



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2019 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	27	23	24	26	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 15 pages.

DBE Stamp

EXAMINATION
NUMBER

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

QUESTION 1

File name: 1Mahal

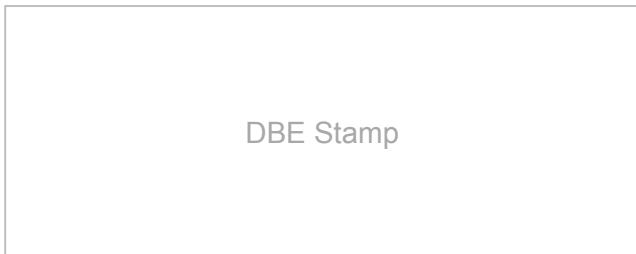
Total Q1: 27

No	Criteria	Maximum Mark			Candidate Mark
1.1.1	Text outline <ul style="list-style-type: none"> Any red text outline set ✓ Width: 1.5 pt ✓ Applied to 'A Marvel' ✓ 	1		3	
		1			
		1			
1.1.2	Picture scale <ul style="list-style-type: none"> Height set to 60% ✓ (4.73 cm OR 4.74 cm) Width set to 40% ✓ (6.23 cm) 	1		2	
		1			
1.1.3	Vertical page alignment: First page <ul style="list-style-type: none"> Vertical page alignment set to centre ✓ 	1		1	
1.2	Table of contents (below heading 'Table of Contents') <ul style="list-style-type: none"> Any automatic table of contents inserted ✓ (<i>ignore if the text 'Contents' OR 'Table of Contents' appear twice</i>) 	1		1	
1.3	Style modified: Heading 1 <ul style="list-style-type: none"> Any bullet added to heading ✓ Correct bullet ❖ ✓ Bullet indent set at 0 ✓ (<i>mark from Reveal Formatting</i>) All occurrences of 'Heading 1' <u>style</u> updated ✓ (<i>7 occurrences</i>) 	1		4	
		1			
		1			
		1			
1.4	Drop cap <ul style="list-style-type: none"> Dropped cap option applied to 'W' of 'What' ✓ Appears over 4 lines ✓ (<i>allocate second mark if appears as example</i>) 	1		2	
		1			
1.5	Hyperlink ('Agra') <ul style="list-style-type: none"> Hyperlink links to 1Town OR 1town file ✓ 	1		1	
1.6	Footnote text <ul style="list-style-type: none"> Text 'Indian poet' added to original footnote ✓ (<i>do not allocate mark if * symbol was changed</i>) 	1		1	
1.7	Pagination options ('Over 20 000 people ...') <ul style="list-style-type: none"> 'Keep lines together' checked ✓ 	1		1	

DBE Stamp

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1.8	<p>Index subentry ('Taj Mahal Garden')</p> <ul style="list-style-type: none"> Subentry <u>added</u> to 'Paradise Garden' ✓ (2 entries appear if Show/Hide is switched on {XE "Paradise Garden: Multiples of 4"}{XE "Paradise Garden Timurid Style"}) 'Multiples of 4' added as text to subentry ✓ 	1		2	
		1			
1.9	<p>Shape and textbox ('Photos of Taj Mahal')</p> <ul style="list-style-type: none"> Left arrow shape added ✓ Fill of shape removed/white ✓ Text 'Splendid workmanship' added ✓ Outline of textbox removed/wrapping applied ✓ Shape and textbox/text appear similar to the screenshot ✓ 	1		5	
		1			
		1			
		1			
		1			
1.10	<p>Hidden text (font effect)</p> <ul style="list-style-type: none"> Text 'Adapted from https://www.holidify.com/' hidden ✓ (at the end of the document) (switch on Show/Hide setting to mark) 	1		1	
1.11	<p>Page footer</p> <ul style="list-style-type: none"> Section break/Next Page (break) added on the second last page ✓ Text 'Taj Mahal' appears in footer ✓ Text appears only on last page ✓ 	1		3	
		1			
		1			
		1			
	Total for QUESTION 1			[27]	

