



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2013 (1) MEMORANDUM/MARK SHEET

MARKS: 200

CENTRE NUMBER									
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FINAL MARK	
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EXAMINATION NUMBER													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	42	23	41	21	42	25	6	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/mark sheet consists of 18 pages.

EXAMINATION NUMBER																			
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QUESTION 1 **File names: 1Programme_Program; 1Book_Boek** **Total Q1: 42**

No	Criteria	Max Mark			Candidate Mark
1Programme_Program document					
1.1	Cell border <ul style="list-style-type: none"> No solid border lines around first cell of table ✓ 	1		1	
1.2	Cell manipulation <ul style="list-style-type: none"> Cell is filled with any background colour ✓ (other than the given blue colour) Text appears in blue colour ✓ Calibri font ✓ 36 pt ✓ 	1		4	
		1			
		1			
		1			
1.3	Image control <ul style="list-style-type: none"> Image control is set to automatic ✓ 	1		1	
1.4	Shape <ul style="list-style-type: none"> Ribbon/scroll/shape added ✓ (<i>Accept any similar shape.</i>) In the correct position in the fourth column ✓ Text added: 'Success and Excellence' ✓ <p><i>(Note to marker: Accept text on one or more lines. Ignore spelling.)</i></p>	1		3	
		1			
		1			
1.5	Image <ul style="list-style-type: none"> Image of ball and net from 1Ball_Bal.jpg inserted ✓ Between 'Function' and '30th March 2014' ✓ 	1		2	
		1			
1.6	Superscript <ul style="list-style-type: none"> Superscript 'th' ✓ 	1		1	
1.7	Table border <ul style="list-style-type: none"> Border inserted ✓ Only to fourth column ✓ Dashed-line border ✓ 3 pt ✓ 	1		4	
		1			
		1			
		1			
1.8	Symbol <ul style="list-style-type: none"> Trophy symbol resized to 200 pt ✓ 	1		1	
1.9	Character spacing <ul style="list-style-type: none"> Character spacing expanded by 3 pt ✓ 	1		1	

EXAMINATION NUMBER																			
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1.10	Uppercase <ul style="list-style-type: none"> All text in the 4th column (presenters) appears in uppercase (capital letters) ✓ and is right-aligned ✓ 	1 1		2	
1Book_Boek document					
1.11	Page orientation <ul style="list-style-type: none"> Only the heading 'Contents ' and the table of contents ✓ appears in portrait orientation ✓ 	1 1		2	
1.12	Automatic Table of Contents <ul style="list-style-type: none"> Table of Contents has been updated ✓ (Includes missing headings 'Rugby' and 'Cricket'.) 	1		1	
1.13	Style <ul style="list-style-type: none"> The Sport style is applied to text 'South African sports trivia' ✓ 	1		1	
1.14	Bullets <ul style="list-style-type: none"> Bullets applied to 'Who was the ...' to '... the most jet-lag?' ✓ Customised (1Qmark_Vteken file) picture bullets ✓ 	1 1		2	
1.15	Columns and text manipulation <ul style="list-style-type: none"> Correct text: 'South African sports trivia ...' to '... send to a friend' selected ✓ Appears in 2 columns ✓ Line between ✓ Spacing between columns is 1.5 cm ✓ Text is justified ✓ Line spacing set to <u>exactly</u> ✓ 12 pt ✓ 	1 1 1 1 1 1 2		7	
1.16	Hyperlink removed <ul style="list-style-type: none"> Hyperlink is removed from 'Errol Tobias' ✓ 	1		1	
1.17	Break <ul style="list-style-type: none"> Column break or Page break inserted ✓ 	1		1	
1.18	Symbol <ul style="list-style-type: none"> Any envelope-type symbol ☒ inserted ✓ after 'send to a friend' at end of document <p>(Note to marker: Accept any envelope-type symbol.)</p>	1		1	

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QUESTION 3 File name: 3Awards_Toekennings

Total Q3: 41

- 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 responses)
- Candidate may use multiple formulae or cells as 'building blocks' to answers

No	Criteria	Max Mark			Candidate Mark
Athletes Atlete worksheet					
3.1	Row 1 <ul style="list-style-type: none"> • Headings are 12 pt ✓ • Bold ✓ 	1 1		2	
3.2	Cell A1 <ul style="list-style-type: none"> • Title separated (text appears over two lines in one cell) ✓ • Text appears vertical, ✓ as shown in the question paper 	1 1		2	
3.3	Cell F2 =YEAR(E2) <ul style="list-style-type: none"> • Function YEAR ✓ • Correct cell reference ✓ 	1 1		2	
3.4	Cell H2 =IF(G2>=16,"Senior","Junior") or =IF(G2<16,"Junior","Senior") or =IF(G2>15,"Senior","Junior")	1 1 1		3	
3.5	Cell J2 =ROUND(((M\$1-E2)/365.25),1)	2 1 1 1 1		6	

EXAMINATION NUMBER																			
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QUESTION 4

File name: 4Scores_Punte

Total Q4: 21

- 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 responses)
- Candidate may use multiple formulae or cells as 'building blocks' to answers

No	Criteria	Max Mark			Candidate Mark
Performance_Prestasie worksheet					
4.1	Merge and centred <ul style="list-style-type: none"> • Cells A1 to F3 merged and centred ✓ 	1		1	
4.2	Cell A1:F3 <ul style="list-style-type: none"> • Image of 2 Badge_Wapen inserted ✓ • To the left of the text ✓ <p><i>(Note to marker: Do not allocate the second mark if all the text is not visible. Candidates should have reduced the size of the image or right-aligned the text.)</i></p>	1 1		2	
4.3.1	Cell N5 = AVERAGE(H5:M5) <ul style="list-style-type: none"> • Function AVERAGE ✓ • Correct cell range (H5:M5) ✓ 	1 1		2	
4.3.2	Cell P5 =MAX(H5:M5) or = LARGE(H5:M5,1) <ul style="list-style-type: none"> • Function MAX ✓ • Correct cell range (H5:M5) ✓ 	1 1		2	
4.4	Cell Q6: =VLOOKUP(N6,Data_Data!\$A\$3:\$C\$9,2) or Cell Q6: =VLOOKUP(N6,Data_Data!\$A\$3:\$B\$9,2) <ul style="list-style-type: none"> • VLOOKUP function used ✓ • Correct lookup value (cell N6) used ✓ • Correct lookup table range ✓ (Data_Data!\$A\$3:\$C\$9) or (Data_Data!\$A\$3:\$B\$9) • Absolute cell referencing ✓ • Correct lookup column (2) ✓ 	1 1 1 1 1		5	
4.5	Column P: Conditional formatting <ul style="list-style-type: none"> • Conditional formatting applied ✓ • Criterion: >= 951 ✓ or >950 • Range: P5:P101 ✓ • Format: border around the cell ✓ <p><i>(Expect 12 instances.)</i></p>	1 1 1 1		4	

