**basic education**

Department:
Basic Education
**REPUBLIC OF SOUTH AFRICA**

# SENIOR CERTIFICATE EXAMINATIONS/
# NATIONAL SENIOR CERTIFICATE EXAMINATIONS

## COMPUTER APPLICATIONS TECHNOLOGY P1

## MAY/JUNE 2024

**MARKS: 150**

**TIME: 3 hours**

**This question paper consists of 21 pages, an HTML tag sheet, an input mask character sheet, two pages for planning and a separate information sheet.**

## INSTRUCTIONS AND INFORMATION

1.      Owing to the nature of this practical examination, it is important to note that, even if you complete the examination early, you will NOT be permitted to leave the examination room until all the administrative tasks associated with the examination have been finalised. During the examination, the standard examination rules regarding leaving the examination room apply.

2.      If you are working on the network, or the data files have been preloaded on your system, you must follow the instructions provided by the invigilator/educator.

3.      At the end of the examination, you must make sure that ALL your answer files are saved on the network/computer as explained to you by the invigilator/educator.

4.      Make absolutely sure that all files can be read. Do NOT save unnecessary files/folders and **do NOT hand in duplicate answer files/folders. Do NOT delete any original files that you did not work on**.

5.      The information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION**. Hand it to the invigilator at the end of the examination.

6.      A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator.

7.      This question paper consists of SEVEN questions. Answer ALL the questions.

8.      Read through each question before answering or solving the problem. Do NOT do more than is required by the question.

9.      Ensure that you save each document using the file name given in the question paper. Save your work regularly as a precaution against possible power failures.

10.     You may NOT use any resource material.

11.     Accuracy will be taken into account.

12.     Ensure that the regional settings are set to South Africa and date and time settings, number settings and currency settings are correctly set.

13.     In all questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise. Use centimetres as the unit of measurement.

*Please turn over*

14.       Ensure that the Developer tab and Ruler are activated.

15.       Ensure that the decimal symbol is set as a full stop ('.') and the list separator is set as a comma (',').

16.       Formulae and/or functions must be used for ALL calculations in questions involving spreadsheets. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.

         **NOTE:**    All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if changes are made to the existing data.

17.       You may NOT use a word processing program such as Word to answer the HTML question.

18.       Borders around images or screenshots in this question paper are intended for clarity. Do NOT insert borders unless you are instructed to do so.

19.       The data files that you need to complete this question paper have been provided to you on the disk/CD/DVD/flash disk or on the disk space allocated to you. The files are provided in the form of a password-protected executable file.

        Do the following:

- Double-click on the password-protected executable file: **CAT P1 June 2024 DATA.exe**
- Click on the 'Extract' button.
- Click the 'Show Password' check box.
- Enter the following password: **Zoo321**
- Once extracted, verify the contents of the folder by opening one or more files.
- Once the contents of the files have been verified, rename the folder **CAT P1 June 2024 DATA** with your examination number.

        The following list of files will be available in the folder:

- 7Pics      Folder
- 1Zoo      Word processing document
- 2Adoption      Word processing document
- 3Budget      Spreadsheet
- 4Excursions      Spreadsheet
- 5Animals      Database
- 5ZooLogo      Image
- 6_1Advert      HTML file
- 6_1Nav      HTML file
- 6_2Fees      HTML file
- 6Banner      Image
- 6Map      Image
- 7AccessCard      Word processing document
- 7MemAccess      Database
- 7Reproduction      Spreadsheet

> **SCENARIO**
>
> The management of the City Zoo wishes to re-invent the image of the zoo. They are running a campaign to promote the zoo. The management hopes that more people will visit the zoo and help to protect the animals of the Earth.

**QUESTION 1: WORD PROCESSING**

The management of the City Zoo is studying various other zoos to find ideas for their campaign. A document was created on the history of the Johannesburg Zoo.

Open the **1Zoo** word processing document and insert your examination number in the header of the document.

