basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2015

MEMORANDUM/MARKING GUIDELINE

MARKS: 180

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	31	17	22	31	38	21	20	180
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/marking guideline consists of 15 pages.

EXAMINATION NUMBER	

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

QUESTION 1   **File name: 1Prev_Voor**   **Total Q1: 31**

No.	Criteria	Maximum Mark		Candidate Mark
1.1.1	**Heading** • Character spacing scale set to 120% ✔	1	1	
1.1.2	**Border** • Border added to 'Prevalence of Diabetes in South Africa' ✔ • Border applied to text/paragraph ✔ *(Note to marker: Accept heading in any border style.)*	1 1	2	
1.2.1	**Paragraph and line spacing** • Spacing after paragraph set to 3 pt ✔ • Line spacing set to double ✔ *(Note to marker: Allocate first mark if spacing before paragraph was changed to 3 pt.)*	1 1	2	
1.2.2	**Indents and alignment** • Left indent set ✔ to 3 cm • Right indent set ✔ to 2 cm/on 15 cm • Text in paragraph justified ✔	1 1 1	3	
1.3	**Bookmark and hyperlink** • Hyperlink created on bullet 'Introduction' ✔ • Linked to heading 'Introduction' ✔ *(Notes to marker:* • *Accept if candidate created a bookmark to 'Introduction' and created a hyperlink to bookmark.* • *Hyperlink must be on the text 'Introduction'.* • *Accept if hyperlink was created on heading 'Introduction'.)*	1 1	2	
1.4	**Rectangle shape fill** • Any type of fill used to fill the shape ✔ • **1Earth_Aarde.jpg** picture used ✔ *(Note to marker: Allocate first mark if any type of fill effect used e.g. gradient, texture and pattern.)*	1 1	2	
1.5.1	**Table** • Sort ✔ first by: column 2 in ascending order ✔ • Secondly by: column 3 in ascending order ✔ • Correct rows were used ✔ *(Note to marker: Mark by inspection.)*	2 1 1	4	

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1.5.2	**Minimum % column** • =AVERAGE(above) **OR** =MEAN(B3:B8) ✔ • Average formatted to 1 decimal place ✔ *(Notes to marker:* • *No mark should be awarded for typing in the answer. Answer should be 7.2.* • *Accept if answer is divided by 100.* • *Accept if ROUND function used.)*	1 1		2	
1.5.3	• Repeat header rows feature used ✔ • Both headers of the rows repeated ✔ *(Notes to marker:* • *Do not accept if the headers of the rows have been copied to the second page.* • *Ensure that the 'Repeat header row' feature has been used.)*	1 1		2	
1.6	**Footnote** • Footnote added to 'Distiller says' text ✔ • Footnote position: below text ✔ • All or part of footnote text added 'Director of CDE' ✔ *(Note to marker: Verify by checking footnote setting.)*	1 1 1		3	
1.7	**Image/SmartArt** • Any text entered into the diagram (not textbox) ✔ • Correct position ✔	1 1		2	
1.8	**Object inserted** • Textbox OR shape OR table inserted to the right of picture ✔ • Text 'What's your number?' inserted in textbox ✔ • Text rotated to read bottom to top ✔ *(Notes to marker:* • *Accept if text was added to a shape instead of a textbox.* • *Accept if any text was added in the textbox.)*	1 1 1		3	
1.9	**Citation** • Electronic reference citation inserted ✔ • Citation text: (Health 24, 2014) ✔ *(Note to marker: Accept Health 24, 2014 in any format.)*	1 1		2	
1.10	**Automatic bibliography** • Automatic bibliography inserted ✔ *(Note to marker: Allocate mark for automatic bibliography even if no sources appear.)*	1		1	
	Total for QUESTION 1			**[31]**	

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QUESTION 2   **File names: 2Diagnos**   **Total Q2: 17**