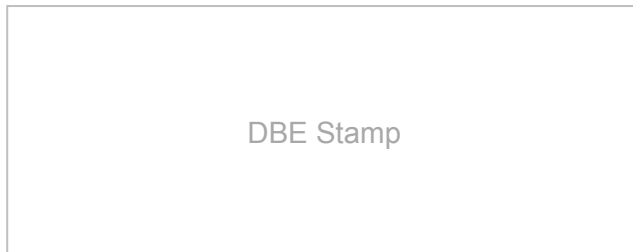


DBE Stamp

NSC – Marking Guidelines

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This page is empty to facilitate accurate marking for side-by-side booklet printout.



EXAMINATION
NUMBER

QUESTION 2

File name: 2Visit

Total Q2: 23

No	Criteria	Maximum Mark			Candidate Mark
2.1	Line spacing • Line spacing set to Double OR set to 2 ✓	1		1	
2.2	Hyphenation • Automatic hyphenation applied ✓	1		1	
2.3	Page numbering • Numbering style changed to any 'Accent Bar' ✓	1		1	
2.4	Cross-reference • Cross reference replace text 'crowds' ✓ (<i>Alt+F9</i> <i>{REF_ Ref..... \h}</i>) • Moves to heading 'Tourist influx at Taj Mahal' ✓	1		2	
		1			
2.5	Source – Corporate author ('Visit Wonderful India') • 'India Tourism' added to source ✓ (<i>anywhere</i>) • As 'Corporate author' ✓	1		2	
		1			
2.6	Edit citation • Citation pages '43-49' inserted ✓ (<i>pp. 43-49</i>)	1		1	
2.7	Table • First row merged ✓ • Fitted across page ✓ (<i>preferred width 100%</i>) • Any outside border added ✓ • Outside thick-thin border added ✓	1		4	
		1			
		1			
		1			
2.8	Multi-level list • First level number set to 1) ✓ • Second number set to a) ✓ ○ Alignment of second level set to 0.7 cm ✓ ○ Text indent of second level set to 1.5 cm ✓ • Multi-level list applied ✓	1		5	
		1			
		1			
		1			
		1			
2.9	Chart/Graph • Any chart inserted on the last page ✓ • Pie chart ✓ inserted • Data from 2Time used ✓ • Chart title appears: 'Time spent at (the) Taj Mahal' ✓	1		4	
		1			
		1			
		1			
2.10	Page colour/background • Page colour changed ✓ (<i>not light yellow</i>) • Picture 2Back used ✓ (<i>do not allocate second mark if inserted as a watermark</i>)	1		2	
		1			
Total for QUESTION 2				[23]	

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EXAMINATION
NUMBER**QUESTION 3****File name: 3Stats****Total Q3: 24**

- 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, cells or '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
Foreign worksheet					
3.1	Cells A1:I3: <ul style="list-style-type: none"> • Correct cells merged ✓ (do not allocate the mark if the heading was centred) • Font size changed to 26 ✓ 	1		2	
		1			
3.2	Foreign tab colour: <ul style="list-style-type: none"> • Tab colour changed to any purple colour ✓ 	1		1	
3.3	Cell B17 (Expected answer: R 9 397 276): <ul style="list-style-type: none"> • =C17/5 ✓ • Rand currency/Accounting/Custom (ZAR) format applied ✓ 	1		2	
		1			
3.4	Cell C74 (Expected answer: ₹ 10 030 329 040): =SUM(C9,C15,C33,C42,C52,C63,C73) <ul style="list-style-type: none"> • Cell C52 included anywhere in function ✓ 	1		1	
3.5	Cell D8 (Expected answer: 1 118 983): =D9-D7 OR E8-(E8*G8/100) <ul style="list-style-type: none"> • Correct cells used (D9,D7 OR E8,G8) ✓ • Calculated correctly ✓ 	1		2	
		1			
3.6	Conditional formatting: Cells H17:H32 <ul style="list-style-type: none"> • Conditional formatting applied to cells H17:H32 ✓ • Formula: =H17 ✓ > G17 ✓ OR H17:H32>G17:G32 (ignore the position of the absolute cell reference) • Absolute cell reference applied to column only OR removed ✓ (= \$H17>\$G17 OR \$H17:\$H32>\$G17:\$G32 OR =H17>G17) • Cells formatted to green font ✓ 	1		5	
		2			
		1			
		1			

