



# education

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Department:  
Education  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 12**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**NOVEMBER 2008**

**MARKING GRID & MEMORANDUM**

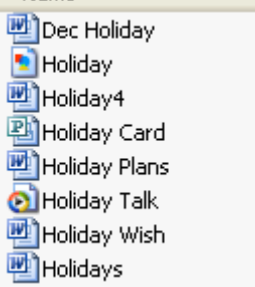
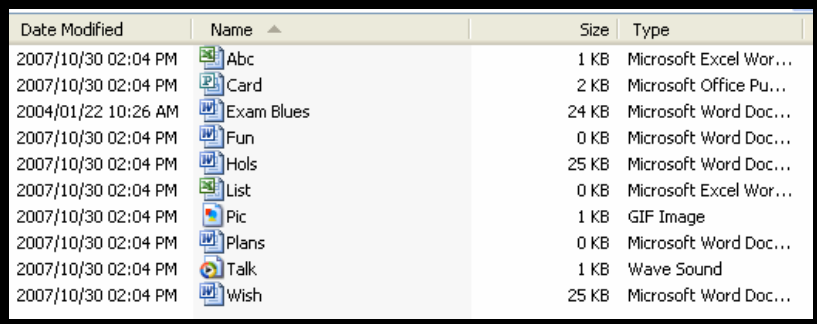
**MARKS: 200**

**This memorandum consists of 13 pages.**

**QUESTION 1**

**Total Q1: 20**

- Check against candidates' actual work

1.1	<b>Games</b> deleted ✓	1	1	
1.2	Properties for <b>TelNums</b> changed to Read-only ✓ (Give mark)	1	1	
1.3	Protected ✓ Correct Password: <b>Pins2pass</b> ✓	1 1	2	
1.4	Change <b>Holiday Wish</b> to rtf ✓ (There must only be one rtf, not mark for doc, 0 if there are 2 files)	1	1	
1.5	Cell Funny.doc ✓	1	1	
1.6	Show.doc ✓✓ (Allocate 2 marks)	2	2	
1.7	<b>Correspondence</b> folder created ✓ In <b>Business</b> folder ✓	1 1	2	
1.8	All <b>spreadsheet</b> files to <b>Statements</b> folder ✓ Moved & not copied ✓ <ul style="list-style-type: none"> <li>• Accounts</li> <li>• Cash Flow</li> <li>• Cell Acc</li> <li>• Cell Order</li> <li>• Handsets</li> <li>• Hurdles</li> <li>• Mobile Phones</li> <li>• Outstanding</li> <li>• Relay</li> <li>• Roster</li> <li>• Tax Tables</li> <li>• TelNums</li> </ul> (11 or 12 files – Tax Tables may be included or not – can include files from sub-folders)	1 1	2	
1.9	All <b>Holiday</b> files copied into <b>Personal</b> folder ✓ (8 files) Copied & not moved ✓ 	1 1	2	
1.10	Shortcut to <b>Personal</b> created ✓ In <b>Perez</b> folder ✓	1 1	2	
1.11	11 kb (Image & sound files: 2 marks) ✓✓ 3 kb (Image files only: 1 mark) or 8 kb (Sound files only: 1 mark) q1.11 follows on from q1.9	2	2	
1.12	Date modified first ✓ Screen Dump (of this folder) ✓ 	1 1	2	
<b>Total for Question 1</b>			<b>[20]</b>	

