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GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2017

MARKING GUIDELINES

MARKS: 180 FINAL MARK CENTRE NUMBER EXAMINATION NUMBER QUESTION 2 **TOTAL** 1 3 4 5 6 **POSSIBLE MARK** 16 19 20 20 34 31 40 180 **MARKER** SM

These marking guidelines consist of 15 pages.

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

QUESTION 1 File name: 1Harvest Total Q1: 34

No.	Criteria	N	/laximum Mark	Candidate Mark
1.1.1	 Heading (HARVEST FOOD FESTIVAL) Any WordArt applied to heading ✓ WordArt rotated by 90° or 270° ✓ 	1 1	2	
1.1.2	 Picture Picture cropped to display only the basket and grapes ✓ Height set to 10 cm ✓ Width set to 12 cm ✓ Any oval-like picture style or shape applied ✓ 	1 1 1 1	4	
1.1.3	 Table Default top cell margin set to 0.1 cm ✓ (check table or cell options) No borders display ✓ 	1	2	
1.2	Page break • Page break or section break (next page) inserted ✓	1	1	
1.3.1	Styles (Mark from Styles Gallery) ■ Display1 style removed ✓	1	1	
1.3.2	 Display2 style modified Numbering added in format 1., 2., ✓ (Accept 1), 2),) Any border added ✓ Left indent set to 0 cm ✓ All occurrences of the style updated ✓ 	1 1 1 1	4	
1.4	 Cross reference (Figure 3: Gourmet Meals) Cross reference inserted within brackets ✓ (Accept hyperlink/ bookmark) Reference to label 'Figure 3: Gourmet Meals' ✓ 	1	2	
1.5	 Language Word 'explore' language changed to English (South Africa) ✓ (mark from task bar) 	1	1	

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1.6	Tabs	4	6	
	Tab set at 2 cm ✓ Left aligned ✓	1		
	 Left aligned ✓ Tab set at 10 cm ✓ 			
	Right aligned ✓	1		
	Solid leader tab set ✓	1		
	 Tab settings applied to all lines ✓ 	1		
1.7	Citation (Ward)		2	
	Citation to 'Jean Ward' source inserted ✓	1		
	Year does not display ✓	1		
1.8.1	Caption (Figure 6: Jumping Castle) (Alt + F9)		2	
	 Automatic figure caption added ✓ to correct picture 	1		
	 Text 'Jumping Castles' inserted ✓ for caption 	1		
1.8.2	Table of figures		1	
	 Table of figures updated ✓ (see 'Figure 5: Wine Shop') 	1		
1.9	Bibliography		2	
	Book, A. (2015). Too little too late. Entertainment All.			
	Business To All. (2016, July). Retrieved from Biz Communities:			
	www.biz_com.com			
	Sousher, P. L. (2014). Marketing South Africa. Business Journal, 61-62. Ward, J. (2005). Coetzenburg: A Tourist Site.			
	ward, J. (2003). Coetzenburg. A Tourist Site.			
	Automatic bibliography inserted ✓	1		
	Appears in APA style ✓	1		
1.10	Page numbering and section numbering		4	
1.10	 Page number does not appear on first page ✓ 	1	т	
	 Section 2/Last page formatted with i, ii, iii, format ✓ 	1		
	starts from i ✓	1		
	Style of page number with 'i' not changed ✓	1		
	Total for QUESTION 1		[34]	

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QUESTION 2 File name: 2Stay Total Q2: 16

