



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2017 (2) MARKING GUIDELINES

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	27	24	24	26	41	19	19	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 16 pages.

EXAMINATION NUMBER																			

1.8	Columns <ul style="list-style-type: none"> Text inserted into 2 columns ✓ First column width set to 5 cm ✓ Second column width set to 10 cm ✓ 	1		3	
		1			
		1			
1.9	Leader tabs <ul style="list-style-type: none"> Tab set on 10 cm ✓ Right-aligned ✓ Dotted leader tab set ✓ 	1		3	
		1			
		1			
1.10	WordArt/Picture <ul style="list-style-type: none"> Picture 1Mask.jpg inserted ✓ Wrapping changed to Square/Tight/Through/Behind Text/In Front of Text ✓ (<i>Mask appears to the right of Rio and above the WordArt</i>) Picture adjusted and moved to resemble example ✓ 	1		3	
		1			
		1			
1.11	Find and replace <ul style="list-style-type: none"> All occurrences (<i>5 changes/6 occurrences</i>) ✓ (<i>accept 7 occurrences if original is still in document</i>) ao replaced with ão ✓ 	1		2	
		1			
1.12	Hyperlink screentip <ul style="list-style-type: none"> Screentip 'Read more' inserted on hyperlink ✓ (<i>Accept any text for the screentip</i>) 	1		1	
1.13	Source <ul style="list-style-type: none"> Website source inserted ✓ URL OR name of website inserted ✓ 	1		2	
		1			
1.14	Bibliography <ul style="list-style-type: none"> Automatic bibliography inserted ✓ 	1		1	
	Total for QUESTION 1			[27]	

EXAMINATION
NUMBER

QUESTION 2

File name: 2Party

Total Q2: 24

No.	Criteria	Maximum Mark		Candidate Mark
2.1	Page footer <ul style="list-style-type: none"> File path inserted as a field ✓ (<i>File name will be included</i>) Appear in page footer ✓ (<i>not header</i>) 	1		2
		1		
2.2	Widow/Orphan control <ul style="list-style-type: none"> Widow/Orphan control checked ✓ for paragraph that starts with 'Blocos are groups ...' 	1		1
2.3	Caption <ul style="list-style-type: none"> Automatic caption inserted on picture either above or below ✓ 'Figure 1: Orguestra' (<i>accept any text</i>) ✓ 	1		2
		1		
2.4	Indentation <ul style="list-style-type: none"> Number position set at 0 cm ✓ Text indent set at 1.4 cm ✓ 	1		2
		1		
2.5	Antonym <ul style="list-style-type: none"> 'Successors' replaced with 'predecessors' ✓ 	1		1
2.6	Comment <ul style="list-style-type: none"> Comment inserted on '2010' with text 'Since 2000' ✓ 	1		1
2.7	Cross-reference <ul style="list-style-type: none"> Cross-reference added ✓ on 'ref' Moves to '9.Other Blocos' ✓ 	1		2
		1		
2.8	Bullets <ul style="list-style-type: none"> Bullets changed ✓ To 2Maraca.jpg ✓ 	1		2
		1		
2.9	Table <ul style="list-style-type: none"> Table style changed to any other table style ✓ Repeat row header selected ✓ (<i>not for whole table</i>) Textbox form control type changed to 'Date' ✓ Displays in date format 'dd Mmm' OR 'dd mmm' OR 'dd MMM' ✓ First five cells in last row merged ✓ (<i>Accept any number of cells merged</i>) Formula entered: =SUM ✓ (<i>Above</i>) ✓ 	1		7
		1		
		1		
		1		
		1		
		2		

EXAMINATION NUMBER																			
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2.10	Spreadsheet inserted <ul style="list-style-type: none"> Data from spreadsheet 2Carnival inserted as table ✓ As linked object ✓ (<i>Verify by checking 'Edit Links to Files' or checking that 'Update Link' appears on the right-click menu</i>) 	1 1		2	
2.11	Table to text <ul style="list-style-type: none"> Table converted to text ✓ Character used to separate '#' ✓ 	1 1		2	
	Total for QUESTION 2			[24]	

EXAMINATION
NUMBER**QUESTION 3****File name: 3Stat****Total Q3: 24**

- 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.
- The answers must still be correct even if changes are made to the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
Visit_Besoek worksheet					
3.1	Foreign worksheet: • Foreign worksheet shows ✓	1		1	
3.2	Cell D4: • =VALUE(C4) ✓	1		1	
3.3	Cell E89: =SUM(E4:E88) • E89 changed to E88 ✓	1		1	
3.4	Cell F89: =LARGE(F4:F88,7) • LARGE function ✓ • F4:F88 ✓ • ,7 ✓	1 1 1		3	

