basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2019

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER									

FINAL MARK	

EXAMINATION NUMBER													

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	27	23	24	26	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 15 pages.

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NSC – Marking Guidelines

EXAMINATION NUMBER														

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

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

No	Criteria	Maximum Mark		Candidate Mark
1.1.1	**Text outline** • Any red text outline set ✓ • Width: 1.5 pt ✓ • Applied to 'A Marvel' ✓	1 1 1	3	
1.1.2	**Picture scale** • Height set to 60% ✓ *(4.73 cm **OR** 4.74 cm)* • Width set to 40% ✓ *(6.23 cm)*	1 1	2	
1.1.3	**Vertical page alignment: First page** • Vertical page alignment set to centre ✓	1	1	
1.2	**Table of contents (below heading 'Table of Contents')** • Any automatic table of contents inserted ✓ *(ignore if the text 'Contents' **OR** 'Table of Contents' appear twice)*	1	1	
1.3	**Style modified: Heading 1** • Any bullet added to heading ✓ • Correct bullet ❖ ✓ • Bullet indent set at 0 ✓ *(mark from Reveal Formatting)* • All occurrences of 'Heading 1' <u>style</u> updated ✓ *(7 occurrences)*	1 1 1 1	4	
1.4	**Drop cap** • Dropped cap option applied to 'W' of 'What' ✓ • Appears over 4 lines ✓ *(allocate second mark if appears as example)*	1 1	2	
1.5	**Hyperlink ('Agra')** • Hyperlink links to 1Town **OR** 1town file ✓	1	1	
1.6	**Footnote text** • Text 'Indian poet' added to original footnote ✓ *(do not allocate mark if * symbol was changed)*	1	1	
1.7	**Pagination options ('Over 20 000 people …')** • 'Keep lines together' checked ✓	1	1	

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1.8	**Index subentry ('Taj Mahal Garden')** • Subentry <u>added</u> to 'Paradise Garden' ✓ *(2 entries appear if Show/Hide is switched on {XE "Paradise Garden: Multiples of 4"}{XE "Paradise Garden Timurid Style"})* • 'Multiples of 4' added as text to subentry ✓	1 1		2	
1.9	**Shape and textbox ('Photos of Taj Mahal')** • Left arrow shape added ✓ • Fill of shape removed/white ✓ • Text 'Splendid workmanship' added ✓ • Outline of textbox removed/wrapping applied ✓ • Shape and textbox/text appear similar to the screenshot ✓	1 1 1 1 1		5	
1.10	**Hidden text (font effect)** • Text 'Adapted from https://www.holidify.com/' hidden ✓ *(at the end of the document)* *(switch on Show/Hide setting to mark)*	1		1	
1.11	**Page footer** • Section break/Next Page (break) added on the second last page ✓ • Text 'Taj Mahal' appears in footer ✓ • Text appears only on last page ✓	1 1 1		3	
	Total for QUESTION 1			**[27]**	

EXAMINATION NUMBER													

This page is empty to facilitate accurate marking for side-by-side booklet printout.

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QUESTION 2   **File name: 2Visit**   **Total Q2: 23**

No	Criteria	Maximum Mark			Candidate Mark
2.1	**Line spacing** • Line spacing set to Double **OR** set to 2 ✓	1		1	
2.2	**Hyphenation** • Automatic hyphenation applied ✓	1		1	
2.3	**Page numbering** • Numbering style changed to any 'Accent Bar' ✓	1		1	
2.4	**Cross-reference** • Cross reference replace text 'crowds' ✓ *(Alt+F9 {REF_ Ref……… \h})* • Moves to heading 'Tourist influx at Taj Mahal' ✓	1 1		2	
2.5	**Source – Corporate author ('Visit Wonderful India')** • 'India Tourism' added to source ✓ *(anywhere)* • As 'Corporate author' ✓	1 1		2	
2.6	**Edit citation** • Citation pages '43-49' inserted ✓ *(pp. 43-49)*	1		1	
2.7	**Table** • First row merged ✓ • Fitted across page ✓ *(preferred width 100%)* • Any outside border added ✓ • Outside thick-thin border added ✓	1 1 1 1		4	

