

Please turn over

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

File name: 1Top10

Total Q1: 24

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84

NSC – Marking Guidelines

[illegible]

1.9	Section break AND File path <ul style="list-style-type: none"> File path inserted in header ✓ Appears only on the last page ✓ ALT+F9: { FILENAME \p * MERGEFORMAT }	1 1		2	
	Total for QUESTION 1			[24]	

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

QUESTION 2

File name: 2Tips

Total Q2: 21

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Margins • Layout: Margins: Narrow ✓	1		1	
2.2	Page border • Width: 3 pt ✓ • Left and right side only ✓ • Page border on first page only ✓	1 1 1		3	
2.3	Hyperlink AND bookmark • Bookmark 'Contact' created at the text 'Contact form' ✓ • Hyperlink created on text 'choosing' ✓ • Hyperlink links to bookmark 'Contact' ✓ <i>ALT+F9: { HYPERLINK \ "Contact" }</i>	1 1 1		3	
2.4	Bulleted list • Changed first four numbered paragraphs to bulleted list ✓ • Symbol: ☞ Font: Webdings: Character code: 142 ✓	1 1		2	
2.5.1	Tab stops: Form field: Surname • Left tab stop OR Hanging indent: 7cm ✓	1		1	
2.5.2	Form field: Name • Text format: Uppercase ✓	1		1	
2.5.3	Form field: Contact number • Maximum length: 10 ✓	1		1	
2.5.4	Form field: Preferred time to call • Type: Date ✓ • Text format: h:mm am/pm ✓ OR h:mm:ss am/pm	1 1		2	
2.6	Shape • Left arrow shape inserted ✓ • Text: 'Choose' ✓ (appears as in screenshot) • No fill colour/white fill colour ✓	1 1 1		3	
2.7	SmartArt • Shape added: Negotiate ✓ (between Insurance & Finance) • Layout changed: Continuous block process ✓ • 3-D style: Cartoon ✓ • Right to Left selected ✓	1 1 1 1		4	
Total for QUESTION 2				[21]	

[illegible]

QUESTION 3

File name: 3CarSales

Total Q3: 17

- 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
3.1	Row 1: <ul style="list-style-type: none"> A1:J1: merged and centred ✓ Horizontal alignment: Distribute (Indent) ✓ Indent: 13 ✓ 	1 1 1		3	
3.2	Cell E3: =SMALL(C7:I7,2) <ul style="list-style-type: none"> Function: SMALL(C7:I7, ...) ✓ Value: 2 ✓ 	1 1		2	
3.3	Cell E4: =COUNTIF(J9:J20,"<15") <ul style="list-style-type: none"> Function: COUNTIF(J9:J20,...) ✓ Criteria: "<15" ✓ OR "<=14" 	1 1		2	
3.4	Cells C9:I20 Conditional formatting <ul style="list-style-type: none"> Two-colour scale applied to correct cells only ✓ Minimum colour: blue ✓ Type: Percent (both) ✓ Maximum value: 50 ✓ 	1 1 1 1		4	
3.5	Cell F23: =HLOOKUP(MAX(C7:I7),C7:I8,2,FALSE) OR =XLOOKUP(MAX(C7:I7),C7:I7,C8:I8) <ul style="list-style-type: none"> Function: HLOOKUP/XLOOKUP ✓ Lookup Value: <ul style="list-style-type: none"> Function: MAX ✓ (C7:I7) ✓ OR LARGE (C7:I7,1) Table array: C7:I8 ✓ OR A7:I8 Row number: 2 ✓ Range lookup: FALSE ✓ <p style="text-align: right;">} If XLOOKUP(...,C8:I8) Award both marks</p>	1 2 1 1 1		6	
	Total for QUESTION 3			[17]	

[illegible]

4.4	<p>Cell A11: <code>=MID(B11,0,LEN(B11))</code>: Function modified not replaced</p> <p><code>=MID(B11,FIND(",",B11)+2,LEN(B11))</code> OR <code>=MID(B11,FIND(" ",B11)+2,LEN(B11)-FIND(" ",B11)+2)</code> OR <code>=MID(B11,FIND(" ",B11)+1,LEN(B11))</code> OR <code>=MID(B11,FIND(" ",B11)+1,LEN(B11)-FIND(" ",B11))</code> OR <code>=RIGHT(B11,LEN(B11)-FIND(" ",B11))</code> OR <code>=RIGHT(B11,LEN(B11)-FIND(" ",B11)-1)</code></p> <ul style="list-style-type: none"> • Function: FIND ✓ • Find "," OR " " ✓ • Within cell: B11 ✓ • Correct initials without space ✓ 	1 1 1 1		4	
4.5	<p>Cell H10: <code>=IF(G10="Yes",SUM(E10:F10)*1.05,SUM(E10:F10))</code> OR <code>=IF(G10="Yes",SUM(E10:F10)*5%+SUM(E10:F10),SUM(E10:F10))</code> OR <code>=IF(G10="Yes",(E10+F10)*1.05,E10+F10)</code> OR <code>=IF(G10="Yes",(E10+F10)*5%+E10+F10,E10+F10)</code></p> <p>Concepts:</p> <ul style="list-style-type: none"> • Determine if extras are "Yes" • If TRUE: <ul style="list-style-type: none"> • Determine total price and interest • With a 5% added to the total • If FALSE: <ul style="list-style-type: none"> • Determine total price and interest <p>• Function: IF ✓</p> <p>• Criteria: G10="Yes" ✓</p> <p>• Output if true: <code>SUM(E10:F10)*1.05</code> ✓ OR <code>(E10+F10)*5%+E10+F10</code></p> <p>• Output if false: <code>SUM(E10:F10)</code> ✓ OR <code>E10+F10</code></p> <p>(Note to marker: Building blocks)</p>	1 1 1 1		4	

