

1

MARKING GUIDELINES

	Checked
Code	

<i>QUESTION 1</i>	<i>30</i>	<i>0</i>
<i>QUESTION 2</i>	<i>15</i>	<i>0</i>
<i>QUESTION 3</i>	<i>21</i>	<i>0</i>
<i>QUESTION 4</i>	<i>19</i>	<i>0</i>
<i>QUESTION 5</i>	<i>35</i>	<i>0</i>
<i>QUESTION 6</i>	<i>15</i>	<i>0</i>
<i>QUESTION 7</i>	<i>15</i>	<i>0</i>
<i>TOTAL</i>	<i>150</i>	<i>0</i>

Blanks

Question 1: 1Brochure			MAX	30 Candid ates mark	Marker code: Date:	Sub-total	SM	CM	IM	
1.1	Page orientation	Cover page only= Landscape ✓	1				0	0	0	
	Layout	Cover page only= vertical centre . ✓	1				0	0	0	
	Page border	Cover page only ✓	1				0	0	0	
		Art palm trees ✓	1		🌴🌴🌴🌴		0	0	0	
		Width of border= 16 pt ✓	1				0	0	0	
		Margin = 10pt ✓	1				0	0	0	
	Measurement = edge of the page ✓	1			7	0	0	0		
1.2	Text	'Working on a pleasure boat' and 'Brochure' on the cover page, fill colour white. ✓	1		To check: Shift + F1	1	0	0	0	
1.3	Image	Boat icon convered to shape ✓	1		To check: Click on boat icon tab must		0	0	0	
		Shape moved to header ✓	1		format' NOT 'Graphics Format'.		0	0	0	
		Shape not on cover page (Link to previous deactivated or Different first page NOT marked) ✓	1			3	0	0	0	
1.4	Paragraph	Quote left indent 6 cm ✓	1				0	0	0	
		Text right align ✓	1				0	0	0	
		Red Box border added to paragraph ✓	1			3	0	0	0	
1.5	Footnote	Added after text 'successful career at sea' ✓	1				0	0	0	
		Boat symbol (webdings 111) as custom mark ✓	1				0	0	0	
		Text: 'Provided by SAMTRA Cruise'	1			3	0	0	0	
1.6	Widow/ Orphan	Keep with next' on heading 'Commonly Available Positions on Cruise Ships:' ✓	1			1	0	0	0	
1.7	Text to Table	All text under the heading 'Commonly Available Positions on Cruise Ships:' converted to a table with 3 columns. ✓	1				0	0	0	
	Change Case	Text in table 'Capitalize Each Word' ✓	1			2	0	0	0	
1.8	Table	Repeat Header activated ✓	1				0	0	0	
		No borders ✓	1				0	0	0	
		Table autofit to contents (when activated, no changes will take place) ✓	1					0	0	0
		Function in bottom cell ✓	1		167 answer			0	0	0
		=average (above) ✓	1					0	0	0
	No decimal places ✓	1			6	0	0	0		
1.9	Thesaurus.	Synonym of 'Concierge' in round brackers - either caretaker / custodian ✓	1		Caretaker	1	0	0	0	
1.10	Hyperlink	Added to text 'application' in the last sentence of the document. ✓	1				0	0	0	
		Link to '2Apply.doc' ✓	1			2	0	0	0	
1.11	Style	Text colour of Cruise style changed to 'dark red' ✓	1		or red	1	0	0	0	
TOTAL			30	0		30	0	0	0	

Question 2: 2Apply		MAX	15	Marker Code:	Date:	Sub-total	SM	CM	IM
			Candidates mark	Comments					
2.1	Theme	Changed to Wood Type ✓	1			1	0	0	0
2.2	Background	Formatted in light brown colour ✓	1		or brown	1	0	0	0
2.3	Alignment	First paragraph starting with 'There are hundreds ..' - strikethrough removed ✓	1				0	0	0
	Text effect	Apply Outer shadow of choice ✓	1			2	0	0	0
2.4	SmartArt	Layout changed to Horizontal Bullet List ✓	1				0	0	0
		Equalize Character Height activated for all heading (Font window, special effect) ✓	1			2	0	0	0
2.5	Tab stops	Applied to whole checklist of requirements: Right tab stop ✓	1				0	0	0
		on 14 cm ✓	1				0	0	0
		with a dotted leader ✓	1			3	0	0	0
2.6	Hidden Text	Text 'Please complete the form and return to your teacher before 30 November' below 'Application Form' not hidden. ✓	1			1	0	0	0
2.7	Form Field	Name Form Field: Maximum length = 20 ✓	1				0	0	0
		Bookmark = Name ✓	1			2	0	0	0
2.8	DropDown	Job Category options in alphabetic order (A-Z) - 'Landscaping' is before 'Sales' ✓	1			1	0	0	0
2.9	Image	Colour of QR code picture is reset to black - no recolor ✓	1		Reset/black	1	0	0	0
2.10	Convert	2Apply.doc saved as 2AppForm.pdf ✓	1			1	0	0	0
TOTAL			15	0		15	0	0	0

