## basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

## SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1
2023
MARKING GUIDELINES

MARKS: 150


FINAL MARK

| EXAMINATION <br> NUMBER |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |


| QUESTION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | TOTAL |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| POSSIBLE MARK | 21 | 24 | 18 | 22 | 35 | 15 | 15 | 150 |
| CANDIDATE <br> MARK |  |  |  |  |  |  |  |  |
| MARKER CODE/ <br> SIGNATURE |  |  |  |  |  |  |  |  |
| MODERATED <br> MARK |  |  |  |  |  |  |  |  |

These marking guidelines consist of 17 pages.

Check the accuracy and skill required before awarding a mark throughout.
QUESTION 1
File name: 1CapePoint
Total Q1: 21

| No. | Criteria | Maximum Mark |  | Candidate Mark |
| :---: | :---: | :---: | :---: | :---: |
| 1.1 | Header <br> - Double strikethrough removed <br> - Position: Header from Top/From edge: $1 \mathrm{~cm} \checkmark$ | 1 | 2 |  |
| 1.2 | Hyphenation <br> - Hyphenate words in CAPS: Unchecked | 1 | 1 |  |
| 1.3 | Footnote: Reasons <br> - Footnote inserted on the word 'Reasons' $\checkmark$ <br> - Custom mark: @ $\checkmark$ <br> - Text added: 'Elements of life' $\checkmark$ (Ignore spelling) | 1 1 1 | 3 |  |
| 1.4 | Columns: The Cape Peninsula ... 5 reasons why. <br> - Line between $\checkmark$ <br> - First column width: $6 \mathrm{~cm} \checkmark$ <br> - Spacing between columns: $1 \mathrm{~cm} \checkmark$ | 1 1 1 | 3 |  |
| 1.5 | Citation: Interesting fact according ... (Mark from the Dialog box) <br> - Citation: Sterne $\checkmark$ <br> - Suppress: Year $\checkmark$ <br> ALT+F9: \{ CITATION Ste16 \|y $\mid / \ldots$. \} | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 1.6 | Comment: Two oceans <br> - Reply: sometimes $\checkmark$ | 1 | 1 |  |
| 1.7 | Watermark <br> - Font: Arial Narrow $\checkmark$ <br> - WordArt: Shape: Arch Down (Curve) $\checkmark$ | 1 | 2 |  |

SC/NSC - Marking Guidelines
$\square$
EXAMINATION
NUMBER NUMBER

| 1.8 | Tab Stops: Funicular Tickets <br> - First tab stop <br> - Position: 6 cm AND Alignment: Left $\checkmark$ <br> - Leader: $2 \ldots . .$. <br> - Second tab stop <br> - Position: 9.5 cm AND Alignment: Centre $\checkmark$ <br> - Tabs applied (Inspect rows 2 and 3) $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ | 4 |  |
| :---: | :---: | :---: | :---: | :---: |
| 1.9 | Page border <br> - Any page border inserted $\checkmark$ (Accept any style) <br> - 3 pt box border $\checkmark$ <br> - Measure from: Text: Top Margin: 12 pt $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \\ & 1 \end{aligned}$ | 3 |  |
|  | Total for QUESTION 1 |  | [21] |  |

Check the accuracy and skill required before awarding a mark throughout.
QUESTION 2
File names: 2Mountain, 2Dates
Total Q2: 24

| No. | Criteria | $\begin{array}{c}\text { Maximum } \\ \text { Mark }\end{array}$ |  | $\begin{array}{c}\text { Candidate } \\ \text { Mark }\end{array}$ |
| :--- | :--- | :--- | :--- | :--- | :--- |
| 2.1 | File Properties |  | 1 |  |
|  | - Subject: 'Mountain' $\checkmark$ |  |  |  |
|  | (Note to marker: File $\rightarrow$ Properties $\rightarrow$ Show All Properties) |  |  |  |$)$

