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Basic Education
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## SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

# COMPUTER APPLICATIONS TECHNOLOGY P1 2019

#### **MARKING GUIDELINES**

**MARKS: 180 FINAL MARK CENTRE NUMBER EXAMINATION** NUMBER **QUESTION TOTAL** 1 2 3 4 5 6 7 **POSSIBLE MARK** 30 20 30 21 40 20 19 180 **MARKER** SM CM IM/EM

These marking guidelines consist of 13 pages.

<b>EXAMINATION</b>							
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## IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.

QUESTION 1 File name: 1Street Total Q1: 30

No.	Criteria	M	laxim Mark		Candidate Mark
1.1.1	Title content control  • Text 'Street' added to 'Title' content control ✓	1		1	
1.1.2	Font size  • Font size of the 'A' changed to 200 pt ✓	1		1	
1.1.3	<ul> <li>Table borders</li> <li>Inside borders only ✓</li> <li>In a red colour ✓</li> </ul>	1		2	
1.1.4	Picture (3 <sup>rd</sup> row, 1 <sup>st</sup> cell)  • Centred vertically ✓	1		1	
1.2	<ul> <li>Table of contents</li> <li>Style of 'http://www.widewalls.ch/defining-street-art/' changed to anything besides 'Heading 1' ✓</li> <li>Table of contents updated ✓ (includes 'The Origins of Street Art')</li> </ul>	1		2	
1.3	<ul> <li>Margin</li> <li>Bottom margin changed to 2 cm ✓</li> <li>From page 3 onwards ✓</li> </ul>	1		2	
1.4.1	Line spacing  • At least ✓  • 20 pt ✓	1		2	
1.4.2	<ul> <li>Indentation</li> <li>Left indent set to 1 cm ✓</li> <li>Right indent set to 3 cm ✓ (14 cm on the ruler)</li> </ul>	1		2	
1.5	<ul> <li>Find and replace</li> <li>'s replaced ✓</li> <li>with s ✓</li> <li>Only years changed ✓ (all 4 occurrences should be replaced)</li> </ul>	1 1 1		3	
1.6	<ul> <li>Bookmark</li> <li>Some bookmark text formatted ✓ (location of the bookmark)</li> <li>All text highlighted ✓ ('It began with graffiti')</li> </ul>	1		2	

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1.7	<ul> <li>Caption</li> <li>New caption label 'Art' created ✓ (Accept if more text appears)</li> <li>Caption 'Vhils process' inserted ✓ (Do not allocate mark if 'Vhils process' appears as part of label)</li> <li>Appears above image ✓</li> </ul>	1 1 1	3	
1.8	<ul> <li>Bullets</li> <li>Bullets inserted ✓</li> <li>'‰' Wingdings 2, character code 147 ✓</li> </ul>	1 1	2	
1.9	<ul> <li>Table of figures</li> <li>Automatic table of figures inserted on the last page ✓</li> <li>Display 'Figure' entries ✓ (7 or 8 entries)</li> </ul>	1 1	2	
1.10	References  • 'Banksy, J.R.; Just Google it' source removed			
1.11	Bibliography  ■ Automatic bibliography inserted on the last page ✓	1	1	
1.12	<ul> <li>Page numbering</li> <li>Automatic page numbers inserted in footer ✓</li> <li>Any Mosaic page numbering style used ✓</li> <li>Odd and even checked ✓</li> <li>Consistent page numbering style applied to both odd (left) and even (right) pages ✓</li> </ul>	1 1 1	4	
	Total for QUESTION 1		[30]	

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QUESTION 2 File names: 2Donations, 2Merged Total Q2: 20

