
INFORMATION TECHNOLOGY

9626/02

Paper 2 Practical

For Examination from 2017

SPECIMEN MARK SCHEME

2 hours 30 minutes

MAXIMUM MARK: 110

This document consists of **16** printed pages.

| Task | Answer | Marks |
|------|------------------------------------|-------|
| 1 | Image ratio of software set to 4:3 | 1 |
| | Start of video cut | 1 |
| | Only 9 seconds of video remain | 1 |

| Task | Answer | Marks |
|------|---|-------|
| 2 | Title background set to BrainCoralAndManta.jpg | 1 |
| | Title 7 seconds duration | 1 |
| | Title text Hard Coral 3 | 1 |
| | Top right of screen and clearly visible | 1 |
| | Large easily read font with good contrast | 1 |
| | Effect added for title animation | 1 |

| Task | Answer | Marks |
|------|---|-------|
| 3 | Caption background set to BrainCoralAndManta.jpg | 1 |
| | Placed between title and video | 1 |
| | Caption 7 seconds duration | 1 |
| | Caption text includes University of Tawara | 1 |
| | On 2 nd line includes Marine Biology Unit 14C | 1 |
| | Centre and top of screen in a clearly visible font with good contrast | 1 |
| | Different effect added for caption animation | 1 |

| Task | Answer | Marks |
|------|---|-------|
| 4 | Snapshot of final frame extracted in appropriate format | 1 |
| | ...and set as background for credits | 1 |
| | Credits 7 seconds duration | 1 |
| | Award 1 mark for each correct answer up to a maximum of 2. Credits include for example: Location Country | 2 |
| | Appropriate blank line/s as spacing between credits | 1 |
| | Candidate name and number in credits in appropriate format | 1 |

| Task | Answer | Marks |
|------|--|-------|
| 5 | Movie saved with the correct file name | 1 |
| | In wmv format | 1 |

| Task | Answer | Marks |
|------|----------------------|-------|
| 6 | End of clip removed | 1 |
| | ...cut to 30 seconds | 1 |

| Task | Answer | Marks |
|------|---|-------|
| 7 | Fade in present | 1 |
| | ...with appropriate duration for length of sound clip | 1 |
| | Fade out present | 1 |
| | ...with appropriate duration for length of sound clip | 1 |

| Task | Answer | Marks |
|------|-------------------------------------|-------|
| 8 | Audio clip saved as Soundtrack2.mp3 | 1 |

| Task | Answer | Marks |
|------|-------------------------------|-------|
| 9 | Soundtrack added as specified | 1 |

| Task | Answer | Marks |
|------|--|-------|
| 10 | Movie saved in wmv format with the correct file name | 1 |

| Task | Answer | Marks |
|------|--|-------|
| 11 | Export or conversion of file type with the correct file name | 1 |
| | In mp4 format | 1 |

| Task | Answer | Marks |
|------|---|-------|
| 12 | Select COURSE.CSV | 1 |
| | Correct text placed in header in appropriate format | 1 |

| Task | Answer | Marks |
|------|---|-------|
| 13 | Lookup function used | 1 |
| | Cell ref column C | 1 |
| | Relative reference (not range) | 1 |
| | Range – external file link to FACULTY.CSV | 1 |
| | Correct range A2:B18 | 1 |
| | Absolute reference | 1 |

| Task | Answer | Marks |
|------|---|-------|
| 14 | Lookup function used | 1 |
| | Cell ref column E | 1 |
| | Relative reference (not range) | 1 |
| | Range – external file link to QUALS.CSV | 1 |
| | Correct range A2:B13 | 1 |
| | Absolute reference | 1 |
| | Level column – lookup works because Quals has been sorted | 1 |

| Task | Answer | Marks |
|------|---|-------|
| 15 | Formulae replicated and placed in steps 13 and 14 for all courses | |
| | Replication – both formulae (to row 276) | 1 |

| Task | Answer | Marks |
|------|------------------------------|-------|
| 16 | Row 1 only – Pale blue fill | 1 |
| | Row 1 only – Red italic font | 1 |
| | Row 1 only – Sans-serif font | 1 |

| Task | Answer | Marks |
|-------|---|-------|
| 17(a) | This would work by: | |
| | Having multiple worksheets into a single data file/workbook | 1 |
| | The two csv files would be imported as new sheets into one workbook | 1 |
| 17(b) | Advantages of multiple sheets in a single file/workbook: | |
| | Only 1 file needs transferring/storing/backing up | 1 |
| | All links are internal so links cannot be broken by moving/renaming/locking files | 1 |
| | Disadvantages of multiple sheets in a single file/workbook: | |
| | Different people cannot work on the three source files at the same time | 1 |
| 17(c) | Named ranges can only be used within a single file/workbook, not separate sheets | 1 |
| | There are 2 different ranges FACULTY.CSV!\$A\$2:\$B\$18 and QUALS.CSV!\$A\$2:\$B\$13 both contain absolute values so would be suitable for named ranges | 1 |
| | ...but there would be no advantage to using a named range in either case | 1 |
| | ...as each is/would be replicated only once | 1 |
| | Only advantage would be to make formulae more meaningful to a user/the use of sensible naming conventions to be more meaningful | 1 |