1.1    Apply automatic hyphenation to the document.    (1)

1.2    Insert a Slice (Light) cover page in the document to display <u>only</u> the title and subtitle controls.    (2)

1.3    Modify the Heading 1 style as follows:

- Expand the character spacing by 3 pt.
- Apply any 3-D top bevel format text effect with a height of 5 pt.    (3)

1.4    Insert and right-align a field in the header to display <u>only</u> the current year.    (3)

1.5    Modify the footnote layout and format on page 2, as shown in the screenshot below.

| | | |
|---|---|---|
| _____ | | |
| <sup>i</sup> Zoo School | <sup>ii</sup> Be Mad Club | <sup>iii</sup> Environmental Projects |

    (2)

1.6    Find the subheading 'Did you know?' and apply a <u>paragraph setting</u> so that this heading will always appear on a new page.    (1)

1.7 Find the text below the subheading 'Prices start from:' and modify this text to display in a table, as shown below.

| 2-seater | | R150 per hour |
|---|---|---|
| 4-seater | | R170 per hour |
| 6-seater | | R250 per hour |
| 8-seater | | R300 per hour |

**Requirements:**
A Driving Licence is required.
No pre-booking is required.
Golf carts are allocated on a first come, first served basis.

     **NOTE:**    Allow a 1 cm spacing between cells in the table options.     (4)

1.8 Accept ALL the track changes in the document.     (1)

1.9 Add a 7 cm tab to the existing tab settings so that the text below the heading 'Emergency numbers:' will appear as follows:

**Emergency numbers:**

| All life-threatening emergencies: | 011 375 5911 |
|---|---|
| Ambulance: | 082 911 or 10177 |
| Police Parkview: | 011 486 5000 |
| Zoo Security: | 011 646 2000 ext. 230 |

     **NOTE:** Do NOT use columns.     (3)

1.10 Find the text 'Question/Vraag 1.10' and insert a table of figures without page numbers below this text.     (2)

1.11    Find and replace all occurrences of the text 'Johannesburg Zoo' with 'JHB 🐾 '**.**

       **NOTE:**
- The 🐾 symbol is the Webdings character code 246.
- Only the 🐾 symbol appears in a red font.                                      (4)

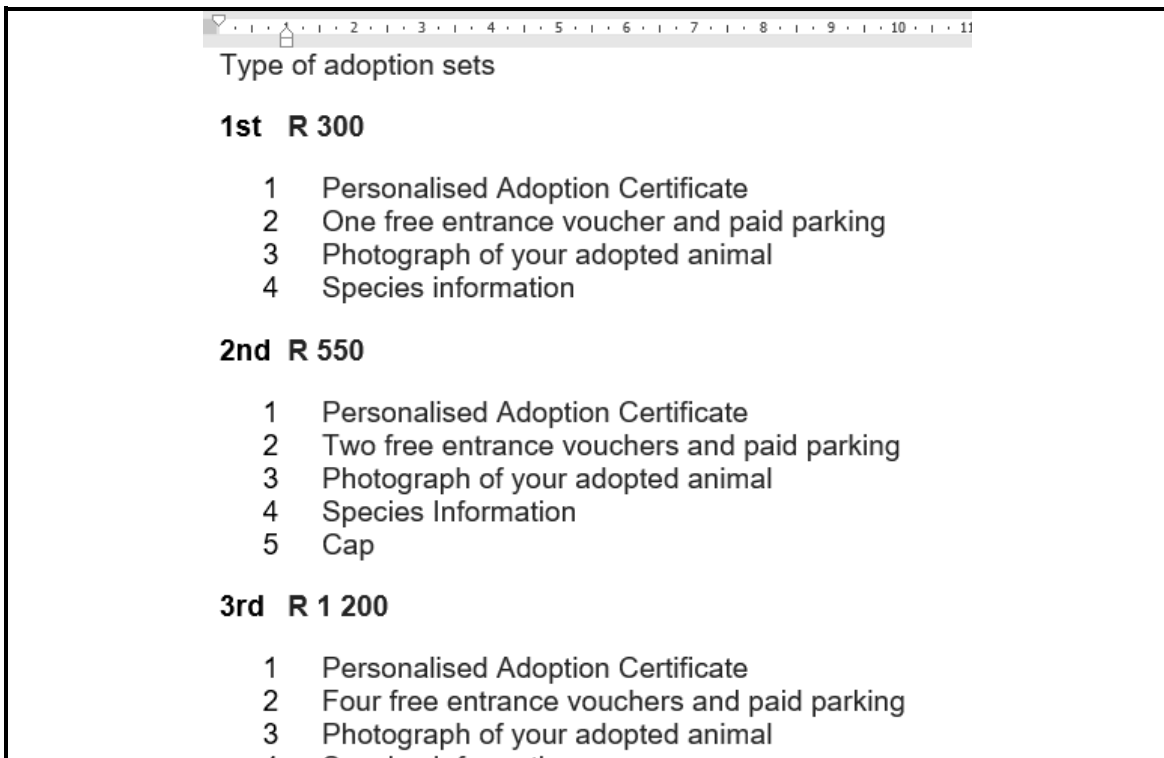Save and close the **1Zoo** document.                                                          **[26]**

**QUESTION 2: WORD PROCESSING**

A document was created on the various ways of supporting the zoo by adopting an animal.

