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**NATIONAL  
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**GRADE 12**

**SEPTEMBER 2021**

**COMPUTER APPLICATIONS TECHNOLOGY P1  
MARKING GUIDELINE**

NAME OF CANDIDATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

SIGNATURE OF EDUCATOR: \_\_\_\_\_

|        | TOTAL | Q1 | Q2 | Q3 | Q4 | Q5 | Q6 |
|--------|-------|----|----|----|----|----|----|
| MARKS: |       |    |    |    |    |    |    |
|        | 150   | 27 | 17 | 46 | 35 | 17 | 08 |

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This marking guideline consists of 12 pages.

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## QUESTION 1

File Name: 1\_World Literacy Day

Total Q1: 27

| No.   | Criteria   | Maximum Mark |  |   | Candidate Mark |
|-------|--|--------------|--|---|----------------|
| 1.1.1 | <b>Cover Page</b> <ul style="list-style-type: none"> <li>Filigree cover page style selected. ✓</li> </ul>  | 1            |  | 1 |                |
| 1.1.2 | <b>Cover Page</b> <ul style="list-style-type: none"> <li>Document name and date field typed. ✓</li> <li>All other fields deleted. ✓</li> </ul>   | 1<br>1       |  | 2 |                |
| 1.2.  | <b>Table of Contents</b> <ul style="list-style-type: none"> <li>Heading 2 levels activated. ✓</li> <li>Table of contents updated. ✓</li> </ul>   | 1<br>1       |  | 2 |                |
| 1.3   | <b>Page Numbering</b> <ul style="list-style-type: none"> <li>Section breaks applied on the second page. ✓</li> <li>First two pages not numbered. ✓</li> <li>Numbering starts on page 3 at number 1. ✓</li> </ul>   | 1<br>1<br>1  |  | 3 |                |
| 1.4   | <b>Shading</b> <ul style="list-style-type: none"> <li>Green Accent 6 shading applied ✓</li> <li>to the whole paragraph. ✓</li> </ul>   | 1<br>1       |  | 2 |                |
| 1.5   | <b>Footnotes</b> <ul style="list-style-type: none"> <li>Footnote inserted ✓</li> <li>with explanation 'America's most trusted online dictionary for English word definitions, meanings and pronunciation.' ✓</li> <li>Footnote inserted below text. ✓</li> </ul> | 1<br>1<br>1  |  | 3 |                |
| 1.6   | <b>Picture formatting</b> <ul style="list-style-type: none"> <li>Picture wrapped to tight or through. ✓</li> <li>Picture right aligned. ✓</li> <li>Picture set to height 3.5 cm and width 7.5 cm. ✓</li> </ul>   | 1<br>1<br>1  |  | 3 |                |
| 1.7   | <b>References</b> <ul style="list-style-type: none"> <li>Placeholder 1 edited with a book source. ✓<br/>Book title: Practical guide to functional literacy: a method of training for development. ✓</li> <li>Published in 1973. ✓</li> </ul>                     | 1<br>1<br>1  |  | 3 |                |
| 1.8   | <b>Find and Replace</b> <ul style="list-style-type: none"> <li>Word 'Literacy' made bold. ✓</li> <li>Only those occurrences in lower case are changed. ✓</li> </ul> (Only 5 changes)   | 1<br>1       |  | 2 |                |

|      |   |             |  |             |  |
|------|---|-------------|--|-------------|--|
| 1.9  | <b>Page Orientation</b> <ul style="list-style-type: none"> <li>Section breaks applied. ✓</li> <li>Only second last page in landscape. ✓</li> </ul>  | 1<br>1      |  | 2           |  |
| 1.10 | <b>Table Styles</b> <ul style="list-style-type: none"> <li>Table style applied ✓</li> <li>Table style Grid Table 4 Accent 6 ✓</li> <li>Text aligned both horizontally and vertically ✓</li> </ul> | 1<br>1<br>1 |  | 3           |  |
| 1.11 | <b>Word Count</b> <ul style="list-style-type: none"> <li>Words counted. ✓</li> </ul>  | 1           |  | 1           |  |
|      | <b>Total for QUESTION 1</b>   |             |  | <b>[27]</b> |  |