| Task | Answer | Marks |
|------|--|-------|
| 18 | Wildcard search contains the letter E | 1 |
| | AND | 1 |
| | Wildcard search contains the number 2 | 1 |
| | Primary sort in descending order on Level | 1 |
| | Secondary sort in ascending order on Faculty | 1 |

| Task | Answer | Marks |
|------|---|-------|
| 19 | Row 1 contains Tawara University list of course tutors | 1 |
| | Cells A1 to M1 merged | 1 |
| | University style – red, pale blue background, italic and sans-serif | 1 |

| Task | Answer | Marks |
|------|--|--------------------------|
| 20 | Cell J2 (only) used for validation with date format only | 1 |
| | <i>Either the following answers:</i> | <i>or these answers:</i> |
| | Between | >31/12/2009 |
| | 1/1/2010 | AND |
| | And 31/12/2040 | <1/1/2041 |
| | With an appropriate error message that includes parameters | 1 |

| Task | Answer | Marks |
|------|---|-------|
| 21 | Range check entered for test type | 1 |
| | Normal data type chosen | 1 |
| | 2 Correct data items selected >31/12/2009 AND <1/1/2041 | 1 |
| | Abnormal data type chosen | 1 |
| | 2 abnormal data items selected (outside, negative or wrong data type) | 1 |
| | Expected outcome – Error message expected | 1 |
| | Extreme data type chosen | 1 |
| | Correct data selected 1/1/2010 and 31/12/2040 | 1 |
| | Normal and extreme data have expected outcomes – to work | 1 |
| | All data – for Actual outcome – Check values against candidate's rule | 1 |

| Task | Answer | Marks |
|------|---------------------------------|-------|
| 22 | Correct data entered 01/04/2017 | 1 |

| Task | Answer | Marks |
|------|---------------|-------|
| 23 | DATE function | 1 |
| | Year ref: J5 | 1 |
| | Month ref: I5 | 1 |
| | Day ref: H5 | 1 |

| Task | Answer | Marks |
|------|--------------------|-----------------|
| 24 | <i>Either:</i> | <i>Or:</i> |
| | DAYS360(| J2 Abs ref |
| | K5 relative ref, | – |
| | J2 Abs ref) | K5 relative ref |

| Task | Answer | Marks |
|------|-----------------------|-----------------------|
| 25 | ROUND | 1 |
| | (,2) | 1 |
| | <i>Either:</i> | <i>Or:</i> |
| | YEARFRAC | L5 relative reference |
| | J2 Absolute ref | / (divided) |
| | K5 relative reference | 365 |

| Task | Answer | Marks |
|------|---------------------------------|-------|
| 26 | 3 formulae correctly replicated | 1 |

| Task | Answer | Marks |
|------|--------------------------------------|-------|
| 27 | Salary formatted with \$ | 1 |
| | Salary formatted to 2 decimal places | 1 |

| Task | Answer | Marks |
|------|--------------------------|-------|
| 28 | File saved in csv format | 1 |

| Task | Answer | Marks |
|------|---|-------|
| 29 | <i>Export as csv in generic file format</i> | 1 |
| | <i>Export as csv in text format...</i> | 1 |
| | <i>...does not retain formulae and functions/only retains values/cannot recalculate</i> | 1 |
| | <i>Export as csv does not retain validation entered</i> | 1 |
| | <i>Export as csv can be opened in both platforms and all software types</i> | 1 |

Task 17(a) and (b) up to 5 marks from:

Having multiple worksheets in a single data file/workbook

The two csv files would be imported as new sheets into one workbook.

Only 1 file needs transferring/storing/backing up

All links are internal so links cannot be broken by moving/renaming/locking files

Different people cannot work on the three source files at the same time.

Task 17(c) up to 5 marks from:

Named ranges can only be used within a single book, not separate sheets

There are 2 different ranges FACULTY.CSV!\$A\$2:\$B\$18 and QUALS.CSV!\$A\$2:\$B\$13 both contain absolute values so would be suitable for named ranges

...but there would be no advantage to using a named range in either case

...as each is/would be replicated only once

Only advantage would be to make formulae more meaningful to a user/the use of sensible naming conventions to be more meaningful

1 mark per mark point

Max 10

Task 29 up to 5 marks from:

Export as csv is in generic file format

Export as csv in a text file format...

...does not retain formulae and functions/only retains values/cant recalculate

Export as csv does not retain validation entered.

Export as csv can be opened in both platforms and all software types

Task 20

Validation
Correct cell highlighted
Between
1/1/2010
And 31/12/2040
Award for >31/12/2009 AND <1/1/2041

| Code | Contract | Start day | Start Month |
|------|----------|-----------|-------------|
| AMA | 1 | 31 | 5 |
| AVI | 0.4 | 1 | 9 |
| ATS | 0.6 | 1 | 9 |
| BMO | 0.8 | 1 | 9 |
| CNO | 1 | 1 | 9 |
| CCI | 0.4 | 1 | 9 |
| CMO | 0.5 | 25 | 5 |
| FJO | 0.4 | 1 | 9 |
| HSC | 0.6 | 1 | 9 |
| LBR | 0.8 | 1 | 4 |
| LAL | 1 | 1 | 9 |
| MOL | 0.4 | 1 | 9 |
| PHO | 0.6 | 2 | 6 |
| SCO | 0.8 | 1 | 9 |

Data Validation

Settings | Input Message | **Error Alert**

Show error alert after invalid data is entered

When user enters invalid data, show this error alert:

Style: Stop

Title: Data entry error

Error message:

This cell will only accept values between 1st January 2010 and 31st December 2040. Please re-enter your data within this range.

