



# basic education

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

## NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2021

MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER																			
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FINAL MARK

EXAMINATION NUMBER																				
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	25	20	21	19	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 13 pages.

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- Check the accuracy and skill required before awarding a mark throughout.

## QUESTION 1

File name: 1Health

Total Q1: 25

No	Criteria	Maximum Mark			Candidate Mark
1.1	<b>Page size</b> • Page size set to A4 ✓	1		1	
1.2	<b>Line spacing: 2<sup>nd</sup> paragraph – The following ...</b> • Line spacing set to Multiple, 1.15 ✓	1		1	
1.3	<b>Find and Replace: (Expect 5 occurrences)</b> • Only exact/lowercase text 'ozone' replaced ✓ • 'ozone' appears in Arial Narrow font ✓ • 'ozone' appears in <b><i>Underline</i></b> ✓	1 1 1		3	
1.4	<b>Text box: Nitrogen dioxide ... from heart disease.</b> • Text box inserted ✓ • Size: 9 cm high by 8 cm wide ✓ • All data <u>moved</u> into text box ✓ (No mark if copied) • Text box top left corner aligned to 'air' ✓ (Inspection)	1 1 1 1		4	
1.5	<b>Columns: DOES IT MAKE ... fuels and vehicles.</b> • Text placed in two columns ✓ • Width of first column set to 8 cm ✓ • Width of space between columns 1 cm ✓	1 1 1		3	
1.6	<b>Multilevel List: On the road ... keeping windows closed.</b> (Note to marker: Mark from ruler) • Multilevel List applied to given text ✓ • Level 1: Format 1, 2, 3 ✓ (No full stop or bracket) • Level 1: Aligned at 0 cm ✓ text indent at 1 cm ✓ • Level 2: Format a), b), c) ✓ • Level 2: Aligned at 1 cm ✓ text indent at 2 cm ✓	1 1 2 1 2		7	
1.7	<b>Source changed: UK Health Department</b> • Type of source: Website ✓ • URL: <a href="http://www.airquality.co.uk">http://www.airquality.co.uk</a> ✓	1 1		2	
1.8	<b>Bibliography</b> • (Any) automatic bibliography inserted ✓	1		1	
1.9	<b>Watermark</b> • Picture 1 Clean watermark inserted ✓ • Scale: 150% ✓	1 1		2	
1.10	<b>Inspect document</b> • All hidden text removed ✓	1		1	
	<b>Total for QUESTION 1</b>			<b>[25]</b>	

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- Check the accuracy and skill required before awarding a mark throughout.
- Ignore spelling in all cases where it would not have any impact on the answer.

**QUESTION 2**

File name: 2Marine

Total Q2: 20

No	Criteria	Maximum Mark			Candidate Mark
2.1	<b>Small caps: UNESCO: Marine Pollution</b> • Font changed to Small caps ✓	1		1	
2.2	<b>TOC</b> • Table of Contents inserted ✓ • Heading 1 style: 1st heading: 'Marine Pollution' ✓ • 'Marine Pollution' at top of the next page ✓	1 1 1		3	
2.3	<b>Hyphenation</b> • Hyphenation options: None ✓ <b>OR</b> Paragraph formatting exceptions: Don't hyphenate	1		1	
2.4	<b>Caption: Picture 1: © Malik Naumann   Marine Photobank</b> • Appropriate caption ✓ inserted (Alt + F9) • Caption is the picture's Alt text: ✓	1 1		2	
2.5	<b>Hyperlink: Picture 2: © Chris Deacutis</b> • Hyperlink removed from picture ✓ (Right click on image to check if hyperlink is removed)	1		1	
2.6	<b>Image: Picture 4: © NOAA</b> • Restored to original colour ✓ (Not greyscale)	1		1	
2.7	<b>Cross reference (Accept any picture &amp; page no.)</b> • Linked to (any) picture IOC UNESCO ✓ • Only page number displays ✓ (Alt + F9)	1 1		2	
2.8	<b>Footnote</b> • Footnote inserted on 'UNEP' ✓ • Footnote numbering format set to A, B, C, ... ✓ • Footnote set to 'Restart each page' ✓ • Footnote text inserted ✓ (Environment Programme)	1 1 1 1		4	
2.9	<b>Field: NumWords (Alt + F9) {NUMWORDS \*MERGEFORMAT}</b> • NumWords field inserted ✓	1		1	
2.10	<b>Page numbering</b> • Automatic page numbering in Tildes format ✓ • Page numbering inserted in footer ✓ • TOC page and cover page not numbered, third page starts as number ~1~ ✓ • Page numbering continues on all remaining pages ✓	1 1 1 1		4	
<b>Total for QUESTION 2</b>				<b>[20]</b>	

