basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2017 (2)

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER								

FINAL MARK	

EXAMINATION NUMBER														

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	27	24	24	26	41	19	19	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 16 pages.

EXAMINATION NUMBER														

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

QUESTION 1 File name: 1Rio **Total Q1: 27**

No.	Criteria	Maximum Mark		Candidate Mark
1.1	**Cover page** • Text 'Rio Carnival' or any other text inserted in 'Title' control ✔ • Text 'Rio Carnival is the Mother of All Brazilian Carnival Parties' moved (not copied) into 'Subtitle' control *(ignore formatting but no marks allocated if text also appears in original position)* ✔ • 'Company' control removed ✔	1 1 1	3	
1.2	**Style** • 'Heading 1' style renamed to 'Rio' ✔	1	1	
1.3	**Table of contents** • Table of contents updated ✔ *('The Carnival Original' does not appear)*	1	1	
1.4	**Page numbers** • Section break inserted ✔ • Page number from 'Table of Contents' page removed ✔ • Page after 'Table of Contents' page numbered as 1 ✔	1 1 1	3	
1.5	**Superscript** • 'Adapted from www.dobrazilrigth.com' appears in superscript ✔ *(Accept all or part of text)*	1	1	
1.6	**Line spacing** • Paragraph 'Carnival is on …' line spacing changed to 'Multiple' ✔ • At 1.2 ✔	1 1	2	
1.7	**Footnote** • Footnote removed from the word 'Portuguese' ✔	1	1	

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1.8	**Columns**			3	
	• Text inserted into 2 columns ✓	1			
	• First column width set to 5 cm ✓	1			
	• Second column width set to 10 cm ✓	1			
1.9	**Leader tabs**			3	
	• Tab set on 10 cm ✓	1			
	• Right-aligned ✓	1			
	• Dotted leader tab set ✓	1			
1.10	**WordArt/Picture**			3	
	• Picture 1Mask.jpg inserted ✓	1			
	• Wrapping changed to Square/Tight/Through/Behind Text/In Front of Text ✓ *(Mask appears to the right of Rio and above the WordArt)*	1			
	• Picture adjusted and moved to resemble example ✓	1			
1.11	**Find and replace**			2	
	• All occurrences *(5 changes/6 occurrences)* ✓ *(accept 7 occurrences if original is still in document)*	1			
	• ao replaced with ão ✓	1			
1.12	**Hyperlink screentip**			1	
	• Screentip 'Read more' inserted on hyperlink ✓ *(Accept any text for the screentip)*	1			
1.13	**Source**			2	
	• Website source inserted ✓	1			
	• URL **OR** name of website inserted ✓	1			
1.14	**Bibliography**			1	
	• Automatic bibliography inserted ✓	1			
	Total for QUESTION 1			**[27]**	

EXAMINATION NUMBER														

QUESTION 2   **File name: 2Party**   **Total Q2: 24**

No.	Criteria		Maximum Mark		Candidate Mark
2.1	**Page footer** • File path inserted as a field ✓ *(File name will be included)* • Appear in page footer ✓ *(not header)*	1 1		2	
2.2	**Widow/Orphan control** • Widow/Orphan control checked ✓ for paragraph that starts with 'Blocos are groups …'	1		1	
2.3	**Caption** • Automatic caption inserted on picture either above or below ✓ • 'Figure 1: Orguestra' *(accept any text)* ✓	1 1		2	
2.4	**Indentation** • Number position set at 0 cm ✓ • Text indent set at 1.4 cm ✓	1 1		2	
2.5	**Antonym** • 'Successors' replaced with 'predecessors' ✓	1		1	
2.6	**Comment** • Comment inserted on '2010' with text 'Since 2000' ✓	1		1	
2.7	**Cross-reference** • Cross-reference added ✓ on 'ref' • Moves to '9.Other Blocos' ✓	1 1		2	
2.8	**Bullets** • Bullets changed ✓ • To 2Maraca.jpg ✓	1 1		2	
2.9	**Table** • Table style changed to any other table style ✓ • Repeat row header selected ✓ *(not for whole table)* • Textbox form control type changed to 'Date' ✓ • Displays in date format 'dd Mmm' **OR** 'dd mmm' **OR** 'dd MMM' ✓ • First five cells in last row merged ✓ *(Accept any number of cells merged)* • Formula entered: =SUM ✓ (Above) ✓	1 1 1 1 1 2		7	

