

REKENAARSTUDIE SG VRAESTEL 2

ALGEMEEN

Leerkrigte moet die sillabus van 2003 volg en seker maak dat alle werk gedek is. Werk wat in Graad 10 en 11 gedoen is moet in Graad 12 hersien word.

KOMMENTAAR OP SPESIFIEKE VRAE

- 1.2 Die omvou van teks rondom 'n prentjie moet aandag geniet.
- 1.3 Paragraaf merkers moet aangeskakel word wanneer kandidate vrae in Word beantwoord. Hulle moes die sagte "enter" opgemerk het wat die probleem veroorsaak het om die laaste paragraaf te nommer.
- 1.4 "Page setup" moet gebruik word om teks vertikaal op 'n bladsy te sentreer.
- 1.6 "Section breaks" en "column breaks" moet aandag geniet.
- 1.7 "Section breaks" maak dit moontlik om voetskrifte op geselekteerde bladsye in te voeg.
- 2.3 Kandidate moet die verskil tussen die formatering van 'n sel as "currency" en "accounting".
- 2.4 Wanneer twee datums van mekaar afgetrek word om die getal dae te bepaal moet die antwoord as "number" geformateer word.
- 2.5 Die vraag word beantwoord deur die selle D2 tot D36 te selekteer. Klik op Format/ConditionalFormatting. Verander "Cell value is" na "Formula is". Tik in =I2<=20000. Klik op Format/Patterns en selekteer rooi. Let daarop dat die engin nommers geformateer moes word en nie die kilometers nie.
- 2.6 Afronding van syfers tot die naaste 10 moet aandag geniet.
- 2.8 Om 'n werkblad te beskerm maar sekere selle oop te hou vir veranderings, moet die selle wat nie beskerm moet word nie, geselekteer word en daarna moet die regmerkie by Format, Cells, Protection, Locked verwyder word. Gaan daarna na Tools, Protection, Protect sheet.
- 3.2 "Memo" is 'n veldtipe wat meer as 255 karakters kan stoor.
- 3.4 Sortering van data in 'n veld en velde wat nie in 'n navraag vertoon moet word nie, vereis aandag.
- 3.5 Kandidate moet "wizards" gebruik om vorms en verslae in Access te skep. Baie onderwysers het punte toegeken vir dorp/stad wat alfabeties gerangskik was in plaas daarvan dat die data daarvolgens gegroepeer was. Die spesifieke dorp/stad se naam sal slegs een keer in die verslag verskyn as groepering gebruik is.

Daar is 'n verskil tussen die opskrif van die verslag en die naam van die lêer waarin dit gestoor word.
- 4.1 Kandidate moet weet hoe om die bestaande formaat van style in 'n woordverwerkingsdokument te verander en toe te pas.
- 4.3 Dit is nodig om 'n paragraafmerker (enter) aan die begin van die dokument in te sit voordat 'n addisionele bladsy aan die begin van die dokument te skep vir die inhoudsopgawe.

Kandidate het nie geweet hoe om die inhoudsopgawe elektronies te skep nie.

- 4.4 Die sorteer funksie word op die “dropdown menu” van “Table” gevind.
- 5.1 Alle Excel-funksies wat in die sillabus voorgeskryf is moet gedek word in die onderrig.
- 5.2 By sommige sentrums kon die kandidate nie die “Vlookup” doen nie.
- 5.3 Kandidate het nie geweet hoe om die woorde van die vraag in kode te omskep nie: As (=If) die kilometerafstand by die laaste diens (**D2**) plus (+) die diensinterval (**F2**) groter is as (>) die afstand waarop die kontrak verval (**E2**), die kliënt moet “**WAARSKU**”, anders moet dit oopgelaat word “ ”.
- 6.1 Relasies moet die nodige aandag kry.
- 6.2 Kandidate moet die “wizard” gebruik om verslae te skep. Wanneer die “wizard” gebruik is om die verslag rofweg te skep, kan die “design view” gebruik word om die verder aan te pas en te voltooi. Wanneer verskillende tabelle betrokke is by die verslag sal dit raadsaam wees om eers ‘n navraag te skep waar die velde wat nodig is van die tabelle af ingetrek word.
- Kandidate moet in staat wees om die eienskappe (“properties”) van ‘n veld in die “design view” te verander na bv. currency, left justify, fonts, ens.
- Die opskrif van die verslag moet in die “header” area in “design view” geskryf word deur van ‘n etiket (“label”) gebruik te maak. Indien die “wizard” gebruik was, sou dit outomaties daar verskyn.
- 8.2/10.2 Die vertoon van die teks in kolomme het probleme geskep.
- 8.3/10.3 Kandidate het probleme ondervind met die sortering.

