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Basic Education
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SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1 2018

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER										FINA	L MA	ARK				
EXAMINATION NUMBER																
QUESTION	1	I	2	2	;	3	4	1	į	5	6	6	7	7	то	TAL
POSSIBLE MARK	2	9	2	0	2	:3	2	7	4	0	1	9	2	2	1	80
MARKER																
SM																
СМ																
IM/EM																

These marking guidelines consist of 14 pages.

DBE Stamp

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Please turn over

EXAMINATION							
NUMBER							

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

QUESTION 1 File name: 1Artists Total Q1: 29

QUES	File name: 1Artists				Total Q1: 29
No.	Criteria	Ma	aximu Ma		Candidate Mark
1.1	Margin ■ Top margin set to 2.5 cm ✓	1		1	
1.2	 Heading Heading centred ✓ Character spacing expanded ✓ to 2 pt ✓ 	1 1 1		3	
1.3	 Source (Culture Trip) Author 'S Keam' added to the correct source ✓ Name of web page added ✓ Web page name 'South Africa's 10 Young Artists' ✓ 	1 1 1		3	
1.4	Paragraph spacing ■ Paragraph spacing after changed to 8 pt ✓	1		1	
1.5.1	 Edit citation Webb' citation displays only the year ✓ (Title and Author are suppressed) 	1		1	
1.5.2	Insert citation • 'Young Talent, 2017' citation inserted ✓	1		1	
1.6	 Text box Text box inserted above the text ✓ Text 'DID YOU KNOW?' added ✓ 	1		2	
1.7	Bullets Automatic numbers replaced ✓ With bullet '⊞' symbol ✓	1		2	
1.8	Find and replace • All occurrences of 'culture' changed to 'CULTURE' (5 occurrences)(do not award this mark if 'cultures' also changed) Fact offset Coult again	1		2	
	 Font effect: Small caps ✓ 	'			

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1.9	 Image Image 1Daniella inserted ✓ Text wrapping set to Square, Tight or Through ✓ Image moved to the right of the paragraph ✓ Height set to 4 cm ✓ Width set to 3 cm ✓ (Note to marker: If the aspect ratio was not unchecked, the 4th or the 5th mark will not be allocated.) 	1 1 1 1 1	5	
1.10	 Caption Automatic caption inserted ✓ Caption 'Figure 5: Destinies' appears above the image ✓ 	1	2	
1.11	 Table of figures Automatic table of figures inserted ✓ Simple format ✓ (bold, no leader dots, left-aligned) 	1	2	
1.12	 Watermark Text watermark inserted ✓ Text 'Top Ten' ✓ (accept only if in header or footer) Section break inserted/Different first page ✓ Watermark does not appear on first page ✓ 	1 1 1	4	
	Total for QUESTION 1		[29]	

EXAMINATION							
NUMBER							

QUESTION 2 File name: 2Top15SA Total Q2: 20

QUES	TION 2 File name: 2Top15SA				Total Q2: 20
No.	Criteria	M	aximı Ma		Candidate Mark
2.1	 Cover page Examination number appears in 'Author' control ✓ Image on cover page replaced ✓ 2Art image inserted ✓ Paragraph appears as abstract ✓ Paragraph moved not copied ✓ (does not appear on page 3) 	1 1 1 1		5	
2.2	 Page numbering Page numbers removed from first and second page ✓ Page after table of contents numbered as 1 ✓ Page format changed to 'Page X of Y' format ✓ 	1 1 1		3	
2.3	 Paragraph pagination 'Keep lines together' checked ✓ 'Keep with next' checked ✓ (do not allocate this mark if heading, paragraph and picture does not appear on one page) 	1		2	
2.4	 Table Shading applied to first row ✓ (accept text or paragraph shading) Whole table sorted ✓ (do not accept if only by 'Province') By 'Location' ✓ Then by 'Gallery Name' ✓ (check 'Durban' location) 	1 1 1 1		4	
2.5	Table • Formula =COUNT (Above) ✓ -1 ✓ inserted	2		2	
2.6	 Page orientation Text from 'Photo credits' displays in landscape orientation ✓ Rest of the document in portrait orientation ✓ 	1		2	
2.7	 Cross-reference (Figure 3: Irma Stern) Cross reference replaces text '(Insert cross reference here)' ✓ Reference to the figure 'Irma Stern' ✓ 	1		2	
	Total for QUESTION 2			[20]	

EXAMINATION							
NUMBER							

QUESTION 3 File name: 3Sales Total Q3: 23

- 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 answers.
- Named ranges can be used instead of cell references.
- Any function that works consistently for the data should be accepted.

