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SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2017

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	24	23	32	21	39	19	22	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 14 pages.

EXAMINATION
NUMBER

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

QUESTION 1

File name: 1Cost

Total Q1: 24

No	Criteria	Maximum Mark			Candidate Mark
1.1	WordArt <ul style="list-style-type: none"> Any text effect reflection applied to WordArt ✓ WordArt text and reflection clearly visible ✓ Text outline of 1.5 pt applied to WordArt ✓ 	1		3	
		1			
		1			
1.2	Field <ul style="list-style-type: none"> Any field inserted ✓ CreateDate field or 3 November 2016 inserted ✓ 	1		2	
		1			
1.3	Find and Replace <ul style="list-style-type: none"> Any 'depreciation' replaced ✓ Formatted to bold ✓ and strikethrough effect applied ✓ All occurrences replaced (10 or 11 occurrences) ✓ 	1		4	
		1			
		1			
		1			
1.4	Columns <ul style="list-style-type: none"> Text inserted in two columns ✓ Column break inserted in correct place ✓ 	1		2	
		1			
1.5	Bullets <ul style="list-style-type: none"> Level 1 bullet: Image 1Bullet inserted ✓ Level 1 bullet: Text indent set at 1.5 cm ✓ Level 2 numbering inserted in any format 1, 2, 3, ... ✓ Level 2 numbering alignment set to 0 cm ✓ Bullets and numbering correctly used and applied as a multilevel list (not 'separate' bullets and numbering) ✓ 	1		5	
		1			
		1			
		1			
		1			
		1			
1.6	Table (check all tables) <ul style="list-style-type: none"> Row height set to 0.9 cm for all or some rows ✓ Any table style applied (other than Table Grid) ✓ All contents centred vertically ✓ Text ✓ 'Total Yearly Running Cost' added as table caption (above or below) starting with 'Table 4 ...' ✓ 	1		5	
		1			
		1			
		1			
		1			
1.7	Section break and orientation <ul style="list-style-type: none"> Section break inserted ✓ Only orientation of last page(s) changed to landscape (rest of pages remain portrait) ✓ 	1		2	
		1			
1.8	Table of figures <ul style="list-style-type: none"> Any automatic table of figures ✓ inserted 	1		1	
	Total for QUESTION 1			[24]	

EXAMINATION
NUMBER

QUESTION 2

File name: 2Guide

Total Q2: 23

No	Criteria	Maximum Mark			Candidate Mark
2.1	Comment • Comment removed from first page ✓	1		1	
2.2	Cover page • 'Car Front' style applied to the heading 'GUIDELINES TO BUYING A CAR' ✓ • 2Cars image inserted as watermark ✓ • Washout effect not applied ✓ • Section break inserted/Different first page ✓ • Watermark appears only on front page ✓	1 1 1 1 1		5	
2.3	Table of Contents • Format changed to 'Modern' ✓ (<i>Centred, bottom border</i>) • Page numbers do not display ✓ (<i>award only if attempted</i>) • Table of contents updated ✓ (<i>'7. Safety features are important' appears</i>)	1 1 1		3	
2.4	Citation • Citation source name of web page updated with text 'Facts for car buyers' ✓	1		1	
2.5	Indent • Paragraph indentation set at 1.5 cm ✓ • Any indentation applied to at least one paragraph ✓	1 1		2	
2.6	Style: Heading 1 • Font size set to 20 pt and font colour set to reddish ✓ • Paragraph spacing set to 12 pt after ✓ • Changes made to 'Heading 1' style ✓	1 1 1		3	
2.7	Footnote • Footnote inserted on text 'emissions' ✓ • Footnote appears below text ✓ (<i>check settings</i>) • Footnote symbol '❏' inserted ✓ • Footnote text 'Carbon dioxide' inserted ✓	1 1 1 1		4	
2.8	Hyperlink • Any hyperlink inserted ✓ on text 'So you have made your decision' • Linked to webpage www.cars4you.co.za ✓	1 1		2	
2.9	Alignment and Hyphenation • Any part of document is justified ✓ (<i>not first paragraph</i>) • Hyphenation set to automatic ✓ (<i>check hyphenation settings and don't only mark by inspection</i>)	1 1		2	
	Total for QUESTION 2			[23]	

