



# basic education

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

## **SENIOR CERTIFICATE EXAMINATION**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**2015**

**MARKS: 180**

**TIME: 3 hours**

**This question paper consists of 19 pages, an HTML tag sheet and a separate information sheet.**

**INSTRUCTIONS AND INFORMATION**

1. Owing to the nature of this three-hour examination, it is important to note that you will NOT be permitted to leave the examination room before the end of the examination period.
2. Type your examination number in the header of EVERY document that you create or save.
3. The invigilator will give you a disk containing all the files needed for the examination OR you will be told where the files can be found on the network or computer. If a disk has been issued to you, you must write your centre number and examination number on the disk. If you are working on the network, you must follow the instructions provided by the invigilator.
4. A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator.
5. This question paper consists of SEVEN questions.
6. Answer ALL the questions.
7. Ensure that you save each document using the file name given in the question paper. Save your work at regular intervals as a precaution against possible power failures.
8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
9. At the end of the examination you must hand in the disk given to you by the invigilator with ALL your answer files saved onto the disk, OR you should make sure that ALL the answer files are saved on the network/computer as explained to you by the invigilator/educator. Make absolutely sure that all files can be read. Do NOT save unnecessary files/folders and do NOT hand in duplicate answer files/folders.
10. The information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION**. Hand it to the invigilator at the end of the examination.
11. During the examination you may use the help functions of the programs which you are using. You may NOT use any other resource material.
12. Unless instructed otherwise, you must use formulae and/or functions for ALL calculations in questions involving spreadsheets. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.

13. If data is derived from a previous question that you could not answer, you should still proceed with the questions that follow.
14. In all questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless stated otherwise.
15. Use centimetres as the unit of measurement when answering this question paper.
16. **Alternative instructions for candidates using LibreOffice are given in cases where they differ from the instructions for candidates using Microsoft Office.**
17. Generally, one mark is allocated per action; therefore a two-mark question would usually require TWO actions, et cetera.
18. The examination folder/data disk that you receive with this question paper contains the folders and files listed below. Ensure that you have all the files before you begin with this examination.

• 1Brain_Brein	Word processing file
• 1Hist_Gesk	Word processing file
• 2Notes_Note	Image file
• 2Piece_Stuk	Word processing file
• 3Music_Musiek	Image file
• 3Stats	Spreadsheet file
• 4Sum_Ops	Spreadsheet file
• 5Code_Kode	Spreadsheet file
• 5Music_Musiek	Database file
• 6Facts_Feite	HTML file
• 6Therapy_Terapie	Image file
• 7Names_Name	Database file
• 7News_Nuus	Word processing file

**SCENARIO**

Music therapy has been used for thousands of years as a way to restore energy, uplift the mood, and even help with the natural healing process.

The music club in your area has decided to hold a campaign during which they will be educating people in the area about the effects and the history of music.

**QUESTION 1: WORD PROCESSING**

A document that shows the effects of music on the brain has been created.

Open the **1Brain\_Brein** document and insert your examination number in the header.

- 1.1 Change the left margin to 2.3 cm. (1)
- 1.2 Insert automatic page numbering so that the page numbering of the even pages is left-aligned in the footer, and the page numbering of the odd pages is right-aligned in the footer. (3)
- 1.3 Locate the text that starts with 'Music is so ...' and ends with '... we so desired'.
  - 1.3.1 Apply the 'MyQuotes' style to this text. (1)
  - 1.3.2 Insert a placeholder called 'Quote' for a citation at the end of this text. (2)
- 1.4 Apply a dropped cap effect to the first letter of the text 'Music's' in the first paragraph, so that it appears over four lines and is in the 'Bell MT' font. (3)
- 1.5 Change all the text formatted with the 'Heading 3' style to the 'Heading 5' style. (1)

- 1.6 Locate the picture below the second paragraph and change the picture AND the alignment of the paragraph to appear as follows:

Albert Einstein is recognised as one of the smartest men who has ever lived. A little known fact about Einstein is that when he was young he performed poorly in school. His grade school teachers told his parents to take him out of school because he was "too stupid to learn" and it would be a waste of resources for the school to invest time and energy in his education. The school suggested that his parents get Albert an easy, manual labour job as soon as they could. His mother did not think that Albert was "stupid". Instead of following the school's advice, Albert's parents bought him a violin. Albert became skilled at playing the violin. Music was the key that helped Albert Einstein become one of the smartest men who has ever lived. Einstein himself said that the reason he was so smart is because he played the violin. He loved the music of Mozart and Bach the most.