No.	Criteria	N	laxim Marl		Candidate Mark
2.1	<ul><li>Spelling (In paragraph 1)</li><li>Spelling error corrected ✓ (intressting)</li></ul>	1		1	
2.2	<ul> <li>Date form control</li> <li>Control type changed to <u>current</u> date ✓ (Accept current time if a date is displayed)</li> <li>Format set to 'dd MMMM yyyy' ✓</li> </ul>	1		2	
2.3	<ul> <li>Columns</li> <li>Text converted to four columns ✓ (Check ruler)</li> <li>Column break inserted before '4. Help others in need' ✓ (Accept with/without an open line above)</li> </ul>	1		2	
2.4	<ul> <li>Endnote</li> <li>Endnote inserted next to 'Utopia' ✓</li> <li>Capital Roman numerals used ✓</li> <li>Text 'Perfect world' ✓</li> <li>Added to the end of the section ✓</li> </ul>	1 1 1		4	
2.5.1	<ul><li>Table style</li><li>Any table style applied ✓ (Besides Table Grid)</li></ul>	1		1	
2.5.2	<ul> <li>Check box form field</li> <li>Any form field/control inserted ✓</li> <li>Check box form field inserted ✓</li> </ul>	1		2	
2.5.3	<ul> <li>Help text for textbox form field</li> <li>Help text inserted 'Enter amount' ✓</li> <li>On F1 key ✓</li> </ul>	1		2	
2.5.4	Formula =SUM(Above)  • Field inserted ✓  • Field formula: =SUM(Above) ✓	1		2	
2.6	<ul> <li>Mail merge (Select * FROM 'Donors\$' WHERE 'Amount' &gt;=50000)</li> <li>Merge fields Name and/or Surname inserted ✓</li> <li>Data source filtered/selected &gt;=50 000 ✓ (Amount &gt;= 50 000)</li> <li>Roland Lewis removed from recipient list ✓ (Check for 13 letters after merge completed)</li> <li>Mail merge completed ✓ (2Merged)</li> </ul>	1 1 1		4	
	Total for QUESTION 2			[20]	

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QUESTION 3 File name: 3Comp Total Q3: 30

- 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.
- Any function that works consistently for the data should be accepted.

No.	Criteria	N	laxim Marl		Candidate Mark
Entrie	es_Inskrywing worksheet				
3.1	<ul> <li>Heading</li> <li>Cells A1:M1 merged ✓</li> <li>Data vertically centred ✓ (Ignore if horizontally centred)</li> </ul>	1 1		2	
3.2	Cells A1:M1  • Blue colour ✓  • Pattern fill ✓	1 1		2	
3.3	<ul> <li>Autofill</li> <li>Numbering continues to rest of column A ✓ (Do not allocate the mark if the column is partly filled)</li> </ul>	1		1	
3.4	Cell D3: (Check for building blocks) =RIGHT(B3,LEN(B3)-LEN(C3)-1)  OR =MID(B3,FIND(" ",B3)+1,LEN(B3))			5	
	OR =RIGHT(B3,LEN(B3)-FIND(" ",B3))				
	OR =MID(B3,LEN(C3)+2,LEN(B3)-LEN(C3))				
	<ul> <li>RIGHT/MID function ✓</li> <li>B3 ✓</li> <li>Determine length of text in B3 ✓</li> <li>Determine position of space ✓ (FIND OR SEARCH)</li> <li>Subtract position for space from length ✓</li> </ul>	1 1 1 1			
	(Note to marker: Ignore if there is a 3 <sup>rd</sup> parameter in the FIND function.)				

