

higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE EXAMINATION

COMPUTER PRACTICE N4

20 MAY 2016

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SECTION A: THEORY**30****QUESTION 1**

- 1.1 True
- 1.2 True
- 1.3 True
- 1.4 True
- 1.5 True
- 1.6 False
- 1.7 False
- 1.8 False
- 1.9 True
- 1.10 True

(10 x 1)

[10]**QUESTION 2**

- 2.1
 - Hard disk
 - Disk
 - Flash disk drive
 - Memory stick
 - CD/DVD

(Any 1)

(1)

2.2 Height

(1)

2.3 Recycle bin

(1)

2.4 View

(1)

2.5 Read-only memory (ROM)

(1)

2.6 Virus program

(1)

2.7 Format

(1)

- 2.8
 - Location
 - Type
 - Size
 - Date created
 - Date modified

(Any 1)

(1)

2.9 Status bar

(1)

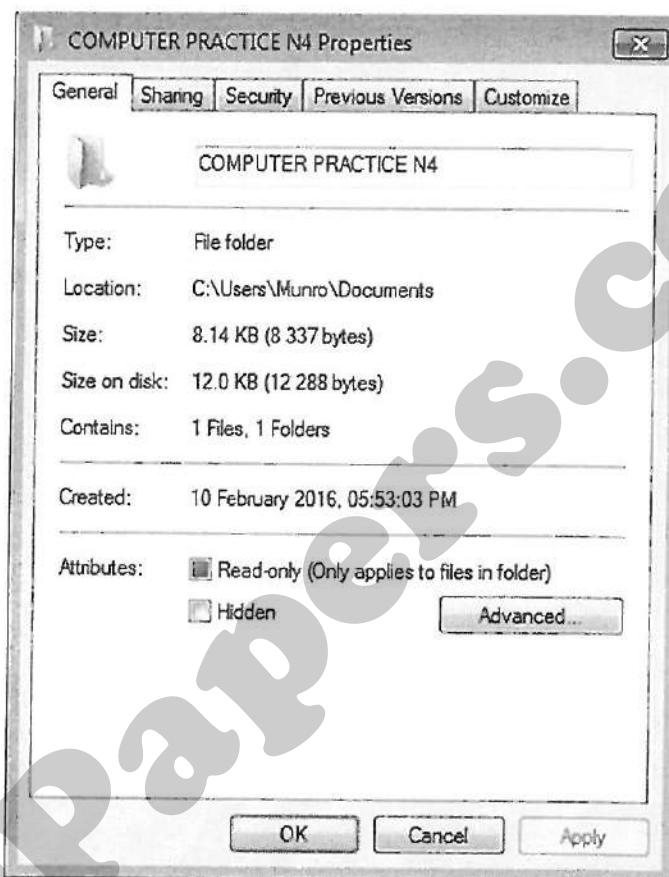
2.10 Default

(10 x 1)

(1)
[10]

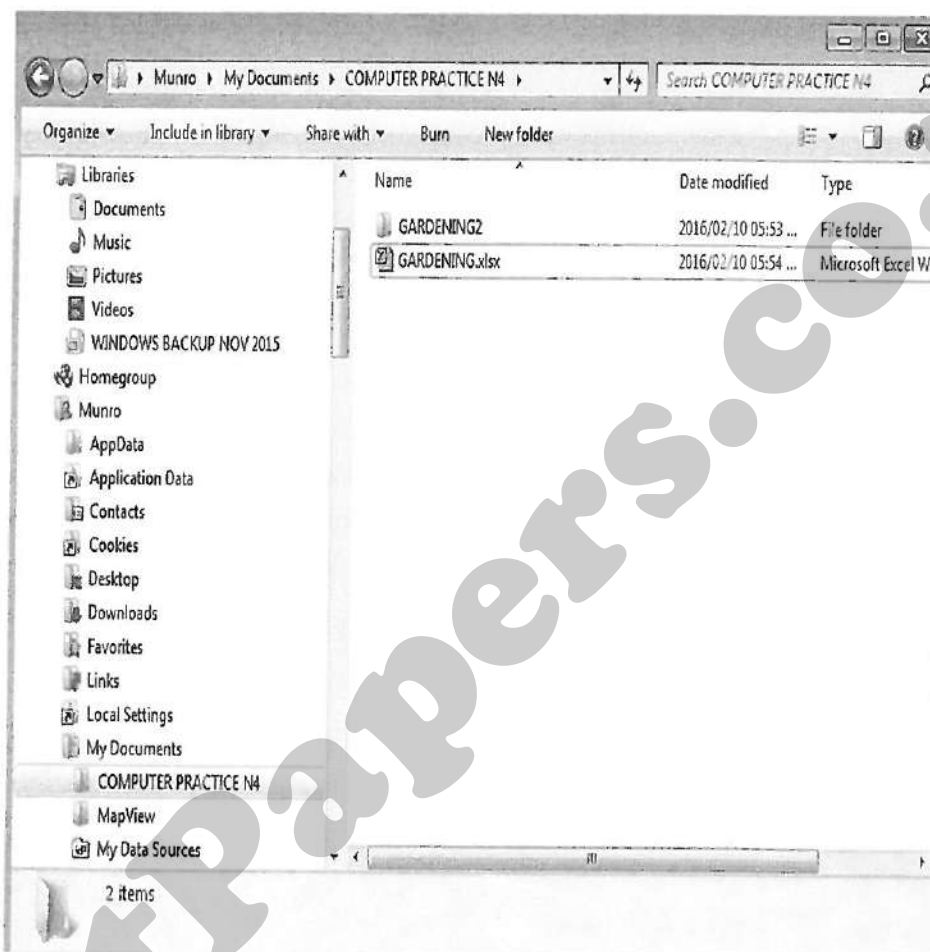
QUESTION 3

3.1	NO	MANIPULATION ERRORS	MARK
	1	Examination number and QUESTION 3.1 not inserted as header and/or incorrect	1
	2	Status report of COMPUTER PRACTICE N4 folder not displayed and/or incorrect	1



