## basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

## SENIOR CERTIFICATE/ NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1
NOVEMBER 2020
MARKING GUIDELINES

MARKS: 180


| QUESTION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | TOTAL |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| POSSIBLE MARK | 29 | 21 | 27 | 23 | 40 | 20 | 20 | 180 |
| MARKER |  |  |  |  |  |  |  |  |
| SM |  |  |  |  |  |  |  |  |
| CM |  |  |  |  |  |  |  |  |
| IM/EM |  |  |  |  |  |  |  |  |

These marking guidelines consist of 15 pages.

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

QUESTION 1
File name: 1Pyramids
Total Q1: 29

| No. | Criteria | Maximum Mark |  | Candidate Mark |
| :---: | :---: | :---: | :---: | :---: |
| 1.1 | Picture <br> - Picture width changed to $21 \mathrm{~cm} \checkmark$ <br> - Picture positioned over top edge and across width of page $\checkmark$ <br> - All empty paragraphs below picture removed | $\begin{aligned} & 1 \\ & 1 \\ & 1 \end{aligned}$ | 3 |  |
| 1.2 | Heading <br> - Strikethrough removed from whole heading $\checkmark$ <br> - Character spacing expanded $\checkmark$ by $1.5 \mathrm{pt} \checkmark$ <br> - Heading horizontally centred $\checkmark$ | 1 2 1 | 4 |  |
| 1.3 | Source <br> - Website source added <br> - Author 'Nina Sen' added $\checkmark$ (Accept Sen, Nina OR any variation of Nina Sen) <br> - Year '2012', Month 'September' OR 09 OR 9, Day '6' $\checkmark$ <br> - Added in the appropriate places | $\begin{aligned} & 1 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ | 4 |  |
| 1.4 | Find and replace <br> - Nonbreaking spaces replaced with a single normal space $\checkmark$ (some replacements) <br> - All 14 occurrences of nonbreaking spaces replaced $\checkmark$ (Find nonbreaking spaces ( ${ }^{\wedge}$ s), no occurrences) | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 1.5 | Indent: 'One of ...' <br> - First line indent <br> - Left or hanging indent set at $2 \mathrm{~cm} \checkmark$ <br> - Right indent set at exactly 14 cm on ruler $\checkmark(1.92 \mathrm{~cm}$ in dialog box) | $\begin{aligned} & 1 \\ & 1 \\ & 1 \end{aligned}$ | 3 |  |
| 1.6 | Line and Paragraph spacing: 'The grand ...' <br> - Paragraph spacing after changed to $8 \mathrm{pt} \checkmark$ <br> - Line spacing set to 'Multiple' $\checkmark$ <br> - At 1.4 V | 1 1 1 | 3 |  |
| 1.7 | Paragraph settings: 'Insert here' <br> - 'Page break before' selected on text 'Insert here' $\checkmark$ (Do NOT allocate mark for Page Break) | 1 | 1 |  |


| 1.8 | File inserted as icon <br> - File 1 Structure inserted $\checkmark(A l t+F 9)$ <br> - As icon $\checkmark$ <br> - Icon named as 1 Structure $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \\ & 1 \end{aligned}$ |  | 3 |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 1.9 | Caption <br> - Picture 'cropped' to remove only text below $\checkmark$ <br> - Caption label changed to Structure $\checkmark$ (Alt + F9, \{Seq Structure ।* alphabetic\}) <br> - Caption label numbering changed to a, b, c, ... | $\begin{aligned} & 1 \\ & 1 \\ & 1 \end{aligned}$ |  | 3 |  |
| 1.10 | Watermark <br> - Text watermark inserted $\checkmark$ <br> - Text 'Ancient' <br> - Watermark displays only on first page $\checkmark$ | 1 1 1 |  | 3 |  |
|  | Total for QUESTION 1 |  |  | [29] |  |