SC/NSC - Marking Guidelines
EXAMINATION NUMBER

| 2.6 | Paragraph: Pagination on 'Hiking ... with a group' <br> - Keep with next AND Keep lines together | 1 | 1 |  |
| :---: | :---: | :---: | :---: | :---: |
| 2.7 | Multilevel List: Below 'Facts' <br> - List style: TableList modified <br> - 2nd Level: Bullets $\checkmark$ <br> - Bullet: Webdings, Character Code: 77 <br> (Note to marker: In the Multilevel List settings $\rightarrow$ Find the List Styles $\rightarrow$ Right click on TableList) | 1 1 1 | 3 |  |
| 2.8 | Image: Below 'Access' <br> - Picture Layout: 'Bending Picture (Blocks)' $\checkmark$ <br> - Text: 'View' $\sqrt{ }$ <br> - SmartArt size: 7 cm high and 10 cm wide $\checkmark$ <br> (Notes to marker: <br> - Select ONLY the SmartArt to check the size <br> - Click in the blank top left area of the objects) | 1 1 1 | 3 |  |
| 2.9 | Text box <br> - Text box rotated <br> - Text adjusted $\checkmark$ ('National' appears in second line) | 1 1 | 2 |  |
| 2.10 | Unzip file and sort table <br> - 2Dates file unzipped and saved in the examination folder $\checkmark$ <br> - Date opened column sorted $\checkmark$ in descending order $\checkmark$ (Mark by inspection) |  | 3 |  |
|  | Total for QUESTION 2 |  | [24] |  |

## QUESTION 3

File name: 3Marathon
Total Q3: 18

- 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, cells or 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if values are changed in the existing data.


SC/NSC - Marking Guidelines
EXAMINATION NUMBER


SC/NSC - Marking Guidelines

File name: 4Accommodation

- 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, cells or 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if values are changed in the existing data.

| No. | Criteria | Maximum Mark |  | Candidate Mark |
| :---: | :---: | :---: | :---: | :---: |
| Accom worksheet |  |  |  |  |
| 4.1 | Cells A2:M2 <br> - Wrap text <br> - Top and bottom borders ONLY $\checkmark$ <br> - Any broken line style $\checkmark$ | 1 1 1 | 3 |  |
| 4.2 | Cell C4: <br> =COUNTBLANK(H10:H70) <br> OR =COUNTIF(H10:H70,'"') <br> - Function: COUNTBLANK(H10:H70) $\checkmark$ | 1 | 1 |  |

Cell F10:
=IF(E10>100,"Long",(IF(E10>SMALL(\$E\$10:\$E\$70,6),"Medi um","Short")))
OR
=IF(E10<=SMALL(\$E\$10:\$E\$70,6),"Short", IF(E10>100,"Long","Medium"))

## Concept marking

1. Test for two concepts and then check for the third concept output.
2. The sequence of the concepts is determined by the logic used

- SMALL $\checkmark(\$ E \$ 10: \$ E \$ 70,6) \checkmark$
- First condition $\checkmark$ Output for first condition
- Second condition $\checkmark$ Output for second condition $\checkmark$
- Output for the third condition


## Concepts:

- Determine whether within 6 shortest distances for Output: "Short"
- Determine whether distance exceeds 100 for Output: "Long"
- Determine whether distance is between 6 shortest and 100 for Output "Medium"

| E10<=SMALL(\$E\$10:\$E\$70,6),"Short" | E10>100,"Long" | "Medium" |
| :--- | :--- | :--- |
| E10<=SMALL(\$E\$10:\$E\$70,6),"Short" | E10<100,"Medium" | "Long" |
| E10>100,"Long" | E10<=SMALL(\$E\$10:\$E\$70,6),"Short" | "Medium" |
| E10>100,"Long" | E10>SMALL(\$E\$10:\$E\$70,6),"Medium" | "Short" |
| IF(AND(E10>SSMALL(E10:E70,6), <br> E10<=100),"Medium" | E10<=SMALL(\$E\$10:\$E\$70,6),"Short" | "Long" |
| IF(AND(E10>SSMALL(E10:E70,6), <br> E10<=100),"Medium" | E10>100,"Long" | "Short" |


| $>=E 10<$ | "Medium" | <E10> |  |
| :---: | :---: | :---: | :---: |
|  |  | "Long" |  |
| "Short" |  |  |  |

SC/NSC - Marking Guidelines
EXAMINATION NUMBER

| 4.4 | Cell G10: =AND(C10<1000,L10="Yes") <br> OR =AND(L10="Yes",C10<1000) <br> OR =IF(AND(C10<1000,L10="Yes"),"True","False") <br> - Criteria 1: C10<1000 $\checkmark$ <br> - Criteria 2: L10="Yes" $\checkmark$ | 1 | 2 |  |
| :---: | :---: | :---: | :---: | :---: |
| 4.5 | Cell M13: $=C 13-(C 13 * 12.5 \%)$ <br> OR $=\mathrm{C} 13^{*} 0.875$ <br> OR $=C 13-(C 13 * 12.5 / 100)$ <br> OR $=C 13-(C 13 * 0.125)$ <br> - Cell reference and subtraction: C13- $\checkmark$ <br> - Calculate percentage: C13 * $12.5 \%$, <br> - Number format: Currency $\checkmark$ | 1 1 1 | 3 |  |
| Q4_6 worksheet |  |  |  |  |
| 4.6 | Chart/Graph <br> - Column chart with data series: Q4_6'!\$A\$1:\$B\$6 $\checkmark$ <br> - Hotels bar: Fill Texture: Paper bag $\checkmark$ <br> - Y-axis major units: $15000 \checkmark$ <br> - Trendline: Moving average $\checkmark$ <br> - Trendline: Ending arrow added $\checkmark$ <br> - Gridlines removed $\checkmark$ | 1 1 1 1 1 1 | 6 |  |
|  | Total for QUESTION 4 |  | [22] |  |