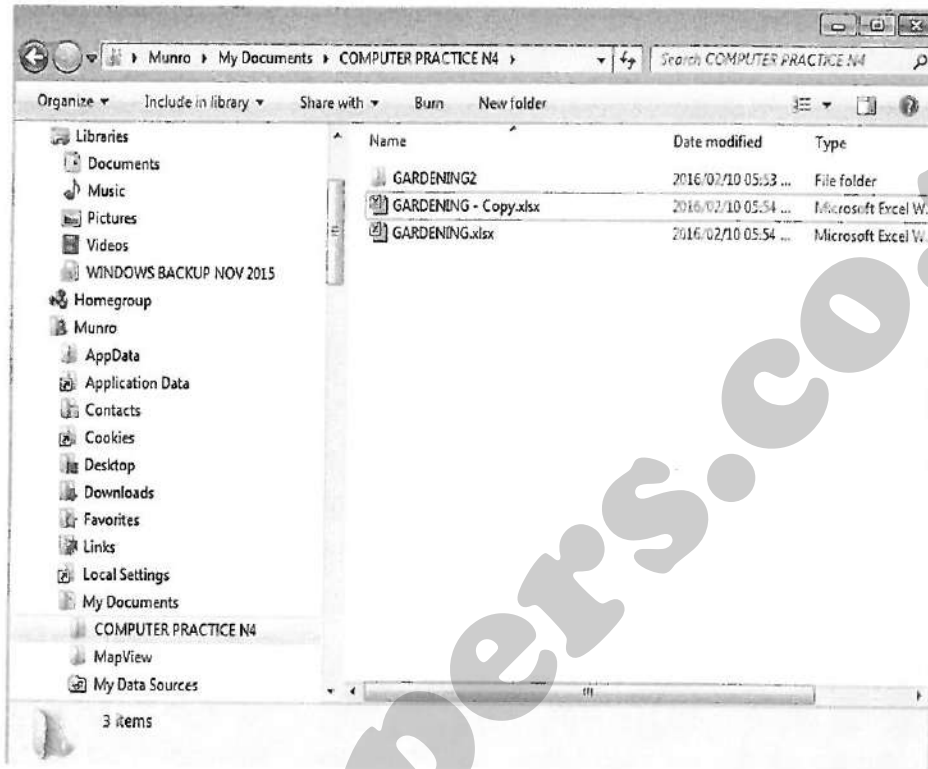
(2)

3.2	NO	MANIPULATION ERRORS	MARK
	1	Examination number and QUESTION 3.2 not inserted as header and/or incorrect	1
	2	All the files/folders not displayed in the COMPUTER PRACTICE N4 folder and/or incorrect	1



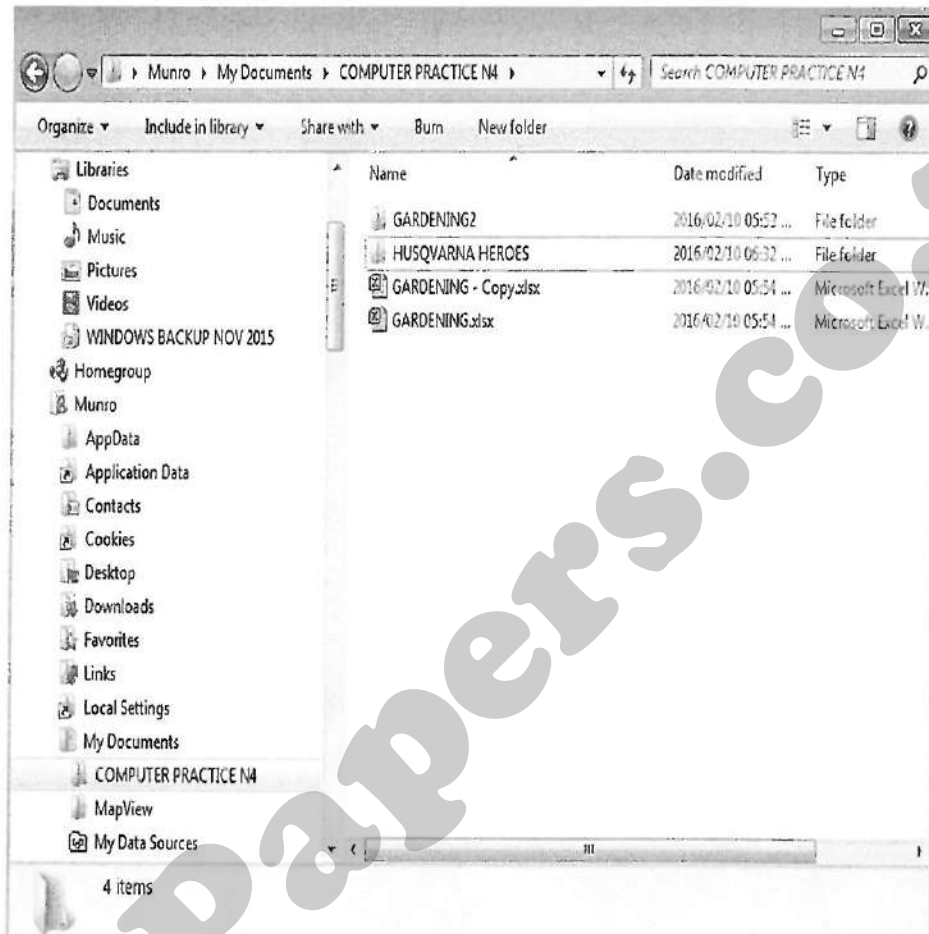
(2)

