



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATION

COMPUTER APPLICATIONS TECHNOLOGY P1

2015

MEMORANDUM/MARKING GUIDELINE

MARKS: 180

FINAL MARK

CENTRE NUMBER																			
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EXAMINATION NUMBER																			
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	31	20	32	17	41	19	20	180
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/marking guideline consists of 14 pages.

EXAMINATION
NUMBER

IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.

QUESTION 1

File name: 1Brain_Brein

Total Q1: 31

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Margins <ul style="list-style-type: none"> Left margin changed to 2.3 cm ✓ 	1		1	
1.2	Page numbers <ul style="list-style-type: none"> Automatic page numbering added ✓ Different odd and even pages set ✓ Even page numbers left aligned and odd page numbers right aligned ✓ <p>(Note to marker: Accept in header or footer.)</p>	1		3	
1.3.1	Styles <ul style="list-style-type: none"> 'MyQuotes' style applied to text ✓ 	1		1	
1.3.2	Citation <ul style="list-style-type: none"> Placeholder for citation added ✓ Placeholder named 'Quote' ✓ 	1		2	
1.4	Dropped cap <ul style="list-style-type: none"> Dropped cap applied to first letter of text 'Music's' ✓ Over four lines ✓ Font changed to 'Bell MT' ✓ <p>(Note to marker: Do not accept 'In margin'.)</p>	1		3	
1.5	Heading styles <ul style="list-style-type: none"> All Heading 3 styles replaced with Heading 5 style ✓ <p>(Note to marker: All 6 occurrences should be replaced.)</p>	1		1	
1.6	Picture <ul style="list-style-type: none"> Picture was horizontally flipped ✓ Picture wrapping changed so that picture does not block any text ✓ Picture moved to right of paragraph ✓ Paragraph alignment set to justified ✓ 	1		4	

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1.7	<p>Cross-reference</p> <ul style="list-style-type: none"> • Cross-reference added to text 'Mozart' below heading 'The Power of Music on Memory and Learning' ✓ • Cross-referenced to Figure 1 ✓ • Figure number does not display in cross-reference (The music of Wolfgang Amadeus Mozart) ✓ 	1 1 1		3	
1.8	<p>Caption</p> <ul style="list-style-type: none"> • Automatic figure caption added to picture ✓ • Caption reads 'George Frederic Handel' ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> • The figure number does not have to display. • Accept the caption above or below the picture.) 	1 1		2	
1.9	<p>Hyperlink</p> <ul style="list-style-type: none"> • Hyperlink created on word 'Napoleon' ✓ • Hyperlink links to 1Hist_Gesk document ✓ • Text 'Read more' displays as screen tip ✓ <p>(Note to marker: Allocate second mark if icon or link was pasted and links to 1Hist_Gesk.)</p>	1 1 1		3	
1.10	<p>Book source</p> <ul style="list-style-type: none"> • Source inserted ✓ • Book source selected ✓ • Correct fields completed ✓ 	1 1 1		3	
1.11	<p>Endnote ('Laurence O'Donnell III')</p> <ul style="list-style-type: none"> • Endnote inserted ✓ • Any symbol inserted as custom mark ✓ • Endnote text appears as 'Copyright 1999 by Laurence O'Donnell' ✓ • Comment deleted ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> • Do not accept a number instead of a symbol as custom mark unless the number was inserted as a symbol. • Ignore if text was copied or moved. • Accept if endnote was added on or in proximity of text. • Do not allocate last mark if only text was deleted from the comment.) 	1 1 1 1		4	
1.12	<p>Automatic bibliography</p> <ul style="list-style-type: none"> • Automatic bibliography inserted ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> • Book source added in 1.10 should appear. • Allocate mark if automatic bibliography was inserted even if no sources appear.) 	1		1	
	Total for QUESTION 1			[31]	

