



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2015 (2) MEMORANDUM/MARKING GUIDELINE

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	29	20	22	29	41	20	19	180
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/marking guideline consists of 13 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: 1Fynbos

Total Q1: 29

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Margins <ul style="list-style-type: none"> Margins gutter set to left 1 cm ✓ 	1		1	
1.2	Cover page <ul style="list-style-type: none"> Text box filled ✓ With picture 1Title_Titel.jpg ✓ <p><i>(Note to marker: Ignore if the word 'Fynbos' still appears in the textbox.)</i></p>	1 1		2	
1.3	Alignment <ul style="list-style-type: none"> Text of first paragraph in document justified (i.e. left and right) ✓ 	1		1	
1.4	Dropped cap <ul style="list-style-type: none"> Dropped cap applied ✓ Over 5 lines ✓ 0.5 cm from text ✓ 	1 1 1		3	
1.5	Columns <ul style="list-style-type: none"> Text formatted into two columns ✓ Column break applied so that the heading 'Richness of plant life' appears at the top of the second column ✓ 	1 1		2	
1.6	Table <ul style="list-style-type: none"> Row 1 merged ✓ Small caps applied to heading in row 1 ✓ Data in second column vertically centred ✓ Data in second column sorted alphabetically ✓ Outer border changed to a thicker border ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <i>Award the third mark if the text is vertically and horizontally centred.</i> <i>The images should match the description. If the candidate moved the text manually and the pictures are not moved accordingly, do not award the fourth mark.)</i> 	1 1 1 1 1		5	
1.7	Hyperlink <ul style="list-style-type: none"> Hyperlink applied to text 'Threats to Fynbos' ✓ Link created to picture 1Fire_Vuur.jpg ✓ 	1 1		2	
1.8	Page orientation <ul style="list-style-type: none"> Landscape orientation applied to selected text only (section breaks included) ✓ All other pages are portrait ✓ 	1 1		2	

EXAMINATION NUMBER																			
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1.9	<p>Multilevel list</p> <ul style="list-style-type: none"> • Multi-level numbering applied ✓ • First level numbering applied correctly (A..G) ✓ • Second level numbering applied correctly (i..vi) ✓ <p><i>(Note to marker: Accept numbering in uppercase or lowercase.)</i></p>	1 1 1		3	
1.10	<p>Comment</p> <ul style="list-style-type: none"> • Comment deleted ✓ 	1		1	
1.11	<p>Endnote</p> <ul style="list-style-type: none"> • Endnote applied to heading 'Acknowledgements' ✓ • Text added for endnote ✓ • Letter 'A' used as custom mark ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> • <i>Allocate second mark if all or some text has been added to the endnote.</i> • <i>Ignore if original text still appears.)</i> 	1 1 1		3	
1.12	<p>Automatic bibliography</p> <ul style="list-style-type: none"> • Automatic bibliography added ✓ 	1		1	
1.13	<p>Watermark</p> <ul style="list-style-type: none"> • Watermark inserted ✓ • Picture 1Wash_Was.gif used ✓ • Only appears on last page ✓ <p><i>(Note to marker: Allocate the last mark if the watermark appears on the last page and not on the second last page, even if it appears on the other pages of the document.)</i></p>	1 1 1		3	
	Total for QUESTION 1			[29]	

EXAMINATION NUMBER															

QUESTION 2

File names: 2Entry_Inskryw

Total Q2: 20

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Formatting <ul style="list-style-type: none"> • Heading formatted to italics ✓ • Appears over two lines ✓ • Text underlined ✓ <p><i>(Note to marker: Accept any method of manipulating the heading to appear over two lines.)</i></p>	1		3	
		1			
		1			
2.2	Logo <ul style="list-style-type: none"> • Logo 2Sanbi.png added ✓ • Logo formatted to appear on right of text ✓ • Width set to 8.1 cm ✓ • Height set to 3.6 cm ✓ 	1		4	
		1			
		1			
		1			
2.3	Styles <ul style="list-style-type: none"> • Heading 'Personal Details' formatted with 'Heading' style ✓ 	1		1	
2.4.1	Form controls <ul style="list-style-type: none"> • First tab stop set to 1 cm ✓ • Second tab stop set to 11 cm ✓ • Tab stop positions applied to one ✓ • Tab stop positions applied to all ✓ 	1		4	
		1			
		1			
		1			
2.4.2	Drop-down form field control <ul style="list-style-type: none"> • Male option added ✓ • Female option added ✓ 	1		2	
		1			
2.4.3	ID number control <ul style="list-style-type: none"> • Text form field control added ✓ • Maximum length set to 13 ✓ 	1		2	
		1			
2.4.4	Date of birth date control <ul style="list-style-type: none"> • Type set to Date ✓ • Format set to yyyy/MM/dd ✓ 	1		2	
		1			
2.4.5	Check box control <ul style="list-style-type: none"> • Check box control inserted next to 'Wednesday' ✓ 	1		1	
2.5	Subject property <ul style="list-style-type: none"> • Text 'Entry form' added as subject to the properties ✓ 	1		1	
Total for QUESTION 2				[20]	

EXAMINATION NUMBER																			
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QUESTION 3**File name: 3Plant****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).
- Candidate may use multiple formulae or cells as 'building blocks' to answers.
- Named ranges can be used instead of cell references.