Open the **2Adoption** word processing document and insert your examination number in the header.

2.1     Change the top margin to 2 cm AND change the gutter position to left.     (2)

2.2     Insert automatic page numbering in the footer of the document as follows:

- Use the outline circle format.
- Odd page numbers should appear on the left side of the page.
- Even page numbers should appear on the right side of the page.     (3)

2.3     Use a word processing feature to replace the word 'endangered' with a <u>word</u> that has a similar meaning.     (1)

2.4     Find the word 'List' and apply a drop cap to appear in the margin at 0.5 cm from the text.     (2)

2.5     Find the list below the heading 'Type of adoption sets' and change the list to a multilevel list, as shown in the screenshot below.



(3)

2.6    Find the text 'anna@cityzoo.org.za' in the paragraph above the tiger picture and create a hyperlink to this e-mail address.    (1)

2.7    Find the tiger picture on page 3 and make changes so that it resembles the screenshot below.



**NOTE:**
- The picture and the speech bubble must move as one object.
- Do NOT make any changes to the colour of the picture.    (3)

2.8    Find the 'Adoption Form' on the last page and format the form controls as follows:

- Edit the form field control for the *'What animal would you like to adopt?'* text to display a blank option at the top of the options list.
- Set the properties for the *'Payment Amount'* field to display the amount as currency.
- Set the properties for the *'Cellphone Number'* field to automatically display '+27' before a user inserts the number.    (4)

Save and close the **2Adoption** document.    **[19]**

**QUESTION 3: SPREADSHEET**

**NOTE:**

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where necessary to ensure that formulae are correct when you copy it to other cells in a spreadsheet.
- Insert formulae and/or functions in such a manner that the correct results will still be obtained even if values are changed in the existing data.
- Should you need to use building blocks, use the space allocated for this in the spreadsheet data file.

Open the **3Budget** spreadsheet that contains information about the budget for all the animals that arrived at the zoo between 2010 and 2024.

Work in the **Budget** worksheet.

| 3.1 | Change the tab colour of the worksheet to any orange colour. | (1) |
|---|---|---|
| 3.2 | Change the page setup so that **cells A1:I59** will fit on one page. | (2) |
| 3.3 | Insert a SUMIFS function in **cell E3** to determine the total food budget for all the mammals that arrived after 2015. | (5) |

3.4    Modify the conditional formatting of the grooming budget so that:

- A value of 15000 or more will be marked with a red flag
- A value of 10000 and above will be marked with a yellow flag
- Any other values will be marked with a green flag          (3)

3.5    The zoo manager is preparing the <u>annual</u> (yearly) budget for 2025.

Insert a formula in **cell I7** to determine the amount for the 2025 budget based on the <u>annual</u> food and grooming budgets plus an increase of 2.25%.          (4)

Work in the **Totals** worksheet.