EXAMINATION
NUMBER**QUESTION 3****File name: 3Car****Total Q3: 32**

- 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
Info worksheet					
3.1	Row 1: • Text 'MZANSI CAR SALES' inserted in cell A1 ✓	1		1	
3.2	Cell A3: =CONCATENATE(LEFT(B3,2), RIGHT(F3,3), K3) OR =LEFT(B3,2) & RIGHT(F3,3) & K3 OR =MID(B3,1,2) & MID(F3,2,3) & K3 • CONCATENATE function OR & ✓ • LEFT✓ (B3,2) ✓ OR MID(B3,1,2) • RIGHT✓ (F3,3) ✓ OR MID(F3,2,3) • K3 ✓	1 2 2 1		6	
3.3	Cell G4: =YEAR(TODAY())-F4 • YEAR ✓ • TODAY() ✓ OR NOW() • -F4 ✓ • Formatted to General/Number (decimal set to zero) to display as Integer ✓	1 1 1 1		4	
3.4	Column J: =UPPER(I3) • =Upper ✓(I3) • Function in cell J3 copied to cells J4:J57 ✓ Column I: • Column I hidden (not deleted) ✓	1 1 1		3	

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NUMBER

3.5	Cell L4: =FIND(" ",K4) OR =SEARCH(" ", K4) <ul style="list-style-type: none"> FIND function ✓ Used to determine position of space " " ✓ In the correct cell (K4) ✓ 	1 1 1		3	
3.6	Cell M5: =MID(K5,L5+1,LEN(K5)) OR =RIGHT(K5,LEN(K5)-L5) <ul style="list-style-type: none"> Function to extract (RIGHT OR MID) ✓ Extracted from correct cell (K5) ✓ From space +1 character to the last character OR last character to space +1 character ✓ Function to determine length (LEN) ✓ Correct cell length determined (K5) ✓ 	1 1 1 1 1		5	
3.7	Cell O6: =IF(F6>=2014,N6*10%,IF(F6>=2010,N6*20%,N6*30%)) OR =IF(F6>=2014,N6*10%,IF(F6<=2009,N6*30%,N6*20%)) OR =IF(F6<=2009,N6*30%,IF(F6>=2014,N6*10%,N6*20%)) OR =IF(F6<=2009,N6*30%,IF(F6<=2013,N6*20%,N6*10%)) OR =IF(F6>=2014,0.1*N6,IF(F6<=2009,0.3*N6,0.2*N6)) OR =IF(F6>=2014,N6*10%,IF(AND(F6>=2010,F6<=2013),N6*20%,N6*30%)) <ul style="list-style-type: none"> Nested IF syntax is correctly used ✓ Condition >= 2014 and the value is 10%*N6 ✓ Condition >= 2010 and the value is 20%*N6 ✓ Condition <=2009 and the value is 30%*N6 ✓ 	1 1 1 1		4	

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3.8	Cell Q7: =(N7-O7+P7)/60 <ul style="list-style-type: none"> • (N7-O7+P7) OR (N7+P7-O7) OR (P7+N7-O7) ✓ • /60 ✓ 	1 1		2	
3.9	Cell R8: =VLOOKUP(E8,'CO2'!\$A\$2:\$B\$10,2) OR =VLOOKUP(E8,'CO2'!\$A\$3:\$B\$10,2) OR =VLOOKUP(E8,'CO2'!A\$2:B\$10,2) <ul style="list-style-type: none"> • Lookup value: E8 ✓ • Lookup range: 'CO2'!A2:B10 ✓ • Absolute cell reference on the whole range ✓ • Correct column: 2 ✓ 	1 1 1 1		4	
	Total for QUESTION 3			[32]	

EXAMINATION
NUMBER**QUESTION 4****File name: 4Show****Total Q4: 21**

- 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
Types_Tipe worksheet					
4.1	Cell J15: =COUNTIF(A3:A57,"Toyota") • COUNTIF function ✓ • Range: A3:A57 OR A:A ✓ • Criteria: 'Toyota' OR I15 (<i>in the Summary table, NOT in the data</i>) ✓			3	
		1			
		1			
		1			
4.2	Cell J18: =LARGE(J3:J16,2) • LARGE function ✓ • (J3:J16 ✓ • 2) ✓			3	
		1			
		1			
		1			
4.3	Cell J19: =SUM(J3:J16) OR =COUNTA(A3:A57) (<i>or columns B or C</i>) OR =COUNT(D3:D57) (<i>or columns E or F</i>) • Function ✓ • Correct range linked to function ✓			2	
		1			
4.4	Cell J20: =SUMIF(A3:A57,"VW",F3:F57) • SUMIF function ✓ • Criteria range: A3:A57✓ • Criteria: "VW" OR I11 (<i>in the Summary table, NOT in the data</i>) ✓ • Sum range: F3:F57✓			4	
		1			
		1			
		1			
		1			