(4)

**NOTE:** The words on which the lines end in your document may differ slightly from the example above.

- 1.7 Locate the text 'Mozart' below the heading 'The Power of Music on Memory and Learning' and add a cross reference to 'Figure 1: Wolfgang Amadeus Mozart'.

**NOTE:** The number of the figure (Figure 1) should not display in the cross reference.

(3)

- 1.8 Locate the picture with the caption: 'Figure 2: Johann Sebastian Bach'.

Add an automatic caption to the picture below this one to read 'George Frederic Handel'.

**NOTE:** The number of the figure should not display.

(2)

- 1.9 Locate the word 'Napoleon' below the heading 'Conclusions'.

Add a hyperlink to this word as follows:

- The hyperlink must be linked to the document **1Hist\_Gesk** in your examination folder.
- Display the text 'Read more' when the mouse hovers over the hyperlink.

(3)

1.10 Use a referencing feature to add the following book as a source:

Author: Scarantino, Anne

Title: Joys of Music

Year: 1987

City: New York

Publisher: Dodd, Mead & Co.

(3)

1.11 Locate the text 'Laurence O'Donnell III' before the heading 'Bibliography' on the last page.

Do the following:

- Add an endnote to this text.
- Use any symbol of your choice as a custom mark to mark the endnote.
- Use the text that appears as a comment in the document to appear as the endnote text.
- Remove the comment.

(4)

1.12 Insert an automatic bibliography after the heading 'Bibliography' on the last page.

(1)

Save and close the **1Brain\_Brein** document.

**[31]**

**QUESTION 2: WORD PROCESSING**

One of the members of the music club has written a piece about how he feels about music.

Open the document **2Piece\_Stuk** and insert your examination number in the header.

2.1 Apply WordArt/Fontwork to the heading 'Music' so that it appears as follows:

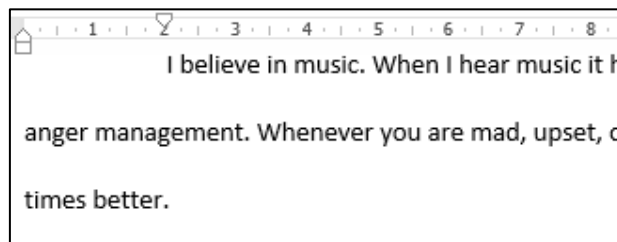
# Music

**NOTE:**

- Fill the WordArt/Fontwork with a red colour.
- Add a black outline.
- Change the font size to 48 pt.

(4)

2.2 Change the indentation of the first paragraph to appear as follows:



(2)

2.3 Locate the text on the second page that starts with 'Music has everything ...' and ends with '... a great mood'.

Place this text in two columns as follows:

- The first column must be 13 cm wide.
- The spacing between the columns must be 3 cm.
- A border must appear around the columns as shown below.

Music has everything to make a person happy. From a catchy chorus to a unique beat, music turns people in to a better mood. Once I got into trouble with the cops for an airsoft gun, and got mad instantly because there was no need for a cop to be there. Once the police officer arrived I immediately got furious when he told me it was wrong to shoot pellets at my friend. It's an airsoft pellet that will sting for maximum a minute! When I was younger I had a terrible anger problem inside of me and was so mad that day I punched the side of my house. Immediately I stormed into my room and went to lay down and turned some tunes on. I felt instantly soothed inside and started to calm down about the situation. I started to realize why it all happened and what had really gone down. The music started to work with my body somehow to not make me as angry and concentrated.

Throughout my life music has helped to get me through huge obstacles that have stopped me in my steps. It lets me open up and do what is needed to be done. It lets me persevere and take dedication to the next level. Music is my life. Without it, I would be an angry kid with problems. When I was in anger management classes they helped me to realize that I need something to turn to and music was that thing. I would listen to music and put straight into a great mood.