2.8	**Multi-level list**
	• First level number set to 1) ✓
	• Second number set to a) ✓
	  ○ Alignment of second level set to 0.7 cm ✓
	  ○ Text indent of second level set to 1.5 cm ✓
	• Multi-level list applied ✓
		1
		1
		1
		1
		1
				5	

2.9	**Chart/Graph** • Any chart inserted on the last page ✓ • Pie chart ✓ inserted • Data from 2Time used ✓ • Chart title appears: 'Time spent at (the) Taj Mahal' ✓	1 1 1 1		4	
2.10	**Page colour/background** • Page colour changed ✓ *(not light yellow)* • Picture 2Back used ✓ *(do not allocate second mark if inserted as a watermark)*	1 1		2	
	Total for QUESTION 2			**[23]**	

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EXAMINATION NUMBER													

QUESTION 3   **File name: 3Stats**   **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, cells or '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
Foreign worksheet					
3.1	**Cells A1:I3:** • Correct cells merged ✓ *(do not allocate the mark if the heading was centred)* • Font size changed to 26 ✓	1 1		2	
3.2	**Foreign tab colour:** • Tab colour changed to any purple colour ✓	1		1	
3.3	**Cell B17** *(Expected answer: R 9 397 276)***:** • =C17/5 ✓ • Rand currency/Accounting/Custom (ZAR) format applied ✓	1 1		2	
3.4	**Cell C74** *(Expected answer: ₹ 10 030 329 040)***:** =SUM(C9,C15,C33,C42,**C52**,C63,C73) • Cell C52 included anywhere in function ✓	1		1	
3.5	**Cell D8** *(Expected answer: 1 118 983)***:** **=D9-D7** **OR** **E8-(E8*G8/100)** • Correct cells used (D9,D7 **OR** E8,G8) ✓ • Calculated correctly ✓	1 1		2	
3.6	**Conditional formatting: Cells H17:H32** • Conditional formatting applied to cells H17:H32 ✓ • Formula: =H17 ✓ > G17 ✓ **OR** H17:H32>G17:G32 *(ignore the position of the absolute cell reference)* • Absolute cell reference applied to column only **OR** removed ✓ (=$H17>$G17 **OR** $H17:$H32>$G17:$G32 **OR** =H17>G17) • Cells formatted to green font ✓	1 2 1 1		5	

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3.7	**Cell I7: (CHECK FOR BUILDING BLOCKS)** **=IF(E7>D7,IF(F7>E7,"Regular","Strong"),"Strong")** **OR** **=IF(D7>E7,"Strong",IF(E7>F7,"Strong","Regular"))** **OR** **=IF(D7<E7,IF(E7<F7,"Regular","Strong"),"Strong")** **OR** **=IF(D7>E7,"Strong",IF(E7<F7,"Regular","Strong"))** **OR** **=IF(G7>0,IF(H7>0,"Regular","Strong"),"Strong")** **OR** **=IF(G7<=0,"Strong",IF(H7<=0,"Strong","Regular"))** **OR** **=IF((E7-D7)<0,"Strong",IF((F7-E7)<0,"Strong",** **"Regular"))** **Accept** **=IF(AND(E7>D7,F7>E7),"Regular","Strong")** **OR** **=IF(AND(D7<E7,E7<F7),"Regular","Strong")** **OR** **=IF(AND(G7>0,H7>0),"Regular","Strong")** **OR** **=IFS(AND(G7>0,H7>0),"Regular",OR(G7<0,** **H7<0),"Strong")**			5	
	• Criteria 1: Check for increase from 2016 to 2017 ✓ • Criteria 2: Check for increase from 2017 to 2018 ✓ • Output 1: "Regular" ✓ if both conditions true ✓ • Output 2: "Strong" for any other combinations ✓	1 1 2 1			
Country worksheet					
3.8	**Chart/Graph** • 2017 series deleted ✓ • Minor gridlines formatted to 60% transparency ✓ • 'Series 1' changed to 2016 ✓ • 2018 series filled ✓ with 3Taj image ✓ and stacked ✓	1 1 1 3		6	
	Total for QUESTION 3			**[24]**	