3.6     Modify the chart to appear as follows:



(4)
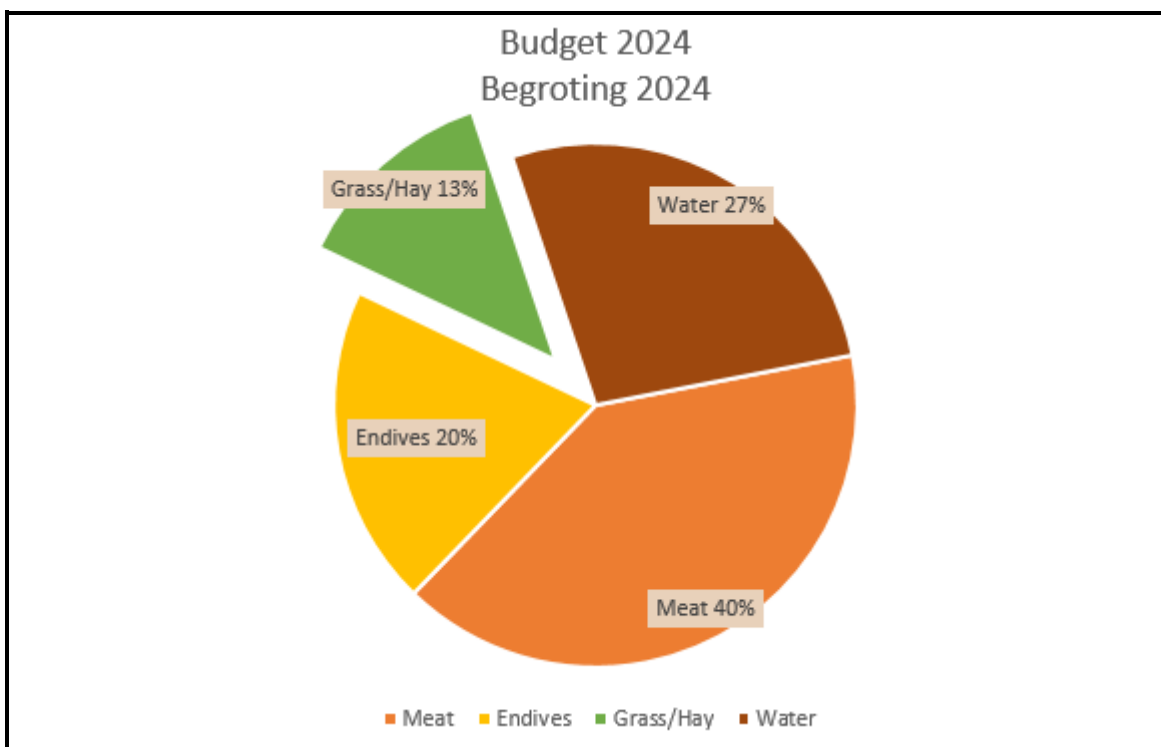
Save and close the **3Budget** spreadsheet.                                              **[19]**

**QUESTION 4: SPREADSHEET**

**NOTE:**

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where necessary to ensure that formulae are correct when you copy it to other cells in a spreadsheet.
- Insert formulae and/or functions in such a manner that the correct results will still be obtained even if values are changed in the existing data.
- Should you need to use building blocks, use the space allocated for this in the spreadsheet data file.

Open the **4Excursions** spreadsheet which contains the details of a school holiday programme where school groups visited the zoo in December 2023.

4.1     Move the **Trip** worksheet so that it appears before the **Q4_6** worksheet.     (1)

Work in the **Trip** worksheet.

4.2     Insert a function in **cell C3** to determine how many schools from the Eastern Cape (EC) visited the zoo during December.     (3)

4.3     Insert a function in **cell G3** to determine the most frequent date on which schools visited the zoo.     (1)

4.4     Insert a combination of functions in **cell D7** to display the contact numbers in the following format:

| Contact number | Format |
|---|---|
| 0871522635 | +27  871522635 |
| 0729237425 | +27  729237425 |

     **NOTE:** There are two spaces between the country code (+27) and the number.     (5)

4.5     One teacher per group of 30 learners, or part thereof, must accompany school groups when they visit the zoo.

     Use a formula in **cell F13** to determine the number of teachers that accompanied the learners from the school in **row 13**.     (3)

4.6     Data validation has been applied to **column H**.

- Modify the data validation rule for **column H** to accept only dates in December 2023.
- Use a validation feature to circle invalid data.
- Create a screenshot of **cells H5:H30** showing the circled invalid data and paste the screenshot in the **Q4_6** worksheet.     (3)

4.7     Learners that visited the zoo in a school group on 9 December and 16 December received a wildlife badge.

         Use a combination of IF and OR functions in **cell I12** to display the message 'Badge' if the learners received a wildlife badge, otherwise the cell must be left blank.                                                                                                                (5)

Save and close the **4Excursions** spreadsheet.                                              **[21]**

**QUESTION 5: DATABASE**

Open the **5Animals** database that contains information about the animals in the zoo and the measures taken to protect their physical and emotional wellbeing.