## QUESTION 2

File name: 2Building
Total Q2: 21

| No. | Criteria | Maximum Mark |  | Candidate Mark |
| :---: | :---: | :---: | :---: | :---: |
| 2.1 | Cover page <br> - Exam number inserted in 'Author' form control $\checkmark$ <br> - Abstract form control removed $\checkmark$ (With or without text) | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 2.2 | Page border <br> - Page borders removed from document | 1 | 1 |  |
| 2.3 | Table of Contents \{TOC\h\z\t"Heading 1,2,Title,1"\} <br> Mind-Altering Facts about the Great Pyramid at Giza $\qquad$ <br> 2.5 Million Blocks of stone were used to build the pyramid that covers <br> more than 13 acres of land. $\qquad$ <br> The overall precision of the Great Pyramid is breathtaking. <br> The Orion Mystery. <br> - Two 'Heading 2' style headings changed to 'Heading 1' style headings <br> - Table of Contents inserted $\checkmark$ <br> - Table of Contents options set to 'Title' style level 1 and 'Heading 1' style level $2 \checkmark$ | $\begin{aligned} & 1 \\ & 1 \\ & 1 \end{aligned}$ | 3 |  |
| 2.4 | Page numbering <br> - Any automatic page numbering inserted $\checkmark$ <br> - Page numbers inserted anywhere in the left page margin $\checkmark$ (Accept any format containing 'Page') <br> - Page after Table of Contents page numbered as 'Page 1' $\checkmark$ (No page numbers on or before TOC page) | 1 <br> 1 <br> 1 | 3 |  |
| 2.5 | Table to text <br> - Table converted to text $\checkmark$ with tabs at $4 \mathrm{~cm} \checkmark$ <br> - Hanging indent set to tab position $\checkmark$ <br> - Text alignment set to justify $\checkmark$ (No mark if table) <br> - Any solid paragraph border inserted $\checkmark$ | $\begin{aligned} & 2 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ | 5 |  |
| 2.6 | Citation <br> - Citation displays only author $\checkmark$ (Year suppressed. Ignore if Title NOT suppressed.) <br> - Page number 'p. 433' inserted $\checkmark$ | 1 1 | 2 |  |


| 2.7 | Picture <br> - Picture background removed $\checkmark$ <br> - Text wrapping set to 'Tight'/'Through' $\checkmark$ <br> - Picture moved to approximate correct position $\checkmark$ | 1 1 1 | 3 |  |
| :---: | :---: | :---: | :---: | :---: |
| 2.8 | Cross reference <br> - Cross reference to 'ForEver' bookmark inserted $\checkmark$ (Alt + F9, \{PAGEREF ForEver $1 h$ \}) <br> - Only page number displays $\checkmark$ | 1 1 | 2 |  |
|  | Total for QUESTION 2 |  | [21] |  |

## QUESTION 3

File name: 3Tourists
Total Q3: 27

- 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 |
| :---: | :---: | :---: | :---: | :---: |
| Data worksheet |  |  |  |  |
| 3.1 | Row 1: <br> - Cells A1:I1 merged and centred $\checkmark$ <br> - Font size increased to 13 (All text) $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 3.2 | Cell C3: <br> $=$ MONTH(A3) <br> - MONTH function $\checkmark$ (A3) <br> - Cell format changed to 'General'/'Text' OR 'Number' with zero decimals $\checkmark$ | 1 1 | 2 |  |
| 3.3 | Cell C4: <br> =AVERAGE(H8:H19) <br> - AVERAGE function $\checkmark$ (lgnore if divided by 5 ) <br> - Range: H8:H19 $\checkmark$ <br> - Cell formatted to show no decimal places $\checkmark$ | 1 1 1 | 3 |  |
| 3.4 | Cell C5: =SUMIF(B8:B19,"Peak",G8:G19) <br> - Criteria range: B8:B19 $\checkmark$ <br> - Criteria: "Peak" $\checkmark$ <br> - Sum range: G8:G19 $\checkmark$ | 1 1 1 | 3 |  |


