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# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## NATIONAL SENIOR CERTIFICATE

**GRADE 12**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**NOVEMBER 2021**

**MARKING GUIDELINES**

**MARKS: 150**

CENTRE NUMBER							
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FINAL MARK	
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EXAMINATION NUMBER													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	25	20	21	19	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

**These marking guidelines consist of 13 pages.**

## NSC Marking Guidelines

[illegible]

- **Check the accuracy and skill required before awarding a mark throughout.**

## QUESTION 1

**File name: 1Health**

**Total Q1: 25**

No	Criteria	Maximum Mark			Candidate Mark
1.1	<b>Page size</b> • Page size set to A4 ✓	1		1	
1.2	<b>Line spacing: 2<sup>nd</sup> paragraph – The following ...</b> • Line spacing set to Multiple, 1.15 ✓	1		1	
1.3	<b>Find and Replace: (Expect 5 occurrences)</b> • Only exact/lowercase text 'ozone' replaced ✓ • 'ozone' appears in Arial Narrow font ✓ • 'ozone' appears in <u>Bold and Italic</u> ✓	1 1 1		3	
1.4	<b>Text box: Nitrogen dioxide ... from heart disease.</b> • Text box inserted ✓ • Size: 9 cm high by 8 cm wide ✓ • All data <u>moved</u> into text box ✓ (No mark if copied) • Text box top left corner aligned to 'air' ✓ (Inspection)	1 1 1 1		4	
1.5	<b>Columns: DOES IT MAKE ... fuels and vehicles.</b> • Text placed in two columns ✓ • Width of first column set to 8 cm ✓ • Width of space between columns 1 cm ✓	1 1 1		3	
1.6	<b>Multilevel List: On the road ... keeping windows closed.</b> (Note to marker: Mark from ruler) • Multilevel List applied to given text ✓ • Level 1: Format 1, 2, 3 ✓ (No full stop or bracket) • Level 1: Aligned at 0 cm ✓ text indent at 1 cm ✓ • Level 2: Format a), b), c) ✓ • Level 2: Aligned at 1 cm ✓ text indent at 2 cm ✓	1 1 2 1 2		7	
1.7	<b>Source changed: UK Health Department</b> • Type of source: Website ✓ • URL: <a href="http://www.airquality.co.uk">http://www.airquality.co.uk</a> ✓	1 1		2	
1.8	<b>Bibliography</b> • (Any) automatic bibliography inserted ✓	1		1	
1.9	<b>Watermark</b> • Picture 1 Clean watermark inserted ✓ • Scale: 150% ✓	1 1		2	
1.10	<b>Inspect document</b> • All hidden text removed ✓	1		1	
	<b>Total for QUESTION 1</b>			<b>[25]</b>	



[illegible]

### QUESTION 3

**File name: 3Projects**

**Total Q3: 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, 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
<b>Missions/Sheet1 worksheet</b>					
3.1	<b>Cell A1: Picture</b> <ul style="list-style-type: none"> <li>Picture 3Logo inserted ✓</li> <li>Fits cell A1 ✓ <i>(Mark by inspection)</i></li> </ul>	1 1		2	
3.2	<b>Cell A3: Fill</b> <ul style="list-style-type: none"> <li>Pattern fill is the same as cell A2 ✓</li> </ul>	1		1	
3.3	<b>Worksheet renamed</b> <ul style="list-style-type: none"> <li>Sheet1 worksheet renamed to Missions ✓</li> </ul>	1		1	
3.4	<b>Cell F3:</b> <b>=COUNTIF(F6:F55,"&gt;55000")</b> <ul style="list-style-type: none"> <li>COUNTIF and range: (F6:F55) ✓</li> <li>Criteria: "&gt;55000" ✓ <b>OR "&gt;R55000"</b> <b>OR "&gt;R55 000.00"</b></li> </ul>	1 1		2	
3.5	<b>Column G: Conditional Formatting</b> <b>= \$C6:\$C55 ="Air"</b> <b>OR</b> <b>=\$C6 = "Air"</b> <ul style="list-style-type: none"> <li>Formula: ✓ =C6:C55 ="Air" ✓</li> <li>Absolute cell referencing not applied to rows: \$C6:\$C55 <b>OR</b> C6:C55 ✓</li> <li>Conditional formatting applied to G6:G55 ✓</li> <li>Format: Any fill colour ✓</li> </ul>	2  1 1 1		5	

## NSC Marking Guidelines

EXAMINATION NUMBER														
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3.6	<b>Cell J6:</b> <b>=HLOOKUP(D6,Categories!\$B\$1:\$D\$2,2,TRUE)</b> <b>OR</b> <b>=LOOKUP(D6,Categories! \$B\$1:\$D\$2)</b> <b>OR</b> <b>=XLOOKUP(D6, Categories! \$B\$1:\$D\$1,</b> <b>Categories!\$B\$2:\$D\$2,-1)</b> <ul style="list-style-type: none"> <li>LOOKUP function appropriately structured ✓ (HLOOKUP <b>OR</b> LOOKUP <b>OR</b> XLOOKUP)</li> <li>Lookup value: D6 ✓</li> <li>Table array: Categories!\$B\$1:\$D\$2 ✓  <b>OR</b> Categories!\$A\$1:\$D\$2  <b>OR</b> Categories!B1:D2  <b>OR</b> Categories!A1:D2</li> <li>Row index number: 2 ✓</li> </ul>	1				
		1				
		1				
		1				
		1				

