basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2025

MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER							

FINAL MARK	

EXAMINATION NUMBER													

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	22	23	22	18	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 16 pages.

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EXAMINATION NUMBER													

Check the accuracy and skill required before awarding a mark throughout.

QUESTION 1 **File name: 1Courses** **Total Q1: 22**

No.	Criteria	Maximum Mark			Candidate Mark
1.1	**Proofing language** • Set proofing language of whole document: English (South Africa) ✓	1		1	
1.2	**Cover page** • Image: Black background removed ✓ • Alt text moved (not copied) to Address control ✓ *('254 High Mountain Drive')*	1 1		2	
1.3	**New style: *'Our journey'*** • New style: 'Tech' created ✓ • Border applied to style ✓ with 3 pt ✓	1 2		3	
1.4	**Indentation AND Alignment: '*TechnoGeek started in … in South Africa.'*** • Special: First Line ✓ • By: 1 cm ✓ • Alignment: Justify ✓	1 1 1		3	
1.5	**Find and Replace** • 'Course' replaced with 'Info' **OR** '🗝' **OR** '' ✓ • Correct replacement: '🗝Info' ✓ • Font: Underline style: Double underline ✓ • 10 replacements ✓ *(Match Case)*	1 1 1 1		4	
1.6	**Source AND Citation: below heading *'Data Science'*** • Year: 2024 ✓ *(Source)* • Add: Pages: 22 ✓ *(Citation)*	1 1		2	

1.7	**Image: below heading *'Mobile App Development***
	• **1App** image inserted ✓
	• Text wrap and position: Square/Tight/Through to the right of the paragraph ✓
	• Size:
	  ○ Height: 6 cm ✓
	  ○ Width: 9 cm ✓
		1
		1
		1
		1
				4	

1.8	**Mark entries: *'business'*** • All occurrences of the text 'business' marked ✓	1		1	

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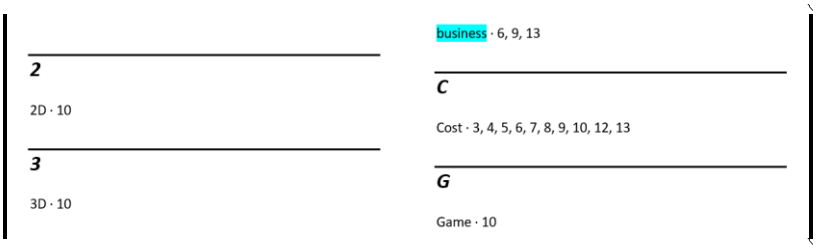
1.9	**Index: below heading *'Index'*** • Index inserted ✓ • Format: Modern ✓  ***ALT+F9: { INDEX \e " · " \h "A" \c "2" \z "…." }***	1 1		2	
	Total for QUESTION 1			**[22]**	

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Check the accuracy and skill required before awarding a mark throughout.

QUESTION 2 **File name: 2Brochure** **Total Q2: 23**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	**WordArt: *'Prospectus'*** • Transform: Follow Path: Arch: Down ✓	1		1	
2.2	**Page border** • Apply to: This section - First page only ✓ • Measured from: Edge of page ✓	1 1		2	
2.3	**Line spacing: *'TechnoGeek is a …'*** • Multiple: At: 1.4 ✓	1		1	
2.4	**Dropped cap: *T*** • Dropped cap applied ✓ • Font: Corbel Light ✓ • Lines to drop: 6 ✓ • Distance from text: 0.2 cm ✓	1 1 1 1		4	
2.5	**Page layout: Columns** • Line between inserted ✓	1		1	

2.6	**Table**
	• Merge: 1st column ✓
	• Text direction: 'Top 10 courses' rotated ✓ *(Displays text from bottom to top)*
	• Autofit to content ✓ *(Mark by inspection)*
	• Last row deleted ✓
	• Formula:
	  ○ =SUM(LEFT) ✓ **OR** =D4
	  ○ *0.10 ✓ **OR** 10% **OR** /10 **OR** *10/100
	
