

- **Question 1 10 marks**

Some of the candidates did not know how to change the author of the file. The candidates did very well in this question.

- **Question 2 15 marks**

Some of the candidates used a footnote instead of an endnote. It is important to teach the candidates to be precise in answering questions. Many marks were lost because of carelessness.

It is important to set the measurement units of the computer to centimetres. If the question requires it, set the indents at 1.5 cm.

- **Question 3 15 marks**

Candidates answered the questions on the formatting of the spreadsheet very well, except for the setting of the background of the comment. Problems occurred when candidates had to do calculations, such as in Question 3.6.

This aspect of the syllabus needs to be practised more often.

The candidates did not realise that all three columns must be selected to be able to sort data in Excel.

Except for the calculation and sorting, the candidates did well in this question.

- **Question 4 15 marks**

Candidates did not do well in Questions 4.2 and 4.3. They were confused about what operator to use for smaller (<) and larger (>) than. They did not realise that between 0 and 45 includes 0 and 45.

It is important to teach the learners when creating a query that the criteria will work on any set of data.

The criteria on the location field must be set to *Mpumalanga*.

"Mpumalanga" alone will select trees occurring only in Mpumalanga.

- **Question 5 15 marks**

The candidates created the table by copying the data into a new table, instead of using the function, *convert text to table*, with the delimiter as the colon (:) character.

- **Question 6 15 marks**

Problems were encountered in the calculation of the purchase price. Some candidates used SUM for every function.

The question on the text manipulation was answered much better than it was last year.

Candidates struggled with Question 6.3, where they had to use **Formula is** instead of **Cell value is**.

The IF-function in Question 6.5 could have been used by either using an OR function, or by using a nested IF function. Very few candidates attempted this question.

The Vlookup function caused problems.

- **Question 7 15 marks**

A significant number of candidates remembered to extract the alien plants in Question 7.2 by using the wildcard character, e.g. X*. Only a few candidates managed to set the update field to * + [family name].

Some candidates did not attempt Questions 7.3 and 7.4

Although the majority of candidates did the report and selected the correct fields in Question 7.5, only a minority of candidates realised that they can use a query to extract the trees taller than 8 metres, and then base the report on this query.

- **Question 8 & 9 (Java) 45 marks**

Of the 3680 candidates, only 6 candidates attempted the Java questions. Apart from one candidate, the rest did not do well in these questions.