



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 FEBRUARY/MARCH 2018 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	28	22	26	24	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 14 pages.

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

QUESTION 1

File name: 1Pat

Total Q1: 28

No.	Criteria	Maximum Mark		Candidate Mark	
1.1	Font and alignment <ul style="list-style-type: none"> More than half of document's font size changed to 12 ✓ More than half of document's alignment changed to justified ✓ 	1		2	
		1			
1.2	WordArt <ul style="list-style-type: none"> Heading changed to any WordArt ✓ Text filled with any green colour ✓ (<i>mark from WordArt settings, accept green gradient fill</i>) Text outline set to 3 pt ✓ (<i>mark from WordArt settings</i>) 	1		3	
		1			
		1			
1.3	Find and replace <ul style="list-style-type: none"> Symbols '婁' replaced ✓ With 'fi' ✓ (<i>ignore quotation marks</i>) 9 replacements made ✓ 	1		3	
		1			
		1			
1.4	Citation <ul style="list-style-type: none"> Any citation inserted ✓ on the text Citation refers to website source ✓ Only the title displayed ✓ 	1		3	
		1			
		1			
1.5	Footnote <ul style="list-style-type: none"> Footnote inserted on text 'soda bread' ✓ Custom mark is '♣' symbol ✓ Footnote text entered ✓ (<i>'Bread without yeast'</i>) 	1		3	
		1			
		1			
1.6	Bullets <ul style="list-style-type: none"> Image 1StPat used as bullet ✓ Bullet position 0.5 cm from margin ✓ Text indent 2 cm from bullet ✓ 	1		3	
		1			
		1			
1.7	Table <ul style="list-style-type: none"> Table with 2 columns inserted ✓ First column width changed to 3 cm ✓ (<i>allocate mark for column instead of table</i>) Paragraph setting 'Keep with next' applied (<i>or first two rows</i>) ✓ (<i>accept Paragraph setting 'Page break before'</i>) 	1		3	
		1			
		1			

EXAMINATION NUMBER																		

1.8	Heading 1 style <ul style="list-style-type: none"> Font changed to small caps ✓ in green ✓ Paragraph spacing 'after' set to 12 pt ✓ All 4 changes automatically applied ✓ 	2 1 1		4	
1.9	Synonym <ul style="list-style-type: none"> Word 'celebrations' replaced by any word from list (<i>revels, revelries, merriments, festivities, partying, carousing, parties, fetes</i>) ✓ 	1		1	
1.10	Linked object <ul style="list-style-type: none"> Link to 1Luck image file inserted ✓ (<i>Alt+F9, accept hyperlink</i>) Appears as an icon ✓ 	1 1		2	
1.11	Date and format <ul style="list-style-type: none"> Format of date changed to <i>dd MMM yyyy</i> ✓ 	1		1	
	Total for QUESTION 1			[28]	

EXAMINATION NUMBER																				
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QUESTION 2

