



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2016 MEMORANDUM/MARKING GUIDELINES

MARKS: 180

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	30	22	25	25	38	20	20	180
MARKER								
SM								
CM								
IM/EM								

This memorandum/marking guideline consists of 15 pages.

EXAMINATION NUMBER																			
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1.6	Index entries {XE "Precious Metals:silver"} <ul style="list-style-type: none"> 'silver' marked as a sub-entry for the marked index entry 'Precious Metals' ✓ 	1		1	
1.7	Spelling of 'totaling' <ul style="list-style-type: none"> Spelling of the word 'totaling' corrected to 'totalling' ✓ 	1		1	
1.8	Find and Replace: Word 'platinum' <ul style="list-style-type: none"> Replaced with symbol ✨ OR □ ✓ and letters 'Pt' (OR 'pt' OR 'P ◆') ✓ Symbol ✨, space AND 'Pt' correct ✓ 7 occurrences of lowercase 'platinum' have been replaced ✓ 	1 1 1 1		4	
1.9	Automatic numbering <ul style="list-style-type: none"> Automatic numbering (1., 2., 3.) applied to subheading 'A question of value investing' ✓ 'Continue numbering' applied to the second sub-heading (<i>rest of numbering automatically adjusted</i>) ✓ Number position set consistently against margin/to approximately 0 ✓ Text indent of subheading set consistently (to approximately 1.25 cm) ✓ Text alignment under one or more subheadings is justified ✓ 	1 1 1 1 1		5	
1.10	Index <ul style="list-style-type: none"> Index updated (<i>'commodity markets' appear in Index</i>) ✓ 	1		1	
	Total for QUESTION 1			[30]	

EXAMINATION NUMBER																			
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QUESTION 2

File name: 2Pall

Total Q2: 22

No	Criteria	Maximum Mark			Candidate Mark
2.1	Page border/Watermark <ul style="list-style-type: none"> Any page border added to the document ✓ 2PalMetal ✓ image inserted as washout watermark ✓ Scaling of watermark/picture is set to 150% ✓ 	1		4	
		1			
		1			
		1			
2.2	Bookmark <ul style="list-style-type: none"> 'History of Palladium' linked to 'History' bookmark ✓ Bookmark 'Applications' removed ✓ <i>(Note to marker: Do not award second mark if the text has been deleted.)</i>	1		2	
		1			
2.3	Text box and callout shape <ul style="list-style-type: none"> Text box changed to any callout shape ✓ Text in shape/text box reads from bottom to top ✓ All text clearly visible ✓ Position of shape/text box fixed to its position page ✓ <i>(Note to marker: 'Move object with text box' should be unchecked to allocate fourth mark.)</i>	1			
		1			
		1			
		1			
2.4	Caption <ul style="list-style-type: none"> Caption label 'Picture' used (<i>do not accept typed text</i>) ✓ Caption added with caption text ✓ ('Beautiful rings') Caption placed above image ✓ 	1		3	
		1			
		1			
2.5	Form controls <ul style="list-style-type: none"> Page break/Section break (Next page)/Page break before inserted before 'Quiz' ✓ 'Full Name' text form field maximum length set to 12 ✓ 'Full Name' text form field format set to 'First capital' ✓ Any checkbox form field added ✓ Any dropdown form field added ✓ Option values set to Russia, South Africa, Ethiopia (<i>accept if only some options entered</i>) ✓ 	1		6	
		1			
		1			
		1			
		1			
		1			
2.6	Table of figures (Use Alt + F9 to mark) <ul style="list-style-type: none"> Any automatic table of figures inserted ✓ 'Simple' format used for table of figures ✓ (<i>sentence case, in bold</i>) Page numbers don't display in table of figures ✓ 	1		3	
		1			
		1			
	Total for QUESTION 2			[22]	

EXAMINATION NUMBER																				
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4.4	<p>Cell F4: =IF(C4="Silver",IF(H4<>"", "*", ""), "")</p> <p>OR =IF(C4="Silver",IF(H4="", "", "*"), "")</p> <p>OR =IF(AND(C4="Silver",H4<>""), "*", "")</p> <p>OR =IF(C4="Silver",IF(LEN(H4)>0, "*", ""), "")</p> <p>OR =IF(AND(C4="Silver",H4>0), "*", "")</p> <ul style="list-style-type: none"> • Criteria 1: Check that the precious metal is silver: C4="Silver" ✓ • Criteria 2: Check if a value appears in column H OR column I: H4<>" " ✓ • Correct output ("") if metal is not silver ✓ • Correct output ("") if metal is silver and no value appears in column H OR column I ✓ • Correct output ("*") if metal is silver and value appears in column H OR column I ✓ • Function copied to cells below (<i>any function</i>) ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> • Accept any valid test for blank cell including COUNTBLANK(H4) and LEN(H4)=0. • Accept any other correct test if the correct corresponding output is displayed.) 	1 1 1 1 1 1 1	6
4.5	<p>Cell M6: =SUMIF(B4:B53,"*ring*",J4:J53)</p> <p>OR =SUMIF(B4:B53,"Ring",J4:J53)+SUMIF(B4:B53,"Earrings",J4:J53)</p> <p>OR =SUMIFS(J4:J53,B4:B53,"*ring*")</p> <ul style="list-style-type: none"> • SUMIF/SUMIFS function ✓ • Criteria range: B4:B53 ✓ • Criteria: "*ring*", OR "Ring" AND "Earrings" ✓ • Sum range: J4:J53 ✓ 	1 1 1 1	4

