



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

**NATIONAL CERTIFICATE
COMPUTER PRACTICE N4**

7 NOVEMBER 2018

This marking guideline consists of 27 pages.

SECTION A (THEORY)**QUESTION 1**

- 1.1 bits
- 1.2 format
- 1.3 Windows Explorer
- 1.4 F1
- 1.5 virus
- 1.6 ROM
- 1.7 modem
- 1.8 Hardware
- 1.9 memory card reader
- 1.10 screen saver

(10 × 1) **[10]**

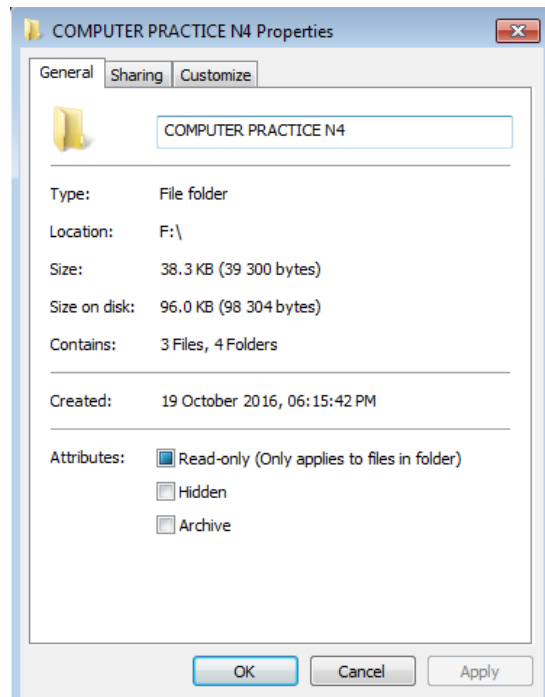
QUESTION 2

- 2.1 True
- 2.2 True
- 2.3 True
- 2.4 False
- 2.5 False
- 2.6 True
- 2.7 True
- 2.8 True
- 2.9 False
- 2.10 False

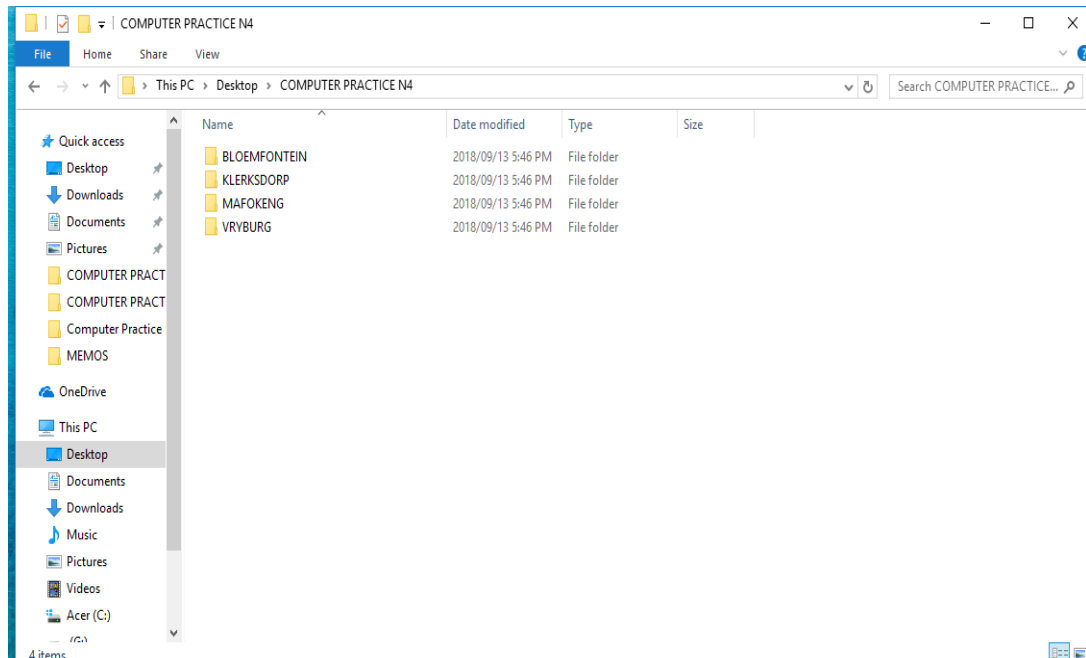
(10 × 1) (10)
[20]