File name: 2Place

Total Q2: 22

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Table of contents <ul style="list-style-type: none"> Automatic table of contents inserted ✓ Displays only one level ✓ (<i>no Bibliography/Table of figures</i>) Style of second heading changed to 'Heading 1' ✓ '2. The leaning tower of Pisa, Italy' appears in the table of contents ✓ 	1		4	
		1			
		1			
		1			
2.2	Crop and format picture <ul style="list-style-type: none"> Picture cropped OR colour changed to black ✓ Any shadow effect added to the picture ✓ 	1		2	
		1			
2.3	Caption and comment (Picture below 6. Selfridges) <ul style="list-style-type: none"> Figure caption added to picture ✓ Caption text 'Photograph by Nala Rewop' ✓ Comment deleted ✓ 	1		3	
		1			
		1			
2.4	Orientation <ul style="list-style-type: none"> Any/All pages appear in landscape orientation ✓ Only selected text in landscape orientation ✓ Text entered in any footer ✓ (<i>'Table mountain'</i>) on specific page only ✓ 	1		4	
		1			
		1			
		1			
2.5	Bookmark and hyperlink <ul style="list-style-type: none"> Hyperlink inserted on 'Day' ✓ Hyperlink linked to bookmark March ✓ 	1		2	
		1			
2.6	Sources and bibliography <ul style="list-style-type: none"> 'Month Accessed' changed to July ✓ (<i>'History' source</i>) Source 'Tourism Ireland announces Global Greening line-up for St Patrick's Day' removed ✓ Bibliography updated ✓ (<i>see 'Big Becky'</i>) 	1		3	
		1			
		1			
2.7	Table of figures <ul style="list-style-type: none"> Automatic table of figures inserted ✓ Labels and figure numbers excluded ✓ 	1		2	
		1			
2.8	NumWords field <ul style="list-style-type: none"> Number of words field inserted ✓ (<i>NumWords</i>) Total number of words shown ✓ <i>(Note to marker: Number of words may differ depending on what was done previously in the question. Accept any number between 1075 and 1150.)</i>	1		2	
		1			
	Total for QUESTION 2			[22]	

QUESTION 3

File name: 3Cost

Total Q3: 26

EXAMINATION NUMBER																			
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- 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 reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
Spending worksheet					
NOTE: Sort the worksheet on column B before marking.					
3.1	Cell A1: • Data vertically centred ✓	1		1	
3.2	Page setup: • Left margin set to 2 cm ✓ • Worksheet horizontally centred on page ✓ • Row 2 set to repeat on top of pages ✓	1 1 1		3	
3.3	Column A: • All or some identifying codes continued ✓	1		1	
3.4	Cell H3: =G3*\$I\$1 • G3 ✓ • * ✓ • I1 ✓ (OR \$I\$1) • Displays in South African currency ✓ • Absolute cell reference used ✓	1 1 1 1 1		5	

EXAMINATION NUMBER																				
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3.5	<p>Cell I4: =IF(D4="Wear Green", IF(E4="Accessories", "Green", " "), " ")</p> <p>OR =IF(E4="Accessories", IF(D4="Wear Green", "Green", " "), " ")</p> <p>OR =IF(D4<>"Wear Green", " ", IF(E4="Accessories", "Green", " "))</p> <p>OR =IF(AND(D4="Wear Green", E4="Accessories"), "Green", " ")</p> <ul style="list-style-type: none"> • Nested IF/IF function used ✓ • Criteria 1: "Wear Green" ✓ • Criteria 2: "Accessories" ✓ • Correct result for both criteria being met: "Green" ✓ • Correct result if either/both criteria not being met: " " ✓ • Nested IF constructed correctly ✓ (OR IF/AND used correctly) 	1 1 1 1 1 1 1	6	
3.6	<p>Cell M3: =AVERAGE(G3:G102) OR =AVERAGE (G:G)</p> <ul style="list-style-type: none"> • AVERAGE function ✓ • Range: (G3:G102) ✓ 	1 1	2	
3.7	<p>Cell M4: =SUMIF(E3:E102, "Snacks", G3:G102) OR =SUMIF(E:E, "Snacks", "G:G) OR =SUMIFS(G3:G102, E3:E102, "Snacks")</p> <ul style="list-style-type: none"> • SUMIF(S) function ✓ • Criteria range: E3:E102 ✓ • Criteria: "Snacks" ✓ • Sum range: G3:G102 ✓ 	1 1 1 1	4	
3.8	<p>Cell M5: =COUNTIF(D3:D102, "*party*")</p> <ul style="list-style-type: none"> • Criteria: * ✓ party* ✓ 	2	2	

EXAMINATION NUMBER																				
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Green worksheet

3.9	<p>Filter and copy to new worksheet</p> <ul style="list-style-type: none"> Filtered/sorted on column F ✓ Filtered/sorted data ('online') displayed in Green worksheet ✓ (<i>15 items expected</i>) 	1		2	
		1			
Total for QUESTION 3				[26]	

