



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2012 MEMORANDUM

MARKS: 200

CENTRE NUMBER										
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FINAL MARK		
SPEED ENDORSEMENT		WPM

EXAMINATION NUMBER														
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	33	32	40	26	41	22	6	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum consists of 16 pages.

EXAMINATION NUMBER																				
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No	Criteria	Max Mark			Candidate Mark
3.6	<p>Column O</p> <ul style="list-style-type: none"> Conditional formatting applied ✓ Top 3 ✓ Blue fill ✓ <p><i>(Note to marker: in LibreOffice, 3 conditions must be set using the LARGE function to earn the mark for the top 3)</i></p>	1 1 1		3	
Graph_Grafiek worksheet					
3.7	<p>Chart/graph</p> <ul style="list-style-type: none"> Is a bar chart/graph ✓ Chart title changed to Maximum Temperatures for 2007 - 2011 ✓ Legend displays on the right, no overlay ✓ Minor or major vertical gridlines display ✓ Ticks (marks) cross the vertical axis ✓ <p><i>(Note to marker: Ignore any spelling errors in the chart title)</i></p>	1 1 1 1 1		5	
3.8	<p>Header</p> <ul style="list-style-type: none"> Temperatures are left aligned ✓ <i>(Accept examination number)</i> Today's date is centred ✓ Automatic page number is right aligned ✓ <p><i>(Note to marker: Accept with/without the text 'Page number')</i></p>	1 1 1		3	
Summary_Opsomming worksheet					
3.9	<p>Row height</p> <ul style="list-style-type: none"> Row height of row 1 changed to 80 pt/2.82 cm ✓ <p><i>(Note to marker: Check in the row height and not on the cell)</i></p>	1		1	
3.10	<p>Cells A1:D1</p> <ul style="list-style-type: none"> Double line border inserted ✓ Only to the bottom of merged cells ✓ 	1 1		2	
3.11	<p>Cell D3=AVERAGE(Cities_Stede!P5:P14)</p> <ul style="list-style-type: none"> Correct function ✓ Correct range: sheet and cells ✓ <p><i>(Note to marker: Also accept Cell D3 =Cities_Stede! P15)</i></p>	1 1		2	

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3.12	<p>Cell B8=IF(B3-B4>=13, "Extreme", IF(B3-B4>=10, "Settled", "Constant")) OR Cell B8=IF(B3-B4<10, "Constant", IF(B3-B4>=13, "Extreme", "Settled")) OR Cell B8=IF(B3-B4<10, "Constant", IF(B3-B4<13, "Settled", "Extreme")) OR =IF(E4<10,"Constant",IF(E4>=13,"Extreme","Settled")) OR =IF(B3-B4<10,"Constant",IF(B3-B4>=13,"Extreme","Settled"))</p> <ul style="list-style-type: none"> • 'Constant' is linked to the correct condition ✓ • 'Extreme' is linked to the correct condition ✓ • 'Settled' is linked to the correct condition ✓ • Nested-if construct is used correctly ✓ 	1 1 1 1		4	
3.13	<p>Cell B9=ROUNDUP (B5/365*100,0)</p> <ul style="list-style-type: none"> • Formula = ROUNDUP ✓ • Calculation – accept * 100 OR B5 formatted as % ✓ • Zero decimal places ✓ 	1 1 1		3	
3.14	<p>Column Graph</p> <ul style="list-style-type: none"> • Column chart/graph ✓ created in the Summary_Opsomming worksheet. • Correct data used (B2:D7) ✓ • Heading reads 'Basic Climate Comparison' ✓ • Column of average number of rainy days for Durban is selected ✓ • Gradient fill ✓ • In a dark colour used ✓ 	1 1 1 1 1 1		6	
	Total for QUESTION 3			[40]	

EXAMINATION
NUMBER

QUESTION 4

Filename: 4Daily_Daaglik

Total Q4: 26

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidates' actual work (Cell references may differ, depending on the candidates' response).
- Candidates may use multiple formulae or cells as 'building blocks' to answers.

No	Criteria	Max Mark			Candidate Mark
DayRecord_DagRekord worksheet					
4.1	Cell N2=COUNTA (J5:J36) OR Cell N2=COUNT(K5:K36) OR Cell N2= COUNTA(K5:K36) <ul style="list-style-type: none"> • Formula =COUNTA ✓ • Correct range ✓ 	1 1		2	
4.2	Cell E5=(D5-C5)/C5*100 OR E5=(D5-C5)/C5 <ul style="list-style-type: none"> • Correct calculation in brackets ✓ • Division by C5✓ • * 100 ✓ <p><i>(Note to marker: Allocate the last mark if learner applied the percentage format to the cell instead of multiplying by 100)</i></p>	1 1 1		3	
4.3	Cell F5 = ROUND (AVERAGE(Temperature_Temperatuur!B4:H4),2) <ul style="list-style-type: none"> • Formula = ROUND ✓ • Formula AVERAGE ✓ • Correct worksheet and range ✓ • 2 decimal places ✓ 	1 1 1 1		4	
4.4	Cell H5 =IF(G5>=80,"Hot", "Mild") =IF(G5>=80,"Hot",IF(G5<80,"Mild")) =IF(G5>=80,"Hot",IF(G5<80,"Mild",)) OR =IF(G5 <80,"Mild", "Hot") =IF(G5<80,"Mild",IF(G5>=80,"Hot")) =IF(G5<80,"Mild",IF(G5>=80,"Hot",)) <ul style="list-style-type: none"> • IF statement ✓ • Condition ✓ • Hot and mild added in the appropriate order ✓ <p><i>(Note to marker: The condition for hot could be >80 and the condition for mild could be <80)</i></p>	1 1 1		3	