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QUESTION 2

File name: 2Piece_Stuk

Total Q2: 20

No.	Criteria	Maximum Mark			Candidate Mark
2.1	WordArt/Fontwork <ul style="list-style-type: none"> WordArt/Fontwork applied to 'Music' text ✓ Filled with red colour ✓ Outlined with black colour ✓ Font size changed to 48 pt ✓ 	1		4	
		1			
		1			
		1			
2.2	Indenting <ul style="list-style-type: none"> First line indenting applied ✓ Set to approximately 2 cm ✓ 	1		2	
		1			
2.3	Columns <ul style="list-style-type: none"> Two columns applied to selected text ✓ Size of first column is 13 cm ✓ Spacing between columns set to 3 cm ✓ A border appears around the columns ✓ 	1		4	
		1			
		1			
		1			
2.4	Line numbers <ul style="list-style-type: none"> Line numbers added to document ✓ 'Restart each page' selected ✓ <p><i>(Note to marker: Accept if line numbers only appear on first page.)</i></p>	1		2	
		1			
2.5	Pagination <ul style="list-style-type: none"> Widows and orphans checked ✓ Keep lines together checked ✓ 	1		2	
		1			
2.6	Picture <ul style="list-style-type: none"> Picture moved to correct position ✓ Picture changed to fit in with the rest ✓ 	1		2	
		1			
2.7	Watermark <ul style="list-style-type: none"> Picture watermark added ✓ Picture 2Notes_Note used ✓ Watermark appears only on page 3 of document ✓ 	1		3	
		1			
		1			
2.8	Page colour <ul style="list-style-type: none"> Page colour changed to any shade of orange ✓ <p><i>(Note to marker: Accept if only one page's colour has been changed.)</i></p>	1		1	
Total for QUESTION 2				[20]	

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QUESTION 3

File name: 3Stats

Total Q3: 32

- 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 response).
- Candidate may use multiple formulae or cells as 'building blocks' to answers.
- Named ranges can be used instead of cell references.

No.	Criteria	Maximum Mark			Candidate Mark
Data worksheet					
3.1	Cells A1:B2: <ul style="list-style-type: none"> • Picture 3Music_Musiek inserted into range A1:B2 ✓ 	1		1	
3.2	Cells C1:O2: <ul style="list-style-type: none"> • Any fill colour applied to cells ✓ 	1		1	
3.3	Cell A3: <ul style="list-style-type: none"> • Comment added to cell ✓ • Text 'Sales on 1 Jan 2015' added to comment ✓ <p><i>(Note to marker: Accept if any text is added to comment.)</i></p>	1 1		2	
3.4	Cell P2: <ul style="list-style-type: none"> • Custom format ✓ • Date format dd/mmm/yyyy ✓ 	1 1		2	
3.5	Cell B3: <ul style="list-style-type: none"> • Text wrapped ✓ 	1		1	
3.6	Cell A4: =UPPER(D4&RIGHT(F4,2)) OR =UPPER(CONCATENATE(D4, RIGHT(F4,2))) OR =UPPER(D4&MID(F4,LEN(F4)-1,2)) <ul style="list-style-type: none"> • UPPER ✓ • D4 ✓ • RIGHT OR MID ✓ (F4,2) ✓ • & or CONCATENATE used correctly ✓ <p><i>Expected answer: MP3LY.</i></p>	1 1 2 1		5	

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3.7	<p>Cell I4: =YEAR(\$P\$2)-H4</p> <ul style="list-style-type: none"> • YEAR function ✓ • \$P\$2 ✓ • - H4 ✓ <p><i>Expected answer: 5</i></p>	1 1 1		3	
3.8	<p>Cell K4: =J4*125/100*114/100</p> <p>OR</p> <p>=(J4+(J4*25/100))*114/100</p> <p>OR</p> <p>=(J4+(J4*25/100))+((J4+(J4*25/100))*14/100)</p> <p>OR</p> <p>=1.25*J4*1.14</p> <ul style="list-style-type: none"> • Original price ✓ • Calculation of profit ✓ • Profit added to old price (selling price) ✓ • Calculation of VAT ✓ • Addition of VAT price and profit amount (selling price) ✓ <p><i>(Notes to marker:</i> <ul style="list-style-type: none"> • <i>Accept any other correct answer.</i> • <i>Also accept =(J4+(J4*25/100))+(J4+(J4*14/100)).)</i> </p>	1 1 1 1 1		5	
3.9	<p>Cell M4: =VLOOKUP(L4,Status!\$A\$1:\$B\$4,2,TRUE)</p> <ul style="list-style-type: none"> • VLOOKUP ✓ • L4 ✓ • Status!\$A\$1:\$B\$4 (correct range/name range) ✓ • Absolute cell referencing correctly used ✓ • 2 ✓ <p><i>(Note to marker: TRUE can be omitted.)</i></p>	1 1 1 1 1		5	

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QUESTION 4

File name: 4Sum_Ops

Total Q4: 17

- 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 response).
- Candidate may use multiple formulae or cells as 'building blocks' to answers.
- Named ranges can be used instead of cell references.

