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NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2018

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	28	22	26	24	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 14 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: 1Pat

Total Q1: 28

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Font and alignment <ul style="list-style-type: none"> More than half of document's font size changed to 12 ✓ More than half of document's alignment changed to justified ✓ 	1		2	
		1			
1.2	WordArt <ul style="list-style-type: none"> Heading changed to any WordArt ✓ Text filled with any green colour ✓ (<i>mark from WordArt settings, accept green gradient fill</i>) Text outline set to 3 pt ✓ (<i>mark from WordArt settings</i>) 	1		3	
		1			
		1			
1.3	Find and replace <ul style="list-style-type: none"> Symbols '婁' replaced ✓ With 'fi' ✓ (<i>ignore quotation marks</i>) 9 replacements made ✓ 	1		3	
		1			
		1			
1.4	Citation <ul style="list-style-type: none"> Any citation inserted ✓ on the text Citation refers to website source ✓ Only the title displayed ✓ 	1		3	
		1			
		1			
1.5	Footnote <ul style="list-style-type: none"> Footnote inserted on text 'soda bread' ✓ Custom mark is '♠' symbol ✓ Footnote text entered ✓ (<i>'Bread without yeast'</i>) 	1		3	
		1			
		1			
1.6	Bullets <ul style="list-style-type: none"> Image 1StPat used as bullet ✓ Bullet position 0.5 cm from margin ✓ Text indent 2 cm from bullet ✓ 	1		3	
		1			
		1			
1.7	Table <ul style="list-style-type: none"> Table with 2 columns inserted ✓ First column width changed to 3 cm ✓ (<i>allocate mark for column instead of table</i>) Paragraph setting 'Keep with next' applied (<i>or first two rows</i>) ✓ (<i>accept Paragraph setting 'Page break before'</i>) 	1		3	
		1			
		1			

EXAMINATION NUMBER													
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1.8	Heading 1 style <ul style="list-style-type: none"> Font changed to small caps ✓ in green ✓ Paragraph spacing 'after' set to 12 pt ✓ All 4 changes automatically applied ✓ 	2 1 1		4	
1.9	Synonym <ul style="list-style-type: none"> Word 'celebrations' replaced by any word from list (<i>revels, revelries, merriments, festivities, partying, carousing, parties, fetes</i>) ✓ 	1		1	
1.10	Linked object <ul style="list-style-type: none"> Link to 1Luck image file inserted ✓ (<i>Alt+F9, accept hyperlink</i>) Appears as an icon ✓ 	1 1		2	
1.11	Date and format <ul style="list-style-type: none"> Format of date changed to <i>dd MMM yyyy</i> ✓ 	1		1	
	Total for QUESTION 1			[28]	

EXAMINATION
NUMBER**QUESTION 2****File name: 2Place****Total Q2: 22**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Table of contents <ul style="list-style-type: none"> Automatic table of contents inserted ✓ Displays only one level ✓ (<i>no Bibliography/Table of figures</i>) Style of second heading changed to 'Heading 1' ✓ '2. The leaning tower of Pisa, Italy' appears in the table of contents ✓ 	1		4	
		1			
		1			
		1			
2.2	Crop and format picture <ul style="list-style-type: none"> Picture cropped OR colour changed to black ✓ Any shadow effect added to the picture ✓ 	1		2	
		1			
2.3	Caption and comment (Picture below 6. Selfridges) <ul style="list-style-type: none"> Figure caption added to picture ✓ Caption text 'Photograph by Nala Rewop' ✓ Comment deleted ✓ 	1		3	
		1			
		1			
2.4	Orientation <ul style="list-style-type: none"> Any/All pages appear in landscape orientation ✓ Only selected text in landscape orientation ✓ Text entered in any footer ✓ (<i>'Table mountain'</i>) on specific page only ✓ 	1		4	
		1			
		1			
		1			
2.5	Bookmark and hyperlink <ul style="list-style-type: none"> Hyperlink inserted on 'Day' ✓ Hyperlink linked to bookmark March ✓ 	1		2	
		1			
2.6	Sources and bibliography <ul style="list-style-type: none"> 'Month Accessed' changed to July ✓ (<i>'History' source</i>) Source 'Tourism Ireland announces Global Greening line-up for St Patrick's Day' removed ✓ Bibliography updated ✓ (<i>see 'Big Becky'</i>) 	1		3	
		1			
		1			
2.7	Table of figures <ul style="list-style-type: none"> Automatic table of figures inserted ✓ Labels and figure numbers excluded ✓ 	1		2	
		1			
2.8	NumWords field <ul style="list-style-type: none"> Number of words field inserted ✓ (<i>NumWords</i>) Total number of words shown ✓ <i>(Note to marker: Number of words may differ depending on what was done previously in the question. Accept any number between 1075 and 1150.)</i>	1		2	
		1			
	Total for QUESTION 2			[22]	