(4)

- 2.4 Add line numbers to the document. Ensure that the line numbers restart at 1 on each page.
- NOTE:** Line numbers do not have to appear on every page. (2)
- 2.5 Locate the paragraph on the last page that starts with 'Music will always ...' and ends with '... a person up.'
- Apply the following paragraph options to this paragraph:
- Prevent any widows/orphans from occurring.
  - Keep the lines together on one page. (2)
- 2.6 The picture of the piano keyboard has been broken into three pieces on the last page. Two of the pieces have already been moved to the correct position.
- The picture of the third piece of the piano keys is not in the correct position yet.
- Adjust and move the third piece to ensure that it completes the piano keyboard and appears similar to the keyboards shown on the previous pages of the document.
- HINT:** Format the picture of the third piece of the keyboard so that the entire picture is visible. (2)
- 2.7 Insert a watermark using the picture **2Notes\_Note** in your examination folder so that it appears only on page 3 of the document. (3)
- 2.8 Change the page colour of the whole document to orange. (1)
- Save and close the **2Piece\_Stuk** document. [20]



**QUESTION 3: SPREADSHEET**

Use formulae and/or functions for ALL calculations in the spreadsheet. Use absolute cell references where necessary to ensure that formulae are correct when copied down. All formulae and/or functions inserted should be inserted in such a manner that the correct results will be obtained even if the data changes.

Data on the music that people download from the Internet was collected.

Open the **3Stats** spreadsheet. Work in the **Data** worksheet.

- 3.1 Insert the picture **3Music\_Musiek** found in your examination folder into **cells A1:B2**. (1)
- 3.2 Apply a fill colour of your choice to the merged cells containing the heading 'Internet Sales Internetverkope'. (1)
- 3.3 Add the comment 'Sales on 1 Jan 2015' in **cell A3**. (2)
- 3.4 The current date is incorrectly displayed in **cell P2**. Change the format of **cell P2** to display the current date in the format dd/mmm/yyyy. (2)
- 3.5 Apply text wrapping to **cell B3**. (1)
- 3.6 Each product must have a unique code so that it can be easily identified.  
Enter a formula in **cell A4** to compile the code for the song 'Endlessly' by the artist 'Duffy' by combining the following:
- The type of file in **cell D4**.
  - The last two letters of the song title in **cell F4**.
- The code must be displayed in capital letters.  
The code for the product in row 5 would be MP3UM. (5)
- 3.7 Determine the number of **years** since the song 'Endlessly' was released by adding a function in **cell I4**.  
Use the year in which the song was released in **column H** and the date in **cell P2** to determine your answer. Format the cell if needed. (3)
- 3.8 The recommended selling price (**column K**) is calculated as follows:
- 25% profit must be added.
  - 14% VAT is then added to this price (**column J**).
- Add a function in **cell K4** to calculate the recommended selling price. (5)

- 3.9 Use an appropriate LOOKUP function in **cell M4** to display the status for each song based on the number sold, found in **column L**, and in the table in the **Status** worksheet.

Ensure that the function can be copied to the appropriate cells in the column. (5)

- 3.10 The producers want to know which bit rate (**column N**) is classified as high, moderate and low.

The bit rate is classified as follows:

BIT RATE	CLASSIFICATION
More than 300	High
Between 200 and 300 (inclusive)	Moderate
Less than 200	Low

Add a function in **cell O4** to determine the bit rate classification of the song.

Copy the function to the rest of the cells in the column. (5)

- 3.11 An attempt was made to create a drop-down list for each cell in **column P** so that a user can choose an option. However, the list only displays the 'Yes' option.

