



# basic education

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

## NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2017

MEMORANDUM/MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER																			
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FINAL MARK	
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EXAMINATION NUMBER																				
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	37	17	38	17	37	19	15	180
MARKER								
SM								
CM								
IM/EM								

This memorandum/marking guideline consists of 14 pages.

EXAMINATION NUMBER															

**IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE AN IMPACT ON THE ANSWER.**

**QUESTION 1**

File name: 1Areas

Total Q1: 37

No	Criteria	Maximum Mark			Candidate Mark
1.1.1	<b>Abstract</b> • Language set to ONLY English (South Africa) ✓	1		1	
1.1.2	<b>Abstract alignment</b> • Text of abstract justified ✓	1		1	
1.2	<b>Image</b> • Image cropped to any shape ✓ • Sharpness set to 50% or any other % besides 0% ✓	1 1		2	
1.3	<b>Subtitle text control</b> • Content control ( <i>not text</i> ) removed ✓	1		1	
1.4	<b>Table of contents</b> • Table of contents inserted ✓ with 'Classic' style • 'Water' style used as first heading style/level ✓ • 'Heading 1' style used as second heading style/level ✓ (Alt F9: {TOC \h \z \t "Heading 1,2,Water,1"}) • Page numbers have solid leaders ✓	1 1 1 1		4	
1.5	<b>Page numbers</b> • Automatic page numbering inserted in the footer ✓ • Formatted as 'Page 1' OR 'page 1' style ✓ • Numbering starts as 1 on the 'Contents' page ✓ • Odd page numbers aligned on the left ✓ • Even page numbers aligned on the right ✓  (Notes to marker: • Accept if odd and even was swopped. • Award the fourth mark if 'Different odd and even' was checked, even if no numbers were inserted.)	1 1 1 1 1		5	
1.6	<b>Dropped cap</b> • Dropped cap applied on 'Our' ( <i>any number of lines</i> ) ✓ • Spacing set to 0.5 cm from the text ✓	1 1		2	
1.7	<b>Cross-reference</b> • Cross-reference added on text 'table 1' ✓ (Ref475517156) • Links to table ✓	1 1		2	

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1.8.1	<b>Table style (Water Source Area Table)</b> • Any predefined style applied ✓	1		1	
1.8.2	<b>Table heading</b> • 'Repeat Header Rows' checked for first row ✓	1		1	
1.8.3	<b>Footnote</b> • Footnote inserted on text 'Grootwinterhoek' ✓ ( <i>check 'Grootwinterhoek' text on other pages</i> ) • Reads as 'Strategic water sources' ✓ ( <i>accept any text</i> ) • '*' used as symbol ✓	1 1 1		3	
1.9	<b>Caption (WESTERN CAPE WATER SOURCE AREAS)</b> • Any automatic caption added to image ✓ • Label reads as 'Image 1' ( <i>or 'image 1'</i> ) ✓	1 1		2	
1.10	<b>Bullets</b> • Bullets below 'Boland Mountains' changed to Wingdings character number 165 (©) ✓	1		1	
1.11	<b>WordArt</b> • WordArt applied to 'Did you know?' ✓ • Text wrapping set to 'Top and Bottom' ✓	1 1		2	
1.12	<b>Chart/Graph (MPUMALANGA DRAKENSBERG)</b> • Any data of chart/graph changed ✓ • Two changes correctly made to any graph (Cultivated 2%, Natural 48%) ✓	1 1		2	
1.13	<b>Citation</b> • Any automatic citation inserted ✓ • Report source created ✓ • Correct fields: Title: The effects of water, Year: 2015 entered ( <i>accept if only one field was entered</i> ) ✓	1 1 1		3	
1.14	<b>Table of figures</b> • Table of figures added to show images ✓ • Table of figures displaying tables has not been deleted ✓ ( <i>award only if attempt was made for first bullet</i> )	1 1		2	
1.15	<b>Page layout</b> • Last page changed to portrait ✓ • Other pages remain in landscape ✓ ( <i>award only if attempt was made for first bullet</i> )	1 1		2	
	<b>Total for QUESTION 1</b>			<b>[37]</b>	