No.	Criteria	Ma	aximum Mark	Candidate Mark
Sumr	nary_Opsomming worksheet			
3.1	Row 1 • Vertical alignment changed to centre ✓	1	1	
3.2	Cell K3: =AVERAGE(G3:G43) • AVERAGE function ✓ • Range: G3:G43 ✓	1 1	2	
3.3	Cell K4: =COUNTIFS(F3:F43,"<=30",G3:G43,">2000")		5	
	OR =COUNTIFS(G3:G43,">2000",F3:F43,"<=30") • Criteria range 1: F3:F43 ✓ • Criteria 1: "<= ✓ 30" OR <31 ✓ • Criteria range 2: G3:G43 ✓ • Criteria 2: ">2000" OR >=2001 ✓	1 2 1 1		
3.4	Cell K5: =SUMIF(D3:D43,"1",G3:G43)		4	
	OR =SUMIFS(G3:G43,D3:D43,"1") • SUMIF/S function ✓ • Criteria range: D3:D43 ✓ • Criteria: "1" OR "=1" OR 1 ✓ • Sum range: G3:G43 ✓	1 1 1 1		

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3.5	Cell H3: =B3&LEFT(A3,2)&RANDBETWEEN(0,9) &RANDBETWEEN(0,9)&RANDBETWEEN(0,9) OR =B3&LEFT(A3,2)&RIGHT(RAND(),3) Accept: =CONCATENATE(B3,LEFT(A3,2), RANDBETWEEN(100,999)) OR =B3&LEFT(A3,2)&RANDBETWEEN(100,999)			7	
	CONCATENATE or & ✓B3 ✓	1 1			
	 LEFT ✓ (A3,2) ✓ RANDBETWEEN ✓ (100 ✓,999 ✓) 	2			
Chart_	Grafiek worksheet		I		
3.6	 Data labels inserted ✓ Legend removed ✓ Major axis units set to 10 000 ✓ Only back wall of chart filled with any colour ✓ 	1 1 1 1		4	
	Total for QUESTION 3			[23]	

EXAMINATION							
NUMBER							

QUESTION 4 File name: 4Novice Total Q4: 27

- 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	Ма	ximu Mar		Candidate Mark
Artist_	_Kunstenaar worksheet				
4.1	 Row 1: Cells A1:M1 merged and NOT centred ✓ (do not allocate mark if centred) Font size changed to 32 ✓ Any gradient fill applied to cells A1:M1 ✓ 	1 1 1		3	
4.2	Column D =LOWER(C3) • LOWER(C3) ✓ • Function copied to rest of cells in column ✓	1 1		2	
4.3	Cell F3: =HLOOKUP(E3,Code_Kode!\$A\$1:\$K\$2,2) OR =HLOOKUP(E3,Code_Kode!A1:K2,2) OR =HLOOKUP(E3,Code_Kode!\$B\$1:\$K\$2,2) OR =LOOKUP(E3,Code_Kode!\$B\$1:\$K\$2,2)			4	
	 HLOOKUP function ✓ (accept if columns are vertical and VLOOKUP was used) Lookup value: E3 ✓ Table array: Code_Kode!A1:K2 OR Code_Kode!\$A\$1:\$K\$2 OR Code_Kode!B1:K2 OR Code_Kode!\$B\$1:\$K\$2 ✓ Row index number: 2 ✓ (allocate this mark for the lookup value if a LOOKUP function has been used) 	1 1 1 1			

