



NSC CAT P1 2024 SUPPLEMENTARY MARKING GRID

Total: 180 marks

			Comments
QUESTION 1 - FILE AND FOLDER MANAGEMENT			
1.1	Rename the folder Medias to Media Assets.		
1.2	Move all image , audio and video files into the Media Assets folder. 1 jpg, 1 webp and 1 png		
	Move all image, audio and video files into the Media Assets folder. 1 mp3 file		
	Move all image, audio and video files into the Media Assets folder. 1 mp4 file		
1.3	Compress the file Names.rtf into a file with the same name. Names.zip created. About 1 KB.		
1.4	John Collins added as Author to the Templates document.		
1.4	John Collins added as Author to the Templates document.		
1.5	Documents subfolder Images.zip extracted.		Doesn't matter if extracted to another subfolder or extracted directly.
1.6	Project subfolder These marks should come from the Preview.png (or screenshot in MS Word doc) Comments column added to File Explorer in Details view.		
1.7	Contents of Project folder sorted ascending according to comments		
	Contents of Project folder sorted ascending according to comments		Or sorted according to Name
1.10	Preview.png (jpg or any other image format that works) created from the screenshot.		Or inserted into a Word document.
1.9	Screenshot shows the entire File Explorer window.		
1.8	The preview pane has been enabled.		
1.11	Back to Q1 folder Copy of Draft.docx has been made. Draft - Copy.docx		Doesn't matter if student slightly renamed it, as long it's a copy.
1.12	New text document created with file name NoyB.txt.		
	New text document created with file name NoyB.txt.		
1.13	Names.rtf has been edited, date filled in as Monday 20th March, 2023		
	Names.rtf has been edited, date filled in as Monday 20th March, 2023		Check which date is given. It may have updated to the date of the exam or two days prior.

1.14	Shortcut to Project folder created.		
QUESTION 2 - WORD PROCESSING			
2.1.1	Q2AI.docx Heading "When will robots take our jobs?" font size changed to 23.5		
2.1.2	Heading made bold.		
2.2	Font colour of the paragraph starting with 'An artificial intelligence explosion ...' and ending with '... or won't?' changed any colour (besides the default)		
2.3	Text alignment of all paragraphs in the document to <i>Justify</i> .		Do not penalise if first three (heading, intro and author) or the last line at the end of the document (with the footnote) were not done.
2.4	Image further down on page 1 has text-wrap option enabled - Top and Bottom		
2.5	Image has been placed between the two paragraphs as per the example.		
2.6	Three headings, highlighted in yellow, formatted with SUBHEADING style.		
2.7	SUBHEADING style has been modified so that the font size is 14 pt.		
2.8	Footnote added to "This article has been adapted" (located at the end of the content).		Must be footnote, not an endnote
	Footnote text: https://www.fastcompany.com/when-will-robots-take-our-jobs		
QUESTION 3			
3.1	Q3ReportA.docx <u>Page 1</u> Top margin of the document adjusted to 1.75 cm		Use keyboard shortcut ALT+P + M + A to reveal margin settings
3.2	Top and bottom paragraph border added to the text "2022 REPORT".		
3.3	Page 2 "SYNTAX SOLUTIONS REPORT 2022" inserted into the header.		
3.4	The header (from question 3.3) does not appear on page 1.		Check for "Different First Page" in Header & Footer tab
3.5	Automatic page numbering inserted into the footer.		
3.6	All pages are numbered from page number 2 (2nd page) onwards.		
	All pages are numbered from page number 2 (2nd page) onwards.		
3.7	Page numbering starts at number 1.		
3.8	Text starting with "Claire Nguyen" and ending with "Chief Data Officer" formatted into two columns.		
3.9	Column break used so "Emily Davis" is at the top of the 2nd column.		