| 3.5 | Cell I8 (Check for building blocks): <br> =IF(SUM(C8:G8)=H8,"Correct","Error") <br> OR <br> =IF(H8=SUM(C8:G8),"Correct","Error") <br> - =IF function in cell I8 $\checkmark$ <br> - SUM function $\checkmark$ <br> - Range (C8:G8) $\checkmark$ (No mark if absolute cell reference) <br> - $=\mathrm{H} 8 \checkmark$ <br> - Correct output ("Correct") if true $\checkmark$ <br> - Correct output ("Error") if false $\checkmark$ <br> - Formula copied to rest of cells $\checkmark$ | 1 1 1 1 1 1 1 |  | 7 |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 3.6 | Conditional formatting (Check for building blocks) <br> - Conditional formatting applied to range C8:G19 $\checkmark$ <br> - To check for below average $\checkmark$ ('Below average' rule OR <752293 OR C8<AVERAGE(\$C\$8:\$G\$19)) <br> - Filled with any colour | 1 1 1 |  | 3 |  |
| Chart_Grafiek worksheet |  |  |  |  |  |
| 3.7 | - Chart type for 2015 data changed $\checkmark$ to column $\checkmark$ <br> - Legend series 'Year' changed to '2018' $\checkmark$ <br> - Legend appears to the right of the chart $\checkmark$ <br> - 1000 separator applied to vertical axis $\checkmark$ (Check Axis Options Number setting) <br> - Markers inserted $\checkmark$ on 2019 data only $\checkmark$ | $\begin{aligned} & \hline 2 \\ & 1 \\ & 1 \\ & 1 \\ & 2 \end{aligned}$ |  | 7 |  |
|  | Total for QUESTION 3 |  |  | 27] |  |

## QUESTION 4

File name: 4Visitors
Total Q4: 23

- 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 |
| :---: | :---: | :---: | :---: | :---: |
| Pyr_Pir worksheet |  |  |  |  |
| 4.1 | Page layout <br> - Page orientation set to landscape $\checkmark$ <br> - Row 2 set to repeat at top of each page $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 4.2 | Cell D3 (Check for building blocks): =RIGHT(C3,LEN(C3)-FIND("@",C3)) <br> OR <br> =RIGHT(C3,LEN(C3)-SEARCH("@",C3)) <br> OR <br> =MID(C3,FIND("@",C3)+1,LEN(C3)-FIND("@",C3)) <br> OR <br> =MID(C3,FIND("@",C3)+1,LEN(C3)) <br> - Determine the position of the @ $\checkmark$ in cell C3 with FIND/SEARCH function $\checkmark$ <br> - Determine the length of string $\checkmark$ in cell C3 with LEN function <br> - Extract text AFTER $\checkmark$ the "@" with MID/RIGHT function $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ | 5 |  |
| 4.3 | Cell F4: =VLOOKUP(E4,Code_Kode!\$A\$2:\$C\$43,3) <br> OR <br> =VLOOKUP(E4,Code_Kode!\$A\$1:\$C\$43,3) <br> OR <br> =XLOOKUP(E4,Code_Kode!\$A\$2:\$A\$43,Code_Kode!\$ C\$2:\$C\$43) <br> - VLOOKUP OR XLOOKUP function $\checkmark$ <br> - Lookup value: E4 $\checkmark$ <br> - Table array: Code_Kode!A2:C43 $\checkmark$ (OR Code_Kode!\$A\$1:-\$C\$43) <br> - Row index number: $3 \checkmark$ <br> - Absolute cell referencing $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ | 5 |  |


