



# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## NATIONAL SENIOR CERTIFICATE

### GRADE 12

**COMPUTER APPLICATIONS TECHNOLOGY P1**  
**FEBRUARY/MARCH 2014**  
**MEMORANDUM/MARK SHEET**

**MARKS: 200**

<b>CENTRE NUMBER</b>										
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<b>FINAL MARK</b>		
<b>SPEED ENDORSEMENT</b>		<b>WPM</b>

<b>EXAMINATION NUMBER</b>																			
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QUESTION	1	2	3	4	5	6	7	TOTAL
<b>POSSIBLE MARK</b>	16	46	19	46	47	18	8	200
<b>CANDIDATE MARK</b>								
<b>MARKER CODE/ SIGNATURE</b>								
<b>MODERATED MARK</b>								

This memorandum/mark sheet consists of 14 pages.

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**QUESTION 1**      **File name: 1Form\_Vorm**
**Total Q1: 16**

No	Criteria	Max Mark		Candidate Mark
<b>1Programme_Program</b> document				
1.1	<b>Paper settings and page orientation</b> <ul style="list-style-type: none"> <li>Paper size is set to A4 ✓</li> <li>Page orientation is portrait ✓</li> </ul>	1 1	2	
1.2	<b>Font: 'Contestant's Personal Data Form'</b> <ul style="list-style-type: none"> <li>White font ✓</li> <li>Bold Italic ✓</li> <li>Black background: highlight/paragraph fill ✓</li> </ul>	1 1 1	3	
1.3	<b>Tab settings</b> <ul style="list-style-type: none"> <li>Tab set at 15 cm ✓</li> <li>Solid line leader tab ✓</li> <li>Applied to create 2 lines ✓</li> </ul>	1 1 1	3	
1.4	<b>Shape</b> <ul style="list-style-type: none"> <li>Block (square) added ✓ consistent with the 'No' option</li> </ul> <p><i>(Note to marker: Do not allocate the mark if the shape is different from the 'No' option.)</i></p>	1	1	
1.5	<b>Text to table</b> <ul style="list-style-type: none"> <li>Text converted to a table with four columns ✓</li> </ul> <p><i>(Note to marker: Accept different cell widths.)</i></p>	1	1	
1.6	<b>Line spacing</b> <ul style="list-style-type: none"> <li>Single line spacing applied ✓ to paragraph</li> </ul>	1	1	
1.7	<b>Justification and paragraph shading</b> <ul style="list-style-type: none"> <li>Full justification ✓</li> <li>Orange paragraph shading applied ✓ to both the paragraphs</li> </ul> <p><i>(Note to marker: Accept orange shading applied to both or part of the two paragraphs.)</i></p>	1 1	2	
1.8	<b>Page border</b> <ul style="list-style-type: none"> <li>4½ pt ✓ shadow page border ✓</li> <li>Page border applied only to second page ✓</li> </ul>	2 1	3	
<b>Total for QUESTION 1</b>			<b>[16]</b>	

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**QUESTION 2** File name: 2Info\_Inlig