EXAMINATION NUMBER																				
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QUESTION 4

File name: 4Dublin

Total Q4: 24

- 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 reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
List worksheet					
4.1	Cell E3: =D3-C3 OR =DAYS(D3,C3) OR =DAYS360(D3,C3) OR =DAY(D3)-DAY(C3) • D3 OR DAYS OR DAYS360 ✓ • -C3 OR (D3,C3) ✓	1		2	
		1			
4.2	Cell H4: =VLOOKUP(G4,Codes!\$A\$2:\$B\$10,2) OR =VLOOKUP(G4,Codes!\$A\$1:\$B\$10,2) OR =LOOKUP(G4,Codes!\$A\$2:\$B\$10) • VLOOKUP/LOOKUP function ✓ • Lookup value: G4 ✓ • Lookup table: Codes!A2:B10 ✓ (ignore absolute cell referencing) • Column index number: 2 ✓	1		4	
		1			
		1			
		1			
4.3	Cell I5: =LOWER(CONCATENATE(LEFT(B5,1),RIGHT(A5,4),"@stp.co.",H5)) OR =LOWER(LEFT(B5,1)&RIGHT(A5,4)&"@stp.co."&H5) • LOWER ✓ () • LEFT ✓ (B5,1) ✓ (accept (B5)) • RIGHT ✓ (A5,4) ✓ • "@stp.co." (no mark as it's already provided) • H5 ✓ (Note to marker: Accept any other options that will yield the correct answer.)	1		6	
		2			
		2			
		1			
Summary worksheet					

EXAMINATION NUMBER																			
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4.4	<p>Cell C1: =IF(SUM(B2:B21)=COUNTA(List!A3:A102),"True", "False")</p> <p>OR =SUM(B2:B21)=COUNTA(List!A3:A102)</p> <ul style="list-style-type: none"> • IF statement ✓ • SUM(B2:B21) = COUNTA ✓ (List!A3:A120) ✓ (columns A, B, C, D, F & G can also be used) • Value if condition true: "True" ✓ • Value if condition false: "False" ✓ 	1 2 1 1		5																			
4.5	<p>Cells A23:B43:</p> <ul style="list-style-type: none"> • Duplicates removed ✓ <table border="1" data-bbox="225 819 746 1189"> <tr><td>UK</td><td>36</td></tr> <tr><td>South Africa</td><td>2</td></tr> <tr><td>USA</td><td>11</td></tr> <tr><td>Canada</td><td>12</td></tr> <tr><td>Russia</td><td>16</td></tr> <tr><td>Italy</td><td>8</td></tr> <tr><td>Korea</td><td>5</td></tr> <tr><td>Australia</td><td>6</td></tr> <tr><td>Japan</td><td>4</td></tr> </table>	UK	36	South Africa	2	USA	11	Canada	12	Russia	16	Italy	8	Korea	5	Australia	6	Japan	4	1		1	
UK	36																						
South Africa	2																						
USA	11																						
Canada	12																						
Russia	16																						
Italy	8																						
Korea	5																						
Australia	6																						
Japan	4																						
4.6	<p>Chart/Graph:</p> <ul style="list-style-type: none"> • Chart/Graph type changed to bar ✓ • Data selection changed to include only Chicago, New York and Washington ✓ • Data series gap width set to 40% ✓ • Data series fill set to vary colours by point ✓ • Data labels displayed ✓ with dash style border ✓ (Note to marker: If a new chart/graph was created do not allocate the first two marks.) 	1 1 1 1 2		6																			
Total for QUESTION 4				[24]																			

EXAMINATION NUMBER																				
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QUESTION 5