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**QUESTION 3**

**File name: 3Projects**

**Total Q3: 21**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae, cells or 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No	Criteria	Maximum Mark			Candidate Mark
<b>Missions/Sheet1 worksheet</b>					
3.1	<b>Cell A1: Picture</b> <ul style="list-style-type: none"> <li>• Picture 3Logo inserted ✓</li> <li>• Fits cell A1 ✓ (Mark by inspection)</li> </ul>	1 1		2	
3.2	<b>Cell A3: Fill</b> <ul style="list-style-type: none"> <li>• Pattern fill is the same as cell A2 ✓</li> </ul>	1		1	
3.3	<b>Worksheet renamed</b> <ul style="list-style-type: none"> <li>• Sheet1 worksheet renamed to Missions ✓</li> </ul>	1		1	
3.4	<b>Cell F3:</b> <b>=COUNTIF(F6:F55,"&gt;55000")</b> <ul style="list-style-type: none"> <li>• COUNTIF and range: (F6:F55) ✓</li> <li>• Criteria: "&gt;55000" ✓                      OR "&gt;R55000"                      OR "&gt;R55 000.00"</li> </ul>	1 1		2	
3.5	<b>Column G: Conditional Formatting</b> <b>= \$C6:\$C55 = "Air"</b> <b>OR</b> <b>=\$C6 = "Air"</b> <ul style="list-style-type: none"> <li>• Formula: ✓ =C6:C55 ="Air" ✓</li> <li>• Absolute cell referencing not applied to rows: \$C6:\$C55 OR C6:C55 ✓</li> <li>• Conditional formatting applied to G6:G55 ✓</li> <li>• Format: Any fill colour ✓</li> </ul>	2 1 1 1		5	