**Total Q2: 46**

No	Criteria	Max Mark			Candidate Mark
2.1.1	<p><b>Header</b></p> <ul style="list-style-type: none"> <li>Examination number is highlighted in a yellowish colour ✓</li> </ul> <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <li><i>Ignore the alignment of the examination number as the left alignment is the default.)</i></li> </ul>	1		1	
2.1.2	The text 'Rules' right aligned ✓ in the header	1		1	
2.1.3	<p>Horizontal line added below the text of the header ✓</p> <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <li><i>Ignore spelling.</i></li> <li><i>Ignore the weight/position of the horizontal line.)</i></li> </ul>	1		1	
2.2	<p><b>WordArt/Fontwork</b></p> <ul style="list-style-type: none"> <li>Any wave shape applied ✓ (MSWord) Favorite 2 style applied (LibreOffice)</li> <li>WordArt/Fontwork is a bluish colour ✓</li> <li>WordArt/Fontwork reads from bottom to top (90°) ✓</li> <li>Appears on left of the page without overlapping/hiding any other objects ✓</li> <li>Stretched from bottom to top of page ✓</li> </ul>	1		5	
2.3	<p><b>Images</b></p> <ul style="list-style-type: none"> <li>Absolute Position set to exactly 8 cm ✓ below the top margin ✓</li> <li>Excess red background of photo is removed ✓</li> <li>Photo is resized and fits inside the picture frame ✓</li> <li>Caption '2013 Winner' added ✓ below the photo frame</li> </ul> <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <li><i>Ignore if a label is included with the caption.</i></li> <li><i>Accept any horizontal alignment of the caption below the picture frame.)</i></li> </ul>	1		5	
2.4	<p><b>Style: Title</b></p> <ul style="list-style-type: none"> <li>Title style applied ✓ to Table of Contents at the top of page 2</li> </ul>	1		1	

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2.5	<p><b>Style: Contest</b></p> <ul style="list-style-type: none"> <li>Contest style is modified to a), b), c) numbering format ✓</li> <li>All 8 instances (sub-paragraph headings) updated ✓</li> </ul> <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <li>Check that the automatic update is checked.</li> <li>Accept if numbering does not start at a).</li> <li>Accept first mark only if the numbering style includes brackets.)</li> </ul>	1 1		2	
2.6	<p><b>Table of Contents</b></p> <ul style="list-style-type: none"> <li>Table of contents shows two levels ✓</li> <li>Updated to include Contest style as level 2 ✓</li> </ul> <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <li>Accept even if the Contest style has not been modified.)</li> </ul>	1 1		2	
2.7	<p><b>Page footer</b></p> <ul style="list-style-type: none"> <li>Page number inserted in Page footer ✓</li> <li>from third page onwards ✓ (Section break appears on second page)</li> <li>Different odd ✓ and even page numbers ✓</li> <li>Third page is numbered as 'Page 1' ✓</li> </ul> <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <li>Award the first mark if only the number 1 appears without the word 'Page'.)</li> </ul>	1 1 2 1		5	
2.8.1	<p><b>Customised bullets</b></p> <ul style="list-style-type: none"> <li>Bullets applied ✓</li> <li>Heart-shaped symbols ✓</li> <li>Greenish colour ✓</li> </ul>	1 1 1		3	
2.8.2	<p><b>Bullet position and Text distance</b></p> <ul style="list-style-type: none"> <li>Indent at/Text distance 1.5 cm ✓</li> <li>Bullet position/aligned at 0.5 cm ✓</li> </ul>	1 1		2	
2.9	<p><b>Font effect</b></p> <ul style="list-style-type: none"> <li>Emboss effect is applied ✓ to 'Who may enter?'</li> </ul>	1		1	
2.10	<p><b>Indent paragraphs</b></p> <ul style="list-style-type: none"> <li>First line indent ✓ is set <i>(LibreOffice: First line indent)</i></li> <li>by 2 cm ✓</li> </ul>	1 1		2	
2.11	<p><b>Paragraph spacing</b></p> <ul style="list-style-type: none"> <li>15 pt after spacing ✓</li> <li>'Don't add space between paragraphs of the same style' is unchecked ✓</li> </ul>	1 1		2	