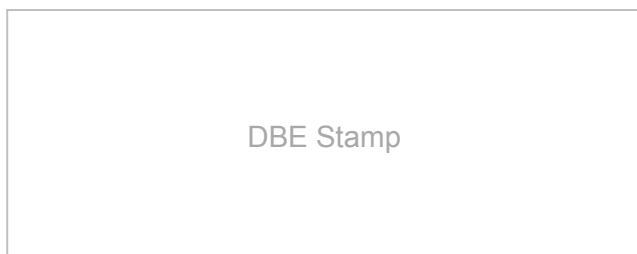
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3.7	<p>Cell I7: (CHECK FOR BUILDING BLOCKS) =IF(E7>D7,IF(F7>E7,"Regular","Strong"),"Strong")</p> <p>OR =IF(D7>E7,"Strong",IF(E7>F7,"Strong","Regular"))</p> <p>OR =IF(D7<E7,IF(E7<F7,"Regular","Strong"),"Strong")</p> <p>OR =IF(D7>E7,"Strong",IF(E7<F7,"Regular","Strong"))</p> <p>OR =IF(G7>0,IF(H7>0,"Regular","Strong"),"Strong")</p> <p>OR =IF(G7<=0,"Strong",IF(H7<=0,"Strong","Regular"))</p> <p>OR =IF((E7-D7)<0,"Strong",IF((F7-E7)<0,"Strong","Regular"))</p> <p>Accept =IF(AND(E7>D7,F7>E7),"Regular","Strong")</p> <p>OR =IF(AND(D7<E7,E7<F7),"Regular","Strong")</p> <p>OR =IF(AND(G7>0,H7>0),"Regular","Strong")</p> <p>OR =IFS(AND(G7>0,H7>0),"Regular",OR(G7<0,H7<0),"Strong")</p> <ul style="list-style-type: none"> • Criteria 1: Check for increase from 2016 to 2017 ✓ • Criteria 2: Check for increase from 2017 to 2018 ✓ • Output 1: "Regular" ✓ if both conditions true ✓ • Output 2: "Strong" for any other combinations ✓ 	1 1 2 1	5	
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Country worksheet

3.8	<p>Chart/Graph</p> <ul style="list-style-type: none"> • 2017 series deleted ✓ • Minor gridlines formatted to 60% transparency ✓ • 'Series 1' changed to 2016 ✓ • 2018 series filled ✓ with 3Taj image ✓ and stacked ✓ 	1 1 1 3	6	
Total for QUESTION 3			[24]	



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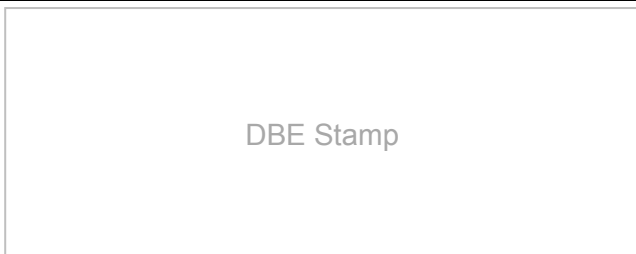
QUESTION 4

File name: 4Tourists

Total Q4: 26

- 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, cells or '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.

