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GRADE 12

SEPTEMBER 2020

**COMPUTER APPLICATIONS TECHNOLOGY P1
MARKING GUIDELINE**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

MARKS:

TOTAL
180

Q1	Q2	Q3	Q4	Q5	Q6
35	15	56	42	21	11

This marking guideline consists of 12 pages.

QUESTION 1**File Name: 1_4th Industrial Revolution****Total Q1: 35**

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	Cover Page <ul style="list-style-type: none"> Year changed to 2020 using the text control. ✓ 	1		1	
1.1.2	Cover Page <ul style="list-style-type: none"> And rotated 90 degrees. ✓ 	1		1	
1.2.1	Table of Contents <ul style="list-style-type: none"> Text set to Normal Style ✓ Only the text not heading changed ✓ Text not in ToC anymore ✓ 	1 1 1		3	
1.2.2	Style <ul style="list-style-type: none"> Style modified to blue ✓ Spacing after paragraph set to 12pt ✓ 	1 1		2	
1.3	Find and Replace <ul style="list-style-type: none"> All occurrences of 4th Industrial Revolution replaced by 4IR. ✓ All occurrences (5 Occurrences) ✓ 	1 1		2	
1.4	Border <ul style="list-style-type: none"> Yellow border applied ✓ 2pt border ✓ an Offset Top shadow effect added to the image ✓ 	1 1 1		3	
1.5	Picture <ul style="list-style-type: none"> Picture has been wrapped tight, square or through ✓ Moved to the right of the paragraph ✓ Figure 2 has been moved below the picture ✓ 	1 1 1		3	
1.6	Endnote <ul style="list-style-type: none"> Endnote inserted in the correct place ✓ Text: "Founder and Executive Chairman of the World Economic Forum" typed in ✓ 	1 1		2	

1.7	Citation <ul style="list-style-type: none"> Journal Article (source) used ✓ Author Klaus Schwab inserted ✓ Year 2020 inserted ✓ 	1			
		1		3	
		1			
1.8	Page setup <ul style="list-style-type: none"> Section breaks inserted before and after page 5 ✓ Page 5 set to landscape ✓ All other pages set to remain in portrait ✓ 	1			
		1		3	
		1			
1.9	Spell Check <ul style="list-style-type: none"> Labor changed to labour ✓ 	1		1	
1.10	Paragraphs <ul style="list-style-type: none"> Paragraphs sorted ✓ In ascending order ✓ 	1			
		1		2	
1.11	Page numbering <ul style="list-style-type: none"> Page numbering inserted ✓ In the footer of the document ✓ Centred ✓ First two pages not numbered ✓ Numbering starts on page 3 as page 1 ✓ 	1			
		1			
		1		5	
		1			
		1			
1.12	Watermark <ul style="list-style-type: none"> Watermark inserted ✓ On the last page only ✓ Text 4IR appear ✓ Displaying horizontally ✓ 	1			
		1			
		1		4	
		1			
		1			
	Total for QUESTION 1			[35]	

QUESTION 2

File Name: 2_4IR Research

Total Q2: 15

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Paper size <ul style="list-style-type: none"> Top and bottom margins set to 1.5 cm ✓ Size of the page set to 20 cm wide and 28 cm high ✓ 	1		2	
		1			
2.2	Layout <ul style="list-style-type: none"> Three columns created ✓ Spaces between columns set to 1.1 cm ✓ Highlighted text appears on top of each column ✓ Columns are justified ✓ 	1		4	
		1			
		1			
		1			
2.3	Table <ul style="list-style-type: none"> Text is converted into a table with four columns ✓ Grid Table 4 Accent 2 style applied to the table ✓ Repeat header rows feature used to set table headings appear on both pages in the table ✓ All data in table centred, vertically ✓ and horizontally ✓ 	1		5	
		1			
		1			
		1			
		1			
2.4	Paragraph <ul style="list-style-type: none"> Shadowed border applied to the paragraph ✓ Double line border style used ✓ 	1		2	
		1			
2.5	Date <ul style="list-style-type: none"> Current date inserted in the footer of the document ✓ Updates automatically ✓ 	1		2	
		1			
	Total for QUESTION 2			[15]	