Clear All | OK | Cancel

Validation
Appropriate error message including parameters
1 mark

Include full start and end dates

Task 21

| | | | |
|--------------------|---------------------|-------------------------|----------------------------|
| Cell | J2 | | |
| Test type | Range check | | |
| Data chosen | Type of data | Expected outcome | Actual outcome |
| 1/1/2020 | Normal | Accepted | 1/1/2020 accepted |
| 1/1/2030 | | | 1/1/2030 accepted |
| 31/12/2009 | Abnormal | Error message | |
| 1/1/2041 | | | |
| 1/1/2010 | Extreme | Accepted | 1/1/2010 accepted |
| 31/12/2040 | | | 31/12/2040 accepted |

| | |
|---|--------|
| Range check | 1 mark |
| Normal data | 1 mark |
| 2 Correct examples | 1 mark |
| Abnormal data | 1 mark |
| 2 Correct abnormal examples | 1 mark |
| Expected to be rejected | 1 mark |
| Extreme data | 1 mark |
| 1/1/2010 & 31/12/2040 | 1 mark |
| Normal & extreme both expected to work | 1 mark |
| All actual results match candidates rules | 1 mark |

Task 1–11**Video file Coral_1**

| | | |
|---------|---|--------|
| Coral_1 | Image ratio of software set to 4:3 | 1 mark |
| | Start of video cut | 1 mark |
| | Only 9 seconds of video remain | 1 mark |
| | Title background set to BrainCoralAndManta.jpg | 1 mark |
| | Title 7 seconds duration | 1 mark |
| | Title text Hard Coral 3 | 1 mark |
| | Top right of screen and clearly visible | 1 mark |
| | Large easily read font with good contrast | 1 mark |
| | Effect added for title animation | 1 mark |
| | Caption background set to BrainCoralAndManta.jpg | 1 mark |
| | Placed between title frames and video | 1 mark |
| | Caption 7 seconds duration | 1 mark |
| | Caption text University of Tawara | 1 mark |
| | On 2nd line ...Marine Biology Unit 14C | 1 mark |
| | Centre and top of screen in clearly visible font with good contrast | 1 mark |
| | Different effect added for caption animation | 1 mark |
| | Snapshot of final frame extracted in appropriate format | 1 mark |
| | ... and set as background | 1 mark |
| | Credits 7 seconds duration | 1 mark |
| | Credits include Location(Addu Atoll) | 1 mark |
| | Credits include Country (Maldives) | 1 mark |
| | Appropriate blank line/s as spacing between credits | 1 mark |
| | Candidate name & numbers in credits in appropriate format | 1 mark |
| | Movie saved with filename Coral_1_ZZ999_9999 | 1 mark |
| | In wmv format | 1 mark |

Audio file Soundtrack2

| | | |
|-------------|---|--------|
| Soundtrack2 | End of clip removed | 1 mark |
| | ...cut to 30 seconds | 1 mark |
| | Fade in present | 1 mark |
| | ...with appropriate duration for length of sound clip | 1 mark |
| | Fade out present | 1 mark |
| | ...with appropriate duration for length of sound clip | 1 mark |
| | Audio clip saved as Soundtrack2.mp3 | 1 mark |

Video file Coral_2

| | | |
|---------|-------------------------------|--------|
| Coral_2 | Soundtrack added as specified | 1 mark |
| | Movie saved in wmv format | 1 mark |

Video file Coral_3

| | | |
|---------|-----------------------------------|--------|
| Coral_3 | Export or conversion of file type | 1 mark |
| | In mp4 format | 1 mark |

Correct data file used 1 mark
Header Text 100% correct 1 mark
Must contain candidate name and numbers

