INFORMATIKA ANGOL NYELVEN

KÖZÉPSZINTŰ GYAKORLATI ÉRETTSÉGI VIZSGA

JAVÍTÁSI-ÉRTÉKELÉSI ÚTMUTATÓ

EMBERI ERŐFORRÁSOK MINISZTÉRIUMA
Introduction

The exercises are marked in accordance with the guide for evaluation given in the key and guide for evaluation. In the guide the marks given for the major logical units are in the bordered parts. The parts without borders contain the breakdown of the marks and reference to situations where the given mark can be awarded or cannot be awarded.

To ensure unified evaluation, please do not divert from the marking in the guide. The marks cannot be broken down further than indicated in the guide. If several solutions are given for the same problem, please evaluate the solution with the most given marks. In the case of several good solutions no extra marks can be awarded.

The evaluation form, which only contains the marks for the major evaluation units, can be found at the end of the guide. One evaluation form should be filled for each examination paper and it should be attached to the examination paper (to the candidate’s exercise sheet). The candidate receives this form at the seeing of the examination paper. The total marks awarded for the individual exercises, the marks awarded for the exam and achieved percentage should also be indicated on the last page of the examination paper, in the tables provided.
1. Lake Hévíz

| Saved the file as `lake_heviz` in the default format of the word processor and used A4 page size in the document | 1 mark |
| The document contains the text from file `hevizsource.txt` and there are no unnecessary paragraph marks or spaces in it | 1 mark |
| Page margins | 1 mark |

The left and right margins are 2 cm, the top and bottom margins are 2.5 cm.

| Formatting the text body (unless specified else) | 3 marks |
| The font type of the text is Times New Roman (Nimbus Roman) and the font size of the text body is 11 points | 1 mark |
| In the document the line spacing is single, the paragraphs are justified | 1 mark |
| The indent of the first line of the paragraphs is 0.6 cm, there is a spacing of 6 points after the paragraphs | 1 mark |
| The mark can be awarded even if no indent was set for the paragraphs containing the warning messages. | |

| Placing picture `heviz.jpg` | 4 marks |
| Inserted picture `heviz.jpg` into a separate paragraph (as character) into at least one of the places | 1 mark |
| Set a spacing of 0 points and an indent of 0 cm for the paragraph containing the picture in at least one case | 1 mark |
| The marks cannot be awarded if the picture is not in a separate paragraph. | |
| The picture extends from the left margin to the right margin (has width $17\pm0.01$ cm) keeping the aspect ratio in at least one case | 1 mark |
| Both pictures are placed correctly | 1 mark |

| Formatting the titles | 4 marks |
| The font size is 16 points, the font style is bold and the indent of the first line is 0.6 cm for at least one title | 1 mark |
| The background of the title is dark red and the font colour is white in at least one case | 1 mark |
| There is a dark red border of width 2.5-3 points above and under the title in at least one case | 1 mark |
| The mark cannot be awarded if there is a border on the left and/or right side of the paragraph as well. | |
| All three titles are formatted correctly | 1 mark |
| The mark cannot be awarded if there is no spacing of 18 points before and after the paragraphs. | |
Formatting pictures *cave.jpg* and *therapy.jpg* 5 marks
- Inserted at least one of the pictures and wrapped the text around it 1 mark
- Changed the height of at least one of the pictures to 4±0.01 cm keeping the aspect ratio and aligned it to the right margin 1 mark
- All settings of both pictures are correct 1 mark
- Placed text “The entrance of the cave” under picture *cave.jpg* 1 mark
- The font size of the “caption” is 9 points, the font style is italics, it is aligned centered relative to the picture and the font colour is black 1 mark
- The last two marks can be awarded if the pictures were arranged either with a caption or with a textbox (frame).

All three occurrences of text “°C” are displayed correctly 1 mark

Formatting the table that contains the water composition 10 marks
- Converted the part starting with “Water composition” into a table with 22 rows, 2 columns and no border 1 mark
- In the cells of the table the font size is 9 points, there is a spacing of 1 point before and after the paragraphs 1 mark
- The indent of the paragraphs of the table is 0 cm, the contents of the left column are aligned left and the contents of the right column are aligned centered 1 mark
- The mark can be awarded independently from the indent of the first line.
- In the cells of the table the left and right margins are 0.3 cm and 0 cm, respectively 1 mark
- If the word processor does not allow changing the cell margins, then the above two points can be awarded even if a left indent of 0.3 cm and a right indent of 0 cm are used.
- The width of the first and second columns of the table are 3 cm and 1.5 cm, respectively 1 mark
- The background colour of the table is dark red and the font colour is white 1 mark
- Merged the cells of the first row and words “Cations:”, “Anions:” and “Other:” are aligned centered 1 mark
- The font style of the first and last rows is bold and the font size is 11 points 1 mark
- The table is placed to the right of chapter “Curative power” 1 mark
- The table is wrapped around by the text from the left 1 mark
- The last two marks can be awarded even if the table was placed using a textbox (frame) whose width is the same as of the table and has no border.