NSC Marking Guidelines

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3.6	<p><b>Cell J6:</b>  <b>=HLOOKUP(D6,Categories!\$B\$1:\$D\$2,2,TRUE)</b>  <b>OR</b>  <b>=LOOKUP(D6,Categories! \$B\$1:\$D\$2)</b>  <b>OR</b>  <b>=XLOOKUP(D6, Categories! \$B\$1:\$D\$1, Categories!\$B\$2:\$D\$2,-1)</b></p> <ul style="list-style-type: none"> <li>• LOOKUP function appropriately structured ✓ (HLOOKUP OR LOOKUP OR XLOOKUP)</li> <li>• Lookup value: D6 ✓</li> <li>• Table array: Categories!\$B\$1:\$D\$2 ✓  <b>OR</b> Categories!\$A\$1:\$D\$2  <b>OR</b> Categories!B1:D2  <b>OR</b> Categories!A1:D2</li> <li>• Row index number: 2 ✓</li> </ul>			4	
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3.7	<p><b>Cell K6:</b>                  =IF(E6&lt;TODAY(),"Complete",IF(E6-TODAY()&lt;=60,"Notify","*"))                  OR                  =IF(E6&gt;=TODAY(),IF((E6-TODAY())&lt;=60,"Notify","*"),"Complete")                  OR                  =IF(E6&lt;TODAY(),"Complete",IF(E6-TODAY()&gt;60,"*","Notify"))                  OR                  =IF(DAYS(E6,TODAY())&lt;0,"Complete",IF(DAYS(E6,TODAY())&lt;=60,"Notify","*"))</p> <div style="text-align: center; margin: 10px 0;"> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><i>Complete</i> E6&lt;TODAY()</td> <td style="padding: 5px;"><i>Notify</i> E6&gt;=TODAY() and E6-TODAY()&lt;=60</td> <td style="padding: 5px;"><i>*</i> E6&gt;TODAY()+60</td> </tr> <tr> <td style="padding: 5px;">TODAY()</td> <td style="padding: 5px;">TODAY()+60</td> <td></td> </tr> </table> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 15%;">OUTPUT</th> <th style="width: 25%;">Complete</th> <th style="width: 25%;">Notify</th> <th style="width: 35%;">*</th> </tr> </thead> <tbody> <tr> <td><b>CRITERIA</b></td> <td>E6 &lt; TODAY()</td> <td>E6 &gt;=TODAY() AND E6-TODAY() &lt;=60</td> <td>E6 &gt; TODAY()+60 <b>OR</b> E6 &gt;= TODAY()+60</td> </tr> <tr> <td><b>DESCRIP-TION</b></td> <td>Check E6 for current date and before the current date</td> <td>Check for current date and whether the current date is within 60 days of E6</td> <td>Check whether E6 is over 60 days after the current date</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Function: Nested IF ✓</li> <li>• First condition ✓</li> <li>• Output for first condition ✓</li> <li>• Second condition ✓</li> <li>• Output for second condition ✓</li> <li>• Output for third condition ✓</li> </ul>	<i>Complete</i> E6<TODAY()	<i>Notify</i> E6>=TODAY() and E6-TODAY()<=60	<i>*</i> E6>TODAY()+60	TODAY()	TODAY()+60		OUTPUT	Complete	Notify	*	<b>CRITERIA</b>	E6 < TODAY()	E6 >=TODAY() AND E6-TODAY() <=60	E6 > TODAY()+60 <b>OR</b> E6 >= TODAY()+60	<b>DESCRIP-TION</b>	Check E6 for current date and before the current date	Check for current date and whether the current date is within 60 days of E6	Check whether E6 is over 60 days after the current date	1 1 1 1 1 1 1		6	
<i>Complete</i> E6<TODAY()	<i>Notify</i> E6>=TODAY() and E6-TODAY()<=60	<i>*</i> E6>TODAY()+60																					
TODAY()	TODAY()+60																						
OUTPUT	Complete	Notify	*																				
<b>CRITERIA</b>	E6 < TODAY()	E6 >=TODAY() AND E6-TODAY() <=60	E6 > TODAY()+60 <b>OR</b> E6 >= TODAY()+60																				
<b>DESCRIP-TION</b>	Check E6 for current date and before the current date	Check for current date and whether the current date is within 60 days of E6	Check whether E6 is over 60 days after the current date																				
	<b>Total for QUESTION 3</b>			<b>[21]</b>																			

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**QUESTION 4**

**File name: 4Air**

**Total Q4: 19**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae, cells or 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No	Criteria	Maximum Mark			Candidate Mark
<b>Quality worksheet</b>					
4.1	<b>Cell D3:</b> =SMALL(E7:E153,2) <ul style="list-style-type: none"> <li>• Function: SMALL ✓</li> <li>• Cell range: E7:E153 ✓</li> <li>• 2 ✓</li> </ul>	1		3	
4.2	<b>Cell B7: Data Validation</b> <ul style="list-style-type: none"> <li>• Data validation source: \$J\$7:\$J\$8 ✓</li> </ul>	1		1	
4.3	<b>Cell G7: Text functions</b> =LEFT(\$D\$4,RIGHT(F7,1)) OR =LEFT(\$D\$4,MID(F7,2,1)) OR =RIGHT(\$D\$4,RIGHT(F7,1)) OR =MID(\$D\$4,RIGHT(F7,1)) <ul style="list-style-type: none"> <li>• Combination of text functions ✓</li> <li>• Function: LEFT/RIGHT/MID ✓</li> <li>• From the text in cell D4 ✓</li> <li>• To extract correct number of characters from cell F7 ✓</li> </ul> (Note to marker: Accept other text functions such as REPT and TEXT if used correctly.)	1		4	
4.4	<b>Print area</b> <ul style="list-style-type: none"> <li>• Print area set to cell range: A6:H40 ✓</li> </ul>	1		1	