## QUESTION 2

File Name: 2\_Registration Form

Total Q2: 17

| No. | Criteria   | Maximum Mark |  |             | Candidate Mark |
|-----|--|--------------|--|-------------|----------------|
| 2.1 | <b>Margins</b> <ul style="list-style-type: none"> <li>Top and bottom margins set. ✓</li> </ul>   | 1            |  | 1           |                |
| 2.2 | <b>Page</b> <ul style="list-style-type: none"> <li>Double line page border ✓</li> </ul>  | 1            |  | 1           |                |
| 2.3 | <b>Picture</b> <ul style="list-style-type: none"> <li>Picture centred ✓</li> <li>A soft edge oval picture style applied. ✓</li> </ul>  | 1<br>1       |  | 2           |                |
| 2.4 | <b>Legacy Form tools</b> <ul style="list-style-type: none"> <li>Field set to maximum length of 4. ✓</li> <li>Text format set to uppercase. ✓</li> </ul>  | 1<br>1       |  | 2           |                |
| 2.5 | <b>Dropdown field</b> <ul style="list-style-type: none"> <li>Male and Female options added. ✓</li> <li>Help message inserted. ✓</li> <li>Text "For accommodation purposes". ✓</li> </ul>   | 1<br>1<br>1  |  | 3           |                |
| 2.6 | <b>Smart Art</b> <ul style="list-style-type: none"> <li>A shape called Advanced added to Digital Literacy Course. ✓</li> <li>Two shapes Coding and Internet added to Advanced shape. ✓</li> <li>Correct naming of shapes. ✓</li> </ul> | 1<br>1<br>1  |  | 3           |                |
| 2.7 | <b>Linked Documents</b> <ul style="list-style-type: none"> <li>The pdf file 'Benefits-digital-literacy.pdf' has been inserted ✓</li> <li>as an embedded file. ✓</li> <li>Shows as an icon. ✓</li> </ul>                                | 1<br>1<br>1  |  | 3           |                |
| 2.8 | <b>Footer</b> <ul style="list-style-type: none"> <li>The text, 'Registration Form' added in the footer. ✓</li> <li>Text right aligned in the footer. ✓</li> </ul>  | 1<br>1       |  | 2           |                |
|     | <b>Total for QUESTION 2</b>  |              |  | <b>[17]</b> |                |

## QUESTION 3

File Name: Attendees

Total Q3: 46

| No.                     | Criteria  | Maximum Mark |  |   | Candidate Mark |
|-------------------------|---|--------------|--|---|----------------|
| Attendee_Info worksheet |   |              |  |   |                |
| 3.1.1                   | <b>Cell formatting</b> <ul style="list-style-type: none"><li>Row merged from Cell A1 to X2. ✓</li></ul>   | 1            |  | 1 |                |
| 3.1.2                   | <b>Text Alignment</b> <ul style="list-style-type: none"><li>Headings aligned horizontally and vertically. ✓</li></ul>   | 1            |  | 1 |                |
| 3.1.3                   | <b>Freeze Panes</b> <ul style="list-style-type: none"><li>Rows 1 to 8 frozen ✓</li></ul>  | 1            |  | 1 |                |
| 3.2                     | <b>Date</b> <ul style="list-style-type: none"><li>=Today() ✓</li><li>Custom formatted to yyyy-mmmm-dd ✓</li></ul>   | 1            |  | 2 |                |
|                         |   | 1            |  |   |                |
| 3.3                     | <b>B9</b><br><b>=IF(F9="M","Mr.,"Ms.")</b> <ul style="list-style-type: none"><li>Function: IF ✓</li><li>Argument set correctly ✓</li><li>Both true and false values are correct ✓</li></ul>   | 1            |  | 3 |                |
|                         |   | 1            |  |   |                |
|                         |   | 1            |  |   |                |
| 3.4                     | <b>S10</b><br><b>=COUNTIF(H10:R10,"X")</b> <ul style="list-style-type: none"><li>Function: Countif ✓</li><li>Range: H10:R10 ✓</li><li>Criteria: 'X' ✓</li></ul>   | 1            |  | 3 |                |
|                         |   | 1            |  |   |                |
|                         |   | 1            |  |   |                |
| 3.5                     | <b>U11 Calculation</b><br><b>=\$V\$7*S11</b> <ul style="list-style-type: none"><li>Correct cells used ✓</li><li>Multiplication sign used ✓</li><li>Absolute cell reference applied correctly ✓</li></ul>  | 1            |  | 3 |                |
|                         |   | 1            |  |   |                |
|                         |   | 1            |  |   |                |
| 3.6                     | <b>V13 Calculation</b><br><b>=U13*75/100 or U13 * 0.75</b> <ul style="list-style-type: none"><li>U13 Correct cell used ✓</li><li>Correct calculation of a percentage ✓</li></ul>  | 1            |  | 2 |                |
|                         |   | 1            |  |   |                |
| 3.7                     | <b>Conditional formatting</b><br><b>Formula =\$T9="No"</b><br><b>Range =\$D\$9:\$D\$108</b> <ul style="list-style-type: none"><li>Formula: =\$T9="No" ✓ OR =T9="No" ✓</li><li>Absolute cell reference applied to the range ✓</li><li>Range: =D9:D108 ✓</li></ul><br>(Accept if column doesn't have Absolute cell reference) | 1            |  | 3 |                |
|                         |   | 1            |  |   |                |
|                         |   | 1            |  |   |                |
|                         |   |              |  |   |                |

