basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2013

MEMORANDUM/MARK SHEET

MARKS: 200

FINAL MARK	
SPEED ENDORSEMENT	WPM

CENTRE NUMBER

EXAMINATION NUMBER

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	21	41	40	22	45	25	6	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/mark sheet consists of 20 pages.

EXAMINATION NUMBER													

QUESTION 1   **File name: 1Aware_Bewus**   **Total Q1: 21**

No	Criteria	Max Mark		Candidate Mark
1.1	**Paper size** • Paper size is set to A5 ✓ or any other size	1	1	
1.2	**Page orientation** • Page orientation is landscape ✓	1	1	
1.3	**Page border** • Page border appears ✓ • 3 pt ✓ shadowed ✓ page border (*Note to marker:* • *Accept if the page border obscures the table slightly.*)	1 2	3	
1.4	**Text wrapping** • Text wrapping of the layout (in the Format AutoShape dialog box) is set to 'behind text' ✓/'send behind' (MSOffice [MSO]) ('To background' – LibreOffice [LO]) (*Note to marker:* • *Accept any other valid wrapping/formatting method that displays the hidden word 'NOW'/'now' still within the starburst/explosion shape.*)	1	1	
1.5	**Grouping** • Four circles are grouped as one object ✓	1	1	
1.6	**Text box** • Text box is inserted ✓ • 2 pt ✓ dashed border line ✓ • The text 'Don't be part of the problem! Be part of the solution!' appears in the text box ✓ (*Note to marker:* • *Accept any non-solid line.* • *Do not allocate the 4th mark if the text was copied and not moved.*)	1 2 1	4	
1.7	**Font** • 'Treat others as ... when socialising online' appears in italics ✓ (*Note to marker:* • *Accept these 6 words above or whole sentence.*)	1	1	

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1.8	**Spell Checker** • Spelling error 'innaproriate' is corrected to 'inappropriate' ✓ (*Note to marker:* • *Ignore spelling of 'cyberbullied'.*)	1		1	
1.9	**Indentation** • Indent level of the bulleted list is decreased ✓ (*Note to marker:* • *Check that bulleted list is aligned against the left border of the 2nd cell in the 2nd column.* • *Check that indentation level is less than 0.63*)	1		1	
1.10	**Column** • Table has a third column ✓ • Heading 'What do you ... being bullied online?' appears in heading/first row of the third column ✓ • Text 'Don't forward messages...' to '... report the bullying.' appears in the second row of the third column ✓ (*Note to marker:* • *Ignore if third column is not bulleted.*)	1 1 1		3	
1.11	**Table** • Table is resized to fit across the page ✓ (*Note to marker:* • *Ignore second empty/blank page.*)	1		1	
1.12	**Cell alignment** • Cell alignment of the first row of the table is set to Align Centre ✓ (vertically and horizontally centred)	1		1	
1.13	**Hyperlink** • Hyperlink inserted on text which links to the website ✓ • Screen tip (MSO) 'Internet search' added to the hyperlink ✓/'Mouse over Object' (LO) (*Note to marker:* • *Ignore spelling errors in screen tip and URL.* • *Open the footer to see the screen tip - mouse-over to see the screen tip* • *LibreOffice: Hyperlink should appear as 'Internet Search' linking to the given web address.*)	1 1		2	
	Total for QUESTION 1			**[21]**	

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QUESTION 2   **File name: 2Bully_Boelie**   **Total Q2: 41**

No	Criteria	Max Mark		Candidate Mark
2.1	**Margins** • Bottom page margin set to 2 cm ✓ (*Note to marker:* • *Ignore all other margins.*)	1	1	
2.2	**WordArt/Fontwork** • 'Cyberbullying' placed in WordArt/Fontwork ✓ textured fill ✓ *(Note to marker:* • *MSO 2010 – Accept texture as a background fill.* • *LibreOffice – 'n Bitmap texture is used.)*	1 1	2	
2.3	**Find and Replace** • All occurrences of 'cyber bullying' replaced with 'cyberbullying' ✓ *(Note to marker:* • *Find 'cyber bullying' (as two words) to check a nil return.)*	1	1	