3.10	Quotation by Steve Jobs indented by 3.5 cm from the left and 3 cm from the right.		
	Quotation by Steve Jobs indented by 3.5 cm from the left and 3 cm from the right .		
3.11	<u>Page 3</u> Automatic table of contents updated to display only the headings that have been formatted with the ReportSubs style.		
	Automatic table of contents updated to display only the headings that have been formatted with the ReportSubs style.		
3.12	<u>Page 4</u> Line spacing of the paragraph beginning with 'Syntax Solutions is a ...' and ending with '... and AI needs.' changed to 1.5		
3.13	Text "cloud computing" (highlighted in yellow) converted into a URL linking to http://www.syntaxsol.com/cloud_computing		
	Text "cloud computing" (highlighted in yellow) converted into a URL linking to http://www.syntaxsol.com/cloud_computing		
3.14	ScreenTip text applied the link created : "See our cloud computing options". Hover over the link to see the text appear.		Don't penalise for spelling or a word or two missing.
3.15	<u>Page 5</u> Level 1 formatting applied as 1) to Customer Service, Predictive maintenance ... up to Content creation (3 level 1 bullet points in total)		This question can, at first, seem like a lot but the goal is test multi-level lists and also saving time using the Format Painter. Do not penalise if one or two bullet points were missed.
	Level 2 formatting applied as i) to AI-powered chatbots, Sentiment analysis.... There are two level 2 bullets for every level 1 bullet. (6 level 2 bullet points in total)		
	Level 3 formatting applied as • to 'AI chatbots can handle ...' There is one level 3 bullet for each level 2 bullet. (6 level 3 bullet points in total)		
QUESTION 4			
4.5	Q4ReportB.docx Source information has been added to the MS Word Source Manager.		ALT + S + M
4.2	<u>Page 1</u> Text in first paragraph. "This outlook remains positive ." converted into a hyperlink linking to a bookmark "outlook".		Award a mark if the learner links to "Our Outlook" text (this is in case they were unable to create the bookmark)
4.1	Heading "Outlook" on <i>page 4</i> has a bookmark created. If the link worked correctly, award a mark.		
4.3	Graph from Q4Graph workbook inserted as a linked object.		
	Graph from Q4Graph workbook inserted as a linked object.		
	Graph from Q4Graph workbook inserted as a linked object .		

4.4	<i>Page 3</i> Page 3 has been changed to landscape orientation. All other pages remain in portrait orientation		Award a mark if there is evidence of section breaks. The breaks must be before and after page 3. There must be two section breaks.
	Page 3 has been changed to landscape orientation . All other pages remain in portrait orientation		
	Page 3 has been changed to landscape orientation. All other pages remain in portrait orientation.		
4.6	All nine instances of the "Syntax Solutions" have been changed to "SS" .		
	All nine instances of the "Syntax Solutions" have been changed to "SS".		Do not award if other words were changed. Only nine instances should exist.
4.7	Q4MailTemplate.docx File has been linked to DataToMerge.		
	Four fields inserted into the locations provided in the template.		
4.8	Recipient list has been edited so that only managers in the marketing department will be mailed.		
	Recipient list has been edited so that only managers in the marketing department will be mailed.		
	Recipient list has been edited so that only managers in the marketing department will be mailed.		Evident from the SQL message which should pop up when opening the template.
4.9	Merge has been completed and saved as Q4Letters.docx.		A document exists which shows 19 pages.
	Merge has been completed and saved as Q4Letters.docx .		
QUESTION 5 - SPREADSHEETS			
5.1	Worksheet tab renamed from "Sheet"1 to" Information".		
5.2	Height of Row 1 set to 123 pixels (73.80 pts)		
	Height of Row 1 set to 123 pixels (73.80 pts)		
5.3	B1:F1 Merged and Centered.		
5.4	Cell C2 =SUM(Employees!H2:H1001)		Essential to have the correct worksheet as part of the argument. Accept named ranges.
	=SUM(Employees!H2:H1001)		
	Answer is \$ 113 217 365.00		

