

Candidate No:	Computer Studies P1 Final Marking GuidelineTl		Incomplete
Total Marks:	0	/ 180	0%

Questions:	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8
Completed:	No	No	No	No	No	No	No	No
Marks:	0	0	0	0	0	0	0	0

Section Totals:		
File Management	0	/ 20
Word Processing	0	/ 50
Spreadsheet	0	/ 50
Database	0	/ 35
Web Development	0	/ 25

Complete:
No

Candidate:	Computer Studies P1 Final Marking GuidelineTL			Q1
Marker:				0 / 20
Moderator:				
Totals:	0	0	0	

No	1CruiseAnswers.docx	Marker	Moderator	Final Mark	Comment
1.1.1	ExcitingNews.txt moved (cut and pasted) to Spam (or Emails) folder <i>Do not award a mark if the file is copied</i>			0	
	ExcitingNews.txt moved (cut and pasted) to Spam (or Emails) folder			0	
1.1.2	Folder, Emails , is renamed to Spam			0	
1.2	FALSE			0	
	Strikethrough applied to TRUE or FALSE <i>Check that autoshape was not used</i>			0	
1.3	Application 1 <i>Award mark for any valid application, such as Web browser / Presentation (Slideshow) / Word Processor / Spreadsheet / Media player / Gallery (not Camera) Do not award mark for brand names.</i>			0	
	Application 2 <i>Award mark for any valid application, such as Web browser / Presentation (Slideshow) / Word Processor / Spreadsheet / Gallery (not Camera) Do not award mark for brand names, but only penalise once</i>			0	
1.4	11 (eleven)			0	
1.5	01 / 01 / 2024 (accept any date format)			0	
1.6	Facts2.docx			0	
1.7	Text editor (Notepad/Notepad++/Wordpad) pinned to taskbar			0	
	Text editor (Notepad/Notepad++/Wordpad) pinned to taskbar			0	
	Screenshot shows whole taskbar			0	

1.8	Data sorted by <u>ItemName</u> (any order)			0	
	Data filtered to show <u>Storage</u> unit 2 and 3			0	
	Data filtered to show <u>Storage</u> unit 2 and 3			0	
	Screenshot shows all fields and records returned (20 records should be visible)			0	
1.9	Wages.xlsx - Protection applied to worksheet using the password '234'			0	
	Protection is applied to the worksheet using the password '234' (Select Review > Unprotect sheet)			0	
	Only cells in the range F5:F19 cannot be edited (Test if other cells can be selected and edited)			0	

1.8

FoodItems					
ItemID	ItemName	ExpirationDate	Category	EnoughStock	Storage
15	Bread	2024/12/30	Bakery	☐	3
17	Cake	2025/01/08	Bakery	☒	3
21	Chicken	2025/02/12	Meat	☐	2
18	Cookies	2024/12/28	Bakery	☒	3
13	Crab cakes	2025/01/23	Seafood	☒	2
28	French Fries	2025/02/26	Fast Food	☒	2
31	Guavas	2024/12/30	Canned Fruit	☒	3
12	Lobster	2025/03/05	Seafood	☒	2
23	Macaroni	2025/02/03	Pasta	☒	3
19	Mince	2025/01/05	Meat	☒	2
25	Mini Burgers	2025/03/06	Fast Food	☒	2
26	Mini Hot Dogs	2025/03/04	Fast Food	☐	2
16	Pastries	2025/03/16	Bakery	☐	3
32	Peaches	2024/12/19	Canned Fruit	☒	3
24	Pizza	2025/02/19	Fast Food	☒	2
10	Potatoes	2025/03/15	Vegetables	☐	3
14	Salmon	2025/02/18	Seafood	☐	2
11	Shrimp	2025/01/17	Seafood	☒	2
22	Spaghetti	2025/03/07	Pasta	☒	3
20	Steak	2025/01/22	Meat	☐	3
✱	(New)			☐	
Record: 14 of 20 Filtered Search					

Complete:

No

Candidate:

Computer Studies P1 Final Marking GuidelineTL

Q2

Marker:

0 / 16

Moderator:

Totals:

0

0

0

No	2Flyer.docx	Marker	Moderator	Final Mark	Comment
2.1	Left margin = 1.5 cm exactly			0	
2.2	Page size = A5			0	
2.3	Black Friday Special WordArt font filled with any orange colour			0	
	Black Friday Special WordArt font filled with any orange colour			0	
2.4	SAVE 50% highlighted using the green highlighting tool			0	
	SAVE 50% highlighted using the green highlighting tool			0	
2.5	Page fill colour changed to black			0	
	Page fill colour changed to black			0	
2.6.1	Image flipped vertically and displays correctly			0	
2.6.2	Image height = 3.5 cm exactly			0	
2.6.3	Image colour restored to full colour			0	
2.7	Text (Book Now) inserted in the footer of the flyer			0	
	Award mark for any text				
	Text inserted is centred on the page			0	
	Do not award mark if centred using tab stop				
2.8	Text Form Field's text formatted changed			0	
	Text Form Field's text formatted to First capital			0	
2.9	Inserted Date Picker Content Control next to 'Cruise date'			0	

2.8

Text Form Field Options

Text form field

Type:Regular text

Default text:

Maximum length:Unlimited

Text format:First capital

Complete:		Candidate: Marker: Moderator: Totals:	Computer Studies P1 Final Marking GuidelineTL			Q3	
No						0	/ 24
			0	0	0		
No	3FAQ.docx	Marker	Moderator	Final Mark	Comment		
3.1	Deleted change in first paragraph (STCs) accepted			0			
	Inserted change in first paragraph (Standard) accepted			0			
3.2.1	Title style modified to Arial Black and underlined			0			
3.2.2	Title style modified to Arial Black and underlined			0			
3.3	FAQs (whole word) changed to a Drop Cap			0			
	Drop Cap dropped over four lines			0			
3.4	Remove the hyperlink from the website, 'www.isccruises.co.za'			0			
3.5	Heading 1 style applied to 'Can I be contacted...at sea?'			0			
	Heading 1 style applied to 'Can I be contacted...at sea?'			0			
3.6	Comment added to '012 875 1254'			0			
	Comment reads 'Head Office'			0			
3.7	'South African passport holders...' added to numbered list			0			
	'South African passport holders...' appears as c)			0			
	The rest of the numbered list must appear correctly						
3.8	Header: Different First Page unchecked			0			
	Numbering appears on first page						
3.9.1	Paragraph below IMPORTANT split into two columns			0			
3.9.2	Gap between columns is 0.5 cm			0			
3.10.1	Arrow shape drawn from cruise card pointing to text box			0			
	Award mark for any type of arrow shape appearing anywhere						
	Arrow shape drawn from cruise card pointing to text box			0			
3.10.2	Border added to text box			0			
	Check that border is added to text box and not paragraph						
	Border width is 3 pt			0			
3.11	Bookmark applied to 'Doctor' in last row of table			0			
	Check that bookmark works (Ctrl+G)						
	Bookmark is named "Medical"			0			
3.12.1	Tab stop below reference list extended to 15 cm			0			
3.12.2	Wingdings character code 34 (↯) symbol inserted			0			
	Award mark if character is not inserted in the correct place						

Complete:
No

Candidate:	Computer Studies P1 Final Marking GuidelineTL			Q4
Marker:				0 / 10
Moderator:				
Totals:	0	0	0	

No	4CruiseCards.docx / 4PrintReady.docx	Marker	Moderator	Final Mark	Comment
4.1	Text centred vertically on the page			0	
4.2	Watermark.jpg inserted as a custom watermark			0	
	Watermark.jpg inserted as a custom watermark			0	
4.3.1	CardImport.accdb (tblData) used as a data source			0	
4.3.2	Filter applied in merge: Less than 6000 Only 6 records will display in merge			0	
4.3.3	Inserted fields Award mark for inserting any one field			0	
	Replaced placeholders			0	
	Inserted all three correct fields (CardNumber, Cabin, FullName) in correct places			0	
4.4	Completed the merge			0	
	Saved completed merged document as 4PrintReady.docx			0	