Complete the list by adding the 'No' option to the list. (2)

Save and close the **3Stats** spreadsheet. [32]

**QUESTION 4: SPREADSHEET**

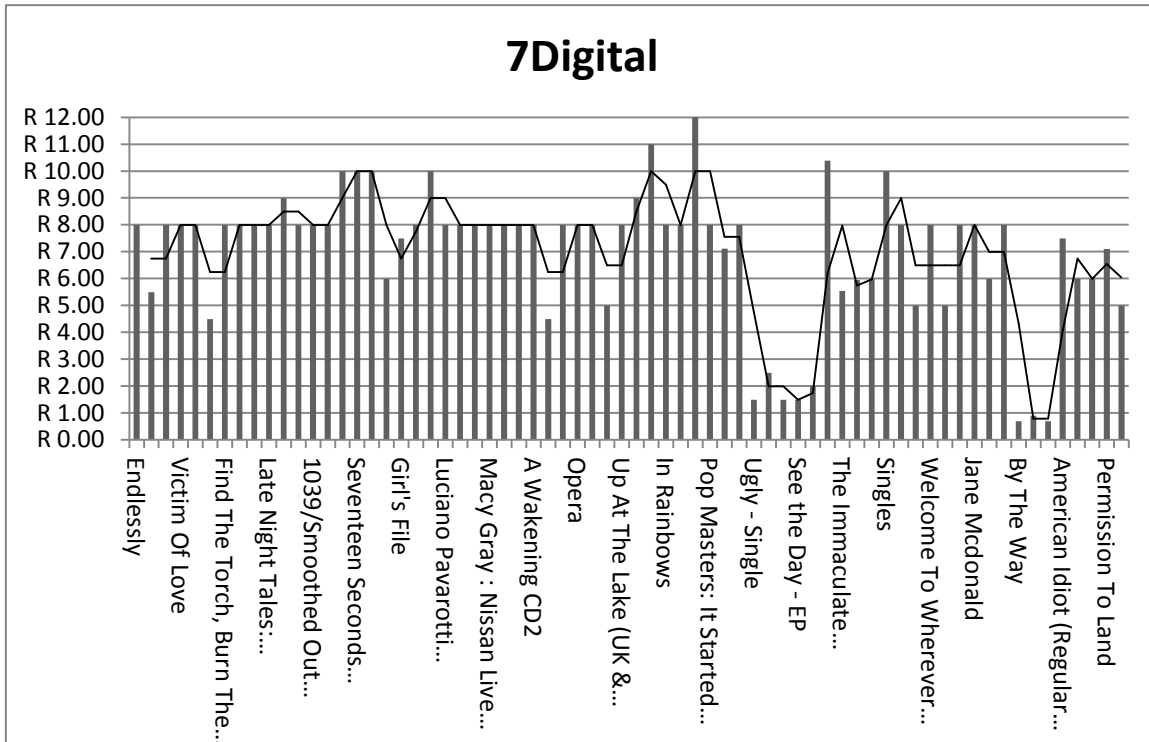
Use formulae and/or functions for ALL calculations in the spreadsheet. Use absolute cell references where necessary to ensure that formulae are correct when copied down. All formulae and/or functions inserted should be inserted in such a manner that the correct results will still be obtained even if the data changes.

Data collected on the music that people download from the Internet was summarised.

Open the spreadsheet **4Sum\_Ops**. Work in the worksheet **Sum\_Ops**.

- 4.1 Use a function in **cell E5** to determine the total number of songs available from Amazon. (1)
- 4.2 In **cell D2**, determine how many MP3 songs from 7Digital appear on the list.  
Ensure that the answer will remain correct even if any data changes.  
**NOTE:** The songs from 7Digital appear in the **Data** worksheet. (5)
- 4.3 A function was inserted in **cell B13** to determine the total number of MP3s sold by all companies.  
This function unfortunately contains errors. Correct the errors in the function so that the correct answer is displayed.  
Use the file type (**column C**) and the number sold (**column G**) in the **Data** worksheet in your calculation.  
Ensure that the answer will remain correct even if any data changes. (3)

4.4 A line graph/chart was created in the **Graph\_Grafiek** worksheet.  
Edit the graph/chart to resemble the graph in the example below.



**NOTE:**

- Change the graph/chart type to match the example above.
- Change the title to '7Digital'.
- Set the intervals of the vertical axis to 1.
- Set the maximum value of the vertical axis to 12.
- Change the format of the vertical axis to currency.
- Change the alignment of the horizontal axis labels to 90°.
- Add a 'Moving average' trend line as shown in the example above.

(8)

Save and close the **4Sum\_Ops** spreadsheet.

[17]

**QUESTION 5: DATABASE**

A survey about the music that people own was summarised.