Formatting the list 4 marks
- Converted the list of illnesses into a list 1 mark
- The bullet of the list is + or picture *bullet.png* 1 mark
- The bullet of the list is 0.6 cm and the text of the list is 1.2 cm from the left margin, the paragraphs are aligned left 1 mark
- There is no spacing before the list items (including the first one) but there is a spacing of 6 points between the last item and the next paragraph 1 mark
<table>
<thead>
<tr>
<th>Placing the two warning messages</th>
<th>3 marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>The font type of at least one warning message is Arial (Nimbus Sans) and the font size is 12 points</td>
<td>1 mark</td>
</tr>
<tr>
<td>At least one of the warning messages is aligned centered, there is a spacing of 18 points before and after it</td>
<td>1 mark</td>
</tr>
<tr>
<td>Both warning messages are formatted correctly and a line break was inserted into the text on the second page according to the example</td>
<td>1 mark</td>
</tr>
<tr>
<td>Inserting the pictures at the end of the document</td>
<td>3 mark</td>
</tr>
<tr>
<td>Inserted pictures waterlily.jpg, winter.jpg and panorama.jpg into the given place</td>
<td>1 mark</td>
</tr>
<tr>
<td>Aligned the left picture to the left margin, the middle one centered and the right one to the right margin</td>
<td>1 mark</td>
</tr>
<tr>
<td>The bottoms of the three pictures are in line, the pictures are inserted at the end of the text.</td>
<td>1 mark</td>
</tr>
</tbody>
</table>

**Total:** 40 marks
2. E-book

The presentation named **e-book** exists and it contains 5 slides 1 mark

The mark cannot be awarded if there are fewer than 4 slides or the presentation was not saved with the correct name

**Formatting the background, the texts and the titles** 5 marks

The background colour of at least one slide is a transition from light brown, RGB code (240, 236, 224) at the top to brown, RGB code (196, 190, 150) at the bottom. 1 mark

The background colour of each slide is a transition from light brown, RGB code (240, 236, 224) at the top to brown, RGB code (196, 190, 150) at the bottom. 1 mark

Used font type Arial (Nimbus Sans) and dark brown font colour, RGB code (89, 47, 22) on each slide (unless specified else in the text of the exercise) 1 mark

The titles fit into one line, are centered and their font style is bold on each slide 1 mark

The font size of the title is 41 points and the font size of the text is 30 or 23 points on each slide (unless specified else in the text of the exercise) 1 mark

The marks can be awarded if the settings are the same on each slide and at least three slides were created.

**Contents and settings of the first slide** 3 marks

Inserted pictures **reader1.png**, **reader2.png** and **reader3.png** into the first slide 1 mark

Set the height of pictures **reader1.png**, **reader2.png** and **reader3.png** to 10±0.01 cm keeping the aspect ratio 1 mark

Picture **reader2.png** is in the middle, picture **reader1.png** is to the left and above it and **reader3.png** is to the right and below it 1 mark

**Contents and settings of the second slide** 2 marks

Inserted the text into the second slide without bullets 1 mark

Set a hanging indent of 2.75±0.25 cm for the paragraphs, used a spacing of 12 points between them and single line spacing within them 1 mark

**Contents and settings of the third slide** 3 marks

Inserted picture **chart.png** into the third slide, set its width to 20±0.01 cm keeping the aspect ratio and aligned it centered horizontally 1 mark

The font size of the explanatory text under the chart is 16 points, the font type is Arial (Nimbus Sans) and the font colour is dark brown, RGB code (89, 47, 22) 1 mark

The explanatory text fits into one line, the text box and the text within it are aligned centered, the font style of the text in brackets is italics 1 mark