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2.4	**Table of Contents**			5	
	• Automatic Table of Contents inserted ✓	1			
	• 2 levels of headings appear ✓ (Heading 1 and Heading 2)	1			
	• Page numbers ✓ with no tab leader ✓ appear	2			
	• No Hyperlinks ✓ appear	1			

(Note to marker:
* *Check in the Available Styles in the TOC options that only Heading 1 and Heading 2 are selected.*
* *Ignore if the text <Insert table of contents here> still appears.*
* *Accept with or without the words 'Contents' or 'Table of Contents' and*
* *Accept TOC anywhere in the document.*
* *LibreOffice users need to apply a Table of Contents style such as Contents 1 or Index.)*

2.5	**Paragraph borders and shading**			3	
	• 1½ pt ✓shadowed border ✓	2			
	• Greenish shading ✓(highlight)	1			
	(Note to marker:				
	* *Mark in the formatting pane.)*				

2.6	**Shapes**			6	
	• Rounded rectangular callout shape is inserted ✓	1			
	• The shape must be exactly 2 cm high ✓ and 10 cm wide ✓	1 1			
	• The text 'Stand up and speak out!' appears inside the shape ✓	1			
	• The text must be Arial Black ✓ 16 pt ✓	2			
	(Note to marker:				
	* *Ignore text alignment.*				
	* *Ignore if the original text still appears.*				
	* *Ignore spelling errors.)*				

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2.7	**Watermark** • Section break inserted/different first page✓ • The section break in the header is unlinked to the previous section/watermark appears from page 2 onwards ✓ • **2Logo_Logo** used as a watermark ✓	1 1 1		3	
2.8.1	**Justification** • Body text is fully justified ✓ *(Note to marker:* • *Allocate this mark if all or some of the body text 'Cyberbullying is ...' to '... consider suicide' is fully justified.)*	1		1	
2.8.2	**Columns** • All text 'Interpretation: Cyberbullying is ...' to '... consider suicide' ✓ appears in 2 equal columns ✓ • Spacing between columns is set to 0.5 cm ✓/14 pt	2 1		3	
2.9	**Drop Cap** • Drop Cap effect is applied to 'I' ✓ of 'Interpretation' at top of page 3 • Over 4 lines ✓ • 0.5 cm/14 pt from text ✓ (*Note to marker:* • *Accept position of Drop Cap as Dropped or In margin.*)	1 1 1		3	
2.10	**Page numbering** • Automatic page numbering has been inserted ✓ (in any format) • In the footer of the document ✓ • First page is not numbered ✓ • Second page starts at number 1 ✓	1 1 1 1		4	
2.11	**Paragraph spacing of paragraph under the sub-heading 'Cyberbullying can take many forms:'** • Paragraph spacing set to <u>10 pt/0.35 cm before</u> ✓ • Line spacing is set to <u>exactly</u> ✓ <u>26 pt/0.92 cm</u> ✓	1 2		3	

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2.12	**Bookmark** • Bookmark **Stats** links to text 'How do I deal with it?' ✓ *(Note to marker:* • *Click on bookmark and Go To to check that* **Stats** *bookmark link works.* • *Accept: Bookmark inserted on all or part of the text.)*	1		1	
2.13	**Endnote** • Endnote ✓ set on main heading of 'CyberBullying Statistics' ✓ • The web address is used as the text ✓ (*mouse-over*) • Text of the website does not appear twice in the document ✓	1 1 1 1		4	
2.14	**Bullets** • Bullets changed to Webdings #151 (MSO) or U+F097 (LO): ✊ symbol ✓	1		1	
	Total for QUESTION 2			**[41]**	

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QUESTION 3   File name: 3Schools_Skole   Total Q3: 40