NSC Marking Guidelines

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Graph worksheet				
4.5	<p><b>Cell H10 OR cell H2</b>  <b>=SUMIFS(Quality!H7:H153,Quality!C7:C153,"Eastern Cape",Quality!D7:D153,2018)</b></p> <ul style="list-style-type: none"> <li>• Sum range: Quality!H7:H153 ✓</li> <li>• Criteria range 1: Quality!C7:C153 ✓</li> <li>• Criteria 1: "Eastern Cape" ✓</li> <li>• Criteria range 2: Quality!D7:D153 ✓</li> <li>• Criteria 2: 2018 ✓ <b>OR</b> "2018"</li> </ul> <p><i>(Note to marker: Accept cell A2 or cell A10 if it refers to "Eastern Cape" and cell H1 if it refers to 2018.)</i></p>			5
		1		
		1		
		1		
		1		
		1		
4.6	<p><b>Chart/Graph</b></p> <ul style="list-style-type: none"> <li>• Bar chart/graph created ✓</li> <li>• Data selected: =Graph!\$A\$2:\$A\$10,Graph!\$F\$2:\$F\$10 ✓ <b>OR</b> =Graph!\$A\$1:\$A\$10,Graph!\$F\$1:\$F\$10</li> <li>• Bars display from smallest to largest ✓</li> <li>• Chart title: Health incidents in 2016 ✓</li> <li>• Data labels appear on outside end of each bar ✓</li> </ul>			5
		1		
		1		
		1		
		1		
		1		
<b>Total for QUESTION 4</b>				<b>[19]</b>



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## QUESTION 5

File name: 5Save

Total Q5: 35

No	Criteria	Maximum Mark			Candidate Mark
<b>Table: tbl5_1</b>					
5.1.1	<b>Field: Coverage</b> • Field size changed to Decimal ✓	1		1	
5.1.2	<b>Field: PollutionType</b> • Display control: Combo Box ✓ • Row Source: 'Air', 'Land', 'Water' ✓	1 1		2	
5.1.3	<b>Field: Level</b> Validation rule: Between 100 And 1000 <b>OR</b> >=100 and <=1000 <b>OR</b> >99 and <1001 • 100 and above ✓ • And ✓ • 1000 and below ✓	1 1 1		3	
5.1.4	<b>Field inserted</b> • Field name: <i>Evidence</i> ✓ • Field type: Attachment, Hyperlink ✓	1 1		2	
<b>Form: frm5_2</b>					
5.2	• Form heading changed to 'Survey' ✓ • Only date ✓ appears in form footer ✓ • Ion theme applied to the form ✓ • <i>YearBorn</i> field format changed to Medium Date ✓	1 2 1 1		5	
<b>Query: qry5_3</b>					
5.3	• Group by <i>RecyclingActivity</i> ✓ • Function AVG in <i>DropOff</i> ✓ • Average value displays no decimal places ✓	1 1 1		3	
<b>Query: qry5_4</b>					
5.4	• Only <i>Name</i> , <i>Surname</i> , ( <i>YearBorn</i> ,) <i>Knowledge</i> , <i>RecyclingActivity</i> , <i>DropOff</i> fields display ✓ • Sorted by <i>Surname</i> ascending ✓ • <i>Knowledge</i> field criteria: 'Yes' ✓ • OR ✓ • <i>RecyclingActivity</i> field criteria: 'Very Active' ✓ • AND ✓ • <i>DropOff</i> field criteria: 15 ✓ (Expected number of records: 113)	1 1 1 1 1 1 1		7	