       Please turn over

EXAMINATION NUMBER													

2.10	**Spreadsheet inserted** • Data from spreadsheet 2Carnival inserted as table ✔ • As linked object ✔ *(Verify by checking 'Edit Links to Files' or checking that 'Update Link' appears on the right-click menu)*	1 1		2	
2.11	**Table to text** • Table converted to text ✔ • Character used to separate '#' ✔	1 1		2	
	Total for QUESTION 2			**[24]**	

     Please turn over

EXAMINATION NUMBER															

QUESTION 3   **File name: 3Stat**   **Total Q3: 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
Visit_Besoek worksheet					
3.1	**Foreign worksheet:** • Foreign worksheet shows ✔	1		1	
3.2	**Cell D4:** • =VALUE(C4) ✔	1		1	
3.3	**Cell E89:** **=SUM(E4:E88)** • E89 changed to E**88** ✔	1		1	
3.4	**Cell F89:** **=LARGE(F4:F88,7)** • LARGE function ✔ • F4:F88 ✔ • ,7 ✔	1 1 1		3	

EXAMINATION NUMBER															

3.5	**Cell G4:** **=RIGHT(A4,3)&LEN(B4)&RANDBETWEEN(100,200)** **OR** **=CONCATENATE(RIGHT(A4,3),LEN(B4), RANDBETWEEN(100,200))** **OR** **=RIGHT(A4,3)&LEN(B4)&TRUNC(RAND()*(200-100)+100)** • RIGHT function ✓ • (A4,3) ✓ • LEN(B4) ✓ • RANDBETWEEN function/(TRUNC(RAND() …) ✓ • (100,200)/(200-100)+100 ✓ • & **OR** CONCATENATE ✓	 1 1 1 1 1 1		6	
3.6	**Conditional formatting:** • Conditional formatting applied to cells B4:B88 ✓ • Format all unique values ✓ • Font colour set to red ✓	 1 1 1		3	
Summary_Opsom worksheet					
3.7	**Cell C2:** • Hyperlink set in cell C2 ✓ • Links to cell F4 ✓ in the Visit_Besoek worksheet ✓	 1 2		3	
3.8	**Graph/Chart:** • Graph/Chart title inserted 'Visitors' ✓ • Column graph/chart created for 'National' and 'Foreign' ✓ and line graph with or without markers for 'Total' ✓ • Legend displayed on left of chart/graph ✓ • 3Brazil set as plot/chart area background ✓ • 'National' data series filled with any pattern ✓	 1 1 1 1 1 1		6	
	Total for QUESTION 3			**[24]**	

EXAMINATION NUMBER														

QUESTION 4   **File name: 4Tickets**   **Total Q4: 26**

- *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
Sales_Verkoop worksheet					
4.1	**Page orientation** • Page orientation changed to landscape ✔	1		1	
4.2.1	**Row 1 height** • Row height changed from 78.75 to 135 pt ✔	1		1	
4.2.2	**Picture** • Picture stretched to approximately fit into cell A1 ✔	1		1	
4.3	**Cells A2:K2:** • Headings appear in bold ✔ • Background shaded to any colour ✔	1 1		2	
4.4	**Cell K1:** **=DATE(2018,2,1)** • Year: 2018 ✔ • Month: 2 ✔ • Day: 1 ✔ • Custom format: dd MMMM yyyy ✔ *(Accept dd-MMM-yyyy)*	1 1 1 1		4	
4.5	**Cell G4:** **=(F4-E4)*24** • (F4-E4) ✔ • *24 ✔ • Cell's number format changed to number or general ✔	1 1 1		3	

EXAMINATION NUMBER													

4.6.1	**Cell N3:** **=ROUNDDOWN(AVERAGE(H3:H80),0)** **OR** **=INT(AVERAGE(H3:H80)** **OR** **=INT(AVERAGE(H:H)** • ROUNDDOWN function ✓ • AVERAGE function ✓ • Range: (H3:H80) ✓ *(OR H:H)* • ,0 ✓	1 1 1 1		4	
4.6.2	**Cell J3:** **=IF(H3>=$N$2,IF(H3<=$N$3,** **"TRUE","FALSE"),"FALSE")** **OR** **=IF(AND(H3>=$N$2,H3<= $N$3),"TRUE","FALSE")** **OR** **=(H3-$N$2)*(H3-$N$3)<=0** **OR** **=IF(AND(H3>$N$3,H3>$N$2),"FALSE",IF(AND(H3<$N$3,H3<$N$2),"FALSE","TRUE"))** **OR** **=AND(H3>=$N$2,H3<=$N$3)** • IF H3 ✓ • >=N2 ✓ *(Ignore absolute cell reference)* • AND <=N3 ✓ *(Ignore absolute cell reference)* • TRUE if between ✓ • FALSE if not between ✓	1 1 1 1 1		5	