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2.12	<b>Bookmark: CD</b> <ul style="list-style-type: none"> <li>Bookmark CD created ✓ (on the fourth page)</li> </ul>	1		1	
2.13	<b>Hyperlink: on Fantastic Evening Creation</b> <ul style="list-style-type: none"> <li>Hyperlink inserted on Fantastic Evening Creation ✓</li> <li>Links to the bookmark Fantastic ✓</li> </ul>	1 1		2	
2.14	<b>First table: Table borders</b> <ul style="list-style-type: none"> <li>No table borders appear ✓</li> </ul>	1		1	
2.15.1	<b>Second table: First row</b> <ul style="list-style-type: none"> <li>First row merged ✓</li> </ul>	1		1	
2.15.2	<b>Second table: Text in first row</b> <ul style="list-style-type: none"> <li>The text 'Order of appearance of contestants' has been moved ✓ to top row of the table</li> <li>Text is horizontally centred in the row ✓</li> </ul> <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <li><i>Do not allocate the 1st mark if text is copied, not moved.)</i></li> </ul>	1 1		2	
2.15.3	<b>Second table: Table border</b> <ul style="list-style-type: none"> <li>3 pt ✓ dotted ✓ outside border only ✓</li> </ul> <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <li><i>Do not allocate the 3rd mark if the inside borders were changed.)</i></li> </ul>	3		3	
2.16	<b>Line and page breaks</b> <ul style="list-style-type: none"> <li>Widow/orphan control is unchecked ✓</li> <li>Line and page break &gt; keep with next ✓ is checked</li> <li>Line and page break &gt; keep lines together ✓ is checked</li> </ul>	1 1 1		3	
<b>Total for QUESTION 2</b>				<b>[46]</b>	

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**QUESTION 3** File name: 3Votes\_Stemme

**Total Q3: 19**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (The cell reference may differ depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answer the questions.

No	Criteria	Max Mark			Candidate Mark
3.1	<b>Heading: Cells A1:G1</b> • Heading is fully visible ✓ (Row height is adjusted)	1		1	
3.2	<b>Column H</b> • Is hidden ✓	1		1	
3.3	<b>Cells A2:B2: Alignment and Fill</b> • Vertical alignment is set to Distributed ✓ • Patterned fill is applied ✓  (Note to marker: • Allocate 2 <sup>nd</sup> mark if applied to another nearby cell range.)	1 1		2	
3.4	<b>Cell K9: = MIN(G4:G41)</b> • Function: MIN ✓ • Cell range: G4:G41 ✓  (Note to marker: • Also accept =SMALL(G4:G41,1).)	1 1		2	
3.5	<b>Conditional Formatting</b> • Conditional formatting applied to column G ✓ • Correct criteria used to select top 8 scores ✓ • Greenish fill applied ✓  (Note to marker: For MSO 2003 accept: =LARGE(\$G\$4:\$G\$41),MIN(8,(COUNT(\$G\$4:\$G\$41)))<=G4.)	1 1 1		3	
3.6	<b>Cell K10: = COUNTIF(G4:G41,"&gt;G43")</b> • Function: COUNTIF ✓ • Cell range: G4:G41 ✓ • Criterion: >G43 ✓ or > 63.3	1 1 1		3	
3.7	<b>Chart/Graph: Cells J4:K7</b> • Chart/graph created ✓ • 3D ✓ column ✓ chart/graph type • Title 'Top Scores' appears ✓ above the chart/graph ✓ (Note to marker: Ignore spelling) • Horizontal gridlines not displayed ✓ • Legend not displayed ✓	1 2 1 1 1 1		7	
<b>Total for QUESTION 3</b>				<b>[19]</b>	

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**QUESTION 4**

**File name: 4Results\_Resultate**

**Total Q4: 46**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (The cell reference may differ depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answer the questions.