Task 12–16

| | C | D | E | F | G |
|----|---------------------|---|--------------------|---|-------------------------------|
| | <i>Faculty code</i> | <i>Faculty</i> | <i>Level_code</i> | <i>Level</i> | <i>Full_Time?</i> |
| 1 | Ag | =VLOOKUP(C2, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BSc | =VLOOKUP(E2, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 2 | Ag | =VLOOKUP(C3, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BSc | | -1 |
| 3 | Ag | =VLOOKUP(C4, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BSc | | -1 |
| 4 | Ar | =VLOOKUP(C5, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BA | | -1 |
| 5 | Ar | =VLOOKUP(C6, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BA | | -1 |
| 6 | Ar | =VLOOKUP(C7, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BA | =VLOOKUP(E7, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 7 | Ar | =VLOOKUP(C8, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BA | =VLOOKUP(E8, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 8 | Ar | =VLOOKUP(C9, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BA | =VLOOKUP(E9, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 9 | Ar | =VLOOKUP(C10, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BA | =VLOOKUP(E10, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 10 | Ar | =VLOOKUP(C11, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | MA | =VLOOKUP(E11, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 11 | Ar | =VLOOKUP(C12, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BA | =VLOOKUP(E12, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 12 | Ar | =VLOOKUP(C13, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | MA | =VLOOKUP(E13, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 13 | Ar | =VLOOKUP(C14, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BA | =VLOOKUP(E14, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 14 | Ar | | BA | | -1 |
| 15 | Ar | | BA | | -1 |
| 16 | Ar | Lookup | Function used | Lookup | Function used |
| 17 | Co | Cell ref | Column C | Cell ref | Column E |
| 18 | Co | Range | Relative reference | Range | Relative reference |
| 19 | Co | | Faculty.csv | | Quals.csv |
| 20 | Co | | Correct range | | Correct range |
| 21 | Co | | Absolute reference | | Absolute reference |
| 22 | Co | | | | ,False (or Sorted sub-file) |
| 23 | Co | | | | Only award if results correct |
| 24 | Co | | | Replication | Both formulae (to 276) |
| 25 | Co | =VLOOKUP(C21, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BSc | =VLOOKUP(E23, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 26 | Co | =VLOOKUP(C22, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | MEng | =VLOOKUP(E24, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 27 | Co | =VLOOKUP(C23, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | BSc | =VLOOKUP(E25, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 28 | Co | =VLOOKUP(C24, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | MEng | =VLOOKUP(E26, Quals.csv!\$A\$2:\$B\$13,2,FALSE) | -1 |
| 29 | Co | =VLOOKUP(C25, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | MSc | | -1 |
| 30 | Co | =VLOOKUP(C26, Faculty.csv!\$A\$2:\$B\$18,2,FALSE) | MSc | | -1 |

Row 1
Fill Pale blue 1 mark
Font Red italic 1 mark
Sans-serif 1 mark

Faculty column
Lookup Function used 1 mark
Cell ref Column C 1 mark
Range Relative reference 1 mark
Faculty.csv 1 mark
Correct range 1 mark
Absolute reference 1 mark

Level column
Lookup Function used 1 mark
Cell ref Column E 1 mark
Range Relative reference 1 mark
Quals.csv 1 mark
Correct range 1 mark
Absolute reference 1 mark
,False (or Sorted sub-file) 1 mark
Only award if results correct
Replication Both formulae (to 276) 1 mark

| | C | D | E | F | G |
|-----|----|---|--------|---|----|
| 259 | Sc | =VLOOKUP(C259, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | BSc | =VLOOKUP(E259, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 260 | Sc | =VLOOKUP(C260, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | MSc | =VLOOKUP(E260, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 261 | Sc | =VLOOKUP(C261, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | BSc | =VLOOKUP(E261, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 262 | Sc | =VLOOKUP(C262, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | BSc | =VLOOKUP(E262, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 263 | Sc | =VLOOKUP(C263, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | MSc | =VLOOKUP(E263, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 264 | Sc | =VLOOKUP(C264, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | BSc | =VLOOKUP(E264, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 265 | Sc | =VLOOKUP(C265, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | BSc | =VLOOKUP(E265, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 266 | Sc | =VLOOKUP(C266, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | MSc | =VLOOKUP(E266, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 267 | Sc | =VLOOKUP(C267, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | BSc | =VLOOKUP(E267, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 268 | Sc | =VLOOKUP(C268, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | BSc | =VLOOKUP(E268, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 269 | Sc | =VLOOKUP(C269, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | MPharm | =VLOOKUP(E269, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 270 | Sc | =VLOOKUP(C270, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | MSc | =VLOOKUP(E270, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 271 | Sc | =VLOOKUP(C271, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | MSc | =VLOOKUP(E271, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 272 | Sc | =VLOOKUP(C272, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | MSc | =VLOOKUP(E272, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 273 | Sc | =VLOOKUP(C273, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | MSc | =VLOOKUP(E273, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 274 | Sc | =VLOOKUP(C274, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | MSc | =VLOOKUP(E274, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 275 | Sc | =VLOOKUP(C275, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | MSc | =VLOOKUP(E275, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |
| 276 | Sc | =VLOOKUP(C276, Faculty.csv!\$A\$2:\$B\$18,2, FALSE) | BSc | =VLOOKUP(E276, Quals.csv!\$A\$2:\$B\$13,2, FALSE) | -1 |