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		I	1		
3.5	Cell F4: =A4&E4&RANDBETWEEN(0,9)&RANDBETWEEN(0,9)			5	
	& OR CONCATENATE function ✓	1			
	• A4 ✓	1			
	• E4 ✓	1			
	RANDBETWEEN functions ✓	1			
	• (0,9) <b>OR</b> (1,9) ✓	'			
	(Note to marker: Also accept correct use of the RAND function e.g. =A4&E4&RIGHT(RAND(),2).)				
3.6	Cell G5: =VLOOKUP(E5,Province_Provinsie!\$A\$2:\$B\$10,2)			5	
	VLOOKUP function ✓	1			
	Lookup value: E5  ✓	1			
	Lookup range: Province_Provinsie!\$A\$2:\$B\$10 OR				
	Province_Provinsie!\$A\$1:\$B\$10 ✓ (Check for Named	_			
	Range)  ■ Column index: 2 ✓	1 1			
	<ul> <li>Column index: 2 ✓</li> <li>Absolute cell reference ✓</li> </ul>	1			
3.7	Cell M3:			3	
3.7	=AVERAGE(J3:L3)			3	
	AVERAGE function ✓     (12:1.2) ✓	1 1			
	<ul> <li>(J3:L3) ✓</li> <li>Formatted to no decimal places ✓</li> </ul>	1			
3.8	Formatted to no decimal places ✓  Cell P2:	•		4	
3.0	=DATE(YEAR(P1),MONTH(P1)+1,DAY(P1))			4	
	• YEAR(P1) ✓	1			
	<ul> <li>MONTH(P1) ✓ + 1 ✓ (Allocate second mark if 31 has</li> </ul>	2			
	been added to DAY)	1			
	• DAY(P1) ✓	'			
Subto	tal worksheet				
3.9	Subtotal:			3	
	Change in/Grouped by: Category_Kategorie ✓	1			
	• Function: MAX ✓	1			
	Subtotal added to Total score_Totale punte ✓	'			
	Total for QUESTION 3			[30]	

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NUMBER							

QUESTION 4 File name: 4Entries 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 answers.
- Named ranges can be used instead of cell references.
- Any function that works consistently for the data should be accepted.

No.	Criteria	N	laxim Mar		Candidate Mark
Provi	nces_Provinsies worksheet				
4.1	Chart_Grafiek tab:  • Tab colour changed to yellow ✓	1		1	
4.2	<ul> <li>Chart_Grafiek tab:</li> <li>Chart_Grafiek worksheet moved to after Provinces_Provinsies ✓</li> </ul>	1		1	
4.3	Cell M7 (Check in other cells): =COUNTIF(C3:C188,"LP")  • COUNTIF function ✓  • Range C3:C188 ✓  • "LP" ✓	1 1 1		3	
4.4	Sort: Cells L3:M11  • Sorted on column L ✓  • Descending ✓	1 1		2	
4.5	<ul> <li>Conditional formatting: Column E</li> <li>All duplicate values ✓</li> <li>Any background colour ✓</li> </ul>	1 1		2	
4.6	Cell J3: (Check for building blocks)  =IF(I3=MAX(\$I\$3:\$I\$188),A3,"")  • IF function ✓  • Criteria: I3 ✓  • =MAX ✓  • (\$I\$3:\$I\$188) OR (I3:I188) ✓ (MAX(I3:I188) could be a building block)  • Correct use of absolute cell reference ✓  • Value if true: A3 ✓  • Copied down ✓	1 1 1 1 1		7	

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Chart	_Grafiek worksheet			
4.7	Chart/Graph:		5	
	<ul> <li>Chart/graph changed to a bar chart ✓</li> </ul>	1		
	<ul> <li>NW data does not display ✓ (Do not accept if data removed from spreadsheet)</li> </ul>	1		
	<ul> <li>Any glow applied to data series   ✓ (Do not accept shadow. Mark from the panel)</li> </ul>	1		
	<ul> <li>Gap width of series changed to 50% ✓</li> </ul>	1		
	Colour of major vertical gridlines changed to red ✓	1		
	Total for QUESTION 4		[21]	

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QUESTION 5 File name: 5Gallery Total Q5: 40