No.	Criteria	Maximum Mark		Candidate Mark
2.1	**'Pretest' style** • Shading changed to reddish ✓ • Font size changed to 18 pt ✓ • All occurrences of this style updated ✓ *(Note to marker: 4 occurrences.)*	1 1 1	3	
2.2	**Synonyms** • Word 'sweet' replaced with any one of the available synonyms found: sugary, syrupy, saccharine, sweetened, honeyed, sweet-smelling, fragrant ✓ *(Note to marker: Accept any synonym (not antonym) given by the word processor.)*	1	1	
2.3	**Reviewing** • Comment added ✓ • To 'Preventing Type 2 Diabetes' ✓ • Text 'Stop' or any other text appears in comment ✓	1 1 1	3	
2.4	**Find and Replace** • Only the prefix 'pre' have been replaced (not represent) ✓ • In capital letters ✓ • All occurrences replaced (not heading 'Prediabetes') ✓	1 1 1	3	
2.5	**Table of figures/graphics** • Automatic table of figures/graphics added ✓ (contains 3 entries: Figure 1, Figure 2 and Figure 3) *(Note to marker: Do not accept manually inserted table.)*	1	1	
2.6	**Text form field: Name** • Text form field: Format set on uppercase ✓ **Check box** • Check box form field inserted in the correct position ✓ • Default value set to checked ✓ **Combo box** • One of the 3 options removed from combo box ✓	1 1 1 1	4	
2.7	**Page border** • Page border applied ✓ • Only to last page (section breaks included) ✓	1 1	2	
	Total for QUESTION 2		**[17]**	

EXAMINATION NUMBER													

QUESTION 3   **File names: 3Online_Aanlyn**   **Total Q3: 22**

- *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	Maximum Mark			Candidate Mark
Types_Tipes worksheet					
3.1.1	**Row 1:** • Row height changed to 35 pt exactly ✔ *(Note to marker: Accept 1.22 cm in page layout view.)*	1		1	
3.1.2	**Cell A1:** • Border inserted around whole title in **cell A1** ✔ • Border colour added, any colour besides black ✔ *(Note to marker: Ignore thickness of border.)*	1 1		2	
3.2.1	**Cell B4:** **=SUM(B9:B56)** • SUM function ✔ • Range: (B9:B56) ✔ *(Note to marker: Expected answer is 386023.)*	1 1		2	
3.2.2	**Cell B5:** **=MODE(B9:B56)** • MODE function ✔ • Range: (B9:B56) ✔ *(Notes to marker:* • *Expected answer is 1.* • *Also accept MODE.SNGL and MODE.MULT function.)*	1 1		2	
3.2.3	**Cell B6:** **=COUNTBLANK(B9:B56)** • COUNTBLANK function ✔ • Range: (B9:B56) ✔ --- **OR** **B6:=COUNTIF(B9:B56,"")** • COUNTIF function ✔ • Range: (B9:B56,"") ✔ *(Note to marker: Expected answer is 4.)*	1 1		2	

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3.3	**Cell E9:** **=ROUNDDOWN((D9-C9)/365.25,0)** **OR** **=TRUNC(YEARFRAC(C9,D9))** **OR** **=ROUNDDOWN(YEARFRAC(C9,D9),0)** **OR** **=ROUNDDOWN(ABS((C9-D9)/365.25),0)** **OR** **=ROUNDDOWN(DAYS(D9,C9)/365.25,0)** **OR** **=ROUNDDOWN(DAYS360(C9,D9)/365.25,0)** • ROUNDDOWN function ✔ • To zero decimal places ✔ • Correct cells used ✔ (D9,C9) • To calculate difference correctly ✔ • Determining the year (/365 **OR** YEARFRAC) ✔ *(Notes to marker:* • *Expected answer is 5.* • *Accept the INT and TRUNC functions.* • *Accept =YEAR(D9)-YEAR(C9) for 3 marks.* • *Accept 365 or 365.25.)*		1 1 1 1 1		5	
3.4	**Cell G9:** **=F9*24** • F9 ✔ * 24 ✔ • Format set to General/Number/Text ✔ *(Notes to marker:* • *Also accept =HOUR(F9)+MINUTE(F9)/60* • *Expected answer is 0.25.)*		2 1		3	
Chart_Grafiek worksheet						
3.5	**Chart in Chart_Grafiek worksheet:** • Only 'Total Time' data series changed ✔ • To line chart/graph with/without markers ✔ • Legend for the 'Number of online surveys' text reads 'Number of years'✔ • Minor horizontal gridlines displayed ✔ • Horizontal axis text labels alignment set to: rotate all text 270° ✔ *(Notes to marker:* • *Accept any kind of right-angled rotation.* • *Ignore if the legend for 'Total Time' does not display.)*		1 1 1 1 1		5	
	Total for QUESTION 3				**[22]**	

