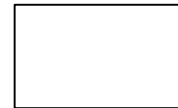




Computer Applications Technology, Grade 11
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NAME: _____ CLASS: _____



/ 180

Question 1 – Total: 33

Item / Criteria		Max	
1_Memorandum (Word processing)			
1.1	<p><u>Heading ‘E-MEMORANDUM’</u></p> <p>Removed underlining ✓</p> <p>Paragraph ‘After’ spacing = 12 pt ✓</p>	2	
1.2	<p><u>Date (next to text ‘Date’)</u></p> <p>Current date inserted as a field ✓</p> <p>[Right-click to confirm presence of field]</p> <p>field formatted as DD MMM YYYY ✓</p> <p>[M’s must be uppercase; D’s and Y’s can also be upper or lower; do not penalise if yellow shading not removed]</p>	2	
1.3	<p><u>Numbered list (pg 1)</u></p> <p>Changed to bulleted list ✓</p> <p>Bullet character = MaskBullet.png ✓</p> <p>Bullets against left margin, and hanging indents as shown ✓</p> <p>[-1 if not <u>same</u> indent for all 5 list items]</p> <div data-bbox="277 1447 574 1639" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Some tentative decisions ha</p> <ul style="list-style-type: none">  Performances will take to 16 April. A dress reh  The new school hall wil municipal premises. </div>	3	


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1.4

Graphic under ‘Official logo’

Mask flipped horizontally (or rotated 180°) ✓

Romeo & Juliet graphic (text) moved slightly up, as shown: ✓



2

1.5

Style New Heading

Modified font size = 13 pt ✓

Applied New_Heading style to six instances of Old_Heading style ✓

[Right-click on New_Heading style in Styles group. The option ‘Select All 6 Instance(s)’ should appear in the pop-up. Also, the 6 headings will be dark red instead of green]

2

1.6

Table under ‘Production team’

Five Contracted members of Production team copied from All_Members spreadsheet and pasted into table, as below:

Records copied from **All_Members** spreadsheet ✓

ONLY the following 5 records: ✓

Dhaya	Keneilwe
Pillay	Nivesh
Orien	Keenan
Steenkamp	Pieter
Robert	Bernard

Correct column data (fields) for all records ✓



Pasted correctly into table ✓

Removed internal vertical borders ✓

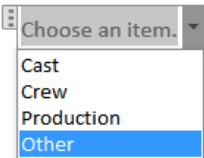
Production Team (Contracted)				
Surname	Name	Cell Number	E-mail Address	Role
Dhaya	Keneilwe	0721014254	keneilwe@live.com	_Costume Designer
Pillay	Nivesh	0844765810	nivesh@live.com	_Choreographer
Orien	Keenan	0821145784	keenana@cloudafrica.net	_Musical Producer
Steenkamp	Pieter	0821147548	pieter@afrihost.com	_Photographer
Robert	Bernard	0736622589	bernard@africainx.net	_Soundtrack Producer

5

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1.7	<p><u>List of roles under 'Auditions'</u></p> <p>Changed centre tab at 1 cm to <u>left</u> tab ✓</p> <p>Set right tab ✓ at 15 cm ✓ with solid leader line ✓</p> <p>Tabs used correctly and consistently for all 20 items ✓</p> <div data-bbox="272 488 1158 622" style="border: 1px solid black; padding: 5px;"> <p>Romeo _____ son of Montague</p> <p>Juliet _____ daughter of Capulet</p> <p>Mercutio _____ kinsman of the Prince and friend of Romeo</p> <p>Benvolio _____ nephew of Montague and friend of Romeo</p> </div>	5	
1.8	<p><u>Multilevel list under 'Agenda for planning meeting'</u></p> <p>First level number style (1 2 3 4 5) ✓</p> <p>Second level number style (3.1 3.2) ✓</p> <p>First level must be followed by a full stop, but second level not ✓</p> <p>Second level (3.1 and 3.2) indented as shown ✓</p> <p><i>[Level 2 <u>text</u> indents may differ slightly, but level 2 <u>number</u> indents should be as shown]</i></p> <div data-bbox="272 1128 663 1352" style="border: 1px solid black; padding: 5px;"> <ol style="list-style-type: none"> 1. Duties and responsibilities 2. Auditions 3. Advertising <ol style="list-style-type: none"> 3.1 Print media 3.2 Social media and website 4. Finance and budgeting 5. General </div> <p><i>[No marks if multilevel list <u>not</u> used. Click on numbering which should turn grey (presence of fields).</i></p> <p><i>Click on Increase / Decrease Indent commands   in Paragraph group on Home tab, on list items to check if levels adjust correctly.]</i></p>	4	