QUESTION 3

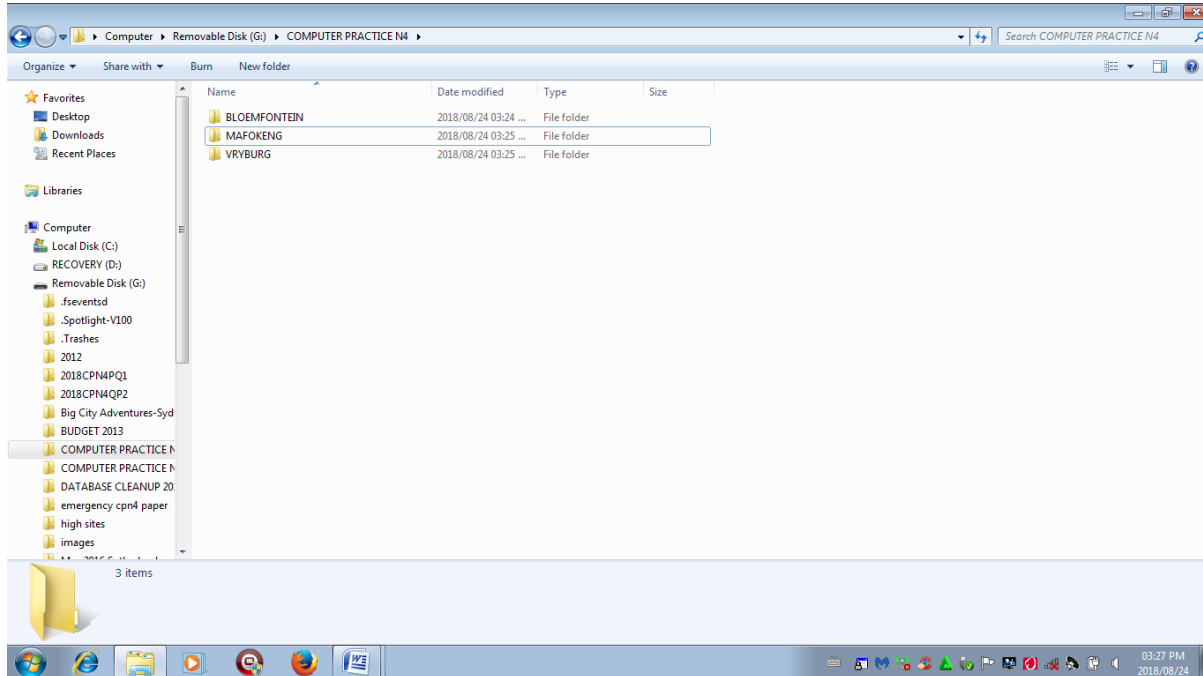
3.1	MANIPULATION ERRORS		
1	[EXAMINATION NUMBER] and [QUESTION 3.1] not inserted as header and/or incorrect		1
2	Status report of COMPUTER PRACTICE N4 folder not displayed and/or incorrect		1



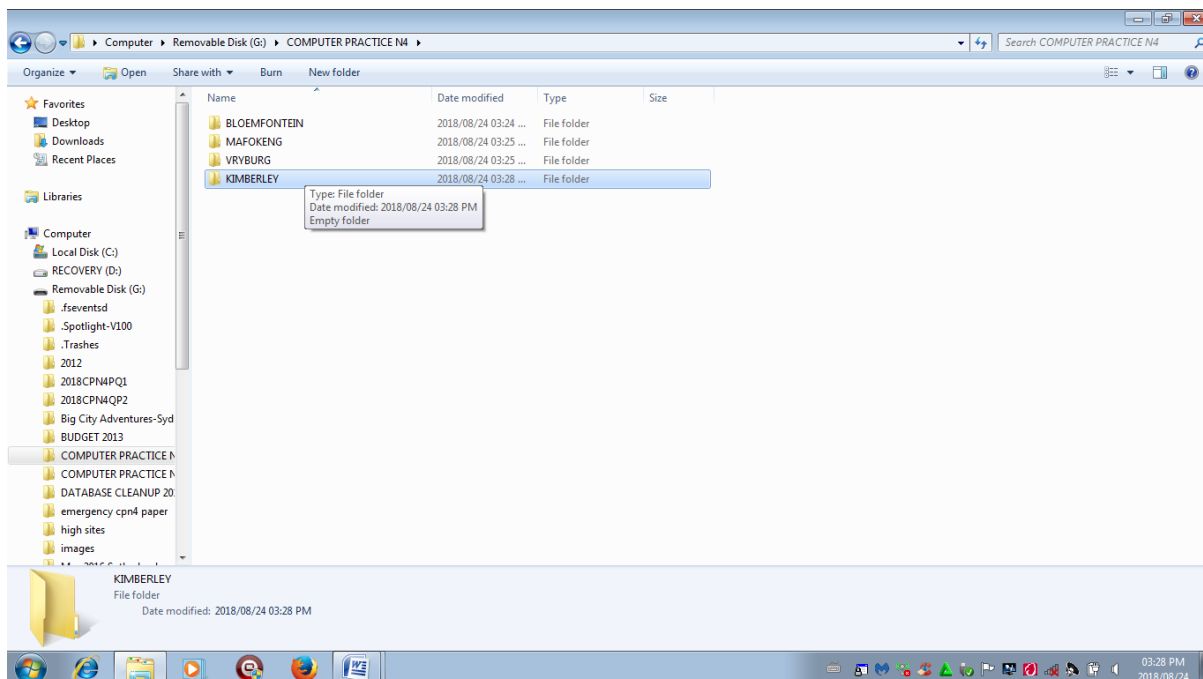
3.2	MANIPULATION ERRORS		
1	[EXAMINATION NUMBER] and [QUESTION 3.2] not inserted as header and/or incorrect		1
2	All the files/folders not displayed in the COMPUTER PRACTICE N4 folder and/or incorrect		1