No	Criteria	N	laxim Marl		Candidate Mark
Table	: tblExhibit				
5.1.1	Field: City  • Field size set to 50 ✓	1		1	
5.1.2	Field: GalleryName  • Field format changed to > ✓	1		1	
5.1.3	<ul> <li>Field: PostCode</li> <li>Data type changed to Short Text/Text ✓</li> <li>Input mask: 0000</li> <li>0 character used ✓</li> <li>Four of the same characters inserted ✓</li> </ul>	1 1 1		3	
	<ul> <li>Validation Rule added (✓)</li> <li>LEN([PostCode]) (✓)</li> <li>=4 (✓) (Do not allocate this mark if the data type is not Number)</li> </ul>			_	
5.1.4	Field: Insure  • New field Insure inserted ✓  • Field type Calculated ✓  • [TotalValue] ✓ * ✓ 1.25 ✓  OR ([TotalValue]*25/100)+[TotalValue]  OR ([TotalValue]*0.25)+[TotalValue]  OR ([TotalValue]*125/100)	1 1 3		5	
Form:	frm5_2	· ·		ı	<b>!</b>
5.2	<ul> <li>Form named frm5_2 ✓ created</li> <li>Form based on qry5_2 ✓</li> <li>All fields included ✓ (5 fields)</li> <li>Form heading changed to 'Street Art' ✓</li> <li>5Street ✓ image added as form background ✓</li> <li>Data sorted ascending ✓ according to GalleryName ✓ (Check Form Properties, Data, Order by OR check sorting in qry5_2 query)</li> </ul>	1 1 1 1 2 2		8	

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Query	: qry5_3			
5.3	<ul> <li>Province: Group By applied ✓</li> <li>Province criteria:&lt;&gt;"0" ✓ OR Not Is Null OR Is Not Null OR &lt;&gt;"" OR "EC" OR "GP" OR "KZN" OR "WC"</li> <li>StockValue: Total: Sum ✓</li> <li>(Note to marker: 4 records expected.)</li> </ul>	1 1 1	3	
Query	: qry5_4	ı		
5.4	<ul> <li>Only GalleryName and NoInStock fields appear ✓ (Allocate the mark even if other fields are deleted)</li> <li>GalleryName criteria: * ✓ gallery ✓ * ✓</li> <li>TypeOfArt criteria: "Street Art" ✓</li> <li>Province criteria: Is Null ✓ OR Not Like "*"</li> <li>OR Not Like '*'</li> <li>All inserted criteria on the same line AND ✓</li> <li>(Note to marker: 5 records expected.)</li> </ul>	1 3 1 1	7	
Querv	: qry5_5			
5.5	Calculated field: End: [Date]+30  New field End created ✓  [Date] ✓ + 30 ✓  NoInStock criteria: > ✓ 150 ✓  Town criteria: "Johannesburg" ✓  Date criteria: Year([Date])=2019  OR >=#01/01/2019# AND <=#31/12/2019#  OR >#31/12/2018# AND <#01/01/2020#  OR BETWEEN #01/01/2019# AND <=#31/12/2019#  OR Like "2019/*/*" (dependent on computer settings)  Correct year ✓ (2019)  Limited to full year ✓  (Note to marker: 6 records expected.)	1 2 2 1	8	
Repor	t: rpt5_6			
5.6	<ul> <li>Province field grouping removed ✓</li> <li>Province textbox and label removed ✓</li> <li>Function: =AVG ✓ ([StockValue]) ✓</li> </ul>	1 1 2	4	
	Total for QUESTION 5		[40]	

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QUESTION 6 File name: 6Famous Total Q6: 20

- This question should be marked from the HTML code.
- Numerical attribute values do not need to be in inverted commas.