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1.9	<p><u>Content controls</u></p> <p>Inserted Rich Text control at yellow placeholder ✓</p> <p><i>[Do not penalise if placeholder was <u>not</u> removed.</i></p> <p><i>To check if a Rich Text control was used, and not a Plain Text control, go to Properties (in Controls group on Developer tab):</i></p> <p><i><u>Office 2010:</u> 'Rich Text Properties' appears in lower section.</i></p> <p><i><u>Office 2013:</u> 'Rich Text Properties' does NOT appear – last section is 'Locking' (although 'Plain Text Properties' does appear for a Plain Text control).]</i></p> <p>Added 'Cast' to items in drop-down list ✓</p> <p>List appears in order shown ('Cast' at top of list): ✓</p>  <p>Check Box control: unchecked symbol = Wingdings code 251 (✖) ✓</p>	4	
1.10	<p><u>AUDITIONS page (last page)</u></p> <p>Added Art page border (any) ✓ to this page <u>only</u> ✓</p> <p>'Link to Previous' broken in footer of AUDITIONS page ✓</p> <p>Page number removed from footer of AUDITIONS page <u>only</u> ✓</p>	4	
TOTAL		33	

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Question 2 – Total: 27

Item / Criteria		Max	
2_Letter (Word processing)			
2.1	<u>Endnote (pg 1)</u> Added endnote to word 'potpourri' ✓ Text of endnote = 'Mixture of things' ✓	2	
2.2	<u>Green shaded text under 'The balcony scene'</u> Removed all green shading ✓ Changed spacing between columns to 1 cm ✓ Column break removed from current position (after Romeo's 2 nd speech) ✓ Column break inserted before Romeo's 2 nd speech ✓ <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> ROMEO¶ She-speaks:¶ O; speak again, bright angel! for thou art¶ As glorious to this night, being o'er my head¶ As is a winged messenger of heaven¶ Unto the white-upturned wondering eyes¶ Of mortals that fall back to gaze on him¶ When he bestrides the lazy-pacing clouds¶ And sails upon the bosom of the air.¶ JULIET¶ O Romeo, Romeo! wherefore art thou Romeo?¶ Deny thy father and refuse thy name;¶ Or, if thou wilt not, be but sworn my love,¶ And I'll no longer be a Capulet.¶ Column Break </div> <div style="width: 45%;"> ROMEO¶ Shall I hear more, or shall I speak at this?¶ JULIET¶ 'Tis but thy name that is my enemy;¶ Thou art thyself, though not a Montague.¶ What's Montague? it is nor hand, nor foot,¶ Nor arm, nor face, nor any other part¶ Belonging to a man. O, be some other name!¶ What's in a name? that which we call a rose¶ By any other name would smell as sweet;¶ So Romeo would, were he not Romeo call'd,¶ Retain that dear perfection which he owes¶ Without that title. Romeo, doff thy name,¶ And for that name which is no part of thee¶ Take all myself.¶ Section Break (Continuous) </div> </div>	4	
2.3	<u>Text in blue under 'Production team and crew'</u> Added paragraph border only to <u>left</u> side of paragraph ✓ Colour = red ✓ Width = 3 pt ✓	3	
2.4	<u>Yellow shaded text under 'Advertising and ticket sales'</u> Hyperlink added to yellow shaded text ✓ Links to file RJ_Slideshow.pptx ✓ <i>[Do not penalise if hyperlink added to only <u>part</u> of the text]</i>	2	
2.5	<u>Image under 'Advertising and ticket sales'</u> Added caption ' <i>Figure 2: Placemat design</i> ' ✓ <i>[Click on '2' to test for presence of <u>field</u> (should turn grey); Do not penalise if colon missing]</i>	1	