21

Marker Code:

Date:

Question 3: 3Cruises		MAX	21 Candid ates mark	Comments	Sub-total	SM	CM	IM
3.1	Worksheet	Renamed to Info ✓	1		1	0	0	0
	Tab	Tab colour change (any colour) ✓	1			0	0	0
3.2	Cell A1:N1	Merge and centre A1:N1 ✓	1			0	0	0
		Any dotted pattern styl Fill effect ✓	1	Any dot style		0	0	0
		Row height 90 ✓	1		3	0	0	0
3.3	Row 4	Wrap Text ✓	1		1	0	0	0
3.4		=LARGE(F5:F34,2)	1			0	0	0
		Large ✓	1			0	0	0
		(F5:F34) ✓	1			0	0	0
		2 ✓	1			0	0	0
3.5	Cell B3	=Sumif(L5:L34,"China" ✓	1	=SUMIF(K5:K34,"CH",M5:M34)		0	0	0
		M5:M34) ✓	1			0	0	0
3.6	Cell H6	=DATE(E6,RIGHT(G6,2),LEFT(G6,2))	1			0	0	0
		Date ✓	1			0	0	0
		(E6, ✓	1			0	0	0
		Right ✓	1			0	0	0
		(G6,2) ✓	1			0	0	0
		Left ✓	1			0	0	0
		(G6,2)) ✓	1		6	0	0	0
3.7	Cell N7	=IF(M7>10,"Yes","")	1	Alternative: IF(M7<=9,"Yes","")		0	0	0
		IF function ✓	1	or: IF (M7<=10,"","Yes")		0	0	0
		(M7>10, ✓	1			0	0	0
		"Yes", ✓	1			0	0	0
		"") ✓	1			0	0	0
TOTAL			21	0	11	0	0	0

Info worksheet

Marker Code: Date:

Question 4: 4List			MAX	Candidates Marks	Comments	Sub-total	SM	CM	IM
4.1	Cell J1	Appear the same as Cell A1 (picture copied) ✓	1			1	0	0	0
4.2	Cell A5	=LEFT(C5,3)&Randbetween(10,99)&Vlookup(E5,LEVEL!\$A\$2:\$B\$5,2) Concatenate or "&" used to combine characters ✓	1		Alternative: =CONCATENATE(LEFT(C5,3),RANDBETWEEN(10,99),VLOOKUP(E5,LEVEL!\$A\$1:\$B\$5,2))		0	0	0
		Randbetween ✓	1				0	0	0
		(10,99) ✓	1				0	0	0
		Vlookup ✓	1				0	0	0
		(E5, ✓	1				0	0	0
		LEVEL!\$A\$2:\$B\$5 ✓	1				0	0	0
		,2) ✓	1				7	0	0
4.3	Cell I4	'=H4+(H4*\$K\$1) H4+ ✓	1		=H4*(100+\$K\$1)/100		0	0	0
		(H4* ✓	1				0	0	0
		\$K\$1) ✓	1				0	0	0
		Absolute cell reference used correctly. ✓	1				4	0	0
4.4	Conditional formatting	Conditional formatting applied ✓	1				0	0	0
		>20000 ✓	1				0	0	0
		Font colour (any colour) ✓	1				3	0	0
4.5	Cell J3	Countifs(G4:G33,"Carnival Cruise",F4:F33,"*") G4:G33, ✓	1				0	0	0
		"Carnival Cruise" ✓	1				0	0	0
		F4:F33, ✓	1				0	0	0
		"*" ✓	1				4	0	0
TOTAL			19	0		19	0	0	0