[illegible]

Chart worksheet

4.6	Chart/Graph <ul style="list-style-type: none">• Data selected: Audi ticked ✓• Y-Axis options: Display units: Thousands ✓• Column Shape: Cylinder ✓• Data Series: Fill: Vary colors by point ✓• Legend added at the bottom ✓• Major vertical gridlines added ✓			6	
		1			
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 4			[23]	

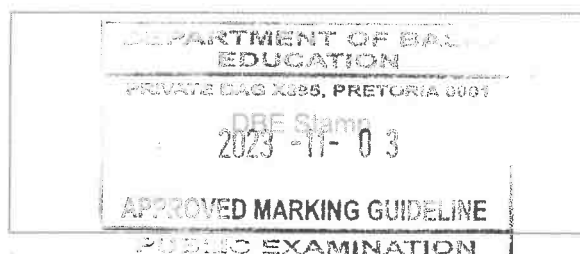
[illegible]

QUESTION 5

File name: 5Shuttle

Total Q5: 35

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: Name • Required: Yes ✓	1		1	
5.1.2	Field: StartDate • Data type: Date/Time ✓ • Format: Medium date OR dd-mmm-yy ✓	1 1		2	
5.1.3	Input Mask: Field: LicenceNo 000000>LLL9 OR >000000LLL9 • 000000 ✓ • > ✓ • LLL ✓ • 9 ✓	1 1 1 1		4	
5.1.4	Field: Rating • Default value: Blank/Empty ✓ • Validation rule: Between 1 And 5 ✓ OR >=1 And <=5 OR 1 or 2 or 3 or 4 or 5	1 1		2	
5.1.5	Field: LicenceCard • New field: <i>LicenceCard</i> inserted ✓ • Position: Between <i>Car</i> and <i>LicenceNo</i> ✓ • Data Type: OLE Object ✓ (<i>Attachment/Hyperlink</i>) • 5Card added in Datasheet View ✓	1 1 1 1		4	
Form: frm5_2					
5.2	Logo • Inserted 5Bus ✓ • As a logo ✓ in the header Field: Reason • Change to Combo box ✓ • Row Source: "Business";"Personal" ✓ • Row Source Type: Value list ✓	1 1 1 1 1		5	



EXAMINATION
NUMBER

Query: qry5_3

5.3

- Only Name, Surname and ContactNo displays ✓
- Reason criteria: "Business" ✓
KMTravel criteria: >30 ✓
- KMTravel criteria: <=10 ✓ OR <11
- AND (Business AND >30)/
OR (>30 OR <=10) logic correct ✓

Field:	[Name]	[Surname]	[ContactNo]	[Reason]	[KMTravel]
Table:	Pre-bookings	Pre-bookings	Pre-bookings	Pre-bookings	Pre-bookings
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:				Business	>30
or:					<=10

(Expected records: 19)

1
1
1
1
1
1

5

Query: qry5_4

5.4

Field: DepartDate

- Between #2023/12/01# AND #2023/12/31#
OR
>=#2023/12/01# AND <= #2023/12/31#
OR
>#2023/11/30# AND <#2024/01/01#
OR
Like "2023/12/*" OR Like */12/*
OR
>=#2023/12/01# OR >#2023/11/30#
OR
Month([DepartDate])=12

- Date range correct ✓
- Between/AND/Like/*/Month/Single criterion ✓
- Operators correct ✓

(Expected records: 9)

1
1
1

3

Query: qry5_5

5.5

New field:

Total: [KMTravel]*2*6.25

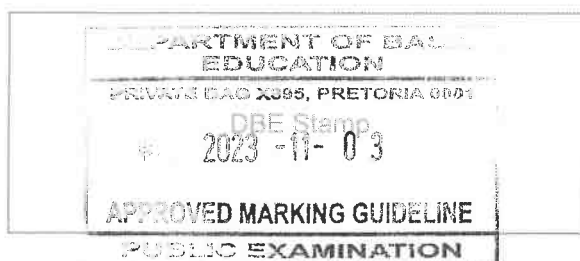
OR

Total: [KMTravel]*6.25*2

- Calculated field:
 - Total field inserted ✓
 - [KMTravel] ✓
 - *2 ✓
 - *6.25 ✓

1
1
1
1

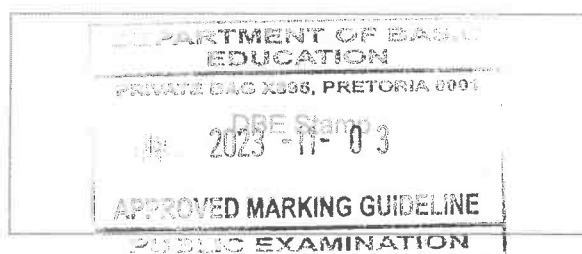
4



8

[illegible]