3.3	NO	MANIPULATION ERRORS	MARK
	1	Examination number and QUESTION 3.3 not inserted as header and/or incorrect	1
	2	GARDENING file not copied and/or incorrect	1



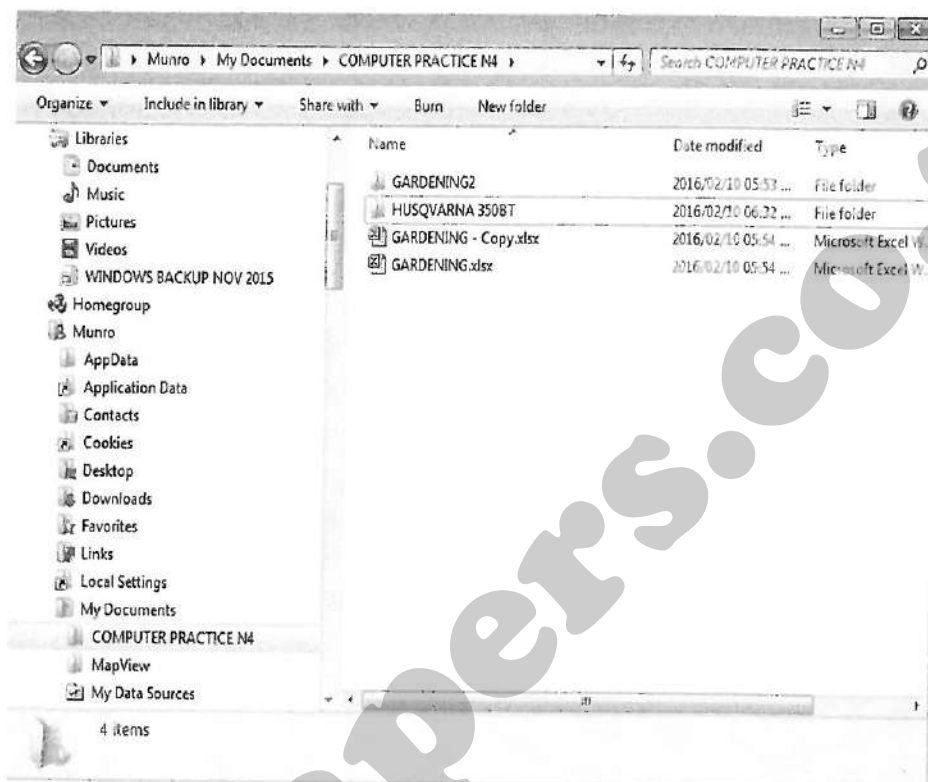
(2)

3.4	NO	MANIPULATION ERRORS	MARK
	1	Examination number and QUESTION 3.4 not inserted as header and/or incorrect	1
	2	New folder HUSQVARNA HEROES not created and/or incorrect	1



(2)

3.5	NO	MANIPULATION ERRORS	MARK
	1	Examination number and QUESTION 3.5 not inserted as header and/or incorrect	1
	2	Folder HUSQVARNA HEROES not renamed to HASQVARNA 350BT and/or incorrect	1



(2)
(5 x 2) [10]

TOTAL SECTION A: 30

SECTION B: WORD PROCESSING**85****QUESTION 4A****ACCURACY****3****MANIPULATION****4****TOTAL****7**

	ACCURACY ERRORS	MARK
	[QUESTION 4A] not keyed in and/or incorrect	
	[EXAMINATION NUMBER] not keyed in and/or incorrect	
	All other keying-in errors in text	3

NO	MANIPULATION ERRORS	
1	Line spacing incorrect	
2	Justification incorrect	
3	Letter spaces incorrect	
4	Upper case and/or lower case incorrect	
5	Font and/or font size incorrect (Courier New 12 pt)	
6	Paper orientation incorrect	
7	Margins incorrect	
8	[QUESTION 4A] not inserted in capital letters as a header against left-hand margin and/or incorrect	
9	[EXAMINATION NUMBER] not inserted as a header and right-aligned and/or incorrect	
10	Any additional errors	4

7 1"
2.54 cm
margins

Ready, steady ... Spring

†
Spring is the season that every gardener looks forward to with joy and expectation. It is the time when Mother Nature performs at her best. It produces breathtaking sights all around us in a continuously changing spectacle of bloom and new growth.

†
Spring is a season of flowers as most of the plants in the garden burst forth into full bloom. Most of these plants have to be planted out as seedlings or young plants in the preceding autumn in order to ensure a magnificent spring display.

†
Make a note in your diary as a reminder for the next autumn planting season.

†
For some unknown reason September is always regarded as the beginning of the new rose season. To grow roses successfully you need to check regularly for any abnormality on the leaves and flowers. So be on the lookout and nip it in the bud as soon as possible.

A	M	T
3	4	7

- 1 line spacing
- 2 justification
- 3 letter spaces
- 4 uc/lc
- 5 font and font size
- 6 paper size
- 10 any additional errors

(7)

QUESTION 4B

ACCURACY
MANIPULATION
TOTAL

5
23
28

	ACCURACY ERRORS	MARK
	[QUESTION 4B] not keyed in and/or incorrect	1
	[Feathered Friends: ... garden] not keyed in and/or incorrect	4