NSC Marking Guidelines

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<b>Query: qry5_5</b>				
5.5	<ul style="list-style-type: none"> <li>• <i>YearBorn</i> field criteria: &gt;#1990/12/31# ✓  <b>OR</b> &gt;=#1991/01/01#  <b>OR</b> YEAR([<i>YearBorn</i>])&gt;1990</li> <li>• Calculated field: <i>NewDrop</i>:<i>[DropOff]*10/100+[DropOff]</i>  <b>OR</b> <i>[DropOff]*110/100</i>  <b>OR</b> <i>[DropOff]*1.1</i>  <b>OR</b> <i>[DropOff]+[DropOff]*0.1</i> <ul style="list-style-type: none"> <li>• <i>NewDrop</i>: ✓</li> <li>• <i>[DropOff]</i> ✓</li> <li>• * ✓</li> <li>• <i>10/100 + [DropOff]</i> <b>OR</b> <i>110/100</i> <b>OR</b> <i>1.1</i> ✓</li> </ul> </li> </ul> <p>(Expected number of records: 58)</p>	1		5
		1		
		1		
		1		
		1		
<b>Report: rpt5_6</b>				
5.6	<ul style="list-style-type: none"> <li>• <i>DropOff</i> field inserted and moved to correct position ✓</li> <li>• Grouping inserted on <i>RecyclingActivity</i> ✓</li> <li>• Any colour applied to the page header ✓</li> <li>• Sorted by <i>Surname</i> ✓</li> <li>• Function inserted in group header ✓</li> <li>• = COUNT ✓ (*) ✓ <b>OR</b> any other field</li> </ul>	1		7
		1		
		1		
		1		
		1		
		1		
		2		
	<b>Total for QUESTION 5</b>			<b>[35]</b>

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**QUESTION 6****File name: 6\_1Clean, 6\_2Pollute****Total Q6: 15**

- This question should be marked from the HTML code.
- Numerical attribute values and single words do not need to be in inverted commas.

No	Criteria	Maximum Mark		Candidate Mark
<b>6_1Clean</b>				
6.1.1	<b>Title tags</b> <code>&lt;title&gt;12345678&lt;/title&gt;</code> <ul style="list-style-type: none"> <li>• Title tags ✓</li> <li>• Examination number inserted ✓ between two tags</li> </ul>	1 1	2	
6.1.2	<b>Font colour: Heading: The Global Crisis ...</b> <code>&lt;h1&gt;&lt;font color="red"&gt;The Global Crisis of Plastic Pollution &lt;/font&gt;&lt;/h1&gt;</code> <ul style="list-style-type: none"> <li>• Font set to a red colour ✓</li> </ul>	1	1	
6.1.3	<b>Picture</b> <code>&lt;img src="6_1Plastic.jpg" height="200" width="300"/&gt;</code> <ul style="list-style-type: none"> <li>• Attribute scr changed to src ✓</li> <li>• File extension png changed to jpg ✓</li> </ul>	1 1	2	
6.1.4	<b>Table: rowspan</b> <code>&lt;table border="5" width="300" cellpadding="10"&gt;</code>  <code>&lt;tr&gt;</code> <code>    &lt;td rowspan="3"&gt;Tons per year&lt;/td&gt;</code> <code>    &lt;td&gt;China&lt;/td&gt;</code> <ul style="list-style-type: none"> <li>• Only column inserted <code>&lt;td...&gt;...&lt;/td&gt;</code> ✓</li> <li>• Text 'Tons per year' inserted in first column ✓</li> <li>• Rowspan="3" ✓</li> </ul>	1 1 1	3	

