



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1
NOVEMBER 2011
POSSIBLE ANSWERS

MARKS: 200

FINAL MARK	
SPEED ENDORSEMENT	WPM

CENTRE NUMBER																				
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EXAMINATION NUMBER																				
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	11	34	30	30	35	42	18	200
CANDIDATE'S MARK								
MARKER'S CODE/ SIGNATURE								
MODERATED MARK								

This memorandum consists of 14 pages.

EXAMINATION NUMBER																			
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QUESTION 3: File name: 3Doc_Dok

TOTAL Q3: 30

No.	Criteria	Max. Mark	Candidate Mark
3.1	<ul style="list-style-type: none"> Date inserted <u>as a field</u> ✓ (Do not allocate a mark if the date was manually typed in.) Format YYYY-MMM-DD ✓ (Ignore case) Updates automatically ✓ (Should show current date) At the 7 cm/2.75 inches tab stop ✓ (Note to marker: Do not award first three marks if a field was not inserted) 	1 1 1 1	4
3.2	<ul style="list-style-type: none"> Format for Borrower Name/Lenernaam field set to title case ✓ 	1	1
3.3	<ul style="list-style-type: none"> Table inserted ✓ 13 columns x 1 row ✓ Column widths set to 0.5 cm/0.2" ✓ Placed in same line as heading ✓ (Note to marker: Do not penalise if not aligned at 6 cm.) 	1 1 1 1	4
3.4	<ul style="list-style-type: none"> Check box for the Afrikaans options is unchecked ✓ 	1	1
3.5	<ul style="list-style-type: none"> Tab set at 8 cm/3.15 inches (Accept any tab) ✓ (Any) dotted/dashed leader used ✓ (Note to marker: Do not penalise if signature line added above or below the word 'Signature/Handtekening' or alongside.) 	1 1	2
3.6	<ul style="list-style-type: none"> Mouth shape changed to a 'smile' appearance ✓ Any shadow effect added ✓ Text in callout added reading 'Thank you/Dankie!' ✓ (Note to marker: Accept 'Thank you/Dankie!' on one line or wrapped.) Callout and autoshapes grouped as one object ✓ (Note to marker: Ignore spelling and position of callout.) 	1 1 1 1	4
3.7.1	<ul style="list-style-type: none"> Cells merged in first row of table ✓ 	1	1
3.7.2	<ul style="list-style-type: none"> Autofit to Contents option applied to table ✓ 	1	1
3.7.3	<ul style="list-style-type: none"> Both diagonal lines added to form a 'cross' (x) in the first or second cell ✓ (Any method acceptable) 	1	1
3.7.4	<ul style="list-style-type: none"> Magazine/Tydskrif option removed ✓ CD option added ✓ Options in correct order (Book_Boek, DVD, CD) ✓ 	1 1 1	3
3.8	<ul style="list-style-type: none"> =Sum ✓ (Below) ✓ (Note to marker: Do not accept a manually inserted answer of 4 800 but accept = F4+F5 ... + F34.) 	2	2
3.9	<ul style="list-style-type: none"> Table has been copied onto last page ✓ Headings appear in first row as per original table ✓ Only media listed is Book_Boek ✓ only items with at least two items listed ✓ All other records have been deleted ✓ List sorted by Surname ✓ (also accept descending) (13 records expected – or 12 records if Q3.7.4. was incorrectly answered) 	1 1 1 1 1 1	6
Total for QUESTION 3			[30]

EXAMINATION NUMBER																			
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QUESTION 4: Filename: 4MediaS

TOTAL Q4: 30

- 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 actions.)
- Candidate may use multiple formulae or cells as 'building blocks' to answers.

No.	Criteria	Max. Mark		Candidate Mark
Resources_Bronne worksheet				
4.1	<ul style="list-style-type: none"> • Cells A1:H1 merged ✓ and contents centred ✓ • Text wrapping applied to headings in row 2 ✓ • Any type of cell borders applied to cells containing headings in row 2 ✓ (Note to marker: Do not penalise if cell borders applied to whole row or if cell borders only applied around outer borders.) 	2 1 1	4	
4.2	<ul style="list-style-type: none"> • Conditional formatting applied to cells in column E ✓ • Values which have a value prior to 1995 ✓ (<1995 or <=1994) • Are displayed in any different font colour to the rest ✓ 	1 1 1	3	
4.3	<ul style="list-style-type: none"> • Values in column F formatted as South African currency (rand) ✓ • With NO (zero) decimal places ✓ 	1 1	2	
4.4	<p>Cell L6: =ROUND(AVERAGE(F3:F109),2)</p> <ul style="list-style-type: none"> • ROUND function used ✓ • AVERAGE function used ✓ • Correct range ✓ • Correct number of decimal places specified ✓ (Note to marker: No marks awarded for formatting cells to two zero places as opposed to rounding.) 	1 1 1 1	4	
4.5	<p>Cell L8: =COUNTIF(I3: I109,"B")</p> <ul style="list-style-type: none"> • COUNTIF function used ✓ • Correct range ✓ • Correct criteria used ✓ 	1 1 1	3	