NO	MANIPULATION ERRORS	MARK
1	Line spacing incorrect	
2	Justification incorrect	
3	Letter spaces incorrect	
4	Upper case and/or lower case incorrect	
5	Font and/or font size incorrect	
6	Paper orientation incorrect	
7	Left-hand margin not changed to 1.5"/3.81 cm and/or incorrect	
8	[QUESTION 4A] not changed to [QUESTION 4B] in the header and/or incorrect	
9	[Ready, ... Spring] not changed to capital letters and/or incorrect	
10	[Ready, ... Spring] not changed to bold and/or incorrect	
11	[Ready, ... Spring] not changed to italics and/or incorrect	
12	[Ready, ... Spring] not underlined and/or incorrect	
13	[Ready, ... Spring] not centred and/or incorrect	
14	[gardener] spelling not correct and/or incorrect	
15	New paragraph not created at [It produces breathtaking ...] and/or incorrect	
16	[Make a note ...] does not run on and/or incorrect	
17	For some ... possible.] line spacing not changed to double and/or incorrect	
18	For some ... possible.] not indented left and right on 0.5"/1.27 cm and/or incorrect	
19	[Feathered friends: ... garden] not inserted as a footer left and/or incorrect	
20	[Feathered friends: ... garden] not inserted in capital letters and/or incorrect	
21	[Feathered friends: ... garden] not inserted in bold and 12 pt and/or incorrect	
22	Found and replaced the word [season] to capital letters and/or incorrect	
23	Found and replaced the word [season] to bold and/or incorrect	
24	Found and replaced the word [season] to double underline and/or incorrect	
25	Page number not inserted bottom, right and/or incorrect	
26	Any other additional errors	23

QUESTION 4B 8+1A

EXAMINATION NUMBER

READY, STEADY ... SPRING

14 sp

9 uc 10 bold
11 italics
12 underline
13 centre

7 1.5"/3.81 cm

Spring is the SEASON that every gardener looks forward to with joy and expectation. It is the time when Mother Nature performs at her best.

15 new
paragraph

It produces breathtaking sights all around us in a continuously changing spectacle of bloom and new growth.

Spring is a SEASON of flowers as most of the plants in the garden burst forth into full bloom. Most of these plants have to be planted out as seedlings or young plants in the preceding autumn in order to ensure a magnificent spring display. Make a note in your diary as a reminder for the next autumn planting SEASON.

22 find and
replace
season to
uc
23 bold
24 double
underline

‡

3 2 letter spaces

16 runs on

For some unknown reason September is always regarded as the beginning of the new rose SEASON. To grow roses successfully you need to check regularly for any abnormality on the leaves and flowers. So be on the lookout and nip it in the bud as soon as possible.

17 double line spacing
18 indent paragraph at 0.5"/1.27 cm1 line spacing
2 justification
3 letter spaces
4 uc/lc
5 font and font size
6 paper orientation
26 any additional errors

A	M	T
5	23	28

(28)
[35]25 page number
bottom, right

FEATHERED FRIENDS: ATTRACT THEM TO YOUR GARDEN

19 footer left-align 20 uc 21 bold, 12 pt

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1

Please turn over

QUESTION 5

ACCURACY
MANIPULATION
TOTAL

8
42
50

	ACCURACY ERRORS	MARK
	[3 cm] not changed to words [three centimetres] and/or incorrect	1
	[Wonder ... removal] not keyed in and/or incorrect	6
	[EXAMINATION NUMBER] and [QUESTION 5] not keyed in and/or incorrect	1

NO	MANIPULATION ERRORS	MARK
1	Line spacing incorrect	
2	Justification incorrect	
3	Letter spaces incorrect	
4	Upper case and/or lower case incorrect	
5	Font and/or font size incorrect	
6	Paper orientation incorrect	
7	Left- and right-hand margin not 1"/2.54 cm and/or incorrect	
8	Hyphenation function not used and/or incorrect	
9	Page numbers not inserted top, centred and/or incorrect	
10	Found and replaced the word [lawn] to italics and/or incorrect	
11	Found and replaced the word [lawn] to double underline and/or incorrect	
12	[Give ... treatment.] not changed to capital letters and/or incorrect	
13	[Give ... treatment.] not changed bold and/or incorrect	
14	[Give ... treatment.] not changed italics and/or incorrect	
15	[Give ... treatment.] not right-aligned and/or incorrect	
16	Double border not inserted around [This is ... summer-living!] and/or incorrect	
17	Double border not 3 pt and/or incorrect	
18	Paragraph with double border not shaded 25 % and/or incorrect	
19	Paragraph with double border not copied to the end of the document and/or incorrect	
20	3 line spaces not inserted before and after paragraph with double border and/or incorrect	
21	Paragraph not changed to columns and/or incorrect	
22	Position of columns 1 and 2 incorrect	
23	[This is ... it.] not changed to capital letters and/or incorrect	
24	[This is ... it.] not changed to bold and/or incorrect	
25	[This is ... it.] not changed to italics and/or incorrect	
26	Paragraphs not arranged in numerical order and/or incorrect	
27	Paragraph numbers not replaced with bullets and/or incorrect	
28	Not two letter spaces after bullets and/or incorrect	
29	Paragraphs not indented and/or incorrect	
30	Page break not inserted and/or incorrect	
31	Page 2 not centred vertically and/or incorrect	

NO	MANIPULATION ERRORS	MARK
32	[wonderful] not retained and/or incorrect	
33	[3 cm] not changed to [three centimetres] and/or incorrect	
34	New paragraph not created at [Apply a ...] and/or incorrect	
35	[Top ... nutshell] not changed to capital letters and/or incorrect	
36	[Top ... nutshell] not changed to bold and italics and/or incorrect	
37	[Top ... nutshell] not centred and/or incorrect	
38	Left column with corresponding data in right column not sorted	
39	alphabetically and/or incorrect	
40	[compost], [snail bait], [shrubs], [watering], [weeds] and [evergreens] not changed to bold and underline and/or incorrect	
41	[Wonder ... removal] not inserted and/or incorrect	
42	Left tab stop not inserted at 4"/10.16 cm from the left-hand margin and/or not indented and/or incorrect	
43	Paragraphs not changed to 1.5 lines and/or incorrect	
44	[EXAMINATION NUMBER] not inserted as a footer and left-aligned and/or incorrect	
45	[QUESTION 5] not inserted in capital letters as a footer right-aligned and/or incorrect	
46	Any additional errors	42

COMPUTER PRACTICE N4

10 find and replace garden to italics
11 find and replace garden to double underlining

1

9 page no top, centre

7 1"/2.54 cm margins

12 uc 13 bold 14 italics 15 right-align

GIVE YOUR LAWN A SPRING TREATMENT.