Info worksheet

Question 5: 5SeaCruises			MAX	35 Candi dates Marks	Marker Code: Date:	Sub- total	SM	CM	IM
5.1.1	Primary Key	PassengerID field move to before Passenger name field ✓	1			1	0	0	0
5.1.2	name field	Required: Yes ✓	1			1	0	0	0
5.1.3	Surname	Surname field format: > ✓	1			1	0	0	0
5.1.4	Input mask	TravelCode field = > ✓	1				0	0	0
		LLL ✓	1				0	0	0
		@ ✓	1				0	0	0
		00 ✓	1			4	0	0	0
5.1.5	Departure Date	Between ✓	1		Alternative:		0	0	0
		date() ✓	1		>=Date() And <=#2024/07/31#		0	0	0
		and ✓	1				0	0	0
		31/07/2024 ✓	1			4	0	0	0
5.1.6	CruiseFun	Field CruiseFun inserted ✓	1				0	0	0
		Datatype: OLE-object ✓	1				0	0	0
		Datasheet view - Ivan Gerike ✓	1				0	0	0
		Object inserted - 5 Fun image ✓	1			4	0	0	0
5.2	frm5_2	Fun Image inserted ✓	1				0	0	0
		as background ✓ (On Property sheet: Form-element, Picture=5Fun.jpg)	1				0	0	0
		Date display (Textbox) in footer ✓	1				0	0	0
		= date() ✓	1			4	0	0	0
5.3	qry5_3	Criteria Harbour field Like "Hawaii*" or "Hawaii Harbour" ✓	1				0	0	0
		Criteria Total ships >= 4 ✓	1				0	0	0
		Fields display: Country, Company, Total ships (Harbour not marked at 'Show') ✓	1			3	0	0	0

5.4	qry5_4	Harbour criteria: Norwegian Cruise / Norwegian ✓	1			0	0	0	
		*✓	1			0	0	0	
		Datasheet Total: activated ✓	1			0	0	0	
		Datasheet Total: Sum Total ships ✓	1		4	0	0	0	
5.5	qry5_5	TotalBudget: ✓	1			0	0	0	
		[Total Cabins] ✓	1			0	0	0	
		*1250 ✓	1			0	0	0	
		Format of field = R (currency) ✓	1		4	0	0	0	
5.6	rpt5_6	Report created based on the tblHarbours table ✓	1			0	0	0	
		Fields display: <i>Company-, Country-, TotalShips- and TotalCabins-fields</i> ✓	1			0	0	0	
		Grouped by ' <i>Company</i> ' ✓	1			0	0	0	
		"Grouped footer" ✓	1			0	0	0	
		=SUM([TotalCabins]) ✓	1		5	0	0	0	
TOTAL			35	0		35	0	0	0

Question 6: 6CruiseShip		MAX	15 Candid ates Marks	Marker Code: Date:		SM	CM	IM
6.1	Title	<Title> Begin tag of title corrected ✓	1			0	0	0
6.2	Body text	<body text="Blue"> Text-tag inserted to change the text colour to 'blue'. ✓	1			0	0	0
6.3	Font type	 Heading text type changed ✓	1			0	0	0
6.4	Horizontal line	<hr size="5" color="DarkBlue" width="50%" /> size="5" inserted in hr-tag ✓	1			0	0	0
		color="DarkBlue", note the spelling of the colour. ✓	1			0	0	0
		width="50%" - the % sign must be added ✓	1			0	0	0
6.5	Underline	<u>information</u> both tags inserted correctly ✓	1			0	0	0
6.6	Bullet list	<ul type="square"> type of bullet changed ✓	1			0	0	0
		Closing list tag corrected after first item ✓	1			0	0	0
		Begin-tag of the second item corrected <il> to ✓	1			0	0	0
6.7	Table	<table border="2" cellpadding="5" cellspacing="3"> Border set to "2" ✓	1			0	0	0
		Cellspacing = "3" added ✓	1			0	0	0
		<th colspan="5">MOST POPULAR CRUISE LINES</th> heading row spans over 5 columns ✓	1			0	0	0
6.8	Picture	<td></td> Extension of the picture changed to 'png' ✓	1			0	0	0
6.9	Hyperlink	 Link created to the bookmark ✓	1			0	0	0
TOTAL			15	0		15	0	0