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| 4.7 | **Cell K3:**
=VLOOKUP(I3,Places_Plekke!A2:C7,3,False)*H3

OR
=VLOOKUP(I3,Places_Plekke!A2:C7,3)*H3

OR
=VLOOKUP(I3,Places_Plekke!$A$1:$C$7,3)*H3

VLOOKUP function ✓ Lookup value: I3 ✓ Lookup array Places_Plekke!A2:C7 **OR** Places_Plekke!A1:C7 ✓ *(Ignore absolute cell reference)* Column index: 3 ✓ *H3 ✓ | 1
1

1

1
1 | | 5 | |
| | **Total for QUESTION 4** | | | **[26]** | |

EXAMINATION NUMBER														

QUESTION 5   **File names: 5Samba, 5_7Gender.pdf**   **Total Q5: 41**

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbComp					
5.1.1	**Field: Entry** • Field size changed to 15 ✓	1		1	
5.1.2	**Field: PerformanceDay** **Input Mask: >L?09** • > ✓ • L ✓ • ? ✓ • 0 ✓ • 9 ✓	1 1 1 1 1		5	
5.1.3	**Field: Class** **Validation rule: "A" or "B" or "C" or "D" or "E" or "F"** • AND operator changed to OR operator ✓ • Suitable validation text entered that refers to characters A–F to be entered ✓	1 1		2	
5.1.4	**New field** • New field added with suitable name (should refer to sound clips) ✓ • Data type set to OLE object /attachment /hyperlink ✓	1 1		2	
5.1.5	**Field: Year** • Moved to appear last in field list ✓ *(Check in datasheet view and design view)*	1		1	
5.1.6	**Sorting** • Database sorted according to school names ✓ *(Check in datasheet view and design view)*	1		1	

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Form: frm5_2

5.2	• Form created with all fields from tbComp table ✓ • Heading 'Entries' inserted in form header ✓ *(May appear with default heading)* • *Class* field changed to combo box ✓ • Row source: "A";"B";"C";"D";"E";"F" ✓ • Row source type: "Value list" ✓ • Label with examination number ✓ added in form footer ✓	1 1 1 1 1 1 1		7	

Query: qry5_3

5.3	• Sorted first by *Surname* ✓ then by *School* ✓ • Criteria on *Position*: 1 ✓ • *School*, *Surname*, *Name* fields displayed ✓ *(Note to marker: 6 records expected.)*	1 1 1 1		4	

Query: qry5_4

5.4	• Criteria in *PerformanceDay*: Between #2017/03/02# ✓ AND #2017/03/03# ✓ **OR** >=#2017/03/02# AND <=#2017/03/03# **OR** #2017/03/02# OR #2017/03/03# **OR** Day([PerformanceDay])=2 **OR** Day([PerformanceDay])=3 AND Month([PerformanceDay])=3 AND Year([PerformanceDay])=2017 • Calculated field: [TotalPoints]*110/100 **OR** ([TotalPoints]*0.1) + [TotalPoints] **OR** [TotalPoints] *1.1 **OR** ([TotalPoints]*10/100) + [TotalPoints] *NewPoints* field name: ✓ [TotalPoints]* ✓ Calculation of 10% ✓ Added to [TotalPoints] ✓ • *TotalPoints* criteria: >265 ✓ *(Notes to marker:* • *17 records expected.* • *The format of the date may differ.)*	2 1 1 1 1 1		7	

EXAMINATION NUMBER														

Query: qry5_5				

5.5	• Criteria in Entry: Like "??" **OR** LEN([Entry])=2
	     ○ ? ✓ *(correct character or use of LEN function)*
	     ○ Two characters ✓
	
	(Note to marker: 15 records expected.)
		1
		1
				2

Report: rpt5_6				
5.6	• Fields inserted *PerformanceDay*, *Class*, *Surname*, *Name*, *Title*, *School* ✓ *(Ignore sequence)* • Report firstly grouped by *PerformanceDay* ✓ • *Performance* grouping intervals set to Normal/Day ✓ • Report secondly grouped by *Class* ✓ • Function in *Class* group footer/group header ✓ =Max ✓ ([*TotalPoints*]) ✓ *(Note to marker: Allocate the marks for the function even if it appears in the wrong place.)*	1 1 1 1 1 2		7
PDF: 5_7Gender				
5.7	• Report exported ✓ • As PDF ✓	1 1		2
	Total for QUESTION 5			**[41]**