	Alt+F9: *{=D4*10/100} OR {=D4*10%} OR {=D4*0.10}*
		1
		1
		1
		1
		1
		1
				6	

2.7	**SmartArt** • 'Create' added as second main bullet of SmartArt ✓ • 'Aim to create better and newer technology': sub-bullet of 'Create' in SmartArt ✓ • SmartArt shape changed to Right arrow ✓ • Any border added to shape ✓	1 1 1 1		4	

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2.8	**Page numbering** • Page 3: Page number inserted ✓ • Last page: o Format: 'i, ii, iii' ✓ o Starts with i on the last page ✓ • Page number format: Bracket 2 ✓ *(All pages)*	1 1 1 1		4	
	Total for QUESTION 2			**[23]**	

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QUESTION 3 **File names: 3Lecturers** **Total Q3: 22**

- *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).*
- *Candidates may use multiple formulae, cells or '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
Lecturers worksheet					
3.1	**Page setup** • Margins: Centre on page: Horizontally AND Vertically ticked ✓ **OR** Contents centred Horizontally AND Vertically	1		1	
3.2	**Cell D3:** **=COUNTA(A11:A65) OR COUNT(H11:H65)** • Function: COUNTA(A11:A65) ✓ *(Accept columns A-H)*	1		1	
3.3	**Cell D5:** **=SUMIFS(H11:H65,F11:F65,"Full-time", E11:E65,"South African")** **OR** **=SUMIFS(H11:H65,E11:E65,"South African", F11:F65,"Full-time")** • Sum range: H11:H65 ✓ • Criteria range 1: F11:F65 ✓ • Criteria 1: "Full-time" ✓ • Criteria range 2: E11:E65 ✓ • Criteria 2: "South African" ✓	1 1 1 1 1		5	
3.4	**Cell D7:** **=MAX(H11:H65)-LARGE(H11:H65,2)** **OR** **=LARGE(H11:H65,1)-LARGE(H11:H65,2)** • Function: MAX(H11:H65) ✓ • Function: -LARGE ✓ • Range: (H11:H65,…) ✓ • Value: 2 ✓	1 1 1 1		4	

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3.5	**Cell C15:** **=MID(B15,FIND(",",B15)+2,**LEN(B15)**)** **OR** **=RIGHT(B15,**LEN(B15)**-FIND(",",B15)-1)** • Function: MID/RIGHT(B15,…) ✓ • Function: o FIND(",", ✓ B15) ✓ o +2 ✓ **OR** -1 • Syntax correct ✓	1 2 1 1		5	
3.6	**Cell I14:** ① ♣ ♦ ♥ **=IF(AND(F14="Full-time",H14>=25000,H14<=40000),** ② ③ **5000,"")** **OR** **=IF(F14="Full-time",IF(H14>=25000,IF(H14<=40000,5000,""),""),"")** **OR** **=IF(F14="Full-time",IF(H14<25000,"",IF(H14>40000,"",5000)),"")** **Concepts:** ① ♣ Determine if the lecturer is full-time AND ♦ Determine if monthly salary is more than or equal to 25000 AND ♥ Determine if monthly salary is less than or equal to 40000 ② If all conditions are true a lecturer gets R5 000 bonus ③ Otherwise, if all conditions are false "" • Function: Nested IF/AND syntax correct ✓ • F14="Full-time" ✓ **OR** F14<>"Part-time" • H14>=25000 ✓ • H14<=40000 ✓ • If all (AND) outputs are True: 5000 ✓ • If all outputs are False: "" ✓	1 1 1 1 1 1		6	
	Total for QUESTION 3			**[22]**	

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QUESTION 4 **File name: 4Students** **Total Q4: 18**

- *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).*
- *Candidates may use multiple formulae, cells or '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
Students worksheet					
4.1	**Tab colour** • Any orange colour ✓	1		1	
4.2	**Formatting: Freeze panes** • Freeze panes ✓ *(Row 1 to 3)*	1		1	
4.3	**Cell F5:** **=G5/12** • G5 ✓ • /12 ✓ • Decimal: 2 ✓	 1 1 1		3	
4.4	**Column E: Conditional formatting** (This worksheet → Icon Set → Check Edit Rule) • Second half of the year (3 and 4): Red Cross ✓ • First half of the year (1 and 2): Green Check Number | Percent | Formula ✓ >=1 | <=50 | =1 ✓ • Correct logic used (Red then Green) ✓	 1 1 1 1		4	
4.5	**Cell G8:** **=HLOOKUP(D8,Courses!$A$1:$J$3,3,False)** • Function: HLOOKUP ✓ • Lookup value: D8 ✓ • Table array: Courses!$A$1:$J$3 ✓ **OR** Courses!A1:J3 • Row index number: 3 ✓ • Range lookup: False ✓	 1 1 1 1 1		5	