5.5	Cell C3 =COUNTA(Employees!A2:A1001)		
	=COUNTA(Employees!A2:A1001) Answer is 1000		Essential to have the correct worksheet as part of the argument. Also accept column B. Do not accept any other columns. Accept named ranges.
5.6	Cell C4 =COUNTBLANK(Employees!F2:F1001)		Accept alternative workings if the correct answer is returned, but it must be using functions.
	=COUNTBLANK(Employees!F2:F1001) Answer is 10		Accept named ranges.
5.7	Cell C5 =MAX(Employees!F2:F1001)		Essential to have the correct worksheet as part of the argument. Accept named ranges. Accept LARGE (range ,1) as well.
	=MAX(Employees!F2:F1001) Answer is 65		
5.8	Cell C6 =AVERAGE(Employees!I2:I1001)		Essential to have the correct worksheet as part of the argument. Accept named ranges.
	=AVERAGE(Employees!I2:I1001)		
5.9	Cell C7 =SUMIF(Employees!J2:J1001,"United States",Employees!H2:H1001)		Essential to have the correct worksheet as part of the argument. Accept named ranges.
	=SUMIF(Employees!J2:J1001,"United States",Employees!H2:H1001)		
	=SUMIF(Employees!J2:J1001,"United States",Employees!H2:H1001)		
	=SUMIF(Employees!J2:J1001,"United States",Employees!H2:H1001)		
5.10	Cell F3 =COUNTIF(Employees!\$K\$2:\$K\$1001,E3)		Essential to have the correct worksheet as part of the argument. Accept named ranges.
	=COUNTIF(Employees!\$K\$2:\$K\$1001,E3) Must be absolute cell referencing or named range to award a mark.		Essential to have the correct worksheet as part of the argument. Accept named ranges.
	=COUNTIF(Employees!\$K\$2:\$K\$1001,E3)		

QUESTION 6		
6.1	Q6NewEmployees.xlsx Worksheet: <u>AccessCodes</u> Gridline display turned off	
6.2	Access code created in Column C. = LOWER (LEFT(A2,2)&RIGHT(A2,3)&LEFT(B2,1)&RANDBETWEEN(10,100)) = LOWER (LEFT (A2,2)&RIGHT(A2,3)&LEFT(B2,1)&RANDBETWEEN(10,100)) = LOWER (LEFT(A2,2)& RIGHT (A2,3)&LEFT(B2,1)&RANDBETWEEN(10,100)) = LOWER (LEFT(A2,2)&RIGHT(A2,3)&LEFT(B2,1)& RANDBETWEEN (10,100)) Use of & or CONCAT correctly.	Also accept for this question if the learner broke the various functions up into separate cells and then combined the cells.
6.3	Worksheet: <u>Lookup</u> Cell B3 Data validation used to create dropdown list. All ID's displayed in list.	
	Data validation used to create dropdown list. All ID's displayed in list.	
6.4	= XLOOKUP (B3,AccessCodes!A2:A11,AccessCodes!B2:B11,"Does not exist",0) = VLOOKUP (B3,AccessCodes!A2:B11,2,FALSE)	
	= XLOOKUP (B3 ,AccessCodes!A2:A11,AccessCodes!B2:B11,"Does not exist",0) = VLOOKUP (B3 ,AccessCodes!A2:B11,2,FALSE)	
	= XLOOKUP (B3, AccessCodes!A2:A11 ,AccessCodes!B2:B11,"Does not exist",0) = VLOOKUP (B3, AccessCodes!A2:B11 ,2,FALSE)	If the learner copied and pasted the access codes data into the current worksheet, do not penalise.
	= XLOOKUP (B3,AccessCodes!A2:A11, AccessCodes!B2:B11 ,"Does not exist",0) = VLOOKUP (B3,AccessCodes!A2:B11, 2 ,FALSE)	
6.5	B2:C2 shaded with a gradient fill.	
	B2:C2 shaded with a gradient fill.	

QUESTION 7		
7.1	Q7UKDivision.xlsx Worksheet: <u>Employees</u> Column F widened so that # no longer displays.	
7.2	G2:G9 formatted in Short Date Format.	
7.3	Column H H2:H9 =DAYS(G2,F2)/365.25 =(G9-F9)/365.25	
	=DAYS(G2,F2)/365.25 =(G9-F9)/365.25	
	No decimals showing in the ages.	
7.4	Column I =IF(H2>2,"Yes","No") =IF(H2>2,"Yes","No") =IF(H2>2,"Yes","No")	
7.5	Range A1:J53 named as UKDivision	ALT + M + N
7.6	Worksheet: <u>Sales</u> A pivot table has been created.	
	Rows show Department, Business Unit, Full Name	
	Order of rows: Department, Business Unit, Full Name	
	Values display Count of Business, Sum of Sales secured	
7.7	Values display Count of Business, Sum of Sales secured	
7.8	Sales amounts are formatted to display in \$.	
7.9	Worksheet: <u>HighestSales</u> Column chart has been created.	
7.10	Data labels added to the columns	
7.11	"Sales people figures" inserted as the chart heading	