Task 18

| <i>Code</i> | <i>Course_Title</i> | <i>Faculty code</i> | <i>Faculty</i> | <i>Level_code</i> | <i>Level</i> | <i>Full_Time?</i> |
|-------------|---|---------------------|----------------|-------------------|---------------------------------|-------------------|
| LA-EU-2 | European Union Law | La | Law | LLM | Masters in Law | -1 |
| EC-BI-2 | Business Information Management | Ec | Economics | MSc | Master of Science | -1 |
| EC-BT-2 | Business Technology Consulting | Ec | Economics | MSc | Master of Science | -1 |
| EC-CP-2 | Corporate Finance | Ec | Economics | MSc | Master of Science | -1 |
| EC-DF-2 | Development Finance | Ec | Economics | MSc | Master of Science | -1 |
| EC-DP-2 | Development Planning | Ec | Economics | MSc | Master of Science | -1 |
| EC-FM-2 | Financial Risk Management | Ec | Economics | MSc | Master of Science | -1 |
| EC-IE-2 | International Business and Economic Development | Ec | Economics | MSc | Master of Science | -1 |
| EC-ID-2 | International Economic Development | Ec | Economics | MSc | Master of Science | -1 |
| EC-IH-2 | International Finance and Economic Development | Ec | Economics | MSc | Master of Science | -1 |
| EC-IM-2 | International Management and Accounting | Ec | Economics | MSc | Master of Science | -1 |
| EC-RK-2 | Real Estate Investment & Finance | Ec | Economics | MSc | Master of Science | -1 |
| SC-SE-2 | Soils and Environmental Pollution | Sc | Science | MSc | Master of Science | -1 |
| SC-ES-2 | Environmental Science | Sc | Science | MEnvSci | Master of Environmental Science | 0 |
| EC-BF-2 | Business Economics | Ec | Economics | BSc | Bachelor of Science | -1 |
| EC-FI-2 | Finance and Investment banking | Ec | Economics | BSc | Bachelor of Science | -1 |
| EC-AE-2 | Accounting and Economics | Ec | Economics | BSc | Bachelor of Science | -1 |
| EN-EM-2 | English Language | En | English | BA | Bachelor of Arts | 0 |
| EN-EO-2 | English Literature | En | English | BA | Bachelor of Arts | -1 |
| EN-EI-2 | English Literature and Italian | En | English | BA | Bachelor of Arts | -1 |
| EN-EP-2 | English Literature and Politics | En | English | BA | Bachelor of Arts | -1 |
| FR-FE-2 | French and Economics | Fr | French | BA | Bachelor of Arts | -1 |
| GE-GE-2 | German and Economics | Ge | German | BA | Bachelor of Arts | -1 |
| GE-GI-2 | German and Italian | Ge | German | BA | Bachelor of Arts | -1 |
| GE-GT-2 | German Studies | Ge | German | BA | Bachelor of Arts | 0 |
| HI-HE-2 | History and Economics | Hi | History | BA | Bachelor of Arts | -1 |
| PH-EV-2 | Ethics Value & Philosophy | Ph | Philosophy | BA | Bachelor of Arts | -1 |

Search Code contains E 1 mark
AND 1 mark
Code contains 2 1 mark
Primary sort in descending order on Level 1 mark
Secondary sort in Ascending order on Faculty 1 mark

Row 1 Merged
Text 100% correct
Cells A1 to M1
Corporate style
1 mark
1 mark
1 mark

