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**INFORMATION TECHNOLOGY**

**9626/02**

Paper 2 Practical

**For Examination from 2017**

SPECIMEN MARK SCHEME

**2 hours 30 minutes**

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**MAXIMUM MARK: 110**

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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 <b>BrainCoralAndManta.jpg</b>	1
	Title 7 seconds duration	1
	Title text <b>Hard Coral 3</b>	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 <b>BrainCoralAndManta.jpg</b>	1
	Placed between title and video	1
	Caption 7 seconds duration	1
	Caption text includes <b>University of Tawara</b>	1
	On 2 <sup>nd</sup> line includes <b>Marine Biology Unit 14C</b>	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 <b>Tawara University list of course tutors</b>	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	<b>Range check</b> entered for test type	1
	<b>Normal</b> data type chosen	1
	2 Correct data items selected >31/12/2009 AND <1/1/2041	1
	<b>Abnormal</b> data type chosen	1
	2 abnormal data items selected (outside, negative or wrong data type)	1
	Expected outcome – Error message expected	1
	<b>Extreme</b> data type chosen	1
	Correct data selected <b>1/1/2010</b> and <b>31/12/2040</b>	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 1 mark  
Between 1 mark  
1/1/2010 1 mark  
And 31/12/2040 1 mark  
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
CTY	1	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**

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

<b>Range check</b>	1 mark
<b>Normal data</b>	1 mark
2 Correct examples	1 mark
<b>Abnormal data</b>	1 mark
2 Correct abnormal examples	1 mark
Expected to be rejected	1 mark
<b>Extreme data</b>	1 mark
1/1/2010 & 31/12/2040	1 mark
Normal & <b>extreme</b> 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