| No.  | Criteria   | Maximum Mark |  |   | Candidate Mark |
|------|--|--------------|--|---|----------------|
| 3.8  | <b>W9</b><br><b>=IF(S9&lt;=5, "Greens", IF(S9&lt;=8, "Blues", IF(S9&lt;=10, "Reds", "Yellows")))</b><br><ul style="list-style-type: none"> <li>Function: Nested IF ✓</li> <li>Correct criteria: ✓</li> <li>Value true and false set correctly ✓</li> <li>Answer copied to other cells ✓</li> </ul>   | 1            |  | 4 |                |
|      |  | 1            |  |   |                |
|      |  | 1            |  |   |                |
|      |  | 1            |  |   |                |
| 3.9  | <b>X9</b><br><b>=IF(AND(T9="Yes",V9&gt;=50), "Discount"," ")</b><br><ul style="list-style-type: none"> <li>Function: IF and AND ✓</li> <li>First criteria: T9= "Yes"✓</li> <li>Second criteria: V9&gt;=50 ✓</li> <li>True and False Value: "Discount"," " ✓</li> </ul>   | 1            |  | 4 |                |
|      |  | 1            |  |   |                |
|      |  | 1            |  |   |                |
|      |  | 1            |  |   |                |
| 3.10 | <b>G111 Date</b><br><b>= YEAR(TODAY())-YEAR(G108)</b><br><ul style="list-style-type: none"> <li>YEAR(TODAY()) ✓</li> <li>- minus sign ✓</li> <li>YEAR(G108) ✓</li> </ul>   | 1            |  | 3 |                |
|      |  | 1            |  |   |                |
|      |  | 1            |  |   |                |
| 3.11 | <b>G113</b><br><b>=HLOOKUP(Statistics!F1,Statistics!A1:K2,2,False)</b><br><ul style="list-style-type: none"> <li>Function: HLOOKUP ✓</li> <li>Lookup_value: Statistics!F1 ✓</li> <li>Table_array: Statistics!\$A\$1:\$K\$2 ✓</li> <li>Row_index_num: 2, ✓</li> <li>Range_lookup: False ✓</li> </ul> (Ignore if Absolute cell reference was not used) | 1            |  | 5 |                |
|      |  | 1            |  |   |                |
|      |  | 1            |  |   |                |
|      |  | 1            |  |   |                |
|      |  | 1            |  |   |                |
| 3.12 | <b>G115</b><br><b>=SUMIF(T10:T108,"Yes",U9:U108)</b><br><ul style="list-style-type: none"> <li>Function: Sumif ✓</li> <li>Range: T10:T108 ✓</li> <li>Criteria: "Yes" ✓</li> <li>Sum range: U9:U108 ✓</li> </ul>  | 1            |  | 4 |                |
|      |  | 1            |  |   |                |
|      |  | 1            |  |   |                |
|      |  | 1            |  |   |                |

|      |  |   |  |             |  |
|------|--|---|--|-------------|--|
| 3.13 | <b>Graph</b> <ul style="list-style-type: none"> <li>• Chart area formatted with a background picture 3Digital Literacy ✓</li> <li>• Transparency set to 50% ✓</li> <li>• Budget and Typing a letter removed ✓</li> <li>• Using a filter ✓</li> <li>• A data callout label added ✓</li> <li>• To the most popular course (Know your smart phone) ✓</li> <li>• Graph moved to a new worksheet Graph ✓</li> </ul> | 1 |  | 7           |  |
|      |  | 1 |  |             |  |
|      |  | 1 |  |             |  |
|      |  | 1 |  |             |  |
|      |  | 1 |  |             |  |
|      |  | 1 |  |             |  |
|      |  | 1 |  |             |  |
|      | <b>Total for QUESTION 3</b>  |   |  | <b>[46]</b> |  |