No.	Criteria	N	laxim Marl	-	Candidate Mark
2.1	Page layout • Page size set to 'Legal' (21.59 cm x 35.56 cm) ✓ • Multiple pages set to 'Book fold' ✓	1 1		2	
2.2	 Comment Any comment added ('New'/'Reply'/Edited) ✓ Any relevant response added ✓ 	1 1		2	
2.3	 Watermark Any watermark added ✓ Image '2Pic.jpg' used ✓ Scale set to 200% ✓ 	1 1 1		3	
2.4	Check box: Special Shopper ■ Default value set to checked ✓	1		7	
	 Combo box: Type of Accommodation Option 'B and B' added to combo box ✓ 'B and B' appears first ✓ 	1 1			
	 Text form field: Total Type: Number ✓ Number format: R# ##0.00;(R# ##0.00) ✓ Help text inserted on F1 key ✓ Any text entered ✓ (Days*Rate) (Allocate this mark if text is in status bar) 	1 1 1 1			
2.5	 SaveDate field (Alt + F9) Any date field added ✓ (Accept any date field in any format) 	1		2	
	SaveDate field added ✓	1			
	Total for QUESTION 2			[16]	

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NUMBER							

QUESTION 3 File name: 3Acc Total Q3: 31

- 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	N	Candidate Mark	
Accor	m_Verblyf worksheet			
3.1	 Row 6: Row 6 height changed to exactly 45 pt ✓ Row 6 headings wrapped ✓ 	1 1	2	
3.2	Cell H7: =G7-F7 OR =DAYS(G7,F7) OR =DAY(G7)-DAY(F7) • Correct cells used ✓ • To determine difference correctly ✓	1 1	2	
3.3	Cell I8: VLOOKUP(D8,Rate_Tarief!\$B\$3:\$C\$23,2) OR =VLOOKUP(D8,Rate_Tarief!\$B\$4:\$C\$23,2)	<u>'</u>	4	
	 Lookup value: D8 ✓ Lookup range: Rate_Tarief!\$B\$3:\$C\$23 OR Rate_Tarief!\$B\$4:\$C\$23 ✓ (accept named range) Absolute cell references correctly used ✓ (allocate mark if named range was used) Correct column: 2 ✓ 	1 1 1 1		
3.4	Cell J9: =H9*I9 OR =PRODUCT(H9,I9) OR =(G9-F9)*I9 • Correct cells used ✓ • Multiplication ✓ • Format changed to any currency format ✓	1 1 1	3	

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3.5	Cell L10: (Check for building blocks) =LEN(K10)/100*J10 OR =J10*LEN(K10)/100 OR =J10*LEN(K10)% OR =LEN(K10)*1%*J10 OR =J10*("0.0"&LEN(K10))		4	
	 LEN ✓ (K10) ✓ /100 ✓ (Accept decimals instead of percentages) * J10 ✓ 	2 1 1		
	 (Notes to marker: Accept any method that will yield the correct answer. =IF(LEN(K10)=5,J10*5%,IF(LEN(K10)=4,J10*4%, IF(LEN(K10)=3,J10*3%,IF(LEN(K10)=2,J10*2%, J10*1%)))) =IF(K10="****",J10*5%,IF(K10="***",J10*4%, IF(K10="***",J10*3%,IF(K10="**",J10*2%,J10*1%))). Mark allocation for nested if: test K10 for correct number of stars√, J10 used to calculate discount√, identified correct %√, nested if correctly applied for all options√.) 			
3.6	Cell M7: (Check for building blocks) =IF(VALUE(MID(C7,7,1))>=5,"Male","Female") OR =IF(VALUE(MID(C7,7,1))<5,"Female","Male") • IF function ✓ • Criteria: VALUE OR NUMBERVALUE function ✓ ((MID(C7,7,1 ✓)) >=5 ✓ OR >4 (OR >="5" if VALUE was not used) • Value if true: "Male" OR "M" ✓ • Value if false: "Female" OR "F" ✓ (Notes to marker: • Evaluate the candidates answer against the bulleted options e.g. CODE function. • Penalise only the second mark if VALUE was not used.)	1 1 1 1 1	6	