EXAMINATION NUMBER																		
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4.5	<p>Cell K5 =VLOOKUP(A5,Wind_Wind!\$A\$4:\$H\$19,5,FALSE) OR =VLOOKUP(A5,Wind_Wind!\$A\$4:\$E\$19,5,FALSE)</p> <ul style="list-style-type: none"> • Correct cell ✓ • Correct sheet and range ✓ (<i>accept named range</i>) • Absolute cell reference ✓ • 5th column ✓ • FALSE ✓ <p>(<i>Note to marker: Also accept sorting of lookup table and no false parameter.</i>) <i>Accept alternative range: \$A\$4:\$E\$19 or \$A\$4:\$F\$19 or \$A\$4:\$G\$19 or \$A\$4:\$H\$19)</i></p>	1 1 1 1 1		5	
4.6	<p>Cell L5 =UPPER (CONCATENATE("*",B5,LEFT (A5,3)))</p> <ul style="list-style-type: none"> • Function = UPPER ✓ • Function CONCATENATE ✓ or & operator • Asterisk ✓ • Correct cell B5 ✓ • Function LEFT ✓ • Correct cell and 3 characters ✓ <p>(<i>Note to marker: Accept other correct variations/ building blocks</i>)</p>	1 1 1 1 1 1		6	
4.7	<p>Cell N3 =COUNTIF(Wind_Wind!B4:H10,">0")</p> <ul style="list-style-type: none"> • Function =COUNTIF ✓ • Correct range ✓ • Condition of >0 ✓ <p>(<i>Expected answer: 6 days or 45 days</i>)</p> <p>(<i>Note to marker: Accept: any other method that produces the correct answer</i>) <i>Note: it was not necessary to change the cell format)</i></p>	1 1 1		3	
	Total for QUESTION 4			[26]	

EXAMINATION NUMBER																			
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QUESTION 5

Filename: 5Weather_Weer

Total Q5: 41

No	Criteria	Max Mark			Candidate Mark
Table: Data_Data					
5.1.1	Experience_Ondervinding field • Data type changed to Yes/No ✓	1		1	
5.1.2	Delete record • L Jackson record does not appear ✓ <i>(Note to marker: the whole record must be deleted and not just the data in that row)</i>	1		1	
5.1.3	Gender_Geslag field • Display control changed to list box ✓ • Source type changed to value list ✓ • 'M' and 'F' appear as options ✓ <i>(Note to marker: Accept combo box)</i>	1 1 1		3	
5.1.4	Validation rule for Departure_Vertrek field • Between #2011/10/01# ✓ and ✓ #2012/12/31# ✓ OR • >#2011/09/30# and <#2013/01/01# OR • >=#2011/10/01# and <=#2012/12/31# Validation text Suitable message that relates to data range ✓ <i>E.g. 'Date must be between October and December 2012'</i> <i>(Note to marker: Allow for different date formats on the systems)</i>	3 1		4	
Query: QryMale_Manlik					
5.2	• Criteria: 'M' under the <i>Gender_Geslag</i> field ✓ • Only <i>Surname_Van</i> and <i>Initial_Voorletter</i> are shown ✓ • <i>Departure_Vertrek</i> field sorted in ascending order ✓ <i>(Expect 27 records)</i>	1 1 1		3	
Query: QryDays_Dae					
5.3	• Calculated field <i>Days_Dae</i> inserted correctly ✓ <i>(Note to marker: Ignore spelling of field name)</i> • Correct fields used: ✓ [<i>Arrival_Aankoms</i>] – [<i>Departure_Vertrek</i>] • Correct operator: ✓ Minus (-) • Fields in correct order: ✓	1 1 1 1		4	