- *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	**Sheet1 deleted**			1	
	• Sheet1 has been deleted/does not appear ✓	1			
Policy_Beleid worksheet					
3.2.1	**Cell colour**			1	
	• Merged cells A1:H1 filled with a reddish colour ✓	1			
3.2.2	**Merge**			1	
	• Cells A2:H2 merged ✓	1			
	(*Note to marker:*				
	• *Accept if cells A1: H2 are merged.*)				
3.2.3	**Font colour (Row 2)**			2	
	• Font colour of the merged cells A2:H2 is white ✓	1			
	• Heading is left aligned ✓	1			
3.2.4	**Cell border (Cells A1:H2)**			3	
	• Double line ✓	1			
	• Outside border only ✓	1			
	• <u>Around</u> cells A1:H2 ✓	1			
	(*Note to marker:*				
	• *Do not allocate the mark for the outside border if inside borders between cells are visible.*				
	• *LO: check settings or enlarge the screen view.*)				
3.2.5	**Column width**			1	
	• Column F is 8 or 61 pixels wide ✓ /1.6 cm (Calc)	1			
3.3	**Cell G4** **=2013 – D4**			2	
	• Correct cells ✓	1			
	• Subtraction sign ✓	1			
	(*Note to marker:*				
	• *Also accept:* **=2013 – D4 + 1**)				
	• *Also accept* =**E4–D4** (*Accept with/without absolute referencing*)				

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3.4	**Cell H4 = IF(F4="Yes","*","")** or **Cell H4 = IF(F4<>"Yes","","*")** or **Cell H4 = IF(F4>="Yes","*","")** or **Cell H4 = IF(F4>"Yes","","*")** or **Cell H4 = IF(F4="No","","*")** • Condition F4 = "Yes" ✓ • True value "*" ✓ • False value "" ✓ *(Note to marker:* • *Accept if a space was added for a blank cell.)*	1 1 1		3	
3.5	**Columns hidden** • Columns I and J hidden ✓	1		1	
3.6	**Cell M4 = ROUND(AVERAGE(G4:G51),1)** • Function ROUND ✓ • Function AVERAGE ✓ • Correct range (G4:G51) ✓ • Number of digits rounded to (1) ✓	1 1 1 1		4	
3.7	**Cell M6 = COUNTA(A4:A51)** or **Cell M6 = COUNTA(B4:B51)** or **Cell M6 = COUNTA(C4:C51)** or **Cell M6 = COUNT(I4:I51)** or **Cell M6 = COUNT(J4:J51)** • Function COUNTA ✓ or COUNT • Correct range ✓	1 1		2	

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3.8	**Cell M8** **= COUNTIF(F4:F51,"Yes")** or **= COUNTIF(C4:C51,"Yes")** or **= COUNTIF(H4:H51,"*")** or **= COUNTA(H4:H51)** *(Award 3 marks)* or **= COUNTIFS(C4:C51,"Yes", F4:F51, "Yes")** • Function ✓ • Correct range ✓ • Correct criteria ✓ (*Note to marker:* • *Award only 2 marks if candidates did not use a function but the formula =M6 – M7.*)	 1 1 1		3	
3.9	**Chart/Graph (Source: Cells L1:M2)** • 3-D bevel/realistic format (on chart/chart area, top/bottom) ✓ Doughnut chart/graph created ✓ placed across cells K15:N30 ✓ • Heading appears above the chart/graph ✓ • Doughnut hole is approximately 20% (MSO) ✓ /Object borders are applied in 3-D view (LO) (*Note to marker: Check the Format Selection in MSO to mark the Doughnut Hole Size.*) • Category names appear as labels (legend) in segments of chart/graph ✓	 2 1 1 1 1		6	
Newest_Nuutste worksheet					
3.10	**Cell K1** = Hoërskool Superior ✓ (*Note to marker:* • *Accept anywhere in column K.*)	1		1	
Codes_Kodes worksheet					
3.11	**Cell C4 = LEFT(A4,2)** or **Cell C4 = MID(A4,1,2)** • Function LEFT ✓ • Cell A4 and 2 characters ✓	 1 1		2	

