

GENERAL

All educators did not follow the instructions given in preparing for the examination and/or the general instructions that accompanied the memorandum.

Data is not saved to a database if the "Read Only" property is not removed.

Candidates were disadvantaged when the educator who was responsible for preparing the data files for the examination did not do this beforehand.

QUESTION 1

The question was answered well except for the properties of the files that had to be changed and/or utilised.

QUESTION 2

The use of tab stops needs attention.

Many candidates were confused by the measurements given in centimetres and inches. In future all measurements will be given in centimetres only as it can be expected of candidates to change the settings in Word or at the regional settings from inches to centimetres.

Some candidates can still not insert columns within existing text.

QUESTION 3

A number of candidates lost marks in merging cells in question 3.1 because they did not follow the instructions.

Paste special that was required in question 3.7 needs attention.

QUESTION 4

Candidates did not know how to use the field "Part time" in question 4.4 without displaying it in the query.

QUESTION 5

Candidates must be able to merge data from Word tables, spreadsheets and databases into Word documents. Many of them did not know of the "merge to a new document" feature in Word.

QUESTION 6

Naming ranges require attention.

In using the VLookup function, candidates must know that the formula must end with FALSE if the data in the lookup table is not sorted at all or if it is not sorted in ascending order. When a range name is not used in the formula one should make use of absolute cell references.

The Concatenate function caused problems when spaces and/or words must have been inserted between cell references.

QUESTION 7

Update and calculation queries (question 7.2) needs attention.

Many candidates could not calculate the average required in question 7.4.

It must be noted that the calculation of an average like this will be inserted in the group footer if required for each group and in the report footer if required at the end of the report.

Question 8 and 9

Only a few candidates attempted these questions as they were meant only for candidates who studied programming.

QUESTION 8

This question was answered well. The logical part (1 mark) was a problem for most of the candidates.

QUESTION 9

Residences/Koshuise: This class was completed with success by most of the candidates. They knew how to create set and get methods.

Use Residences/Use Koshuise: Not many of the candidates knew how to complete this class. The use of objects and how to set and get the attributes of the objects was not clear to most of the candidates.