The mark can be awarded if only the text is in italics but the brackets are not.
<table>
<thead>
<tr>
<th>Description</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating the figure on the fourth slide</td>
<td>8</td>
</tr>
<tr>
<td>Created at least one microcapsule, its bounding square is of size 6±0.01 cm×6±0.01 cm, it has a thin black border and it is filled with light gray colour</td>
<td>1</td>
</tr>
<tr>
<td>At least one of the microcapsules contains 12±1 white or 12±1 black pigments and the bounding square of the pigments is of size 0.5±0.01 cm×0.5±0.01 cm</td>
<td>1</td>
</tr>
<tr>
<td>At least one of the microcapsules and the pigments within it were created correctly (the white pigments have a thin black border and the pigments do not overlap each other)</td>
<td>1</td>
</tr>
<tr>
<td>The mark can be awarded only if the black and the white pigments are located on opposite sides according to the example.</td>
<td></td>
</tr>
<tr>
<td>Both microcapsules were created correctly and the second is the reflected image of the first through a horizontal axis</td>
<td></td>
</tr>
<tr>
<td>There is a dark gray box of size 8±0.01 cm×0.5±0.01 cm with light gray border under at least one of the microcapsules</td>
<td></td>
</tr>
<tr>
<td>Both boxes contain a correct number of “+” and “−” signs; their spacing is according to the example</td>
<td></td>
</tr>
<tr>
<td>The mark can be awarded even if spaces are used for separation. Set Courier (Courier New) font type of 16 points, bold style and white colour in both boxes; the text is aligned centered</td>
<td></td>
</tr>
<tr>
<td>The two circles and the two boxes are aligned vertically; the boxes and the microcapsules above them are aligned centered horizontally relative to each other</td>
<td></td>
</tr>
<tr>
<td>Contents and settings of the fourth slide</td>
<td>2</td>
</tr>
<tr>
<td>Picture e-ink.jpg was inserted between the figure and the title and its height was set to 4±0.01 cm keeping the aspect ratio</td>
<td></td>
</tr>
<tr>
<td>The picture is next to the text box containing the text starting with “The microcapsules” – according to the example – and it is aligned centered vertically relative to the text</td>
<td></td>
</tr>
<tr>
<td>Contents and settings of the fifth slide</td>
<td>3</td>
</tr>
<tr>
<td>The three subtitles do not have bullets and their font type is bold</td>
<td></td>
</tr>
<tr>
<td>The items under all three subtitles appear as a second level list using symbol “»” or picture bullet.png as bullet</td>
<td></td>
</tr>
<tr>
<td>The mark can be awarded if instead of “»” symbol “«” was used. Pictures meklogo.png and dialogo.png were inserted next to the items belonging to the third subtitle and they were placed next to each other</td>
<td></td>
</tr>
<tr>
<td>Animation settings</td>
<td>3</td>
</tr>
<tr>
<td>On the first slide the three e-book readers float in automatically after each other, the left one from the left, the middle one from the bottom and the right one from the right</td>
<td></td>
</tr>
<tr>
<td>The items of the last slide appear together for each subtitle on click, one after the other</td>
<td></td>
</tr>
<tr>
<td>The two logos on the last slide appear together with the items of the third list.</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

**Informatika angol nyelven — középszint**

Javítási-értékelési útmutató

Creating the figure on the fourth slide

Created at least one microcapsule, its bounding square is of size 6±0.01 cm×6±0.01 cm, it has a thin black border and it is filled with light gray colour

At least one of the microcapsules contains 12±1 white or 12±1 black pigments and the bounding square of the pigments is of size 0.5±0.01 cm×0.5±0.01 cm

At least one of the microcapsules and the pigments within it were created correctly (the white pigments have a thin black border and the pigments do not overlap each other)

The mark can be awarded only if the black and the white pigments are located on opposite sides according to the example.

Both microcapsules were created correctly and the second is the reflected image of the first through a horizontal axis

There is a dark gray box of size 8±0.01 cm×0.5±0.01 cm with light gray border under at least one of the microcapsules

Both boxes contain a correct number of “+” and “−” signs; their spacing is according to the example

The mark can be awarded even if spaces are used for separation. Set Courier (Courier New) font type of 16 points, bold style and white colour in both boxes; the text is aligned centered

The two circles and the two boxes are aligned vertically; the boxes and the microcapsules above them are aligned centered horizontally relative to each other

Contents and settings of the fourth slide

Picture e-ink.jpg was inserted between the figure and the title and its height was set to 4±0.01 cm keeping the aspect ratio

The picture is next to the text box containing the text starting with “The microcapsules” – according to the example – and it is aligned centered vertically relative to the text

Contents and settings of the fifth slide

The three subtitles do not have bullets and their font type is bold

The items under all three subtitles appear as a second level list using symbol “»” or picture bullet.png as bullet

The mark can be awarded if instead of “»” symbol “«” was used. Pictures meklogo.png and dialogo.png were inserted next to the items belonging to the third subtitle and they were placed next to each other

Animation settings

On the first slide the three e-book readers float in automatically after each other, the left one from the left, the middle one from the bottom and the right one from the right

The items of the last slide appear together for each subtitle on click, one after the other

The two logos on the last slide appear together with the items of the third list.