**Task 12–16**

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

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

**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	Date	Days employed	Fraction employed
AMA	Abdulmalik	Atta							2008	=DATE(J5, B, H5)	=J52-K5	=ROUND(YEARFRAC(J52,K5,1),2)
AWI	Andrea	Vina							2006	=DATE(J5, B, H6)	=J52-K6	=ROUND(YEARFRAC(J52,K6,1),2)
ATS	Andrianna	Trogia							2006	=DATE(J7, I, K7)	=J52-K7	=ROUND(YEARFRAC(J52,K7,1),2)
BMO	Blanca	Moir							1992	=DATE(J8, B, H8)	=J52-K8	=ROUND(YEARFRAC(J52,K8,1),2)
CTY	Carole	Tynedale							2006	=DATE(J9, B, H9)	=J52-K9	=ROUND(YEARFRAC(J52,K9,1),2)
CNO	Charlotta	Warfolk							1994	=DATE(J10, B, H10)	=J52-K10	=ROUND(YEARFRAC(J52,K10,1),2)
CCI	Christopher	Cipkin	28	Christopher.Cipkin@tawara.ac	28500	0.4						=ROUND(YEARFRAC(J52,K11,1),2)
CMO	Christopher	Moon	A56	Christopher.Moon@tawara.ac	35800	0.9						=ROUND(YEARFRAC(J52,K12,1),2)
RO	Felicia	de Jong	94	Felicia.deJong@tawara.ac	40300	0.4						=ROUND(YEARFRAC(J52,K13,1),2)
HSC	Holly	Scully	37	Holly.Scully@tawara.ac	37900	0.6						=ROUND(YEARFRAC(J52,K14,1),2)
LBE	Laura	Brown	2	Laura.Brown@tawara.ac	39000	0.8						=ROUND(YEARFRAC(J52,K15,1),2)
LAL	Laura	Allen	16	Laura.Allen@tawara.ac	31500	1						=ROUND(YEARFRAC(J52,K16,1),2)
MOL	Muyunda	Odham	18	Muyunda.Odham@tawara.ac	31700	0.4						=ROUND(YEARFRAC(J52,K17,1),2)
RHO	Pui Man	Ho	66	Pui.Ho@tawara.ac	38400	0.6	2	6	2002	=DATE(I18, I18, H18)	=J52-K18	=ROUND(YEARFRAC(J52,K18,1),2)
SCO	Sarah Jane	Cox	47	Sarah.Jane.Cox@tawara.ac	33400	0.8	1	9	2000			
SKA	Siegfrid	Karg	56	Siegfrid.Karg@tawara.ac	34000	1	1	9	1984			
TMI	Timothy	Mitchell	A13	Timothy.Mitchell@tawara.ac	29300	1	8	9	1992			
VFA	Vivek	Parekh	22	Vivek.Parekh@tawara.ac	31800	1	1	9	2011			
KYU	Xiaodong	Yu	10	Xiaodong.Yu@tawara.ac	37000	1	1	9	2010			
YLO	Yu Liu	Lo	19	Yu.Lo@tawara.ac	36200	1	1	9	2004			
IKZ	Jide	Kzogbia	24	J.Kzogbia@tawara.ac	37000	0.6	1	9	1999			
BWA	Slick	Walton	C23	Slick.Walton@tawara.ac	38400	0.6	1	9	1996			
LMK	Liam	Mckenna	26	Liam.Mckenna@tawara.ac	31500	0.2	1	9	2006			
KOD	Kolewola	Oduekun	29	Kolewola.Oduekun@tawara.ac	37000	1	1	9	1988			
HSE	Halleen	Sethi	31	Halleen.Sethi@tawara.ac	37500	1	1	1	1988			
LFA	Lisa	Ferrugia	34	Lisa.Ferrugia@tawara.ac	31800	0.4	1	9	2003			
MAR	Maria	Aftab	38	Maria.Aftab@tawara.ac	34000	0.5	1	9	1993			
HMA	Hina	Malik	43	Hina.Malik@tawara.ac	37900	0.4	3	4	2009	=DATE(J32, B2, H32)	=J52-K32	=ROUND(YEARFRAC(J52,K32,1),2)
JSA	Jade	Batten	54	Jade.Batten@tawara.ac	35800	0.6	1	9	1995	=DATE(J33, B3, H33)	=J52-K33	=ROUND(YEARFRAC(J52,K33,1),2)
ZBA	Zahir	Bashir	55	Zahir.Bashir@tawara.ac	34000	0.8	1	9	2006	=DATE(J34, B4, H34)	=J52-K34	=ROUND(YEARFRAC(J52,K34,1),2)
IHO	Isabelle	Houareau	59	Isabelle.Houareau@tawara.ac	33400	1	1	9	1999	=DATE(J35, B5, H35)	=J52-K35	=ROUND(YEARFRAC(J52,K35,1),2)
MIS	Marina	Ito	68	Marina.Ito@tawara.ac	37900	0.4	1	9	1986	=DATE(J36, B6, H36)	=J52-K36	=ROUND(YEARFRAC(J52,K36,1),2)
SEL	Siegfrid	Eliot	70	Siegfrid.Eliot@tawara.ac	28500	0.6	1	1	2005	=DATE(J37, B7, H37)	=J52-K37	=ROUND(YEARFRAC(J52,K37,1),2)
PHU	Patrick	Hussey	71	Patrick.Hussey@tawara.ac	27200	0.8	1	9	2012	=DATE(J38, B8, H38)	=J52-K38	=ROUND(YEARFRAC(J52,K38,1),2)
SKF	Sofia	Kalera	872	Sofia.Kalera@tawara.ac	27200	1	1	9	1992	=DATE(J39, B9, H39)	=J52-K39	=ROUND(YEARFRAC(J52,K39,1),2)
SAL	Sukran	Alp	73	Sukran.Alp@tawara.ac	28500	1	1	9	2003	=DATE(J40, B0, H40)	=J52-K40	=ROUND(YEARFRAC(J52,K40,1),2)
FBL	Frederik	Bløgg	74	Frederik.Bløgg@tawara.ac	31500	1	1	9	1998	=DATE(J41, B1, H41)	=J52-K41	=ROUND(YEARFRAC(J52,K41,1),2)
PTY	Paul	Tynell	2	Paul.Tynell@tawara.ac	38400	0.4	18	9	1996	=DATE(J42, B2, H42)	=J52-K42	=ROUND(YEARFRAC(J52,K42,1),2)
DGE	David	Gerard	4	David.Gerard@tawara.ac	35800	0.6	1	9	2011	=DATE(J43, B3, H43)	=J52-K43	=ROUND(YEARFRAC(J52,K43,1),2)
MRA	Mahesh	Ramdeo	34	Mahesh.Ramdeo@tawara.ac	33400	0.8	1	1	2000	=DATE(J44, B4, H44)	=J52-K44	=ROUND(YEARFRAC(J52,K44,1),2)
SDV	Sarah	Del Vecchio	96	Sarah.DelVecchio@tawara.ac	31800	1	1	1				=ROUND(YEARFRAC(J52,K45,1),2)
DLU	Diping	Lu	97	Diping.Lu@tawara.ac	37500	1	21					=ROUND(YEARFRAC(J52,K46,1),2)

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

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  
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  
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		
<b>Course tutors - last edited by: A Candidate, XX999, 9/9/99</b>													
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	Lo	19	Yu.Lo@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	Kolevole	Odulekun	28	Kolevole.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
<b>Formatting Salary \$ &amp; 2dp 2 marks</b>													
32	HWMA	Hina	Maiti	43	Hina.Maiti@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	1	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	Maresh	Ramdeo	84	Maresh.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