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EXAMINATION NUMBER													

QUESTION 4   **File name: 4Tourists**   **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, cells or '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				
4.1	**Row 6: Wrap text** • Column headings wrapped ✓	1	1	
4.2	**Cell E2** *(Expected answer: 21)***:** **=MAX(F7:F206) OR LARGE(F7:F206,1)** • MAX function **OR** LARGE(,1) inserted in cell E2 ✓ • Range: F7:F206 ✓	1 1	2	
4.3	**Cell E3** *(Expected answer: 193)***:** **=COUNTA(J7:J206)** • COUNTA function inserted in cell E3 ✓ • Range: J7:J206 ✓	1 1	2	
4.4	**Cell E4** *(Expected answer: 2 971 918.00)***:** **=SUMIF(K7:K206,"2",L7:L206)** **OR** **=SUMIFS(L7:L206,K7:K206,"2")** • SUMIF/S function inserted in cell E4 ✓ • Criteria range: K7:K206 ✓ • Criteria: "2" ✓ *(accept without "")* • Sum range: L7:L206 ✓	1 1 1 1	4	
4.5	**Cell E5** *(Expected answer: 3)***:** **=COUNTIFS(D7:D206,"Spain",M7:M206,"Yes")** **OR** **=COUNTIFS(M7:M206,"Yes",D7:D2016,"Spain")** • COUNTIFS function inserted in cell E5 ✓ • Criteria range 1: D7:D206 ✓ • Criteria 1: "Spain" ✓ • Criteria range 2: M7:M206 ✓ • Criteria 2: "Yes" ✓	1 1 1 1 1	5	

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4.6	**Cell I7:** **=HOUR(H7-G7)** **Accept** **=HOUR(H7)-HOUR(G7)** • HOUR function used for both values (G7,H7) ✓ • Subtracted correctly ✓	1 1		2	
4.7	**Cell L7**: **=VLOOKUP(D7,Countries!$A$3:$C$65,K7)*F7** **OR** **=IF(K7=2,VLOOKUP(D7,Countries!$A$3:$C$65,2),** **VLOOKUP(D7,Countries!$A$2:$C$65,3)*F7** **OR** **=VLOOKUP(D7,Countries!$A$3:$C$65,IF(K7=2,2,3))** ***F7** • Lookup value: D7 ✓ • Table array: Countries!$A$3:$C$65 ✓ **OR** Countries!$A$2:$C$65 • Absolute cell referencing ✓ *(also accept on rows)* • Return column: K7 ✓ *(**OR** IF(K7=2…))* • * F7 ✓	1 1 1 1 1		5	
4.8	**Cell N7:** **=DATE(YEAR(E7),MONTH(E7)-3,DAY(E7))** **OR** **=EDATE(E7,-3)** • MONTH function ✓ and DAY function ✓ *(allocate 2 marks for EDATE)* • Correct cell reference on MONTH and DAY (E7) ✓ • Subtract ✓ • 3 months ✓	2 1 1 1		5	
	Total for QUESTION 4			**[26]**	

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QUESTION 5   **File name: 5Survey**   **Total Q5: 40**

No	Criteria	Maximum Mark			Candidate Mark
Table: tblInfo					
5.1.1	**Field: *SurveyNo*** • Primary key set on *SurveyNo* field ✓	1		1	
5.1.2	**Field: *Name*** • Moved to after *Surname* field ✓	1		1	
5.1.3	**Field: *Code*** Input Mask: >L0000C **All caps** • > ✓ **Compulsory letter** • L ✓ **4 compulsory digits** • 0000 ✓ **Optional or required character or space** • C ✓ **OR** &	1 1 1 1		4	
5.1.4	**Field: *DateIn*** • Appropriate validation text inserted that refers to correct dates from 2017/12/31 ✓ to 2019/10/10 ✓ *(do not allocate marks if validation rule was copied)*	2		2	
5.1.5	**Field: *Days*** • Order of fields swopped [*DateOut*]-[*DateIn*] ✓ **OR** Abs([*DateIn*]-[*DateOut*]) **OR** -([*DateIn*]-[*DateOut*])	1		1	
5.1.6	**Field: *WillReturn*** • Format changed to 'True/False' ✓	1		1	
Form: frm5_2					