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Item / Criteria		Max																																																																
2.6	<p><u>Table under 'Practice times for learners'</u></p> <p>Text 'Music Ensemble' moved to 3 hour slot on Wed (17:00–19:00) ✓</p> <p>3 hour slot on Mon (17:00–19:00) split into 3 cells as shown ✓</p> <p>Merged 5 hour slot for Sat (13:00–17:00) as shown ✓</p> <p>Removed bottom row of table (20:00 slot) ✓</p> <p>Centre-aligned text in all cells ✓</p> <table><tr><th></th><th>Mon</th><th>Tue</th><th>Wed</th><th>Thu</th><th>Fri</th><th>Sat</th></tr><tr><th></th><th>4 April</th><th>5 April</th><th>6 April</th><th>7 April</th><th>8 April</th><th>9 April</th></tr><tr><td>13:00</td><td></td><td></td><td></td><td></td><td>Lead Cast</td><td>Full Dress Rehearsal Cast and Crew</td></tr><tr><td>14:00</td><td></td><td>Support Cast</td><td></td><td>Support Cast</td><td></td><td></td></tr><tr><td>15:00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>16:00</td><td></td><td>Lead Cast</td><td></td><td>Lead Cast</td><td></td><td></td></tr><tr><td>17:00</td><td></td><td></td><td>Music Ensemble</td><td></td><td></td><td></td></tr><tr><td>18:00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>19:00</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Mon	Tue	Wed	Thu	Fri	Sat		4 April	5 April	6 April	7 April	8 April	9 April	13:00					Lead Cast	Full Dress Rehearsal Cast and Crew	14:00		Support Cast		Support Cast			15:00							16:00		Lead Cast		Lead Cast			17:00			Music Ensemble				18:00							19:00							5	
	Mon	Tue	Wed	Thu	Fri	Sat																																																												
	4 April	5 April	6 April	7 April	8 April	9 April																																																												
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17:00			Music Ensemble																																																															
18:00																																																																		
19:00																																																																		
2.7	<p><u>Table under 'Competition Time!'</u></p> <p>'Wisely and slow; they stumble that run fast': Friar Laurence ✓</p> <p>Number of occurrences of 'Romeo' (<u>match case</u>): 129 ✓✓</p> <p>[Only 1 mark if answer given as 335]</p>	3																																																																
2.8	<p><u>Header</u></p> <p>Current file name 2_Letter.docx entered in header ✓</p> <p>as a <i>Word</i> field (= FileName) ✓ Path of file included in field ✓</p> <p>[Click on text to confirm presence of <u>field</u> – should turn grey]</p>	3																																																																
2.9	<p><u>Citation (Wells, 1989) under 'Closing thoughts'</u></p> <p>Added page number 88 to <u>citation</u> ✓</p> <p>Added city 'Worcester' to <u>source</u> of citation ✓</p> <p>[Marking: Right-click citation – Edit Source; 'Worcester' should also appear in the bibliography (next question)]</p>	2																																																																
2.10	<p><u>Bibliography</u></p> <p>Inserted automatic bibliography under 'Bibliography' ✓</p> <p>[Click on text to confirm presence of <u>field</u> – should turn grey; do not penalise if yellow placeholder not removed, or if heading 'Bibliography' appears twice]</p>	1																																																																
2.11	<p><u>Table of Figures under 'Table of Figures'</u></p> <p>Updated entire table ✓</p> <p>[Ignore number of entries; first entry in table should change to: Figure 1: Balcony Scene (Dicksee 1884)]</p>	1																																																																
TOTAL		27																																																																

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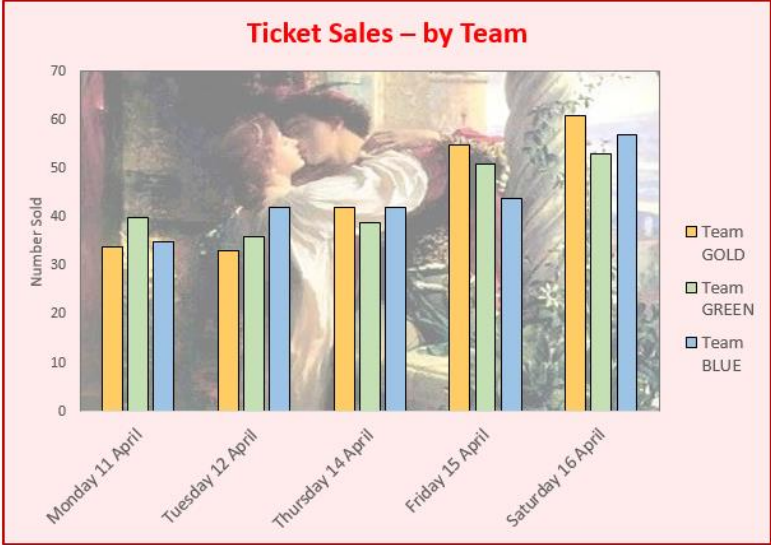
Question 3 – Total: 53