No	Criteria	Max Mark			Candidate Mark
<b>4Results_Resultate</b> spreadsheet					
4.1	<b>Delete a worksheet</b> <ul style="list-style-type: none"> <li>• Sheet1 deleted ✓</li> </ul>	1	1	1	
<b>4Winners_Wenners</b> worksheet					
4.2	<b>Cell E4: =ROUNDUP((D4/\$D\$2)*100,0)</b> <ul style="list-style-type: none"> <li>• ROUNDUP function used ✓</li> <li>• Division operator used ✓ correct cells, ✓ i.e. D4/D2</li> <li>• Absolute cell reference applied to D2 ✓ (\$D\$2 or D\$2)</li> <li>• Multiply by 100 ✓ (*100)</li> <li>• No decimal places ✓</li> </ul> <p><i>(Note to marker:</i>  <ul style="list-style-type: none"> <li>• Ignore if any brackets are left out.)</li> </ul> </p>	1	1	1	6
4.3.1	<b>Cell I5:</b> <b>=(SUM(E5:H5)+H5)/5</b> or <b>=(SUM(E5:G5)+2*H5)/5</b> <ul style="list-style-type: none"> <li>• Add the final marks SUM(E5,F5,G5,H5) ✓ or (E5+F5+G5+H5) or SUM(E5:H5)</li> <li>• H5 added a second time ✓</li> <li>• Divide by 5 ✓</li> </ul> <p><i>(Note to marker:</i>  <ul style="list-style-type: none"> <li>• Ignore if any brackets are left out.)</li> </ul> </p>	1	1	1	3

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4.3.2	<p><b>Cell K6: =IF(E6=J6,"Introduction",IF(F6=J6,"Dance costume",IF(G6=J6,"Evening wear","Interview")))</b></p> <ul style="list-style-type: none"> <li>• IF Function ✓</li> <li>• Correct range and option for IF true first category ✓ E6=J6, "Introduction",</li> <li>• Correct range and option for IF true second category ✓ F6=J6, "Dance costume",</li> <li>• Correct range and option for IF true third category ✓ G6=J6, "Evening wear"</li> <li>• Default False displays the last category ✓</li> </ul>	1			5	
		1				
		1				
		1				
		1				
4.4	<p><b>Cell O7: =LARGE(I4:I41,2)</b></p> <ul style="list-style-type: none"> <li>• Function: LARGE ✓</li> <li>• Correct range: I4:I41 ✓</li> <li>• Position in the range: 2 ✓</li> </ul>	1			3	
		1				
		1				
4.5	<p><b>Cell O9: =AVERAGE(J4:J41)</b></p> <ul style="list-style-type: none"> <li>• Function: AVERAGE ✓</li> <li>• Correct range: J4:J41 ✓</li> </ul>	1			2	
		1				
4.6	<p><b>Find and Replace (Column C)</b></p> <ul style="list-style-type: none"> <li>• The letter 'S' is replaced by 'School' ✓</li> <li>• For <u>all</u> the records ✓</li> </ul> <p><i>(Expect 38 occurrences.)</i></p>	1			2	
		1				
<b>4Info_Inlig</b> worksheet						
4.7	<p><b>Tab colour</b></p> <ul style="list-style-type: none"> <li>• Tab colour is changed to a bluish colour ✓</li> </ul>	1			1	
4.8	<p><b>Cell A3: =RANDBETWEEN(100,999)</b></p> <ul style="list-style-type: none"> <li>• Function RANDBETWEEN ✓</li> <li>• Lower bound 100 ✓</li> <li>• Upper bound 999 ✓</li> </ul> <p><i>(Note to marker: Also accept</i></p> <ul style="list-style-type: none"> <li>• =ROUND(RAND()*1000,0)+1</li> <li>• =TRUNC(RAND()*900)+100</li> <li>• or other functions that give a correct answer.)</li> </ul>	1			3	
		1				
		1				





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**QUESTION 5** File names: 5Final\_Finaal, 5Vote\_Stem

