



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2008

MEMORANDUM

MARKS: 200

This memorandum consists of 10 pages.

QUESTION 1

No.	Item/Criteria	Max.	Mark
1.1	File International Recycling is hidden ✓ (Look in :\Recycling Management\Correspondence\Letters)	1	
1.2	File Outdated deleted from Projects folder ✓	1	
1.3	File saved in RTF format ✓ (Look in :\Recycling Management)	1	
1.4	File is Draft.txt ✓	1	
1.5	Password added ✓ Password is gr4de ✓	2	
1.6	File is Local Council ✓ OR q3brochure	1	
1.7	Moved not copied ✓ Only word processing files ✓ Correctly placed in folder Letters ✓	3	
1.8	New subfolder called Reports ✓ In Correspondence folder ✓	2	
1.9	Copied 10 files with the word 'Lab' in the file name ✓ To the Backup folder ✓	2	
1.10	242 KB ✓ OR 252 KB	1	
1.11	Files sorted by size ✓ Date modified column after Size column ✓ Screenshot pasted ✓ Shows folder contents ✓	4	
1.12	Shortcut placed in Recycling Management folder ✓	1	
	Total:	[20]	

QUESTION 2

No.	Item/Criteria	Max.	Mark
2.1	Properties feature in the File Properties dialog box is set as: Gr 12 CAT ✓	1	
2.2	Page orientation is A4 ✓ Page orientation is Portrait ✓	2	
2.3	Line spacing is 1.5 ✓	1	
2.4	Whole word electric is changed 7x only ✓ Word electric appears as ELECTRIC in upper case ✓ Word ELECTRIC appears in red font ✓	3	
2.5	Heading HINTS ... has a border ✓ <i>(Accept either as a text or paragraph border)</i>	1	
2.6	There is a footnote ✓ Footnote appears on the word ventilators ✓ <i>(Only ONE mark if the footnote is not correct)</i>	2	
2.7	Comment on Eskom Contact Centre is removed ✓	1	
2.8	Round bullets are replaced with finger bullets ✓	1	
2.9	Stet manuscript sign was applied ✓ – (<i>"clocks" remains as is</i>) Trs manuscript sign was applied ✓ – (<i>should appear as "electricity and appliances"</i>)	2	
2.10	Bulleted list appears in two columns under the phrase: Think about access, security and safety ✓ The two columns are even ✓	2	
2.11	Hanging indent is corrected ✓ The whole bulleted list under the phrase "Think about keeping things cool and heating them up:" is corrected ✓	2	
	Total:	[18]	

QUESTION 3

No.	Item/Criteria	Max.	Mark
3.1			
3.1.1	Table inserted across the width of the page (2 columns, 1 row) ✓	1	
3.1.2	System date is inserted – should update automatically and pick up date on which storage medium is opened ✓ Font size of system date is 13 pt ✓ System date is in a vertical direction ✓	3	
3.1.3	WordArt/TextArt/Fontwork words are Energy Info ✓ WordArt/TextArt/Fontwork is large enough to fill the 2 nd cell ✓ WordArt/TextArt/Fontwork formatted with fill style of Power logo ✓	3	
3.1.4	Background colour of 2 nd cell is light green ✓	1	
3.2	2 columns ✓ Information on colours are in 4 individual cells ✓ Information on colours are left aligned ✓ “ Load shedding ” appears in a merged column ✓ or above the table “ Load shedding ” right column fully justified ✓ Image inserted ✓ Image in correct position as shown on Appendix A ✓ Image wrapped ✓ Table cell formatting set correctly or spacing apparent between text and cell lines ✓ Column width adjusted so that text is evenly aligned at the bottom of the table ✓ Font size similar in all cells, i.e. 12 pt ✓ Table lines are visible according to Appendix ✓	12	
3.3			
3.3.1	Sort ascending ✓ Formula used in the last cell of the column Watt to calculate the total ✓ (total = 586.5) Colourful AutoFormat used ✓ Table positioned on the right-hand side of the page ✓ Text wraps around table ✓	5	
3.3.2	Automatic numbering used ✓	1	
3.4			
3.4.1	Page numbering inserted ✓ Even page numbers on bottom left side ✓ Odd page numbers on bottom right-hand side ✓ No page numbering on first page ✓ Pages are numbered correctly from page 1 ✓	5	

3.4.2	All 4 headings formatted with style heading 1 ✓	1	
3.4.3	Heading 2 modified to Arial Narrow/Granada 14 pt ✓ and bold✓	2	
3.4.4	All 3 headings formatted with style heading 2 ✓	1	
3.4.5	Table of Contents generated ✓ Use a non-default format (template) ✓	2	
	Total:	[37]	