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**QUESTION 2**

File names: 2Water, 2Done

Total Q2: 17

No	Criteria	Maximum Mark			Candidate Mark
2.1	<b>Date field</b> <ul style="list-style-type: none"> <li>Any date added ✓</li> <li>Field will automatically update ✓</li> </ul>	1		2	
		1			
2.2	<b>Textbox fill</b> <ul style="list-style-type: none"> <li>Second text box <u>filled</u> with 2Drops image ✓</li> <li>All/some text bolded in any text box ✓</li> </ul>	1		2	
		1			
2.3	<b>Drop-down field: Gender</b> <ul style="list-style-type: none"> <li>'Femail' spelling changed to 'Female' ✓</li> </ul>	1		1	
2.4	<b>Check box: 'Older than 60'</b> <ul style="list-style-type: none"> <li>Any check box inserted ✓ to the left of text (<i>or in any other position</i>)</li> </ul>	1		1	
2.5	<b>Text form field: 'Number of adults ...'</b> <ul style="list-style-type: none"> <li>Type changed to 'Number' ✓</li> </ul>	1		1	
2.6	<b>Number form field: 'How much do you pay ...'</b> <ul style="list-style-type: none"> <li>Number format changed to value with 'R' currency format ✓</li> </ul>	1		1	
2.7	<b>Tabs</b> <ul style="list-style-type: none"> <li>Leader tabs/tab set to approximately 6 cm, 10 cm and 15 cm ✓</li> <li>Left tabs used in all cases ✓</li> <li>Tab leaders added in two cases (6 cm and 15 cm) ✓</li> <li>All tabs correctly applied ✓</li> </ul>	1		4	
		1			
		1			
		1			
2.8	<b>Mail merge</b> <ul style="list-style-type: none"> <li>Data source 2Det_Bes used ✓</li> <li>Any sorting done ✓ in ascending order ✓</li> <li>Name and Surname fields inserted ✓</li> <li>Merge completed ✓ (2Done)</li> </ul> <p>(Note to marker: 29 or 30 letters expected.)</p>	1		5	
		1			
		1			
		1			
		1			
<b>Total for QUESTION 2</b>				<b>[17]</b>	

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**QUESTION 3**

**File name: 3Rain\_Reën**

**Total Q3: 38**

- 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 reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No	Criteria	Maximum Mark			Candidate Mark
<b>Rain_Reën worksheet</b>					
3.1.1	<b>Row 1:</b> • Merged cell changed to A1:O1 ✓	1		1	
3.1.2	<b>Row 1 fill:</b> • Any fill effect applied ✓ • Thin diagonal stripe pattern style fill effect applied ✓ (accept any diagonal stripes)	1 1		2	
3.2	<b>Freeze panes:</b> • Freeze panes effect applied ✓ • Correct columns and rows (rows 1 and 2, columns A and B) ✓	1 1		2	
3.3	<b>Cell D3:</b> • =VALUE(C3) ✓  (Note to marker: After sorting =VALUE(C6).)	1		1	
3.4	<b>Cell G48:</b> • =MODE ✓ (G3:G46) ✓	2		2	
3.5	<b>Cell H49:</b> =ROUNDUP(AVERAGE(H3:H46),0)  OR =CEILING(AVERAGE(H3:H46),1)  OR =ROUND(AVERAGE(H3:H46)+0.5,0)  • AVERAGE(H3:H46) ✓ • ROUNDUP/CEILING/INT ✓ • ,0 for ROUND/ROUNDUP and ,1 for CEILING ✓	1 1 1		3	