QUESTION 8 - DATABASE		
8.1	Table: tbl <u>Employees</u> <u>FullName</u> field size set to 45 <u>Department</u> changed to Combo Box. <u>Department</u> combobox options: Accounting; Engineering; Finance; Human Resources; IT; Marketing; Sales <u>HireDate</u> :required set to Yes . <u>Bonus</u> has default value of 0.1	
8.2	<u>Bonus</u> has validation rule: <=0.12 or BETWEEN 0.00 or 0.12 <u>Bonus</u> has suitable validation text	Do not penalise if one or two are missing.
8.3	<u>IntContact</u> has an input mask Input mask: "+873(1)"00\0000 MS Access adds the quotation marks and backslash automatically.	+873(1)00-0000
8.4	frm1-Locations has been created	
8.4.1	Form displays the fields <u>FullName</u> , <u>JobTitle</u> , <u>Department</u> , <u>BusinessUnit</u> , <u>Country</u> and <u>City</u>	All fields must display
8.4.2	Button inserted in to the header of the form	
	Button action opens the search box when clicked	
8.5.1	frm2-Employees Title of the form, in the header, changed to "Employees"	
8.5.2	Background colour of the header changed	
8.5.3	Image SyntaxBanner.png inserted into the form detail section.	
	Image has been resized and placed as per example provided.	
8.5.4	Tab order edited so that <u>Rating</u> is the default first field	When opening the form, <u>Rating</u> should be automatically selected as the active field.
8.6	Menu (form) Hyperlink inserted into the form which links to frm2-Employees	
8.7	Report called rpt1-CountriesCities has been created	
8.8	Report rpt1-CountriesCities sorted, descending, by <u>Country</u> .	United States appears at the top
8.9.1	rpt2-DepartmentsCountries (should have been created by the learner, no marks for creating) Grouped according to Country	

8.9.2	Learner exam number placed in the report footer, in a label.		If a label was not used, but the learner number still appears when the report is run, award the mark.
8.10	rpt3-Salaries Text box in Detail section: $=(\text{AnnualSalary})*20$		
8.11	Department Footer has been created		
8.12	Calculation in Department Footer counting the number of Employees per Department: $=\text{COUNT}(*)$		
	Calculation in Department Footer counting the number of Employees per Department: $=\text{COUNT}(*)$		Also accept counting of <u>FullName</u> , no other fields. $=\text{COUNT}([\text{FullName}])$
8.13	qry1-HighRatings has been created		
8.13.1	Displays fields <u>Department</u> , <u>FullName</u> and <u>Rating</u>		
8.13.2	Query sorted ascending according to <u>Department</u>		Don't penalise if sorted descending, it's the skill of sorting on a field we are assessing. The sorting must be on the correct field however.
8.13.3	Criteria for <u>Rating</u> : ≥ 49		Also accept alternative solutions eg. NOT ≤ 48
8.14	qry2-MissingAges <u>BusinessUnit</u> criteria: "Corporate"		
	<u>Age</u> criteria: IS NULL		
	All criteria in the same row (AND)		
8.15	qry3-newBonus <u>Rating</u> criteria: 50		
	New field created called <u>NewBonus</u>		
	Calculation for <u>NewBonus</u> : $[\text{Bonus}]+0.05$		This field is formatted already as percentage. Learners must adapt and realise to add 0.05 and not 5
8.16	qry4-ReleaseLetters <u>HireDate</u> criteria: Between #01 Jan 1992# And #31 Dec 1998#		
	Between #01 Jan 1992# And #31 Dec 1998#		
	Between #01 Jan 1992# And #31 Dec 1998#		

QUESTION 9 - HTML		
9.1	index.html <title> tag added in the <head> section. <title> tag added in the <head> section.	Accept any CSS styling which correctly formats any content for the whole HTML question.
9.2	<body bgcolor="grey"> <body bgcolor="grey">	attribute must be part of the original <body> tag and not added to a new one.
9.3		
9.4	<img ... width="600" height="300" ...	
9.5	Syntax Solutions	
9.6	<hr /> inserted after Client Login page	
9.7	Select an option ... service before.	
9.8	Or register first	Also accept
9.9	- Login - Register - Forgotten password 	All and must be present
	- Login - Register - Forgotten password 	
9.10	Contact Contact	
9.11	Contact Contact	Open and close tag for the mark.
9.12	contact.html <td colspan="3">© 2023 Syntax Solutions</td>	