COMPUTER STUDIES SG PAPER 2

GENERAL COMMENTS:

Teachers must follow the 2003 syllabus and make sure that all the work is covered. Work done in Grades 10 and 11 must be revised in Grade 12.

COMMENTS ON SPECIFIC QUESTIONS:

- 1.2 Wrapping of text around the picture needs attention.
- 1.3 Paragraph markers must be switched on when candidates answer questions on Word. They should have noticed the soft enter that caused the problem in numbering the last paragraph.
- 1.4 Page setup must be used to align text vertically on a page.
- 1.6 Section breaks and column breaks need attention.
- 1.7 Section breaks allow footers to be inserted on selected pages.
- 2.3 Candidates must know the difference in formatting cells as currency and accounting.
- 2.4 When two dates are subtracted to get the number of days, the answer must be formatted as a number.
- 2.5 The question is answered by selecting cells D2 to D36. Click on Format/ConditionalFormatting. Change "Cell value is" to "Formula is". Type in $=I2<=20000$. Click on Format/Patterns and select "red". Note that the engine numbers was to be formatted, not the kilometres.
- 2.6 Rounding figures off to the nearest 10 requires attention.
- 2.8 To protect a sheet but allow certain cells to be open for change, one must first select the cells that are not to be protected. Click on Format, Cells, Protection and remove the tick at Locked. Then go to Tools, Protection, Protect sheet.
- 3.2 "Memo" is a field type that can hold more than 255 characters.
- 3.4 Sorting of data in a field and fields that are not to be displayed in a query, need attention.
- 3.5 Candidates must use the wizards to create new forms and reports. Many teachers awarded marks for town/city that was sorted alphabetically and not grouped as the question stated. If grouping had been used, the name of the town/city would have appeared only once in the report.

There is a difference between the name of a report (Typed into the Header margin) and the name by which it is saved on disk.
- 4.1 Candidates must know how to change the existing format of styles in a Word document.
- 4.3 It is necessary to insert a paragraph marker (enter) at the start of the document before a page break is inserted to get the extra page above the document for the table of contents.

Candidates did not know how to create the table of contents electronically.
- 4.4 The sort function is found in the dropdown menu of "Table".

- 5.1 All Excel functions that are prescribed in the syllabus must be covered in teaching.
- 5.2 Candidates at some centres could not do the Vlookup.
- 5.3 Candidates experienced problems putting the wording of the question into code: =**if** the kilometre reading at the last service (**D2**) + the service interval (**F2**) is greater than (>) the distance at which the contract expires (**E2**), the client will have to be **WARNed**, else it must be left blank " ".
- 6.1 Relationships must receive proper attention.
- 6.2 Candidates must use the wizard to create reports. When the report is roughly created by using the wizard, it can be adjusted and completed in the design view. When multiple tables are involved, it is advisable to use a query first.
- Candidates must be prepared to set the properties of a field, i.e. formatting as currency, left justify, fonts, etc.
- The heading of a report is inserted in the header area in the design view, using a label. If the wizard had been used, it would have been inserted automatically.
- 8.2/10.2 Display of text in columns caused problems.
- 8.3/10.3 Candidates had problems with the sorting procedure.