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3.6	<p><b>Cell K50:</b>  <b>=LARGE(K3:K46,3)</b></p> <ul style="list-style-type: none"> <li>LARGE function ✓</li> <li>Correct range and parameters (K3:K46,3) ✓</li> </ul>	1 1		2	
3.7	<p><b>Cell M51:</b>  <b>=SUMIF(B3:B46,"2015",M3:M46)</b></p> <ul style="list-style-type: none"> <li>SUMIF function ✓</li> <li>Criteria range: (B3:B46) ✓</li> <li>Criteria: "2015" ✓</li> <li>Sum range: (M3:M46) ✓</li> </ul>	1 1 1 1		4	
3.8	<p><b>Conditional formatting Column D to Column O:</b></p> <ul style="list-style-type: none"> <li>Conditional formatting has been applied to cells D3:O46 ✓</li> <li>3 different colours applied (<i>any colours</i>) ✓</li> <li>Lowest point set to 0 ✓</li> <li>Midpoint set to 100 ✓</li> <li>Highest point is set to 630 ✓</li> </ul> <p><i>(Note to marker: No marks awarded if conditional formatting has not been applied.)</i></p>	1 1 1 1 1		5	
3.9	<p><b>Cell R4:</b>  <b>=IF(SUM(D24:O24)&gt;650,"High","Low")</b></p> <p><b>OR</b>  <b>=IF(SUM(D24:O24)&lt;=650,"Low","High")</b></p> <ul style="list-style-type: none"> <li>IF-syntax is correctly used ✓</li> </ul> <p><b>Conditions:</b></p> <ul style="list-style-type: none"> <li>Sum ✓ of Cape Town 2015 ✓ (<i>or any other range</i>)</li> <li>Smaller than or equal to 650 (<i>or greater than</i>) ✓</li> <li>Value "Low" if less than or equal to 650 ✓</li> <li>Else value "High" if greater than 650 ✓</li> </ul> <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <li><i>Accept building blocks.</i></li> <li><i>There are many alternative answers. Evaluate the candidates answer against the bulleted options.</i></li> <li><i>Accept D44:O44.)</i></li> </ul>	1  2 1 1 1		6	
3.10	<p><b>Sorting:</b></p> <ul style="list-style-type: none"> <li>First sorted by year – smallest to largest ✓</li> <li>Second sorted by city – A to Z ✓</li> </ul>	1 1		2	

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Durban worksheet					
3.11	<b>Cell C6:</b> =SUBTOTAL(\$A\$6,C10:C53)  <b>OR</b> =SUBTOTAL(\$A\$6,C9:C53)  • Cell range C10:C53 ✓ • Absolute cell reference ✓			2	
		1			
		1			
3.12	<b>Filter:</b> • Filter set on Durban ✓	1		1	
Bloemfontein worksheet					
3.13	<b>Graph</b> • Area chart/graph displays rainfall per month per year for Bloemfontein (range B1:O12) ✓ • Suitable chart title inserted ✓ • Any legend inserted ✓ below • Horizontal axis options display years ✓ • Data labels inserted for 'Total' series ✓	1		5	
		1			
		1			
		1			
		1			
	<b>Total for QUESTION 3</b>			<b>[38]</b>	

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**QUESTION 4****File name: 4Game\_Speel****Total Q4: 17**

- *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 reach answers.*
- *Named ranges can be used instead of cell references.*
- *The answers must still be correct even if changes are made to the existing data.*

No	Criteria	Maximum Mark			Candidate Mark
<b>Scores_Punte worksheet</b>					
4.1	<b>Hyperlink:</b> • Hyperlink removed from heading 'Water Games' ✓	1		1	
4.2	<b>Cell E3:</b> =(TODAY()-D3)/7  <b>OR</b> =(NOW()-D3)/7  <b>OR</b> =DAYS(NOW(),D3)/7  <b>OR</b> =DAYS(TODAY(),D3)/7  • TODAY() function ✓ • -D3 ✓ • /7 ✓  (Notes to marker: • <i>Accept if the current date was entered in a cell and the cell reference was used.</i> • <i>If the DAYS function was used allocate one mark for the function and one mark each for the correct parameters.</i> )	1 1 1		3	
4.3	<b>Data validation:</b> • 'Black' removed from the list ✓ • Applied to the whole column G ✓	1 1		2	