5.1     Edit the **tbl5_1** table, in Design View, as follows:

      5.1.1     Set a property to the *KeeperName* field that will make sure a zookeeper is always assigned to an animal enclosure.        (1)

      5.1.2     Change the *Time* field to accept values in the 00:00 time format.        (2)

      5.1.3     Set the properties of the *Enclosure* field so that it will display a message as shown below, should incorrect information be entered.
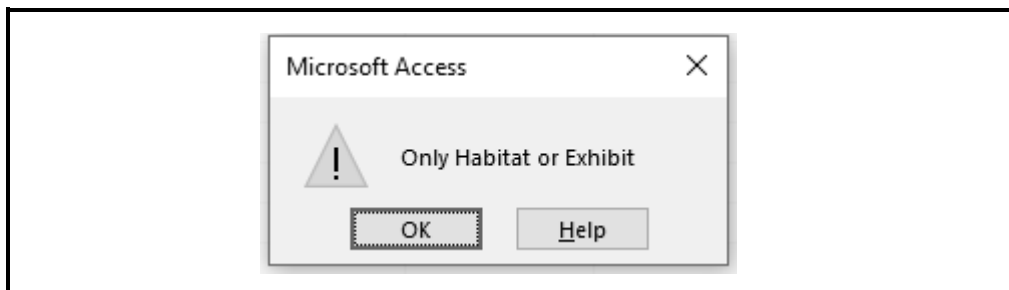


(3)

      5.1.4     The keepers of the animals have a code they use to access the enclosures.

            Create an input mask on the *AccessCode* field to accept data as follows:

- A letter (such as the first letter of their surnames), followed by
- @, followed by
- The last 4 digits of their cellphone number, followed by
- Any optional character

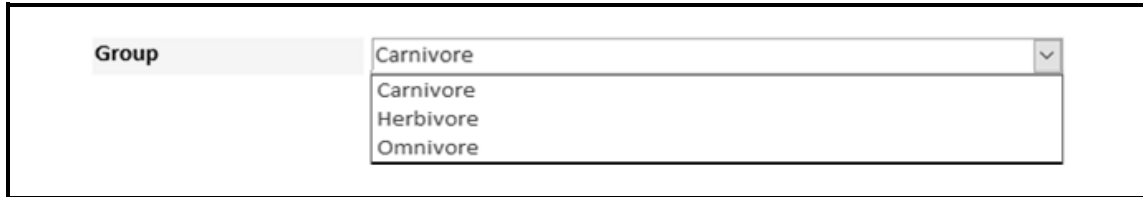            Example: s@8536$ or O@4892f or r@3084 or t@1234k        (4)

      5.1.5     Delete the field *NextFeed*.        (1)

      Save and close the **tbl5_1** table.

5.2     Open the **frm5_2** form, based on the **tblAnimals** table, in Design View.

      5.2.1     Modify the *Group* field so that it displays as follows:



      5.2.2     The average lifespan of the animals is 25 years.

            Insert a formula in the textbox in the form header, to determine whether an animal's lifespan is more than the average.

            Display the answer in the Yes/No format.

            **HINT:**   Do NOT use an IF function.                                              (5)

      Save and close the **frm5_2** form.

5.3     Open the **qry5_3** query, based on the **tblAnimals** table, in Design View.

      Modify the query to create a list of all the animals that originated from Africa and belong to the 'Carnivore' group. Display only the *Animal* and *Status* fields.

      Save and close the **qry5_3** query.                                              (3)

5.4     Open the **qry5_4** query, based on the **tblAnimals** table, in Design View.

      Modify the query to display a list of animals:

- With the status 'Endangered'; AND
- A lifespan of less than 20 years; OR
- Where no population size has been captured.

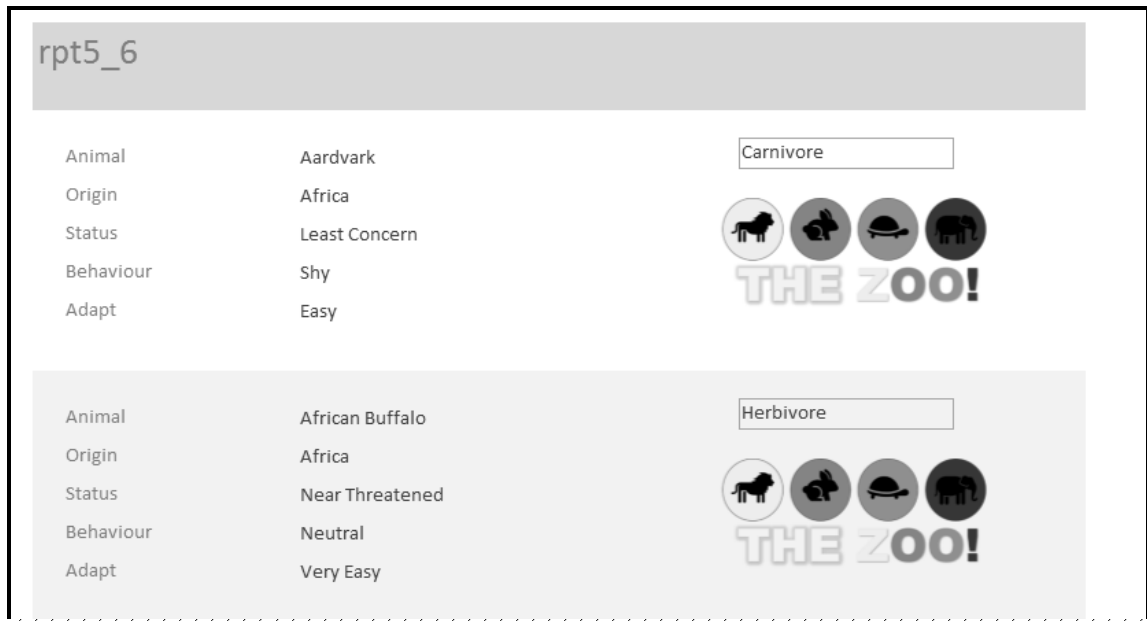      Save and close the **qry5_4** query.                                              (4)