**QUESTION 2****Total Q2: 30**

- Turn on the show/hide facility when marking the word processing questions

2.1	Main document: formatted to Arial ✓ 11 pt ✓ Text box formatted ✓ (ignore the formatting of the footer)	1 1 1	3	
2.2	Moved ✓ Inserted anywhere in a footer ✓	1 1	2	
2.3	Within a border ✓ Shaded ✓ (Do not accept the shading and border around the entire document or paragraph)	1 1	2	
2.4	Superscript ✓ (accept symbol)	1	1	
2.5	<b>Middle column:</b> Left or right tab ✓ <b>Right-hand column:</b> Decimal or right tabs ✓ Leader tab ✓	1 1 1	3	
2.6	Only the one paragraph ✓ 6 pt (0.2 cm) spacing before the paragraph ✓ 12 pt (0.4 cm) spacing after the paragraph ✓	1 1 1	3	
2.7	Based on "overtime worked" ✓ Referenced with symbol or custom mark ✓ Overtime will be paid at twice the normal rate ✓ (Accept any text, ignore accuracy errors) (Footnote can be at bottom of page or below text)	1 1 1	3	
2.8	Comment deleted ✓	1	1	
2.9	Chloé ✓ Perez (with the accent sign on the e symbol, i.e. è or é)	1	1	
2.10	<p style="text-align: center;">_____</p> <p style="text-align: center;">Chloé Perez DIRECTOR</p> <p>Closure and horizontal line aligned against left margin ✓ Chloé Perez centred under the line ✓ DIRECTOR centred under the line ✓ At bottom of page – not on the next page ✓ (Accept if it is towards the bottom left – no exact measurement)</p>	1 1 1 1	4	
2.11	Star shape ✓ at bottom right hand next to closure ✓ <b>AIM HIGH!</b> added (must be visible) ✓ background/fill colour ✓ red border ✓ (accept any reddish colour)	1 1 1 1 1	5	
2.12	Transpose ✓ (extra hours) Delete ✓ (no green word "holiday")	1 1	2	
	<b>Total for Question 2</b>		<b>[30]</b>	

**QUESTION 3****Total Q3: 25**

- Turn on the show/hide facility when marking word processing questions

3.1	3.1.1 Page break inserted ✓ Correct position ✓ (Check by looking at the show/hide)	1 1	2	
	3.1.2 Centre vertically ✓ (Text may be centred using any method, ignore the following pages)	1	1	
3.2	3.2.1 Format heading as Heading 1 ✓	1	1	
	3.2.2 1.1 to 1.11 automatic numbering ✓ (first level) Other games: data is second-level numbering ✓ (e.g.1.2.a) Mr. Crane/Mixit = symbols ✓ (third level)  <ul style="list-style-type: none"> <li>• Accept: only outline numbering for all levels,</li> <li>• Ignore the space between the number and the text for 1.1- 1.11</li> <li>• Alignment and indentation may be ignored</li> </ul>	1 1 1	3	
3.3	3.3.1 Delete the first row of the table (We say...) ✓	1	1	
	3.3.2 Resize to fit contents ✓ (Any method allowed)	1	1	
	3.3.3 Centre table horizontally ✓ (not text)	1	1	
3.4	3.4.1 Merge and centre ✓ (Both for one mark or 0 marks)	1	1	
	3.4.2 Split the table ✓ (So that the last row is separated)	1	1	
	3.4.3 Text direction vertical ✓ Centre text ✓ (of make and model)	1 1	2	
	3.4.4 Only inside line ✓ Thin red line ✓ (Inner lines must be thinner than outside lines) (Accept any reddish colour line) (Accept any line style)	1 1	2	