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Graph worksheet					
4.6	**Chart/Graph** • Mobile App Development added ✓ • Switch row/column ✓ • Line graph ('Term 4'): Smoothed line ticked ✓ • Gridline: Dash type: Long Dash/Dash ✓	 1 1 1 1		4	
	Total for QUESTION 4			**[18]**	

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QUESTION 5 **File name: 5Records** **Total Q5: 35**

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	**Row height and colour** • Height changed to 20 pt ✓ • Alternative rows filled with any blue ✓	 1 1		2	
5.1.2	**Field: *ContactNo*** • Required: Yes ✓ • Input mask: 000\ 000\ 0000 ✓ **OR** 000" "000" "0000	 1 1		2	
5.1.3	**New field: *Photo*** • Field *Photo* inserted ✓ • Below *Qualification* field ✓ • Data type: OLE object ✓ **OR** Attachment	 1 1 1		3	
5.1.4	**Field: *LeaveDate*** **Validation rule**: Between #2025/09/01# AND #2026/01/31# **OR** >=#2025/09/01# AND <= #2026/01/31# **OR** >#2025/08/31# AND <#2026/02/01# • Correct start date (1 September 2025) ✓ • AND ✓ • Correct end date (31 January 2026) ✓ • Validation text: Descriptive text that matches the rule ✓	 1 1 1 1		4	
Form: frm5_2					
5.2	• Button inserted in the Detail section ✓ • Goes to 'Next Record' when clicked ✓ • Text: 'Next Record' displays on button ✓	1 1 1		3	

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Query: qry5_3					
5.3	• Query created with *Name*, *Surname* and *Progress* fields ✓ • *Progress* criteria: "Terminated" ✓ *(Expected records: 21)*	1 1		2	
Query: qry5_4					
5.4	• *Progress* criteria: Is null ✓ **OR** Not Like "*" • *FeesOutstanding* sorted in descending order ✓ • *FeesOutstanding* criteria: >=3500 ✓ **OR** >3499.99 *(Expected records: 6)*	1 1 1		3	
Query: qry5_5					
5.5	• *Progress* field does not display ✓ *(Show unticked)* • *Progress* criteria: "Graduated" ✓ OR "Active" ✓ • *EnrolmentType* criteria: AND "Full-time" ✓ *(Applied to Graduated AND Active)* • OR *EnrolmentType* criteria: "Part-time" ✓ *(Expected records: 69)*	1 2 1 1		5	
Query: qry5_6					
5.6	**New calculated field: *Age*** ***Age: (NOW()-[DOB])/365.25*** • New calculated field *Age* created ✓ • (NOW()- ✓ **OR** (DATE()- • [DOB]) ✓ • /365.25 ✓ **OR** /365 • Format: Fixed/Standard ✓ **OR** Column width changed	 1 1 1 1 1		5	

Field:	Name	Surname	FeesOutstanding	Progress	EnrolmentType
Table:	tblStudents	tblStudents	tblStudents	tblStudents	tblStudents
Sort:					
Show:	☑	☑	☑	☐	☑
Criteria:				"Graduated" Or "Active"	"Full-time"
or:					"Part-time"

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Report: rpt5_7					
5.7	• Examination number inserted in report header ✓ • Page orientation: Landscape ✓ • *Surname* field: Visible: Yes ✓ • Group on: *EnrolmentType* field ✓ • *EnrolmentType* textbox moved to group header ✓ • Function in the group footer: =COUNT(*) ✓ *(Accept any other field except [Progress])*	1 1 1 1 1 1		6	
	Total for QUESTION 5			**[35]**	

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QUESTION 6 **File names: 6_1Home, 6_2Popular** **Total Q6: 15**

- *This question should be marked from the HTML code.*
- *Numerical attribute values and single words do not need to be in inverted commas.*