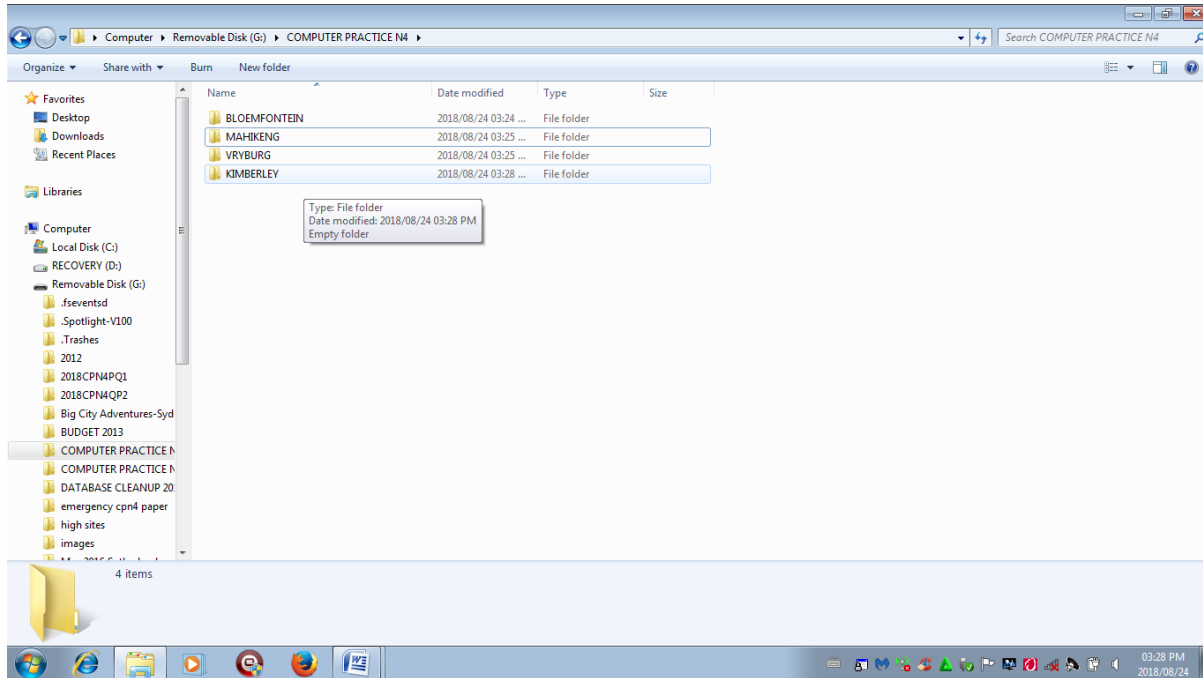
3.3	MANIPULATION ERRORS		
1	[EXAMINATION NUMBER] and [QUESTION 3.3] not inserted as header and/or incorrect		1
2	Deleted the folder KLERKSDORP		1



3.4	MANIPULATION ERRORS		
1	[EXAMINATION NUMBER] and [QUESTION 3.4] not inserted as header and/or incorrect		1
2	New folder KIMBERLEY not created and/or incorrect		1



3.5	MANIPULATION ERRORS		
1	[EXAMINATION NUMBER] and [QUESTION 3.5] not inserted as header and/or incorrect		1
2	Renamed MAFOKENG to MAHIKENG		1



(5 × 2) [10]

TOTAL SECTION A: 30

SECTION B (WORD PROCESSING)**QUESTION 4A****ACCURACY: 5****MANIPULATION: 5****TOTAL: 10**

	ACCURACY ERRORS		
	[QUESTION 4A] not keyed in and/or incorrect		
	[EXAMINATION NUMBER] not keyed in and/or incorrect		
	All other keying-in errors		5

NO	MANIPULATION ERRORS		
1	Margins incorrect		
2	Upper case/lower case incorrect		
3	Line spacing incorrect		
4	Justification incorrect		
5	Letter spaces incorrect		
6	Paper orientation incorrect		
7	Font and/or font size incorrect – Courier New 12 pt		
8	Hyphenation incorrect		
9	[QUESTION 4A] not inserted in capital letters as a header left-aligned and/or incorrect		
10	[EXAMINATION NUMBER] not inserted as a header and right-aligned and/or incorrect		
11	Tabular stop at 4 cm/1.58" incorrect		
12	Tabular stop at 8 cm/3.15" incorrect		
13	Tabular stop at 11.68 cm/4.6" incorrect		
14	Any additional manipulation errors		5

QUESTION 4A**9 Left as header, uc + 1A**

QUESTION 4A

10 Right as header + 1A

EXAMINATION NUMBER

1 Margins

CITIES/TOWNS OF SOUTH AFRICA

≠

11 Tab**12 Tab****13 Tab**

WESTERN CAPE

FREE STATE

NORTHERN CAPE

NORTH WEST

≠

Cape Town

Bloemfontein

Kimberley

Vryburg

Milnerton

Kroonstad

Kuruman

Mahikeng

Laingsburg

Bethlehem

Upington

Rustenburg

2 Uc/lc**3 Line spacing****4 Alignment left****5 Letter spaces****6 Paper size****7 Courier New 12 pt****8 Hyphenation****14 Any additional manipulation errors**

A	M	T
5	5	10

(10)

QUESTION 4B**ACCURACY: 10****MANIPULATION: 20****TOTAL: 30**

	ACCURACY ERRORS		
	[QUESTION 4B] not keyed in and/or incorrect		1
	[40.51 ... 120.56] not keyed in and/or incorrect		4
	[COMPANY ... R550 000] not keyed in and/or incorrect		4
	[BEAUTIFUL SOUTH AFICA!] not keyed in and/or incorrect		1

