

Question 1(f)

Adjust the margins to fit the document into one page. (4 marks)

The candidates were expected to adjust the margins of the document so as to fit the document into one page.

Weaknesses

Some candidates reduced the font size instead of reducing the margins.

Expected Response

Candidates were supposed to format the margins through the page format options in the word processing package they were using. Since the document was overflowing into the next page, they should have reduced each of the four margins i.e. Top, Bottom, Left, and Right margins.

Advice to Teachers

Teach the candidates on how to format text and page formatting.

Question 2(d)

Type 32 and 9/5 into cells B20 and B22 respectively and use them as cell references to compute the degrees Fahrenheit (F) values using the formula $F = 32 + 9C/5$. (11 marks)

Candidates were expected to use absolute cell references to compute the degrees Fahrenheit (F).

Weaknesses

Some candidates could not format the value 9/5 to number. Some candidates typed it as Sept-05. Others could not apply absolute cell references, hence getting wrong values for Fahrenheit (F).

Expected Response

Since the computer formats the value 9/5 to date format automatically in some spreadsheet applications, the candidates were required to format it to number and not to adopt the default format. The value would then appear as 1.8 or 1 4/5 or just 9/5 as expected.

Also the absolute cell references should have been used (e.g. = \$B\$20 + B5 * \$B\$22) to compare the Fahrenheit values.