Item / Criteria		Max	
3_TicketSales (Spreadsheet)			
Team GOLD worksheet			
3.1	<u>Class: Column C</u> Centre-aligned contents ✓	1	
3.2	<u>Tickets sold by Vilash Pillay: Cell I3</u> =SUM ✓ (D3:H3) ✓ <i>[Only 1 mark if <u>formula</u> = D3+E3+F3+G3+H3]</i> <div style="text-align: right;"><i>Ans = 13</i></div>	2	
3.3	<u>Tickets sold by Amanda Carter: Cell J4</u> =SUM(D4:G4) ✓ * \$Q\$1 ✓ + H4 ✓ * \$Q\$2 ✓ <i>or (alternatives such as the following also possible)</i> =SUM(D4:G4)*Q\$1+H4*Q\$2 Absolute referencing used correctly ✓ <div style="text-align: right;"><i>Ans = R430</i></div>	5	
3.4	<u>Random number for Jodi Barber: Cell K5</u> =IF(I5>=10, ✓ RANDBETWEEN ✓ (1,1000 ✓),"" ✓) <i>or (alternatives such as the following also possible)</i> =IF(I5>9,RANDBETWEEN(1,1000),"") <i>or (unlikely)</i> =IF(I5>9,1+ROUND(RAND()*999,0),"")	4	
3.5	<u>No. who sold tickets for performance on Sat 16 Apr: Cell Q4</u> =COUNT ✓ (H3:H26) ✓ <i>or (alternatives such as the following also possible)</i> =COUNTA(H3:H26) <div style="text-align: right;"><i>Ans = 17</i></div>	2	
3.6	<u>Value of tickets sold by learners in 8A class: Cell Q8</u> =SUMIF ✓ (\$C\$3:\$C\$26, ✓ P8, ✓ \$J\$3:\$J\$26 ✓) <i>or</i> =SUMIF(C\$3:C\$26,P8,J\$3:J\$26) <u>Copied</u> function to cells Q9 and Q10 ✓ <i>[Check that no manual adjustments were made]</i> Absolute referencing used correctly ✓ Formatted cells Q8:Q10 as Currency (SA Rands) ✓ <div style="text-align: right;"><i>Ans = R2585</i></div>	7	

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Item / Criteria		Max												
Team BLUE worksheet														
3.7 – 3.9	<u>Formatting & protection</u> Column K unhidden, contents fully visible ✓ Tab colour = blue (any shade) ✓ Worksheet unprotected ✓ <i>[Test . . . data entry must be possible]</i>	3												
Overview worksheet														
3.10	<u>Formatting: Cells B1:E1</u> Merged and centred cells B1:D1 ✓ Orientation of cell E1 = 90° ✓ Left border added to cell E1 ✓ <table border="1" data-bbox="279 929 678 1108"> <tr> <td>B</td><td>C</td><td>D</td><td>E</td></tr> <tr> <td colspan="3">Tickets Sold</td><td rowspan="2">TOTALS</td></tr> <tr> <td>Team GOLD</td><td>Team GREEN</td><td>Team BLUE</td></tr> </table>	B	C	D	E	Tickets Sold			TOTALS	Team GOLD	Team GREEN	Team BLUE	3	
B	C	D	E											
Tickets Sold			TOTALS											
Team GOLD	Team GREEN	Team BLUE												
3.11	<u>Tickets sold by Team GREEN for performance Fri 15 Apr: Cell C6</u> =SUM ✓ ('Team GREEN'! ✓ G3:G26 ✓) Ans = 51	3												
3.12	<u>2nd Highest total no. of tickets: Cell K4</u> =LARGE ✓ (B8:D8, ✓ 2 ✓) Ans = 220	3												
3.13	<u>No. in Team BLUE who have NOT sold any tickets: Cell K8</u> =COUNTIF ✓ ('Team BLUE'!I3:I26, ✓ 0 ✓) or =COUNTIF('Team BLUE'!J3:J26,0) Ans = 3	3												
3.14	<u>% of seats unfilled for performance on Sat 16 Apr: Cell K11</u> =(K10 ✓ – E7 ✓) ✓ / K10 ✓ * 100 ✓ Ans = 4 or =(K10 – E7) / K10 <i>[and cell formatted as percentage]</i> Ans = 4% <i>[Accept both whole number and decimal places, e.g. 3.89]</i>	5												
3.15	<u>Sorted data</u> Data in cells A12:C83 sorted by Class or Name or both (any order) ✓ Sorted <u>first</u> by Class <u>then</u> by Name ✓	2												