EXAMINATION NUMBER														

QUESTION 6   **File name: 6Post**   **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 added as title ✓	1		1	
6.2	**Body background colour** *<body text="#ecf8a4" bgcolor="green">* • Background of web page (bgcolor) ✓ • Changed to green ✓ *(ignore if text tags removed)*	1 1		2	
6.3	**Image** *<img src="6Redeem.jpg" width="24%" height="200">* ***<img src="6House.jpg" width="24%" height="200">*** *<img src="6Flag.jpg" width="24%" height="200">* *<img src="6Dance.jpg" width="24%" height="200">* • Picture inserted as second image ✓ • Picture 6House.jpg inserted correctly ✓ • Width="24%" and Height="200" ✓ *(copied from other images)*	1 1 1		3	
6.4	**Alignment** *<h3 align="center">SAMBA DANCERS	FREE PAINT	FREE CARNIVAL MASKS * ***OR*** ***<center>**** SAMBA DANCERS	FREE PAINT	FREE CARNIVAL MASKS</h3>****</center>*** • Text centred ✓	1		1	

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6.5	**Horizontal line** *<hr size="4"/>* • Horizontal line tag corrected ✓ • Size set to 4 ✓		1 1	2	
6.6	**Font size** *It starts on Friday* • Font size tags inserted ✓ • Font size set to 20 pt ✓		1 1	2	

6.7	**Table**
	<table border="2">
	<th colspan="2">Facts about Brazil**</th>**
	<tr> <td>OFFICIAL NAME:**</td>**
	        <td>Federal Republic of Brazil**</td></tr>**
	<tr> <td>CAPITAL**:</td><td>**Brasilia**</td></tr>**
	<tr> <td>POPULATION**:</td><td>**183 888 841**</td>**
	        </tr>
	<tr> <td>OFFICIAL LANGUAGE**:</td>**
	        <td>Portuguese**</td></tr>**
	</table>
	
	• Table inserted ✓
	• Table border added ✓
	• First row merged *(colspan=2)* ✓
	• First row contain a heading *(th)* ✓
	• Table contains 5 rows *(correct text)* ✓
	• Table contains 2 columns *(correct text)* ✓
			1
			1
			1
			1
			1
			1
				6	

6.8	**Hyperlink** <a **href="http://www.riotickets.com"**>www.riotickets.com • Tag completed (<a **href=**) ✓ • To correct target http://www.riotickets.com ✓ *(ignore if 'http://' is left out)*		1 1	2	
	Closing tag(s) or triangular brackets omitted	-1			
	Total for QUESTION 6			**[19]**	

EXAMINATION NUMBER														

QUESTION 7   **Total Q7: 19**

File names: 7Travel.docx, 7Handout & 7Tickets

No.	Criteria	Maximum Mark			Candidate Mark
7Travel_Toer					
7.1.1	**Page border** • Page border inserted ✓ • Any double line ✓ border	1 1		2	
7.1.2	**Footnote** • Footnote *(or endnote)* added on the 'Redeemer' picture ✓ • Any footnote text added ✓	1 1		2	
7.1.3	**Picture formatting** • Alt Text Title inserted ✓ • Alt Text Description changed to 'Photo of Hotel' ✓	1 1		2	
7.1.4	**Hyperlink** • Hyperlink removed ✓	1		1	
7Handout					
7.2	**Handouts** • Slides exported to word processing document ✓ • As handouts ✓ • Provision for notes next to slides ✓	1 1 1		3	
7Tickets					
7.3	**Tickets table** • Table created ✓ • 5 (6) fields added ✓ • *Date* set to Date data type ✓ • *Date* field format set to any date format ✓ • *Section*, *Row* set to Short Text/Text ✓ • *Section*, *Row* field size changed to less than 255 ✓ *(Accept if only one field size changed)* • *Price* set to Currency ✓ • *Price* field format changed to Euro ✓ • *Sold* field set to Yes/No ✓	1 1 1 1 1 1 1 1 1		9	
	Total for QUESTION 7		**[19]**		
	TOTAL		**180**		