24	Does not fit on ONE page

ACCURACY: 5	
	Any keying-in error in [QUESTION 11A] and/or [EXAMINATION NUMBER] All text had to be keyed in

M	A	T
20	5	25

(25)

A	B	C	D	F	H
SEVEN WONDERS OF THE WORLD: NUMBER SEVEN PRESENTS PERFECTION AND PLENTY					
1	✓ 1 QUESTION 11B left and EXAMINATION NUMBER right				
3	so it was the number of the five planets anciently, plus the sun and the moon				
4	42005				
5	WONDER	DATE IDENTIFIED	YEARS ACKNOWLEDGED	MATURE OR NEW	WONDER TYPE
6	Cannel Tunnel	34460	=(\$C\$4-B6)/365	=IF(C6>50,"MATURE","NEW")	=HLOOKUP(G6,VOTES,2)
7	CN Tower	31413	=(\$C\$4-B7)/365	=IF(C7>50,"MATURE","NEW")	=HLOOKUP(G7,VOTES,2)
8	Colosseum in Rome	21186	=(\$C\$4-B8)/365	=IF(C8>50,"MATURE","NEW")	=HLOOKUP(G8,VOTES,2)
9	Empire State building	11444	=(\$C\$4-B9)/365	=IF(C9>50,"MATURE","NEW")	=HLOOKUP(G9,VOTES,2)
10	Golden Gate Bridge	12059	=(\$C\$4-B10)/365	=IF(C10>50,"MATURE","NEW")	=HLOOKUP(G10,VOTES,2)
11	Itaipu Dam	30807	=(\$C\$4-B11)/365	=IF(C11>50,"MATURE","NEW")	=HLOOKUP(G11,VOTES,2)
12	Stonehenge	31048	=(\$C\$4-B12)/365	=IF(C12>50,"MATURE","NEW")	=HLOOKUP(G12,VOTES,2)
13	✓ 21, 22 Sort	✓ ✓ ✓ ✓ 2,3,4,5	✓ ✓ ✓ ✓ 6,7,8,9	✓ ✓ ✓ ✓ 10,11,12,13	✓ ✓ 14, 15,16,17
14	✓ 18, 19 Hide columns E, G and reference tables				
15	✓ 20 Footer deleted				
16					
17	✓ 23 Landscape				
18	✓ 24 Column width				
19	✓ 25 Row and column headings				
20	✓ 26 ONE page				
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					

M	T
25	25

MANIPULATION 25
1 [QUESTION 11B] not left inserted in capital letters as header and/or incorrect and/or [EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
2,3,4,5 [YEARS ACKNOWLEDGED] incorrect
6,7,8,9 [MATURE OR NEW] incorrect
10,11,12,13 [WONDER TYPE] incorrect
14,15,16,17 [% VOTES RATING] incorrect
18,19 Columns E, G and TWO reference tables not hidden
20 Footer not deleted
21,22 WONDER and corresponding data not sorted alphabetically and/or incorrect
23 Landscape orientation not used
24 Column width incorrect
25 Row and column headings not displayed
26 Does not fit on ONE page
(25)
[50]

QUESTION 12A

✓ 1 QUESTION 12A left, EXAMINATION NUMBER right

DETAILS ON PRICES ON SEVEN WONDERS TOUR

✓ 2 Right-align

AIRWAYS	FLIGHT TICKET PRICE	VISA FEES	AIRPORT TAX	NUMBER OF TOURISTS	TOTAL PRICE
S.A.A.	3999.99	R 600.00	R 1,200.00	150	R 869,997.83
EMIRATES	4999.99	R 750.00	R 1,500.00	150	R 1,087,497.83
BRITISH AIRWAYS	5999.99	R 900.00	R 1,800.00	150	R 1,304,997.83

