**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** • Language set to ONLY English (South Africa) ✔	1	1	
1.1.2	**Abstract alignment** • Text of abstract justified ✔	1	1	
1.2	**Image** • Image cropped to any shape ✔ • Sharpness set to 50% or any other % besides 0% ✔	1 1	2	
1.3	**Subtitle text control** • Content control *(not text)* removed ✔	1	1	
1.4	**Table of contents** • 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 1 1 1	4	
1.5	**Page numbers** • 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 ✔ *(Notes to marker:* • *Accept if odd and even was swopped.* • *Award the fourth mark if 'Different odd and even' was checked, even if no numbers were inserted.)*	1 1 1 1 1	5	
1.6	**Dropped cap** • Dropped cap applied on 'Our' *(any number of lines)* ✔ • Spacing set to 0.5 cm from the text ✔	1 1	2	
1.7	**Cross-reference** • Cross-reference added on text 'table 1' ✔ *(Ref475517156)* • Links to table ✔	1 1	2	

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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' ✓ *(check 'Grootwinterhoek' text on other pages)* • Reads as 'Strategic water sources' ✓ *(accept any text)* • '*' 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' *(or 'image1')* ✓	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 *(accept if only one field was entered)* ✓	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 ✓ *(award only if attempt was made for first bullet)*	1 1		2
1.15	**Page layout** • Last page changed to portrait ✓ • Other pages remain in landscape ✓ *(award only if attempt was made for first bullet)*	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** • Any date added ✓ • Field will automatically update ✓	1 1	2	
2.2	**Textbox fill** • Second text box <u>filled</u> with 2Drops image ✓ • All/some text bolded in any text box ✓	1 1	2	
2.3	**Drop-down field: Gender** • 'Femail' spelling changed to 'Female' ✓	1	1	
2.4	**Check box: 'Older than 60'** • Any check box inserted ✓ to the left of text *(or in any other position)*	1	1	
2.5	**Text form field: 'Number of adults …'** • Type changed to 'Number' ✓	1	1	
2.6	**Number form field: 'How much do you pay …'** • Number format changed to value with 'R' currency format ✓	1	1	
2.7	**Tabs** • 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 1 1 1	4	
2.8	**Mail merge** • Data source 2Det_Bes used ✓ • Any sorting done ✓ in ascending order ✓ • *Name* and *Surname* fields inserted ✓ • Merge completed ✓ (2Done) *(Note to marker: 29 or 30 letters expected.)*	1 1 1 1 1	5	
	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	

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3.6	**Cell K50:** **=LARGE(K3:K46,3)** • LARGE function ✓ • Correct range and parameters (K3:K46,3) ✓	 1 1		2	
3.7	**Cell M51:** **=SUMIF(B3:B46,"2015",M3:M46)** • SUMIF function ✓ • Criteria range: (B3:B46) ✓ • Criteria: "2015" ✓ • Sum range: (M3:M46) ✓	 1 1 1 1		4	
3.8	**Conditional formatting Column D to Column O:** • Conditional formatting has been applied to cells D3:O46 ✓ • 3 different colours applied *(any colours)* ✓ • Lowest point set to 0 ✓ • Midpoint set to 100 ✓ • Highest point is set to 630 ✓ *(Note to marker: No marks awarded if conditional formatting has not been applied.)*	 1 1 1 1 1		5	
3.9	**Cell R4:** **=IF(SUM(D24:O24)>650,"High","Low")** **OR** **=IF(SUM(D24:O24)<=650,"Low","High")** • IF-syntax is correctly used ✓ **Conditions:** • Sum ✓ of Cape Town 2015 ✓ *(or any other range)* • Smaller than or equal to 650 *(or greater than)* ✓ • Value "Low" if less than or equal to 650 ✓ • Else value "High" if greater than 650 ✓ *(Notes to marker:* • *Accept building blocks.* • *There are many alternative answers. Evaluate the candidates answer against the bulleted options.* • *Accept D44:O44.)*	 1 2 1 1 1		6	
3.10	**Sorting:** • First sorted by year – smallest to largest ✓ • Second sorted by city – A to Z ✓	 1 1		2	

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	Durban worksheet				
3.11	**Cell C6:** **=SUBTOTAL($A$6,C10:C53)** **OR** **=SUBTOTAL($A$6,C9:C53)** • Cell range C10:C53 ✓ • Absolute cell reference ✓	 1 1		2	
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 ✓	 1 1 1 1 1		5	
	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:** • 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** • TODAY() function ✔ • -D3 ✔ • /7 ✔ *(Notes to marker:* • *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 1 1	3	
4.3	**Data validation:** • 'Black' removed from the list ✔ • Applied to the whole column G ✔	1 1	2	