No.	Criteria	Maximum Mark			Candidate Mark
Plants_Plante worksheet					
3.1	Row 1: • Row height changed to 40 pt ✓	1		1	
3.2	Cell A1: • Heading or part of heading 'List of Plants' added ✓ • 'Aharoni' font applied ✓ • Any pattern style applied to cell ✓	1 1 1		3	
3.3	Freeze Panes: • Freeze panes applied ✓ • Correct position: row 3 ✓	1 1		2	
3.4	Row 2: • Text wrapping applied ✓	1		1	
3.5	Border: • Any orange border applied around cells A2:E79 ✓	1		1	
3.6	Cell E3: =COUNTIF(B3:B79, "*Sugarbush*") OR = COUNTIF(B:B, "*Sugarbush*") • COUNTIF function used ✓ • Range: B3:B79 ✓ • Criteria: * ✓ "Sugarbush" ✓ * ✓ (Note to marker: Expected answer is 26.)	1 1 3		5	
Summary worksheet					
3.7	Bar chart/graph: • Chart/graph created ✓ • Bar chart/graph type ✓ • Correct data series: A2:C5 ✓ • Data row/column switched ✓ • Data labels on horizontal axis to show years ✓ • Heading 'Species per year' ✓ • Legend appears at the bottom ✓ • Axis intervals changed to units of 15 ✓ • Data labels inserted ✓	1 1 1 1 1 1 1 1 1 1		9	
Total for QUESTION 3				[22]	

EXAMINATION NUMBER															

QUESTION 4**File names: 4StatsData****Total Q4: 29**

- 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.

No.	Criteria	Maximum Mark		Candidate Mark	
Stats worksheet					
4.1.1	Cells A1:J1: <ul style="list-style-type: none"> • Cells centred ✓ • Cells merged ✓ 	1		2	
		1			
4.1.2	Text direction: <ul style="list-style-type: none"> • Text rotated ✓ • Only row 2 ✓ <p>(Note to marker: Rotation must ensure that the text is clearly visible and reads correctly.)</p>	1		2	
		1			
4.2	Cell C3: =AVERAGE(B3:B159) OR =AVERAGE(B:B) <ul style="list-style-type: none"> • AVERAGE function ✓ • Range: B3:B159 ✓ <p>(Note to marker: Expected answer is 143705.)</p>	1		2	
		1			
4.3	Conditional formatting: Column E <ul style="list-style-type: none"> • Criteria >0 ✓ – font colour set to blue ✓ • Criteria <0 ✓ – font colour set to red ✓ <p>(Note to marker: If a candidate includes zero in the criteria, penalise only once in any one of the criteria.)</p>	2		4	
		2			
4.4	Cell F3: =HLOOKUP(G3,Code_Kode!\$A\$1:\$D\$2,2,FALSE) <ul style="list-style-type: none"> • HLOOKUP function used ✓ • Lookup value: G3 ✓ • Lookup range: Code_Kode!\$A\$1:\$D\$2 ✓ • Column reference: 2 ✓ • Lookup range: False OR no False if lookup table has been sorted ✓ • Absolute cell referencing ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> • Accept a VLOOKUP if candidates transposed/swopped the table in worksheet Code_Kode. • =VLOOKUP(G3:G159,Code_Kode!\$A\$1:\$B\$4,2,FALSE).) 	1		6	
		1			
		1			
		1			
		1			
		1			
		1			