NO	MANIPULATION ERRORS		
1	Left-hand margin not changed to 1.5"/3.81 cm and/or right-hand margin not 1"/2.54 cm and/or incorrect		
2	Upper case/lower case incorrect		
3	Line spacing incorrect		
4	Justification incorrect		
5	Letter spaces incorrect		
6	Paper orientation incorrect		
7	Font and/or font size incorrect – Courier New 12 pt		
8	Hyphenation incorrect		
9	[QUESTION 4A] not changed to [QUESTION 4B] in the header and/or incorrect		
10	[CITIES/] not deleted and/or incorrect		
11	[TOWNS OF SOUTH AFRICA] not centred and/or incorrect		
12	[TOWNS OF SOUTH AFRICA] not bold and underlined and/or incorrect		
13	[WESTERN CAPE ... NORTH WEST] not in bold and/or incorrect		
14	[WESTERN CAPE ... Rustenburg] not in double line spacing and/or incorrect		
15	[40.51 ... 120.56] not in 1.5 lines and/or incorrect		
16	Tab stop not set on 1.18"/3 cm and/or incorrect		
17	Tab stop not set on 2.36"/6 cm and/or incorrect		
18	Tab stop not set on 3.74"/9 cm and/or incorrect		
19	Tab stop not set on 5.12"/13 cm and/or incorrect		
20	[COMPANY ... R550 000] not inserted and/or incorrect		
21	[COMPANY] and [DONATION] not in capital letters and/or incorrect		
22	[COMPANY] and [DONATION] not underlined and/or incorrect		
23	[COMPANY] and [DONATION] not in bold and/or incorrect		
24	Tab stop not set on 4.33"/11 cm and/or incorrect		
25	Inserted paragraph not in double line spacing and/or incorrect		
26	[TOWNS OF SOUTH AFRICA] not copied to the end of the document and/or incorrect		
27	Footer [BEAUTIFUL SOUTH AFRICA!] not inserted and/or incorrect		
28	Footer [BEAUTIFUL SOUTH AFRICA!] not in capital letters and/or incorrect		
29	Footer [BEAUTIFUL SOUTH AFRICA!] not in bold and/or incorrect		
30	Footer [BEAUTIFUL SOUTH AFRICA!] not centred and/or incorrect		
31	Any additional manipulation errors		20

9 QUESTION 4A not changed to 4B + 1A

QUESTION 4B

EXAMINATION NUMBER

1 Margins 3.81 cm/1.5"

10 Del [CITIES/] 11 Centre 12 Bold, u/line

TOWNS OF SOUTH AFRICA

13 Bold

WESTERN CAPE	FREE STATE	NORTHERN CAPE	NORTH WEST
--------------	------------	---------------	------------

14 D/s

Cape Town	Bloemfontein	Kimberley	Vryburg
-----------	--------------	-----------	---------

Milnerton	Kroonstad	Kuruman	Mahikeng
-----------	-----------	---------	----------

Lainsburg	Bethlehem	Upington	Rustenburg
-----------	-----------	----------	------------

15 1.5 lines	40.51	51.52	62.53	100.54
16 Tab 3 cm				
17 Tab 6 cm	50.52	61.53	72.54	110.55
18 Tab 9 cm				
19 Tab 13 cm	40.53	71.54	82.55	120.56

COMPANY**DONATION**

Woolworths	20 Insert 21 Uc 22 U/line 23 Bold	R600 000
Edgars	24 Tab 11 cm 25 D/s	R500 000
Spar		R550 000

TOWNS OF SOUTH AFRICA

26 Copied

2 Uc/lc

3 Line spacing

4 Alignment left

5 Letter spaces

6 Paper size

7 Courier New 12 pt

8 Hyphenation

31 Any additional manipulation errors

A	M	T
10	20	30

27 Insert 28 Uc 29 Bold 30 Centre

BEAUTIFUL SOUTH AFRICA!(20)
[40]

QUESTION 5**ACCURACY: 7****MANIPULATION: 38****TOTAL: 45**

	ACCURACY ERRORS		
	[EXAMINATION NUMBER] and [QUESTION 5] not keyed in and/or incorrect		1
	[CONDITIONS ... reservations@blueocean.com] not keyed in and/or incorrect		6

NO	MANIPULATION ERRORS		
1	Left- and right-hand margin of page 1 only not changed to 1.5"/3.81 cm and/or incorrect		
2	Upper case/lower case incorrect		
3	Line spacing incorrect		
4	Justification incorrect		
5	Letter spaces incorrect		
6	Paper orientation incorrect		
7	Font and/or font size incorrect – Courier New 12 pt		
8	Hyphenation incorrect		
9	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect		
10	[QUESTION 5] not inserted as a header (right) in capital letters and/or incorrect		
11	Page numbers not inserted top centred and/or incorrect		
12	Page 1 not centred vertically and/or incorrect		
13	[UNIQUE ... CREATIVE] not changed to Arial 28 pt and/or incorrect		
14	[UNIQUE ... CREATIVE] not changed to bold and/or incorrect		
15	[UNIQUE ... CREATIVE] not italics and/or incorrect		
16	[UNIQUE ... CREATIVE] not shadowed and/or incorrect		
17	[UNIQUE] not left-aligned and/or incorrect		
18	[INNOVATIVE] not centred and/or incorrect		
19	[CREATIVE] not right-aligned and/or incorrect		
20	[Words ... attracts.] not changed to Arial 16 pt and/or incorrect		
21	[Words ... attracts.] not changed to bold and/or incorrect		
22	[Words ... attracts.] not centred and/or incorrect		
23	Page break not inserted and/or incorrect		
24	Margins of page 2 and 3 not changed to 1"/2.54 cm and/or incorrect		
25	Two columns not inserted and/or incorrect		
26	Bullets not inserted and/or incorrect		
27	Content in columns not indented and/or incorrect		
28	Columns not in line and/or incorrect		
29	Content in columns not justified and/or incorrect		
30	[and] not in full and/or incorrect		
31	[combination] spelling incorrect		
32	[vibrant] not deleted and/or incorrect		
33	[herself] not retained and/or incorrect		

