

QUESTION 1

This question was answered reasonably well. Most candidates could not cope with Question 1.4.

The examiners must bear the security settings of the computer in mind when setting the question paper.

The same outcomes could have been achieved by NOT using so many files in this question. It is difficult for the marker and candidates to get used to the files.

Some candidates encrypted the file instead of creating a password. That led to the encryption of the folder and some candidates lost their work.

QUESTION 2

Question 2 was answered reasonably well. Most candidates are capable of using the word processor.

In question 2.1 the candidate set the font at Arial 11, but, on by adding some text to the document later on, the whole document was not formatted correctly. The candidate then lost marks for not formatting the whole document. A solution would be to set the formatting for every paragraph and give an indication of the beginning and the end of every paragraph. A mark should then also be allocated on the marking memorandum for selecting the correct paragraph.

QUESTION 3

Question 3.2.2 was poorly answered because most candidates were taught that numbering from 1.1 to 1.11 is normally used for the second level of outline numbering. In this case 1 to 11 was the first level of numbering. The candidates had to spend a lot of time on this question and so it should have been worth more than the mere 3 marks allocated to it.

QUESTION 4

Except for questions 4.4, 4.5 and 4.6, the rest of the question were answered well.

In question 4.4, candidates were not told that a function needs to be used to round off the number. The majority of candidates provided only the average.

The candidates had not received proper training in the functions of the spreadsheet.

QUESTION 5

Candidates had difficulty in answering questions on the functions and formulas in this question, possibly because, once again, teachers do not know how to teach them. This question was not well answered.

QUESTION 6

Question 6 was not well answered.

The candidates had to create a new database and work with an existing database, involving various queries, tables, reports and forms. The creation of a new database gave the candidates problems because of the security settings in the different centres. Most candidates created a table in the existing database.

It is important that all the files concerning a specific question are in a separate folder. This will help the candidate to save properly and to find the files more quickly. It will also help the marker.

Some centres did not even attempt the database question.

QUESTION 7

Candidates obtained more marks for question 7 than they did for the previous 2 questions. The reason for that is that question 7 did have some word processing questions.