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Item / Criteria		Max	
3.16	<p><u>Conditional formatting</u></p> <p>Applied to cells C12:C83</p> <p>Rule: Cell Value ≥ 10 ✓</p> <p>[or: Cell Value > 9]</p> <p>Formatted in any way to 'stand out' from rest of cells ✓</p> <p>[NO marks if conditional formatting was <u>not</u> used]</p>	2	
3.17	<p><u>Chart</u></p> <p>Plot area filled with image RJ_Romantic.jpg ✓</p> <p>Vertical axis title 'Number Sold' added ✓</p> <p>Labels on horizontal axis rotated -45° ✓</p> <p>Columns for series Team GREEN filled with green (any shade) ✓</p> <p>Legend positioned on right of chart ✓</p> 	5	
3.18	<p><u>Freeze panes</u></p> <p>Rows 1–8 'frozen' ✓</p> <p>[No mark if any <u>columns</u> 'frozen' ... scroll to the right to check]</p>	1	
3.19	<p><u>Team GREEN (Word document)</u></p> <p>Cell range A1:K26 of Team GREEN worksheet ✓</p> <p>copied to Team GREEN Word document ✓</p>	2	
TOTAL		53	

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Question 4 – Total: 47

Item / Criteria		Max	
4_Production (Database); 4_Lockers, 4_Merge (Word processing)			
4.1.1 – 4.1.6	<p><u>Table: Parent Donations</u></p> <p>Added vertical gridlines (only) to table ✓</p> <p>Firstname: Size = 15 ✓</p> <p>Learners_in_school: Validation Rule: > ✓ 0 ✓ </p>		


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Item / Criteria		Max																																																																																																										
4.3.1 & 4.3.2	<p><u>Query: No Hoodies</u></p> <p>Added Gender field ✓ as third field ✓</p> <p>Position criteria: <> "Cast" ✓</p> <p> or</p> <p> Not "Cast" ✓</p> <p>Hoodie criteria: False / No / Off / Not True / Not Yes / Not On ✓</p> <p> [Must be on same row as Position criteria]</p> <p>[14 records expected]</p> <table><tr><td>Field:</td><td>Surname</td><td>Name</td><td>Gender</td><td>Position</td><td>Hoodie</td></tr><tr><td>Table:</td><td>Members</td><td>Members</td><td>Members</td><td>Members</td><td>Members</td></tr><tr><td>Sort:</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Show:</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Criteria:</td><td></td><td></td><td></td><td>Not "Cast"</td><td>False</td></tr></table> <p>Query exported as Rich Text Format document ✓</p> <p>with file name = Reminders.rtf ✓</p> <table><tr><th>Surname</th><th>Name</th><th>Gender</th><th>Position</th><th>Hoodie</th></tr><tr><td>Towns</td><td>Luke</td><td>M</td><td>Crew</td><td>No</td></tr><tr><td>Klue</td><td>Wazeer</td><td>F</td><td>Crew</td><td>No</td></tr><tr><td>Lotter</td><td>Robyn</td><td>F</td><td>Crew</td><td>No</td></tr><tr><td>Sinoxolo</td><td>Raymond</td><td>M</td><td>Crew</td><td>No</td></tr><tr><td>Cloete</td><td>Anabel</td><td>F</td><td>Crew</td><td>No</td></tr><tr><td>Nkitini</td><td>Nelisa</td><td>F</td><td>Crew</td><td>No</td></tr><tr><td>Evertse</td><td>Elma</td><td>F</td><td>Production</td><td>No</td></tr><tr><td>Orien</td><td>Keenan</td><td>M</td><td>Production</td><td>No</td></tr><tr><td>Mpoya</td><td>Lefty</td><td>M</td><td>Production</td><td>No</td></tr><tr><td>Pretorius</td><td>Justine</td><td>F</td><td>Crew</td><td>No</td></tr><tr><td>Nkonki</td><td>Carmen</td><td>F</td><td>Crew</td><td>No</td></tr><tr><td>Sihlali</td><td>Jade</td><td>F</td><td>Production</td><td>No</td></tr><tr><td>Johnson</td><td>Zinzi</td><td>F</td><td>Production</td><td>No</td></tr><tr><td>Metcalfe</td><td>Carmen</td><td>F</td><td>Production</td><td>No</td></tr></table>	Field:	Surname	Name	Gender	Position	Hoodie	Table:	Members	Members	Members	Members	Members	Sort:						Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:				Not "Cast"	False	Surname	Name	Gender	Position	Hoodie	Towns	Luke	M	Crew	No	Klue	Wazeer	F	Crew	No	Lotter	Robyn	F	Crew	No	Sinoxolo	Raymond	M	Crew	No	Cloete	Anabel	F	Crew	No	Nkitini	Nelisa	F	Crew	No	Evertse	Elma	F	Production	No	Orien	Keenan	M	Production	No	Mpoya	Lefty	M	Production	No	Pretorius	Justine	F	Crew	No	Nkonki	Carmen	F	Crew	No	Sihlali	Jade	F	Production	No	Johnson	Zinzi	F	Production	No	Metcalfe	Carmen	F	Production	No	6	
	Field:	Surname	Name	Gender	Position	Hoodie																																																																																																						
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Metcalfe	Carmen	F	Production	No																																																																																																								
4.4	<p><u>Form: Updates</u></p> <p>Created, based on Members table ✓</p> <p>Added all fields <u>except</u> ID field ✓</p> <p>Changed background colour of only Form Header to pink / light red ✓</p> <p>Added label to Detail section: 'Do not enter the Rand sign' ✓</p> <p>Added image RJ_Graphic.jpg ✓ to Form Footer ✓</p> <p>[Do not penalise if Form name is <u>not</u> Updates]</p>	6																																																																																																										

