



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2017

MEMORANDUM/MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER										
------------------	--	--	--	--	--	--	--	--	--	--

FINAL MARK	
------------	--

EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	37	17	38	17	37	19	15	180
MARKER								
SM								
CM								
IM/EM								

This memorandum/marking guideline consists of 14 pages.

EXAMINATION NUMBER										

IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE AN IMPACT ON THE ANSWER.

QUESTION 1

File name: 1Areas

Total Q1: 37

No	Criteria	Maximum Mark			Candidate Mark
1.1.1	Abstract <ul style="list-style-type: none"> • Language set to ONLY English (South Africa) ✓ 	1		1	
1.1.2	Abstract alignment <ul style="list-style-type: none"> • Text of abstract justified ✓ 	1		1	
1.2	Image <ul style="list-style-type: none"> • Image cropped to any shape ✓ • Sharpness set to 50% or any other % besides 0% ✓ 	1		2	
		1			
1.3	Subtitle text control <ul style="list-style-type: none"> • Content control (<i>not text</i>) removed ✓ 	1		1	
1.4	Table of contents <ul style="list-style-type: none"> • Table of contents inserted ✓ with 'Classic' style • 'Water' style used as first heading style/level ✓ • 'Heading 1' style used as second heading style/level ✓ (Alt F9: {TOC \h \z \t "Heading 1,2,Water,1"}) • Page numbers have solid leaders ✓ 	1		4	
		1			
		1			
		1			
		1			
1.5	Page numbers <ul style="list-style-type: none"> • Automatic page numbering inserted in the footer ✓ • Formatted as 'Page 1' OR 'page 1' style ✓ • Numbering starts as 1 on the 'Contents' page ✓ • Odd page numbers aligned on the left ✓ • Even page numbers aligned on the right ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> • <i>Accept if odd and even was swapped.</i> • <i>Award the fourth mark if 'Different odd and even' was checked, even if no numbers were inserted.</i>) 	1		5	
		1			
		1			
		1			
		1			
1.6	Dropped cap <ul style="list-style-type: none"> • Dropped cap applied on 'Our' (<i>any number of lines</i>) ✓ • Spacing set to 0.5 cm from the text ✓ 	1		2	
		1			
1.7	Cross-reference <ul style="list-style-type: none"> • Cross-reference added on text 'table 1' ✓ (Ref475517156) • Links to table ✓ 	1		2	
		1			

EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.8.1	Table style (Water Source Area Table) • Any predefined style applied ✓	1		1	
1.8.2	Table heading • 'Repeat Header Rows' checked for first row ✓	1		1	
1.8.3	Footnote • Footnote inserted on text 'Grootwinterhoek' ✓ (<i>check 'Grootwinterhoek' text on other pages</i>) • Reads as 'Strategic water sources' ✓ (<i>accept any text</i>) • '*' used as symbol ✓	1 1 1		3	
1.9	Caption (WESTERN CAPE WATER SOURCE AREAS) • Any automatic caption added to image ✓ • Label reads as 'Image 1' (<i>or 'image 1'</i>) ✓	1 1		2	
1.10	Bullets • Bullets below 'Boland Mountains' changed to Wingdings character number 165 (©) ✓	1		1	
1.11	WordArt • WordArt applied to 'Did you know?' ✓ • Text wrapping set to 'Top and Bottom' ✓	1 1		2	
1.12	Chart/Graph (MPUMALANGA DRAKENSBERG) • Any data of chart/graph changed ✓ • Two changes correctly made to any graph (Cultivated 2%, Natural 48%) ✓	1 1		2	
1.13	Citation • Any automatic citation inserted ✓ • Report source created ✓ • Correct fields: Title: The effects of water, Year: 2015 entered (<i>accept if only one field was entered</i>) ✓	1 1 1		3	
1.14	Table of figures • Table of figures added to show images ✓ • Table of figures displaying tables has not been deleted ✓ (<i>award only if attempt was made for first bullet</i>)	1 1		2	
1.15	Page layout • Last page changed to portrait ✓ • Other pages remain in landscape ✓ (<i>award only if attempt was made for first bullet</i>)	1 1		2	
	Total for QUESTION 1			[37]	

EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 2

File names: 2Water, 2Done

Total Q2: 17

No	Criteria	Maximum Mark			Candidate Mark
2.1	Date field <ul style="list-style-type: none"> Any date added ✓ Field will automatically update ✓ 	1		2	
		1			
2.2	Textbox fill <ul style="list-style-type: none"> Second text box <u>filled</u> with 2Drops image ✓ All/some text bolded in any text box ✓ 	1		2	
		1			
2.3	Drop-down field: Gender <ul style="list-style-type: none"> 'Femail' spelling changed to 'Female' ✓ 	1		1	
2.4	Check box: 'Older than 60' <ul style="list-style-type: none"> Any check box inserted ✓ to the left of text (<i>or in any other position</i>) 	1		1	
2.5	Text form field: 'Number of adults ...' <ul style="list-style-type: none"> Type changed to 'Number' ✓ 	1		1	
2.6	Number form field: 'How much do you pay ...' <ul style="list-style-type: none"> Number format changed to value with 'R' currency format ✓ 	1		1	
2.7	Tabs <ul style="list-style-type: none"> Leader tabs/tab set to approximately 6 cm, 10 cm and 15 cm ✓ Left tabs used in all cases ✓ Tab leaders added in two cases (6 cm and 15 cm) ✓ All tabs correctly applied ✓ 	1		4	
		1			
		1			
		1			
2.8	Mail merge <ul style="list-style-type: none"> Data source 2Det_Bes used ✓ Any sorting done ✓ in ascending order ✓ <i>Name</i> and <i>Surname</i> fields inserted ✓ Merge completed ✓ (2Done) <p>(Note to marker: 29 or 30 letters expected.)</p>	1		5	
		1			
		1			
		1			
		1			
Total for QUESTION 2				[17]	

EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 3

File name: 3Rain_Reën

Total Q3: 38

- 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
Rain_Reën worksheet					
3.1.1	Row 1: • Merged cell changed to A1:O1 ✓	1		1	
3.1.2	Row 1 fill: • Any fill effect applied ✓ • Thin diagonal stripe pattern style fill effect applied ✓ (accept any diagonal stripes)	1 1		2	
3.2	Freeze panes: • Freeze panes effect applied ✓ • Correct columns and rows (rows 1 and 2, columns A and B) ✓	1 1		2	
3.3	Cell D3: • =VALUE(C3) ✓ (Note to marker: After sorting =VALUE(C6).)	1		1	
3.4	Cell G48: • =MODE ✓ (G3:G46) ✓	2		2	
3.5	Cell H49: =ROUNDUP(AVERAGE(H3:H46),0) OR =CEILING(AVERAGE(H3:H46),1) OR =ROUND(AVERAGE(H3:H46)+0.5,0) • AVERAGE(H3:H46) ✓ • ROUNDUP/CEILING/INT ✓ • ,0 for ROUND/ROUNDUP and ,1 for CEILING ✓	1 1 1		3	