| 4.4 | Cell H5 (Check for building blocks): <br> =ROUNDDOWN(((TODAY()-G5)/365.25),0) <br> OR <br> =ROUNDDOWN(DAYS360(G5,TODAY())/360,0) <br> OR <br> =ROUNDDOWN(DAYS(TODAY(),G5)/365.25,0) <br> OR <br> =ROUNDDOWN(YEARFRAC(G5,TODAY()),0) <br> OR <br> =TRUNC(((TODAY()-G5)/365.25),0) <br> OR <br> $=\mathbf{I N T}(($ TODAY ()$-G 5) / 365.25)$ <br> - ROUNDDOWN ( ,0) $\checkmark$ (Allocate mark if INT OR TRUNC was used) <br> - TODAY() $\checkmark$ OR NOW () <br> - - $\checkmark$ <br> - G5) $\checkmark$ <br> - Correct order of subtraction $\checkmark$ <br> - / 365.25 $\checkmark$ (Accept 365 OR 360 if DAYS360 function was used) | 1 1 1 1 1 1 |  | 6 |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 4.5 | Cell I14 (Check for building blocks): =IF(H14<60,IF(F14="Giza","Yes","No"),"No") <br> OR =IF(H14<=59,IF(F14="Giza","Yes","No"),"No") <br> OR =IF(H14>=60,"No",IF(F14="Giza","Yes","No")) <br> - Criteria 1: check for $<60 \mathrm{OR}<=59 \checkmark$ <br> - Criteria 2: check for "Giza" $\checkmark$ <br> - Correct output ("Yes") if both true $\checkmark$ <br> - Correct output ("No") if both false $\checkmark$ <br> - Correct output ("No") if age (<60) is false $\checkmark$ | 1 1 1 1 1 |  | 5 |  |
|  | Total for QUESTION 4 |  |  | 23] |  |

File name: 5Egypt
Total Q5: 40

| No. | Criteria | Maximum Mark |  | Candidate Mark |
| :---: | :---: | :---: | :---: | :---: |
| Table: tbl5_1 |  |  |  |  |
| 5.1.1 | Field: TSurname <br> - Allow for duplicates $\checkmark$ (Yes (Duplicates OK)) | 1 | 1 |  |
| 5.1.2 | Field: TBirthDate <br> - Date displays in 'Short Date' format | 1 | 1 |  |
| 5.1.3 | Field: TAge <br> - Decimal places set to $0 \checkmark$ | 1 | 1 |  |
| 5.1.4 | Field: EContact <br> - Validation rule: Like *@* * $\checkmark$ @ $\checkmark$ * $\checkmark$ | 1 1 1 | 3 |  |
| 5.1.5 | Field: TType <br> - Field size changed to $4 \checkmark$ | 1 | 1 |  |
| 5.1.6 | Input Mask: <.LL? OR .<LL? <br> - < $\downarrow$ <br> - . $\checkmark$ (Accept in combination with /, lor " ") <br> - LL $\checkmark$ <br> - ? $\downarrow$ | 1 1 1 1 | 4 |  |
| 5.1.7 | Field: PyramidCode <br> - Text align is set to 'Center' | 1 | 1 |  |
| 5.1.8 | Field: PyramidSite <br> - Combo box created $\checkmark$ <br> - Row source: tblSites $\checkmark$ (14 options in combo box) | 1 1 | 2 |  |
| 5.1.9 | Field: TPhoto <br> - Any picture inserted for 'Peter Andrews' $\checkmark$ <br> - 5Andrews picture inserted $\checkmark$ (Accept linked icon) | 1 1 | 2 |  |
| Form: frm5_2 |  |  |  |  |
| 5.2 | - Fields are in order TSurname, TName, EContact and TPhoto $\checkmark$ <br> - Examination number replaces the form heading $\checkmark$ <br> - Date field inserted in form header $\checkmark$ (Do not accept typed date) <br> - EContact field shaded to any colour $\checkmark$ (Accept shadow or shade. Not label) | $\begin{aligned} & 1 \\ & 1 \\ & 1 \end{aligned}$ | 4 |  |