EXAMINATION NUMBER													

QUESTION 4　　　　　**File name: 4Surv_Opn**　　　　　**Total Q4: 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 answers.*
- *Named ranges can be used instead of cell references.*
- *Any function that works consistently for the data should be accepted.*

No.	Criteria	Maximum Mark			Candidate Mark
Data worksheet					
4.1	**Cell E3:** **=AVERAGE(J8:J207) OR =AVERAGE(J:J)** • AVERAGE function ✔ • Range: (J8:J207) ✔ *(Note to marker: Expected answer is 4.72.)*	1 1		2	
4.2	**Cell E4:** **=COUNTIF(I8:I207,"Type 2*")** **OR =COUNTIF(I:I,"Type 2*")** • COUNTIF function ✔ • Range: (I8: I207) ✔ • Criteria: "Type 2 ✔ * ✔" **OR** "*2*" *(Notes to marker:* • *Expected answer is 144.* • *Candidates may use any method to count the cells that contain a '2'.)*	1 1 2		4	
4.3	**Cell E5:** **=SUMIF(H8:H207,"Male",K8:K207)** **OR** **=SUMIF(H8:H207, "<> Female",K8:K207)** **OR** **=SUMIFS(K8:K207,H8:H207,"Male")** **OR** **=SUMIF(H:H,"Male",K:K)** • SUMIF function ✔ • Criteria range: (H8:H207) ✔ • Criteria: "Male" ✔ • Sum range: (K8:K207) ✔ *(Note to marker: Expected answer is 53901793.)*	1 1 1 1		4	

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4.4.1	**Cell C8:**
	=LEFT(A8,FIND(" ",A8))
	
	OR
	=MID(A8,1,FIND(" ",A8))
	
	OR
	=LEFT(A8,SEARCH(" ",A8,1))
	
	• To determine the space:
	    o FIND/SEARCH function ✓
	    o Used to determine position of space ✓
	    o In the correct cell ✓
	• Extracting the first name:
	    o Function to extract (LEFT OR MID) ✓
	    o Correct cell extracted from ✓
	    o From first character to space OR space -1 ✓
	
	(Notes to marker:
	• *Accept absolute cell referencing if used.*
	• *Check for building blocks.*
	• *Expected answer is 'Yardley'.)*
		1
		1
		1
		
		1
		1
		1
			6	

4.4.2	**Cell D9:**
	=CONCATENATE(C9," ",B9)
	
	OR
	=C9&" "&B9
	
	• Concatenation of strings:
	    o CONCATENATE OR & function ✓
	    o Space between first name and surname ✓
	    o Name and Surname (correct 2 cells) any order ✓
	
	(Notes to marker:
	• *Accept reference to A9 instead of C9.*
	• *Expected answer is 'Austin Allison'.)*
		1
		1
		1
			3	