5.5     Create a query named **qry5_5**, based on the **tblAnimals** table, in Design View, as follows:

      Display the average lifespan of animals according to their group. Format your results to display with ONE decimal place.

      Save and close the **qry5_5** query.                                              (5)

5.6      Create a report named **rpt5_6**, based on the **tblAnimals** table to display as follows:



**NOTE:**
- Use the **5ZooLogo** image.
- The border of the *Group* field (e.g. Carnivore, Herbivore) appears.      (7)

Save and close the **rpt5_6** report.

Save and close the **5Animals** database.      **[35]**

    

**QUESTION 6: WEB DESIGN (HTML)**

**NOTE:**
- **You may NOT use a word processing program such as Word to answer the HTML questions.**
- An HTML tag sheet has been attached for reference.
- All files needed to complete this question can be found in the examination folder.

You are required to modify a web page about membership packages offered by the City Zoo.

6.1    Open the incomplete **6_1Advert** file in a web browser and also in a text/HTML editor (NOT a word processing program such as Word).

Your final web page should look like the example below.

**NOTE:**
- Use the example on the previous page as a guideline when answering this question.
- Question numbers appear as comments in the coding to indicate where you should insert the answer(s). Do NOT delete these comments.

6.1.1   Insert HTML code so that the word 'Membership' will display in the web browser tab.                                                                    (1)

6.1.2   Change the background colour of the whole web page to 'bisque'.          (1)

6.1.3   Modify the code to display a horizontal line between the text '25 December: closed' and 'Terms of Membership'.                         (1)

6.1.4   Format the last sentence starting with 'Zoo animals are …' to display as in the screenshot.                                                     (1)

6.1.5   Create a hyperlink to display the word 'Map', as shown in the screenshot on the previous page, linking to the **6_1Nav** web page.    (3)

Save and close the **6_1Advert** file.

6.1.6   Open and work in the **6_1Nav** web page.

Edit the tag so that the **6Map** image displays. Insert HTML code so that if the image does not display, the text 'Zoo-map' should appear.    (2)

Save and close the **6_1Nav** file.

*Please turn over*

6.2     Open the incomplete **6_2Fees** file in a web browser and also in a text/HTML editor (NOT a word processing program such as Word).

Modify the HTML code so that your final web page looks like the example below.



**NOTE:**   The contents of the web page is centred.     (5)

ONE mark will be allocated for closing tags <u>and</u> correct nesting in the web page.     (1)

Save and close the **6_2Fees** file.     **[15]**

**QUESTION 7: GENERAL**

7.1  Find the **7Pics** folder and do the following:

- Rename the **Q7_1** image file in this folder to: **Lions**
- Change this folder to a compressed folder in your examination data folder. (2)

Open the **7Reproduction** spreadsheet.

Work in the **Q7_2** worksheet.

7.2  Use a spreadsheet feature to display a list of all bear species where the reproduction in captivity is very easy. (2)

Work in the **Q7_3** worksheet.

7.3  Use a spreadsheet feature to display the unique mating systems. (1)

Work in the **Q7_4** worksheet.