QUESTION 3**File name: 3Cost****Total Q3: 26**

EXAMINATION NUMBER													
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3.5	Cell I4: =IF(D4="Wear Green", IF(E4="Accessories", "Green", " "), " ") OR =IF(E4="Accessories", IF(D4="Wear Green", "Green", " "), " ") OR =IF(D4<>"Wear Green", " ", IF(E4="Accessories", "Green", " ")) OR =IF(AND(D4="Wear Green", E4="Accessories"), "Green", " ") <ul style="list-style-type: none"> Nested IF/IF function used ✓ Criteria 1: "Wear Green" ✓ Criteria 2: "Accessories" ✓ Correct result for both criteria being met: "Green" ✓ Correct result if either/both criteria not being met: " " ✓ Nested IF constructed correctly ✓ (OR IF/AND used correctly) 	1 1 1 1 1 1		6	
3.6	Cell M3: =AVERAGE(G3:G102) OR =AVERAGE (G:G) <ul style="list-style-type: none"> AVERAGE function ✓ Range: (G3:G102) ✓ 	1 1		2	
3.7	Cell M4: =SUMIF(E3:E102, "Snacks", G3:G102) OR =SUMIF(E:E, "Snacks", "G:G) OR =SUMIFS(G3:G102, E3:E102, "Snacks") <ul style="list-style-type: none"> SUMIF(S) function ✓ Criteria range: E3:E102 ✓ Criteria: "Snacks" ✓ Sum range: G3:G102 ✓ 	1 1 1 1		4	
3.8	Cell M5: =COUNTIF(D3:D102, "*party*") <ul style="list-style-type: none"> Criteria: * ✓ party* ✓ 	2		2	

EXAMINATION NUMBER													
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Green worksheet

3.9	Filter and copy to new worksheet <ul style="list-style-type: none"> Filtered/sorted on column F ✓ Filtered/sorted data ('online') displayed in Green worksheet ✓ (<i>15 items expected</i>) 	1		2	
		1			
	Total for QUESTION 3			[26]	

EXAMINATION
NUMBER**QUESTION 4****File name: 4Dublin****Total Q4: 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
List worksheet					
4.1	Cell E3: =D3-C3 OR =DAYS(D3,C3) OR =DAYS360(D3,C3) OR =DAY(D3)-DAY(C3) <ul style="list-style-type: none">D3 OR DAYS OR DAYS360 ✓-C3 OR (D3,C3) ✓	1		2	
		1			
4.2	Cell H4: =VLOOKUP(G4,Codes!\$A\$2:\$B\$10,2) OR =VLOOKUP(G4,Codes!\$A\$1:\$B\$10,2) OR =LOOKUP(G4,Codes!\$A\$2:\$B\$10) <ul style="list-style-type: none">VLOOKUP/LOOKUP function ✓Lookup value: G4 ✓Lookup table: Codes!A2:B10 ✓ (ignore absolute cell referencing)Column index number: 2 ✓			4	
		1			
		1			
		1			
		1			
4.3	Cell I5: =LOWER(CONCATENATE(LEFT(B5,1),RIGHT(A5,4),"@stp.co.",H5)) OR =LOWER(LEFT(B5,1)&RIGHT(A5,4)&"@stp.co."&H5) <ul style="list-style-type: none">LOWER ✓ ()LEFT ✓ (B5,1) ✓ (accept (B5))RIGHT ✓ (A5,4) ✓"@stp.co." (no mark as it's already provided)H5 ✓ (Note to marker: Accept any other options that will yield the correct answer.)			6	
		1			
		2			
		2			
		1			
Summary worksheet					