File name: 5Data

Total Q5: 40

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbGroups					
5.1.1	Field: GroupID • Field <i>ID</i> renamed to <i>GroupID</i> ✓	1		1	
5.1.2	Field: Artist • Combo box/List box added ✓ • Row source: Soloist, Group, Band ✓	1		2	
		1			
5.1.3	Field: Manager • Format set to uppercase: > ✓	1		1	
5.1.4	Field: CellNo Input Mask: "+27"00\ 0000000 • "+27" ✓ • 00 and space ✓ (<i>do not accept 9</i>) • 0000000 ✓ (<i>allocate this mark if 9 was used</i>)	1		3	
		1			
		1			
5.1.5	Field: Available • Format changed to Yes/No ✓	1		1	
5.1.6	Field: DateBooked • Validation rule: Between #2018/03/14# ✓ AND ✓ #2018/03/17# ✓ (<i>format of the date may differ</i>) OR >=#3/14/2018# AND <=#3/17/2018# OR >#3/13/2018# AND <#3/18/2018# OR Between "2018/03/14" AND "2018/03/17" OR Between DateSerial(2018,03,14) AND DateSerial(2018,03,17) • Required property set to 'Yes' ✓	2		4	
		1			
		1			
Form: frm5_2					
5.2	• <i>Artist</i> field displays in bold ✓ • Label inserted next to <i>ReleaseDate</i> field ✓ with help for date format MMM-yy ✓ (<i>allocate second mark if in 'ControlTip Text'</i>) • <i>NoOfCDsInShop</i> field AND label deleted ✓	1		4	
		1			
		1			
		1			

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Query: qry5_3				
5.3	<ul style="list-style-type: none"> Sorted by <i>Title</i> field ✓ in ascending order ✓ <i>ReleaseDate</i> criteria: Is Null ✓ OR operator ✓ <i>NoOfCDsInShop</i> criteria: 0 OR <1 ✓ <p>(Note to marker: 36 records expected.)</p>	2		5
		1		
		1		
		1		
Query: qry5_4				
5.4	<ul style="list-style-type: none"> Displays <i>Artist</i>, <i>CountOfTitle</i> and <i>LastOfReleaseDate</i> fields ✓ <i>Artist</i> field: Group By selected in Total row ✓ <i>Title</i> field: COUNT selected in Total row ✓ and criteria set to >1 ✓ <i>ReleaseDate</i> field: LAST selected in Total row ✓ <p>(Note to marker: 14 records expected.)</p>	1		5
		1		
		1		
		1		
		1		
		1		
Query: qry5_5				
5.5	<ul style="list-style-type: none"> Fields displayed: <i>Title</i>, <i>Format</i>, <i>Price</i> ✓ <i>Format</i> field criteria: Tape ✓ OR ✓ DVD ✓ Total row ✓ included in datasheet view Displayed as SUM ✓ <p>(Note to marker: 8 records expected.)</p>	1		6
		3		
		1		
		1		
Report: rpt5_6				
5.6	<ul style="list-style-type: none"> Data source changed to qry5_6 ✓ <i>ZARPrice</i> field inserted ✓ in Detail section ✓ Label ('ZARPrice') added to the page header ✓ Grouping on <i>Artist</i> field ✓ Function in <i>Artist</i> group footer/group header ✓ =Count ✓ ([<i>Title</i>]) ✓ OR Count(*) 	1		8
		2		
		1		
		1		
		1		
		2		
Total for QUESTION 5				[40]

QUESTION 6

File name: 6Quiz

Total Q6: 20

EXAMINATION NUMBER																			
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- This question should be marked from the HTML code.
- Numerical attribute values do not need to be in inverted commas.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.