16 double border 17 3 pt 19 copy paragraph



20 3 l/s 8 hyphenation

This is your guide to turn that wintery patch of dry grass you call a lawn into a thick, green carpet - soft, lush and ready for a summer-living!

18 25% shade



20 3 l/s

21 columns

22 columns 1 and 2 correct position

Note: This treatment is not recommended for tuft-forming grasses. It should only be applied to runner-type lawns like kikuyu.

A lawn consist of thousands of little baby plants growing in close proximity and just like babies they are always thirsty, hungry and demanding of special attention.

THIS IS HOW YOU DO IT:

23 uc 24 bold 25 italics

26 numerical order

* Take your lawnmower and weed-eater to a reputable agent for a proper service.

27 replace with bullets

* Use a sharp-toothed steel rake and rake the whole lawn vigorously across and down to remove the old dead mat.

28 2 letter spaces

* Mow the lawn quite short to scarify. (Note the exceptions as mentioned above.)

29 indent

* Take a hollow tine or ordinary garden fork and drive it into the turf every 20-30 cm, working the prongs down as far as they can go and wriggling it about.

* Water immediately and thoroughly after feeding.

* Your next step is to feed the lawn and there are many products, both chemical and organic, to choose from.

===page break=== 30

31 centre page 2 vertically

32 stet

An organic top dressing is a wonderful way to smooth out lawn and encourage new growth. Always use a quality product from a reputable supplier. It will contain organic materials that will improve drainage as well as water holding capacity.

33 in full + 1A

34 new paragraph

[Apply a not thicker than three centimetre layer to a fairly dried-off lawn. Level it out by means of a flat board tied to the end of your rake. Start watering again as soon as the blades start showing.

35 uc 36 bold, italics 37 centre

38, 39 alphabetical order

TOP TIPS FOR SPRING IN A NUTSHELL

41 text keyed in at tab stop + 6A

Always use compost when planting.

Apply snail bait. 40 bold, underline

Feed all shrubs.

Increase the rate of watering.

Remove any weeds.

Start pruning evergreens regularly.

19 copy paragraph



42 left tab stop 4"/10.16 cm

Wonder 2:3:2 (14)

Insecticides

Pretty Pink

Water thoroughly

Clover, dandelion

Damaged branch removal

43 1.5 lines

This is your guide to turn that wintery patch of dry grass you call a lawn into a thick, green carpet - soft, lush and ready for a summer-living!

A	M	T
8	42	50

1 line spacing
2 justification
3 letter spaces
4 uc/lc
5 font and font size
6 paper size
46 any additional errors

[50]

TOTAL SECTION B: 85

SECTION C: SPREADSHEET**85****QUESTION 6A****ACCURACY****4****MANIPULATION****6****TOTAL****10**

	ACCURACY ERRORS	MARK
	Read all keyed-in text for accuracy	4

NO	MANIPULATION ERRORS	MARK
1	Rows not inserted and/or incorrect	
2	Justification incorrect	
3	Letter spaces incorrect	
4	Upper case and/or lower case incorrect	
5	Font and/or font size incorrect (Arial 10 pt, Calibri 11 pt, Courier New 12 pt acceptable)	
6	Portrait orientation incorrect and/or does not fit on ONE page and/or incorrect	
7	Margins incorrect	
8	[EXAMINATION NUMBER] not inserted as a footer (left) and/or incorrect	
9	[QUESTION 6A] not inserted as a footer (right) in capital letters and/or incorrect	
10	Column headings incorrect	
11	Format of figures incorrect	
12	Column widths not adjusted and/or correct cell addresses not used and/or spreadsheet not printed without row and column headings and/or incorrect	
13	Lines inserted and/or additional manipulation errors	6

SPRING CONCERT

PROVINCE	ARRIVAL OF GUESTS	DEPARTURE OF GUESTS	DAYS	GUESTS
Gauteng/Rooihuiskraal	15/11/2015	30/12/2015	47	20
Western Cape/Clanwilliam	26/11/2015	30/12/2015	36	30
Kwazulu-Natal/Tala Valley	01/12/2015	30/12/2015	30	40
Mpumalanga/Nelspruit	09/12/2015	30/12/2015	21	23
Easter Cape/Port Elizabeth	23/12/2015	30/12/2015	8	30

- 1 rows
- 2 justification
- 3 letter spaces
- 4 uc/lc
- 5 font and font size
- 6 portrait, 1 page
- 7 margins
- 10 column headings
- 11 format of figures
- 12 column width, cell address, without row and column headings
- 13 lines, additional errors

A	M	T
4	6	10

(10)

QUESTION 6B

ACCURACY
MANIPULATION
TOTAL

5
19
24

	ACCURACY ERRORS	MARK
	[PASSIONATE ... SPRING] not keyed in and/or incorrect	1
	[BOOKINGS], LUNCH] and [190] not keyed in and/or incorrect	1
	[AMOUNT] and [VAT 14%] not keyed in and/or incorrect	1
	[TOTAL AMOUNT] not keyed in and/or incorrect	1
	[TOTAL], [HIGHEST] and [AVERAGE] not keyed in and/or incorrect	1