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4.4	0-11114			
4.4	Cell H4:		6	
	=IF(G4=3,20%,IF(G4=2,25%,33%)) OR			
	=IF(G4=3,20%,IF(G4=1,33%,25%))			
	OR			
	=IF(G4=1,33%,IF(G4=2,25%,20%))			
	OR			
	=IF(G4=1,33%,IF(G4=3,20%,25%))			
	OR			
	=IF(G4=2,25%,IF(G4=1,33%,20%))			
	OR			
	=IF(G4=2,25%,IF(G4=3,20%,33%))			
	Criteria 1: check for first code ✓	1		
	Criteria 2: check for second code ✓	1		
	 Correct output for code 1 = 33% ✓ (accept if 			
	percentages are in inverted commas)	'		
	 Correct output for code 2 = 25% ✓ 	1		
	 Correct output for code 3 = 20% ✓ 			
	 Nested IF constructed correctly ✓ 			
4 -	-	'		
4.5	Cell K5:		5	
	=DATE(YEAR(J5),MONTH(J5)+I5,DAY(J5))			
	OR			
	=EDATE(J5,I5) (allocate all marks for correct function)			
	 DATE function ✓ 	1		
	• YEAR(J5) ✓	1		
	 MONTH(J5) ✓ + I5 ✓ 	2		
	• DAY(J5) ✓	1		
4.6	Cells L3:L202		1	
	 Format changed to any currency ✓ 	1	•	
4.7	Cell M6:		3	
4.7	=L6*H6+L6		٥	
	OR			
	=L6+L6*H6			
	OR			
	=(1+H6)*L6		1	
	• L6 ✓ * H6 ✓ + L6 ✓	3		
4.0		 	2	
4.8	Conditional formatting: Column K		3	
	=\$K3 <today() \$k3="" \$k3<now()="" cell="" criteria:="" k3="" or="" td="" value="" •="" ✓<=""><td>1</td><td>1</td><td></td></today()>	1	1	
	• <today() <now()="" or="" td="" ✓<=""><td> </td><td></td><td></td></today()>			
	Any shading applied ✓	<u> </u>		
	Total for QUESTION 4		[27]	

EXAMINATION							
NUMBER							

9

QUESTION 5 File name: 5ArtData Total Q5: 40

QUE3	TION 5 File name: 5ArtData				otal Q5: 40
No.	Criteria	М	aximı Ma		Candidate Mark
Table	tblArtists				
5.1.1	Field: <i>ID</i> • <i>ID</i> field removed ✓	1		1	
5.1.2	Field: Name • Name data type changed to Short text/Text ✓	1		1	
5.1.3	Field: Cellnumber • Required property set to 'Yes' ✓	1		1	
5.1.4	Field: StreetName • Field size changed to 25 ✓	1		1	
5.1.5	 Field: PostalCode PostalCode field inserted ✓ Between City and E-mail fields ✓ 	1 1		2	
5.1.6	Field: <i>E-mail</i> • Format property: < ✓	1		1	
5.1.7	Field: Genre • Property 'Allow multiple values' set to 'Yes' ✓	1		1	
5.1.8	Field: <i>ArtistCode</i> Input Mask: LA09	1 1 1 1 1		4	
Form:	frm5_2				
5.2	 Based on the tblArtist table ✓ All fields included ✓ Examination number inserted in the form header ✓ Name field ✓ font colour changed to red ✓ 	1 1 1 2		5	
Query	: qry5_3				
5.3	 Group by: TypeDescription ✓ in Total row SUM ✓ selected for ArtistPrice field ✓ Sorted by: ArtistPrice ✓ in descending order ✓ (accept sort in datasheet view) 	1 2 2		5	

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Query	: qry5_4				
5.4	 Calculated field: NoDays: ✓ DateIn and/or DateOut fields used ✓ Correct operation (- [DateIn]) ✓ Correct use of square brackets ✓ Criteria in NoDays field: < ✓ 0 ✓ OR Criteria in DateIn field: [DateIn] > [DateOut] OR Criteria in DateIn field >[DateOut] OR Criteria in DateOut field <[DateIn]	1 1 1 2		7	
	(Expected records: 14)				
	: qry5_5	ı	1	1	T
5.5	 Criteria in ArtistPrice field: > ✓ 2500 ✓ (>=2500.01) Sold field inserted ✓ Criteria in Sold field: Yes OR True OR <>Off ✓ 	2 1 1		4	
	(Expected records: 25)				
Repor	t: rpt5_6	1		ı	
5.6	 Grouping of <i>DateOut</i> field changed to by month ✓ Text box in <i>DateOut</i> header displays in the format: =Format\$([<i>DateOut</i>],"mmm" ✓ ,0,0) (accept "mm" OR "mmmm") Placed in <i>TypeDescription</i> group footer/header ✓ Function =Sum ✓ ([<i>ArtistPrice</i>]) ✓ Date and time fields added ✓ to report footer ✓ (accept =NOW()) 	1 1 1 2 2		7	
	Total for QUESTION 5			[40]	