No.	Criteria	Maximum Mark			Candidate Mark
6_1Home					
6.1.1	**Title** *<title>**TechnoGeek**</title>* • <title>TechnoGeek</title> ✓	 1		1	
6.1.2	**Background colour** *<body **bgcolor="#ADB9CA"**>* • Attribute: bgcolor="#ADB9CA" ✓	 1		1	
6.1.3	**Alignment: Center** *** *** * TechnoGeek* * * * * *** *** • Center tags: … inserted ✓ **OR** align="center"	 1		1	
6.1.4	**Image** • Attribute: Alt: "Icons" ✓	 1		1	
6.1.5	**Horizontal line** *<hr **width ="75%" size="5"** color="#838C99"/>* • Width: "75%" ✓ *(Accept between 65% to 85%)* • Size: "5" ✓	 1 1		2	
6.1.6	**Hyperlink** *****www.technogeek.org ****** • Anchor tags: <a>... inserted ✓ • Attribute: href = "www.technogeek.org" ✓ • Link text: www.technogeek.org ✓	 1 1 1		3	

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6.2	**6_2Popular**				
	… ❶ *<**table** border="1">* *<tr>* ❷ ❸ ***<th colspan="4">***Popular courses***</th>*** *</tr>* *<tr>* *<th>Course Name</th>* *<th>Duration</th>* *<th>Cost</th>* *<th>Tools</th>* *</tr>* *…* *<tr>* ❹ ***<td>***Computer Literacy***</td>*** *<td>6 weeks</td>* *<td>R1 500</td>* *<td>Microsoft Word, Excel, PowerPoint,* ❺*** ***Windows Operating System</td>* *</tr>* *…* **Table** ❶ <table…> inserted ✓ ❷ Heading tag: <th…> … </th> ✓ ❸ Attribute: colspan="4" ✓ ❹ Data tag: <td> … </td> ✓ **Break** ❺ Break tag: inserted ✓	

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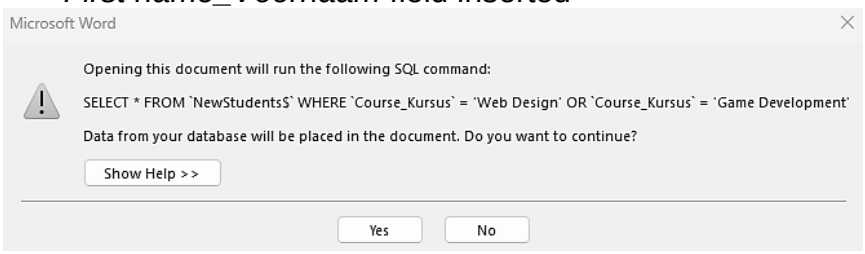
QUESTION 7 **File names: 7Letter, 7Stats** **Total Q7: 15**

No.	Criteria	Maximum Mark			Candidate Mark
7Letter					
7.1	**Mail merge:** • **7Letter** linked to **7NewStudents** ✓ 1 • *Course_Kursus* filtered: o Web Design ✓ 1 o OR ✓ 1 o Game Development ✓ 1 • *First name_Voornaam* field inserted ✓ 1 			5	
7Stats: TotalCost worksheet					
7.2	**Cell E8:** =C8*D8 ✓ **OR** E23-SUM(E9:E22) 1 **Cell B5:** Data validation: • Validation criteria: Allow: List ✓ 1 • Source: =Courses!$A$2:$A$6 ✓ 1 **Cell C5:** =SUMIF(B8:B22,**B5**,E8:E22)**/E23** • Criteria: B5 ✓ 1 • /E23 ✓ **OR** SUM(E8:E22) 1			5	

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7Stats: Time worksheet					
7.3	**Cell D3:** **=TIME(RANDBETWEEN(7,9),RANDBETWEEN(0,4)*15,0)** **OR** **=Time(7,RANDBETWEEN(0,12)*15,0)** • From 07:00 ✓ • 15 min intervals ✓ • To 10:00 ✓ • Random times generated ✓ • Autofill/copied down for all relevant cells ✓	 1 1 1 1 1		5	
	Total for QUESTION 7			**[15]**	
	TOTAL			**150**	

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