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3.12	**Cell D4 = MID(B4,3,2)** • Function MID ✓ • Correct cell B4 ✓ • Start at character 3 ✓ and copy 2 characters ✓	1 1 2		4	
3.13	**Cell G5 = UPPER(CONCATENATE(C5,D5,E5))** • Function UPPER ✓ • Function CONCATENATE ✓ OR & between elements • Correct cells: C5,D5,E5 ✓	1 1 1		3	
	Total for QUESTION 3			**[40]**	

EXAMINATION NUMBER													

QUESTION 4   **File name: 4Report_Aanmeld**   **Total Q4: 22**

- *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
Learners_Leerders worksheet					
4.1	**Tab colour** Tab colour applied to **Learners_Leerders** worksheet ✓ (other than the default)		1	1	
4.2	**Conditional formatting: Column G** • Conditional formatting applied ✓ • To cells containing the text 'Y' ✓ • Light greyish fill colour ✓ • Greenish border ✓	1 1 1 1		4	
4.3	**Nested IF in cell E2** **= IF(D2>17,"C",IF(D2 < 15,"A","B"))** or **=IF(AND(D2>=15,D2<=17),"B",IF(D2<15,"A","C"))** • Condition: D2<15 is in group A✓ • Condition: D2>17 or >=17 is in group C ✓ • Condition: all others (15, 16 or 17) are in group B ✓ • Nested IF-construct is correctly used ✓	1 1 1 1		4	
4.4	**VLOOKUP** **Cell J2 =VLOOKUP(H2,Data_Data!$A$4:$F$51,6)** • LOOKUP Value: H2 ✓ • Table array: Data_Data!A4:F51 ✓ • Column index number: 6 ✓ *(Note to marker:* • *Can ignore range lookup or ignore if False value has been added.* • *Do not penalise if absolute cell addressing has not been used.* • *Accept if heading was included in range, i.e. A3.)*	1 1 1		3	

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4.5	**Cell M4** **= M3/M2*100** or **= M3/M2%** or **= M3/M2 and then format as %** • Correct cells (M3 and M2) ✓ • Division sign ✓ • Multiplied by 100 ✓/percentage symbol appears • Cell <u>only</u> formatted to show one decimal place ✓ *(Note to marker:* • *Do not allocate mark if the ROUND function was used.* • *Accept if candidate calculated two percentages and added together to get an answer of 97%)*	1 1 1 1		4	
4.6	**Chart/Graph** • The chart/graph is a column chart ✓ • The value of the data labels appear at the top ✓ of the <u>'Reported Aangemeld' column</u> only ✓ • The major unit on the Y-axis is 9 units ✓ • The Y-axis title reads from top to bottom ✓ • The longest column has a gradient fill ✓	1 1 1 1 1 1		6	
	Total for QUESTION 4			**[22]**	

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EXAMINATION
NUMBER      [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]
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QUESTION 5   **File name: 5Cyber_Kuber**   **Total Q5: 45**

No	Criteria	Max Mark		Candidate Mark
Table: 51School_Skool				
5.1.1	**Field: *Schoolnum_Skoolnom*** • Required/Entry required property is set to "Yes" ✓ *(Note to marker: Do not accept Primary Key.)*	1	1	
5.1.2	**New field** • *Visit_Besoek* field inserted ✓ • After the *Province_Provinsie* field ✓ • Data type changed to Date/Time ✓ • Date/Time format changed to Long Date format ✓	1 1 1 1	4	
5.1.3	**Field: *NumLearners_GetalLeerders*** • **Validation Rule** >249 ✓ and ✓ <2501✓ OR >=250 and <=2500 or Between 250 and 2500 (*one mark for 'between', one mark for 'and' and one mark for upper and lower boundaries*) • **Validation text** Enter a number from 250 to 2500 ✓ *(Note to marker:* • *Accept any suitable message that contains the bounds for the number to be entered.)* **LibreOffice**: *Mark allocation shown as ☑* • NumLearners → Form control → Data → Filter Filter ☑ Condition 1 >=250 ☑ Condition 2 <=2500 ☑ NumLearners → Control Help text: Enter a number between 250 and 2500 ☑ *(Note to marker: Accept any suitable message that contains the bounds for the number to be entered.)*	3 1	4	
5.1.4	**Field size/type: *Ratio_Verhouding*** • Double ✓ • Decimal places set to 1✓	1 1	2	