| No. | Criteria | Maximum Mark |  | Candidate Mark |
| :---: | :---: | :---: | :---: | :---: |
| Table: tbl5_1 |  |  |  |  |
| 5.1.1 | Field: IDNo <br> - Field size: $13 \checkmark$ <br> - Set as Primary Key $\checkmark$ | 1 | 2 |  |
| 5.1.2 | Field: Experience: Lookup <br> - 'Safari' added to value list $\checkmark$ <br> - Allow Multiple Values: Yes $\checkmark$ | 1 1 | 2 |  |
| 5.1.3 | Field: Date: Validation Rule and Validation Text >=\#2023/07/01\# AND <=\#2024/08/31\# <br> OR <br> >\#2023/06/30\# AND <\#2024/09/01\# <br> OR <br> Between \#2023/07/01\# AND \#2024/08/31\# <br> - Validation Rule: <br> - Dates in the correct range $\checkmark$ <br> - AND $\sqrt{ }$ <br> - Appropriate use of operators $\checkmark$ <br> - Validation Text: <br> Any appropriate text relevant to dates $\checkmark$ | 1 1 1 1 | 4 |  |
| 5.1 .4 | Field: Picture <br> - Data type: OLE object $\checkmark$ (OR Hyperlink) <br> - Position: Appears below IDNo $\checkmark$ <br> - Caption: IDPhoto $\checkmark$ | 1 1 1 | 3 |  |
| 5.1 .5 | Gridlines (Mark in Datasheet View (CTRL+.)) <br> - Colour: Black $\checkmark$ <br> - Only horizontal gridlines display $\checkmark$ | 1 | 2 |  |

SC/NSC - Marking Guidelines

## Form: frm5_2

| 5.2 | Image |
| :--- | :--- |
|  | $\bullet \quad$ Display When: Screen Only $\checkmark$ |
|  | Field: Duration - Conditional formatting <br> (Mark in Form View (CTRL+.)) |

- Compare to other records $\checkmark$
- Show Bar only: checked
- Bar colour: Yellow $\checkmark$


Query: qry5_3
5.3

- Morning criteria: "Game drive" $\checkmark$
- Morning criteria: "Shark cage diving" $\checkmark$
- Transport criteria: Yes/True $\checkmark$
- AND/OR logic $\checkmark$
(Transport is Yes ONLY for Game drive)

(Expected number of records: 3)


## Query: qry5_4

5.4

Design view

- Experience and TourName fields display $\checkmark$
- Experience: Total: Group by $\checkmark$
- Experience criteria:

NOT "Romance" $\checkmark$
OR
<> "Romance"

- TourName: Total: Count

Datasheet view

- Total row: Sum

|  | 5 |
| :---: | :---: |
| 1 |  |
| 1 |  |
| 1 |  |
|  |  |
| 1 |  |
| 1 |  |


| EXAMINATION <br> NUMBER |  |  |  |  |  |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |

\begin{tabular}{|c|c|c|c|c|}
\hline \multicolumn{5}{|l|}{Query: qry5_5} \\
\hline 5.5 \& \begin{tabular}{l}
Calculated field: Hours: [Duration]/60 \\
- Calculated field: Hours \(\checkmark\) \\
- [Duration] \(\checkmark\) \\
- /60 \(\quad\) r \\
- Criteria: >=24 \(\checkmark\) \\
(Expected number of records: 5)
\end{tabular} \& 1
1
1
1 \& 4 \& \\
\hline \multicolumn{5}{|l|}{Report: rpt5_6} \\
\hline 5.6 \& \begin{tabular}{l}
- Experience textbox moved from Detail section to Experience header \(\checkmark\) \\
- Keep the whole group together on one page \(\checkmark\) (Mark from the Group \& Sort bar, NOT the Report properties) \\
- Function: \\
- Inserted in the Experience group header \(=\mathrm{MIN}([\) CostPerPerson] \() \checkmark\) \\
- Formatted to SA currency \(\checkmark\) \\
- Label: Removed/Label text removed \(\checkmark\)
\end{tabular} \& 1
1