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Item / Criteria	Max	
<p>4.5</p> <p><u>Report: Romeo and Juliet</u></p> <p>Report created, based on Cast query ✓</p> <p><i>[To check source of report:</i></p> <ol style="list-style-type: none"> <i>1. Open report in Design View.</i> <i>2. In Ribbon, click on Property Sheet (Design tab, Tools group).</i> <i>3. Click on Data tab of Property Sheet, and confirm that Record Source = Cast]</i> <p>Fields used (only): Surname, Name, Grade, CellNo, Role, Amt_Costume ✓</p> <p>Grouped by Grade ✓</p> <p>Sorted by Surname ✓</p> <p>Report displayed in landscape ✓</p> <p>Text Box(es) added in Report Footer ✓</p> <p><i>[Ignore any labels accompanying Text Boxes]</i></p> <p><u>Total no. of learners in report:</u></p> <p>Function in Text Box: =COUNT ✓ (*) ✓</p> <p>or: =COUNT([any field name])</p> <p><i>[-1 if function was entered in a <u>label</u>]</i> Ans = 57</p> <p><u>Average cost per costume:</u></p> <p>Function in Text Box: =AVG ✓ ([Amt_Costume]) ✓</p> <p>Amount formatted as Currency ✓</p> <p><i>[-1 if function was entered in a <u>label</u>]</i> Ans =</p> <p>R209.30</p> <p>Date in Page Footer displayed in Medium Date Format ✓</p>	12	

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4.6	<p><u>Mail merge</u></p> <p>Vertical alignment of page = Center ✓</p> <p>[Check: Page Setup – Layout – Page]</p> <p>Used Members table in 4_Production database as source file ✓</p> <p>[Confirm source with following SQL dialog when opening the Word document:]</p> <div><div></div><div>Opening this document will run the following SQL command:</div><div>SELECT * FROM `Members` WHERE `Group` = `Learner` And `Position` = `Crew`</div><div>Data from your database will be placed in the document. Do you want to continue?</div></div> <p>At least ONE placeholder replaced with corresponding field in source file ✓</p> <p>All FOUR placeholders correctly replaced ✓</p> <p>Only for <u>crew</u> members who are <u>learners</u>: ✓</p> <table><tr><th>Name</th><th>Surname</th></tr><tr><td>Luke</td><td>Towns</td></tr><tr><td>Albertus</td><td>Van Velden</td></tr><tr><td>Wazeer</td><td>Klue</td></tr><tr><td>Thomas</td><td>Wannemaker</td></tr><tr><td>Lindi-Mae</td><td>Doko</td></tr><tr><td>Robyn</td><td>Lotter</td></tr><tr><td>Raymond</td><td>Sinoxolo</td></tr><tr><td>Ayele</td><td>Renda</td></tr></table> <p>Merge completed, produced 8 page document ✓</p> <p>[There may be an extra blank page at the end, i.e. 9 pages in all.</p> <p>Do not penalise if merged document file name is NOT 4_Merge.]</p>	Name	Surname	Luke	Towns	Albertus	Van Velden	Wazeer	Klue	Thomas	Wannemaker	Lindi-Mae	Doko	Robyn	Lotter	Raymond	Sinoxolo	Ayele	Renda	6
	Name	Surname																		
Luke	Towns																			
Albertus	Van Velden																			
Wazeer	Klue																			
Thomas	Wannemaker																			
Lindi-Mae	Doko																			
Robyn	Lotter																			
Raymond	Sinoxolo																			
Ayele	Renda																			
TOTAL		47																		