Open the database **5Music\_Musiek**.

5.1 Make the following changes to the **TMusic\_TMusiek** table:

5.1.1 Ensure that all the data is visible. (1)

5.1.2 Move the *Code\_Kode* field so that it appears first.

**NOTE:** There is no data in the *Code\_Kode* field. (1)

5.1.3 The data for all the records for the *Code\_Kode* field appears in the spreadsheet **5Code\_Kode**.

Copy all the data from the spreadsheet in the *Code\_Kode* field. (2)

5.1.4 Force the user to enter a value in the *Artist\_Kunst* field every time he or she enters a new record. (1)

5.1.5 Add a drop-down list to the *Type\_Tipe* field to ensure that only one of the values 'MP3', 'CD' or 'DVD' can be entered. (2)

5.1.6 Change the properties of the *Genre* field to ensure that only the values 'Rock', 'Pop' or 'Dance' can be entered.

**NOTE:** Do not use a drop-down list to do this. Ensure that a suitable message appears if the user enters an incorrect or invalid value. (4)

5.1.7 The *Demand\_Aanvraag* field contains a value to indicate whether a specific song is in demand or not.

Change the data type of the *Demand\_Aanvraag* field to a more suitable data type.

**NOTE:** Ignore any warning messages that may appear. (1)

5.1.8 Set an input mask on the *Owner\_Eienaar* field so that the data has to be entered in the following format:

- A capital letter, followed by
- At least two, but possibly three digits

Example: B23 or B023 (5)

Save and close the **TMusic\_TMusiek** table.

- 5.2 Create a form called **frm5\_2** based on the table **TMusic\_TMusiek**.
- 5.2.1 The form should have a columnar layout and must include all the fields from the **TMusic\_TMusiek** table. (3)
- 5.2.2 Change the background colour of the label of the *Artist\_Kunst* field. (1)
- 5.2.3 Add date and time fields in the form footer. (2)
- Save and close the form **frm5\_2**.
- 5.3 Create a query called **qry5\_3** based on the **TMusic\_TMusiek** table as follows:
- Only the songs that are in demand must be included.
  - Only *Owners\_Eienaars* that start with the letter 'H' must be displayed. Example: H1038
  - The records must be sorted in descending order of the *Artist\_Kunst* field.
  - The *Title\_Titel*, *Artist\_Kunst*, *Year\_Jaar* and *Owners\_Eienaars* fields must be displayed. (4)
- Save and close the query **qry5\_3**.
- 5.4 Open the query **qry5\_4**. The *Cost\_Koste* field refers to the cost of a song.
- Insert a calculated field called *IncCost* which will calculate the new cost if the previous cost of a song is doubled.
  - Display this field in 'rand' format. (4)
- Save and close the **qry5\_4** query.

- 5.5 Create a report called **rpt5\_5** based on the **TMusic\_TMusiek** table.
- 5.5.1 Select and display the fields *Title\_Titel*, *Artist\_Kunst*, *Type\_Tipe*, *Genre* and *Cost\_Koste*.
- Make sure the report:
- Groups the information by the *Genre* field
  - Sorts the information by the *Type\_Tipe* field, in descending order (3)
- 5.5.2 Change the title in the report header as follows:
- The title must be 'Songs by Genre'.
  - The title must be centred. (2)
- 5.5.3 Add a function to calculate and display the total cost for all the songs in each genre. It is not necessary to change the label. (3)
- 5.5.4 Use conditional formatting to display the costs greater than R100 in an orange font colour. (2)
- Save and close the **rpt5\_5** report. [41]

**QUESTION 6: WEB DESIGN (HTML)**

You have to finalise a web page created to display information about music.

Open the web page **6Facts\_Feite** in a web browser and also in a text editor.

**NOTE:**

- Question numbers are inserted as comments in the coding as guidelines to show approximately where the answer(s) should be inserted.
- An HTML tag sheet has been attached for reference.

Your final web page should look like the example below.

Home	About	Blog	Albums	Videos	Background
------	-------	------	--------	--------	------------

Interesting facts about music, sounds, musical instruments and music perception.

## Archive for the 'Interesting music facts' Category


### Why do we like certain types of music?

What happens to us under the influence of music? What substance does the brain produce when we are listening to music?