QUESTION 3

File Name: 3_Resourcing

Total Q3: 56

- 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
WardInfo worksheet						
3.1.1	Merge and Centre <ul style="list-style-type: none">Cells A1 to O1 are merged ✓and centred ✓	1 1		2		
3.1.2	Fill <ul style="list-style-type: none">Any fill is applied to merged cells ✓Thin diagonal stripe pattern style fill effect applied ✓ (accept any diagonal stripes)	1 1		2		
3.1.3	Wrap Text <ul style="list-style-type: none">Row 3 wrapped	1		1		
3.1.4	Panes <ul style="list-style-type: none">Freeze panes ✓Row 3 ✓	1 1		2		
3.2	Comment <ul style="list-style-type: none">Comment inserted in cell E4 ✓Text Unit Price displays ✓	1 1		2		
3.3	Text functions (Cell B5) =CONCATENATE(LEFT(A5;1); RIGHT(A5;2);LOWER(LEFT(C5;1))) <ul style="list-style-type: none">Correct function used (Concatenate or & function) ✓First letter of the Ward Name extracted✓Last two letters of Ward Name ✓First letter of location in lower case✓	1 1 1 1		4		

3.4	Cell K5 =SUM(E5:I5) <ul style="list-style-type: none"> Formula: Sum ✓ Range: (E5:I5) ✓ 	1 1		2	
3.5	Cell L8 =J8-K8 <ul style="list-style-type: none"> Correct cells used ✓ Subtraction sign ✓ 	1 1		2	
3.6	M5 =E5/\$E\$4 <ul style="list-style-type: none"> Correct cells used ✓ Division sign used ✓ Absolute cell reference applied to cell E4 ✓ Formula copied to all other cells ✓ 	1 1 1 1		4	
3.7	Cell N6 =E6/K6*100 OR E6/K6 <ul style="list-style-type: none"> Correct cells used ✓ Correct sign used ✓ Set to a percentage with no decimal places ✓ 	1 1 1		3	
3.8	Conditional formatting <ul style="list-style-type: none"> Conditional formatting used in column L ✓ Cell value <0 ✓ Green fill with dark green text applied ✓ 	1 1 1		3	
3.9	Cell O5 =IF(L5<0;" "; "Bonus") <ul style="list-style-type: none"> Function: IF ✓ Condition: L5<0 ✓ Value if true is correct ✓ Value if false is correct ✓ 	1 1 1 1		4	
3.10	Cell E37 =SUMIF(C5:C34;"Urban";J5:J34) <ul style="list-style-type: none"> Function: Sumif ✓ Criteria range C5:C34 ✓ Criteria - Urban ✓ Sum range J5:J34 ✓ 	1 1 1 1		4	

3.11	Cell E39 =IF(AND(C7="Rural";N7>25);"Award";"No Award") <ul style="list-style-type: none"> • Functions: IF and AND ✓ • Condition (C7="Rural";N7>25); ✓ • Value if true is correct ✓ • Value if false is correct ✓ 	1 1 1 1		4	
3.12	Cell E41 =COUNTIF(C5:C34;"Semi Rural") <ul style="list-style-type: none"> • Function: Countif ✓ • Range: C5:C34; ✓ • Criteria: "Semi Rural" ✓ 	1 1 1		3	
3.13	Cell E43 =VLOOKUP(A7;ExtraInfo!A2:C31;3;FALSE) <ul style="list-style-type: none"> • Function: Vlookup ✓ • Lookup value : A7 ✓ • Lookup range : ExtraInfo!A2:C31 ✓ (ignore if no absolute cell reference was used) • Row number : 3 ✓ • Range lookup : False ✓ 	1 1 1 1 1		5	
3.14	Cell E45 =COUNTBLANK(E5:E34) <ul style="list-style-type: none"> • Function: COUNTBLANK ✓ • Range: (E5:E34) ✓ 	1 1		2	
3.14	Graph Worksheet <ul style="list-style-type: none"> • Graph title Readiness for 4IR ✓ • Both series points plotted correctly. ✓ • Any Stacked Bar graph used. ✓ • Vertical axis appears as in graph ✓ • Centred ✓ • Legend series added to top of graph ✓ • Move graph to the worksheet 4IR ✓ 	1 1 1 1 1 1 1 1		7	
	Total for QUESTION 3			[56]	

QUESTION 4

File Name: 4_4IR

Total Q4: 42

No.	Criteria	Maximum Mark			Candidate Mark
Table: Wards					
4.1.1	Field: WardName <ul style="list-style-type: none">> inserted in Format field property ✓	1		1	
4.1.2	Field: WardNumber <ul style="list-style-type: none">Required property set to Yes ✓Format of field set to 'Fixed' format ✓	1 1		2	
4.1.3	Image <ul style="list-style-type: none">Data type of Image field changed to OLE Object/ Hyperlink ✓	1		1	
4.1.4	Validation <p style="text-align: center;"><=✓ 2020/06/30 ✓ OR < 2020/07/01 OR <=#2020/06/30# OR <#2020/07/01#</p> <ul style="list-style-type: none">Any appropriate validation text that refers to the limitation of the date✓	1 1 1		3	
4.1.5	Devices Field <ul style="list-style-type: none">New field created Devices ✓Data type set to lookup value ✓Data on the Info table used ✓	1 1 1		3	
4.2	Form: frm4_2 <ul style="list-style-type: none">Form frm4_2 based on WardInfo table and Columnar layout selected ✓Selected fields: WardName; WardNumber; Location; Budget; Expenditure and Balance ✓The background of the form header is yellow ✓Font size of heading is 36 pt ✓Heading is centred ✓4_Form.jpg picture inserted ✓In form header aligned right ✓Format of Budget field changed to Currency with zero decimal places ✓Button inserted in form footer ✓Shows the next record when button is clicked ✓	1 1 1 1 1 1 1 1 1 1 1		10	