**Total:** 30 marks
3. Post

Inserting the data, saving as post

Insert the entire content of file postsource.txt starting from cell A1 and saved the table as post in the default format of the spreadsheet processor.

The mark cannot be awarded if the accents are incorrect.

Determining the service chosen by the clients in column C

Determined the service correctly in one cell of range C2:C38

For example:
Cell C2 contains: =VLOOKUP(A2;G7:H9;2)

or
=IF(A2<600;"mail";if(A2<700;"parcel";"finances"))

The mark cannot be broken down.

The value is correct in each cell

For example:
Cell C2 contains: =VLOOKUP(A2;G$7:H$9;2)

Displaying the time spent in the office for each client in column E

Determined the time spent in the office correctly in at least one cell and displayed the result in the correct time format

Determined the time spent in the office correctly in each cell and displayed the result in the correct time format

For example:
Cell E2 contains: =D2-B2

Number of clients choosing the different services in range H3:J3

Determined the number of clients choosing the service correctly in at least one cell

For example:
Cell H3 contains: =COUNTIF(C2:C38;H2)

Each cell contains the correct value

The expression can be copied flawlessly and each cell contains the correct value

For example:
Cell H3 contains: =COUNTIF($C$2:$C$38;H2)

Average time spent in the office for each service type in range H4:J4

Determined the average time spent in the office for a service type correctly in at least one cell

For example:
Cell H4 contains: =SUMIF(C2:C38;H2;E2:E38)/H3

Each cell contains the correct value

The expression can be copied flawlessly and each cell contains the correct value

For example:
Cell H4 contains: =SUMIF($C$2:$C$38;H$2;$E$2:$E$38)/H3

or
=DAVERAGE($A$1:$E$38;$E$1;H1:H2)

or
=AVERAGEIF($C$2:$C$38;H2;$E$2:$E$38)
Collected the data of the clients choosing the “parcel” service under cells K1:N1
Correct numbers, times of arrival and departure and times spent in the office starting from cells K2:N2 (8 rows).
The mark cannot be awarded if extra columns are included.
The mark cannot be broken down.

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell H11 contains the longest time spent in the office</td>
<td>1 mark</td>
</tr>
<tr>
<td>Used a suitable function or functions to determine the value in at least one of the cases</td>
<td>1 mark</td>
</tr>
<tr>
<td>Chose a suitable function in cell H12 and the parameters of the function are correct</td>
<td>2 marks</td>
</tr>
</tbody>
</table>

- Cell H12 contains: `=INDEX(A2:E38;MATCH(H11;E2:E38;0);1)`
- or
- Displayed the numbers in column O (for example cell O2 contains: =A2)
  and
- Cell H12 contains: `=VLOOKUP(H11;E1:O38;11;0)`

- Chose a suitable function in cell H13 and the parameters of the function are correct | 2 marks|
- For example:
- Cell H13 contains: `=INDEX(A2:E38;MATCH(H11;E2:E38;0);3)`
  or
  - Displayed the services in column P (for example cell P2 contains: =C2)
    and
  - Cell H13 contains: `=VLOOKUP(H11;E1:P38;12;0)`

Creating the chart to show the time spent in the office by the clients choosing parcel service | 5 marks|
Displayed the values in cells N2:N9 on a bar chart | 1 mark|
The mark can also be awarded if the chart was created based on values converted into seconds.
The bars are displayed next to the corresponding values of column N | 1 mark|
The chart has no legend, title or axis labels | 1 mark|
The chart does not cover data and does not extend beyond column S | 1 mark|
The bars are coloured red | 1 mark|
Formatting the table 4 marks
In range A1:N1 the contents of the cells are aligned centered both horizontally and vertically, the text in cells E1 and N1 fits into two lines 1 mark
The background of range A1:E1 is light gray and the width of columns A:E is according to the example 1 mark
The mark cannot be awarded if any other cell of the table has light gray background colour.
The data are aligned centered horizontally in columns G:J, in the other cells the data are aligned as default 1 mark
Set a border around range A1:E38 according to the example 1 mark
The mark cannot be awarded if any other cells were bordered as well.