NO	MANIPULATION ERRORS		
34	Page break not inserted and/or incorrect		
35	[Come ...daily.] not changed to bold and/or incorrect		
36	[Come ...daily.] not centred and/or incorrect		
37	[Blue Ocean Hotel] not find and replaced with [BLUE OCEAN HOTEL] 4x and/or incorrect		
38	[BLUE OCEAN HOTEL] not replaced in capital letters and/or incorrect		
39	[BLUE OCEAN HOTEL] not replaced in bold and/or incorrect		
40	[BLUE OCEAN HOTEL] not double underlined and/or incorrect		
41	Text not inserted and/or incorrect		
42	[CONDITIONS] not inserted in bold and/or incorrect		
43	[CONDITIONS] not underlined and/or incorrect		
44	[Valid ... 2019] not inserted in Arial 18 pt and/or incorrect		
45	[Valid ... 2019] not inserted in bold and/or incorrect		
46	[To book ... reservations@blueocean.com] not centred and/or incorrect		
47	[To book ... reservations@blueocean.com] not inserted in bold and/or incorrect		
48	Any additional manipulation errors		38

QUESTION 5

9 Examination number left as header 11 page no, top, centred 10 QUESTION 5 right as header in uc
EXAMINATION NUMBER 1 QUESTION 5

- 1 3.81 cm/1.5" page 1 12 page 1 centred vertically
2 Uc/lc
3 Line spacing
4 Alignment left
5 Letter spaces
6 Paper size
7 Courier New 12 pt
8 Hyphenation
31 Any additional manipulation errors

Unique

13 Arial 28 pt

17 left-aligned

- 14 Bold
15 Italics
16 Shadow

18 centred

Innovative

19 right-aligned

Creative

**Words which apply as much to the BLUE OCEAN
HOTEL Victoria Junction as the GUESTS it
attracts.**

20 Arial 16 pt 21 bold 22 centred

23 Page break

EXAMINATION NUMBER

2

QUESTION 5

Situated on the fringe of the Victoria and Alfred Waterfront, the **BLUE OCEAN HOTEL** Victoria Junction is designed for the cosmopolitan traveller with a taste for the cutting edge. One of its kind in Africa, this uniquely styled hotel offers a combination of standard rooms and double-storey loft apartments. 30 [and] in full

31 [combination] sp

- Its ultra modern façade and interior are specially styled to suit the vibrant atmosphere of its surroundings and to give the impression of understated sophistication and elegance. As exciting and different as the mother city herself, the **BLUE OCEAN HOTEL** Victoria Junction offers a creative addition to the high standards of quality demanded by its premier status.

32 del [vibrant] 33 [herself] stet

24 margins 2.54 cm/1"

25 TWO columns inserted

26 bullets inserted

27 content indented

28 columns in line

29 content in columns justified

34 page break

35 bold 36 centred 37 find and replace 4x 38 replace 4x uc 39 replace 4x bold 40 replace 4x double underlined

Come and stay at the BLUE OCEAN HOTEL Victoria Junction over
Christmas or New Year at the very special rate of R450 per
person sharing per night and you will receive FREE breakfast
and lunch daily.

41 text insert

Conditions

42 bold

43 u/line

Subject to availability of rooms in this price category

Minimum 3-night stay

Valid 22 December 2018–6 January 2019 44 Arial 18 pt 45 bold

To book contact the hotel on:

021 418 4321

or e-mail reservations@blueocean.com

46 centred 47 bold 48 any other manipulation errors

A	M	T
7	38	45

[45]

TOTAL SECTION B: 85

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

	ACCURACY ERRORS		
	Read all keyed-in text for accuracy		4

NO	DISPLAY ERRORS		
1	Margins incorrect		
2	Capital/small letters incorrect		
3	Rows incorrect		
4	Alignment of figures incorrect		
5	Letter spaces incorrect		
6	Paper size incorrect		
7	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 acceptable)		
8	Column widths not adjusted and/or incorrect and/or cell addresses incorrect and/or spreadsheet printed with row and column headings and/or incorrect		
9	Borders (lines) inserted		
10	Column headings incorrectly aligned		
11	Meter readings not inserted as integers and/or amounts not inserted as currency with 2 decimals and/or incorrect		
12	[EXAMINATION NUMBER] not inserted as a footer (left) and/or incorrect		
13	[QUESTION 6A] not inserted as a footer (right) in capital letters and/or incorrect		
14	Any additional manipulation errors		6

QUESTION 6A

SOL PLAATJIE MUNICIPALITY

STATEMENT FOR MUNICIPALITY SERVICES

Mr T Modise Date: *October 2018*
 37 Ward Street Account number: 765000
 Kimberley
 8301

	Meter reading		
USAGE	Current	Previous	Difference
Water	6979	6675	
Electricity	88555	86080	

	Units	Tariff	Amount
Water usage			R6,00
Electricity usage			R0,80

1 margins
 2 uc/lc
 3 rows
 4 alignment
 5 letter spaces
 6 portrait, 1 page
 7 font/font size
 8 column widths/cell addresses/no row and column headings
 9 borders (lines) inserted
 10 column headings
 11 integers and/or currency, 2 decimals
 14 additional manipulation errors

A	M	T
4	6	10

EXAMINATION NUMBER
 12 Exam no left as footer

QUESTION 6A
 13 QUESTION 6A right as footer

(10)