4.5.1	**Cell F11:** **=MONTH(E11)** • MONTH ✓ (E11) ✓ **OR =TEXT(E11,"M")**	2	2	
4.5.2	**Cell G12:** **=VLOOKUP(F12,Months_Maande!$A$2:$B$13,2)** • Lookup value: F12 ✓ • Lookup range: Months_Maande!A2:B13 **OR** Months_Maande!A1:B13 ✓ • Absolute cell reference ✓ • Correct column: 2 ✓ *(Note to marker: Accept if False added as the fourth parameter.)*	1 1 1 1	4	

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4.6	**Column K:**			6	

- Conditional formatting applied to column K ✓ — 1
- Format style: 3 Arrows (Colored) icon set used ✓ — 1
- Applied to Type: Number ✓ — 1
- Criteria:
    - ○ > 500 000
    - ○ 300 001 – 500 000
    - ○ 0 – 300 000
- All three criteria correct ✓✓✓ — 3
  (one mark per criteria)

(Notes to marker:
- *Evaluate criteria irrespective of the style or format of conditional formatting used.*
- *Do not penalise twice for one mistake that influences two criteria.)*

	Total for QUESTION 4			**[31]**	

EXAMINATION NUMBER												

QUESTION 5   **File name: 5Info**   **Total Q5: 38**

No.	Criteria	Maximum Mark		Candidate Mark
Table: Type_Tipe				
5.1.1	**Field: SurveyCode** • Set as primary key ✓ *(Note to marker: Do not accept if Field1's data type was changed to make the field suitable for a primary key.)*	1	1	
5.1.2	**Field: SurveyCode** Input Mask: >LA9 • Uppercase: > ✓ • Compulsory letter: L✓ • Compulsory letter or digit: A ✓ • Optional digit: 9 ✓	1 1 1 1	4	

5.1.3	**Field: EndDate**
	• **Validation Rule:**
	  • <= ✓ 2019/12/31 ✓ **OR** < 2020/01/01 **OR**
	    <=#2019/12/31# **OR** <#2020/01/01# **OR**
	    Year([Enddate])<2020
	  (One mark for correct relational operator and one mark for correct date usage.)
	
	• **Validation text**
	  Any appropriate validation text that refers to the limitation of the date ✓
	
	(Note to marker: The format of the date may differ, depending on the regional settings of the computer.)
		2
		
		1
			3	

5.1.4	**Field: Years** • Data type changed to number ✓ • Default value set to 0 ✓ *(Note to marker: Accept =0 but do not accept a combo box.)*	1 1	2	
5.1.5	**Field: Feedback** • Required property set to 'Yes' ✓	1	1	
5.1.6	**Field: Purpose** • The value 'Scientific' removed from the drop down list ✓ *(Note to marker: Check 'Lookup tab' in field properties.)*	1	1	

EXAMINATION NUMBER												

Form: frm5_2

5.2	• Background colour of *ParticipantId* field light red/pinkish ✓ • Picture **5Diabetes** ✓ inserted in form header ✓ • Format of *Income* field changed to currency ✓ • Button created ✓ in the detail section ✓ • Button moves to next record ✓ • Date and time inserted in the form footer ✓ *(Notes to marker:* • *Accept any currency format.* • *Accept only date or only time in form footer or header.)*	1 2 1 2 1 1		8	

Query: qry5_3

5.3	• *Gender* criteria: F ✓ • *InsulinDevice* criteria: "None" **OR** "Syringe" or "None" **OR** NOT Like "Insulin*" ✓ *(Note to marker: 28 or 50 records expected.)*	1 1		2	

Query: qry5_4 (Deelnemer_Participant)

5.4	• Displays *EducationLevel*, *Type*, *SumOfNoTests* fields ✓ • Total (Group by) row displayed ✓ • SUM selected for *NoTests* field in the Total row ✓ *(Notes to marker:* • *16 records expected.* • *Accept if NoTests displays instead of SumOfNoTests.)*	1 1 1		3	

Field:	EducationLevel	Type	Sum Of NoTests: NoTests
Table:	Participant_Deelneme	Participant_Deelneme	Participant_Deelnemer
Total:	Group By	Group By	Sum
Sort:			
Show:	✓	✓	✓