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4.5	<p>Cell H3: =IF(D3>30,"Well",IF(D3>25,"Moderate","Poor"))</p> <p>OR =IF(D3>=31,"Well",IF(D3>=26,"Moderate","Poor"))</p> <p>OR =IF(D3>30,"Well",IF(AND(D3>25,D3<=30),"Moderate","Poor"))</p> <p>OR =IF(D3<=25,"Poor",IF(AND(D3>25,D3<=30),"Moderate","Well"))</p> <p>OR =IF(D3<=25,"Poor",IF(D3<=30,"Moderate","Well"))</p> <p>OR =IF(D3>30,"Well",IF(D3<=25,"Poor","Moderate"))</p> <ul style="list-style-type: none"> • Nested IF function ✓ • Syntax of IF statement is correct ✓ • 'Well' correctly displayed for conservation target greater than 30 ✓ • 'Moderate' correctly displayed for conservation target greater than 25 ✓ • 'Poor' correctly displayed for conservation target equal to and lower than 25 ✓ • Function copied to cells below ✓ <p><i>(Note to marker: Check for correct use of conditional options. There are many alternative answers, one of which could be a VLOOKUP.)</i></p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	6	
4.6	<p>Cell I4: =CONCATENATE(LEFT(A4,3),LEN(A4),F4)</p> <p>OR =LEFT(A4,3)&LEN(A4)&F4</p> <ul style="list-style-type: none"> • & operators OR CONCATENATE function used correctly ✓ • LEFT function used ✓ to extract the first three letters ✓ from cell A4 ✓ • LEN ✓ (A4) ✓ • F4 ✓ <p><i>(Note to marker: Expected answer is Agu24LT.)</i></p>	<p>1</p> <p>1</p> <p>2</p> <p>2</p> <p>1</p>	7	
Total for QUESTION 4			[29]	

EXAMINATION NUMBER																			
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QUESTION 5

File name: 5CFKData

Total Q5: 41

No.	Criteria	Maximum Mark			Candidate Mark
Table: Plant					
5.1.1	Field: FamilyCommon • Field size is 50 ✓	1		1	
5.1.2	Field: EndemicSpecies • Required property set to Yes ✓ • Format of field set to 'Fixed' format ✓	1		2	
		1			
5.1.3	Field: Listing • Combo box/List box applied to field ✓ • Options added ('Endangered' and 'Threatened') ✓ (Note to marker: Accept if only one option is added.)	1		2	
		1			
5.1.4	Field: PlantCode Input Mask: >LAAa • > ✓ (enforce capital letters) • L ✓ (compulsory letter) • AA ✓✓ (two compulsory letters or digits) • a ✓ (optional letter or number)			5	
		1			
		1			
		2			
5.1.5	Field: PlantCode • Primary key set on <i>PlantCode</i> field ✓	1		1	
Form: frm5_2					
5.2	<ul style="list-style-type: none"> • Form frm5_2 created based on Plant table ✓ • Columnar layout selected ✓ • Selected fields: <i>FamilyCommon</i>, <i>FamilyBot</i>, <i>TotalSpecies</i> and <i>EndemicSpecies</i> ✓ • Font size of heading is 36 ✓ • Heading 'Plant' centred ✓ • 5Erica.jpg picture inserted ✓ in form header ✓ • Background colour of form header changed to yellow ✓ • Button inserted ✓ • The next record is shown when the button is clicked ✓ <p>(Notes to marker: <ul style="list-style-type: none"> • Ignore if full heading is not visible. • Accept if heading centred across page or inside label. • Also accept 'Find Next' as action of the button.))</p>	1		10	
		1			
		1			
		1			
		1			
		2			
		1			
		1			
		1			

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Query: qry5_3					
5.3	<ul style="list-style-type: none"> • Displays <i>FamilyCommon</i> and <i>FamilyBot</i> fields only ✓ • <i>EndemicSpecies</i> field: <ul style="list-style-type: none"> ○ Show: not selected ✓ ○ Criteria: > ✓ 1200 ✓ <p>(Note to marker: Expected answer is 40 records.)</p>	1		4	
		1			
		2			
Query: qry5_4					
5.4	<ul style="list-style-type: none"> • <i>FamilyBot</i> field displayed in descending order ✓ • Calculated field: <ul style="list-style-type: none"> Perc: ✓ $[EndemicSpecies] \div [TotalSpecies] * 100$ ✓ • <i>FamilyBot</i> and <i>Perc</i> fields display ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> • Only allocate the fifth mark if the answer is correct and the column displays the % sign. • Ignore if <i>EndemicSpecies</i> and <i>TotalSpecies</i> fields are also displayed.) 	1		6	
		3			
		1			
		1			
Report: rpt5_5					
5.5	<ul style="list-style-type: none"> • Fields included: <i>FamilyCommon</i>, <i>FamilyBot</i>, <i>EndemicSpecies</i> and <i>Genus</i> ✓ • Landscape orientation ✓ • Grouped according to <i>EndemicSpecies</i> ✓ • Calculation in report header or report footer ✓ • Calculation: <ul style="list-style-type: none"> =Round (Avg ([EndemicSpecies]), 1) ✓ • Appropriate label included ✓ • All data displays fully ✓ <p>(Note to marker: Accept formatting to one decimal place instead of ROUND.)</p>	1		10	
		1			
		1			
		1			
		1			
		4			
		1			
		1			
Total for QUESTION 5				[41]	

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QUESTION 6

File name: 6Home, 6Flower, 6Ref

Total Q6: 20

- This question should be marked from the browser as far as possible, unless otherwise indicated or if it cannot be seen on the browser.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.
- The code of the candidates who use a word processor will contain additional unnecessary tags. Markers will need to work through the code to check for the answers provided below.