QUESTION 6B**ACCURACY: 4****MANIPULATION: 22****TOTAL: 26**

	ACCURACY ERRORS		
	[QUESTION 6B] not keyed in and/or incorrect		1
	[Subtotal] not keyed in and/or incorrect		1
	[15% VAT] not keyed in and/or incorrect		1
	[Amount due on 31 October 2018] not keyed in and/or incorrect		1

NO	MANIPULATION ERRORS		
1	Margins incorrect		
2	Capital/small letters incorrect		
3	Rows incorrect		
4	Alignment of figures incorrect		
5	Letter spaces incorrect		
6	Portrait orientation incorrect and/or does not fit on ONE page and/or incorrect		
7	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 acceptable)		
8	Column widths not adjusted and/or incorrect and/or cell addresses incorrect and/or spreadsheet printed with row and column headings and/or incorrect		
9	Horizontal lines not inserted and/or incorrect		
10	[QUESTION 6A] in the footer not changed to [QUESTION 6B] and/or incorrect		
11	[SOL PLAATJIE MUNICIPALITY] not merged and centred and/or incorrect		
12	[SOL PLAATJIE MUNICIPALITY] not changed to 16 pt and/or incorrect		
13	[SOL PLAATJIE MUNICIPALITY] not changed to bold and/or incorrect		
14	[SOL PLAATJIE MUNICIPALITY] not underlined and/or incorrect		
15	[STATEMENT FOR MUNICIPALITY SERVICES] not changed to bold and/or incorrect		
16	[STATEMENT FOR MUNICIPALITY SERVICES] not double underlined and/or incorrect		
17	Column headings and [Amount due on 31 October 2018] not bold and/or incorrect		
18	Headings in column 1 not centred and/or incorrect		
19	[Subtotal], [15% VAT] and [Amount due on 31 October 2018] not inserted and/or incorrect		
20	A: Meter reading Difference = Current reading – Previous reading not inserted and/or incorrect		
21	B: Usage units = Difference not inserted and/or incorrect		
22	C: Amount = Units * Tariff not inserted and/or incorrect		
23	D: Subtotal = Sum of Water usage and Electricity usage not inserted and/or incorrect		
24	E: 15% VAT = 15% of the Subtotal not inserted and/or incorrect		
25	F: Amount due = Subtotal + 15% VAT not inserted and/or incorrect		
26	Formulae not copied to other cells and/or incorrect		
27	[Difference] and [Units] not displayed as integers and/or incorrect		
28	[Tariff], [Amount], [Subtotal], [15% VAT] and [Amount due on 31 October 2018] not displayed as currency with 2 decimals and/or incorrect		
29	Any additional manipulation errors		22

QUESTION 6B

SOL PLAATJIE MUNICIPALITY

11 merge and centre 12 16 pt 13 bold 14 u/line

STATEMENT FOR MUNICIPALITY SERVICES

15 bold 6 double u/line

Mr T Modise Date: *October 2018*
 37 Ward Street Account number: 765000
 Kimberley
 8301

USAGE	Meter reading			17 bold
	Current	Previous	Difference	
Water	6979	6675	304	20
Electricity	88555	86080	2475	
18 centre	Units	Tariff	Amount	17 bold
Water usage	304	R6,00	R1 824,00	22
Electricity usage	2475	R0,80	R1 980,00	
Subtotal	19 insert		R3 804,00	23
15% VAT			R570,60	24
Amount due on 31 October 2018			R4 374,60	25
17 bold				

17 bold

- 1 margins
 2 uc/lc
 3 rows
 4 alignment
 5 letter spaces
 6 portrait, 1 page
 7 font/font size
 8 column widths/cell addresses/no row and column headings
 9 horizontal lines

- 26 copy formulae
 27 integers
 28 currency, 2 decimals
 29 additional manipulation errors

A	M	T
4	22	26

EXAMINATION NUMBER

QUESTION 6B
 10 QUESTION 6A changed to 6B
 (26)

QUESTION 6C**MANIPULATION: 7****TOTAL: 7**

NO	MANIPULATION ERRORS		
1	[QUESTION 6B] in footer not changed to [QUESTION 6C] and/or incorrect		
2	Formulae A not displayed and/or incorrect		
3	Formulae B not displayed and/or incorrect		
4	Formulae C not displayed and/or incorrect		
5	Formulae D not displayed and/or incorrect		
6	Formulae E not displayed and/or incorrect		
7	Formulae F not displayed and/or incorrect		
8	Column widths not adjusted to display the whole formulae and/or incorrect		
9	Landscape orientation not used		
10	Formulae not on ONE page		
11	Spreadsheet not printed with row and column headings and/or incorrect		7

QUESTION 6C

	A	B	C	D
1	<u>SOL PLAATJIE MUNICIPALITY</u>			
2				
3	<u>STATEMENT FOR MUNICIPALITY SERVICES</u>			
4				
5	Mr T Modise	Date:	October 2018	
6	37 Ward Street	Account number:	765000	
7	Kimberley			
8	8301			
9				
10	Meter reading			
11	USAGE	Current	Previous	Difference
12	Water	6979	6675	=B12-C12 2
13	Electricity	88555	86080	=B13-C13
14				
15		Units	Tariff	Amount
16	Water usage	=D12 3	6	=B16*C16 4
17	Electricity usage	=D13	0,8	=B17*C17
18				
19	Subtotal			=SUM(D16:D17)
20	15% VAT			=D19*15%
21	Amount due on 31 October 2018			=SUM(D19:D20)
22				