3.5	3.5.1 Convert the text to a table ✓	1	1																			
	<p>3.5.2 Sort the <b>table - prices</b> from most expensive to least expensive ✓ (Whole table must be sorted not just column)</p> <table border="1"> <thead> <tr> <th colspan="3">NEW MODELS¶</th> </tr> </thead> <tbody> <tr> <td>Brand-Q-5300α</td> <td>If music is your life then the 5300 should be your phoneα</td> <td>R5700α</td> </tr> <tr> <td>Brand-T-KG920α</td> <td>This has a great camera but the phone leaves a bit to be desiredα</td> <td>R4999α</td> </tr> <tr> <td>Brand-P-Touchα</td> <td>Some great features but bugs outweigh the benefitsα</td> <td>R4500α</td> </tr> <tr> <td>Brand-R-D820α</td> <td>Sporting a new sleek design. The latest BrandR phone is sure to catch the eyeα</td> <td>R3100α</td> </tr> <tr> <td>Brand-X-W880iα</td> <td>If you want to experience making calls from a credit card give this nifty phone a try.α</td> <td>R2999α</td> </tr> </tbody> </table>	NEW MODELS¶			Brand-Q-5300α	If music is your life then the 5300 should be your phoneα	R5700α	Brand-T-KG920α	This has a great camera but the phone leaves a bit to be desiredα	R4999α	Brand-P-Touchα	Some great features but bugs outweigh the benefitsα	R4500α	Brand-R-D820α	Sporting a new sleek design. The latest BrandR phone is sure to catch the eyeα	R3100α	Brand-X-W880iα	If you want to experience making calls from a credit card give this nifty phone a try.α	R2999α	1	1	
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3.6	<p>Table of Contents inserted ✓ Formatted with the page numbers right aligned ✓ Leader tabs ✓ (Accept if table of contents was inserted, irrespective of the page it appears)</p>	1 1 1	3																			
3.7	<p>Footer with page number – right aligned ✓ Does not appear on the first page ✓ Retain the line already created in the footer ✓</p>	1 1 1	3																			
3.8	<p>Current date in footer ✓ (No marks if not a field)</p>	1	1																			
	<b>Total for Question 3</b>		<b>[25]</b>																			

**QUESTION 4**

**Total Q4: 20**

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

4.1	Adjust width of Column A ✓	1	1																																																																																																					
4.2	Header: Left ✓ (contains exam number) Right ✓ (contains "suppliers") (view this answer in print preview)	1 1	2																																																																																																					
4.3	Format Dates ✓ in Month-Day format (accept any month day format - the year must not appear)	1	1																																																																																																					
4.4	<b>B16</b> =ROUND ✓ (AVERAGE ✓ (B5:B14) ✓, 0 ✓) (give one mark if they used the formatting function instead of rounding)	4	4																																																																																																					
4.5	<b>B18</b> =LARGE ✓ (B5:B14 ✓, 2 ✓)	3	3																																																																																																					
4.6	<b>D5</b> =IF(B5>50, ✓"10%", ✓IF(B5<5, ✓"0%", ✓"5%" ✓)) or Other alternatives (also accept 10 for 10%, etc.) (also accept if the learners shows a calculation to get the percentages) (accept if "no discount" appears in stead of 0)	5	5																																																																																																					
4.7	Pie chart with correct data range ✓ Values used for labels ✓ Title given ✓ (do not deduct a mark if not placed on a new sheet)	1 1 1	3																																																																																																					
4.8	Sort: Ascending – Column B ✓ (The whole table must be sorted)	1	1																																																																																																					
<table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Suppliers</td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Supplier</td> <td>Number supplied</td> <td>Date of Delivery</td> <td>Discount</td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>5</td> <td>Go Mobile</td> <td>3</td> <td>August-07</td> <td>0%</td> </tr> <tr> <td>6</td> <td>Newtown Cells</td> <td>15</td> <td>July-07</td> <td>5%</td> </tr> <tr> <td>7</td> <td>Great Cellular Supplier</td> <td>18</td> <td>August-07</td> <td>5%</td> </tr> <tr> <td>8</td> <td>Mobile Magic</td> <td>20</td> <td>July-07</td> <td>5%</td> </tr> <tr> <td>9</td> <td>Happy Cells</td> <td>25</td> <td>August-07</td> <td>5%</td> </tr> <tr> <td>10</td> <td>Cell Magic</td> <td>34</td> <td>September-07</td> <td>5%</td> </tr> <tr> <td>11</td> <td>All Out Cellular</td> <td>38</td> <td>August-07</td> <td>5%</td> </tr> <tr> <td>12</td> <td>Mobile Cells</td> <td>44</td> <td>September-07</td> <td>5%</td> </tr> <tr> <td>13</td> <td>ABC Cellular</td> <td>56</td> <td>September-07</td> <td>10%</td> </tr> <tr> <td>14</td> <td>Quick Mobiles</td> <td>72</td> <td>October-07</td> <td>10%</td> </tr> <tr> <td>15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>16</td> <td>Average</td> <td>33</td> <td></td> <td></td> </tr> <tr> <td>17</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>18</td> <td>2nd Highest Supplier</td> <td>56</td> <td></td> <td></td> </tr> <tr> <td>19</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>			A	B	C	D	1	Suppliers				2					3	Supplier	Number supplied	Date of Delivery	Discount	4					5	Go Mobile	3	August-07	0%	6	Newtown Cells	15	July-07	5%	7	Great Cellular Supplier	18	August-07	5%	8	Mobile Magic	20	July-07	5%	9	Happy Cells	25	August-07	5%	10	Cell Magic	34	September-07	5%	11	All Out Cellular	38	August-07	5%	12	Mobile Cells	44	September-07	5%	13	ABC Cellular	56	September-07	10%	14	Quick Mobiles	72	October-07	10%	15					16	Average	33			17					18	2nd Highest Supplier	56			19							
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**QUESTION 5****Total Q5: 35**