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Query: Qry52					
5.2	• Query exists and is based on **52Type_Tipe** table ✓ • **Criterion**: *Reported_Aangemeld* field: Is Null ✓ *(Expect 15 records)*	1 1		2	
Query: Qry53					
5.3	• Displays only *Name_Naam, Surname_Van* and *Grade_Graad* fields ✓ **Criteria**: • *Gender_Geslag* field : F ✓ • *Grade_Graad* field : 11 or ✓12 • *Rumours_Gerugte* field: Yes ✓ or True (*Note to marker: With reference to the 3ʳᵈ bullet also accept >=11; >10; >=11 and <=12, etc.*) *(Expect 11 records)*	1 1 1 1		4	
Query: Qry54					
5.4	• Calculated field caption/alias is *Calc54* ✓ • *Grade_Graad* field sorted ✓ • Descending ✓ • Totals shown✓ (results displayed) • Per Grade ✓	1 1 1 1 1		5	
Form: frmType_Tipe					
5.5	• Form background changed to a reddish colour ✓ • Heading/text box is centred ✓ • Border around the heading is a solid line ✓ • Combo box/Drop down list added ✓ *(Not a list box)* • M and F appear in the list ✓ • Image moved to form footer ✓/bottom (LibreOffice) (*Note to marker:* • *Accept if only one section of the background has a reddish colour.* • *Do not accept if the edit box is appears together with the drop down list/combo box.*)	1 1 1 1 1 1		6	

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Report: MyReport					
5.6	• Report called **MyReport** is created ✓ • Report is based on **Qry56** ✓ • Report shows only *Name_Naam* and *Surname_Van* fields ✓ *(Accept with Grade_Graad field showing.)* • Report grouped/sorted according to the *Grade_Graad* field ✓ • The heading 'Bullying' ✓ appears	1 1 1 1 1		5	
Report: rptType_Tipe					

5.7	• *StatsID_StatsID* field deleted ✓
	• Page orientation changed to landscape ✓
	• 'Name_Naam' heading resized to display all text ✓
	• *Name_Naam* field resized to display all text ✓
	
	• In group footer ✓ or group header
	  = sum ✓ ([Rumours_Gerugte]) ✓
	
	(Note to marker:
	• *Expected answer for the first group = 6.*
	• *Ignore a negative answer.)*
	
	• In report footer ✓
	  Function: Count ✓
	  Field: [Reported_Aangemeld])✓
	
	• Examination number appears in a label✓ in the page footer ✓
	
	(*Note to marker:*
	• *Accept if the header StatsID_StatsID remains.)*
		1
		1
		1
		1
		
		1
		2
		
		1
		1
		1
		
		1
		1
				12	

	Total for QUESTION 5			**[45]**	

EXAMINATION NUMBER													

QUESTION 6   **File names: 6Data_Data, 6Statistics_Statistiek, 6Spreadsheet_Sigblad, 6Ready_Gereed, 6Merge_Saamvoeg**