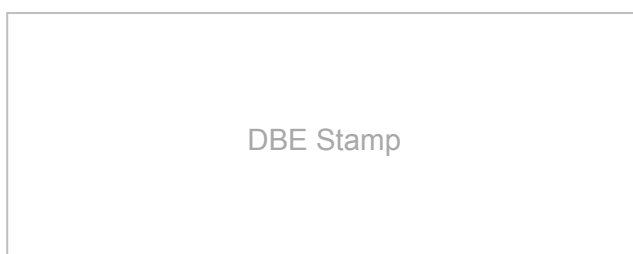
No	Criteria	Maximum Mark			Candidate Mark
Info worksheet					
4.1	Row 6: Wrap text <ul style="list-style-type: none"> • Column headings wrapped ✓ 	1		1	
4.2	Cell E2 (Expected answer: 21): =MAX(F7:F206) OR LARGE(F7:F206,1) <ul style="list-style-type: none"> • MAX function OR LARGE(, 1) inserted in cell E2 ✓ • Range: F7:F206 ✓ 	1		2	
		1			
4.3	Cell E3 (Expected answer: 193): =COUNTA(J7:J206) <ul style="list-style-type: none"> • COUNTA function inserted in cell E3 ✓ • Range: J7:J206 ✓ 	1		2	
		1			
4.4	Cell E4 (Expected answer: 2 971 918.00): =SUMIF(K7:K206,"2",L7:L206) OR =SUMIFS(L7:L206,K7:K206,"2") <ul style="list-style-type: none"> • SUMIF/S function inserted in cell E4 ✓ • Criteria range: K7:K206 ✓ • Criteria: "2" ✓ (accept without "") • Sum range: L7:L206 ✓ 	1		4	
		1			
		1			
		1			
4.5	Cell E5 (Expected answer: 3): =COUNTIFS(D7:D206,"Spain",M7:M206,"Yes") OR =COUNTIFS(M7:M206,"Yes",D7:D206,"Spain") <ul style="list-style-type: none"> • COUNTIFS function inserted in cell E5 ✓ • Criteria range 1: D7:D206 ✓ • Criteria 1: "Spain" ✓ • Criteria range 2: M7:M206 ✓ • Criteria 2: "Yes" ✓ 	1		5	
		1			
		1			
		1			
		1			



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4.6	<p>Cell I7: =HOUR(H7-G7) Accept =HOUR(H7)-HOUR(G7)</p> <ul style="list-style-type: none"> • HOUR function used for both values (G7,H7) ✓ • Subtracted correctly ✓ 				2	
		1				
		1				
4.7	<p>Cell L7: =VLOOKUP(D7,Countries!\$A\$3:\$C\$65,K7)*F7</p> <p>OR =IF(K7=2,VLOOKUP(D7,Countries!\$A\$3:\$C\$65,2), VLOOKUP(D7,Countries!\$A\$2:\$C\$65,3)*F7</p> <p>OR =VLOOKUP(D7,Countries!\$A\$3:\$C\$65,IF(K7=2,2,3)) *F7</p> <ul style="list-style-type: none"> • Lookup value: D7 ✓ • Table array: Countries!\$A\$3:\$C\$65 ✓ OR Countries!\$A\$2:\$C\$65 • Absolute cell referencing ✓ (<i>also accept on rows</i>) • Return column: K7 ✓ (OR IF(K7=2...)) • * F7 ✓ 				5	
		1				
		1				
		1				
		1				
		1				
4.8	<p>Cell N7: =DATE(YEAR(E7),MONTH(E7)-3,DAY(E7))</p> <p>OR =EDATE(E7,-3)</p> <ul style="list-style-type: none"> • MONTH function ✓ and DAY function ✓ (<i>allocate 2 marks for EDATE</i>) • Correct cell reference on MONTH and DAY (E7) ✓ • Subtract ✓ • 3 months ✓ 				5	
		2				
		1				
		1				
		1				
Total for QUESTION 4						[26]



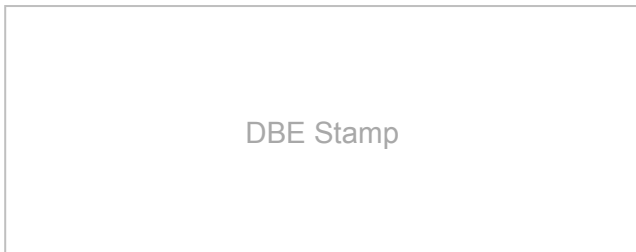
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QUESTION 5