No.	Criteria	Maximum Mark			Candidate Mark
Sum_Ops worksheet					
4.1	<p>Cell E5: =Sum(D5:D7) ✓</p> <p><i>Expected answer: 11.</i></p> <p><i>(Note to marker: Accept D5+D6+D7 or any correct alternative answer.)</i></p>	1		1	
4.2	<p>Cell D2: =COUNTIF(Data!A4:A71,A2)- COUNTIF(Data!A4:C42,C3)-COUNTIF(Data!A4:C42,C4)</p> <p>OR =COUNTIF(Data!A4:A71,"7Digital")-D3-D4</p> <ul style="list-style-type: none"> • Function/Formula to count ✓ • Range matching function/formula ✓ • Correct criteria based on the selected range ✓ • Exclude other type of files in calculation ✓ • Exclude other stores or type of product in calculation ✓ <p><i>Expected answer: 34.</i></p> <p><i>(Note to marker: There are many alternative answers (e.g. =COUNTIFS(Data!A4:A71,"7Digital", Data!C4:C71,"MP3")). Evaluate candidate's answer against criteria and ensure that the answer will remain correct even if the data changes.)</i></p>	1 1 1 1 1		5	
4.3	<p>Cell B13: =SUMIF(Data!C4:C71,A13,Data!G4:G71)</p> <ul style="list-style-type: none"> • Data!C4:C71 ✓ • A13 OR "MP3" ✓ • Data!G4:G71 ✓ <p><i>Expected answer: 29047704.</i></p>	1 1 1		3	

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Form: frm5_2					
5.2.1	Form created <ul style="list-style-type: none"> Form frm5_2 using TMusic_Musiek created ✓ Columnar layout ✓ All fields included ✓ 	1		3	
		1			
		1			
5.2.2	Background colour <ul style="list-style-type: none"> <i>Artist_Kunst</i> label changed to any other colour besides the default ✓ 	1		1	
5.2.3	Date and Time <ul style="list-style-type: none"> Date and Time fields inserted ✓ In form footer ✓ 	1		2	
		1			
Query: qry5_3					
5.3	<ul style="list-style-type: none"> Only <i>Title_Titel</i>, <i>Artist_Kunst</i>, <i>Year_Jaar</i> and <i>Owners_Eienaars</i> fields are displayed ✓ Criteria: <ul style="list-style-type: none"> <i>Demand_Aanvraag</i> field: Yes, True, -1, <> False ✓ <i>Owners_Eienaars</i> field: H* ✓ Sort: <ul style="list-style-type: none"> <i>Artist_Kunst</i>: sorted in descending order ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> Expect 19 records. Criteria for <i>Demand_Aanvraag</i> will depend on 5.1.7.) 	1		4	
		1			
		1			
		1			
Query: qry5_4					
5.4	<ul style="list-style-type: none"> Calculated field <i>IncCost</i>: added correctly ✓ [<i>Cost_Koste</i>] ✓*2✓ OR [<i>Cost_Koste</i>]+ [<i>Cost_Koste</i>] Field displayed in rand format ✓ <p>(Note to marker: Accept any currency format.)</p>	1		4	
		2			
		1			
Report: rpt5_5					
5.5.1	<ul style="list-style-type: none"> Report shows only <i>Title_Titel</i>, <i>Artist_Kunst</i>, <i>Type_Tipe</i>, <i>Genre</i> and <i>Cost_Koste</i> fields ✓ Report grouped according to the <i>Genre</i> field ✓ Report sorted (descending) according to the <i>Type_Tipe</i> field ✓ 	1		3	
		1			
		1			
5.5.2	<ul style="list-style-type: none"> Title of report 'Songs by Genre' ✓ Title is centred or label is centred horizontally ✓ 	1		2	
		1			
5.5.3	<ul style="list-style-type: none"> Function in group footer or group header ✓ = Sum ✓ ([<i>Cost_Koste</i>]) ✓ 	1		3	
		2			
5.5.4	<ul style="list-style-type: none"> Conditional formatting: <i>Cost_Koste</i> greater than 100 ✓, displayed in orange font colour ✓ <p>(Note to marker: Accept if applied to the function.)</p>	2		2	
Total for QUESTION 5				[41]	

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QUESTION 6

File name: 6Facts_Feite

Total Q6: 19

- This question should be marked from the browser as far as possible, unless otherwise indicated or if it cannot be seen on the browser.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.
- The code of the candidates who use a word processor will contain additional unnecessary tags. Markers will need to work through the code to check for the answers provided below.