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NUMBER

4.5	Conditional formatting: Cells J3:J16 <ul style="list-style-type: none"> Conditional formatting applied to cells J13:J16 ✓ Criteria applied: cells with unique values ✓ Cells formatted with greenish fill colour ✓ 	1 1 1		3	
Motor worksheet					
4.6	Chart/Graph: <ul style="list-style-type: none"> Vertical axis title 'Number of cars' added ✓ Chart/Graph title changed to 'Makes Available' ✓ No gaps between columns (<i>Gap width set to 0</i>) ✓ 'Vary colours by point' ticked ✓ Column borders changed to a solid line ✓ (<i>black</i>) Chart/Graph moved to the Motors worksheet ✓ <p>(Note to marker: Search through Motor worksheet.)</p>	1 1 1 1 1 1		6	
	Total for QUESTION 4			[21]	

EXAMINATION
NUMBER

QUESTION 5

File name: 5Sales

Total Q5: 39

No	Criteria	Maximum Mark			Candidate Mark
Table: tbSales					
5.1.1	Field: Make <ul style="list-style-type: none">Field size set to 70 ✓	1		1	
5.1.2	Field: Type <ul style="list-style-type: none">'SUV' option added to dropdown field ✓	1		1	
5.1.3	Field: SellDate <ul style="list-style-type: none">Data validation: >= ✓ NOW() OR DATE() ✓Appropriate validation text added (<i>referring to date on/after current date</i>) ✓	2		3	
		1			
5.1.4	Field: Photo <ul style="list-style-type: none">Data type: OLE object/hyperlink ✓	1		1	
5.1.5	Field: RegNumber Input Mask: >LLAa <ul style="list-style-type: none">Capital letters: > ✓LL – two compulsory letters ✓A – one compulsory letter or digit ✓a – one optional letter or digit ✓			4	
		1			
		1			
		1			
Query: qry5_2					
5.2	<ul style="list-style-type: none"><i>Title</i> field added anywhere in query ✓<i>Surname</i> field moved to before <i>Initials</i> field ✓Ascending sort on <i>Surname</i> field ✓Ascending sort on <i>Initials</i> field ✓	1		4	
		1			
		1			
		1			
Query: qry5_3					
5.3	Calculated field: Balance: [SellingPrice]-([Deposit]+[Paid]) <ul style="list-style-type: none">Calculated field <i>Balance</i> added ✓Calculation: [SellingPrice] - ✓ ([Deposit] ✓+ [Paid]) ✓ OR [SellingPrice] - [Deposit] - [Paid]Format <i>SellingPrice</i> field to currency ✓ (<i>accept any currency</i>)			5	
		1			
		3			
		1			

EXAMINATION
NUMBER**Query: qry5_4**

5.4

Field:	Manufacturer	Model	PurchasePrice
Table:	tbCars	tbCars	tbCars
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	"Nissan"		<=100000
or:	"Ford"		<=100000

Field:	Manufacturer	Model	PurchasePrice
Table:	tbCars	tbCars	tbCars
Sort:			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:	"Nissan" OR "Ford"		<=100000

- *Manufacturer* criteria: "Nissan" ✓ or "Ford" ✓
- OR operator ✓ (*PurchasePrice* criteria on both lines)
- *PurchasePrice* criteria: <= 100000 ✓

(Note to marker: 10 records expected.)

2
1
1

4

Form: frm5_5

5.5

- Image 5Old.jpg in the form header ✓
 - *Colour* field added to form ✓
 - *Popular* checkbox default value set to No/False/0 ✓
 - Function: =[PurchasePrice] ✓ + ✓
[PurchasePrice] ✓ * ✓ 0.1 ✓
- OR**
- Function: =[PurchasePrice] * 1.1 **OR** * 110/100 **OR** * 11/10

1
1
1
2
3

8

Report: rpt5_6

5.6

- Orientation changed to landscape ✓
- Second grouping added on *Year* field ✓
- =Count([PurchasePrice]) changed to =Sum([PurchasePrice]) ✓
- Format changed to currency ✓
- =Year(Date()) changed to =Month(Date()) ✓
- =AVG ✓ ([PurchasePrice]) ✓
in *Manufacturers* group footer/header ✓

1
1

1
1
1
2
1

8

Total for QUESTION 5**[39]**

EXAMINATION
NUMBER**QUESTION 6****File name: 6Beware****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	Heading 1 font type <h1>Unsafe Driving in the Cellphone Era</h1> <ul style="list-style-type: none"> • Font changed to Tahoma ✓ • Font size correctly set to 24 ✓ 	1		2	
		1			
6.2	Horizontal line <hr/> <ul style="list-style-type: none"> • Horizontal line inserted ✓ 	1		1	
6.3	Picture and border <p align="center"></p> OR <center>"></center> <ul style="list-style-type: none"> • Picture aligned to centred ✓ • Border around picture 5 pt ✓ 	1		2	
		1			
6.4	Heading <h2>Driver Behaviour: Distracted While Driving.</h2> <ul style="list-style-type: none"> • Text 'Driver Behaviour: Distracted While Driving.' appears as heading 2 ✓ 	1		1	
6.5	Hyperlink to anchor driver distraction <ul style="list-style-type: none"> • Link tags correctly inserted ✓ • On words 'driver distraction' ✓ • Correct anchor name ✓ 	1		3	
		1			
		1			