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4.4	<b>Cell I3:</b> <b>=LEFT(C3,2)&amp;" "&amp;RANDBETWEEN(0,99)&amp;LOWER(F3)</b>  <b>OR</b> <b>=CONCATENATE(LEFT(C3,2)," ",RANDBETWEEN(0,99), LOWER(F3))</b>  <b>OR</b> <b>= MID(C3,1,2)&amp;" "&amp;RANDBETWEEN(0,99)&amp;LOWER(F3)</b>  <ul style="list-style-type: none"><li>• LEFT (or MID) function ✓</li><li>• Cell reference and number of characters (C3,2) ✓</li><li>• Space ✓</li><li>• RANDBETWEEN function ✓</li><li>• Parameters (0,99) ✓</li><li>• LOWER function and cell reference F3 ✓</li><li>• CONCATENATE <b>OR</b> &amp; operators correctly used ✓</li></ul>			7	
		1			
		1			
		1			
		1			
1					
1					
1					
4.5	<b>Cell J3:</b> <b>=HLOOKUP(H3,Awards_Toekennings!\$A\$1:\$E\$3,2)</b>  <ul style="list-style-type: none"><li>• HLOOKUP function ✓</li><li>• Lookup value: H3 ✓</li><li>• Lookup range: Awards!\$A\$1:\$E\$3 ✓ (<i>ignore if no absolute cell reference, accept B1:E3</i>)</li><li>• Row number: 2 ✓</li></ul> <i>(Note to marker: If the candidate changed the orientation of the Awards_Toekennings worksheet, VLOOKUP may be used.)</i>			4	
		1			
		1			
		1			
1					
<b>Total for QUESTION 4</b>				<b>[17]</b>	

EXAMINATION NUMBER																			
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**QUESTION 5**

File name: 5Dam

Total Q5: 37

No	Criteria	Maximum Mark			Candidate Mark
<b>Table: Dam</b>					
5.1.1	<b>Field: Name or Location</b> • Set as primary key ✓	1		1	
5.1.2	<b>Field: Town</b> • > inserted in Format field property ✓	1		1	
5.1.3	<b>Field: Province</b> • Combo box created ✓ • Row source: Province ✓	1		2	
		1			
5.1.4	<b>Field: Completed</b> <b>Input Mask: 00/&gt;LLL/0000</b> • Two compulsory digits: 00 ✓ • Uppercase: > ✓ • Three compulsory letters: LLL ✓ • Four compulsory digits: 0000 ✓ • Divider: / (accept '-' due to computer settings) ✓			5	
		1			
		1			
		1			
		1			
5.1.5	<b>Field: Capacity</b> • <b>Validation Rule</b> >=0 OR NOT <0 ✓	1		1	
5.1.6	<b>Field: Illustration</b> • Data type changed to OLE Object/ Hyperlink ✓ • 5AlbertFalls image inserted for the 'Albert Falls Dam' record ✓  (Note to marker: Check on Hyperlink when file is transferred to another computer.)	1		2	
		1			
<b>Query: qry5_2</b>					
5.2	• Town field inserted ✓ • Criteria in Province field: Limpopo ✓  (Note to marker: 15 records expected.)	1		2	
		1			