No.	Criteria	Maximum Mark			Candidate Mark
6.1	Title <code><title>Facts_Feite</title></code> <ul style="list-style-type: none"> • Title tags for 'Facts_Feite' added to header section ✓ 	1		1	
6.2	Table row <code><td width="50" height="25" bgcolor="grey"><center>Background</center></td></code> <ul style="list-style-type: none"> • Additional table cell inserted with 'Background' ✓ • In correct position ✓ • Appears exactly as the other cells (width, height, colour) ✓ 	1	1	1	3
6.3	Font <code></code> <ul style="list-style-type: none"> • Font changed to Forte ✓ • Font size set to 6 ✓ 	1	1		2
6.4	Heading <code><h3>Why do we like certain types of music?</h3></code> <ul style="list-style-type: none"> • Heading style 3 tags inserted for text 'Why do we like certain types of music?' ✓ 	1			1
6.5	Paragraph alignment <code>align="center"</code> <ul style="list-style-type: none"> • Second paragraph aligned to centre of page ✓ <p>(Note to marker: Accept 'center' tag.)</p>	1			1

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6.6	<p>Bulleted list <code><ul Type="circle"></code> <i>Studies showed the connection between music lessons and an improved memory</i> <i>Children engaged in music showed higher verbal ability </i> <code></code></p> <ul style="list-style-type: none"> • Unordered list ✓ • Correct 2 list items ✓ • Type of bullet is circle ✓ 	1		3	
6.7.1	<p>Image <code>img src="6Therapy_Terapie.jpg"</code></p> <ul style="list-style-type: none"> • Image 6Therapy_Terapie.jpg inserted ✓ • Image displays correctly ✓ 	1		2	
6.7.2	<p>Image height and width <code>width="300" height="200"</code></p> <ul style="list-style-type: none"> • Width = 300 ✓ • Height = 200 ✓ 	1		2	
6.7.3	<p>Alternative text on image <code>alt="Therapy"</code></p> <ul style="list-style-type: none"> • Alternative text is 'Therapy' ✓ 	1		1	
6.8	<p>Hyperlink <code>To read more</code></p> <ul style="list-style-type: none"> • Text 'To read more' entered ✓ • Link added to text <code><a href ...></code> ✓ • Linked to Google.com ✓ 	1		3	
	Closing tag(s) or brackets omitted	-1			
	Total for QUESTION 6			[19]	

EXAMINATION NUMBER																				
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QUESTION 7

Total Q7: 20

File names: 7News_Nuus, 7Letters_Briewe

No.	Criteria	Maximum Mark			Candidate Mark
7.1	<p>Bullets</p> <ul style="list-style-type: none"> Bullet changed to 'Q' ✓ Indenting changed to match others ✓ <p><i>(Note to marker: Ignore if 'Answers' are also bulleted.)</i></p>	1		2	
		1			
7.2	<p>Table</p> <ul style="list-style-type: none"> First row merged ✓ Text centred horizontally and vertically ✓ Third row deleted ✓ Outer borders are double lined ✓ Inner borders are dashed ✓ Font of last row changed to 'Small caps' ✓ <p><i>(Note to marker: Accept any broken line/dashed/dotted inner borders.)</i></p>	1		6	
		1			
		1			
		1			
		1			
		1			
7.3	<p>Form field controls</p> <ul style="list-style-type: none"> Check box size changed to 10 pt ✓ Text box form field inserted next to 'Give us your feedback' ✓ 	1		2	
		1			
7.4	<p>Footer</p> <ul style="list-style-type: none"> Text 'Editor' added in footer ✓ Left aligned ✓ Date of modification field added ✓ Right aligned ✓ Horizontal line appears ✓ above text <p><i>(Note to marker: Ignore if horizontal line appears below text.)</i></p>	1		5	
		1			
		1			
		1			
		1			
7.5	<p>Merge</p> <ul style="list-style-type: none"> Clients_Kliënte table in 7Names_Name database used as data source ✓ Clients sorted in descending order ✓ according to their surnames ✓ Name_Naam and Surname_Van merge fields added ✓ Mail merge completed and saved as 7Letters_Briewe ✓ (11 letters expected) 	1		5	
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 7			[20]	
	TOTAL				180