1
1
1 \& 5 \& <br>
\hline \& Total for QUESTION 5 \& \& [35] \& <br>
\hline
\end{tabular}

- This question should be marked from the HTML code.
- Numerical attribute values and single words do not need to be in inverted commas.

| No. | Criteria |  | Maximum Mark | Candidate Mark |
| :---: | :---: | :---: | :---: | :---: |
| 6_1Interactive |  |  |  |  |
| 6.1.1 | Bold tag <center><b>123...</b></center> <br> - Bold tags and examination number inserted $\checkmark$ | 1 | 1 |  |
| 6.1.2 | Image <br> <img src:"6_1Banner.png" align="left"> <br> - Attribute: align="left" $\checkmark$ | 1 | 1 |  |
| 6.1.3 | Horizontal line <br> <hr color="black" width=" \(80 \%\) "/> <br> - Attribute: width="80\%" $\checkmark$ | 1 | 1 |  |
| 6.1.4 | Font colour <br> <font color="black"> <br> - Colour: black $\checkmark$ | 1 | 1 |  |
| 6.1.5 | Image <br> <td><img src="6_1Urban.jpg" height="250" width="180"></td> <br> - Image inserted: 6_1Urban.jpg $\checkmark$ <br> - Attribute: height="250" | 1 1 | 2 |  |
| 6.1.6 | Break tag <br> <td>Surfing; kayaking; hiking; <br/> discovering flowers</td> <br> - Break tag inserted | 1 | 1 |  |

SC/NSC - Marking Guidelines

| 6.1.7 | Unordered list <ul type="square"> <br> - <ol> changed to <ul type="square"> $\checkmark$ | 1 | 1 |  |
| :---: | :---: | :---: | :---: | :---: |
| 6.1.8 | Link tag <br> <a href="https://video.eko.com/v/A98brG"> <br> - Attribute: name changed to href $\checkmark$ | 1 | 1 |  |
| 6.2 | 6_2Big6 |  |  |  |
|  | ```<table border="0" cellspacing="50"> <tr> <th bgcolor="lightblue">V&A Waterfront</th> 4 <td rowspan="6"><img src="6_2Arrows.png" align="center"></td> <td align="center" width="200">Life on the </tr> edge of an historical working harbour</td> <tr> <th bgcolor="lightblue">Cape Point</th> <td align="center" width="200">The panoramic views that spread out before you are breathtaking</td> </tr> <tr> 5 <th bgcolor="lightblue">Groot Constantia</th> </table> Table Table tag: table } (1)Attribute: cellspacing="50"  (2) Border="0"\checkmark (Accept without border attribute) 3 Rowspan="6"\checkmark (4) Groot Constantia row: 5 Attribute: bgcolor="lightblue" \checkmark``` | 1 | 5 |  |
|  | Closing tag(s) and nesting correctly used $\checkmark$ | 1 | 1 |  |
|  | Total for QUESTION 6 |  | [15] |  |

SC/NSC - Marking Guidelines
EXAMINATION NUMBER

QUESTION 7
File names: 7CapeTown, 7Tourists
Total Q7: 15

| No. | Criteria | Maximum Mark |  | Candidate Mark |
| :---: | :---: | :---: | :---: | :---: |
| 7CapeTown |  |  |  |  |
| 7.1.1 | Table: Formatting <br> - Inside borders: Any blue colour | 1 | 1 |  |
| 7.1 .2 | Table: Formatting <br> - First cell in first row split into 2 cells $\checkmark$ (Tourist Name and Tourist Surname) | 1 | 1 |  |
| 7.1.3 | Table: Formula <br> (Note to marker: Mark from the Dialog box or ALT+F9) $\begin{array}{lll} =I F(S U M(L E F T)>=6,1000,500) & \text { OR } \\ =I F(S U M(L E F T)>5,1000,500) & \text { OR } \\ =I F(S U M(L E F T)<=5,500,1000) & \text { OR } \\ =I F(C 6+D 6>=6,1000,500) & \end{array}$ <br> - Function: IF $\checkmark$ <br> - Total number of visits: SUM(LEFT) $\checkmark$ OR C6 + D6 <br> - Total is greater than $5:>=6 \checkmark \quad$ OR $>5$ <br> - Value if TRUE: $1000 \checkmark$ <br> - Value if FALSE: $500 \checkmark$ | 1 1 1 1 1 | 5 |  |

SC/NSC - Marking Guidelines
EXAMINATION NUMBER