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

No	Criteria			
5.1	5.1.1 Format of Main Heading has been changed ✓	1	1	
	5.1.2 Insert new column ✓ ( <i>between name and January</i> ) =CONCATENATE ✓ (LEFT ✓ (A5,3) ✓, RIGHT ✓ (B5,3) ✓) Fill Down ✓ Also accept "ampersand" operator	1 5 1	7	
	5.1.3 <b>Column K</b> =IF ✓ (J5>900 ✓, "Golden Client" ✓) (no mark allocated for FALSE value)	3	3	
	5.1.4 <b>K15</b> =SumIF ✓ (J5:J11 ✓, ">900" ✓, D5:D11 ✓) OR =SumIF(K5:K11 "Golden Client", D5:D11)	4	4	
	5.1.5 Column, Bar or Line ✓ X-axis ✓ e.g. Months Y-axis ✓ e.g. Cell Phone Usage	1 1 1	3	
5.2	5.2.1 Rename the DETAILS worksheet to CELL PHONE SALES ✓	1	1	
	5.2.2 Merge A1 to F1 ✓	1	1	
	5.2.3 South African rand ✓ 2 decimal ✓ (Both accounting and currency acceptable)	1 1	2	
	5.2.4 <b>E25</b> =SUM ✓ (E5:E24) ✓	2	2	
	5.2.5 <b>B27</b> =COUNTIF ✓ (D5:D24, ✓ "A" ✓)	3	3	
	5.2.6 <b>Column F</b> =E5 ✓ + D\$2 ✓ (not \$D2) or = E5 + \$D\$2 (only 1 mark if no \$ is used) (No mark if absolute addressing used on E5 reference) (Candidate do not have to copy down)	2	2	
5.3	5.3.1 <b>B11</b> ='Cell Phone Sales!' ✓ E25 ✓	2	2	
	5.3.2 B7 =E3 ✓ * ✓ 'Phone Usage!' ✓ J12 ✓ or ='Company Stats!' E3 * 'Phone Usage!' J12 (Accept absolute references such as \$E\$3 and \$J\$12)	4	4	
	<b>Total for Question 5</b>		<b>[35]</b>	