5.2	• Examination number and the original data displays in form header ✓
	• Show DatePicker set to 'Never' for *DateIn* ✓
	• Field inserted ✓
	  ○ Combo box inserted ✓
	  ○ Control source: *TravellerType* field ✓
	  ○ Row source: tblOptions **OR** SELECT [tblOptions].[Options] FROM [tblOptions] ✓
	• Page header and page footer does not display ✓
		1
		1
		1
		1
		1
		
		1
		1
				7	

Query: qry5_3					
5.3	• *EstimateAmount* field inserted ✔ • *Rating* criteria 5 ✔ • Total row switched on ✔ • *EstimatedAmount*: Total: AVG ✔ and format changed to 'Currency' ✔ (2 decimal places) **OR** 'Fixed' **OR** 'Standard' *(Note to marker: 3 records expected.)*	1 1 1 1 1		5	
Query: qry5_4					

5.4	• Criteria *Code*: S????0 **OR** S*0
	  OR Like "S*" AND Like "*0"
	   o S ✔
	   o * **OR** ???? ✔
	   o 0 ✔
	• Criteria *Reaction*
	   o <> ✔ "Unmoved" ✔
	   OR NOT "Unmoved" **OR** NOT "Unm*"
	   OR "Amused" OR "Angry" OR "Excited" OR "Happy" OR "Sad"
	   (if Reaction criteria are on separate lines, Code criteria should be repeated for all lines)
	
	(Note to marker: 3 records expected.)
		
		1
		1
		1
		
		2
				5	

Query: qry5_5					

5.5	• Displays *Name, Surname* and/or *CodeLetter* ✔
	• *Gender* criteria: "Female" ✔ **OR** "F*"
	• Calculated field: *CodeLetter*: ✔
	  Left ✔ ([*Reaction*], ✔ 1) ✔ **OR** MID([*Reaction*],1,1)
	  Reaction field appears only in calculated field ✔
	
	(Note to marker: 100 records expected.)
		1
		1
		1
		3
		1
				7	

Report: rpt5_6					
5.6	• *EstimateAmount* grouping removed ✔ • Function: =Sum (✔ [*EstimateAmount]* ✔) in *TravellerType* group footer ✔ • Suitable label *(must refer to function used)* ✔ • *EstimateAmount* field font changed to italics ✔ *(also accept in calculated field)*	1 2 1 1 1		6	
	Total for QUESTION 5			**[40]**	

EXAMINATION NUMBER														

QUESTION 6   **File name: 6_1Wonder, 6_2Tourism**   **Total Q6: 20**

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

No	Criteria	Maximum Mark		Candidate Mark
6_1Wonder				
6.1.1	**Background colour** *<body **bgcolor="beige"**>* • Background colour set to beige ✓	1	1	
6.1.2	**Font** *Agra* • Font size set to 50 ✓ • Font type set to 'Century' ✓	1 1	2	
6.1.3	**Line break and picture** *** *** ****** • Line break/Paragraph tags added before the picture ✓ • <img src> tags inserted ✓ • 6City.jpg inserted ✓ • Height set to 350 ✓ • Width set to 600 ✓	1 1 1 1 1	5	

6.1.4	**Ordered list**
	 *** ***
	    * … *
	    * ... *
	    * … *
	    * ... *
	  *** ***
	
	 • Ordered list tags added ✓
		1	1	

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6_2Tourism					

6.2				10	

```
<html>
    <body>
        <h1><i>Foreign Taj Mahal Tourist</i></h1>
            <table border="3">
                <tr>
                    <th colspan="3"> 2018
                    Figures</th>
                </tr>
                <tr>
                    <td>Year</td>
                    <td>Arrival</td>
                    <td>%</td>
                </tr>
                <tr>
                    <td>2018</td>
                    <td>10.04</td>
                    <td>14.0</td>
                </tr>
            </table>
            <a href ="www.tajmahal.in">Click for
            more information: www.tajmahal.in</a>
    </body>
</html>
```