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<b>Query: qry5_3</b>				
5.3	<ul style="list-style-type: none"> <li>Fields displayed: <i>Province</i>, <i>Avg Of Capacity</i> <b>OR</b> <i>Capacity</i> ✓</li> <li>Criteria on <i>Province</i>: "Free State" ✓ <b>OR</b> "North West" ✓</li> <li>AVG ✓ (<i>ignore whether rounded or not</i>)</li> <li>Calculated on <i>Capacity</i> field ✓</li> </ul> <p>(Note to marker: 2 records expected.)</p>	1		5
		1		
		1		
		1		
		1		
		1		
<b>Query: qry5_4</b>				
5.4	<ul style="list-style-type: none"> <li>Only <i>Name</i> and <i>Town</i> fields display ✓</li> <li>Criteria on <i>Surface</i>: IS NOT NULL <b>OR</b> "Like *" <b>OR</b> "True" ✓</li> <li>Criteria on <i>Completed</i>: Between #01/01/1990# ✓ <b>AND</b> #31/12/2000# ✓ <b>OR</b> &gt;=#1/1/1990# <b>AND</b> &lt;=#12/31/2000#</li> </ul> <p>(Notes to marker: • 11 records expected. • Format of the dates may differ depending on system dates.)</p>	1		4
		1		
		2		
<b>Query: qry5_5</b>				
5.5	<ul style="list-style-type: none"> <li>Calculated field called <i>Volume</i> has been created ✓</li> <li>Calculation: [Surface]*[Height]*0.3 ✓</li> <li>Format changed to Fixed/Standard ✓ and one decimal place ✓</li> </ul>	1		4
		1		
		1		
		1		
<b>Form: frm5_6</b>				
5.6	<ul style="list-style-type: none"> <li>5AlbertFalls image added ✓ as form background image ✓</li> <li>Hyperlink inserted ✓ next to <i>Province</i> label</li> <li>Links to the <i>Province</i> table NOT database ✓</li> <li>Examination number displays in the form footer ✓</li> </ul>	1		5
		1		
		1		
		1		
		1		
<b>Report: rpt5_7</b>				
5.7	<ul style="list-style-type: none"> <li><i>Illustration</i> label <b>AND</b> field removed ✓</li> <li>Report grouped according to <i>Province</i> ✓</li> <li>Report sorted by <i>Town</i> ✓</li> <li>Function in <i>Province</i> report footer/report header ✓ =MAX([Capacity]) ✓</li> </ul>	1		5
		1		
		1		
		1		
		1		
		1		
	<b>Total for QUESTION 5</b>			<b>[37]</b>

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**QUESTION 6**File name: **6Wise\_Wys****Total Q6: 19**

- This question should be marked from the HTML code.
- Numerical attribute values do not need to be in inverted commas.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.

No	Criteria	Maximum Mark			Candidate Mark
6.1	<b>Title</b> <code>&lt;title&gt;Examination number&lt;/title&gt;</code> <ul style="list-style-type: none"> <li>• Examination number inserted inside title tags ✓</li> </ul>	1		1	
6.2	<b>Table cell and image</b> <code>&lt;td&gt;&lt;img src="6Life.jpg"&gt;&lt;/td&gt;</code> <ul style="list-style-type: none"> <li>• Additional cell inserted anywhere ✓</li> <li>• 6Life.jpg image inserted ✓</li> <li>• Image tags correctly inserted ✓</li> </ul>	1		3	
6.3	<b>Horizontal line</b> <code>&lt;hr size="5"&gt;</code> <ul style="list-style-type: none"> <li>• Horizontal line inserted ✓</li> <li>• Size set to 5 ✓</li> </ul>	1		2	
6.4	<b>Alignment and font</b> <code>&lt;h2 align="center"&gt;&lt;font face="Arial"&gt;Are you water wise?&lt;/font&gt;&lt;/h2&gt;</code> <ul style="list-style-type: none"> <li>• Alignment set to centre ✓</li> <li>• Font changed to 'Arial' ✓</li> </ul>	1		2	
6.5	<b>Table border</b> <code>&lt;table border="1" cellpadding="12"&gt;</code> <ul style="list-style-type: none"> <li>• Border set to 1 ✓</li> <li>• Cellpadding set to 12 ✓</li> </ul>	1		2	