EXAMINATION NUMBER														
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4.4	<p>Cell C1: =IF(SUM(B2:B21)=COUNTA(List!A3:A102),"True", "False")</p> <p>OR =SUM(B2:B21)=COUNTA(List!A3:A102)</p> <ul style="list-style-type: none">• IF statement ✓• SUM(B2:B21) = COUNTA ✓ (List!A3:A120) ✓ (columns A, B, C, D, F & G can also be used)• Value if condition true: "True" ✓• Value if condition false: "False" ✓	1 2 1 1		5																			
4.5	<p>Cells A23:B43:</p> <ul style="list-style-type: none">• Duplicates removed ✓ <table><tr><td>UK</td><td>36</td></tr><tr><td>South Africa</td><td>2</td></tr><tr><td>USA</td><td>11</td></tr><tr><td>Canada</td><td>12</td></tr><tr><td>Russia</td><td>16</td></tr><tr><td>Italy</td><td>8</td></tr><tr><td>Korea</td><td>5</td></tr><tr><td>Australia</td><td>6</td></tr><tr><td>Japan</td><td>4</td></tr></table>	UK	36	South Africa	2	USA	11	Canada	12	Russia	16	Italy	8	Korea	5	Australia	6	Japan	4	1		1	
UK	36																						
South Africa	2																						
USA	11																						
Canada	12																						
Russia	16																						
Italy	8																						
Korea	5																						
Australia	6																						
Japan	4																						
4.6	<p>Chart/Graph:</p> <ul style="list-style-type: none">• Chart/Graph type changed to bar ✓• Data selection changed to include only Chicago, New York and Washington ✓• Data series gap width set to 40% ✓• Data series fill set to vary colours by point ✓• Data labels displayed ✓ with dash style border ✓ (Note to marker: If a new chart/graph was created do not allocate the first two marks.)	1 1 1 1 2		6																			
	Total for QUESTION 4			[24]																			

EXAMINATION NUMBER													
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QUESTION 5**File name: 5Data****Total Q5: 40**

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbGroups					
5.1.1	Field: GroupId <ul style="list-style-type: none">Field <i>ID</i> renamed to <i>GroupID</i> ✓	1		1	
5.1.2	Field: Artist <ul style="list-style-type: none">Combo box/List box added ✓Row source: Soloist, Group, Band ✓	1 1		2	
5.1.3	Field: Manager <ul style="list-style-type: none">Format set to uppercase: > ✓	1		1	
5.1.4	Field: CellNo Input Mask: "+27"00\ 0000000 <ul style="list-style-type: none">"+27" ✓00 and space ✓ (<i>do not accept 9</i>)0000000 ✓ (<i>allocate this mark if 9 was used</i>)	1 1 1		3	
5.1.5	Field: Available <ul style="list-style-type: none">Format changed to Yes/No ✓	1		1	
5.1.6	Field: DateBooked <ul style="list-style-type: none">Validation rule: Between #2018/03/14# ✓ AND ✓ #2018/03/17# ✓ (<i>format of the date may differ</i>) OR >=#3/14/2018# AND <=#3/17/2018# OR >#3/13/2018# AND <#3/18/2018# OR Between "2018/03/14" AND "2018/03/17" OR Between DateSerial(2018,03,14) AND DateSerial(2018,03,17)Required property set to 'Yes' ✓	2 1 1		4	
Form: frm5_2					
5.2	<ul style="list-style-type: none"><i>Artist</i> field displays in bold ✓Label inserted next to <i>ReleaseDate</i> field ✓ with help for date format MMM-yy ✓ (<i>allocate second mark if in 'ControlTip Text'</i>)<i>NoOfCDsInShop</i> field AND label deleted ✓	1 1 1 1		4	

EXAMINATION
NUMBER

Query: qry5_3					
5.3	<ul style="list-style-type: none"> Sorted by <i>Title</i> field ✓ in ascending order ✓ <i>ReleaseDate</i> criteria: Is Null ✓ OR operator ✓ <i>NoOfCDsInShop</i> criteria: 0 OR <1 ✓ <p>(Note to marker: 36 records expected.)</p>	2 1 1 1		5	
Query: qry5_4					
5.4	<ul style="list-style-type: none"> Displays <i>Artist</i>, <i>CountOfTitle</i> and <i>LastOfReleaseDate</i> fields ✓ <i>Artist</i> field: Group By selected in Total row ✓ <i>Title</i> field: COUNT selected in Total row ✓ and criteria set to >1 ✓ <i>ReleaseDate</i> field: LAST selected in Total row ✓ <p>(Note to marker: 14 records expected.)</p>	1 1 1 1 1		5	
Query: qry5_5					
5.5	<ul style="list-style-type: none"> Fields displayed: <i>Title</i>, <i>Format</i>, <i>Price</i> ✓ <i>Format</i> field criteria: Tape ✓ OR ✓ DVD ✓ Total row ✓ included in datasheet view Displayed as SUM ✓ <p>(Note to marker: 8 records expected.)</p>	1 3 1 1		6	
Report: rpt5_6					
5.6	<ul style="list-style-type: none"> Data source changed to qry5_6 ✓ <i>ZARPrice</i> field inserted ✓ in Detail section ✓ Label ('ZARPrice') added to the page header ✓ Grouping on <i>Artist</i> field ✓ Function in <i>Artist</i> group footer/group header ✓ =Count ✓ ([<i>Title</i>]) ✓ OR Count(*) 	1 2 1 1 1 2		8	
Total for QUESTION 5				[40]	