- **Heading**
  - ○ Heading level 1 **OR** 2 ✓ **OR** Font size and/or bold — 1
  - ○ Italics applied to heading ✓ — 1
- **Table**
  - ○ Table created ✓ with any border ✓ — 2
  - ○ Three sets of rows created ✓ *(accept two rows with first row th or td)* — 1
  - ○ First row <td> or <th> merged across 3 columns ✓ — 1
  - ○ Three sets of columns created ✓ — 1
  - ○ Table heading **OR** centred in first row and bold ✓ — 1
- **Hyperlink**
  - ○ Hyperlink created on text 'Click for more information: www.tajmahal.in' ✓ — 1
  - ○ Links to 'www.tajmahal.in' ✓ *(mark from code)* — 1

Closing tag(s), triangular brackets and nesting correctly used	1		1	
Total for QUESTION 6			**[20]**	

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QUESTION 7   **File names: 7Protect, 7Calculations, 7Numbers**   **Total Q7: 20**

No	Criteria	Maximum Mark			Candidate Mark
7Protect					
7.1.1	**Caption** • Automatic caption inserted ✔ • Caption text 'Unobstructed view of Taj Mahal' ✔ *(ignore if original text still appears)*	1 1		2	
7.1.2	**Reviewing** • At least one change accepted ✔ • Only changes made by author ABC accepted ✔ *((ASI) inserted, fourth paragraph removed. DEF left unchanged **OR** rejected (1,000 has a comma).)*	1 1		2	
7Calculations					

7.2.1	**Cell B2: (CHECK FOR BUILDING BLOCKS)**
	=IF(FIND("#",A2)<>LEN(A2),"More","One") OR
	=IF(FIND("#",A2)=LEN(A2),"One","More") OR
	=IF(LEN(A2)>FIND("#",A2),"More","One") OR
	=IF(FIND("#",A2)<LEN(A2),"More","One") OR
	=IF(MID(A2,FIND("#",A2)+1,LEN(A2)-FIND("#",A2))="","One","More") OR
	=IF(LEN(MID(A2,FIND("#",A2)+1,LEN(A2)-FIND("#",A2)))>0,"More","One") OR
	=IF(LEN(RIGHT(A2,LEN(A2)-FIND("#",A2)))>0, "More","One") OR
	=IF(FIND("#",A2)<LEN(A2),"More","One") OR
	=IF(MID(A2,FIND("#",A2)+1,LEN(A2))="","One","More") OR
	=IF(LEN(MID(A2,FIND("#",A2)+1,LEN(A2)))>0,"More", "One")
	
	• **Determine position of the first # character**
	   o Find ✔ # character ✔
	   o In correct cell ✔ *(cell A2)*
	• **Determine if there is text after the # character**
	   o Search for any characters after first # character *(Len(A2))* **OR** Extract remaining characters **OR** Find second # character ✔
	   o Test ✔ *(IF and correct logical operator)*
	• **Output in correct cell**
	   o 'One' displays if only one word ✔
	   o 'More' displays if more than one word ✔
		2
		1
		
		1
		1
		
		1
		1
				7	

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7.2.2	**Subtotal feature (Mark by inspection)** • Change added to: *Traveller Type_Reisigertipe* ✓ • Entries counted ✓ *(SUBTOTAL(3,…))* • Subtotal added to: *Gender_Geslag* ✓	1 1 1		3	
7Numbers					
7.3	**Importing data from HTML file (table In OR tblOut)** • New table created named 'In' ✓ • Correct data ✓ *(7Half)* • Appears in database ✓ *(6 records)* • Field names correct ✓ *(Month, 2016, 2017, 2018)* • No primary key created ✓ • *Month* field size changed to acceptable size ✓ *(8–50)*	1 1 1 1 1 1		6	
	Total for QUESTION 7			**[20]**	
	TOTAL			**180**	

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