After functional magnetic resonance imaging was developed an opportunity arose to study changes in the activity of neurons – cells of the nervous system – while listening to music.

Recent studies found that music affects both hemispheres of the brain. The right brain (emotional) takes the tone and melody, while the left brain(logical) takes the rhythm.

- o Studies showed the connection between music lessons and an improved memory
- o Children engaged in music showed higher verbal ability



[To read more](#)

- 6.1 Change the tags so that the text 'Facts\_Feite' appears in the browser tab. (1)
- 6.2 Insert an additional cell next to the cell 'Videos' with the text 'Background' in the table at the top of the web page as shown. The cell must appear exactly like the other cells. (3)



- 6.3 Change the font of the heading 'Archive for the 'Interesting music facts' Category' to 'Forte' and a font size of 6. (2)
- 6.4 Insert tags to display the text 'Why do we like certain types of music?' in the 'Heading 3' style as shown on the previous page. (1)
- 6.5 Align the second paragraph to the centre of the page. (1)
- 6.6 Format the text that starts with 'studies showed the ...' and ends with '... higher verbal ability' with circular bullets as follows: (3)
- Studies showed the connection between music lessons and an improved memory
  - Children engaged in music showed higher verbal ability
- 6.7 Add an image at the bottom of the page as follows:
- 6.7.1 Insert the image **6Therapy\_Terapie.jpg** at the bottom of the web page. (2)
- 6.7.2 Change the width of the image to 300 and the height to 200. (2)
- 6.7.3 Show the text 'Therapy' if the picture cannot be displayed. (1)
- 6.8 Insert the text 'To read more!' at the bottom of the page and link it to the 'Google.com' website. (3)
- Save and close the web page **6Facts\_Feite**. [19]

**QUESTION 7: GENERAL**

A newsletter needs to be sent out to members.

Open the document **7News\_Nuus**.

7.1 Change the first bullet to appear as shown below.

**Q Increased coordination**

A: Students who practise with musical instruments can improve their hand-eye coordination. Just like when playing sports, children can develop motor skills when playing music.

**Q Music builds imagination and intellectual curiosity**

A: Introducing music in the early childhood years can help foster a positive attitude toward learning and curiosity. Artistic education develops the whole brain and develops a child's imagination.

**NOTE:** Change the indentation to match the others. (2)

7.2 Edit the table at the bottom of the document to appear as follows:

<b>EVENTS</b>	
<p><b>Blodgett</b>  <b>Blodgett Chamber Music Series: The Chiara Quartet</b>   <i>October 31, March 13, April 17 Reich, Bartok, Korngold, Berg, Schoenberg, Haydn, Mozart, Hillary Zipper, Beethoven</i></p>	<p><b>Fromm</b>                      Fromm Players at Harvard with the Manhattan Sinfonietta  <i>Friday, February 20 and Saturday, February 21</i>  <i>Works by Hitomi Kaneko, Galina Ustvolskaja, David Gompper, Arther Kampela, Marcos Baler, Luciano Berio, Lei Liang, Ivan Fedele, Philippe Leroux, Donald Martino</i></p>
<p><b>ALL EVENTS ARE FREE AND OPEN TO THE PUBLIC, AND TAKE PLACE AT 8:00 PM IN JOHN KNOWLES PAINE HALL UNLESS OTHERWISE NOTED</b></p>	

Do the following:

- Merge the first row and centre the text in this cell horizontally and vertically.
- Remove the third (blank) row.
- Change the outside borders to a double line and the inside borders to a dashed line.
- Change the font of the text in the last row to small caps. (6)

- 7.3 Locate the 'REPLY SLIP' at the end of the newsletter on page 2.
- Change the size of the 'Yes' check box form field to 10 pt.
  - Insert a text box form field next to the text 'Give us your feedback'. (2)
- 7.4 Add a footer to the document as follows:
- Enter the text 'Editor' and left align it.
  - Insert a right-aligned field which displays the last date the document was saved or modified.
  - Place a horizontal line above the text in the footer. (5)
- Save the document.
- 7.5 Continue working in the **7News\_Nuus** document.
- Use the **Clients\_Kliënte** table in the database **7Names\_Name** and prepare a mail merge as follows:
- Sort the clients in descending order according to their surnames.
  - Replace the text 'Name\_Naam' and 'Surname\_Van' at the top of the document with the fields *Name\_Naam* and *Surname\_Van*.
  - Save the document.
  - Complete the merge.
  - Save the merged document as **7Letters\_Briewe**. (5)
- Save and close all the documents. [20]