No.	Criteria	N	laxim Marl		Candidate Mark
6.1	Title <title>Famous Street Art</title>			1	
	Title tags inserted ✓ (Accept if the <head> tags still appear OR if <head> tags have been replaced)</head></head>	1			
6.2	Cell padding			2	
	<ul> <li>Cell padding of entire table set ✓</li> <li>To 8 ✓</li> </ul>	1			
6.3	Alignment of picture <img align="right" height="100" src="6_Art.png" width="100"/>			1	
	6_Art picture aligned to right ✓	1			
6.4	Font <font face="Calibri"><h1>Street Art</h1></font>			1	
	<ul> <li>Font of heading 'Street Art' set to Calibri ✓</li> </ul>	1			
6.5	Picture size <img height="145" src="6_5.jpg" width="195"/>			2	
	<ul> <li>Width set to 195 ✓</li> <li>Height set to 145 ✓</li> </ul>	1			

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6.6	Fourth row of table <id><ing height="200" src="6_3.jpg" width="200"> <ifc><ifc><ifc><ifc><ifc><ifc><ifc><ifc< th=""><th></th><th>7</th><th></th></ifc<></ifc></ifc></ifc></ifc></ifc></ifc></ifc></ing></id>		7	
	life.			
	<ul> <li>One row inserted and centred ✓</li> <li>Two cells inserted ✓</li> </ul>	1		
	<ul> <li>'Colspan' of second cell set to 3 ✓</li> <li>Text in second cell set to italics ✓</li> </ul>	1		
	<ul> <li>Font size of second cell set to 5 ✓</li> <li>Paragraph OR 2 breaks inserted ✓</li> <li>Left aligned ✓</li> </ul>	1 1 1		
6.7	Bullets <ul><li><ul><li>#Banksy</li><li>#List</li><li>#Most Famous Pieces</li></ul></li></ul>		2	
	<li>#Smates</li> <li>#Streetart</li>			
	<ul> <li>Unordered list tags (bullets) inserted ✓</li> <li>5 list items tags inserted ✓</li> </ul>	1 1		
6.8	Hyperlink <a href="Google.com">Read more</a>		3	
	Hyperlink tags inserted ✓	1		
	<ul> <li>To correct text 'Read more' ✓</li> <li>Links to "Google.com" ✓</li> </ul>	1 1		
	Closing tag(s) or triangular brackets and nesting correctly applied.	1	1	
	Total for QUESTION 6		[20]	

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QUESTION 7 File names: 7Logo, 7Globe, 7Art Total Q7: 19

No.	Criteria	Ma	aximum Mark	Candidate Mark
7Logo		•		
7.1	<ul> <li>Image manipulation</li> <li>Wrapping of images changed to enable stacking ✓</li> <li>Heart image style/shape changed to round shape ✓</li> <li>'I Want Change' image cropped/resized ✓</li> <li>Text 'STREET ART' inserted ✓ (Accept lower case)</li> <li>Text colour is light ✓</li> <li>Original images arranged in the correct order ✓</li> <li>Logo appears correctly as the example ✓</li> </ul>	1 - 1 - 1 - 1 - 1 -	7	
7Glob	pe			
7.2.1	Text watermark  • Text watermark inserted ✓  • Text 'Graffiti' ✓	1 1	2	
7.2.2	<ul> <li>Sorting paragraphs</li> <li>Paragraphs sorted ✓</li> <li>In descending order ✓ (Toronto Atlanta)</li> </ul>	1	2	
7.2.3	<ul> <li>Text inserted</li> <li>Text from 7Europe.html file inserted ✓</li> <li>Linked to original document ✓</li> </ul>	1	2	
7Art				
7.3.1	Cell G3: =IF(E3<=\$I\$2,IF(F3>100,TRUE,""),"") OR	_	5	
	=AND(E3<=\$I\$2,F3>100)			
	<ul> <li>Check if E3 ✓ smaller than or equal to date in \$I\$2 ✓ (Accept NOW() OR TODAY())</li> </ul>	2		
	<ul> <li>Check if F3 ✓ greater than 100 ✓</li> <li>Display TRUE if both conditions are true ✓</li> </ul>	2		
7.3.2	Correct answer:  • WC OR Western Cape✓	1	1	
	Total for QUESTION 7		[19]	
	TOTAL		180	