Task 19 and 23-26

| Tawara University list of course tutors | | | | | | | | | | | | |
|---|-------------|-------------|------|------------------------------|--------|----------|-----------|-------------|------------|----------------------|---------------|------------------------------|
| Code | First name | Second Name | Room | Email | Salary | Contract | Start day | Start Month | Start Year | DOB | Days employed | Years employed |
| AWA | Abdumalik | AITA | | | | | | | 2008 | =DATE(J5, 5, H5) | =J5-K5 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| AWI | Andrea | Vina | | | | | | | 2008 | =DATE(J5, 6, H6) | =J5-K5 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| ATS | Andrianna | Tsogla | | | | | | | 2006 | =DATE(J7, 7, H7) | =J5-K5 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| BMO | Bianca | Moir | | | | | | | 1992 | =DATE(J8, 8, H8) | =J5-K5 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| CTY | Carole | Tynette | | | | | | | 2006 | =DATE(J9, 9, H9) | =J5-K5 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| CNO | Charlotta | Warfolk | | | | | | | 1994 | =DATE(J10, 10, H10) | =J5-K10 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| CCI | Christopher | Copkin | 28 | Christopher.Copkin@tawara.ac | 28000 | 0.8 | | | | | | =ROUND(YEARFRAC(J5,K5,L5),2) |
| CMO | Christopher | Moon | A56 | Christopher.Moon@tawara.ac | 35800 | 0.9 | | | | | | =ROUND(YEARFRAC(J5,K5,L5),2) |
| FJO | Felicla | de Jong | 34 | Felicla.de.Jong@tawara.ac | 40300 | 0.4 | | | | | | =ROUND(YEARFRAC(J5,K5,L5),2) |
| HSC | Holly | Scully | 37 | Holly.Scully@tawara.ac | 37900 | 0.8 | | | | | | =ROUND(YEARFRAC(J5,K5,L5),2) |
| LBE | Laura | Brown | 2 | Laura.Brown@tawara.ac | 39000 | 0.8 | | | | | | =ROUND(YEARFRAC(J5,K5,L5),2) |
| LAL | Laura | Allen | 16 | Laura.Allen@tawara.ac | 31500 | 1 | | | | | | =ROUND(YEARFRAC(J5,K5,L5),2) |
| MOL | Muyunda | Digham | 18 | Muyunda.Digham@tawara.ac | 31700 | 0.4 | | | | | | =ROUND(YEARFRAC(J5,K5,L5),2) |
| RHO | Rui | Ho | 66 | Rui.Ho@tawara.ac | 38400 | 0.6 | 2 | 6 | 2002 | =DATE(I18, I18, H18) | =J5-K18 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| SCO | Sarah-Jane | Cox | 47 | Sarah-Jane.Cox@tawara.ac | 33400 | 0.8 | 1 | 9 | 2000 | | | |
| SKA | Siegfried | Kang | 56 | Siegfried.Kang@tawara.ac | 34000 | 1 | 1 | 9 | 1984 | | | |
| TMI | Timothy | Mitchell | A19 | Timothy.Mitchell@tawara.ac | 29200 | 1 | 8 | 9 | 1992 | | | |
| VFA | Vivek | Parekh | 22 | Vivek.Parekh@tawara.ac | 31800 | 1 | 1 | 9 | 2011 | | | |
| XYU | Xiaodong | Yu | 10 | Xiaodong.Yu@tawara.ac | 37000 | 1 | 1 | 9 | 2010 | | | |
| YLO | Yu | Lo | 19 | Yu.Lo@tawara.ac | 36200 | 1 | 1 | 9 | 2004 | | | |
| WZ | Wade | Knogbe | 24 | Wade.Knogbe@tawara.ac | 37000 | 0.6 | 1 | 9 | 1999 | | | |
| SWA | Slick | Watson | C23 | Slick.Watson@tawara.ac | 38400 | 0.6 | 1 | 9 | 1998 | | | |
| LMK | Liam | McKenna | 26 | Liam.McKenna@tawara.ac | 31500 | 0.2 | 1 | 9 | 2006 | | | |
| KOD | Kolewole | Odekunle | 29 | Kolewole.Odekunle@tawara.ac | 37000 | 1 | 1 | 9 | 1988 | | | |
| HSE | Halleen | Sethi | 31 | Halleen.Sethi@tawara.ac | 37500 | 1 | 1 | 1 | 1988 | | | |
| LFA | Lita | Farrugia | 34 | Lita.Farrugia@tawara.ac | 31800 | 0.4 | 1 | 9 | 2003 | | | |
| MAR | Maria | Aftab | 38 | Maria.Aftab@tawara.ac | 34000 | 0.5 | 1 | 9 | 1983 | | | |
| HMA | Hina | Malik | 43 | Hina.Malik@tawara.ac | 37900 | 0.4 | 3 | 4 | 2008 | =DATE(J32, J32, H32) | =J5-K32 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| JBA | Jade | Batten | 54 | Jade.Batten@tawara.ac | 35800 | 0.6 | 1 | 9 | 1995 | =DATE(J33, J33, H33) | =J5-K33 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| ZBA | Zahir | Bashir | 55 | Zahir.Bashir@tawara.ac | 34000 | 0.8 | 1 | 9 | 2006 | =DATE(J34, J34, H34) | =J5-K34 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| HO | Isabelle | Houzeau | 59 | Isabelle.Houzeau@tawara.ac | 33400 | 1 | 1 | 9 | 1999 | =DATE(J35, J35, H35) | =J5-K35 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| MIS | Marina | Iza | 68 | Marina.Iza@tawara.ac | 37900 | 0.4 | 1 | 9 | 1988 | =DATE(J36, J36, H36) | =J5-K36 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| SEL | Siegfried | Eliot | 70 | Siegfried.Eliot@tawara.ac | 28500 | 0.6 | 1 | 1 | 2005 | =DATE(J37, J37, H37) | =J5-K37 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| PHU | Padraic | Hussey | 71 | Padraic.Hussey@tawara.ac | 27200 | 0.8 | 1 | 9 | 2012 | =DATE(J38, J38, H38) | =J5-K38 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| SEF | Selma | Kalaria | 872 | Selma.Kalaria@tawara.ac | 27200 | 1 | 1 | 9 | 1992 | =DATE(J39, J39, H39) | =J5-K39 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| SAL | Sukarno | Alip | 73 | Sukarno.Alip@tawara.ac | 28500 | 1 | 1 | 9 | 2003 | =DATE(J40, J40, H40) | =J5-K40 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| FBL | Fredrik | Blogg | 74 | Fredrik.Blogg@tawara.ac | 31500 | 1 | 1 | 9 | 1998 | =DATE(J41, J41, H41) | =J5-K41 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| PTI | Paul | Tynel | 2 | Paul.Tynel@tawara.ac | 26400 | 0.4 | 18 | 9 | 1996 | =DATE(J42, J42, H42) | =J5-K42 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| DGE | David | Gerard | 4 | David.Gerard@tawara.ac | 35800 | 0.6 | 1 | 9 | 2011 | =DATE(J43, J43, H43) | =J5-K43 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| MRA | Maresh | Ramdeo | 34 | Maresh.Ramdeo@tawara.ac | 31400 | 0.8 | 1 | 1 | 2000 | =DATE(J44, J44, H44) | =J5-K44 | =ROUND(YEARFRAC(J5,K5,L5),2) |
| SDV | Sarah | Del Vecchio | 36 | Sarah.Del.Vecchio@tawara.ac | 31800 | 1 | 1 | 1 | | | | =ROUND(YEARFRAC(J5,K5,L5),2) |
| DLU | Diping | Lu | 37 | Diping.Lu@tawara.ac | 37500 | 1 | 21 | | | | | =ROUND(YEARFRAC(J5,K5,L5),2) |