No.	Criteria	Maximum Mark			Candidate Mark
6.1	Comment <!--Examination number--> <ul style="list-style-type: none"> • Examination number added as an additional comment ✓ 	1		1	
6.2	Title <title>Fynbos</title> <ul style="list-style-type: none"> • Title tags correctly added ✓ 	1		1	
6.3	Italics and font colour <h1><i>Fynbos Information</i></h1> <ul style="list-style-type: none"> • Font colour appears as red ✓ • Heading 'Fynbos Information' appears in italics ✓ 	1 1		2	
6.4	Bulleted list Erica Protea OR <ol type="1"> Erica Protea <ul style="list-style-type: none"> • Unordered list changed to ordered list ✓ 	1		1	
6.5	Horizontal line <hr width="50%"/> <ul style="list-style-type: none"> • Horizontal line added ✓ • Width = "50%" ✓ <p>(Note to marker: Ignore position.)</p>	1 1		2	

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6.6	<p>Image <code></code></p> <ul style="list-style-type: none"> • Image tags inserted correctly ✓ • Correct source file 6Flower.jpg used ✓ • Height set to 191 ✓ • Width set to 181 ✓ • Alternative text included ✓ • Alternative text reads as 'Nevillea' ✓ 	1 1 1 1 1 1		6	
6.7	<p>Bold <code>Erica</code></p> <ul style="list-style-type: none"> • Text 'Erica' appears in bold ✓ 	1		1	
6.8	<p>Link <code>Website References</code></p> <ul style="list-style-type: none"> • Link created ✓ • On text 'Website References' ✓ • Links to 6Ref.docx ✓ 	1 1 1		3	
6.9	<p>Table border <code><table border ="2" cellpadding ="1"></code> First <code><tr></code> after the table tag: <code><tr bgcolor="pink"></code></p> <ul style="list-style-type: none"> • Table border set to 2 ✓ • Cell spacing set to 1 ✓ • Attribute: <code>bgcolor="any colour"</code> ✓ <p><i>(Note to marker: Accept any colour for the background.)</i></p>	1 1 1		3	
	Closing tag(s) or triangular brackets omitted	-1			
	Total for QUESTION 6			[20]	

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QUESTION 7

File names: 7Flora, 7Answ_Antw, 7End

Total Q7: 19

No.	Criteria	Maximum Mark			Candidate Mark
7Flora					
7.1	<p>Page numbering</p> <ul style="list-style-type: none"> • Automatic page numbering of any format appears in the footer ✓ • No page numbering on cover page and table of contents page ✓ • Page numbering starts at 1 from the third page ✓ • Even page numbers are right aligned ✓ • Odd page numbers are left aligned ✓ 	1		5	
		1			
		1			
		1			
		1			
		1			
7.2.1	<p>Table of contents</p> <ul style="list-style-type: none"> • Table of contents inserted ✓ • Two levels of heading displayed ✓ • No leader tabs included for page numbering ✓ 	1		3	
		1			
		1			
7.2.2	<p>Table of contents</p> <ul style="list-style-type: none"> • Heading 2 style applied to the text 'RICHNESS OF PLANT LIFE', ✓ • Displayed in table of contents ✓ 	1		2	
		1			

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- Accept any method that will yield the correct answer.
- One mark for the answer and one mark for the method. If there is only an answer and no method, allocate only one mark if correct.

7Answ_Antw					
7.3.1	How many records are in the table? • 99 ✓	1		1	
7.3.2	How many lemurs have no average size listed? • 11 ✓ Method: ✓ • Filter on blank <i>Average size</i> field • Switch on filter and select 'Blanks' • Sort on the <i>Average size</i> field and count • Create a query with a <i>Is Null</i> operator	1	1	2	
7.3.3	What is the common name of the lemur that Forsyth Major classified as vulnerable in 1894? • Milne-Edward's sportive lemur ✓ Method: ✓ • Sort or filter on <i>Classified</i> • Toggle filter on <i>Conservation Status</i> • Create a query on <i>Classified</i> and <i>Conservation status</i> with the criteria *Forsyth Major* under <i>Classified</i> and with the criteria 'vulnerable' under <i>Conservation status</i>	1	1	2	
7.3.4	How many types of lemur families are there? • 4 ✓ Method: ✓ • Query grouped by <i>Family</i> -field • Filter and count filter (any method) • Scroll down and physically count the types • Duplicate Query	1	1	2	
7.3.5	What is the average size of all the endangered species? • 2 279.9 ✓ Method: ✓ • Create a query or use filter • Filter on <i>Conservation status</i> : 'Endangered' • AVERAGE: Use a total function to average • Export to spreadsheet and calculate average	1	1	2	
	Total for QUESTION 7			[19]	
				180	