## QUESTION 4

File Name: 4\_Digital literacy

Total Q4: 35

| No                          | Criteria  | Maximum Mark               |  |   | Candidate Mark |
|-----------------------------|---|----------------------------|--|---|----------------|
| Table: Personal Information |   |                            |  |   |                |
| 4.1.1                       | Field: Date of Birth <ul style="list-style-type: none"><li>&lt;✓= ✓ Now () ✓</li></ul>  | 1<br>1<br>1                |  | 3 |                |
| 4.1.2                       | Course Code: Input Mask <ul style="list-style-type: none"><li>&gt; ✓</li><li>999 ✓</li><li>- ✓</li><li>LLL ✓</li></ul>  | 1<br>1<br>1<br>1           |  | 4 |                |
| 4.1.3                       | Field: Courses <ul style="list-style-type: none"><li>Lookup wizard used as data type ✓</li><li>Database table used ✓</li><li>Course information ✓</li></ul>   | 1<br>1<br>1                |  | 3 |                |
| 4.2                         | Form: Attendee Information<br>=(Date()-[Date of Birth])/365 <ul style="list-style-type: none"><li>Functions added to details section ✓</li><li>=(Date() - ✓</li><li>[Date of Birth]) ✓</li><li>/365 ✓</li><li>Date changed to Fixed/Standard format with no decimal places ✓</li><li>Suitable label added ✓</li></ul> | 1<br>1<br>1<br>1<br>1<br>1 |  | 6 |                |
| QUERIES                     |   |                            |  |   |                |
| 4.3.1                       | Qry4_3_1<br>Field: Date of Birth <ul style="list-style-type: none"><li>Between Date() ✓</li><li>And #2003/01/01# ✓</li><li>Sorted in descending of Level of Literacy ✓</li></ul>  | 1<br>1<br>1                |  | 3 |                |

|               |  |  |  |             |  |
|---------------|--|--|--|-------------|--|
| 4.3.2         | <b>Qry4_3_2</b><br><b>Data: [No of days to attend] *30</b><br><b>Field: Data Bundle &lt;&gt;Vodacom</b> <ul style="list-style-type: none"> <li>• &lt;&gt;Vodacom ✓</li> <li>• Calculated Field: Data: ✓</li> <li>• [No of days to attend] ✓</li> <li>• *30 ✓</li> <li>• Total calculated in datasheet view ✓</li> <li>• Total function used to calculate the total amount. ✓</li> </ul>  | 1<br>1<br>1<br>1<br>1<br>1                     |  | 6           |  |
| <b>REPORT</b> |  |  |  |             |  |
| 4.4           | <b>Report4_4</b> <ul style="list-style-type: none"> <li>• Report created. ✓</li> <li>• Only show the Last Name, Date of Birth, Gender, No of Courses, Level of Literacy and No of days to attend fields. ✓</li> <li>• Grouped according to Gender. ✓</li> <li>• Grouped again according to Level of Literacy. ✓</li> <li>• Report set to Landscape. ✓</li> <li>• =Count ✓ ([gender]) ✓ OR =Count ✓ (*) ✓</li> <li>• Appropriate descriptive label added. ✓</li> <li>• All data displays fully. ✓</li> <li>• Report saved as rpt4_4. ✓</li> </ul> | 1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1<br>1 |  | 10          |  |
|               | <b>Total for QUESTION 4</b>  |  |  | <b>[35]</b> |  |