Total Q5: 47

No	Criteria	Max Mark		Candidate Mark
<b>Table: 51Tbl</b>				
5.1	<ul style="list-style-type: none"> <li>New table called <b>51Tbl</b> created ✓</li> <li><i>ID</i> field exists ✓</li> </ul>	1 1		2
<b>Table: 52Planning_Beplanning</b>				
5.2.1	<b>Primary key</b> <ul style="list-style-type: none"> <li>Primary key is set on the <i>Code_Kode</i> field ✓</li> </ul>	1		1
5.2.2	<b>Field: Leader_Leier</b> <ul style="list-style-type: none"> <li>Required property is set to Yes ✓</li> </ul>	1		1
5.2.3	<b>Field: Task-Taak</b> <ul style="list-style-type: none"> <li>Data type changed to Memo ✓ (LibreOffice: Accept OTHER)</li> </ul>	1		1
5.2.4	<b>Field: Date_Datum</b> <ul style="list-style-type: none"> <li>New field called <i>Date_Datum</i> inserted ✓</li> <li>Data type set to Date format ✓</li> </ul> <p>(Note to marker: • Accept any placement of the <i>Date_Datum</i> field in the table.)</p>	1 1		2
5.2.5	<b>Field: Cost_Koste</b> <ul style="list-style-type: none"> <li>The data type is set to Currency ✓ format</li> </ul>	1		1
5.2.6	<b>Field: Cost_Koste: Validation Rule</b> <ul style="list-style-type: none"> <li>&gt;0 ✓ and ✓&lt;500 ✓</li> </ul> <p>Or any other valid response, e.g. Between 1 and 499 &gt;=1 and &lt;=499</p>	3		3
<b>LibreOffice: Mark allocation shown as</b> <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li>Filter is applied <input checked="" type="checkbox"/></li> <li>Condition 1: Age_Oud field is &lt;19 <input checked="" type="checkbox"/></li> <li>Condition 2: District_Distrik field is 'District 1' <input checked="" type="checkbox"/></li> </ul>				
<b>Table: 53Contestants_Deelnemers</b>				
5.3	<b>Record deleted</b> <ul style="list-style-type: none"> <li>Record of Bonisile Xhasa does not exist ✓</li> </ul>	1		1
5.4	<b>Insert (Copy and Paste)</b> <ul style="list-style-type: none"> <li>Values from <b>5Final_Finaal</b> ✓ appear in the <i>Score_Punt</i> field ✓</li> </ul>	1 1		2
<b>LibreOffice: Mark allocation shown as</b> <input checked="" type="checkbox"/> <ul style="list-style-type: none"> <li><b>New table created</b> <input checked="" type="checkbox"/></li> <li>Only values from <b>Column A</b> (Surnames) and <b>Column G</b> (Final Scores) appear <input checked="" type="checkbox"/></li> </ul>				



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<b>Report: RptWinners_Wenners</b>				
5.8	<ul style="list-style-type: none"> <li>• <i>Name_Naam</i> field moved next to <i>Surname_Van</i> field ✓</li> <li>• Grouped by <i>District_Distrik</i> field ✓</li> <li>• Sorted by <i>Score_Punt</i> field ✓ descending order ✓</li> <li>• In group footer ✓ = count ✓ ([Surname_Van]) ✓ or = count(*)</li> <li>• Highest score =Max([Score_Punt]) ✓ appears in the report footer ✓</li> </ul>	1		9
		1		
		2		
		3		
		1		
		1		
<b>Report: MyRpt</b>				
5.9	<ul style="list-style-type: none"> <li>• Report named <i>MyRpt</i> ✓ (<i>and not QryAge_Ouderdom</i>)</li> <li>• Report based on <i>QryAge_Ouderdom</i> query ✓</li> <li>• Background colour of report header is a yellowish colour ✓</li> <li>• Date appears in report footer ✓</li> </ul> <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <li>• <i>If report called MyRpt is not present check for a report called QryAge_Ouderdom</i></li> <li>• <i>Do not allocate the last mark if date appears twice.)</i></li> </ul>	1		4
		1		
		1		
		1		
<b>Total for QUESTION 5</b>				<b>[47]</b>