No.	Criteria	Maximum Mark			Candidate Mark
6.1	Heading font and size: <h1 align = "center">St Patrick's Day</h1> <ul style="list-style-type: none"> • Font changed to 'Forte' ✓ • Font size set to 10 ✓ • Font tags correctly used ✓ 			3	
		1			
		1			
6.2	Table: Merge and alignment <tr Height = "80"> <!--Row--> <td colspan="4" valign="top"><h2 align="center"> <ul style="list-style-type: none"> • Row 1 vertically aligned to the top ✓ • Row 1 merged over 4 columns ✓ 			2	
		1			
6.3	Table row: Shading <tr bgcolor="white"> <ul style="list-style-type: none"> • Row 2 background colour changed ✓ • To white ✓ 			2	
		1			
6.4	Bullets and type <td> <ol type="A"> It's the day St Patrick was born It's the day St Patrick drove snakes out of Ireland It's the day St Patrick died </td> <ul style="list-style-type: none"> • Ordered list tags inserted ✓ • Numbered type: A, B ✓ 			2	
		1			
6.5	Tag copied <td><input type="text"></td> <ul style="list-style-type: none"> • Correct tag ✓ • Inserted in fourth column for question 1 (row 3) ✓ 			2	
		1			

EXAMINATION NUMBER																			
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6.6	Link <code>Look</code> <ul style="list-style-type: none"> Hyperlink tags correctly inserted ✓ 	1		1	
6.7	Bold and italic <code><td>Where was St. Patrick born?</td></code> <ul style="list-style-type: none"> <code><i></code> and <code></i></code> tags removed ✓ <code></code> and <code></code> tags inserted ✓ 	1		1	2
6.8	Image <code><td></td></code> <ul style="list-style-type: none"> <code>src</code> inserted ✓ File extension <code>.png</code> added ✓ 	1		1	2
6.9	Table: column tags <code><td>6. According to legend, what should you never do if you catch a leprechaun?</td></code> <code><td></code> <code> Kiss him</code> <code> Take your eyes of him</code> <code> Tell your friends</td></code> <code><td><input type = "text"></td></code> <code><td></td></code> <ul style="list-style-type: none"> Opening column tags <code><td></code> included ✓ Sixth question displays correctly ✓ 	1		1	2
6.10	Image editing <code><button style="background:green" type="submit">SUBMIT</button></code> <ul style="list-style-type: none"> <code>Width="30"</code> ✓ (OR 30) <code>Height="30"</code> ✓ (OR 30) 	1		1	2
	Closing tag(s) or triangular brackets omitted or tags incorrectly nested	-1			
	Total for QUESTION 6				[20]

QUESTION 7

File names: 7St, 7Old, 7New, 7Top

Total Q7: 20

No.	Criteria	Maximum	Candidate
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EXAMINATION NUMBER																				
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		Mark			Mark
7St					
7.1.1	Track changes <ul style="list-style-type: none"> All track changes rejected ✓ (<i>See Irish (not bold) and heading 5</i>) 	1		1	
7.1.2	Comment <ul style="list-style-type: none"> Comment inserted on word 'Biography' ✓ Comment reads 'See source' ✓ 	1 1		2	
7.1.3	Edit picture <ul style="list-style-type: none"> Images ungrouped ✓ (<i>allocate mark even if seventh image appears but the picture is ungrouped, allocate mark if six images grouped</i>) Seventh image removed from document ✓ (<i>if seventh image is not removed, but is not grouped with the six images, allocate first two marks</i>) Regroup remaining images ✓ (<i>only six images</i>) Seventh image saved as an image file ✓ (<i>Saint</i>) 	1 1 1 1		4	
7.1.4	Form controls <ul style="list-style-type: none"> Text form field maximum length set to 30 ✓ Drop-down form field: Dance added ✓ and list displays in alphabetical order ✓ Check box default changed to unchecked ✓ Text form field inserted ✓ and type set to date ✓ 	1 2 1 1 1		6	
7New					
7.2	Import <ul style="list-style-type: none"> tbDanceArticles table imported ✓ to 7New ✓ (<i>accept if new database was created</i>) 	1 1		2	
7Top					
7.3	Sort/Filter and delete table data <ul style="list-style-type: none"> Gender: only females ✓ Age: under 30 ✓ Sorted according to amount ✓ in descending order of amounts ✓ Displays only top 10 records ✓ 	1 1 1 1 1		5	
Total for QUESTION 7				[20]	
TOTAL				180	