**QUESTION 5****File Name: 5\_Digital Literacy****Total Q5: 17**

- 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 | <b>Background Colour</b><br><code>&lt;body bgcolor = "cream"&gt;&lt;font face = "Arial"&gt;</code><br><ul style="list-style-type: none"> <li>• Tag bgcolor used ✓</li> <li>• Colour cream applied to whole website ✓</li> </ul>  | 1            |  | 2 |                |
|     |  | 1            |  |   |                |
| 5.2 | <b>Image</b><br><code>&lt;p&gt;&lt;center&gt; &lt;img src = "5Digital Picture.png"&gt;</code><br><code>&lt;/center&gt; &lt;/p&gt;</code><br><ul style="list-style-type: none"> <li>• Img scr corrected to img src ✓</li> <li>• Jpg corrected to png ✓</li> <li>• Center tag used to centre the picture. ✓</li> </ul>   | 1            |  | 3 |                |
|     |  | 1            |  |   |                |
|     |  | 1            |  |   |                |
| 5.3 | <b>Unordered Lists</b><br><code>&lt;ul type = "square" &gt; &lt;/ul&gt;</code><br><ul style="list-style-type: none"> <li>• <code>&lt;ul&gt; &lt;/ul&gt;</code> tags used ✓</li> <li>• Type = square used correctly ✓</li> </ul>  | 1            |  | 2 |                |
|     |  | 1            |  |   |                |
| 5.4 | <b>Table</b><br><code>&lt;table border = "5" bgcolor = "pink" width = 70%&gt;</code><br><code>&lt; td align = "center" colspan = "3"&gt; &lt;b&gt;Let us be digital</code><br><code>literate&lt;/b&gt;&lt;/td&gt;</code><br><ul style="list-style-type: none"> <li>• Table border set to "5 pt" ✓</li> <li>• Table width set to 70% ✓</li> <li>• Row 7 merged ✓</li> <li>• Across 3 columns ✓</li> <li>• Text aligned centre and in ✓</li> <li>• bold ✓</li> </ul> | 1            |  | 6 |                |
|     |  | 1            |  |   |                |
|     |  | 1            |  |   |                |
|     |  | 1            |  |   |                |
|     |  | 1            |  |   |                |
|     |  | 1            |  |   |                |
|     |  | 1            |  |   |                |

|     |   |             |  |             |  |
|-----|---|-------------|--|-------------|--|
| 5.5 | <b>Links</b><br><p>&lt;p&gt;For further digital literacy training,<br/>         &lt;a href="Brochure.pdf"&gt; Click here for the brochure&lt;/a&gt;</p> <ul style="list-style-type: none"> <li>• Link created &lt;a href ✓</li> <li>• To the correct file Brochure.pdf ✓</li> <li>• Inserted on the correct text ✓</li> </ul> | 1<br>1<br>1 |  | 3           |  |
|     | <b>Closing tag(s) or triangular brackets and correct nesting correctly used.</b>  | 1           |  | 1           |  |
|     | <b>Total for QUESTION 5</b>   |             |  | <b>[17]</b> |  |

**QUESTION 6**

**File Name: 6\_Digital Technology in SA**  
**6\_Compare and 6\_Compare 1**

**Total Q6: 8**

| No.   | Criteria   | Maximum Mark     |  |            | Candidate Mark |
|-------|--|------------------|--|------------|----------------|
| 6.1.1 | <b>Non-Breaking Space ✓</b> <ul style="list-style-type: none"> <li>South Africa: a non-breaking space which prevents the automatic line break applied to the words "South Africa".</li> </ul>  | 1                |  | 1          |                |
| 6.2   | <b>Cut and Paste</b> <ul style="list-style-type: none"> <li>Paragraph cut and pasted using "keep text only" option. ✓</li> <li>Cut and Pasted at the end of the document. ✓</li> </ul>   | 1<br>1           |  | 2          |                |
| 6.3   | <b>Track Changes</b> <ul style="list-style-type: none"> <li>Two changes (Million and Million) accepted ✓</li> </ul>  | 1                |  | 1          |                |
| 6.4   | <b>Compare documents</b> <ul style="list-style-type: none"> <li>Two documents compared (<b>6_Compare</b> and <b>6_Compare 1</b>) ✓</li> <li>Five (5) changes are shown in a screenshot</li> <li>Screenshot done ✓</li> <li>Screenshot pasted at the end of <b>6_Compare</b> document. ✓</li> </ul> | 1<br>1<br>1<br>1 |  | 4          |                |
|       | <b>Total for QUESTION 6</b>  |                  |  | <b>[8]</b> |                |
|       | <b>TOTAL:</b>  |                  |  | <b>150</b> |                |