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Question 5 – Total: 20

General guidelines:

- In marking, it is best to use the same browser as the one the learners used.
- Spelling errors may generally be ignored, where learners were required to enter text (not HTML code).

- If your learners use Notepad++ as their text editor:

There is a 'Close All' button (far right in the screenshot) to close all previous tabs. This is very useful while you are marking, because closing the Notepad++ program doesn't close the last tab. When you open the next learner's file, it simply adds another tab. When marking, this may be a problem because it's easy to get confused when you have several tabs open all with the same name, and you may end up marking the incorrect learner's work.



You can also automatically close all open tabs when Notepad++ is closed by unchecking *Settings* ⇒ *Preferences* ⇒ *Backup* ⇒ "Remember current session for next launch"

Item / Criteria		Max	
5_WebPage (HTML)			
5.1	<p><u>Tab in browser</u></p> <p>Added < title > . . . < / title > between < head > . . . < / head > ✓</p> <p>Added text 'Auditions' between < title > . . . < / title > ✓</p> <pre><head> <title> Auditions </title> </head></pre>	2	
5.2	<p><u>Text 'Drama Production 2016'</u></p> <p><h2>Drama Production 2016</h2></p> <p>or</p> <p><h2>Drama Production 2016</h2></p> <p>Heading style: < h2 > ... < / h2 > ✓</p> <p>Font colour: color = "purple" ✓</p> <p>Font type: face = "arial black" ✓</p>	3	

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5.3	<p><u>Image RJ_Graphic.jpg</u></p> <p></p> <p>Image source: < img src = ... / > ✓</p> <p>[Do not penalise if '/' left out]</p> <p>Image file: "RJ_Graphic.jpg" ✓</p> <p>Alt attribute: alt = ✓</p> <p>Alt text: "RJ Logo" ✓</p>	4	
5.4	<p><u>Paragraph 'Good news! ... are as follows:'</u></p> <p>Good news!
</p> <p>'Good news!' displayed in bold: < b > ... < / b > ✓</p> <p>[Do not award mark if incorrect text displayed in bold]</p> <p>'Auditions are now open ...' begins new line: < br / > ✓</p> <p>[Do not penalise if '/' left out]</p>	2	
5.5	<p><u>Bulleted list</u></p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <pre> Thursday 14 January Friday 15 January Saturday 16 January </pre> </div> <p>size = "4" ✓</p> <p>Added one set of < ul > ... < / ul > tags ✓</p> <p>Added < li > ... < / li > tags between < ul > ... < / ul > tags ✓</p> <p>[Award mark if <u>one or more sets</u> of < li > ... < / li > tags added]</p> <p>At least one list item correct between < li > ... < / li > ✓</p> <p>All 3 list items correct between < li > ... < / li > ✓</p>	5	
5.6	<p><u>Hyperlink: 'Romeo and Juliet website'</u></p> <p>Romeo and Juliet website.</p> <p><a ... > ... encloses link text 'Romeo and Juliet website.' ✓</p> <p>[Do not penalise if full stop omitted from link text]</p> <p>href = ✓ "http://www.wikisummaries.org/Romeo_and_Juliet" ✓</p> <p>[URL must be 100% correct ... can copy from comment]</p>	3	
5.7	<p><u>Horizontal line</u></p> <p><hr width = "75%" /> width = "75%" ✓</p>	1	
TOTAL		20	