8 column width 9 landscape 10 1 page 11 row and column headings

A	M	T
	7	7

5
6
71 QUESTION 6B not changed to 6C
QUESTION 6C(7)
[43]

QUESTION 7A**ACCURACY: 4****MANIPULATION: 6****TOTAL: 10**

	ACCURACY ERRORS		
	Read all keyed-in text for accuracy		4

NO	DISPLAY ERRORS		
1	Margins incorrect		
2	Capital/small letters incorrect		
3	Rows incorrect		
4	Alignment of figures incorrect		
5	Letter spaces incorrect		
6	Paper size incorrect		
7	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 acceptable)		
8	Column widths not adjusted and/or incorrect and/or cell addresses incorrect and/or spreadsheet printed with row and column headings and/or incorrect		
9	Borders (lines) inserted		
10	Column headings incorrectly aligned		
11	Figures not inserted as integers and/or incorrect		
12	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect		
13	[QUESTION 7A] not inserted as a header (right) in capital letters and/or incorrect		
14	Any additional manipulation errors		6

QUESTION 7AEXAMINATION NUMBER
12 Exam no left as headerQUESTION 7A
13 QUESTION 7A right as headerTSHEPO'S VIDEOS
WEEKLY PAYMENTS

WEEK: 3-10 APRIL 2018

Name	NORMAL TIME		OVERTIME
	Hours worked	Tariff per hour	Hours worked
Domingo J	50	12	5
Boqo N	38	15	4
Mojaki T	27	15	4
Plaatjies K	20	12	3
Moreki L	15	18	4
Tshabile M	20	15	3

1 margins
 2 uc/lc
 3 rows
 4 alignment
 5 letter spaces
 6 portrait, 1 page
 7 font/font size
 8 column widths/cell addresses/no row and column headings
 9 borders (lines) inserted
 10 column headings
 11 integers
 14 additional manipulation errors

A	M	T
4	6	10

(10)

QUESTION 7B**ACCURACY: 4****MANIPULATION: 22****TOTAL: 26**

	ACCURACY ERRORS		4
	[Total] not keyed in and/or incorrect		
	[Tariff per hour] not keyed in and/or incorrect		
	[Total] not keyed in and/or incorrect		
	[Gross salary] not keyed in and/or incorrect		
	[Number of employees] not keyed in and/or incorrect		
NO	MANIPULATION ERRORS		
1	Margins incorrect		
2	Capital/small letters incorrect		
3	Rows incorrect		
4	Alignment of figures incorrect		
5	Letter spaces incorrect		
6	Landscape orientation incorrect and/or does not fit on ONE page and/or incorrect		
7	Font and/or font size incorrect (Arial 10, Calibri 11, Courier New 12 acceptable)		
8	Column widths not adjusted and/or incorrect and/or cell addresses incorrect and/or spreadsheet printed without row and column headings and/or incorrect		
9	Horizontal and vertical lines not inserted and/or incorrect		
10	[QUESTION 7A] in the header not changed to [QUESTION 7B] and/or incorrect		
11	[Total], [Tariff per hour], [Total], [Gross salary] and [Number of employees] not inserted and/or incorrect		
12	[TSHEPO'S VIDEOS] not changed to 18 pt and/or incorrect		
13	[TSHEPO'S VIDEOS] not changed to bold and/or incorrect		
14	[TSHEPO'S VIDEOS] not changed to italics and/or incorrect		
15	[WEEKLY PAYMENTS] not changed to 14 pt and/or incorrect		
16	[WEEKLY PAYMENTS] not changed to bold and/or incorrect		
17	[WEEK: 3-10 APRIL 2018] not changed to bold and/or incorrect		
18	[TSHEPO'S VIDEOS], [WEEKLY PAYMENT] and [WEEK: 3-10 APRIL 2018] not merged and centred across the spreadsheet and/or incorrect		
19	Column headings not centred and/or incorrect		
20	Names with corresponding figures not sorted alphabetically and/or incorrect		
21	A: Calculation not inserted and/or incorrect		
22	B: Calculation not inserted and/or incorrect		
23	C: Calculation not inserted and/or incorrect		
24	D: Calculation not inserted and/or incorrect		
25	E: Calculation not inserted and/or incorrect		
26	Formulae not copied and/or incorrect		
27	[Tariff per hour], [Total], [Tariff per hour], [Total] and [Gross salary] not displayed as currency with 2 decimals and/or incorrect		
28	[Hours worked] and [Number of employees] not displayed as integers and/or incorrect		
29	Any additional manipulation errors		22

QUESTION 7B

EXAMINATION NUMBER

QUESTION 7B
10 QUESTION 7A changed to 7B

	A	B	C	D	E	F	G	H	
1	TSHEPO'S VIDEOS 12 18 pt 13 bold 14 italics								
2	18 merge and centre WEEKLY PAYMENTS 15 14 pt 16 bold 19 centre column headings WEEK: 3-10 APRIL 2018 17 bold 11 insert								
3									
4									
5									
6									
7	Name	NORMAL TIME			OVERTIME			Gross salary	
8		Hours worked	Tariff per hour	Total	Hours worked	Tariff per hour	Total		
9									
10	Boqo N	38	R15,00	R570,00	21	4	R37,50	R150,00	R720,00
11	Domingo J	50	R12,00	R600,00		5	R30,00	R150,00	R750,00
12	Mojaki T	27	R15,00	R405,00		4	R37,50	R150,00	R555,00
13	Moreki L	15	R18,00	R270,00		4	R45,00	R180,00	R450,00
14	Plaatjies K	20	R12,00	R240,00		3	R30,00	R90,00	R330,00
15	Tshabile M	20	R15,00	R300,00		3	R37,50	R112,50	R412,50
16									
17	Number of employees	20 sort	11 insert			22	23	24	6
18									