File name: 5Survey

Total Q5: 40

No	Criteria	Maximum Mark			Candidate Mark
Table: tblInfo					
5.1.1	Field: SurveyNo • Primary key set on <i>SurveyNo</i> field ✓	1		1	
5.1.2	Field: Name • Moved to after <i>Surname</i> field ✓	1		1	
5.1.3	Field: Code Input Mask: >L0000C All caps • > ✓ Compulsory letter • L ✓ 4 compulsory digits • 0000 ✓ Optional or required character or space • C ✓ OR &	1		4	
		1			
		1			
		1			
5.1.4	Field: DateIn • Appropriate validation text inserted that refers to correct dates from 2017/12/31 ✓ to 2019/10/10 ✓ (<i>do not allocate marks if validation rule was copied</i>)	2		2	
5.1.5	Field: Days • Order of fields swapped [<i>DateOut</i>]-[<i>DateIn</i>] ✓ OR Abs([<i>DateIn</i>]-[<i>DateOut</i>]) OR -([<i>DateIn</i>]-[<i>DateOut</i>])	1		1	
5.1.6	Field: WillReturn • Format changed to 'True/False' ✓	1		1	
Form: frm5_2					
5.2	<ul style="list-style-type: none"> • Examination number and the original data displays in form header ✓ • Show DatePicker set to 'Never' for <i>DateIn</i> ✓ • Field inserted ✓ <ul style="list-style-type: none"> ○ Combo box inserted ✓ ○ Control source: <i>TravellerType</i> field ✓ ○ Row source: tblOptions OR SELECT [tblOptions].[Options] FROM [tblOptions] ✓ • Page header and page footer does not display ✓ 	1		7	
		1			
		1			
		1			
		1			
		1			
		1			
		1			



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Query: qry5_3

5.3	<ul style="list-style-type: none"> • <i>EstimateAmount</i> field inserted ✓ • <i>Rating</i> criteria 5 ✓ • Total row switched on ✓ • <i>EstimatedAmount</i>: Total: AVG ✓ and format changed to 'Currency' ✓ (2 decimal places) OR 'Fixed' OR 'Standard' <p>(Note to marker: 3 records expected.)</p>	1 1 1 1 1		5	
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Query: qry5_4

5.4	<ul style="list-style-type: none"> • Criteria Code: S????0 OR S*0 OR Like "S*" AND Like "*0" <ul style="list-style-type: none"> ○ S ✓ ○ * OR ???? ✓ ○ 0 ✓ • Criteria Reaction <ul style="list-style-type: none"> ○ <> ✓ "Unmoved" ✓ OR NOT "Unmoved" OR NOT "Unm*" OR "Amused" OR "Angry" OR "Excited" OR "Happy" OR "Sad" <p>(if Reaction criteria are on separate lines, Code criteria should be repeated for all lines)</p> <p>(Note to marker: 3 records expected.)</p>	1 1 1 2		5	
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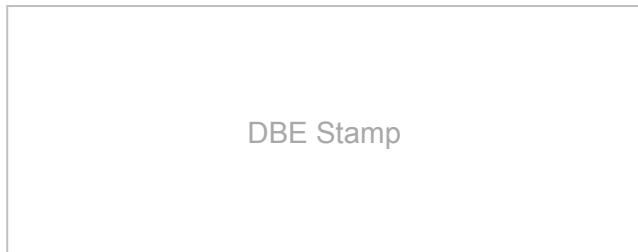
Query: qry5_5

5.5	<ul style="list-style-type: none"> • Displays Name, Surname and/or CodeLetter ✓ • Gender criteria: "Female" ✓ OR "F**" • Calculated field: CodeLetter: ✓ Left ✓ ([Reaction], ✓ 1) ✓ OR MID([Reaction],1,1) Reaction field appears only in calculated field ✓ <p>(Note to marker: 100 records expected.)</p>	1 1 1 3 1		7	
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Report: rpt5_6