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3.7	Cell G2: =SMALL(I7:I66,3) OR =SMALL(I:I,3)		3	
	SMALL function ✓	1		
	 Range: I7:I66 ✓ Third smallest: 3 ✓ 	1		
3.8	Cell G3: =MODE(I7:I66) OR =MODE(I:I)		2	
	 MODE function OR MODE.MULT OR MODE.SNGL function ✓ Range: I7:I66 ✓ 	1 1		
3.9	Cell G4: =SUMIF(E7:E66,"Country*",J7:J66)		5	
	OR =SUMIF(E7:E66,"*Country*",J7:J66)			
	OR =SUMIF(E7:E66,"Country House",J7:J66)+SUMIF (E7:E66,"Country Inn",J7:J66)			
	SUMIF(S) function ✓	1		
	 Criteria range: E7:E66 ✓ Criteria: Country OR C ✓ * ✓ (accept * in front, allocate both marks if "Country House" and "Country 	2		
	Inn" was used)Sum range: J7:J66 ✓	1		
	(Note to marker: =SUMIFS(J7:J66,E7:E66,"Country*")			
	Total for QUESTION 3		[31]	

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QUESTION 4 File name: 4Quest Total Q4: 19

- 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	N	laxim Marl		Candidate Mark
Resp	ons worksheet				
4.1	Cell H3: =COUNTBLANK(H6:H115)			2	
	OR =COUNTIF(H6:H115,"")				
	 COUNTBLANK function ✓ Range: (H6:H115) ✓ 	1 1			
4.2	Cell K6: =TIME(HOUR(J6),MINUTE(J6)+20,0)			4	
	OR =J6+TIME(0,20,0)				
	OR =SUM(TIME(0,20,0),J6)				
	OR =J6+TIMEVALUE("0:20")				
	 J6 ✓ Any time function ✓ 20 minutes ✓ Added ✓ 	1 1 1 1			

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4.3	Cell K3: =COUNTA(H6:H115)/K2*100		4	
	OR			
	=COUNTA(H6:H115)/K2			
	OR			
	=COUNTIF(H6:H115,"*")/K2			
	OR			
	=(K2-H3)/K2*100			
	OR (1/2) 1/2			
	=(K2-H3)/K2 OR			
	=100*(1-H3/K2)			
	OR			
	=((K2-COUNTBLANK(H6:H115))/K2*100)/100			
	OOLINITA ((OP KO LIO K	4		
	COUNTA function OR K2-H3 ✓ Represent the second s	1 1		
	• Range: (H6:H115) OR Correct use of brackets ✓			
	 /K2 ✓ (Accept COUNTA of columns A, B, C, D or G) *100 OR format changed to percentage ✓ 			
4.4		•		
4.4	Columns A and B: Conditional formatting		4	
	Conditional formatting applied to A6:B115 ✓	1		
	 =\$B\$3=\$G6 ✓ OR =\$B\$3=\$G6:\$G115 (Ignore) 	1		
	absolute cell reference)	-		
	Absolute cell reference correctly applied (\$G6 OR G6			
	OR \$G6:\$G115 OR G6:G115) ✓	1		
	 Format style: Any fill colour ✓ 	1		
Earn_	Verdien worksheet			
4.5	Chart/Graph:		5	
	 Vertical axis title inserted 'Amount' ✓ 	1		
	 4Coin image inserted ✓ and stacked and scaled in 	1		
	units of 100 000 ✓ (8 coins display)	1		
	Horizontal axis labels: Alignment act to Pateta all tout 270% an 20% of	1		
	o Alignment set to: Rotate all text 270° or 90° ✓	1 1		
	 o Major units set to 2 days ✓ 	'		
	Total for QUESTION 4		[19]	