4.3.1	Qry4_3_1 <ul style="list-style-type: none">Only Location and Expenditure ✓Location: Total: Grouped by ✓Expenditure: Total: Sum ✓	1		3		
		1				
		1				
4.3.2	Qry4_3_2 <ul style="list-style-type: none">Only Rural ✓and Semi-Rural records show ✓Total calculated ✓Total of Budget field ✓ (SUM)	1		4		
		1				
		1				
		1				
4.3.3	Qry4_3_3 Loan: 30/100*[Budget] <ul style="list-style-type: none">Criteria Balance : <0 ✓Loan: ✓30/100 ✓*[Budget] ✓Loan set to R currency ✓	1		5		
		1				
		1				
		1				
		1				
Report						
4.4	Report4_4 <ul style="list-style-type: none">Report created ✓Grouped according to Location and then according to Budget ✓Total budget for each Location calculated ✓in the Location footer = Sum([Budget]) ✓Rural Locations are formatted red ✓New field Future Projections created ✓.Calculation of Future Projections ✓=10/100 ✓*[Budget] ✓+ [Budget] ✓ OR =110/100*[Budget]	1		10		
		1				
		1				
		1				
		1				
		1				
		1				
		1				
		1				
		1				
	Total for QUESTION 4			[42]		

QUESTION 5

File Name: 5_MyWebsite

Total Q5: 21

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

No	Criteria	Maximum Mark			Candidate Mark
5.1	Heading 1 <code><center><h1>THE TIME HAS COME</h1> </center></code> <ul style="list-style-type: none"> • Heading is centred ✓ • Font size set to 50 ✓ 	1		2	
		1			
5.2	Anchor <code></code> <ul style="list-style-type: none"> • Link tags correctly inserted ✓ • On words 'driver distraction' ✓ • Correct anchor name ✓ 	1		3	
		1			
		1			
5.3	Image <code><p align="center"></p></code> <ul style="list-style-type: none"> • Extension for the image corrected ✓ • Image centred ✓ 	1		2	
		1			
5.4	Bulleted list <code> </code> <ul style="list-style-type: none"> • Ordered list created. ✓ • tags used correctly ✓ • Applied to all listed items ✓ 	1		3	
		1			
		1			
5.5	Table <ul style="list-style-type: none"> • Table colour is lightblue ✓ • Width of the table is 80% ✓ 	1		2	
		1			

5.6	Table row <tr> <div style="text-align: center;"> <th>AR</th> <td>15</td> <td>34</td> </tr> </div> <ul style="list-style-type: none"> • New row added ✓ • Correct tags used ✓ • Correct data entered ✓ 	1 1 1		3	
5.7	Table row <td align="center" colspan="3">Be Ready!! </td> <ul style="list-style-type: none"> • Row merged across three columns ✓ • Text changed bold ✓ 	1 1		2	
5.8	Link Back to top <ul style="list-style-type: none"> • <a href> ✓ • Link created on the text 'Back to Top' ✓ • Link moves to the top of website ✓ 	1 1 1		3	
	Closing tag(s) or triangular brackets and correct nesting correctly used	1		1	
	Total for QUESTION 5			[21]	

QUESTION 6

File Name: 6_Calculation, 6_Quote

Total Q6: 11

No,	Criteria	Maximum Mark			Candidate Mark
6.1.1	Date <ul style="list-style-type: none"> Today's date inserted ✓ In this format: (2020)(03)(10) ✓ 	1		2	
		1			
6.1.2	Table <ul style="list-style-type: none"> Table created ✓ 3 columns and 2 rows ✓ Spacing between columns set ✓ to 0.3 cm ✓ 	1		4	
		1			
		1			
		1			
6.2	Mail Merge <ul style="list-style-type: none"> Recipients list filtered to send letters ✓ to the Wards that have a negative balance <0 ✓ Insert Ward Names in the Ward Name field ✓ Mail merge completed ✓ Completed letters saved as Letters ✓ (Expect 6 Letters)	1		5	
		1			
		1			
		1			
		1			
	Total for QUESTION 6			[11]	
	TOTAL			180	