EXAMINATION NUMBER																		
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Query: QryFlood					
5.4	<ul style="list-style-type: none"> <i>Initial_Voorletter, Surname_Van, Country_Land</i>, selected ✓ The <i>Danger_Gevaar</i> field does not display ✓ <i>Danger_Gevaar</i> set to LIKE 'Flooding' *' ✓ <p>OR Criteria of <i>Danger_Gevaar</i> set to Flooding AND Flooding/Drought</p> <p><i>(Expect 18 records)</i></p>	1	1	2	4
Spreadsheet: MyInfo					
5.5	<ul style="list-style-type: none"> All data ✓ from QryInfo_Inlig query Appears in the spreadsheet called MyInfo ✓ <p><i>(Expect 6 records)</i></p>	1	1		2
Form: New_Nuut					
5.6	<ul style="list-style-type: none"> Form called New_Nuut ✓ created Based on Data_Data table ✓ All 11 fields appear ✓ 	1	1	1	3
Form: FrmForm_Vorm					
5.7.1	<ul style="list-style-type: none"> Label is added to form header ✓ Examination number appears ✓ Image moved to header ✓ <p><i>(Note to marker: Image does not appear in both the header and footer Mark this question in Design View and Form View)</i></p> <ul style="list-style-type: none"> Shadow border placed around the image ✓ 	1	1	1	4
5.7.2	<ul style="list-style-type: none"> Horizontal line placed at top of footer ✓ Updatable date field ✓ has been added to the footer ✓ <p><i>(Note to marker: Check that today's date is displayed)</i></p>	1	2		3

EXAMINATION
NUMBER

Report: MyReport_Verslag				
5.8	<ul style="list-style-type: none"> All 10 fields of the Info_Inlig table are included in report ✓ Grouped according to <i>Country_Land</i> field ✓ Sorted according to the <i>Surname_Van</i> field ✓ Block layout ✓ <p>(Note to marker: Accept if form was based on another table and then do not allocate the 1st mark)</p>	1 1 1 1		4
Report: ReplInfo_Inlig				
5.9	<ul style="list-style-type: none"> Function placed in the group footer ✓ (Note to marker: Do not accept in the group header) Function =count(*) ✓ <p>(Accept any field in square brackets e.g.=count([Surname_Van])</p> <ul style="list-style-type: none"> Anywhere in the page footer ✓ place the page number field ✓ set to Page X of Y ✓ 	1 1 2 1		5
Total for Question 5				[41]

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QUESTION 6

Filename: 6Record_Opname, 6Day_Dag

Total Q6: 22

No	Criteria	Max Mark			Candidate Mark
6Record_Opname					
6.1	Page orientation • Landscape ✓	1		1	
	Title				
6.2.1	• Outline font style applied ✓ (Note to marker: Do not accept WordArt/Fontwork) • Small caps/small capitals effect applied ✓	1		2	
		1			
6.2.2	• Any type of sun symbol/autosshape inserted ✓ • To the left of the title ✓ • Sun symbol/autosshape is resized to match the font size ✓	1		3	
		1			
		1			
6.3	Tabs • Right leader tab ✓ • Placed at 10 cm ✓ • Leader tab applied to the Recorder's name ✓	1		3	
		1			
		1			
6.4	Endnote • Endnote added in ✓ (Do not accept footnote) • Info symbol ⓘ used as custom mark ✓ • 'GPS pending' appears as the endnote text ✓ (Note to marker: For LibreOffice users only. Accept any symbol other than the default)	1		3	
		1			
		1			
6.5	Form field • Text form control added ✓ • Default text set to 'Enter the name here' ✓ • Length is set to 20 ✓ (Note to marker: Accept anywhere)	1		3	
		1			
		1			
6.6	Field • Field containing file name and path name inserted ✓ anywhere at the bottom of the page	1		1	
6.7	Paste table • Correct data from cells B2:G9 pasted from spreadsheet ✓ • Pasted as a linked table/object ✓	1		2	
		1			
6.8	Find • 10 city names appear ✓ • No other text appears ✓	1		2	
		1			
6.9	Hyperlink • Hyperlink added to image ✓ • Links to 2Wind_Wind document ✓	1		2	
		1			
Total for QUESTION 6				[22]	

EXAMINATION NUMBER																			
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QUESTION 7

Total Q7: 6

**Filenames: 7 Answers_Antwoorde, 7Extreme_Uiters,
7FloodDrought_VloedDroogte, 7Password_Wagwoord, 7Storm_Storm**

No	Criteria	Max Mark			Candidate Mark
7Answers_Antwoorde File					
7.1	<ul style="list-style-type: none"> 3502 (If read from properties without opening the file) OR 3473 (If file was/is opened) ✓ OR Accept 2931 (no spaces) 	1		1	
7.2	<ul style="list-style-type: none"> Normal template ✓ 	1		1	
7.3	<ul style="list-style-type: none"> Password removed ✓ <p><i>(Note to marker: The file 7PassWord_Wagwoord will open without requiring a password)</i></p>	1		1	
7.4	<ul style="list-style-type: none"> 28 KB ✓ <i>(Accept any size in the range 28 KB – 32 KB)</i> OR 28672 bytes <i>(Accept any size in the range 28000 KB – 32000 KB)</i> 	1		1	
7.5	<ul style="list-style-type: none"> Image from 7Storm_Storm ✓ Saved as an image file (any graphics file format) for example: jpeg, png, gif, tiff, bmp, etc. ✓ 	1		2	
	Total for QUESTION 7			[6]	
	TOTAL				200