EXAMINATION
NUMBER**QUESTION 4****File name: 4Tickets****Total Q4: 26**

- 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.
- The answers must still be correct even if changes are made to the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
Sales_Verkoop worksheet					
4.1	Page orientation <ul style="list-style-type: none"> • Page orientation changed to landscape ✓ 	1		1	
4.2.1	Row 1 height <ul style="list-style-type: none"> • Row height changed from 78.75 to 135 pt ✓ 	1		1	
4.2.2	Picture <ul style="list-style-type: none"> • Picture stretched to approximately fit into cell A1 ✓ 	1		1	
4.3	Cells A2:K2: <ul style="list-style-type: none"> • Headings appear in bold ✓ • Background shaded to any colour ✓ 	1 1		2	
4.4	Cell K1: =DATE(2018,2,1) <ul style="list-style-type: none"> • Year: 2018 ✓ • Month: 2 ✓ • Day: 1 ✓ • Custom format: dd MMMM yyyy ✓ (Accept dd-MMM-yyyy) 	1 1 1 1		4	
4.5	Cell G4: =(F4-E4)*24 <ul style="list-style-type: none"> • (F4-E4) ✓ • *24 ✓ • Cell's number format changed to number or general ✓ 	1 1 1		3	

EXAMINATION NUMBER																			
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4.6.1	<p>Cell N3: =ROUNDDOWN(AVERAGE(H3:H80),0)</p> <p>OR =INT(AVERAGE(H3:H80))</p> <p>OR =INT(AVERAGE(H:H))</p> <ul style="list-style-type: none"> • ROUNDDOWN function ✓ • AVERAGE function ✓ • Range: (H3:H80) ✓ (OR H:H) • ,0 ✓ 	1 1 1 1		4	
4.6.2	<p>Cell J3: =IF(H3>=\$N\$2,IF(H3<=\$N\$3,"TRUE","FALSE"),"FALSE")</p> <p>OR =IF(AND(H3>=\$N\$2,H3<= \$N\$3),"TRUE","FALSE")</p> <p>OR =(H3-\$N\$2)*(H3-\$N\$3)<=0</p> <p>OR =IF(AND(H3>\$N\$3,H3>\$N\$2),"FALSE",IF(AND(H3<\$N\$3,H3<\$N\$2),"FALSE","TRUE"))</p> <p>OR =AND(H3>=\$N\$2,H3<=\$N\$3)</p> <ul style="list-style-type: none"> • IF H3 ✓ • >=N2 ✓ (Ignore absolute cell reference) • AND <=N3 ✓ (Ignore absolute cell reference) • TRUE if between ✓ • FALSE if not between ✓ 	1 1 1 1 1		5	

EXAMINATION NUMBER																			
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4.7	<p>Cell K3: =VLOOKUP(I3,Places_Plekke!A2:C7,3,False)*H3</p> <p>OR =VLOOKUP(I3,Places_Plekke!A2:C7,3)*H3</p> <p>OR =VLOOKUP(I3,Places_Plekke!\$A\$1:\$C\$7,3)*H3</p> <ul style="list-style-type: none"> • VLOOKUP function ✓ • Lookup value: I3 ✓ • Lookup array Places_Plekke!A2:C7 OR Places_Plekke!A1:C7 ✓ (<i>Ignore absolute cell reference</i>) • Column index: 3 ✓ • *H3 ✓ 	1		5	
		1			
		1			
		1			
		1			
	Total for QUESTION 4			[26]	

EXAMINATION
NUMBER**QUESTION 5****File names: 5Samba, 5_7Gender.pdf****Total Q5: 41**

No.	Criteria	Maximum Mark		Candidate Mark	
Table: tbComp					
5.1.1	Field: Entry • Field size changed to 15 ✓	1		1	
5.1.2	Field: PerformanceDay Input Mask: >L?09 • > ✓ • L ✓ • ? ✓ • 0 ✓ • 9 ✓	1 1 1 1 1		5	
5.1.3	Field: Class Validation rule: "A" or "B" or "C" or "D" or "E" or "F" • AND operator changed to OR operator ✓ • Suitable validation text entered that refers to characters A–F to be entered ✓	1 1		2	
5.1.4	New field • New field added with suitable name (should refer to sound clips) ✓ • Data type set to OLE object /attachment /hyperlink ✓	1 1		2	
5.1.5	Field: Year • Moved to appear last in field list ✓ (<i>Check in datasheet view and design view</i>)	1		1	
5.1.6	Sorting • Database sorted according to school names ✓ (<i>Check in datasheet view and design view</i>)	1		1	

EXAMINATION
NUMBER**QUESTION 6****File name: 6Post****Total Q6: 19**

- This question should be marked from the HTML code.
- Numerical attribute values do not need to be in inverted commas.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.