Total: 30 marks

4. Slidefilms

Creating the database 2 marks
Created a database named slidefilms, imported the data into tables films and publishers correctly 1 mark
The mark can be awarded only if the table names are correct and correct code table was used upon importing.
The given fields are of the appropriate type and are set as keys 1 mark

Displaying exactly the required fields and expressions in each query and report 1 mark
The mark cannot be awarded if the candidate created fewer than three queries.

Query 2newfilms 2 marks
Fields title and yearofpublishing are displayed and the list is ordered by title 1 mark
Filtering condition is correct 1 mark
For example:
```sql
SELECT title, yearofpublishing
FROM films
WHERE yearofpublishing>2000
ORDER BY title;
```

Query 3farkas 2 marks
Fields title, slides and yearofpublishing are displayed 1 mark
Filters correctly for word or word part “farkas” in the title 1 mark
For example:
```sql
SELECT title, slides, yearofpublishing
FROM films
WHERE title like "*farkas*";
```
Query 4sicc

Field `pname` is displayed and it is ensured that each value is displayed only once 1 mark
Uses the correct tables and the connection between the tables is correct 1 mark
Filters correctly for word “Sicc” 1 mark
For example:

```
SELECT DISTINCT pname
FROM films, publishers
WHERE films.publisherid=publishers.id and title like "%Sicc%";
```

or

```
SELECT pname
FROM films, publishers
WHERE films.publisherid=publishers.id and title like "%Sicc%"
GROUP BY pname;
```

Query 5popular

Displays the title of the slidefilm and determined the number of editions using a suitable function (`COUNT()`) 1 mark
Groups correctly according to title 1 mark
Orders the data in descending order and displayed the first data 1 mark
For example:

```
SELECT TOP 1 title, Count(id) AS [number of editions]
FROM films
GROUP BY title
ORDER BY Count(id) DESC;
```

Query 6peryear

Displays the years of publishing and determines the number of slidefilms using a suitable function (`COUNT()`) 1 mark
Groups correctly according to field `yearofpublishing` 1 mark
Filters correctly for blank values (`is not NULL`) 1 mark
Orders correctly according to number of films (descending) 1 mark
For example:

```
SELECT yearofpublishing, Count(*) AS slidefilms
FROM films
WHERE yearofpublishing is not NULL
GROUP BY yearofpublishing
ORDER BY Count(*) DESC;
```
Query 7versions

Decides correctly whether both colour and black and white versions exist for slidefilms with the same title 2 marks

The mark cannot be broken down.

Displays field title and ensures that each value is displayed only once 1 mark

For example:

```
SELECT DISTINCT title
FROM films
WHERE colour
and title in (SELECT title
FROM films
WHERE not colour);
```

or

```
SELECT DISTINCT f1.title
FROM films AS f1, films AS f2
WHERE f1.colour And Not f2.colour
and f1.title=f2.title;
```

or

```
SELECT title
FROM 7auxiliary
GROUP BY title
HAVING Count(colour)=2;
```

and

query 7auxiliary is:

```
SELECT title, colour
FROM films
GROUP BY title, colour;
```

Total: 20 marks

Sources:

1. Lake Hévíz
   http://commons.wikimedia.org/wiki/File:Hévíz2.jpg
   http://www.spaheviz.hu/hu/popup/?i=/images/gallery/a7ba8745.jpg
   http://www.heviz.hu/files/cache/e2d6637f928d1a654f4ef0d01094a99f.jpg
   http://upload.wikimedia.org/wikipedia/commons/d/db/Water_lily_boholtrropics.jpg
   http://upload.wikimedia.org/wikipedia/commons/a/ae/Lake_H%C3%A9v%C3%A1z%2C_Thermal_bath_in_winter.jpg
   http://www.spaheviz.hu/hu/sofurdlo/heviz/
   http://www.heviz.hu/gyogyhatasok-gyogykurak

2. E-book
   http://www.spatialpixel.com/blog/2012/07/img/ipad-annotatepdf-ml.png
   http://www.media.mit.edu/molecular/projects.html
   http://mek.oszk.hu/html/logok.html
   http://pim.hu/kepektUpload/2009-01/dia_logo_olvashato2png.png
   http://www.konyvjovo.hu/e-papir/blog
   http://hu.wikipedia.org/wiki/E_Link
   http://hu.wikipedia.org/wiki/E-K%C3%B6nyv