**QUESTION 6**

**Total Q6: 45**

- Mark queries, forms and reports in the Design View of the database

No	Criteria											
6.1	6.1.1 Table called Employees✓ created in the database called q6Employees	1	1									
	6.1.2 Surname-Name: text ✓ Cell number: text ✓ Date of birth: date/time ✓ Current debt: currency ✓	1 1 1 1	4									
	6.1.3 Primary key set ✓ On Cell number field ✓ (If the primary key is on an extra field – only 1 mark)	1 1	2									
	6.1.4 Enter the data of Peter Ramoshaba All data is entered in the correct fields ✓✓ (Ignore spelling) (Accept any format of the data)  At least 2 items in the correct fields (1 mark) None entered correctly (0 marks)	2	2									
6.2	6.2.1 <b>q6Less25</b> Fields: Surname✓, Cell number ✓, Age ✓ (all 3) Age is <b>NOT</b> displayed in the data set ✓ Criteria: Field Age, <25 ✓ (14 records displayed)	3 1 1	5									
	6.2.2 <b>q6Older</b> Fields: (Surname, Cell numbers, Age, Contract type) ✓ Criteria: Field: Age, >30 ✓ Criteria: Field: Contract type; B ✓ OR C ✓ OR Contract type <> A  <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Age &gt; 30</td> <td style="width: 50%;">Contract type; B OR C</td> </tr> <tr> <td>Age &gt; 30</td> <td>Contract type; B</td> </tr> <tr> <td>Age &gt; 30</td> <td>Contract type; C</td> </tr> <tr> <td>Age &gt; 30</td> <td>Contract type; &lt;&gt; A</td> </tr> </table> Both criteria must be on the same level (and) ✓ Only the fields Surname and cell numbers displayed ✓ (4 records displayed)	Age > 30	Contract type; B OR C	Age > 30	Contract type; B	Age > 30	Contract type; C	Age > 30	Contract type; <> A	1 1 2      1 1	6	
Age > 30	Contract type; B OR C											
Age > 30	Contract type; B											
Age > 30	Contract type; C											
Age > 30	Contract type; <> A											



## NSC – Memorandum

	<p><b>6.2.3 q6Clients Report</b>          Correct table used ✓ (q6clients) 1          Fields, Surname, Cell number, Age, Contract type ✓ 1          Sorted alphabetically according to surname ✓ 1</p> <p>Grouped by ✓ contract Type ✓ 2          In group footer/header - Number of clients: ✓ 1          =count ✓ ([Names]) ✓ (or any other field) 2          or count(*)</p> <p>Average age formula in Report footer: ✓ 1          Calculation of average age 2          =avg ✓ ([age]) ✓</p> <p>No decimals displayed 1          (Property settings set to fixed or standard with 0 decimals) ✓</p> <p>Both labels ✓ (No of clients and Average age) 1</p>		13	
6.3	6.3.1 <b>Contact person</b> field must appear immediately after <b>Supplier name</b> field ✓	1	1	
	6.3.2 Supplier ID field size formatted as 10 ✓	1	1	
	6.3.3 Contact person formatted as <b>required</b> field ✓ (Accept validation rule of 'Not Null')	1	1	
	6.3.4 Default value set as 7401 ✓ for Address 3 field	1	1	
	6.3.5 <b>E-mail address field</b> Validation Rule: * ✓ @ ✓ * ✓ (Spaces are not allowed) 3 Validation Text: Invalid ✓ (Any appropriate text) 1		4	
	6.3.6 <b>q6SuppForm</b> Heading title: Suppliers ✓ (Must be in a label control) 1 Form footer: ✓ 1 Current updatable date ✓ (Must be a function) 1 without the time ✓ 1		4	
	<b>Total for Question 6</b>		<b>[45]</b>	