QUESTION 5

Total Q5: 40

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EXAMINATION

NUMBER							

File name: 5Visit

No.	Criteria	N	/laxim Mar		Candidate Mark
Table	: tbAccom				
5.1.1	Field: Name • Field size changed to 30 ✓	1		1	
5.1.2	Field: Surname • Set as required field ✓	1		1	
5.1.3	Field: IdentityNumber Input Mask: 00000000000 • Compulsory digit used: 0 ✓ • 13 characters ✓	1 1		2	
5.1.4	 Field: Province Option 'EC' added to drop down list ✓ Added as first option in drop down list ✓ 	1 1		2	
5.1.5	 Validation Rule: >= #2017/11/18# ✓ AND ✓<= #2017/11/28 # ✓ OR >#2017/11/17# AND <#2017/11/29# OR Between #2017/11/18# AND #2017/11/28# OR Between "2017/11/18" AND "2017/11/28" Validation text Any appropriate validation text that refers to the range of dates ✓ 	3		4	
5.1.6	Field: Code • Expression modified as: LEFT([Surname] ✓ • ,3 ✓)	1 1		2	
Form:	frm5_2	1	1		
5.2	 Form header text changed ✓ to examination number (accept if examination number was added) Show date picker for DateIn field set to never ✓ Format of Rate field changed to any currency ✓ Date field inserted OR DATE() ✓ Time field inserted OR TIME() ✓ In the form footer ✓ (Note to marker: Allocate Date and Time mark if =NOW() was used.) 	1 1 1 1 1 1		6	

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Province criteria: LP ✓ OR ✓ MP ✓ OR In("LP","MP") Data sorted ascending by Surname ✓ (Note to marker: 11 records expected.) Query: qry5_4 5.4 • Total (Group by) row displayed ✓ • SUM selected for NumberOfNights field in Total row ✓ • SUM selected for NumberOfNights field in Total row ✓ • SUM selected for NumberOfNights field in Total row ✓ • NumberOfNights criteria: <=5 ✓ (OR <6) • Amount field criteria: <800 ✓ OR ✓ >2000 ✓ • DOB criteria: IS NULL OR Not Like "" ✓ • AND operator for all field criteria ✓ • AND operator for all field criteria ✓ • AND operator for all field criteria: ✓ (Note to marker: 2 records expected.) Query: qry5_6 5.6 Calculated field: Discount:[Amount]-[Amount]*10/100 OR Discount:[Amount]-[Amount]*0.1 OR	Query	: qry5_3				
Query: qry5_4 5.4 • Total (Group by) row displayed ✓ 1 2 • SUM selected for NumberOfNights field in Total row ✓ 1 1 2 Query: qry5_5 5.5 • Only Name and Sumame fields are displayed ✓ 1 7 • NumberOfNights criteria: <=5 ∨ (OR <=6)	5.3				4	
Total (Group by) row displayed ✓ SUM selected for NumberOfNights field in Total row ✓ 1 1 2		(Note to marker: 11 records expected.)				
■ SUM selected for NumberOfNights field in Total row ✓ 1 Query: qry5_5 5.5 ■ Only Name and Surname fields are displayed ✓ 1 1 7 ■ NumberOfNights criteria: <=5 ✓ (OR <6) 1 1 3 3 3 4 1 1 4 1 1 1 1 1 1 1 1 1 1 1	Query	: qry5_4				
5.5 • Only Name and Surname fields are displayed ✓ • NumberOfNights criteria: <=5 ✓ (OR <6) • Amount field criteria: <800 ✓ OR ✓ >2000 ✓ • DOB criteria: IS NULL OR Not Like "**/ • AND operator for all field criteria ✓ • NumberOfNights Amount DOB NumberOfNights Amount IbAccom IbAcc	5.4	` ' '	-		2	