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6_2Pollute					
6.2	<pre> &lt;body&gt;   &lt;br/&gt;   &lt;a href="6_1Clean.html"&gt;Home Page&lt;/a&gt;    &lt;h2&gt;Types of pollution&lt;/h2&gt;   &lt;hr size="5" color="Black"/&gt;   &lt;ol&gt;   &lt;li&gt;Air pollution&lt;/li&gt;     &lt;ul type="square"&gt;       &lt;li&gt;Ground-level ozone&lt;/li&gt;       &lt;li&gt;Carbon monoxide&lt;/li&gt;       &lt;li&gt;Sulphur oxides&lt;/li&gt;       &lt;li&gt;Nitrogen oxides&lt;/li&gt;       &lt;li&gt;Lead&lt;/li&gt;     &lt;/ul&gt;   &lt;li&gt;Water pollution&lt;/li&gt;   &lt;li&gt;Light pollution&lt;/li&gt;   &lt;li&gt;Noise pollution&lt;/li&gt;   &lt;li&gt;Soil pollution&lt;/li&gt;   &lt;/ol&gt; &lt;/body&gt; </pre> <ul style="list-style-type: none"> <li>• <b>Hyperlink</b> <ul style="list-style-type: none"> <li>• Tag for hyperlink correctly inserted ✓</li> </ul> </li> <li>• <b>Horizontal line</b> <ul style="list-style-type: none"> <li>• Horizontal rule tag ✓</li> <li>• size="5" ✓ (Accept any size larger than "1")</li> </ul> </li> <li>• <b>Unordered list</b> <ul style="list-style-type: none"> <li>• &lt;ul&gt;...&lt;/ul&gt; tags ✓</li> <li>• Type="square" ✓</li> <li>• &lt;li&gt;Lead&lt;/li&gt; ✓</li> </ul> </li> </ul>			6	
	<ul style="list-style-type: none"> <li>• <b>Closing tag(s) or triangular brackets and nesting correctly used. ✓</b></li> </ul>	1		1	
	<b>Total for QUESTION 6</b>			<b>[15]</b>	

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## QUESTION 7

File names: 7Letter, 7Merge, 7Date, 7Picture

Total Q7: 15

No	Criteria	Maximum Mark			Candidate Mark
<b>7Letter, 7Merge</b>					
7.1.1	<b>Form controls</b> <ul style="list-style-type: none"> <li>Form field set to Current Date ✓ (<i>Alt + F9, Form text Date</i>)</li> <li>'7' and '14' options appear in drop-down form field control ✓</li> </ul>	1		2	
		1			
7.1.2	<b>Mail merge</b> ( <i>Expect 21 letters</i> ) <ul style="list-style-type: none"> <li>7Letter linked to 7Company ✓ spreadsheet</li> <li>Recipients' list is filtered to <ul style="list-style-type: none"> <li>Level = very high ✓</li> <li>Or ✓</li> <li>Level = high ✓</li> </ul> </li> <li>Merge fields inserted for <i>Company name</i> and <i>Level</i> ✓</li> <li>Mail merge completed ✓</li> </ul> <p>(<i>SELECT * from 'Sheet1\$' WHERE 'Level'='very high' OR 'Level'='high'/'Level' LIKE '%high%'</i>)</p>	1		6	
		1			
		1			
		1			
		1			
		1			
		1			
<b>7Date: Monthly worksheet</b>					
7.2	<b>Cell D3:</b> =IF(AND(B3="Low",MONTH(C3)=11),A3," ") <ul style="list-style-type: none"> <li>Criteria: Test if the level is low ✓</li> <li>Criteria: Test if the month ✓ is 11 ✓</li> </ul>			3	
		1			
		2			
<b>7.3 worksheet</b>					
7.3	<b>Filter</b> <ul style="list-style-type: none"> <li>Filtered on column A: Very High ✓</li> <li>Filtered on column B: 2021 ✓</li> <li>Names sorted alphabetically ✓</li> </ul>	1		3	
		1			
		1			
<b>7Picture</b>					
7.4	7Picture file extracted ✓	1		1	
				[15]	
				150	
				TOTAL	