Report: rpt5_6					
5.6	• Group footer: Function inserted ✓	1		5	
	• Function: =COUNT(*) ✓ OR any other field name	1			
	• Page orientation: Landscape ✓	1			
	• Report exported as .pdf ✓	1			
	• File name: 5Pre-bookings ✓	1			
Total for QUESTION 5				[35]	



EXAMINATION
NUMBER

QUESTION 6

File name: 6_1Win; 6_2Opening

Total Q6: 15

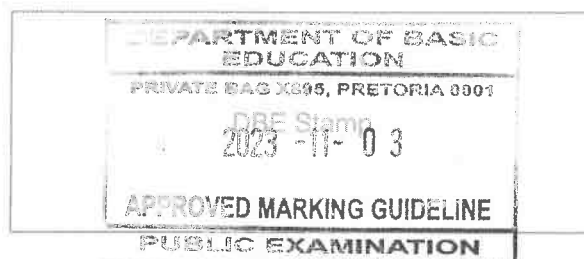
- This question should be marked from the HTML code.
- Numerical attribute values and single words do not need to be in inverted commas.

No.	Criteria	Maximum Mark		Candidate Mark
6_1Win				
6.1.1	Background colour <code><body bgcolor="LightBlue"></code> <ul style="list-style-type: none">Attribute: bgcolor inserted ✓Colour: "Lightblue" ✓	1		2
		1		
6.1.2	Image <code></code> <ul style="list-style-type: none">Attribute: Height="100" ✓Attribute: Align="Left" ✓	1		2
		1		
6.1.3	Table: Cell <code><th width="25%">Home</th></code> <ul style="list-style-type: none"><th> tag added with attribute: width="25%" ✓	1		1
6.1.4	Link <code><th width="25%">T's and C's</th></code> <ul style="list-style-type: none">Anchor tags inserted: <a> ... ✓Attribute: href="6_1Win.html" ✓	1		2
		1		
6.1.5	Ordered list <code><ol type="a"></code> <ul style="list-style-type: none"> change to ✓ (opening and closing tags)Attribute: Type="a" ✓	1		2
		1		

EXAMINATION
NUMBER

6_2Opening					
6.2	<div>...<div>①</div><pre><h1 align="center"> New branch opening soon </h1></pre><div>
</div><div>② <hr size="10" color="Orange"/></div><div>...<center> ③ ④
<table border="5"><tr> <th width="100"></div><div>... ⑤

</th></div><div>① Font type:<ul style="list-style-type: none">• Attribute: face ✓</div><div>② Horizontal line:<ul style="list-style-type: none">• Moved to appear below the heading ✓</div><div>Table:</div><div>③<ul style="list-style-type: none">• Attribute: border ✓</div><div>④<ul style="list-style-type: none">• Border size: "5" ✓ (accept size between 2 – 6)</div><div>⑤ Image:<ul style="list-style-type: none">• .gif changed to .jpg ✓</div></div>			5	
	Closing tag(s) or triangular brackets and nesting correctly used. ✓	1		1	
	Total for QUESTION 6			[15]	



EXAMINATION
NUMBER

QUESTION 7

File names: 7New; 7NewLogo; 7Bookings

Total Q7: 15

No.	Criteria	Maximum Mark	Candidate Mark
7New; 7NewLogo			
7.1	Image manipulation <ul style="list-style-type: none"> WordArt inserted: 'n time' ✓ Shuttle Image: Text wrapping changed ✓ Images and text moved in correct positions ✓ Grouped: Image moves as one object ✓ Saved as 7NewLogo image ✓ 	1 1 1 1 1	5
7Bookings			
7.2.1	Cell D8: =C8-TIME(1,30,0) OR =TIME(HOUR(C8)-1,MINUTE(C8)-30,SECOND(C8)) OR =TIME(HOUR(C8),MINUTE(C8)-90,SECOND(C8)) OR =TIME(HOUR(C8),MINUTE(C8),SECOND(C8))- TIME(1,30,0) <ul style="list-style-type: none"> Function: TIME ✓ HOUR(C8) ✓ MINUTE(C8) ✓ SECOND(C8) ✓ Subtracted: 1 hour and 30 minutes ✓ 	1 1 1 1 1	5
7.2.2	Column G: =F4-E4 OR =Days(F4,E4) OR =Days360(E4,F4) <ul style="list-style-type: none"> F4-E4 ✓ Data type: Number ✓ OR General Copied down ✓ 	1 1 1	3
7.2.3	Page setup <ul style="list-style-type: none"> Scaling: Adjust to: 70% - 85% ✓ Headings: Print: Row and column headings ✓ 	1 1	2
TOTAL for QUESTION 7			[15]
TOTAL			150