Total Q6: 25

No	Criteria	Max Mark			Candidate Mark
6Data_Data document					
6.1	**Numbered list** • Items below the question appear as an automatic numbered list, i.e. numbers 1 to 4 ✓ (*Note to marker:* • *Accept numbering in any format with or without a full stop or bracket.*)	1		1	
6.2	**Field: *Age_Ouderdom*** • Text form field control inserted ✓ • Next to/in line with *Age_Ouderdom* field ✓ • Data type set to number ✓	1 1 1		3	
6.3	**Drop-down field control: *Gender_Geslag*** • 'Select one_Kies een' added as an additional option ✓ • Appears as the default (first) option ✓	1 1		2	
6.4	**Tab setting** • Left tab is set at 8 cm ✓ • Form fields, drop-down items and check boxes are all aligned ✓ at the tab setting	1 1		2	
6.5	**Alignment of the shape** • Shape appears at the top of the page✓	1		1	
6.6	**Date and Time field** • Date and time field added ✓ (Accept any date/time format) • At the bottom of the document/in a footer ✓	1 1		2	

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6Ready_Gereed/6Merge_Saamvoeg					
6.7	**Merge** • *Name_Naam* and *Surname_Van* fields appear ✓ • Name and surname fields right aligned ✓ with a letter space between ✓ • *Reported_Aangemeld* field filter is equal to *Parents_Ouers* ✓ • *Grade_Graad* field filter is equal to 10 ✓ • *Gender_Geslag* field filter is equal to M ✓ • Merge completed ✓ **(6Merge_Saamvoeg)** ![Data Source table showing StasID_StatsID, Name_Naam, Surname_Van, Gender_Geslag columns with rows FBAR Masemola Barkhuizen M, MFOX Chris Fox M, MSAF2 Babalwa Safiyyah M]	1 1 1 1 1 1 1		7	
6Statistics_Statistiek					
6.8.1	• **Bullying Statistics** and **Cyberbullying Statistics** appears as two tables ✓ (*Note to marker: The second table could appear on the second page.*)	1		1	
6Spreadsheet_Sigblad					
6.8.2	• **6Spreadsheet_Sigblad** contains the **Bullying Statistics** table ✓ • Pasted as a link ✓(Red font changes from Q6.8.3 reflect/updated in **6Spreadsheet_Sigblad**) (*Note to marker:* • *Allocate the mark only if any one complete table appears.* • *Click on File to check the Paste links.*)	1 1		2	
6Statistics_Statistiek and **6Spreadsheet_Sigblad**					
6.8.3	• The non-percentage data appears in a red font ✓ in the **6Statistics_Statistiek** document.	1		1	

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6.8.4	• Table with primary school statistics appears ✓ in **6Statistics_Statistiek** (*Accept 1 or 2 primary schools*)	1		3	
	• Table heading 'Primary Schools' ✓ appears in the table	1			
	• Table appears✓ (embedded/linked) in **Sheet2** in **6Spreadsheet_Sigblad**	1			
	(*Note to marker:*				
	• *Allocate the 3rd mark irrespective of the heading appearing or not.*)				
	Total for QUESTION 6			**[25]**	

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QUESTION 7 **File names: 7Age_Ouderdom, 7Count_Telling,** and **Exam_Eksamen** folder

Total Q7: 6

No	Criteria	Max Mark		Candidate Mark
7.1	• The folder called **Exam_Eksamen** ✓ appears (*Note to marker:* • *Do not allocate the mark if* ***MyFolder_MyLeergids*** *still appears.* • *Accept if only* ***Exam*** *or* ***Eksamen*** *or their* ***examination number*** *was used to rename the folder.*)	1		1
7.2	(*Note to marker: Ignore this question.*)			
7Count_Telling document				
7.3	• Doc2_Dok2 ✓ • Size on disk: 188 ✓ KB ✓/192 512 bytes (*Note to marker:* • *Check the size on disk on the candidate's actual file.*)	1 2		3
7.4.1	• Word 'bully' in all word forms is highlighted (in any colour) ✓	1		1
7.4.2	• 53 times ✓	1		1
	Total for QUESTION 7		**[6]**	
		GRAND TOTAL	**[200]**	