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3.6	<p>Cell K50: =LARGE(K3:K46,3)</p> <ul style="list-style-type: none"> LARGE function ✓ Correct range and parameters (K3:K46,3) ✓ 	1 1		2	
3.7	<p>Cell M51: =SUMIF(B3:B46,"2015",M3:M46)</p> <ul style="list-style-type: none"> SUMIF function ✓ Criteria range: (B3:B46) ✓ Criteria: "2015" ✓ Sum range: (M3:M46) ✓ 	1 1 1 1		4	
3.8	<p>Conditional formatting Column D to Column O:</p> <ul style="list-style-type: none"> Conditional formatting has been applied to cells D3:O46 ✓ 3 different colours applied (<i>any colours</i>) ✓ Lowest point set to 0 ✓ Midpoint set to 100 ✓ Highest point is set to 630 ✓ <p><i>(Note to marker: No marks awarded if conditional formatting has not been applied.)</i></p>	1 1 1 1 1		5	
3.9	<p>Cell R4: =IF(SUM(D24:O24)>650,"High","Low")</p> <p>OR =IF(SUM(D24:O24)<=650,"Low","High")</p> <ul style="list-style-type: none"> IF-syntax is correctly used ✓ <p>Conditions:</p> <ul style="list-style-type: none"> Sum ✓ of Cape Town 2015 ✓ (<i>or any other range</i>) Smaller than or equal to 650 (<i>or greater than</i>) ✓ Value "Low" if less than or equal to 650 ✓ Else value "High" if greater than 650 ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <i>Accept building blocks.</i> <i>There are many alternative answers. Evaluate the candidates answer against the bulleted options.</i> <i>Accept D44:O44.)</i> 	1 2 1 1 1		6	
3.10	<p>Sorting:</p> <ul style="list-style-type: none"> First sorted by year – smallest to largest ✓ Second sorted by city – A to Z ✓ 	1 1		2	

EXAMINATION NUMBER														
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Durban worksheet					
3.11	Cell C6: =SUBTOTAL(\$A\$6,C10:C53) OR =SUBTOTAL(\$A\$6,C9:C53) • Cell range C10:C53 ✓ • Absolute cell reference ✓			2	
		1			
		1			
3.12	Filter: • Filter set on Durban ✓	1		1	
Bloemfontein worksheet					
3.13	Graph • Area chart/graph displays rainfall per month per year for Bloemfontein (range B1:O12) ✓ • Suitable chart title inserted ✓ • Any legend inserted ✓ below • Horizontal axis options display years ✓ • Data labels inserted for 'Total' series ✓			5	
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 3			[38]	

EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 4

File name: 4Game_Speel

Total Q4: 17

- 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
Scores_Punte worksheet					
4.1	Hyperlink: <ul style="list-style-type: none"> • Hyperlink removed from heading 'Water Games' ✓ 	1		1	
4.2	Cell E3: =(TODAY()-D3)/7 OR =(NOW()-D3)/7 OR =DAYS(NOW(),D3)/7 OR =DAYS(TODAY(),D3)/7 <ul style="list-style-type: none"> • TODAY() function ✓ • -D3 ✓ • /7 ✓ (Notes to marker: <ul style="list-style-type: none"> • Accept if the current date was entered in a cell and the cell reference was used. • If the DAYS function was used allocate one mark for the function and one mark each for the correct parameters.) 	1		3	
4.3	Data validation: <ul style="list-style-type: none"> • 'Black' removed from the list ✓ • Applied to the whole column G ✓ 	1		2	

EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4.4	<p>Cell I3: =LEFT(C3,2)&" "&RANDBETWEEN(0,99)&LOWER(F3)</p> <p>OR =CONCATENATE(LEFT(C3,2)," ",RANDBETWEEN(0,99), LOWER(F3))</p> <p>OR = MID(C3,1,2)&" "&RANDBETWEEN(0,99)&LOWER(F3)</p> <ul style="list-style-type: none"> • LEFT (or MID) function ✓ • Cell reference and number of characters (C3,2) ✓ • Space ✓ • RANDBETWEEN function ✓ • Parameters (0,99) ✓ • LOWER function and cell reference F3 ✓ • CONCATENATE OR & operators correctly used ✓ 	1 1 1 1 1 1 1	7	
4.5	<p>Cell J3: =HLOOKUP(H3,Awards_Toekennings!\$A\$1:\$E\$3,2)</p> <ul style="list-style-type: none"> • HLOOKUP function ✓ • Lookup value: H3 ✓ • Lookup range: Awards!\$A\$1:\$E\$3 ✓ <i>(ignore if no absolute cell reference, accept B1:E3)</i> • Row number: 2 ✓ <p><i>(Note to marker: If the candidate changed the orientation of the Awards_Toekennings worksheet, VLOOKUP may be used.)</i></p>	1 1 1 1	4	
Total for QUESTION 4			[17]	