7.4  Use spreadsheet features to modify the data so that it appears as in the screenshot below.

| Reproduction Cycle of Animals in Captivity Voorplanting Siklus van Diere in Aanhouding | | | | | |
|---|---|---|---|---|---|
| | | Number of offspring per year Aantal aanwas per jaar | | | |
| **Species Spesies** | **Lifespan Lewensduur** | **Min. Min.** | **Max. Maks.** | **Gestation (Months) Dratyd (Maande)** | **Reproduction in captivity Voorplanting in aanhouding** |
| Chinese Pangolin | 13 | 1 | 1 | 8 | Difficult |
| Giant Desert Hairy Scorpion | 17 | 2 | 7 | 9 | Difficult |
| Goliath Beetle | 2 | 3 | 6 | 0 | Difficult |
| Goliath Frog | 18 | 1 | 2 | 3 | Difficult |
| Komodo Dragon | 26 | 2 | 6 | 8 | Difficult |
| Lehmann's Poison Frog | 10 | 3 | 6 | 1 | Difficult |
| Lesser Antillean Iguana | 14 | 1 | 1 | 3 | Difficult |
| Nile Monitor | 15 | 2 | 10 | 10 | Difficult |
| Polar Bear | 35 | 1 | 3 | 9 | Difficult |
| Titan Beetle | 1 | 2 | 5 | 1 | Difficult |
| | | | 10 | | **Difficult Max** |
| Aardvark | 18 | 1 | 1 | 7 | Easy |
| Arctic Wolf | 15 | 1 | 3 | 2 | Easy |
| Bengal Tiger | 15 | 1 | 4 | 3 | Easy |
| Bornean Orangutan | 44 | 1 | 1 | 8 | Easy |
| Cheetah | 14 | 1 | 5 | 3 | Easy |

 (4)

   **HINT:** Note the sorting applied.

Save and close the **7Reproduction** spreadsheet.

7.5     Open the **7AccessCard** word processing document.

7.5.1   Only members who joined the Zoo Membership Programme in the year 2000 to the end of 2020 will receive a Gold status access card.

- Use the **7MemAccess** database to create a merged document for only those members who qualify for a Gold status access card.
- Replace the text <<Name>>, <<Surname>> and <<ID Number>> with the appropriate merge fields.     (5)

Save the **7AccessCard** word processing document.

7.5.2   Complete the mail merge and save the merged document as **7Merged**.

**NOTE:**   Ignore if a blank access card displays at the end of the merged document.     (1)

**[15]**

**TOTAL:     150**

# HTML TAG SHEET

| Basic Tags | |
|---|---|
| **Tag** | **Description** |
| <body></body> | Defines the body of the web page |
| <body bgcolor="pink"> | Sets the background colour of the web page |
| <body text="black"> | Sets the colour of the body text |
| <head></head> | Contains information about the web page |
| <html></html> | Creates an HTML document – starts and ends a web page |
| <title></title> | Defines a title for the web page |
| <br/> | Inserts a line break |
| <!-- --> | Comment |

| Text Tags | |
|---|---|
| **Tag** | **Description** |
| <h1></h1> | Creates the largest heading |
| <h6></h6> | Creates the smallest heading |
| <b></b> | Creates bold text |
| <i></i> | Creates italic text |
| <u></u> | Creates underlined text |
| <font size="3"></font> | Sets size of font, from "1" to "7" |
| <font color= "green"> </font> | Sets font colour |
| <font face="Times New Roman"></font> | Sets font type |

| Links Tags | |
|---|---|
| **Tag** | **Description** |
| <a href="URL"></a> | Creates a hyperlink |
| <a href="URL"><img src="name"></a> | Creates an image link |
| <a name="NAME"></a> | Creates a target location in the document |
| <a href="#NAME"></a> | Links to a target location created somewhere else in the document |
| <a href= "mailto:#NAME"></a> | Links to an e-mail address |

| Formatting Tags | |
|---|---|
| **Tag** | **Description** |
| <p></p> | Creates a new paragraph |
| <p align="left"> | Aligns a paragraph to the "left" (default), can also be "right" or "center" |
| <center></center> | Centres a paragraph, image or section |
| <ol></ol> | Creates a numbered list |
| <ol type="A","a", "I","i","1"></ol> | Defines the type of numbering used |
| <ul></ul> | Creates a bulleted list |
| <ul type="disc", "square","circle"> </ul> | Defines the type of bullets used |