**QUESTION 7****Total Q7: 25**

No	Criteria			
7.1	<b>q7Report.doc</b>			
	7.1.1 <b>Clients section</b> Insert graph/chart from <b>q7Age</b> ✓ 2 columns ✓ With line ✓ Chart & text not in the same column ✓ (The chart need not update automatically)	1 1 1 1	4	
	7.1.2 <b>q7Suppliers.xls and Cell phone suppliers section</b> Conditional format ✓ Number supplied > 40 ✓ Red ✓ (accept any reddish colour) Border ✓ (look for the border in the spreadsheet) Correct data range used ✓ (Column C)	1 1 1 1 1	5	
	7.1.3 <b>Cell phone suppliers section</b> Copy table (with or without headings) from spreadsheet and paste in word ✓ Linked ✓✓ (check link in edit menu/activated)	1 2	3	
	7.1.4 Hyperlink removed (from suggested new logo) ✓ (Check that NOT ONLY blue colour and underline removed)	1	1	
	7.1.5 Company name (EasyCell) not indicated as a spelling error ✓ (Cannot be checked – <b>allocate the mark</b> as it depends on the settings of the computer)	1	1	
7.2	<b>q7ReportDB and q7Report.xls</b> Correct data used ✓ Imported / Available as a table ✓ With correct fields: (field <b>names</b> may differ) Name, Surname, Contract_values and Deposit details ✓  Calculated field: Deposit: ✓ [Contract_value] ✓ *0.1 ✓ (field <b>names</b> may differ)  (20 records displayed) (Accept other alternatives – as calculation may have been done in spreadsheet before sending to database) (No mark allocated for primary key)	1 1 1 3	6	
7.3	<b>q7FormLetter and q7Merge</b> <b>q6EasyCell</b> - q6Clients (or a query) data source used ✓ Merge field <Name> added ✓ Clients in age-group 21 ✓ – 27 ✓ Sorted according to name ✓ (8 letters)	1 1 2 1	5	
	<b>Total for Question 7</b>		<b>[25]</b>	

## SPEED ENDORSEMENT QUESTION – MEMO – NOVEMBER

## SPEED/ACCURACY QUESTION

The maximum depressions for this question = 3008 depressions for 60.16 w.p.m. in 10 minutes.

To determine a speed, mark according to the following mark schedule:

**The same example is on page 36 of the Subject Assessment Guidelines (January 2008):**

Number of depressions keyed-in in ten minutes	= 2125
Gross words (number of depressions keyed-in divided by 5) (5 = word) depressions = one word)	= $2125 \div 5$ (5 = 425
Less number of words with errors (i.e. 7 words with errors)	= -7 from 425
Equals net number of words without errors	= 418
Divided by the time (ten minutes)	= $\div 10$
Equals net correct words per minute	= 41,8 w.p.m.

**Additional notes:**

If any words are omitted or inserted, then every 5 depressions of the omission or insertion counts as one word, e.g. if the following words were omitted it would be counted as:

The |quick| brow|n fox| jump|s  
1 | 2 | 3 | 4 | 5 |words

A capital letter counts as two depressions.

**SPEED/ACCURACY TEXT**

CONTENT	Upper case/ line spaces	Depressions	Total depressions
The total return made by the entrepreneur will be determined by his turnover. If there is a large marketing area, he will make a smaller return per unit. The result is that the returns as well as the total excess over costs will be larger. A high turnover usually leads to a reduction in the cost per unit.	1	61	62
	1	62	125
	1	56	182
		64	246
	1	61	308
	2	5	315
The returns of similar undertakings that operate under the same conditions and which are established undertakings, do not differ very much. Where they do, the difference can be attributed to the competence and skill of the entrepreneurs, that is, their ability to organise their businesses well, to restrict the waste of manpower and material and to keep the cost per unit low.	1	59	375
		63	438
	1	56	495
		61	556
		61	617
	2	18	697
Keen competition and the desire for maximum returns encourage entrepreneurs to develop and apply new production techniques to increase the efficiency of their businesses. Using improved production techniques often enable such businesses to yield larger returns than those businesses that use outdated methods and equipment. A business which adopts up-to-date methods will make greater returns than one which clings to old and inefficient practices.	1	62	760
		61	821
	1	55	877
		63	940
		61	1001
	1	59	1061
		63	1124
2	26	1152	
Today the design and production of a good product is only the first step in the marketing process. The producer and the manufacturer must also study the demand for their goods. They may have to advertise their products and arrange for proper grading and standardisation, transportation and warehousing. Nowadays producers and manufacturers normally depend on	1	62	1215
	1	59	1275
	1	63	1339
		60	1399
		62	1461
	1	56	1518