Query: qry5_5

5.5	• Criteria in *Race* field: Indian ✓ • *DOB* field inserted ✓ *(Note to marker: 42 records expected.)*	1 1		2	

Query: qry5_6

5.6	• Calculated field: Paid: [NoTests] * [TestFee]
	    Paid field ✓ : [NoTests] ✓ * ✓ [TestFee] ✓
	    Displays *Names, NoTests* and *Paid* fields ✓
	
	(Note to marker: Formatting of Paid field is not required.)
		4
		1
				5	

Report: rpt5_7

5.7	• Report shows only *EducationLevel*, *Type, Names, Race* and *NoTests* fields ✓ • Report firstly grouped according to *EducationLevel* ✓ • Report secondly grouped by *Type* ✓ • Function in *Type* group footer/group header ✓ =Count ✓ ([*Names*]) ✓ **OR** [*Race*] [*NoTests*] **OR** Count(*) *(Note to marker: Allocate the marks for the function even if it appears in the wrong place.)*	1 1 1 1 2		6	

	Total for QUESTION 5			**[38]**	

EXAMINATION NUMBER														

QUESTION 6   **File name: 6Type1_Tipe1**   **Total Q6: 21**

- *This question should be marked from the browser as far as possible, unless otherwise indicated or if it cannot be seen on the browser.*
- *A maximum of 1 mark will be deducted if one or more closing tags are omitted.*
- *The code of the candidates who use a word processor will contain additional unnecessary tags. Markers will need to work through the code to check for the answers provided below.*

No.	Criteria	Maximum Mark			Candidate Mark
6.1	**Title** *<title>Juvenile Diabetes</title>* • Text 'Juvenile Diabetes' displays in the browser tab ✓	1		1	
6.2	**Font size and Font Colour** *<h1 align="center">Type 1 Diabetes</h1>* • 'Type 1 Diabetes' font colour successfully changed ✓ *font color="purple"* • 'Type 1 Diabetes' font size changed to 24 ✓ *size="24"* • Tag closed *</h1>* ✓	1 1 1		3	

6.3	**Table**
	`<table border="5" cellpadding="10">`
	`<tr>`
	    `<td><img src="6Button1.jpg"></td>`
	    `<td width ="150" rowspan="2">`Diabetes is often referred to as a silent killer.`</td>`
	`</tr>`
	`<tr>`
	    `<td><img src="6Button2.jpg"></td>`
	`</tr>`
	`<tr>`
	    `<td><a href="#balance"><img src="6Button3.jpg"></a></td>`
	    `<td>`Check your glucose level!`</td>`
	`</tr>`
	`</table>`
	
	• Additional cell included in first row ✓ Spans two rows: **rowspan="2">** ✓ Column width: **width ="150"** ✓
	• Additional cell included in last row in the correct position ✓
	• Correct text added in last cell ✓
	
	(Note to marker: Mark this question from HTML code.)
		1
		1
		1
		
		1
		1
				5	

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6.4.1	**Image**
	   <img src="6Ado.jpg" height="100" align="right"
	   alt="Type 1">
	
	• Image tags ✓
	• Correct source file: *src =* ✓ *"6Ado.jpg"* ✓
	
	(Note to marker: Mark this from the HTML code.)
		
		1
		2
				3	

6.4.2	**Height and Alignment**
	• Picture height set to 100
	   height="100" ✓
	• Picture alignment set to right
	   align="right" ✓
	
	(Note to marker: Mark this from the HTML code.)
		
		1
		
		1
				2	

6.4.3	**Alternative text** • Text to display if picture does not display *alt="Type 1"* ✓ *(Note to marker: Some browsers will display alt text if mouse is hovered over image.)*	 1		1	

6.5	**Bulleted list**
	   <ol type = "i">
	         * - Junk food *
	         * - Oily food *
	   * *
	
	• Ordered list ✓
	• Bullet number type: *type = "i">* ✓
	• Applied list to both items ✓
	
	(Note to marker: Allocate marks if at least one item appears in the list.)
		