EXAMINATION NUMBER																			
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6.6	Bulleted list <i>Handling the phone: dialling, answering, text messaging, etc.</i> <i>The conversation introduced to the environment.</i> <ul style="list-style-type: none"> Unordered list created ✓ List items added ✓ 	1 1		2	
6.7.1	Table <Table border="5" bgcolor="lightblue" cellpadding="3" width="80%"> <ul style="list-style-type: none"> Table background colour changed to 'lightblue' ✓ Cellpadding set to 3 ✓ Table width set to 80% ✓ 	1 1 1		3	
6.7.2	<tr height="80" valign="bottom"> <th><i>ACTION</i></th> <ul style="list-style-type: none"> Row height set to 80 ✓ Vertical alignment set to bottom ✓ Tags added to display 'Action' in italic ✓ (accept em) 	1 1 1		3	
6.7.3	<td>14%</td> <ul style="list-style-type: none"> Data '14%' added to fourth row, third column ✓ 	1		1	
6.7.4	<td align="center" colspan="3">BE ALERT!!!</td> <ul style="list-style-type: none"> Cells in the last row merged ✓ 	1		1	
	Closing tag(s) or triangular brackets omitted	-1			
	Total for QUESTION 6			[19]	

EXAMINATION
NUMBER

QUESTION 7

Total Q7: 22

File names: 7Statem, 7Acc, 7Chart, 7Buy, 7Answ

No	Criteria	Maximum Mark			Candidate Mark
7Statem					
7.1	Linking data source <ul style="list-style-type: none">7Statem linked to tbClients table ✓of 7Acc database ✓	1 1		2	
7.2	Insert fields from data source <ul style="list-style-type: none">Text '<Insert Initials>' replaced by Initials field and/or text '<Insert Surname>' replaced by Surname field ✓ (accept if only one field inserted)	1		1	
7.3	Form Controls <ul style="list-style-type: none">Date form control:<ul style="list-style-type: none">Form control: Text form control/Date Picker form control ✓Data type: Date ✓'Amount Due' form control:<ul style="list-style-type: none">Data type: Number ✓Number format: Currency with two decimal places/ R###0.00;(R###0.0) OR R#.##0.00;(R#.##0.00) ✓Dropdown form field:<ul style="list-style-type: none">Dropdown form control field added ✓At least one option added: 'Up to date'/'Behind' ✓	1 1 1 1 1 1		6	
7Chart					
7.4	Insert graph/chart data <ul style="list-style-type: none">Column chart inserted ✓Interval of y-axis set to 10000 ✓Only data for 2014 appear ✓Major units on x-axis fixed to 3 Months ✓Legend displays correct text 'Cars sold' ✓Data labels added ✓	1 1 1 1 1 1		6	

EXAMINATION NUMBER														
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- Accept any method that will yield the correct answer.
- Allocate full marks if the answer is correct. One mark for the answer and one/two mark/s for the method. If the answer is incorrect check the method and allocate one/two mark/s for the correct method.

7Answ_Antw					
7.5.1	<p>How many records contain the text 'wood' in the city name?</p> <ul style="list-style-type: none"> • 10 ✓ <p>Method:</p> <ul style="list-style-type: none"> • Filter city : contains "Wood" ✓ <p>OR</p> <ul style="list-style-type: none"> • Criteria on city: Like "*Wood" 	1		2	
		1			
7.5.2	<p>How many records contain buyers with two initials only?</p> <ul style="list-style-type: none"> • 113 ✓ <p>Method:</p> <ul style="list-style-type: none"> • Use a query with a criteria on initials: Like "??" OR LEN([Initials])=2 ✓ <p>OR</p> <ul style="list-style-type: none"> • Use an advanced filter field: LEN([Initials]) criteria = 2 	1		2	
		1			
7.5.3	<p>What is the average price paid by all car buyers from Durban?</p> <ul style="list-style-type: none"> • 125350.125 OR 125350.13 OR 125350 ✓ <p>Method:</p> <ul style="list-style-type: none"> • City field criteria: Durban✓ • Price field: Group by Avg ✓ <p>OR</p> <ul style="list-style-type: none"> • Filter on City field. Insert a Total and calculate Average <p>OR</p> <ul style="list-style-type: none"> • Filter table on City field. Copy to spreadsheet and use Average function 	1		3	
		1			
		1			
		1			
	Total for QUESTION 7			[22]	
	TOTAL			180	