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6.6	<p><b>Table columns</b>  <code>&lt;td colspan="2"&gt;</code>  <code>&lt;font size="3"&gt;</code>  <i>&lt;i&gt;The kitchen ... Here are some suggestions:&lt;/i&gt;</i>  <code>&lt;/font&gt;</code>  <code>&lt;/td&gt;</code></p> <ul style="list-style-type: none"> <li>• One table cell appears ✓</li> <li>• Closing tags for first cell and opening tags for second cell removed ✓</li> <li>• Column span set to 2 ✓</li> </ul>	1 1 1	3	
6.7	<p><b>Alternative text</b>  <code>&lt;tr&gt;</code>  <code>&lt;th&gt;&lt;img src="6House.jpg" alt = "Inside"&gt;Inside the house&lt;/th&gt;</code></p> <ul style="list-style-type: none"> <li>• Alternative text 'Inside' added ✓ on 6House image</li> </ul>	1	1	
6.8	<p><b>Unordered list</b>  <code>&lt;ul type="circle"&gt;</code>  <code>&lt;li&gt;Avoid ....&lt;/li&gt;</code>  <code>&lt;li&gt;Run ....&lt;/li&gt;</code>  <code>&lt;li&gt;Keep ....&lt;/li&gt;</code>  <code>&lt;li&gt;Check your ...&lt;/li&gt;</code>  <code>&lt;li&gt;Install ...&lt;/li&gt;</code>  <code>&lt;li&gt;Take ...&lt;/li&gt;</code>  <code>&lt;li&gt;When ...&lt;/li&gt;</code>  <code>&lt;li&gt;Turn ....&lt;/li&gt;</code>  <code>&lt;/ul&gt;</code></p> <ul style="list-style-type: none"> <li>• Type set to circle ✓</li> <li>• All list items have opening and closing tags ✓</li> </ul>	1 1	2	
6.9	<p><b>Link</b>  <code>&lt;a href="mailto:"waterwise@water.co.za"&gt;</code>  <code>waterwise.co.za&lt;/a&gt;</code></p> <ul style="list-style-type: none"> <li>• Link created on the text 'waterwise.co.za' (accept any text) ✓</li> <li>• Links to an e-mail address – Mailto: ✓</li> <li>• E-mail address 'waterwise@water.co.za' ✓</li> </ul>	1 1 1	3	
	<p><b>Closing tag(s) or triangular brackets omitted or more than one closing tag in the incorrect order</b></p>	-1		
	<p><b>Total for QUESTION 6</b></p>		<b>[19]</b>	

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**QUESTION 7****Total Q7: 15**

File names: 7River\_Rivier, 7Rivers\_Riviere, 7Answ\_Antw

No	Criteria	Maximum Mark			Candidate Mark
<b>7Rivers_Riviere worksheet</b>					
7.1.1	<b>Header</b> <ul style="list-style-type: none"> <li>Worksheet name added ✓</li> <li>As field ✓</li> <li>In the left section of the header ✓</li> </ul>	1 1 1		3	
7.1.2	<b>Named range</b> <ul style="list-style-type: none"> <li>Named range changed to 'Name_River' ✓</li> </ul> <p>(Note to marker: Accept if a <u>new</u> named range 'Name_River' was inserted.)</p>	1		1	
7.1.3	<b>Protection</b> <ul style="list-style-type: none"> <li>Columns A to C locked ✓</li> <li>Password 123 used ✓</li> </ul>	1 1		2	
<b>7River_Rivier database</b>					
7.2	<b>Import table</b> <ul style="list-style-type: none"> <li>Data from the 7Rivers_Riviere spreadsheet imported in 7River_Rivier database ✓</li> <li>Saved as a new database table called Rivers ✓</li> </ul>	1 1		2	
<b>7Answ_Antw</b>					
7.3.1	Gutter position of the document <ul style="list-style-type: none"> <li><b>Top</b> ✓</li> </ul>	1		1	
7.3.2	Number of paragraphs in the document <ul style="list-style-type: none"> <li><b>83</b> ✓</li> </ul>	1		1	
7.3.3	Number of occurrences of the letter 'm' in the document <ul style="list-style-type: none"> <li><b>185</b> ✓</li> </ul>	1		1	
7.3.4	First word that appears on line 100 <ul style="list-style-type: none"> <li><b>rates OR crop</b> ✓</li> </ul>	1		1	
7.3.5	Line weight of the 'Intense Quote' style <ul style="list-style-type: none"> <li><b>0.5 OR (1/2)</b> ✓</li> </ul>	1		1	
7.3.6	Word marked as an index <ul style="list-style-type: none"> <li><b>SHARPS</b> ✓</li> </ul>	1		1	
7.3.7	Title of the citation source that appears in the document <ul style="list-style-type: none"> <li><b>Water Savers</b> ✓</li> </ul>	1		1	
	<b>Total for QUESTION 7</b>			<b>[15]</b>	
	<b>TOTAL</b>			<b>180</b>	