QUESTION 6

File name: 6Quiz

Total Q6: 20

EXAMINATION NUMBER													
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- 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	Heading font and size: <h1 align = "center">St Patrick's Day</h1> <ul style="list-style-type: none">Font changed to 'Forte' ✓Font size set to 10 ✓Font tags correctly used ✓			3	
		1			
		1			
6.2	Table: Merge and alignment <tr Height = "80"> <!--Row--> <td colspan="4" valign="top"><h2 align="center"> <ul style="list-style-type: none">Row 1 vertically aligned to the top ✓Row 1 merged over 4 columns ✓			2	
		1			
		1			
6.3	Table row: Shading <tr bgcolor="white"> <ul style="list-style-type: none">Row 2 background colour changed ✓To white ✓			2	
		1			
		1			
6.4	Bullets and type <td> <ol type="A"> It's the day St Patrick was born It's the day St Patrick drove snakes out of Ireland It's the day St Patrick died </td> <ul style="list-style-type: none">Ordered list tags inserted ✓Numbered type: A, B ✓			2	
		1			
		1			
6.5	Tag copied <td><input type="text"></td> <ul style="list-style-type: none">Correct tag ✓Inserted in fourth column for question 1 (row 3) ✓			2	
		1			
		1			

EXAMINATION NUMBER														
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6.6	Link <code>Look</code> <ul style="list-style-type: none"> Hyperlink tags correctly inserted ✓ 	1		1	
6.7	Bold and italic <code><td>Where was St. Patrick born?</td></code> <ul style="list-style-type: none"> <code><i></code> and <code></i></code> tags removed ✓ <code></code> and <code></code> tags inserted ✓ 	1 1		2	
6.8	Image <code><td></code> <code></td></code> <ul style="list-style-type: none"> <code>src</code> inserted ✓ File extension <code>.png</code> added ✓ 	1 1		2	
6.9	Table: column tags <code><td>6. According to legend, what should you never do if you catch a leprechaun?</td></code> <code><td></code> <code> Kiss him</code> <code> Take your eyes of him</code> <code> Tell your friends</td></code> <code><td><input type = "text"></td></code> <code><td></code> <code></td></code> <ul style="list-style-type: none"> Opening column tags <code><td></code> included ✓ Sixth question displays correctly ✓ 	1 1		2	
6.10	Image editing <code><button style="background:green" type="submit"></code> <code>SUBMIT</button></code> <ul style="list-style-type: none"> <code>Width="30"</code> ✓ (OR 30) <code>Height="30"</code> ✓ (OR 30) 	1 1		2	
	Closing tag(s) or triangular brackets omitted or tags incorrectly nested	-1			
	Total for QUESTION 6			[20]	

QUESTION 7

File names: 7St, 7Old, 7New, 7Top

Total Q7: 20

No.	Criteria	Maximum	Candidate
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EXAMINATION NUMBER													
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		Mark			Mark	
7St						
7.1.1	Track changes <ul style="list-style-type: none">All track changes rejected ✓ (See Irish (not bold) and heading 5)	1		1		
7.1.2	Comment <ul style="list-style-type: none">Comment inserted on word 'Biography' ✓Comment reads 'See source' ✓	1		2		
		1				
7.1.3	Edit picture <ul style="list-style-type: none">Images ungrouped ✓ (allocate mark even if seventh image appears but the picture is ungrouped, allocate mark if six images grouped)Seventh image removed from document ✓ (if seventh image is not removed, but is not grouped with the six images, allocate first two marks)Regroup remaining images ✓ (only six images)Seventh image saved as an image file ✓ (Saint)	1		4		
		1				
7.1.4	Form controls <ul style="list-style-type: none">Text form field maximum length set to 30 ✓Drop-down form field: Dance added ✓ and list displays in alphabetical order ✓Check box default changed to unchecked ✓Text form field inserted ✓ and type set to date ✓	1		6		
		2				
7New						
7.2	Import <ul style="list-style-type: none">tbDanceArticles table imported ✓ to 7New ✓ (accept if new database was created)	1		2		
		1				
7Top						
7.3	Sort/Filter and delete table data <ul style="list-style-type: none">Gender: only females ✓Age: under 30 ✓Sorted according to amount ✓ in descending order of amounts ✓Displays only top 10 records ✓	1		5		
		1				
		1				
		1				
		1				
	Total for QUESTION 7			[20]		
	TOTAL			180		