Top date cell
DATE function
Year ref: column J cell 5
Month ref: column I cell 5
Day ref: column H cell 5
1 mark
1 mark
1 mark

Top DE cell
J2 Abs ref
-
K5 relative ref
Accept DAYS360(K%, \$J\$2) for all 3 marks
1 mark
1 mark
1 mark

Top YE cell
ROUND
(,2)
either
YEARFRAC
... J2 Abs ref
... K5 relative ref
or
L5 relative ref
/
365
1 mark
1 mark
1 mark
1 mark
1 mark

Replication
All 3 formulae
1 mark

Cell J2 Correct data entered 01/04/2017 1 mark

Task 22 and 27

| A | B | C | D | E | F | G | H | I | J | L | M | | |
|---|------|-------------|-------------|------|------------------------------|-------------|----------|-----------|----------------------|------------|------------|---------------|----------------|
| Course tutors - last edited by: A Candidate, XX999, 9/9/99 | | | | | | | | | | | | | |
| 1 | | | | | | | | | 01/04/2017 | | | | |
| 2 | | | | | | | | | Date for calculation | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | Code | Firstname | Second Name | Room | Email | Salary | Contract | Start day | Start Month | Start Year | Date | Days employed | Years employed |
| 5 | AMA | Abdulmalik | Atta | 84 | Abdulmalik.atta@tawara.ac | \$34,400.00 | 1 | 31 | 5 | 2006 | 31/05/2006 | 3958 | 10.84 |
| 6 | AVI | Andrea | Virna | 23 | Andrea.Virna@tawara.ac | \$27,200.00 | 0.4 | 1 | 9 | 1998 | 01/09/1998 | 6787 | 18.58 |
| 7 | ATS | Andrianna | Tsogla | 96 | Andrianna.Tsogla@tawara.ac | \$39,100.00 | 0.6 | 1 | 9 | 2006 | 01/09/2006 | 3865 | 10.58 |
| 8 | BMO | Bianca | Moir | 45 | Bianca.Moir@tawara.ac | \$40,600.00 | 0.8 | 1 | 9 | 1992 | 01/09/1992 | 8978 | 24.58 |
| 9 | CNY | Carole | Tynedale | 13 | Carole.Tynedale@tawara.ac | \$37,500.00 | 1 | 1 | 9 | 2006 | 01/09/2006 | 3865 | 10.58 |
| 10 | CNO | Charlotte | Norfolk | 4 | Charlotte.Norfolk@tawara.ac | \$33,200.00 | 1 | 1 | 9 | 1994 | 01/09/1994 | 8248 | 22.58 |
| 11 | CCI | Christopher | Cipkin | 98 | Christopher.Cipkin@tawara.ac | \$28,500.00 | 0.4 | 1 | 9 | 2002 | 01/09/2002 | 5326 | 14.58 |
| 12 | CMO | Christopher | Moon | A56 | Christopher.Moon@tawara.ac | \$35,800.00 | 0.5 | 25 | 5 | 1995 | 25/05/1995 | 7982 | 21.85 |
| 13 | FIO | Felicia | de Jong | 94 | Felicia.deJong@tawara.ac | \$40,300.00 | 0.4 | 1 | 9 | 2005 | 01/09/2005 | 4230 | 11.58 |
| 14 | HSC | Holly | Scully | 97 | Holly.Scully@tawara.ac | \$37,900.00 | 0.6 | 1 | 9 | 2010 | 01/09/2010 | 2404 | 6.58 |
| 15 | LBR | Laura | Brown | 2 | Laura.Brown@tawara.ac | \$39,000.00 | 0.8 | 1 | 4 | 2004 | 01/04/2004 | 4748 | 13 |
| 16 | LAL | Laura | Allen | 16 | Laura.Allen@tawara.ac | \$31,500.00 | 1 | 1 | 9 | 2002 | 01/09/2002 | 5326 | 14.58 |
| 17 | MOL | Muyunda | Oldham | 18 | Muyunda.Oldham@tawara.ac | \$31,700.00 | 0.4 | 1 | 9 | 2001 | 01/09/2001 | 5691 | 15.58 |
| 18 | PHO | Pui Man | Ho | 66 | Pui.Ho@tawara.ac | \$38,400.00 | 0.6 | 2 | 6 | 2002 | 02/06/2002 | 5417 | 14.83 |
| 19 | SCO | Sarah-Jane | Cox | 47 | Sarah-Jane.Cox@tawara.ac | \$33,400.00 | 0.8 | 1 | 9 | 2000 | 01/09/2000 | 6056 | 16.58 |
| 20 | SKA | Siegfrid | Karg | 56 | Siegfrid.Karg@tawara.ac | \$34,000.00 | 1 | 1 | 9 | 1984 | 01/09/1984 | 11900 | 32.58 |
