



Confidential

MARK SCHEME

(5924/2)

MARKS:80

Task 1 - Spreadsheet

- 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 or cells as 'building blocks' to answers.
- Named ranges can be used instead of cell references.
- Any function that works consistently for the data should be accepted.

No	Criteria	Maximum Mark		Candidate Mark
1	Range A1:M1: <ul style="list-style-type: none"> • Merge and centre applied to text in range A1:M1 	1		
2	Cell G2: <ul style="list-style-type: none"> • =TODAY() OR NOW() 	1		
3	Cell B3: =COUNTA(B5:B25) OR =COUNTIF(B5:B25,"*") <ul style="list-style-type: none"> • COUNTA/COUNTIF function • Range: (B5:B25) (Note to marker: Accept COUNTA function on columns C, D, E, F, G, I or L OR COUNT function on columns D, E, F, G or I.)	1 1	2	
4	Cell A5: =UPPER(B5) <ul style="list-style-type: none"> • UPPER function • Cell (B5) 	1 1	2	
5	Column G: <ul style="list-style-type: none"> • Format changed to yyyy-mm-dd (Note to marker: Accept if just cell G5 formatted.) 	1	1	
6	Cell H5: =CONCATENATE("011",I5) OR ="011"& I5 <ul style="list-style-type: none"> • CONCATENATE function OR & • "011" • I5 	1 1 1	3	
7	Cell K5: =IF(J5="", "Yes", "No") OR =IF(ISBLANK(J5), "Yes", "No") OR =IF(J5<> "", "No", "Yes") OR =IF(COUNTA(J5)=0, "Yes", "No") OR =IF(LEN(J5)=0, "Yes", "No")			5

	<ul style="list-style-type: none"> • If • J5 is "blank" • If cellphone is not available: "Yes" • If cellphone is available: "No" • Function copied to cells K6:K25 <p>(Note to marker: Accept any suitable variations and if "Y" and "N" used instead of "Yes" or "No".)</p>	1 1 1 1 1		
8	Hide column C and D	1	1	
9	Print: Showing formulas in a single page wide Row and column headings Candidate details in the footer Landscape orientation	1 1 1 1	4	
	SUBTOTAL	20		

Task 2 - Database

No	Criteria	Maximum Mark		Candidate Mark
12	<ul style="list-style-type: none"> • Displays all 12 fields from Learners table • Background colour of the data in the Surname field appears as reddish • Combo box/List box added in details section • Row source based on Gender field <ul style="list-style-type: none"> ○ Row source: SELECT ○ [Learners].[Gender] FROM Learners; • Label 'Select your Gender' added <p>(Notes to marker: <ul style="list-style-type: none"> • Mark from Form view. • Do not allocate fifth mark if selected record does not display. • Accept any line inserted anywhere in form footer.) </p>	1 1 1 1 1 1 1	7	
13	<ul style="list-style-type: none"> • Fields displayed: Title, Artist, Year and Genre • Year criteria: 1996 • Genre criteria: 'DANCE' • Title field sorted descending <p>(Note to marker: 1 record expected.)</p>	1 1 1 1	4	
14	<ul style="list-style-type: none"> • Cost field added <ul style="list-style-type: none"> ○ and format set to any currency 	1 1	5	

	<ul style="list-style-type: none"> Calculated field added: Inc: [Cost] 2 award two marks if *2 is omitted OR Inc: [Cost]+[Cost] 	3		
15	<ul style="list-style-type: none"> Total row displayed Grouped by Genre Cost field: Total property set to Sum <p>Note to marker: 3 records for three genres expected.)</p>	1 1 1	3	
16	<p>Address field criteria: Like "13 *Crescent"</p> <ul style="list-style-type: none"> 13 Compulsory space after 13 *Crescent/*Cre* <p>(Note to marker: 3 records expected. Accept any alternative method.)</p>	1 1 1	3	
17	<ul style="list-style-type: none"> Report display fields: Artist, Title, Year, Cost and Genre Report grouped according to Year field Sorted in ascending order of Artist field Report heading changed to Name and candidate number Function in Year footer: =SUM([Cost]) and suitable label added Function in report footer: =MAX([Cost]) <p>(Note to marker: Do not penalise if label in the report footer is not given or not suitable.)</p>	1 1 1 1 1 2 1 1	9	
	subtotal		31	

Task 3 – Document Production

No.	Criteria	Maximum Mark		Candidate Mark
20	Header Insert candidate details	1	1	
21	Footer <ul style="list-style-type: none"> Automated Filename with path, Left aligned Page number, right aligned 	2 1	3	
22	Picture <ul style="list-style-type: none"> Picture added to first page Correct picture 1Music added Picture wrapping/alignment changed to appear at top right-hand corner of page 	1 1 1	3	
23	Text box <ul style="list-style-type: none"> Text box added bottom left to the first page 'Elvis High School' added as text to the text box Border =6point 	1 1 1	3	
24	Styles <ul style="list-style-type: none"> New style 'Music' created Font size formatted to 48 pt Text centred 	1 1 1	3	
25	Page Border <ul style="list-style-type: none"> Any page border added First page only 	1 1	2	
26	Watermark <ul style="list-style-type: none"> Watermark text: 'First Draft' added Watermark text added only to first page <p>Note to marker: (Do not accept if 'Different First Page' has been selected and watermark has not been deleted from second page.)</p>	1 1	2	
27	Comment <ul style="list-style-type: none"> Comment deleted 	1	1	
28	Text Effect <ul style="list-style-type: none"> Font colour orange gradient text fill effect applied to heading 'The Effect Music Has On Me' Double underline and right align heading <p>(Notes to marker: <ul style="list-style-type: none"> Allocate first mark if font colour was changed. Mark from dialogue box.) </p>	2 2	4	
29	Dropped Cap <ul style="list-style-type: none"> Dropped cap effect applied to the 'M' of 'Music' Over 2 lines 2 cm away from text 	1 1 1	3	
30	Line Spacing			

	<ul style="list-style-type: none"> Second paragraph line spacing set to 'Multiple 1.15' 	1	1	
31	Endnote <ul style="list-style-type: none"> Endnote inserted on text 'Rap and Rock' Appears in capital Roman number format 'I' Text entered in endnote ('Adapted from an article by S Mariam') 	1 1 1	3	
Subtotal			29	
TOTAL			80	

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