EXAMINATION NUMBER																				
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4.6	<p>Cell C3 =VLOOKUP(D3,Data!\$F\$2:\$H\$76,3)</p> <ul style="list-style-type: none"> • Correct lookup cell used ✓ • Correct lookup range specified ✓ • Correct lookup column specified ✓ • Absolute addressing correctly used for lookup table or if a named range was correctly used ✓ <p><i>(Note to marker: Do not penalise if an extra fourth parameter of False is added.)</i></p>	1 1 1 1		4	
4.7	<p>Column G: =IF(C3="Bookworld",F3+10%*F3,F3)</p> <ul style="list-style-type: none"> • Correct condition (e.g. C3="Bookworld" or D3 = 9) ✓ • Correct mark up of 10% ✓ added to original price ✓ • Original value (F3) specified for other publishers ✓ <p><i>(Note to marker: The expected answer is R757.90. Accept any other valid solutions, e.g.</i></p> <ul style="list-style-type: none"> • =IF(C3="Bookworld",1.1*F3,F3) • =IF(C3<>"Bookworld",F3,10%*F3+F3) • =IF(C3<>"Bookworld", F3,1.1*F3) • =IF(D3=9, 10%*F3+F3, F3) etc.) <p><i>(Do not deduct a mark if formula not copied to rest of cells in the column.)</i></p>	1 2 1		4	
4.8.1	<ul style="list-style-type: none"> • Chart type changed to column graph ✓ 	1		1	
4.8.2	<ul style="list-style-type: none"> • Suitable title provided ✓ <i>(The title must address the different type of media in the worksheet, e.g. Types of Media)</i> • Displayed below the graph ✓ 	1 1		2	
4.8.3	Legend removed ✓	1		1	
4.8.4	Units added as title on the Y-axis ✓	1		1	
4.8.5	Major unit on the Y-axis changed from 5 to 10 ✓	1		1	
	Total for QUESTION 4			[30]	

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7.3 Mail merge																																		
<i>(Note to Marker: Any candidate that has attempted 7.1 or 7.2 or 7.3 is automatically awarded 4 marks. In addition, allocate marks according to the criteria below to a maximum of 3 marks (i.e. a maximum of 7 marks for 7.3.))</i>																																		
7.3.1	7MergeReady/7MergeComplete <ul style="list-style-type: none"> Both merge fields Name_Naam and Surname_Van added ✓ Space added between merge fields ✓ Data source used is query qry7_3 ✓ in 7Data database ✓ <i>(Award 1 mark if the AddressList_Adreslys table used)</i> Recipients sorted in descending ✓ order of amount ✓ 	1 1 1 1 2		6																														
7.3.2	<ul style="list-style-type: none"> Sent to first three (shaded) recipients: ✓ <table border="1"> <thead> <tr> <th>Surname_Van</th> <th>Name_Naam</th> <th>Amount_Bedrag</th> </tr> </thead> <tbody> <tr> <td>H</td> <td>Van der Merwe</td> <td>R 5 000.00</td> </tr> <tr> <td>Samia</td> <td>Barnard</td> <td>R 500.00</td> </tr> <tr> <td>Craig</td> <td>Lebepe</td> <td>R 406.95</td> </tr> <tr> <td>Jabu</td> <td>Crowther</td> <td>R 350.95</td> </tr> <tr> <td>Licia</td> <td>Msimeki</td> <td>R 324.95</td> </tr> <tr> <td>Jimmy</td> <td>Esterhuizen</td> <td>R 269.95</td> </tr> <tr> <td>Steven</td> <td>Barnard</td> <td>R 265.00</td> </tr> <tr> <td>Laura</td> <td>Heyns</td> <td>R 262.95</td> </tr> <tr> <td>Vuyo</td> <td>Malatji</td> <td>R 250.00</td> </tr> </tbody> </table>	Surname_Van	Name_Naam	Amount_Bedrag	H	Van der Merwe	R 5 000.00	Samia	Barnard	R 500.00	Craig	Lebepe	R 406.95	Jabu	Crowther	R 350.95	Licia	Msimeki	R 324.95	Jimmy	Esterhuizen	R 269.95	Steven	Barnard	R 265.00	Laura	Heyns	R 262.95	Vuyo	Malatji	R 250.00	1		1
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Total for QUESTION 7				[18]																														

TOTAL: 200