5.6	<ul style="list-style-type: none"> • <i>EstimateAmount</i> grouping removed ✓ • Function: =Sum (✓ [<i>EstimateAmount</i>] ✓) in <i>TravellerType</i> group footer ✓ • Suitable label (must refer to function used) ✓ • <i>EstimateAmount</i> field font changed to italics ✓ (also accept in calculated field) 	1 2 1 1 1		6	
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Total for QUESTION 5			[40]	
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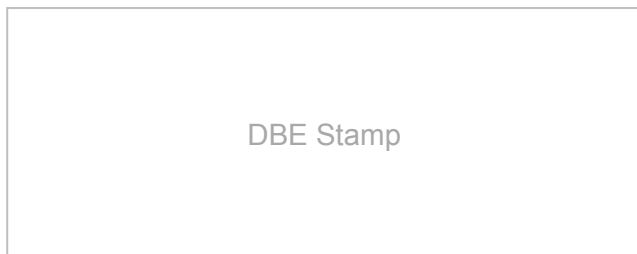
QUESTION 6

File name: 6_1Wonder, 6_2Tourism

Total Q6: 20

- This question should be marked from the HTML code.
- Numerical attribute values and single words do not need to be in inverted commas.

No	Criteria	Maximum Mark			Candidate Mark
6_1Wonder					
6.1.1	Background colour <code><body bgcolor="beige"></code> <ul style="list-style-type: none"> • Background colour set to beige ✓ 	1	1	1	
6.1.2	Font <code>Agra</code> <ul style="list-style-type: none"> • Font size set to 50 ✓ • Font type set to 'Century' ✓ 	1 1	1 1	2	
6.1.3	Line break and picture <code>
</code> <code></code> <ul style="list-style-type: none"> • Line break/Paragraph tags added before the picture ✓ • <code></code> tags inserted ✓ • 6City.jpg inserted ✓ • Height set to 350 ✓ • Width set to 600 ✓ 	1 1 1 1 1	1 1 1 1 1	5	
6.1.4	Ordered list <code></code> <code>...</code> <code>...</code> <code>...</code> <code>...</code> <code></code> <ul style="list-style-type: none"> • Ordered list tags added ✓ 	1	1	1	

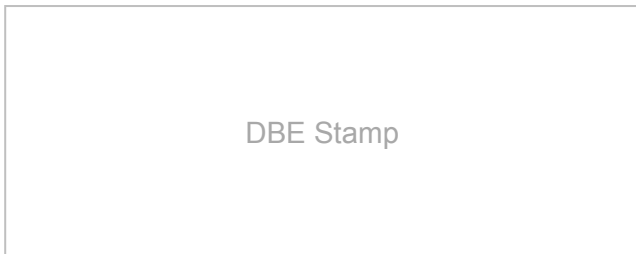


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6_2Tourism

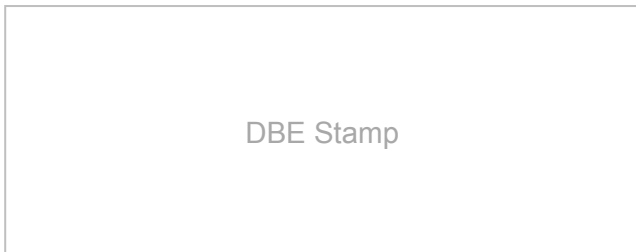
6.2	<pre> <html> <body> <h1><i>Foreign Taj Mahal Tourist</i></h1> <table border="3"> <tr> <th colspan="3"> 2018 Figures</th> </tr> <tr> <td>Year</td> <td>Arrival</td> <td>%</td> </tr> <tr> <td>2018</td> <td>10.04</td> <td>14.0</td> </tr> </table> Click for more information: www.tajmahal.in </body> </html> </pre> <ul style="list-style-type: none"> • Heading <ul style="list-style-type: none"> ○ Heading level 1 OR 2 ✓ OR Font size and/or bold ○ Italics applied to heading ✓ • Table <ul style="list-style-type: none"> ○ Table created ✓ with any border ✓ ○ Three sets of rows created ✓ (<i>accept two rows with first row th or td</i>) ○ First row <td> or <th> merged across 3 columns ✓ ○ Three sets of columns created ✓ ○ Table heading OR centred in first row and bold ✓ • Hyperlink <ul style="list-style-type: none"> ○ Hyperlink created on text 'Click for more information: www.tajmahal.in' ✓ ○ Links to 'www.tajmahal.in' ✓ (<i>mark from code</i>) 			10	
	Closing tag(s), triangular brackets and nesting correctly used	1		1	
	Total for QUESTION 6			[20]	



