

It is important to make sure that each candidate's work is saved properly on the CD. The name of the folder must be the examination number of the candidate, e.g. 1060044070135/Question 1, etc. It causes a lot of problems during the marking process when you have, e.g. Exam2324\10600440707135/Question 1.

QUESTION 1, 2:

These questions were answered properly.
When renaming the file, some candidates renamed the file to letter. Doc.doc.
Accuracy was the only problem with these questions.

QUESTION 3:

It is important that candidates should use absolute cell references and the benefits of it must be taught.

QUESTION 4:

The sorting of the table was poorly answered.
Learners should be taught to set validation rules and validation text properly. It is important to give an appropriate error message in such a way to inform the user on what he/she is required to enter, e.g. "Either HM, SM, MM or FM". Not many candidates know that they should use "is null" for the criteria in question 4.6.

QUESTION 5

A substantial number of candidates could not do the insert word field function, of the mail merging.