| Query: qry5_3 |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| 5.3 | - Total row switched on $\checkmark$ <br> - Pyramid: COUNT $\checkmark$ <br> - Site criteria: "Giza" $\checkmark$ | 1 1 1 | 3 |  |
| Query: qry5_4 |  |  |  |  |
| 5.4 | - Surname field moved to before Name field $\checkmark$ <br> - Criteria in BirthDate field: < \#1960/01/01\# $\checkmark$ OR <=\#1959/12/31\# <br> OR YEAR $([$ BirthDate $])<1960$ <br> OR YEAR $([$ BirthDate $])<=1959$ <br> OR LEFT ([BirthDate],4)<=1959 <br> - Criteria in DomainType field: ".org" $\checkmark$ OR $\checkmark$ ".edu" $\checkmark$ (Accept "*org" OR "*edu") <br> - Calculated field: <br> Payable:[ VisitorsCost] - ([ VisitorsCost] * 0.15) <br> Payable:[VisitorsCost] - ([VisitorsCost] * 15/100) <br> Payable:[VisitorsCost] * 0.85 <br> Calculated field name: Payable: $\checkmark$ <br> Correct field: VisitorsCost $\checkmark$ <br> $15 \%$ calculated $\checkmark\left({ }^{*} 15 / 100\right.$ OR *0.15) <br> Subtracted from VisitorsCost $\checkmark$ ( ${ }^{*} 0.85$ OR <br> -[VisitorsCost]) (Accept 0.85 OR 85/100 for last two marks) <br> (Expected number of records: 37) | 3 <br> 1 <br> 1 <br> 1 | 9 |  |
| Report: rpt5_5 |  |  |  |  |
| 5.5 | - Report saved as rpt5_5 $\checkmark$ based on tbIVisitors <br> - Pyramid, Name, Surname, VisitorsCost fields display $\checkmark$ <br> - Grouping on Pyramid $\checkmark$ <br> - Function in Pyramid footer $\checkmark$ $=$ MAX $\checkmark$ ([VisitorsCosf]) <br> - 'Maximum Amount' label added for the function $\checkmark$ <br> - Border appears around 'Maximum Amount' textbox and appears as currency $\checkmark$ (Mark from Print Preview) | 1 <br> 1 <br> 1 <br> 1 <br> 2 1 <br> 1 | 8 |  |
|  | Total for QUESTION 5 |  | [40] |  |

## QUESTION 6

File names: 6_1NatGeo, 6_2Facts
Total Q6: 20

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

| No. | Criteria | Maximum Mark |  | Candidate Mark |
| :---: | :---: | :---: | :---: | :---: |
| 6_1NatGeo |  |  |  |  |
| 6.1.1 | ```Centre <center> <h1><font face="Papyrus">PYRAMIDS</font></h1> <p>The third of ... complex mortuary temple.</p> <p>Each massive pyramid ... other features.</p> </center>``` <br> - 'Center' OR paragraph and align tags inserted $\checkmark$ <br> - Text 'PYRAMIDS ... other features' (including picture) is centred | 1 1 | 2 |  |
| 6.1.2 | Heading <h1><font face="Papyrus">PYRAMIDS</font></h1> <br> - 'Heading 1 ' tags correctly inserted $\checkmark$ <br> - Font tags correctly inserted $\checkmark$ <br> - 'Font face' set to "Papyrus" $\checkmark$ | 1 1 1 | 3 |  |
| 6.1.3 | Image <img src="6Group.jpg"> <br> - Image tags inserted <img src ...> $\checkmark$ <br> - Image 6Group.jpg $\checkmark$ | 1 1 | 2 |  |
| 6.1.4 | Hyperlink <a href="www.crystal.com"><h2>The Future of the Pyramids</h2></a> <br> - Tags for anchor inserted <a ...> $\checkmark$ <br> - To correct web address "www.crystal.com" $\checkmark$ | 1 | 2 |  |