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QUESTION 7 **File names: 7Protect, 7Calculations, 7Numbers** **Total Q7: 20**

No	Criteria	Maximum Mark			Candidate Mark
7Protect					
7.1.1	Caption <ul style="list-style-type: none"> Automatic caption inserted ✓ Caption text 'Unobstructed view of Taj Mahal' ✓ <i>(ignore if original text still appears)</i> 	1		2	
		1			
7.1.2	Reviewing <ul style="list-style-type: none"> At least one change accepted ✓ Only changes made by author ABC accepted ✓ <i>((ASI) inserted, fourth paragraph removed. DEF left unchanged OR rejected (1,000 has a comma).)</i> 	1		2	
		1			
7Calculations					
7.2.1	Cell B2: (CHECK FOR BUILDING BLOCKS) =IF(FIND("#",A2)<>LEN(A2),"More","One") OR =IF(FIND("#",A2)=LEN(A2),"One","More") OR =IF(LEN(A2)>FIND("#",A2),"More","One") OR =IF(FIND("#",A2)<LEN(A2),"More","One") OR =IF(MID(A2,FIND("#",A2)+1,LEN(A2)-FIND("#",A2))="", "One", "More") OR =IF(LEN(MID(A2,FIND("#",A2)+1,LEN(A2)-FIND("#",A2)))>0,"More","One") OR =IF(LEN(RIGHT(A2,LEN(A2)-FIND("#",A2)))>0, "More", "One") OR OR =IF(FIND("#",A2)<LEN(A2),"More","One") OR =IF(MID(A2,FIND("#",A2)+1,LEN(A2))="", "One", "More") OR =IF(LEN(MID(A2,FIND("#",A2)+1,LEN(A2)))>0,"More", "One")			7	
	<ul style="list-style-type: none"> Determine position of the first # character <ul style="list-style-type: none"> Find ✓ # character ✓ In correct cell ✓ <i>(cell A2)</i> Determine if there is text after the # character <ul style="list-style-type: none"> Search for any characters after first # character <i>(Len(A2))</i> OR Extract remaining characters OR Find second # character ✓ Test ✓ <i>(IF and correct logical operator)</i> Output in correct cell <ul style="list-style-type: none"> 'One' displays if only one word ✓ 'More' displays if more than one word ✓ 	2			
		1			
		1			
		1			
		1			



EXAMINATION NUMBER																				
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7.2.2	Subtotal feature (Mark by inspection) <ul style="list-style-type: none"> • Change added to: <i>Traveller Type_Reisigertipe</i> ✓ • Entries counted ✓ (<i>SUBTOTAL(3,...)</i>) • Subtotal added to: <i>Gender_Geslag</i> ✓ 	1			3	
		1				
		1				
7Numbers						
7.3	Importing data from HTML file (table In OR tblOut) <ul style="list-style-type: none"> • New table created named 'In' ✓ • Correct data ✓ (<i>7Half</i>) • Appears in database ✓ (<i>6 records</i>) • Field names correct ✓ (<i>Month, 2016, 2017, 2018</i>) • No primary key created ✓ • <i>Month</i> field size changed to acceptable size ✓ (<i>8–50</i>) 	1			6	
		1				
		1				
		1				
		1				
		1				
	Total for QUESTION 7				[20]	
	TOTAL				180	