NO	MANIPULATION ERRORS	MARK
1	Open rows not inserted and/or incorrect	
2	Justification incorrect	
3	Letter spaces incorrect	
4	Upper case and/or lower case incorrect	
5	Font and/or font size incorrect (Arial 10 pt, Calibri 11 pt, Courier New 12 pt acceptable)	
6	Landscape orientation not used and/or does not fit on ONE page and/or incorrect	
7	Margins incorrect	
8	[EXAMINATION NUMBER] not inserted as a footer and left-align and/or incorrect	
9	[QUESTION 6A] in footer not changed to [QUESTION 6B] and/or incorrect	
10	[Passionate ...] not inserted as a header in capital letters, bold, italics and centre and/or incorrect	
11	[Bookings] and [Lunch] not inserted and/or [190] not inserted in column C and/or incorrect	
12	[Spring concert], [Bookings] and [Lunch] not bold, italics and capital letters and/or incorrect	
13	Columns [Arrival of guests] and [Departure of guests] not deleted and/or incorrect	
14	[AMOUNT], [VAT 14%] and [TOTAL AMOUNT] not inserted and/or incorrect	
15	[TOTAL], [HIGHEST] and [AVERAGE] not keyed in capital letters and bold and/or incorrect	
16	A: AMOUNT = Calculation not inserted and/or incorrect	
17	B: VAT 14% = Calculation not inserted and/or incorrect	
18	C: TOTAL AMOUNT = Calculation not inserted and/or incorrect	
19	D: TOTAL = Calculation not inserted and/or incorrect	
20	E: HIGHEST = Calculation not inserted and/or incorrect	
21	F: AVERAGE = Calculation not inserted and/or incorrect	

NO	MANIPULATION ERRORS	MARK
22	Formulae not copied to other cells as indicated on the spreadsheet and/or incorrect	
23	Horizontal and vertical lines not inserted and/or incorrect	
24	[AMOUNT], [VAT 14%], [TOTAL AMOUNT] and [HIGHEST] not displayed as currency with TWO decimals and/or incorrect	
25	[DAYS], [GUESTS] and [AVERAGE] not displayed as integer and/or incorrect	
26	Column width not adjusted and/or correct cell addresses not used and/or spreadsheet printed with row and column headings and/or incorrect	
27	Any additional errors	19

COMPUTER PRACTICE N4
PASSIONATE ABOUT SPRING

SPRING CONCERT
BOOKINGS

X 11 190 column C

LUNCH

1 open row
13 del 2 columns

PROVINCE	DAYS	GUESTS	AMOUNT	VAT	TOTAL AMOUNT
Gauteng/Rooihuiskraal	47	20	R 178,600.00	R 25,004.00	R 203,604.00
Western Cape/Clanwilliam	36	30	R 205,200.00	R 28,728.00	R 233,928.00
Kwazulu-Natal/Tala Valley	30	40	R 228,000.00	R 31,920.00	R 259,920.00
Mpumalanga/Nelspruit	21	23	R 91,770.00	R 12,847.80	R 104,617.80
Easter Cape/Port Elizabeth	8	30	R 45,600.00	R 6,384.00	R 51,984.00
TOTAL \wedge 15 uc, bold	\longrightarrow 142	143	R 749,170.00	R 104,883.80	R 854,053.80
HIGHEST					
AVERAGE					

22 copy formulae

23 horizontal and vertical lines

24 R and 2 dec

25 integer

26 col width, cell address, no row and column headings

27 any additional errors

1 rows

2 justification

3 letter spaces

4 uc/lc

5 font and font size

6 landscape. 1 page

7 margins

(24)

EXAMINATION NUMBER

9

QUESTION 6B

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QUESTION 6C**ACCURACY**
MANIPULATION
TOTAL**0**
0
7

NO	MANIPULATION ERRORS	
1	Formulae not displayed: Formula A and/or incorrect [must be absolute cell address (\$C\$4)]	
2	Formulae not displayed: Formula B and/or incorrect [must be absolute cell address (\$E\$7)]	
3	Formulae not displayed: Formula C and/or incorrect	
4	Formulae not displayed: Formula D and/or incorrect	
5	Formula not displayed: Formula E and/or incorrect	
6	Formula not displayed: Formula F and/or incorrect	
7	Column width not adjusted to display whole formulae and/or incorrect	
8	Landscape orientation not used	
9	Formulae not on one page and/or incorrect	
10	Spreadsheet not printed with row and column headings and/or incorrect	
11	[QUESTION 6B] in header not changed to [QUESTION 6C] and/or incorrect	7

	A	B	C	D	E	F	G
1	SPRING CONCERT						
2	BOOKINGS						
3							
4	LUNCH						
5	190						
6	PROVINCE	DAYS	GUESTS	AMOUNT	VAT	TOTAL AMOUNT	
7					0.14		
8	Gauteng/Rooihuiskraal	47	20	=C8*B8*\$C\$4	=D8*\$E\$7	=SUM(D8:E8)	
9	Western Cape/Cianwilliam	36	30	=C9*B9*\$C\$4	=D9*\$E\$7	=SUM(D9:E9)	
10	Kwazulu-Natal/Tala Valley	30	40	=C10*B10*\$C\$4	=D10*\$E\$7	=SUM(D10:E10)	
11	Mpumalanga/Nelspruit	21	23	=C11*B11*\$C\$4	=D11*\$E\$7	=SUM(D11:E11)	
12	Easter Cape/Port Elizabeth	8	30	=C12*B12*\$C\$4	=D12*\$E\$7	=SUM(D12:E12)	
13	TOTAL	4	=SUM(B8:B12)	=SUM(D8:D12)	=SUM(E8:E12)	=SUM(D13:E13)	3
14	HIGHEST			1	2	=MAX(F8:F12)	5
15							
16	AVERAGE					=AVERAGE(C8:C12)	6
17							
18	7 column width						
19	8 landscape						
20	9 1 page						
21	10 row and column headings						
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
32	EXAMINATION NUMBER						11 QUESTION 6C