NumberOfNights criteria: <=5 ✓ (OR <6) Amount field criteria: <800 ✓ OR ✓ >2000 ✓ DOB criteria: IS NULL OR Not Like ****✓ AND operator for all field criteria: ✓ NumberOfNights Amount toAccom t	Query	: qry5_5				
Calculated field: Discount: [Amount]-[Amount]*10/100 OR Discount: [Amount]-[Amount]*0.1 OR Discount: [Amount]*0.9 OR Discount: [Amount]*90/100 • New calculated field Discount added ✓ 1 0% calculated ✓ 1 00 the original Amount ✓ 1 0 Subtract to get the difference ✓ Report: rpt5_7 5.7 • Shading applied to Province field ✓ (in Province group header) • Amount field sorted ✓ in descending (largest to smallest) order • Function in Accommodation group footer/header ✓ =SUM ✓ ([Amount]) ✓ (Note to marker: Allocate the marks for the function even if it appears in the wrong place.)		 NumberOfNights criteria: <=5 ✓ (OR <6) Amount field criteria: <800 ✓ OR ✓ >2000 ✓ DOB criteria: IS NULL OR Not Like "*"✓ AND operator for all field criteria ✓ NumberOfNights Amount DOB tbAccom tbA	1 3 1		7	
Discount:[Amount]-[Amount]*10/100 OR Discount:[Amount]*0.1 OR Discount:[Amount]*0.9 OR Discount:[Amount]*90/100 • New calculated field Discount added ✓ 1 • 10% calculated ✓ 1 • On the original Amount ✓ 1 • Subtract to get the difference ✓ 1 Report: rpt5_7 5.7 • Shading applied to Province field ✓ (in Province group header) • Amount field sorted ✓ in descending (largest to smallest) order • Function in Accommodation group footer/header ✓ 1 =SUM ✓ ([Amount]) ✓ 2 (Note to marker: Allocate the marks for the function even if it appears in the wrong place.)	Query	: qry5_6	ı	1	<u> </u>	
 10% calculated ✓ On the original Amount ✓ Subtract to get the difference ✓ Report: rpt5_7 Shading applied to Province field ✓ (in Province group header) Amount field sorted ✓ in descending (largest to smallest) order Function in Accommodation group footer/header ✓ SUM ✓ ([Amount]) ✓ (Note to marker: Allocate the marks for the function even if it appears in the wrong place.) 	5.6	Discount:[Amount]-[Amount]*10/100 OR Discount:[Amount]-[Amount]*0.1 OR Discount:[Amount]*0.9 OR			4	
 5.7 Shading applied to Province field ✓ (in Province group header) • Amount field sorted ✓ in descending (largest to smallest) order • Function in Accommodation group footer/header ✓ 1 = SUM ✓ ([Amount]) ✓ (Note to marker: Allocate the marks for the function even if it appears in the wrong place.) 		 10% calculated ✓ On the original Amount ✓ 	1			
header) • Amount field sorted ✓ in descending (largest to smallest) order • Function in Accommodation group footer/header ✓ 1 = SUM ✓ ([Amount]) ✓ 2 (Note to marker: Allocate the marks for the function even if it appears in the wrong place.)	Repor	t: rpt5_7				
Total for QUESTION 5 [40]	5.7	 header) Amount field sorted ✓ in descending (largest to smallest) order Function in Accommodation group footer/header ✓ =SUM ✓ ([Amount]) ✓ (Note to marker: Allocate the marks for the function even 	1		5	
		Total for QUESTION 5			[40]	