| Formatting Tags continued | |
|---|---|
| **Tag** | **Description** |
| <li></li> | Inserted before each list item, and adds a number or symbol depending on the type of list selected |
| <img src="name"> | Adds an image |
| <img src="name" align="left"> | Aligns an image: can be "right", "bottom", "top" |
| <p align="center"><img src="name"></p> | Aligns an image in the "center", can also be "middle" |
| <img src="name" border="1"> | Sets the size of the border around an image |
| <img src="name" width="200" height ="200"> | Sets the height and width of an image |
| <img src="name" alt="alternative text"> | Displays alternative text when the mouse hovers over the image or when the image is not found |
| <hr/> | Inserts a horizontal line |
| <hr size="3"/> | Sets size (height) of a line |
| <hr width="80%"/> | Sets the width of a line, in percentage or absolute value |
| <hr color= "ff0000"/> | Sets the colour of the line |

| Table Tags | |
|---|---|
| **Tag** | **Description** |
| <table></table> | Creates a table |
| <tr></tr> | Creates a row in a table |
| <td></td> | Creates a cell in a table |
| <th></th> | Creates a table header (a cell with bold, centred text) |
| <table width="50"> | Sets the width of the table |
| <table border="1"> | Sets the width of the border around the table cells |
| <table cellspacing="1"> | Sets the space between the table cells |
| <table cellpadding="1"> | Sets the space between a cell border and its contents |
| <tr align="left"> | Sets the alignment for cell(s) ("left", can also be "center" or "right") |
| <tr valign="top"> | Sets the vertical alignment for cell(s) ("top", can also be "middle" or "bottom") |
| <td colspan="2"> | Sets the number of columns a cell should span |
| <td rowspan="4"> | Sets the number of rows a cell should span |

**INPUT MASK CHARACTER SHEET**

| CHARACTER | DESCRIPTION |
|---|---|
| 0 | Digit (0 to 9, entry required, plus [+] and minus [–] signs not allowed) |
| 9 | Digit or space (entry not required, plus [+] and minus [–] signs not allowed) |
| # | Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus [+] and minus [–] signs allowed) |
| L | Letter (A to Z, entry required) |
| ? | Letter (A to Z, entry optional) |
| A | Letter or digit (entry required) |
| a | Letter or digit (entry optional) |
| & | Any character or a space (entry required) |
| C | Any character or a space (entry optional) |
| . , : ; - / | Decimal placeholder and thousand, date and time separators (The actual character used depends on the settings in the **Regional Settings Properties** dialog box in the Windows Control Panel.) |
| < | Causes all characters to be converted to lower case |
| > | Causes all characters to be converted to upper case |
| ! | Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation mark anywhere in the input mask. |
| \ | Causes the character that follows to be displayed as the literal character (e.g. \A is displayed as just A) |

**YOU MAY USE THIS PAGE FOR ANY PLANNING PURPOSES.**

**YOU MAY USE THIS PAGE FOR ANY PLANNING PURPOSES.**

Examination sticker

**150**

### COMPUTER APPLICATIONS TECHNOLOGY P1 – MAY/JUNE 2024

**INFORMATION SHEET** *(to be completed by the candidate <u>AFTER</u> the 3-hour session)*

CENTRE NUMBER _____

EXAMINATION NUMBER_____

WORK STATION NUMBER _____

| SUITE USED (Mark appropriate box with a cross (**X**)) | Microsoft Office 2013 | Microsoft Office 2016 | Microsoft Office 2019 | Office 365/ Microsoft Office 2021 | |
|---|---|---|---|---|---|
| WEB BROWSER USED (Mark appropriate box with a cross (**X**)) | Mozilla Firefox | Google Chrome | Internet Explorer | Microsoft Edge | Other (Specify) |

FOLDER NAME _____

*Candidate must enter the file name(s) used for each answer. Tick if saved and/or attempted.*

| Question Number | File name | Saved (✓) | Attempted (✓) | Maximum Mark | Mark Achieved | Marker Initials/ Code |
|---|---|---|---|---|---|---|
| 1 | 1Zoo | | | **26** | | |
| 2 | 2Adoption | | | **19** | | |
| 3 | 3Budget | | | **19** | | |
| 4 | 4Excursions | | | **21** | | |
| 5 | 5Animals | | | **35** | | |
| 6 | 6_1Advert | | | **15** | | |
| | 6_1Nav | | | | | |
| | 6_2Fees | | | | | |
| 7 | 7AccessCard | | | **15** | | |
| | 7Merged | | | | | |
| | 7Reproduction | | | | | |
| | 7Pics (compressed folder) | | | | | |
| **TOTAL** | | | | **150** | | |

Comment: *(For office/marker use only)*

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