(7)
[41]

M
7

T
7

QUESTION 7A

ACCURACY	4
MANIPULATION	6
TOTAL	10

	ACCURACY ERRORS	MARK
	Read all keyed-in text for accuracy	4

NO	MANIPULATION ERRORS	MARK
1	Rows not inserted and/or incorrect	
2	Justification incorrect	
3	Letter spaces incorrect	
4	Upper case and/or lower case incorrect	
5	Font and/or font size incorrect (Arial 10 pt, Calibri 11 pt, Courier New 12 pt acceptable)	
6	Portrait orientation incorrect and/or does not fit on ONE page and/or incorrect	
7	Margins incorrect	
8	[QUESTION 7A] not inserted as a header in capital letters left-aligned and/or incorrect	
9	[EXAMINATION NUMBER] not inserted as a header and right-aligned and/or incorrect	
10	Column headings incorrect	
11	Format of figures incorrect	
12	Column widths not adjusted and/or correct cell addresses not used and/or spreadsheet printed with row and column headings and/or incorrect	
13	Lines inserted and/or any additional manipulation errors	6

PLANT PARADISE GARDEN CENTRE

Item	Stock	Selling	Total	% of total amount
Clivia miniata	20	3,147.99		
Kurume azaleas	5	2,115.99		
Gladioli bulbs	12	4,118.99		
Hadeco bulbs	18	3,129.99		
Pansies	15	1,189.00		
Violas	33	2,145.00		
Impatiens walleriana	20	2,136.99		

1 rows

2 justification

3 letter spaces

4 uc/lc

5 font and font size

6 portrait, 1 page

7 margins

10 column headings

11 format of figures

12 column width, cell address, no row and column headings

13 lines, additional errors

A	M	T
4	6	10

(10)

QUESTION 7B

ACCURACY
MANIPULATION
TOTAL

4
20
24

	ACCURACY ERRORS	MARK
	[PRICE LIST: 2015] not keyed in and/or incorrect	
	[ON HAND] not keyed in and/or incorrect	
	[PRICE] not keyed in and/or incorrect	
	[STOCK DELIVERED with figures] not keyed in and/or incorrect	
	[VAT 14%] not keyed in and/or incorrect	
	[TOTAL AMOUNT] not keyed in and/or incorrect	4

NO	MANIPULATION ERRORS	
1	Rows not inserted and/or row not deleted and/or incorrect	
2	Justification incorrect	
3	Letter spaces incorrect	
4	Upper case and/or lower case incorrect	
5	Font and/or font size incorrect (Arial 10 pt, Calibri 11 pt, Courier New 12 pt acceptable)	
6	Landscape orientation not used and/or does not fit on ONE page and/or incorrect	
7	Margins incorrect	
8	[QUESTION 7A] in header not changed to [QUESTION 7B] and/or incorrect	
9	[EXAMINATION NUMBER] not right-aligned and/or incorrect	
10	[PLANT PARADISE GARDEN CENTRE] not changed to bold and centre and/or incorrect	
11	[PRICE LIST: 2015] not inserted in bold and/or incorrect	
12	[ON HAND] and [PRICE] not inserted and/or incorrect	
13	[STOCK DELIVERED] with figures not inserted and/or incorrect	
14	[VAT 14%] and [TOTAL AMOUNT] not inserted and/or incorrect	
15	Column headings not changed to capital letters, centre and bold and/or incorrect	
16	A: TOTAL = Calculation not inserted and/or incorrect	
17	B: VAT 14% = Calculation not inserted and/or incorrect	
18	C: TOTAL AMOUNT = Calculation not inserted and/or incorrect	
19	D: TOTAL = Calculation not inserted and/or incorrect	
20	E: % OF TOTAL AMOUNT = Calculation not inserted and/or incorrect	
21	Items with corresponding figures not sorted alphabetically and/or incorrect	
22	Horizontal and vertical lines not inserted as indicated and/or incorrect	
23	[SELLING PRICE], [TOTAL], [VAT 14%] and [TOTAL AMOUNT] not displayed as currency with TWO decimals and/or incorrect	
24	[STOCK DELIVERED] not displayed as integer and/or incorrect	
25	[% OF TOTAL AMOUNT] not displayed as % with no decimals and/or incorrect	

NO	MANIPULATION ERRORS	
26	Calculations not changed to bold and/or incorrect	
27	Column widths not adjusted and/or correct cell addresses not used and/or spreadsheet printed with row and column headings and/or incorrect	
28	Any additional manipulation errors	20

PLANT PARADISE GARDEN CENTRE 10 bold, centre

15 column headings
bold, centre, uc

1 open row

Price list: 2015 £12 bold

1 open row

ITEM	STOCK ON HAND £12	SELLING PRICE £12	STOCK DELIVERED 13 £ col	TOTAL	VAT 14% 14 £ col	TOTAL AMOUNT 14 £ col	% OF TOTAL AMOUNT
1 del open row							
Clivia miniata	20 R	3,147.99	25 R	141,659.55	R 19,832.34	R 161,491.89	23%
Gладиолус	12 R	4,118.99	8 R	82,379.80	R 11,533.17	R 93,912.97	14%
Hadeco bulbs alphabetically	18 R	3,129.99	22 R	125,199.60	R 17,527.94	R 142,727.54	21%
Impatiens walleriana	20 R	2,136.99	15 R	74,794.65	R 10,471.25	R 85,265.90	12%
Kurume azaleas	5 R	2,115.99	30 R	74,059.65	R 10,368.35	R 84,428.00	12%
Pansies	15 R	1,189.00	10 R	29,725.00	R 4,161.50	R 33,886.50	5%
Violas	33 R	2,145.00	5 R	81,510.00	R 11,411.40	R 92,921.40	13%
19 cal	→ 123 R	17,983.95	115 R	609,328.25	R 85,305.96	R 694,634.21	100%