| 21 | TMI | Timothy | Mitchell | A18 | Timothy.Mitchell@tawara.ac | \$29,300.00 | 1 | 8 | 9 | 1992 | 08/09/1992 | 8971 | 24.55 |
| 22 | VPA | Vivek | Parekh | 22 | Vivek.Parekh@tawara.ac | \$31,800.00 | 1 | 1 | 9 | 2011 | 01/09/2011 | 2039 | 5.58 |
| 23 | XYU | Xiaodong | Yu | 10 | Xiaodong.Yu@tawara.ac | \$37,000.00 | 1 | 1 | 9 | 2010 | 01/09/2010 | 2404 | 6.58 |
| 24 | YLO | Yu | Kiu | 19 | Yu.Kiu@tawara.ac | \$36,200.00 | 1 | 1 | 9 | 2004 | 01/09/2004 | 4955 | 12.58 |
| 25 | JNZ | Jibe | Nzoga | 24 | J.Nzoga@tawara.ac | \$37,000.00 | 0.6 | 1 | 9 | 1999 | 01/09/1999 | 6422 | 17.58 |
| 26 | SWA | Slick | Walton | 023 | Slick.Walton@tawara.ac | \$38,400.00 | 0.6 | 1 | 9 | 1986 | 01/09/1986 | 11170 | 30.58 |
| 27 | LKM | Liam | McKenna | 26 | Liam.McKenna@tawara.ac | \$31,500.00 | 0.2 | 1 | 9 | 2006 | 01/09/2006 | 3865 | 10.58 |
| 28 | KOD | Kolewole | Odulekun | 28 | Kolewole.Odulekun@tawara.ac | \$37,000.00 | 1 | 1 | 9 | 1986 | 01/09/1986 | 11170 | 30.58 |
| 29 | HSE | Harleen | Sethi | 31 | Harleen.Sethi@tawara.ac | \$37,500.00 | 1 | 1 | 1 | 1988 | 01/01/1988 | 10683 | 29.25 |
| Formatting Salary \$ & 2dp 2 marks | | | | | | | | | | | | | |
| 32 | HWMA | Hina | Maitik | 43 | Hina.Maitik@tawara.ac | \$31,800.00 | 0.4 | 1 | 9 | 2003 | 01/09/2003 | 4961 | 13.58 |
| 33 | JBA | Jade | Batten | 54 | Jade.Batten@tawara.ac | \$34,000.00 | 0.5 | 1 | 9 | 1983 | 01/09/1983 | 12266 | 33.58 |
| 34 | ZBA | Zakir | Bashir | 55 | Zakir.Bashir@tawara.ac | \$37,900.00 | 0.4 | 3 | 4 | 2009 | 03/04/2009 | 2920 | 8 |
| 35 | HO | Isabelle | Houreaux | 59 | Isabelle.Houreaux@tawara.ac | \$35,800.00 | 0.6 | 1 | 9 | 1995 | 01/09/1995 | 7883 | 21.58 |
| 36 | MIS | Marina | Isa | 68 | Marina.Isa@tawara.ac | \$37,900.00 | 0.4 | 1 | 9 | 1986 | 01/09/1986 | 11170 | 30.58 |
| 37 | SEL | Siegfrid | Eliert | 70 | Siegfrid.Eliert@tawara.ac | \$28,500.00 | 0.6 | 1 | 1 | 2003 | 01/01/2003 | 5204 | 14.25 |
| 38 | PHU | Padraic | Hussey | 71 | Padraic.Hussey@tawara.ac | \$27,200.00 | 0.8 | 1 | 9 | 2012 | 01/09/2012 | 1673 | 4.58 |
| 39 | SKE | Sofia's | Kelien's | 872 | Sofia's.Kelien's@tawara.ac | \$27,200.00 | 1 | 1 | 9 | 1992 | 01/09/1992 | 8978 | 24.58 |
| 40 | SAL | Sukran | Alp | 73 | Sukran.Alp@tawara.ac | \$38,500.00 | 1 | 1 | 9 | 2003 | 01/09/2003 | 4961 | 13.58 |
| 41 | FBL | Frederik | Bløges | 74 | Frederik.Bløges@tawara.ac | \$31,500.00 | 1 | 9 | 9 | 1996 | 01/09/1996 | 6787 | 18.58 |
| 42 | PTY | Paul | Tyrell | 2 | Paul.Tyrell@tawara.ac | \$38,400.00 | 0.4 | 16 | 9 | 1996 | 16/09/1996 | 7502 | 20.54 |
| 43 | DGE | David | Gerard | 4 | David.Gerard@tawara.ac | \$35,800.00 | 0.6 | 1 | 9 | 2011 | 01/09/2011 | 2039 | 5.58 |
| 44 | MRA | Mahesh | Ramdeo | 84 | Mahesh.Ramdeo@tawara.ac | \$33,400.00 | 0.8 | 1 | 1 | 2000 | 01/01/2000 | 6300 | 17.25 |
| 45 | SDV | Sarah | Del Vecchio | 96 | Sarah.DelVecchio@tawara.ac | \$31,800.00 | 1 | 1 | 9 | 1990 | 01/09/1990 | 9709 | 26.58 |
| 46 | DLU | Dipping | Lu | 97 | Dipping.Lu@tawara.ac | \$37,500.00 | 1 | 21 | 10 | 1998 | 21/10/1998 | 6737 | 18.44 |