1 margins
2 uc/lc
3 rows
4 alignment
5 letter spaces
6 landscape, 1 page
7 font/font size
8 column widths/cell addresses/row and column headings
9 horizontal and vertical lines

26 copy formulae
27 currency, 2 decimals
28 integers
29 additional manipulation errors

A	M	T
4	22	26

25

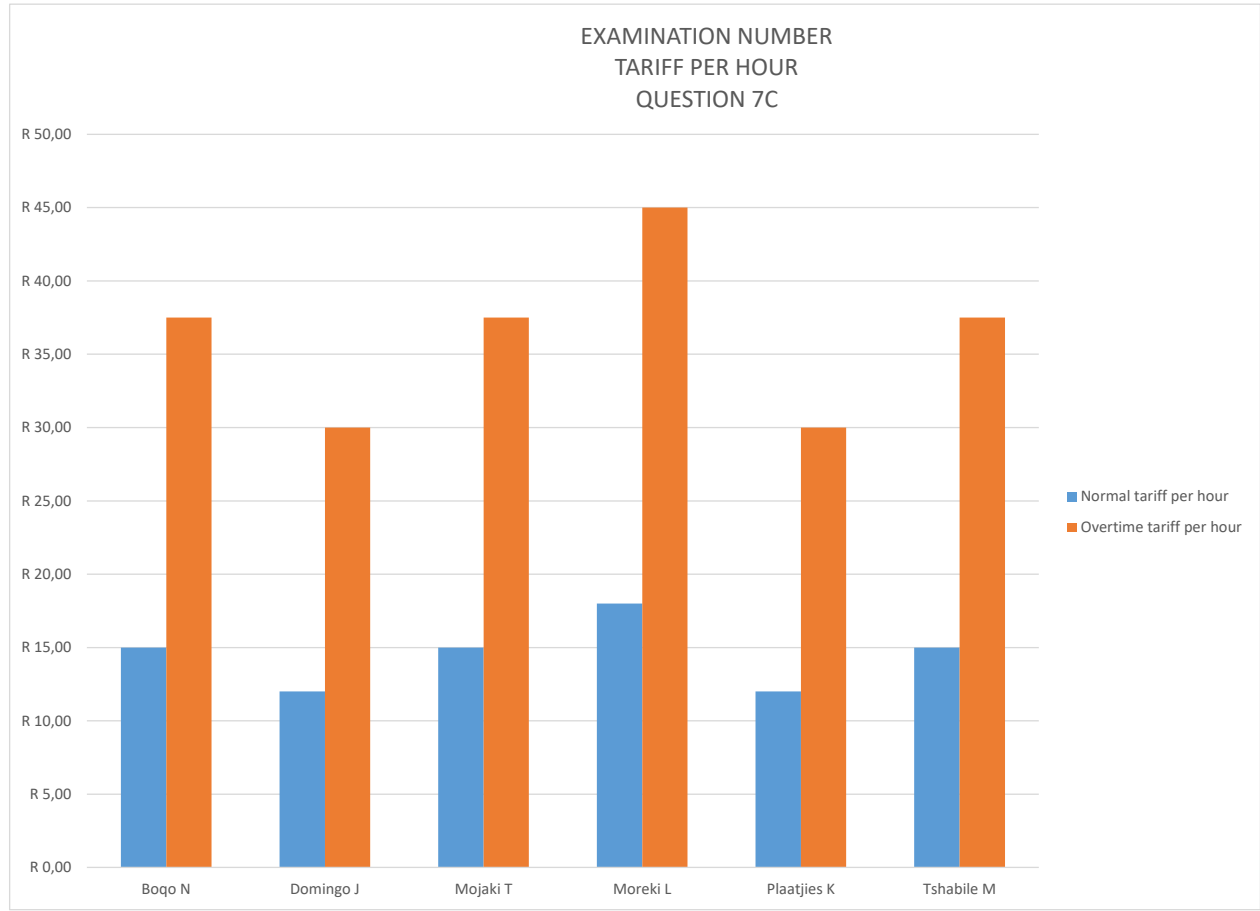
(26)

QUESTION 7C**ACCURACY: 1****MANIPULATION: 5****TOTAL: 6**

	ACCURACY ERRORS		
	[EXAMINATION NUMBER], [TARIFF PER HOUR] and [QUESTION 7C] not keyed in and/or incorrect		1

NO	MANIPULATION ERRORS		
1	[EXAMINATION NUMBER], [TARIFF PER HOUR] and [QUESTION 7C] not inserted as chart titles and/or incorrect		
2	[EXAMINATION NUMBER], [TARIFF PER HOUR] and [QUESTION 7C] not inserted in 3 lines and/or incorrect		
3	Column graph not created and/or incorrect		
4	Legend not displayed to the right of the graph and/or incorrect		
5	Incorrect information used for graph		
6	Amounts not displayed and/or incorrect		
7	Graph not printed as new sheet and/or incorrect		5

QUESTION 7C



- 1 chart title
- 2 3 lines
- 3 Column graph
- 4 legend right
- 5 correct information
- 6 amounts displayed
- 7 new sheet

A	M	T
1	5	6

1

(6)
[42]

TOTAL SECTION C: 85
GRAND TOTAL: 200