| 6_2Facts |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| 6.2 | ```<font size="6"><b>TOP 3 Egyptian Pyramid Facts</b></font> <hr/> ... <table bgcolor="Burlywood" border="1"> <tr> <th>No.</th> <th>Question</th> <th>Answer</th> </tr> <tr> <td>1.</td> <td>Which pyramids are the most well known? </td> <td>Ancient Egyptian pyramids</td> </tr> </table> <ul type="circle"> <li>Most Ancient Egyptian ...</li> <li>Saqqara is a ...</li> <li>For over 3 }800\mathrm{ years ...</li> </ul>``` <br> - Tag for horizontal line <hr/> inserted $\checkmark$ <br> - Table row tags <tr></tr> inserted for table heading $\checkmark$ <br> - Table heading tags <th></th> inserted $\checkmark$ (OR bold and centred) <br> - Table row tags <tr></tr> inserted twice for table rows $\checkmark$ <br> - Cell tags <td></td> inserted $\checkmark$ <br> - Cell tags <td></td> inserted for two rows $\checkmark$ <br> - Closing table tag </table> inserted before bulleted list $\checkmark$ <br> - Unordered list tags <ul></ul> inserted around the text $\checkmark$ <br> - Bullet type is a 'circle' $\checkmark$ <br> - List item tags <li></li> inserted three times $\checkmark$ | 1 1 1 <br> 1 <br> 1 <br> 1 <br> 1 <br> 1 1 | 10 |  |
|  | Closing tag(s), triangular brackets and nesting correctly used on both web pages | 1 | 1 |  |
|  | Total for QUESTION 6 |  | [20] |  |

QUESTION 7 File names: 7Years, 7Invitation, 7Mail, 7InvitationMerged
Total Q7: 20

| No. | Criteria | Maximum Mark |  | Candidate Mark |
| :---: | :---: | :---: | :---: | :---: |
| 7Years |  |  |  |  |
| Data worksheet |  |  |  |  |
| 7.1.1 | Transpose <br> - Correct data appears in Data worksheet $\checkmark$ <br> - Column A is right aligned $\checkmark$ | 1 1 | 2 |  |
| Chart worksheet |  |  |  |  |
| 7.1.2 | Chart <br> - Only the data series 2017 to 2019 is displayed $\checkmark$ <br> - Data labels added <br> - Vertical axis major units changed to $0.2 \checkmark$ | 1 1 1 | 3 |  |
| 7.1.3 | Chart saved as image (7Chart.jpg) <br> - Chart saved as a file $\checkmark$ <br> - Saved as 7Chart.jpg $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| Visitors worksheet |  |  |  |  |
| 7.1.4 | Cell J3: =COUNTIF(AmountSpent,">14000") <br> - COUNTIF function $\checkmark$ <br> - Named Range: AmountSpent $\checkmark$ (OR cell F2:F194) <br> - Criteria: ">14000" | 1 1 1 | 3 |  |
| 7.1.5 | Data validation: Column E <br> - In Validation List <br> - Option 'ord' changed to 'org' $\checkmark$ OR <br> 'org' added to list <br> - Option 'gov' added to list $\checkmark$ <br> - Validation Rule Source changed to include amendments in validation list for column E $\checkmark$ (OR \$M\$4:\$M\$9 OR \$M\$4:\$M\$10 OR 'org' added) | 1 1 1 | 3 |  |


| 7 Invitation/7InvitationMerged |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: |
| 7.2.1 | Mail Merge (14 records expected) <br> Opening this document will run the following SQL command: <br> ! SELECT * FROM 'tbIVisitors' WHERE 'DomainType' = 'edu' And 'BirthDate' > \#1960/12/31\# <br> Data from your database will be placed in the document. Do you want to continue? $\square$ $\square$ $\square$ <br> - 7Invitation linked to data source 7Mail $\checkmark$ <br> - Data source: DomainType criteria = edu $\checkmark$ <br> - Data source: BirthDate criteria >=1961/01/01 $\checkmark$ OR >1960/12/31 <br> - <<Name>> replaced with field Name $\checkmark$ <br> - Any date and time field inserted in the footer $\checkmark$ to automatically update $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ | 6 |  |
| 7.2.2 | Merged Document <br> - Merged document saved as 7InvitationMerge | 1 | 1 |  |
|  | Total for QUESTION 7 |  | [20] |  |
|  | TOTAL |  | 180 |  |