3. Slidefilms
1. Lake Hévíz

<table>
<thead>
<tr>
<th>Task</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saved the file as <code>lake_heviz</code> in the default format of the word processor and used A4 page size in the document</td>
<td>1</td>
</tr>
<tr>
<td>The document contains the text from file <code>hevizsource.txt</code> and there are no unnecessary paragraph marks or spaces in it</td>
<td>1</td>
</tr>
<tr>
<td>Page margins</td>
<td>1</td>
</tr>
<tr>
<td>Formatting the text body (unless specified else)</td>
<td>3</td>
</tr>
<tr>
<td>Placing picture <code>heviz.jpg</code></td>
<td>4</td>
</tr>
<tr>
<td>Formatting the titles</td>
<td>4</td>
</tr>
<tr>
<td>Formatting pictures <code>cave.jpg</code> and <code>therapy.jpg</code></td>
<td>5</td>
</tr>
<tr>
<td>All three occurrences of text “°C” are displayed correctly</td>
<td>1</td>
</tr>
<tr>
<td>Formatting the table that contains the water composition</td>
<td>10</td>
</tr>
<tr>
<td>Formatting the list</td>
<td>4</td>
</tr>
<tr>
<td>Placing the two warning messages</td>
<td>3</td>
</tr>
<tr>
<td>Inserting the pictures at the end of the document</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>40 marks</strong></td>
</tr>
</tbody>
</table>

2. E-book

<table>
<thead>
<tr>
<th>Task</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>The presentation named <code>e-book</code> exists and it contains 5 slides</td>
<td>1</td>
</tr>
<tr>
<td>Formatting the background, the texts and the titles</td>
<td>5</td>
</tr>
<tr>
<td>Contents and settings of the first slide</td>
<td>3</td>
</tr>
<tr>
<td>Contents and settings of the second slide</td>
<td>2</td>
</tr>
<tr>
<td>Contents and settings of the third slide</td>
<td>3</td>
</tr>
<tr>
<td>Creating the figure on the fourth slide</td>
<td>8</td>
</tr>
<tr>
<td>Contents and settings of the fourth slide</td>
<td>2</td>
</tr>
<tr>
<td>Contents and settings of the fifth slide</td>
<td>3</td>
</tr>
<tr>
<td>Animation settings</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>30 marks</strong></td>
</tr>
</tbody>
</table>
3. Post

<table>
<thead>
<tr>
<th>Task</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Importing the data, saving as <em>post</em></td>
<td>1 mark</td>
</tr>
<tr>
<td>Determining the service chosen by the clients in column C</td>
<td>3 marks</td>
</tr>
<tr>
<td>Displaying the time spent in the office for each client in column E</td>
<td>2 marks</td>
</tr>
<tr>
<td>Number of clients choosing the different services in range H3:J3</td>
<td>3 marks</td>
</tr>
<tr>
<td>Average time spent in the office for each service type in range H4:J4</td>
<td>4 marks</td>
</tr>
<tr>
<td>Collected the data of the clients choosing the “<em>parcel</em>” service</td>
<td>2 marks</td>
</tr>
<tr>
<td>under cells K1:N1</td>
<td></td>
</tr>
<tr>
<td>Cell H11 contains the longest time spent in the office</td>
<td>1 mark</td>
</tr>
<tr>
<td>The number of the client spending the longest time in the office and the type of service chosen by him/her (H12:H13)</td>
<td>5 marks</td>
</tr>
<tr>
<td>Creating the chart to show the time spent in the office by the clients choosing parcel service</td>
<td>5 marks</td>
</tr>
<tr>
<td>Formatting the table</td>
<td>4 marks</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>30 marks</strong></td>
</tr>
</tbody>
</table>

4. Slidefilms

<table>
<thead>
<tr>
<th>Task</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating the database</td>
<td>2 marks</td>
</tr>
<tr>
<td>Displaying exactly the required fields and expressions in each query and report</td>
<td>1 mark</td>
</tr>
<tr>
<td>Query 2<em>newfilms</em></td>
<td>2 marks</td>
</tr>
<tr>
<td>Query 3<em>farkas</em></td>
<td>2 marks</td>
</tr>
<tr>
<td>Query 4<em>sicc</em></td>
<td>3 marks</td>
</tr>
<tr>
<td>Query 5<em>popular</em></td>
<td>3 marks</td>
</tr>
<tr>
<td>Query 6<em>peryear</em></td>
<td>4 marks</td>
</tr>
<tr>
<td>Query 7<em>versions</em></td>
<td>3 marks</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>20 marks</strong></td>
</tr>
</tbody>
</table>