No.	Criteria	Maximum Mark			Candidate Mark
6.1	Title <title>Examination number</title> <ul style="list-style-type: none"> • Examination number added as title ✓ 	1		1	
6.2	Body background colour <body text="#ecf8a4" bgcolor="green"> <ul style="list-style-type: none"> • Background of web page (bgcolor) ✓ • Changed to green ✓ (ignore if text tags removed) 	1		2	
6.3	Image <ul style="list-style-type: none"> • Picture inserted as second image ✓ • Picture 6House.jpg inserted correctly ✓ • Width="24%" and Height="200" ✓ (copied from other images) 	1		3	
6.4	Alignment <h3 align="center">SAMBA DANCERS FREE PAINT FREE CARNIVAL MASKS</h3> OR <center><h3>SAMBA DANCERS FREE PAINT FREE CARNIVAL MASKS</h3></center> <ul style="list-style-type: none"> • Text centred ✓ 	1		1	

EXAMINATION NUMBER																				
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6.5	<p>Horizontal line <code><hr size="4"/></code></p> <ul style="list-style-type: none"> Horizontal line tag corrected ✓ Size set to 4 ✓ 	1 1		2	
6.6	<p>Font size <code>It starts on Friday</code></p> <ul style="list-style-type: none"> Font size tags inserted ✓ Font size set to 20 pt ✓ 	1 1		2	
6.7	<p>Table <code><table border="2"></code> <code><th colspan="2">Facts about Brazil</th></code> <code><tr> <td>OFFICIAL NAME:</td></code> <code><td>Federal Republic of Brazil</td></tr></code> <code><tr> <td>CAPITAL:</td><td>Brasilia</td></tr></code> <code><tr> <td>POPULATION:</td><td>183 888 841</td></code> <code></tr></code> <code><tr> <td>OFFICIAL LANGUAGE:</td></code> <code><td>Portuguese</td></tr></code> <code></table></code></p> <ul style="list-style-type: none"> Table inserted ✓ Table border added ✓ First row merged (<i>colspan=2</i>) ✓ First row contain a heading (<i>th</i>) ✓ Table contains 5 rows (<i>correct text</i>) ✓ Table contains 2 columns (<i>correct text</i>) ✓ 	1 1 1 1 1 1		6	
6.8	<p>Hyperlink <code>www.riotickets.com</code></p> <ul style="list-style-type: none"> Tag completed (<code><a href=</code>) ✓ To correct target <code>http://www.riotickets.com</code> ✓ (<i>ignore if 'http://' is left out</i>) 	1 1		2	
	Closing tag(s) or triangular brackets omitted	-1			
	Total for QUESTION 6			[19]	

EXAMINATION
NUMBER

QUESTION 7

Total Q7: 19

File names: 7Travel.docx, 7Handout & 7Tickets

No.	Criteria	Maximum Mark			Candidate Mark
7Travel_Toer					
7.1.1	Page border <ul style="list-style-type: none"> Page border inserted ✓ Any double line ✓ border 	1 1		2	
7.1.2	Footnote <ul style="list-style-type: none"> Footnote (<i>or endnote</i>) added on the 'Redeemer' picture ✓ Any footnote text added ✓ 	1 1		2	
7.1.3	Picture formatting <ul style="list-style-type: none"> Alt Text Title inserted ✓ Alt Text Description changed to 'Photo of Hotel' ✓ 	1 1		2	
7.1.4	Hyperlink <ul style="list-style-type: none"> Hyperlink removed ✓ 	1		1	
7Handout					
7.2	Handouts <ul style="list-style-type: none"> Slides exported to word processing document ✓ As handouts ✓ Provision for notes next to slides ✓ 	1 1 1		3	
7Tickets					
7.3	Tickets table <ul style="list-style-type: none"> Table created ✓ 5 (6) fields added ✓ <i>Date</i> set to Date data type ✓ <i>Date</i> field format set to any date format ✓ <i>Section, Row</i> set to Short Text/Text ✓ <i>Section, Row</i> field size changed to less than 255 ✓ (Accept if only one field size changed) <i>Price</i> set to Currency ✓ <i>Price</i> field format changed to Euro ✓ <i>Sold</i> field set to Yes/No ✓ 	1 1 1 1 1 1 1 1 1 1		9	
Total for QUESTION 7				[19]	
TOTAL				180	