QUESTION 6 File name: 6Viti Total Q6: 20

- NO marks should be allocated for answering this question using Word.
- 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	N	laxim Marl		Candidate Mark
6.1	Font Type 			1	
	Font type set to 'Arial' ✓	1			
6.2	Heading 1: 'Growing Grapes' <h1 align="center">Growing Grapes</h1>			2	
	OR <h1><center>Growing Grapes</center></h1>				
	Text 'Growing Grapes' alignment set to centre ✓ **Comparison of the set of the se	1			
	 align="center" OR <center></center> Text 'Growing Grapes' font colour set to blue ✓ 	1			
6.3	Horizontal line <hr size="3"/> OR <hr size="3"/>			2	
	 Horizontal line inserted ✓ Size set to 3 ✓ 	1			
6.4	Bulleted list ul type="circle">the composition of the soilthe climatesituation of vineyard			3	
	Unordered list ✓	1			
	 Bullet circle type: type="circle" applied to all list items ✓ 	1			
	List item applied to at least one item ✓ (if list items are not closed, check line 1 for < html >)	1			

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6.5	Image: Height and width 		4	
	 Img tag ✓ Correct source file: src = "6Hectare.png" ✓ 	1 1 1		
	 Height set to 250 ✓ <i>height="250"</i> Width set to 350 ✓ <i>width="350"</i> 	1		
6.6	Table Variety of grapes 2td>2tr 2td>2tr 2td>2tr 2tr </td <td></td> <td>5</td> <td></td>		5	
	 Table border changed to 5: border="5" √ Spans two columns: colspan="2" √ Last row added to table: Two cells added to last row: Any required text added in at least one cell √ 	1 1 1 1 1		
6.7	Hyperlink 		3	
	 Hyperlink created: ✓ On image ✓ To correct file: "6SAStats.docx"> ✓ 	1 1 1		
	Closing tag(s) or triangular brackets omitted or incorrect nesting	-1		
	Total for QUESTION 6		[20]	

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QUESTION 7 File names: 7Calc, 7Rep Total Q7: 20

No.	Criteria	N	laxim Marl	_	Candidate Mark	
7Calc	: Num_Nom worksheet					
7.1	Cell A3: RANDBETWEEN (100,999) OR =RAND()*(999-100)+100 OR =RANDBETWEEN(1,9)&RANDBETWEEN(0,9)& RANDBETWEEN(0,9) • RANDBETWEEN OR RAND function ✓ • Lower boundary (Any 3-digit number) ✓	1 1		10		
	 Upper boundary (Any 3-digit number) ✓ (Should be larger than lower boundary) Cell B3: =LEFT(A3,1) OR TRUNC(A3/100) OR MID(A3,1,1) OR INT(A3/100) OR LEFT(A3) LEFT function ✓ (OR TRUNC OR MID) Extract one character from cell A3 ✓ 	1 1 1				
	Cell C3: =RIGHT(A3,1) OR MID(A3,3,1) OR MID(A3,LEN(A3),1) OR A3-INT(A3/10)*10 OR RIGHT(A3) • RIGHT function ✓ (OR MID) • Extract one character from cell A3 ✓	1				
	Cell D3: =IF(B3=C3,"YES","NO") OR =IF(EXACT(B3,C3),"YES","NO") • Check that B3=C3 ✓ (OR (B3<>C3)) • Value if true: "YES" ✓ • Value if false: "NO" ✓	1 1 1				

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7Calc:	Vouch_Bewys worksheet			
7.2.1	Cell E2: (Check for building blocks) =TODAY()<=DATE(YEAR(NOW()),MONTH(D2),DAY(D2)) OR		7	
	=IF(TODAY()>=DATE(2017,MONTH(D2),DAY(D2)), "FALSE","TRUE") OR			
	=IF(TODAY() <date(year(today()),month(d2),day(d 2)), "TRUE","FALSE") OR</date(year(today()),month(d2),day(d 			
	=IF(DATE(YEAR(TODAY()),MONTH(D2),DAY(D2))>=TOD AY(),"TRUE", "FALSE")			
	OR =OR(AND(MONTH(D2)=MONTH(TODAY()),DAY(D2) >=DAY(TODAY())),MONTH(D2)>MONTH(TODAY()))			
	OR =OR(IF(MONTH(D2)>MONTH(TODAY()),TRUE), AND(MONTH(D2)=MONTH(TODAY()),DAY(D2) >=DAY(TODAY()))) OR			
	=IF(MONTH(D2)>MONTH(TODAY()),"TRUE", IF(MONTH(D2)=MONTH(TODAY()),IF(DAY(D2) >=DAY(TODAY()),"TRUE","FALSE"),"FALSE"))			
	Criteria 1: Check if birth month is greater than current month ✓	1		
	 Correct output (TRUE) if birth month/date is greater than current month/date ✓ 	1		
	 Criteria 2: Check if current month is equal to birth month ✓ AND current day is greater or equal to birth day ✓ 	1		
	 Correct output (TRUE) if both aspects in criteria 2 are true ✓ 	1		
	 Correct output (FALSE) if criteria 2 is false ✓ Function copied to cells E3:E111 ✓ 	1		
	(Note to marker: Award the output mark if the second criteria is wrong but the output is correct.)			
7.2.2	 rpt7_2 report in 7Rep database 7Calc data imported to 7Rep ✓ (110 records) Any report created ✓ with 4 or 5 correct fields ✓ 	1 2	3	
	Total for QUESTION 7		[20]	
	TOTAL		180	