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4.6	<p>Cell M7: =COUNTIF(C4:C53,"Gold")</p> <ul style="list-style-type: none"> • COUNTIF function ✓ • Range: C4:C53 ✓ • Criteria: "Gold" ✓ 	1 1 1		3	
4.7	<p>Cell M8: =COUNTA(H4:H53)</p> <p>OR =COUNT(E4:E53)-COUNTBLANK(H4:H53)</p> <p>OR =COUNTA(B4:B53)-COUNTBLANK(H4:H53)</p> <p>OR =COUNTIF(H4:H53,"*")</p> <ul style="list-style-type: none"> • Correct function ✓ • Correct range (<i>accept column I</i>) ✓ <p><i>(Note to marker: If COUNTA(range)-COUNTBLANK(range) structure is used accept columns (B,C,D,E,G,J) as correct range for COUNTA and columns (H or I) as correct range for COUNTBLANK.)</i></p>	1 1		2	
Total for QUESTION 4				[25]	

EXAMINATION NUMBER																				
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Form: frm5_2																									
5.2	<ul style="list-style-type: none"> Label added ✓ and examination number in form header ✓ Combo box or list box added ✓ Combo box values based on tb5_2 ✓ and bound/linked to <i>InvestmentTerm</i> field ✓ (Row Source: tb5_2 OR Select[tb5_2]. [InvestmentTerm] FROM tb5_2 OR "Long"; "Medium"; "Short" AND Row Source Type: Table/Query OR Value List) 	1		5																					
		1																							
		1																							
		1																							
		1																							
Query: qry5_3																									
5.3	<ul style="list-style-type: none"> <i>InvestorCountry</i>: Total: Group By ✓ Criteria: 'United States' ✓ (or correct variations) <i>NumberOfCoins</i>: Total: Sum ✓ 	1		3																					
	<table border="1" style="font-size: small;"> <tr> <td>Field:</td> <td>InvestorCountry</td> <td>NoOfCoins</td> </tr> <tr> <td>Table:</td> <td>tblInvestor</td> <td>tblInvestor</td> </tr> <tr> <td>Total:</td> <td>Group By</td> <td>Sum</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td>'United States'</td> <td></td> </tr> <tr> <td>or:</td> <td></td> <td></td> </tr> </table>	Field:	InvestorCountry	NoOfCoins	Table:	tblInvestor	tblInvestor	Total:	Group By	Sum	Sort:			Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:	'United States'		or:			1		
Field:	InvestorCountry	NoOfCoins																							
Table:	tblInvestor	tblInvestor																							
Total:	Group By	Sum																							
Sort:																									
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																							
Criteria:	'United States'																								
or:																									
		1																							
Query: qry5_4																									
5.4	<ul style="list-style-type: none"> Fields displayed: <i>InvestorName</i>, <i>InvestorSurname</i>, <i>InvestmentDate</i> and/or new field (<i>CheckMatch</i>) ✓ Criteria <i>InvestmentDate</i>: >=#1975-01-01# ✓ OR >#1974-12-31# AND ✓ <=#1989-12-31# ✓ OR <#1990-01-01# OR Between #1975-01-01# AND #1989-12-31# OR Year([InvestmentDate]): Between 1975 and 1989 Calculated field: <i>CheckMatch</i>: ✓ [InvestorCountry] ✓ = ✓ [InvestorOrigin] ✓ OR <i>CheckMatch</i>: IIF(✓) ([InvestorCountry]= [InvestorOrigin])(✓✓),"True","False") <p>(Note to marker: 50 records expected.)</p>	1		8																					
		1																							
		1																							
		1																							
		1																							
		3																							
Report: rpt5_5																									
5.5	<ul style="list-style-type: none"> Grouping changed to <i>InvestmentTerm</i> field ✓ Field <i>InvestmentTerm</i> appears in group header/footer ✓ Function inserted in <i>InvestorCountry</i> group footer or group header ✓ =COUNT ✓ ([InvestorSurname]) ✓ or any other field OR Count(*) Suitable label (must refer to number of investors) ✓ 	1		6																					
		1																							
		1																							
		2																							
		1																							
	Total for QUESTION 5			[38]																					

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6.5	<p>Image: height, width and border <code></code></p> <ul style="list-style-type: none"> • Height = 100 ✓ • Width = 200 ✓ • Border = 5 ✓ 	1 1 1	3	
6.6	<p>Formatting: Bold and italics <code><i>South Africa</i> OR</code> <code><i>South Africa</i></code></p> <ul style="list-style-type: none"> • Bold applied to 'South Africa' ✓ • Italics applied to 'South Africa' ✓ 	1 1	2	
6.7	<p>Link <code></code> www.ResourceInvestor.com<code></code></p> <ul style="list-style-type: none"> • Link text 'www.ResourceInvestor.com' inserted OR 'http://www.ResourceInvestor.com' ✓ • Link 'href' added correctly ✓ <p><i>(Note to marker: The link will work correctly if the web browser opens and the address displays in the address bar. No Internet access is needed.)</i></p>	1 1	2	
6.8	<p>Table: Cell spacing and colspan <code><table align="center" border="3" cellpadding = "10"></code> <code><tr> <td colspan = "3">Rhodium Prices</td></tr></code> <code><tr> <th>Metal</th></code> <code><th>Year</th></code> <code><th>Price</th></tr></code> <code><tr> <td>Rhodium</td></code> <code><td>2014</td></code> <code><td>R1 235</td></tr></code> <code></table></code></p> <ul style="list-style-type: none"> • Cellspacing = 10 ✓ • First row: colspan = 3 ✓ (appears as a 'merged' cell) • Text appears in the first row ('Rhodium Prices') ✓ 	1 1 1	3	
	Closing tag(s) or triangular brackets omitted	-1		
	Total for QUESTION 6		[20]	