✓ 5,6

A

LOAN AMOUNT	MONTHLY INTEREST	TIMEFRAME (MONTHS)	MONTHLY PAYMENT	ANNUAL PAYMENT	TOTAL AMOUNT TO BE PAID	TOTAL INTEREST TO BE PAID
R 869,997.83	12.00%	12	R 140,449.67	R 1,685,396.06	R 1,685,396.06	R 815,398.23
R 869,997.83	12.00%	24	R 111,762.91	R 1,341,154.98	R 2,682,309.96	R 1,812,312.13
R 869,997.83	12.00%	36	R 106,195.54	R 1,274,346.44	R 3,823,039.33	R 2,953,041.50

✓ 13,14

✓ 11,12

✓ 9, 10

✓ 7,8

- ✓ 15 Currency, 2 decimals
- ✓ 16 No row and column headings
- ✓ 17 Column widths
- ✓ 18 Landscape
- ✓ 19 One page

QUESTION 12A

	MANIPULATION: 15
1	[QUESTION 12A] not left inserted in capital letters as header and/or incorrect and/or [EXAMINATION NUMBER] and [COMPUTER NUMBER] not right inserted as header and/or incorrect
2	Heading not right-aligned and/or incorrect
3	[VISA FEES] answers incorrect
4	[AIRPORT TAX] answers incorrect
5,6	[TOTAL PRICE] answers incorrect
7,8	[MONTHLY PAYMENT] answers incorrect
9,10	[ANNUAL PAYMENT] answers incorrect
11,12	[TOTAL AMOUNT TO BE PAID] answers incorrect
13,14	[TOTAL INTEREST TO BE PAID] answers incorrect
15	Answers not in currency with TWO decimals and/or incorrect
16	Row and column headings displayed
17	Column widths incorrect
18	Landscape orientation not used
19	Does not fit on ONE page

ACCURACY: 5

- Any keying in error in [QUESTION 12A] and/or [EXAMINATION NUMBER]
- Any keying in error (text was not given but had to be keyed in)

M	A	T
15	5	20

(20)

QUESTION 12B

A	B	C	D	E	F	G
1	✓ 1 QUESTION 12B left, EXAMINATION NUMBER right					
2						
3	AIRWAYS	FLIGHT TICKET PRICE	AIRPORT TAX	NUMBER OF TOURISTS	TOTAL PRICE	
4	Panda Free	=B4*15%	=C4*2	150	=(B4+C4+D4)*E4	
5	Bitdefender	=B5*15%	=C5*2	150	=(B5+C5+D5)*E5	
6	Kaspersky	=B6*15%	=C6*2	150	=(B6+C6+D6)*E6	
7		✓ 2	✓ 3		✓ ✓ 4, 5	
8		A				
9	LOAN AMOUNT	MONTHLY INTEREST	TIMEFRAME (MONTHS)	MONTHLY PAYMENT	ANNUAL PAYMENT	TOTAL AMOUNT TO BE PAID
10	=F4	0.12	12	=PMT(B10,C10,-A10)	=D10*12	=F10-A10
11	=F4	0.12	24	=PMT(B11,C11,-A11)	=D11*12	=F11-A11
12	=F4	0.12	36	=PMT(B12,C12,-A12)	=D12*12	=F12-A12
13			✓ ✓ ✓ 6,7,8,9	✓ 10	✓ 11	✓ 12
14						
15	MANIPULATION: 14					
16	1	[QUESTION 12B] not left inserted in capital letters as header and/or incorrect and/or [EXAMINATION NUMBER] not right inserted as header and/or incorrect				
17						
18	2	[VISA FEES] incorrect				
19	3	[AIRPORT TAX] incorrect				
20	4,5	[TOTAL PRICE] incorrect				
21	6,7,8,9	[MONTHLY PAYMENT] incorrect				
22	10	[ANNUAL PAYMENT] incorrect				
23	11	[TOTAL AMOUNT TO BE PAID] incorrect				
24	12	[TOTAL INTEREST TO BE PAID] incorrect				
25	13	Row and column headings not displayed				
26	14	Column widths incorrect				
27	15	Landscape orientation not used				
28	16	Does not fit on ONE page				
29						

(14)
[34]

TOTAL SECTION C: 150
GRAND TOTAL: 200