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 5

File name: 5Dam

Total Q5: 37

No	Criteria	Maximum Mark			Candidate Mark
Table: Dam					
5.1.1	Field: Name or Location • Set as primary key ✓	1		1	
5.1.2	Field: Town • > inserted in Format field property ✓	1		1	
5.1.3	Field: Province • Combo box created ✓ • Row source: Province ✓	1		2	
		1			
5.1.4	Field: Completed Input Mask: 00/>LLL/0000 • Two compulsory digits: 00 ✓ • Uppercase: > ✓ • Three compulsory letters: LLL ✓ • Four compulsory digits: 0000 ✓ • Divider: / (accept '-' due to computer settings) ✓			5	
		1			
		1			
		1			
		1			
5.1.5	Field: Capacity • Validation Rule >=0 OR NOT <0 ✓	1		1	
5.1.6	Field: Illustration • Data type changed to OLE Object/ Hyperlink ✓ • 5AlbertFalls image inserted for the 'Albert Falls Dam' record ✓ (Note to marker: Check on Hyperlink when file is transferred to another computer.)	1		2	
		1			
Query: qry5_2					
5.2	• Town field inserted ✓ • Criteria in Province field: Limpopo ✓ (Note to marker: 15 records expected.)	1		2	
		1			

EXAMINATION NUMBER																			
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Query: qry5_3				
5.3	<ul style="list-style-type: none"> • Fields displayed: <i>Province, Avg Of Capacity</i> OR <i>Capacity</i> ✓ • Criteria on <i>Province</i>: "Free State" ✓ OR "North West" ✓ • AVG ✓ (<i>ignore whether rounded or not</i>) • Calculated on <i>Capacity</i> field ✓ <p><i>(Note to marker: 2 records expected.)</i></p>	1 1 1 1 1		5
Query: qry5_4				
5.4	<ul style="list-style-type: none"> • Only <i>Name</i> and <i>Town</i> fields display ✓ • Criteria on <i>Surface</i>: IS NOT NULL OR "Like *" OR "True" ✓ • Criteria on <i>Completed</i>: Between #01/01/1990# ✓ AND #31/12/2000# ✓ OR >=#1/1/1990# AND <=#12/31/2000# <p><i>(Notes to marker:</i> • <i>11 records expected.</i> • <i>Format of the dates may differ depending on system dates.)</i></p>	1 1 2		4
Query: qry5_5				
5.5	<ul style="list-style-type: none"> • Calculated field called <i>Volume</i> has been created ✓ • Calculation: [<i>Surface</i>]*[<i>Height</i>]*0.3 ✓ • Format changed to Fixed/Standard ✓ and one decimal place ✓ 	1 1 1 1		4
Form: frm5_6				
5.6	<ul style="list-style-type: none"> • 5AlbertFalls image added ✓ as form background image ✓ • Hyperlink inserted ✓ next to <i>Province</i> label • Links to the <i>Province</i> table NOT database ✓ • Examination number displays in the form footer ✓ 	1 1 1 1 1		5
Report: rpt5_7				
5.7	<ul style="list-style-type: none"> • <i>Illustration</i> label AND field removed ✓ • Report grouped according to <i>Province</i> ✓ • Report sorted by <i>Town</i> ✓ • Function in <i>Province</i> report footer/report header ✓ =MAX([<i>Capacity</i>]) ✓ 	1 1 1 1 1		5
Total for QUESTION 5				[37]

EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 6

File name: 6Wise_Wys

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 <code><title>Examination number</title></code> <ul style="list-style-type: none"> • Examination number inserted inside title tags ✓ 			1	
		1			
6.2	Table cell and image <code><td></td></code> <ul style="list-style-type: none"> • Additional cell inserted anywhere ✓ • 6Life.jpg image inserted ✓ • Image tags correctly inserted ✓ 			3	
		1			
		1	1		
6.3	Horizontal line <code><hr size="5"></code> <ul style="list-style-type: none"> • Horizontal line inserted ✓ • Size set to 5 ✓ 			2	
		1	1		
6.4	Alignment and font <code><h2 align="center">Are you water wise?</h2></code> <ul style="list-style-type: none"> • Alignment set to centre ✓ • Font changed to 'Arial' ✓ 			2	
		1	1		
6.5	Table border <code><table border="1" cellpadding="12"></code> <ul style="list-style-type: none"> • Border set to 1 ✓ • Cellpadding set to 12 ✓ 			2	
		1	1		

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.6	<p>Table columns <code><td colspan="2"></code> <code></code> <i><i>The kitchen ... Here are some suggestions:</i></i> <code></code> <code></td></code></p> <ul style="list-style-type: none"> • One table cell appears ✓ • Closing tags for first cell and opening tags for second cell removed ✓ • Column span set to 2 ✓ 	1 1 1	3	
6.7	<p>Alternative text <code><tr></code> <code><th>Inside the house</th></code></p> <ul style="list-style-type: none"> • Alternative text 'Inside' added ✓ on 6House image 	1	1	
6.8	<p>Unordered list <code><ul type="circle"></code> <code>Avoid</code> <code>Run</code> <code>Keep</code> <code>Check your ...</code> <code>Install ...</code> <code>Take ...</code> <code>When ...</code> <code>Turn</code> <code></code></p> <ul style="list-style-type: none"> • Type set to circle ✓ • All list items have opening and closing tags ✓ 	1 1	2	
6.9	<p>Link <code></code> <code>waterwise.co.za</code></p> <ul style="list-style-type: none"> • Link created on the text 'waterwise.co.za' (accept any text) ✓ • Links to an e-mail address – Mailto: ✓ • E-mail address 'waterwise@water.co.za' ✓ 	1 1 1	3	
	Closing tag(s) or triangular brackets omitted or more than one closing tag in the incorrect order	-1		
	Total for QUESTION 6		[19]	

EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 7

Total Q7: 15

File names: 7River_Rivier, 7Rivers_Riviere, 7Answ_Antw

No	Criteria	Maximum Mark			Candidate Mark
7Rivers_Riviere worksheet					
7.1.1	Header <ul style="list-style-type: none"> Worksheet name added ✓ As field ✓ In the left section of the header ✓ 	1		3	
		1			
		1			
7.1.2	Named range <ul style="list-style-type: none"> Named range changed to 'Name_River' ✓ <p><i>(Note to marker: Accept if a <u>new</u> named range 'Name_River' was inserted.)</i></p>	1		1	
7.1.3	Protection <ul style="list-style-type: none"> Columns A to C locked ✓ Password 123 used ✓ 	1		2	
		1			
7River_Rivier database					
7.2	Import table <ul style="list-style-type: none"> Data from the 7Rivers_Riviere spreadsheet imported in 7River_Rivier database ✓ Saved as a new database table called Rivers ✓ 	1		2	
		1			
7Answ_Antw					
7.3.1	Gutter position of the document <ul style="list-style-type: none"> Top ✓ 	1		1	
7.3.2	Number of paragraphs in the document <ul style="list-style-type: none"> 83 ✓ 	1		1	
7.3.3	Number of occurrences of the letter 'm' in the document <ul style="list-style-type: none"> 185 ✓ 	1		1	
7.3.4	First word that appears on line 100 <ul style="list-style-type: none"> rates OR crop ✓ 	1		1	
7.3.5	Line weight of the 'Intense Quote' style <ul style="list-style-type: none"> 0.5 OR (1/2) ✓ 	1		1	
7.3.6	Word marked as an index <ul style="list-style-type: none"> SHARPS ✓ 	1		1	
7.3.7	Title of the citation source that appears in the document <ul style="list-style-type: none"> Water Savers ✓ 	1		1	
	Total for QUESTION 7			[15]	
	TOTAL			180	