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**QUESTION 6**

**File names: 6Scores\_Punte, 6Interview\_Onderhoud  
6Envelope\_Koevert, 6Merge\_Saamvoeg**

**Total Q6: 18**

No	Criteria	Max Mark			Candidate Mark		
<b>6Interview_Onderhoud</b> document							
6.1	<ul style="list-style-type: none"> <li>• Table appears in document ✓</li> <li>• 4 columns ✓</li> <li>• Column headings retained ✓ <i>Name_Naam, Surname_Van, and Final Score_Finale Punt</i></li> <li>• In the order <i>Number, Name_Naam, Surname_Van, and Final Score_Finale Punt</i> ✓</li> <li>• Only the top 20 contestants are displayed ✓</li> <li>• <i>Final Score_Finale Punt</i> column is arranged from highest to lowest score ✓</li> <li>• Column A contains consecutive numbers 1 to 20 ✓</li> </ul> <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <li>• <i>Allocate the 4<sup>th</sup> mark for the order Name, Surname and Final Score irrespective of the number column appearing or not appearing.</i></li> <li>• <i>Column A does not necessarily need a heading.</i></li> <li>• <i>Allocate the last mark irrespective of where the column appears.)</i></li> </ul>	1	1	1	7		
6.2	<p><b>Link</b></p> <ul style="list-style-type: none"> <li>• Link to the <b>6Scores_Punte</b> spreadsheet appears ✓</li> <li>• Link appears as an spreadsheet icon ✓</li> </ul>	1	1		2		
<b>6Scores_Punte, 6Envelope_Koevert, 6Merge_Saamvoeg</b>							
6.3	<ul style="list-style-type: none"> <li>• DL size envelope is selected ✓</li> <li>• Name and surname merge fields inserted ✓ in correct position ✓</li> <li>• Word 'Score' is inserted ✓</li> <li>• Score merge field appears 1 tab space away from 'Score' ✓</li> <li>• Filter applied to recipients who scored 'Greater than or equal' ✓ to 70 ✓</li> <li>• Text watermark 'Winner' is inserted ✓</li> <li>• Merge completed and saved as <b>6Merge_Saamvoeg</b> ✓</li> </ul> <p><i>(Note to marker: Expect 12 records.)</i></p>	1	1	1	1	9	
<b>Total for QUESTION 6</b>					<b>[18]</b>		

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**QUESTION 7** File names: 7Doc\_Dok, 7Password\_Wagwoord and Old\_Oud folder  
**Total Q7:8**

No	Criteria	Max Mark			Candidate Mark
<b>Old_Oud</b> folder					
7.1	<ul style="list-style-type: none"> <li>The subfolder called <b>Today_Vandag</b> has been deleted/removed ✓ from the <b>Old_Oud</b> folder</li> </ul>	1		1	
7.2	<ul style="list-style-type: none"> <li>Shortcut created to <b>7Beauty_Skoonheid</b> file ✓</li> <li>Shortcut appears in the <b>Old_Oud</b> folder ✓</li> </ul>	1 1		2	
<b>7Password_Wagwoord</b> file					
7.3	<ul style="list-style-type: none"> <li><b>7Password_Wagwoord</b> has been saved with the password '123'. ✓</li> </ul> <p>(Note to marker: • Accept any password.)</p>	1		1	
<b>7Doc_Dok</b> document					
7.4	<b>Line numbering</b> <ul style="list-style-type: none"> <li>Continuous line numbering is displayed ✓</li> </ul>	1		1	
7.5.1	<b>Number of paragraphs</b> <ul style="list-style-type: none"> <li>25 paragraphs ✓</li> </ul>	1		1	
7.5.2	<b>File path and file name</b> <ul style="list-style-type: none"> <li>Response should be similar to the following file path: C:\CandidateNo\Old_Oud\ ✓ Statistics2009.pdf ✓</li> </ul> <p>(Note to marker: • File path will vary according to the candidate's examination folder structure.)</p>	2		2	
	<b>Total for QUESTION 7</b>			<b>[8]</b>	
	<b>TOTAL</b>				<b>[200]</b>