4.1

Page Setup

Margins Paper **Layout**

Section

Section start: New page

☐ Suppress endnotes

Headers and footers

☐ Different odd and even

☐ Different first page

From edge: Header: 0.5 cm

Footer: 0.1 cm

Page

Vertical alignment: Center

Complete:
No

Candidate:	Computer Studies P1 Final Marking GuidelineTL			Q5
Marker:				0 / 26
Moderator:				
Totals:	0	0	0	

No	5Passengers.xlsx	Marker	Moderator	Final Mark	Comment
5.1	Passengers worksheet Column M hidden			0	
5.2.1	B1: Text aligned to the top of cell			0	
5.2.2	B1: Font size = 25			0	
5.2.3	B1: Filled with any pattern style			0	
5.2.4	B1: Border applied to cell			0	
5.3.1	Page layout = Landscape			0	
5.3.2	Rows to repeat at top set to \$1:\$6			0	
	Rows to repeat at top set to \$1:\$6			0	
5.4	L6: Note added. Do not award mark if comment was added			0	
	Note text = 'Symphony branded'			0	
5.5	E7: Answer = 9 =LEN(D7)			0	
	=LEN(D7)			0	
5.6	F7: Answer = 5090 =MID(A7,4,4)			0	
	=MID(A7,4,4)			0	
	=MID(A7,4,4)			0	
5.7	Any conditional formatting applied to column J			0	
	Highlights 'Thirsty' and 'Thirsty Plus' packages using any fill colour			0	
5.8	Highlights 'Thirsty' and 'Thirsty Plus' packages using any fill colour			0	
	L7: Answer = TRUE =AND(G7>4,K7="Yes") Also award marks if AND function is embedded in IF statement, =IF(AND(G7>4,K7="Yes"),"TRUE","FALSE")			0	
	=AND(G7>4,K7="Yes") OR =AND(G7>=5,K7="Yes")			0	
	=AND(G7>4,K7="Yes") =IF(AND(G7>4,K7="Yes"),"TRUE","FALSE")			0	

5.9	07: Answer = 3 =COUNTIF(J7:J36,N7)			0	
	=COUNTIF(J7:J36,N7)			0	
	=COUNTIF(J7:J36,N7) OR =COUNTIF(J7:J36,"Premium")			0	
5.10	08: Answer = 12 =COUNTBLANK(K7:K36)			0	
	OR =COUNTIF(K7:K36,"")			0	
	=COUNTBLANK(K7:K36) OR =COUNTIF(K7:K36,"")			0	

5.3.2

Page Setup

Page Margins Header/Footer **Sheet**

Print area: A1:L36

Print titles

Rows to repeat at top: **\$1:\$6**

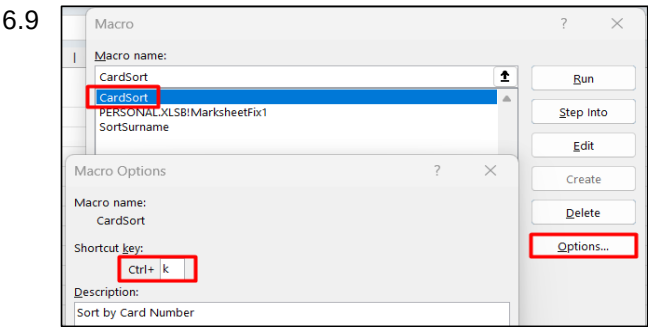
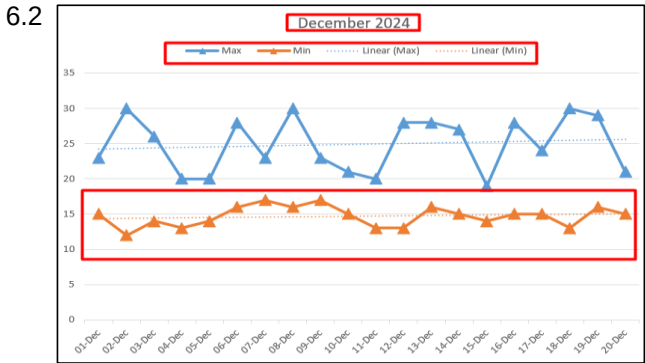
Columns to repeat at left:

Complete:
No

Candidate:	Computer Studies P1 Final Marking GuidelineTL			Q6
Marker:				0 / 24
Moderator:				
Totals:	0	0	0	

No	6Excursions.xlsm	Marker	Moderator	Final Mark	Comment
6.1	Weather worksheet B5:B23: Days filled down (Sunday, Monday, Tuesday, etc.)			0	
6.2.1	Chart title added, 'December 2024'			0	
6.2.2	Legend moved to top of chart			0	
6.2.3	Minimum temperature line (orange) - triangular, size 10, markers added Go to marker options			0	
	Minimum temperature line (orange) - triangular, size 10, markers added			0	
	Minimum temperature line (orange) - linear trendline added			0	
6.3	Excursions worksheet F4: Answer = NAD 864 =E4*1.08 =E4*1.08			0	
				0	
6.4	E9: Answer = 5.50 =(D9-C9)*24 =(D9-C9)*24 =(D9-C9)*24			0	
				0	
				0	
6.5	H10: Answer = 500.00 =800-G10 OR =E\$4-G10 OR =E\$5-G10 Do not award mark if absolute cell referencing is not applied to E4 or E5 =800-G10 Formatted value to two decimals.			0	
				0	
				0	
6.6	E26: Answer = 6.00 (if question 4.15 was done correctly) =MAX(E8:E25) =MAX(E8:E25)			0	
				0	
6.7	G26: Answer = 6940.00 =SUM(G8:G25) =SUM(G8:G25)			0	
				0	
6.8	Sheet name (Excursions) added as a field in header Sheet name (Excursions) added as a field in header			0	
				0	
6.9	Cruisers worksheet Ctrl + k assigned to the macro CardSort.			0	

6.10.1	Button inserted in cell E1.			0	
6.10.2	Macro is assigned to the button. (award mark if CardSlot was assigned) Award mark if assigned to any object, e.g. shape or image			0	
	Correct macro (SortSurname) is assigned to the button			0	



Complete:
No

Candidate:	Computer Studies P1 Final Marking GuidelineTL			Q7
Marker:				0 / 35
Moderator:				
Totals:	0	0	0	

No	7CruiseDB.accdb	Marker	Moderator	Final Mark	Comment
7.1.1	7_1Inventory table ItemID changed to Primary Key			0	
7.1.2	ItemName field size = 20			0	
7.1.3	ExpirationDate format = Short Date			0	
7.1.4	Category combo box: Pasta added between Meat and Sauces			0	
	Category combo box: Pasta added between Meat and Sauces			0	
7.1.5	Storage - any appropriate validation text added			0	
7.1.6	WeightLbs added as a Calculated field			0	
	WeightLbs added as a Calculated field			0	
	WeightLbs expression: [WeightKg]*2.2			0	
7.2.1	7_2Crew table			0	
	Passport input mask: "A"00000000 OR \A00000000			0	
	Passport input mask: "A"00000000 OR \A00000000			0	
7.2.2	NewCrew.csv data imported into table 7_2Crew			0	
	NewCrew.csv data imported into table 7_2Crew			0	
	Three records visible (Parker, Stark, Wakanda) excluding field names 18 records in total must be visible			0	
7.3.1	7_3EditCrew form			0	
	Embarked check box changed to Toggle Button Control			0	
7.3.2	Shift field added below Embarked field			0	
7.3.3	Label added in Form Footer			0	
	Contains candidate's examination number			0	
7.4.1	7_4Orders report			0	
	Sort applied to ItemName			0	
7.4.2	Average quantity per category: =Avg([Quantity])			0	
7.4.3	OrderQuantity: =[Required]-[Quantity]			0	
	OrderQuantity: =[Required]-[Quantity]			0	
7.4.4	Report exported to a new PDF file named 7Orders.pdf			0	
	Report exported to a new PDF file named 7Orders.pdf			0	