EXAMINATION							
NUMBER							

QUESTION 6 File name: 6Expensive Total Q6: 19

- This question should be marked from the HTML code.
- Some 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	M	aximı Ma		Candidate Mark
6.1	Title <title>Most Expensive Artworks!</title>			1	
	Text 'The 5 Most Expensive Artworks!' displays in the browser tab ✓	1			
6.2	Font face 			2	
	 Entire web page font changed ✓ Font changed to Calibri ✓ 	1			
6.3	Heading 1 and alignment <h1 align="center">Most Expensive Artworks Ever sold</h1> OR <center><h1>Most Expensive Artworks Ever sold</h1></center>			2	
	 Heading 1 tags inserted correctly ✓ Tags/attribute inserted to centre heading ✓ 	1 1			
6.4	Italics ^{<i>Adapted from article written by Marceline Modfin - 4 Jan 2017</i>}			1	
	 Tags inserted to change paragraph to italics ✓ 	1			
6.5	Horizontal rule <hr color="black" size="10"/> OR <hr color="black" size="10"/>			1	
	Line size set to 10 ✓	1			

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6.6	Alternative text 		2	
	 Alternative text attribute added ✓ Text "Painting by Paul Guaguin" added ✓ 	1		
6.7	Unordered list <h3>Nafea Faa Ipoipo work ever sold.</h3>		1	
	 List tags inserted for first item ✓ 	1		
6.8	<pre>Table >1 >Paul Gauguin Nafea Faa Ipoipo *td>\$300 million USD Background colour bgcolor ✓</pre>	1 1 1 1 1	7	
6.9	Hyperlink No. 6 (Violet, Green and Red)		2	
	 Attribute for hyperlink changed to href ✓ To correct image "6No3.jpg" ✓ 	1		
	Closing tag(s) or triangular brackets omitted or incorrect nesting	-1		
	Total for QUESTION 6		[19]	

EXAMINATION							
NUMBER							

QUESTION 7 Total Q7: 22

File names: 7Global, 7Wa	tercolour, 7WColour, 7ForSale

No.	Criteria	M	axim Ma	um ırk	Candidate Mark				
7Glob	7Global								
7.1.1	 WordArt: Any colour fill applied to WordArt shape ✓ Pattern fill ✓ 	1		2					
7.1.2	 Linked object File '7Ruga' inserted ✓ (accept if text only) Embedded or as a link ✓ Displayed as icon ✓ 	1 1 1		3					
7.1.3	 Style: Intense Quote Number format set to 1), 2), 3) format ✓ Applied to all 'Heading 2' paragraph headings ✓ 	1		2					
7.1.4	Comment • Comment inserted ✓ • Comment text 'Media Resources' ✓	1 1		2					
7Watercolour/7WColour									
7.2.1	 Combining table data Data from both tables (tblA and tblB) ✓ Added to table tblColours ✓ 	1 1		2					
7.2.2	 Export to pdf Table tblA exported to pdf format ✓ Saved as 7WColour ✓ 	1		2					

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- Allocate all marks for the correct answer.
- If the answer is incorrect, check the necessary worksheet and allocate one mark for any correct attempt to determine the answer, e.g. filter/appropriate function incorrectly used.

7ForS	7ForSale							
7.3.1	Number of artworks ■ 1053 ✓	1		1				
7.3.2	Lithograph medium artworks • 44 ✓ ✓ (Accept 2)	2		2				
7.3.3	Data in both the framed and unframed categories • 4 ✓✓	2		2				
7.3.4	Number of unique artists on list ■ 53 ✓✓	2		2				
7.3.5	Different mediums for 'Kentridge William' • 7 ✓✓	2		2				
	Total for QUESTION 7			[22]				
	TOTAL			180				