		1
		1
		1
				3	

6.6	**Anchor (Target location)** *Balancing Act* • Anchor created ✓ • To correct position "Balance" ✓ • Anchor appears on heading 'Balancing Act' ✓	 1 1 1		3	
	Closing tag(s) or triangular brackets omitted	-1			
	Total for QUESTION 6			**[21]**	

EXAMINATION NUMBER											

QUESTION 7　　　　　　　　　　　　　　　　　　Total Q7: 20
File names: 7Res_Nav, 7Conv_Veran, 7Burden_Las, 7Answ_Antw

No.	Criteria	Maximum Mark			Candidate Mark
7Res_Nav					
7.1	**Nested IF:** **=IF(C2>500,IF(E2="CSS","Publish",""),"")** • Criteria 1: C2>500 ✔ • Criteria 2: E2="CSS" ✔ • Output if true: "Publish" ✔ • Output if false: ""),"") ✔ **OR** **=IF(AND(C2>500),(E2="CSS"),"Publish","")** *(Note to marker: "CSS" and "Publish" must be in inverted commas to allocate the second and third mark.)*	1 1 1 1		4	
7Conv_Veran, 7Res_Nav					
7.2	**Import data** • Data imported to **Find_Bevind** table ✔ (from **7Res_Nav** spreadsheet) • Data imported as a linked table (appears as a spreadsheet icon) ✔ Tables 📊 Find_Bevind *(Note to marker: Allocate first mark if data is only imported as a table (i.e. it does NOT appear as spreadsheet icon.))*	1 1		2	
7Burden_Las					
7.3	**Cross reference** • Cross reference added ✔ • Reference type table/heading ✔ • Reference to page number (Toggle Field Codes) ✔ *(Notes to marker:* • *Text '3' will appear as cross reference to the table on page 3.* • *Award one mark only if a hyperlink was used to link to the table.)*	1 1 1		3	
7.4	**Header** • 'Annexure' inserted as header ✔ • Only appears on last page ✔	1 1		2	

EXAMINATION NUMBER [| | | | | | | | | | |]

- *Accept any method that will yield the correct answer.*
- *One mark for the answer and one mark for the method. If there is only an answer and no method, allocate two marks if the answer is correct.*

7Answ_Antw					
7.5.1	How many members appear in the spreadsheet? • **500** ✓	1		1	
7.5.2	How many members live in Bloemfontein? • **19** ✓ Method: ✓ • Sort and manual count using row numbers • Text filter • Filter search • COUNTIF • Conditional formatting and then sort or count • SUBTOTAL • Find and enter Bloemfontein	1 1		2	
7.5.3	How many members are older than the average age? • **257** ✓ Method: ✓ • Use (Number) filter • Use AVERAGEIF function • Find average, sort data and count • Find average then use COUNTIF with criteria > than average • Conditional formatting with 'above average' and count	1 1		2	
7.5.4	What is the average waist size of all the males? • **27.413** ✓ **(accept 27.4)** Method: ✓ • Filter and see average on status bar • Filter, copy and calculate average • AVERAGEIF • Sort, select males and see average on status bar • 'SUMIF' of male waists divided by number of males • Sort and then use 'SUBTOTAL'	1 1		2	
7.5.5	Who is at a higher risk for heart attacks, Males or Females? • **Females** ✓ Method: ✓ • Filter HeartattackRisk and then filter Male and Female, compare the two • Filter Yes and No, 'COUNTIF' the males, 'COUNTIF' the females and compare which one is the highest • Sort Male and Female, 'COUNTIF' the males, 'COUNTIF' the females and compare which one is the highest • Sort and the use SUBTOTAL	1 1		2	
	Total for QUESTION 7			**[20]**	
	TOTAL			**180**	