7.5.1	7_5Embarked query (6 records displayed) Position criteria: "Kitchen Crew" Or "Cleaning Crew" OR Criteria: "Kitchen Crew" or: "Cleaning crew"			0	
	Position criteria: "Kitchen Crew" Or "Cleaning Crew" OR Criteria: "Kitchen crew" or: "Cleaning Crew"			0	
	Embarked criteria: Yes (must be on the same criteria line)			0	
7.5.2	Embarked field not shown			0	
7.6.1	7_6Expiration query (6 records displayed) ExpirationDate criteria: <=#2024/12/31#			0	
	ExpirationDate criteria: <=#2024/12/31#			0	
7.6.2	Sort applied to ExpirationDate in decending order			0	
7.7.1	7_7Room query (11 records displayed) ItemName, Storage and Room fields used			0	
7.7.2	Query named correctly (7_7Room)			0	
7.7.3	Room criteria: Between "B" And "E" OR Criteria: Like "B*" Or Like "C*" Or Like "D*"			0	
	Room criteria: Between "B" And "E" OR Criteria: Like "B*" Or Like "C*" Or Like "D*"			0	

7.4

2024 Matric Cruise Orders

Page Header

Category	ItemName	ExpirationDate	Quantity	Required	OrderQuantity
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Category Header

Category					
----------	--	--	--	--	--

Detail

ItemName	ExpirationDate	Quantity	Required	=Required-Quantity
----------	----------------	----------	----------	--------------------

Category Footer

Average quantity per category:		=Avg([Quantity])			
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Page Footer

=Now()

Report Footer

=Page " & [Page] & " of " & [Pages]

Rep, Sort, and Total

Group on Category with A on top . More

Sort by ItemName

Add a group Add a sort

7.5

Field:	Surname	Name	Position	Embarked
Table:	Employees	Employees	Employees	Employees
Sort:				
Show:	☒	☒	☒	☐
Criteria:			"Kitchen crew" Or "Cleaning crew"	Yes

OR

Field:	Surname	Name	Position	Embarked
Table:	Employees	Employees	Employees	Employees
Sort:				
Show:	☒	☒	☒	☐
Criteria:			"Kitchen crew"	Yes
or:			"Cleaning crew"	Yes

7.7

Field:	[ItemName]	[Storage]	[Room]
Table:	Stock	Stock	Stock
Sort:			
Show:	☒	☒	☒
Criteria:			Between "B" And "E"

OR

Field:	[ItemName]	[Storage]	[Room]
Table:	Stock	Stock	Stock
Sort:			
Show:	☒	☒	☒
Criteria:			Like "B*" Or Like "C*" Or Like "D"

7.6

Field:	ItemName	ExpirationDate
Table:	Stock	Stock
Sort:		Descending
Show:	☒	☒
Criteria:		<=#31/12/2024#

Complete:
No

Candidate:	Computer Studies P1 Final Marking GuidelineTL			Q8	
Marker:				0	/ 25
Moderator:					
Totals:	0	0	0		

No	7MatricCruiseWeb - MatricCruise.html	Marker	Moderator	Final Mark	Comment
8.1	<body bgcolor = "darkcyan" text = "white"> Also accept Do not penalise if no closing font tag was used			0	
8.2.1	 			0 0 0	
8.2.2				0	
8.3	 Ahoy! Ahoy! 			0 0	
8.4	<p align = "center"> The matric cruise...luxurious! </p> OR <p> <center> The matric cruise...luxurious! </center> </p>			0	
8.5	Included in the price Included in the price			0 0	
8.6.1	- All meals in main restaurants and buffets - World-class theatre productions			0 0	
8.6.2	<ul type = "disc"> - Pomene Beach Trip <ul type = "disc"> - Pomene Beach Trip - Walvis Bay Dunes			0 0 0	
8.7.1	<tr height = "80 px">			0	
8.7.2	<th colspan = "2" valign = "top"> ITINERARY </th>			0	
8.8	<!--Note: Bookings must be made before November 2024.-->			0	
8.9	 Click here to book now! Test to see if link works			0	
8.10	 Back Test to see if link works Back 			0 0	
8.11	Booking.html <i> <u> ISC Symphony </u> </i> <i> <u> ISC Symphony </u> </i>			0 0	
8.12	</tr> OR <tr> added to move 'Wallies Online' to next row <td> Wallies Online </td> moved after cell containing box			0 0	