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4.4	**Cell I3:** **=LEFT(C3,2)&" "&RANDBETWEEN(0,99)&LOWER(F3)** **OR** **=CONCATENATE(LEFT(C3,2)," ",RANDBETWEEN(0,99), LOWER(F3))** **OR** **= MID(C3,1,2)&" "&RANDBETWEEN(0,99)& LOWER(F3)** • 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	**Cell J3:** **=HLOOKUP(H3,Awards_Toekennings!$A$1:$E$3,2)** • HLOOKUP function ✓ • Lookup value: H3 ✓ • Lookup range: Awards!$A$1:$E$3 ✓ *(ignore if no absolute cell reference, accept B1:E3)* • Row number: 2 ✓ *(Note to marker: If the candidate changed the orientation of the Awards_Toekennings worksheet, VLOOKUP may be used.)*	 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 1		2	
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)* ✓	1 1 1 1 1		5	
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 1		2	
Query: qry5_2					
5.2	• *Town* field inserted ✓ • Criteria in *Province* field: Limpopo ✓ *(Note to marker: 15 records expected.)*	1 1		2	

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Query: qry5_3					
5.3	- Fields displayed: *Province*, *Avg Of Capacity* **OR** *Capacity* ✔ - Criteria on *Province*: "Free State" ✔ **OR** "North West" ✔ - AVG ✔ *(ignore whether rounded or not)* - Calculated on *Capacity* field ✔ *(Note to marker: 2 records expected.)*	1 1 1 1 1		5	

Query: qry5_4					
5.4	- Only *Name* and *Town* fields display ✔ - Criteria on *Surface:* IS NOT NULL OR "Like *" OR "True" ✔ - Criteria on *Completed:* Between #01/01/1990# ✔ AND #31/12/2000# ✔ **OR** >=#1/1/1990# AND <=#12/31/2000# *(Notes to marker:* • *11 records expected.* • *Format of the dates may differ depending on system dates.)*	1 1 2		4	

Query: qry5_5					
5.5	- Calculated field called *Volume* has been created ✔ - Calculation: [Surface]*[Height]*0.3 ✔ - Format changed to Fixed/Standard ✔ and one decimal place ✔	1 1 1 1		4	

Form: frm5_6					
5.6	5AlbertFalls image added ✔ as form background image ✔ - Hyperlink inserted ✔ next to *Province* label - Links to the Province table NOT database ✔ - Examination number displays in the form footer ✔	1 1 1 1 1		5	

Report: rpt5_7					
5.7	*Illustration* label AND field removed ✔ - Report grouped according to *Province* ✔ - Report sorted by *Town* ✔ - Function in *Province* report footer/report header ✔ =MAX([*Capacity*]) ✔	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** *<title>***Examination number***</title>* • Examination number inserted inside title tags ✔	1		1	
6.2	**Table cell and image** ***<td><img src="6Life.jpg"></td>*** • Additional cell inserted anywhere ✔ • 6Life.jpg image inserted ✔ • Image tags correctly inserted ✔	1 1 1		3	
6.3	**Horizontal line** ***<hr size="5">*** • Horizontal line inserted ✔ • Size set to 5 ✔	1 1		2	
6.4	**Alignment and font** *<h2 **align="center">***Are you water wise?******</h2>* • Alignment set to centre ✔ • Font changed to 'Arial' ✔	1 1		2	
6.5	**Table border** *<table **border="1" cellpadding="12">*** • Border set to 1 ✔ • Cellpadding set to 12 ✔	1 1		2	

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6.6	**Table columns** *<td **colspan="2"**>* ** *<i>The kitchen … Here are some suggestions:***</i>** **** **</td>** • 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	**Alternative text** *<tr>* *<th><img src="6House.jpg" **alt = "Inside"**>Inside the house</th>* • Alternative text 'Inside' added ✔ on 6House image		 1	1	

6.8	**Unordered list**
	*<ul **type="circle"**>*
	   * - Avoid …. *
	   * - Run .... *
	   * - Keep .... *
	   *** **Check your ... *
	   * - Install ... *
	   * - Take ... *
	   * - When ...*** **
	   * - Turn .... *
	* *
	
	• Type set to circle ✔
	• All list items have opening and closing tags ✔
			
			1
			1
				2	

6.9	**Link** **** **waterwize.co.za** • Link created on the text 'waterwize.co.za' *(accept any text)* ✔ • Links to an e-mail address – Mailto: ✔ • E-mail address 'waterwize@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** • Worksheet name added ✓ • As field ✓ • In the left section of the header ✓	1 1 1	3	
7.1.2	**Named range** • Named range changed to 'Name_River' ✓ *(Note to marker: Accept if a <u>new</u> named range 'Name_River' was inserted.)*	1	1	
7.1.3	**Protection** • Columns A to C locked ✓ • Password 123 used ✓	1 1	2	
7River_Rivier database				
7.2	**Import table** • Data from the 7Rivers_Riviere spreadsheet imported in 7River_Rivier database ✓ • Saved as a new database table called Rivers ✓	1 1	2	
7Answ_Antw				
7.3.1	Gutter position of the document • **Top** ✓	1	1	
7.3.2	Number of paragraphs in the document • **83** ✓	1	1	
7.3.3	Number of occurrences of the letter 'm' in the document • **185** ✓	1	1	
7.3.4	First word that appears on line 100 • **rates OR crop** ✓	1	1	
7.3.5	Line weight of the 'Intense Quote' style • **0.5 OR (½)** ✓	1	1	
7.3.6	Word marked as an index • **SHARPS** ✓	1	1	
7.3.7	Title of the citation source that appears in the document • **Water Savers** ✓	1	1	
	Total for QUESTION 7		**[15]**	
	TOTAL		**180**	