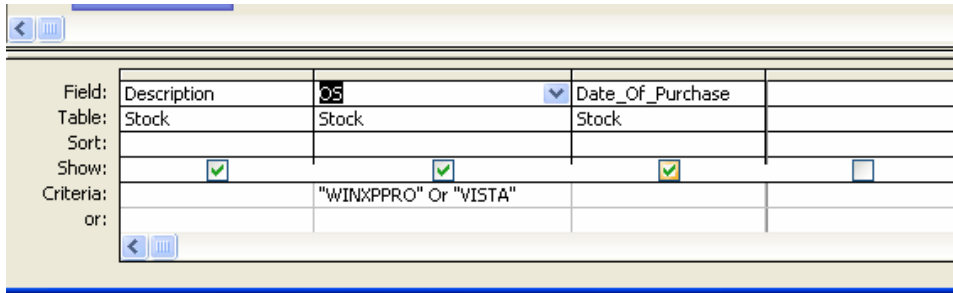
QUESTION 4

No.	Item/Criteria	Max.	Mark
4.1	All text in column A can be read (column is wide enough) ✓	1	
4.2	Heading formatted 16 pt ✓	1	
4.3	Column B formatted as % ✓ with 1 decimal place ✓	2	
4.4	Column B on sheet 2 deleted ✓	1	
4.5	Formula inserted =B7* ✓ Sheet2!B5 ✓ In column C ✓	3	
4.6	Sheet Trial Data deleted ✓	1	
4.7	Formula inserted =C7**\$B\$4 ✓ (or B4) absolute cell reference used \$B\$4 ✓	3	
4.8	Cell D7 formatted as \$ ✓ 2 decimal places ✓	2	
4.9	Table created ✓ ✓ 10% Poor 15% Needs improvement 20% Adequate 25% Good 30% Very good =VLOOKUP ✓ (B7, ✓ \$G\$7:\$H\$11, ✓ 2) ✓	6	
	Total:	[20]	

QUESTION 5

No.	Item/Criteria	Max.	Mark
5.1			
5.1.1	Merged B2 to E2 ✓ Border ✓	2	
5.1.2	=SUM ✓(B5:B21) ✓ Fill/Copy ✓	3	
5.1.3	=B23*28 ✓ OR 0.28 * B23 (If cell formatted in currency)	1	
5.1.4	=MAX ✓(F5:F21) ✓	2	
5.1.5	=LARGE ✓(F5:F21 ✓,2 ✓)	3	
5.1.6	=IF ✓(F5>200 ✓, "excellent" ✓,IF(F5>=100 ✓,"well done" ✓,"can do better" ✓)) OR any other combination	6	
5.2			
5.2.1	Rename Sheet2 to Cartridges ✓	1	
5.2.2	=SUMIF ✓(A5:A21 ✓,9 ✓,F5:F21 ✓)	4	
5.3			
5.3.1	=LEFT ✓(C4 ✓,2) ✓ =COUNTIF ✓(D4:D62 ✓,"P3" ✓) <i>(Any other correct answer)</i>	6	
5.3.2	=NOW() ✓ - ✓G4 ✓)/365 ✓ <i>(for MS Office)</i> OR =TODAY()✓ - ✓G4 ✓)/365 ✓ <i>(for Open Office)</i>	4	
5.3.3	Sorted according to HDD ✓ Descending ✓ All data included ✓ (not only the HDD column sorted)	3	
	Total:	[35]	

QUESTION 6

No.	Item/Criteria	Max.	Mark
6.1			
6.1.1	Table named Recycle created ✓ ItemCode: Text[4] ✓ Description: Text[12] ✓ Biodegradable: Yes/No ✓ Mass: Number – 1 decimal ✓	5	
6.1.2	Primary key set on ItemCode field ✓	1	
6.1.3	Default value for Biodegradable field set to TRUE ✓	1	
6.1.4	Validation Rule: >=0 ✓ AND ✓ <=150 ✓ OR BETWEEN ✓ 0 ✓ AND 150 ✓ Validation Text: Any suitable message e.g. "Invalid Input" ✓	4	
6.1.5	Input Mask: (>LL00) >✓LL✓00✓ <ul style="list-style-type: none"> • Uppercase (2 capital letters) • Two characters • Two numbers 	3	
6.1.6	Form called EnterCollection created ✓ All fields included ✓	2	
6.2			
6.2.1	 <p>Correct fields chosen (<i>Description, OS, Date_Of_Purchase</i>) ✓ WINXPPRO ✓ Or VISTA ✓ (41 records)</p>	3	

QUESTION 7

No.	Item/Criteria	Max.	Mark
7.1			
7.1.1	Heading formatted ✓	1	
7.1.2	Address copied ✓ Right justified tab ✓ Dot leader ✓ Checkboxes ✓ Text box ✓ Page break ✓	6	
7.1.3	All 7x spelling errors corrected ✓ ✓ <i>(ONE mark if 4 to 6 spelling errors are corrected)</i> <i>(NO marks if 3 or less errors are corrected)</i>	2	
7.2			
7.2.1	Pie graph prepared ✓ 3D appearance ✓ Newspaper slice pulled out ✓ <i>(Candidates writing in Open Office will have to be awarded this mark)</i>	3	
7.2.2	Chart inserted in form letter ✓	1	
7.2.3	Border around chart ✓	1	
7.2.4	Conditional formatting ✓ In Column C ✓ Data greater than or equal to 50% ✓ On yellow background ✓	4	
7.2.5	Hyperlink inserted ✓ Refers to correct data ✓ Shows text " Rates of Recycling " ✓	3	
7.3			
7.3.1	Query contains business and contact name ✓ Filter: only businesses, not schools ✓	2	
	Mail merge fields inserted ✓	1	
7.3.2	Mail merge completed ✓ (4 letters)	1	
	Total:	[25]	

TOTAL: 200