16 cal

17 cal

18 cal

19 cal

20 cal

1 rows

2 justification

3 letter spaces

4 uc/lc

5 font and font size

6 landscape, 1 page

7 margins

22 horizontal and vertical lines

23 currency with 2 decimals

24 integer

25 % of total amount as % with no decimals

26 calculations in bold

27 col width, cell address, no row and column headings

28 any additional errors

A	M	T
4	20	24

(24)

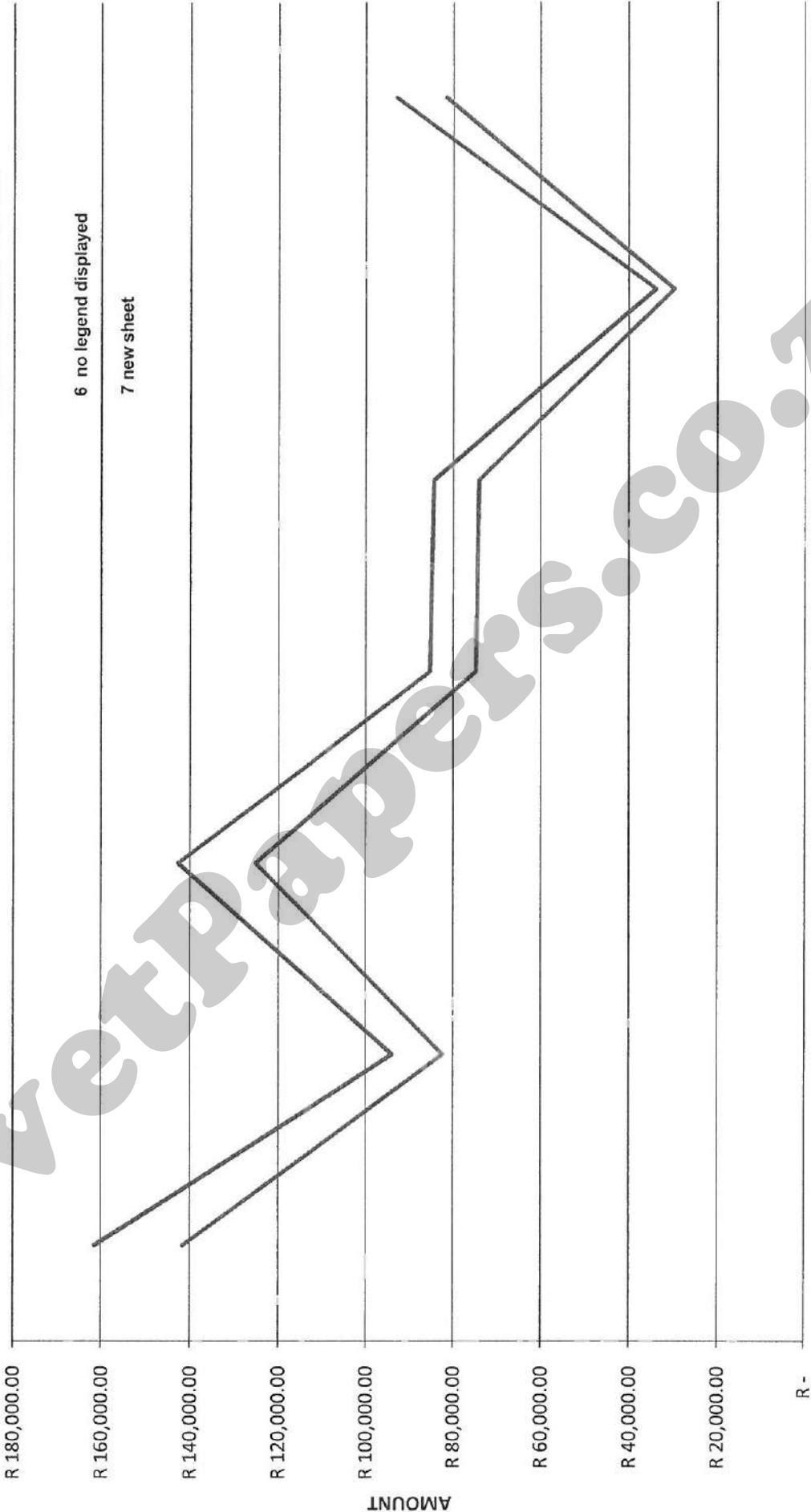
QUESTION 7C**ACCURACY**
MANIPULATION
TOTAL**3**
7
10

NO	ACCURACY ERRORS	MARK
	[GARDEN CENTRE: PRICE LIST 2015], [EXAMINATION NUMBER] and [QUESTION 7C] not keyed in and/or incorrect	3

NO	MANIPULATION ERRORS	
1	[GARDEN CENTRE: PRICE LIST 2015], [EXAMINATION NUMBER] and [QUESTION 7C] not inserted as chart titles and/or incorrect	
2	[EXAMINATION NUMBER] and [QUESTION 7C] not inserted in second line and/or incorrect	
3	Incorrect information used for graph	
4	Titles on X- and Y-axis not displayed and/or incorrect	
5	Not suitable titles or no titles displayed for X- and Y-axis and/or incorrect	
6	Legend displayed and/or incorrect	
7	Graph not printed as a new sheet and/or incorrect	7

GARDEN CENTRE: PRICE LIST 2015
EXAMINATION NUMBER QUESTION 7C

- 1 chart titles
- 2 2 lines
- 3 correct information
- 4 titles on axis
- 5 suitable titles X- and Y-axis



6 no legend displayed

7 new sheet

(10)

[44]
TOTAL SECTION C: 85
GRAND TOTAL: 200