**TOTAL: 180**

## HTML TAG SHEET

Basic Tags	
Tag	Description
<body></body>	Defines the body of the web page
<body bgcolor="pink">	Sets the background colour of the web page
<body text="black">	Sets the colour of the body text
<head></head>	Contains information about the document
<html></html>	Creates an HTML document – starts and ends a web page
<title></title>	Defines a title for the document
<!-- -->	Comment
Text Tags	
Tag	Description
<h1></h1>	Creates the largest heading
<h6></h6>	Creates the smallest heading
<b></b>	Creates bold text
<i></i>	Creates italic text
<font size="3"></font>	Sets size of font, from "1" to "7"
<font color="green"></font>	Sets font colour
<font face="Times New Roman"></font>	Sets font type
Links Tags	
Tag	Description
<a href="URL"></a>	Creates a hyperlink
<a href="URL"></a>	Creates an image link
<a name="NAME"></a>	Creates a target location
<a href="#NAME"></a>	Links to a target location created somewhere else in the document
Formatting Tags	
Tag	Description
<p></p>	Creates a new paragraph
<p align="left">	Aligns a paragraph to the "left" (default), can also be "right", or "center"
 	Inserts a line break
<ol></ol>	Creates a numbered list
<ol type="A","a","I","i","1"></ol>	Defines the type of numbering used
<ul></ul>	Creates a bulleted list
<ul type="disc","square","circle"></ul>	Defines the type of bullets used

Formatting Tags continued	
Tag	Description
<li></li>	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
	Adds an image
	Aligns an image: can also be "right", "center"; "bottom", "top", "middle"
	Sets size of border around an image
	Sets the height and width of an image
	Displays alternative text when the mouse hovers over the image or when the image is not found
<hr/>	Inserts a horizontal line
<hr size="3"/>	Sets size (height) of line
<hr width="80%"/>	Sets width of line, in percentage or absolute value
<hr color="ff0000"/>	Sets the colour of the line
Table Tags	
Tag	Description
<table></table>	Creates a table
<tr></tr>	Creates a row in a table
<td></td>	Creates a cell in a table
<th></th>	Creates a table header (a cell with bold, centred text)
<table width="50">	Sets the width of the table
<table border="1">	Sets the width of the border around the table cells
<table cellpadding="1">	Sets the space between the table cells
<table cellspacing="1">	Sets the space between a cell border and its contents
<tr align="left">	Sets the alignment for cell(s) (can also be "center" or "right")
<tr valign="top">	Sets the vertical alignment for cell(s) (can also be "middle" or "bottom")
<td colspan="2">	Sets the number of columns a cell should span
<td rowspan="4">	Sets the number of rows a cell should span

**COMPUTER APPLICATIONS TECHNOLOGY P1 – 2015****180****INFORMATION SHEET** (to be completed by the candidate AFTER the 3-hour session)

CENTRE NUMBER \_\_\_\_\_

EXAMINATION NUMBER \_\_\_\_\_

WORK STATION NUMBER \_\_\_\_\_

SUITE USED

(Mark appropriate box with a cross (X))

WEB BROWSER USED

(Mark appropriate box with a cross (X))

LibreOffice 4.2 or higher	Microsoft Office 2007	Microsoft Office 2010	Microsoft Office 2013
Mozilla Firefox	Google Chrome	Internet Explorer	Other

FOLDER NAME \_\_\_\_\_

Candidate to enter the file name(s) used for each answer. Tick if saved and done.

Question number	File name	Saved (✓)	Done (✓)	Maximum Mark	Mark Achieved	Marker Initial/Code
1				31		
2				20		
3				32		
4				17		
5				41		
6				19		
7				20		
<b>TOTAL</b>				<b>180</b>		

Comment (for office/marker use only)

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