[illegible]

3.7

Cell K6:

=IF(E6<TODAY(),"Complete",IF(E6-TODAY()<=60,"Notify","\*"))

OR

=IF(E6>=TODAY(),IF((E6-TODAY())<=60,"Notify","\*"),"Complete")

OR

=IF(E6<TODAY(),"Complete",IF(E6-TODAY()>60,"\*","Notify"))

OR

=IF(DAYS(E6,TODAY())<0,"Complete",IF(DAYS(E6,TODAY())<=60,"Notify","\*"))

Complete

E6<TODAY()

Notify

E6>=TODAY() and  
E6-TODAY()<=60

\*

E6>TODAY()+60

TODAY()

TODAY()+60

OUTPUT	Complete	Notify	*
CRITERIA	E6 < TODAY()	E6 >=TODAY() AND E6-TODAY() <=60	E6 > TODAY()+60 <b>OR</b> E6 >= TODAY()+60
DESCRIP-TION	Check E6 for current date and before the current date	Check for current date and whether the current date is within 60 days of E6	Check whether E6 is over 60 days after the current date

Function: Nested IF ✓

First condition ✓

Output for first condition ✓

Second condition ✓

Output for second condition ✓

Output for third condition ✓

1

1

1

1

1

1

6

[21]

## NSC Marking Guidelines

[illegible]

### QUESTION 4

**File name: 4Air**

**Total Q4: 19**

- *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
<b>Quality worksheet</b>					
4.1	<b>Cell D3:</b> <b>=SMALL(E7:E153,2)</b> <ul style="list-style-type: none"> <li>Function: SMALL ✓</li> <li>Cell range: E7:E153 ✓</li> <li>2 ✓</li> </ul>	1 1 1		3	
4.2	<b>Cell B7: Data Validation</b> <ul style="list-style-type: none"> <li>Data validation source: \$J\$7:\$J\$8 ✓</li> </ul>	1		1	
4.3	<b>Cell G7: Text functions</b> <b>=LEFT(\$D\$4,RIGHT(F7,1))</b> <b>OR</b> <b>=LEFT(\$D\$4,MID(F7,2,1))</b> <b>OR</b> <b>=RIGHT(\$D\$4,RIGHT(F7,1))</b> <b>OR</b> <b>=MID(\$D\$4,RIGHT(F7,1))</b> <ul style="list-style-type: none"> <li>Combination of text functions ✓</li> <li>Function: LEFT/RIGHT/MID ✓</li> <li>From the text in cell D4 ✓</li> <li>To extract correct number of characters from cell F7 ✓</li> </ul> <p><i>(Note to marker: Accept other text functions such as REPT and TEXT if used correctly.)</i></p>	1 1 1 1		4	
4.4	<b>Print area</b> <ul style="list-style-type: none"> <li>Print area set to cell range: A6:H40 ✓</li> </ul>	1		1	



## NSC Marking Guidelines

[illegible]

Graph worksheet					
4.5	<p><b>Cell H10 OR cell H2</b>  <b>=SUMIFS(Quality!H7:H153,Quality!C7:C153,"Eastern Cape",Quality!D7:D153,2018)</b></p> <ul style="list-style-type: none"> <li>Sum range: Quality!H7:H153 ✓</li> <li>Criteria range 1: Quality!C7:C153 ✓</li> <li>Criteria 1: "Eastern Cape" ✓</li> <li>Criteria range 2: Quality!D7:D153 ✓</li> <li>Criteria 2: 2018 ✓ <b>OR</b> "2018"</li> </ul> <p><i>(Note to marker: Accept cell A2 or cell A10 if it refers to "Eastern Cape" and cell H1 if it refers to 2018.)</i></p>	1		5	
		1			
		1			
		1			
		1			
4.6	<p><b>Chart/Graph</b></p> <ul style="list-style-type: none"> <li>Bar chart/graph created ✓</li> <li>Data selected: =Graph!\$A\$2:\$A\$10,Graph!\$F\$2:\$F\$10 ✓ <b>OR</b>  =Graph!\$A\$1:\$A\$10,Graph!\$F\$1:\$F\$10</li> <li>Bars display from smallest to largest ✓</li> <li>Chart title: Health incidents in 2016 ✓</li> <li>Data labels appear on outside end of each bar ✓</li> </ul>	1		5	
		1			
		1			
		1			
		1			
		1			
	<b>Total for QUESTION 4</b>			<b>[19]</b>	

[illegible]

### QUESTION 5

**File name: 5Save**

**Total Q5: 35**

No	Criteria	Maximum Mark			Candidate Mark
<b>Table: tbl5_1</b>					
5.1.1	<b>Field: Coverage</b> • Field size changed to Decimal ✓	1		1	
5.1.2	<b>Field: PollutionType</b> • Display control: Combo Box ✓ • Row Source: 'Air', 'Land', 'Water' ✓	1 1		2	
5.1.3	<b>Field: Level</b> Validation rule: Between 100 And 1000 <b>OR</b> >=100 and <=1000 <b>OR</b> >99 and <1001 • 100 and above ✓ • And ✓ • 1000 and below ✓	1 1 1		3	
5.1.4	<b>Field inserted</b> • Field name: Evidence ✓ • Field type: Attachment, Hyperlink ✓	1 1		2	
<b>Form: frm5_2</b>					
5.2	• Form heading changed to 'Survey' ✓ • Only date ✓ appears in form footer ✓ • Ion theme applied to the form ✓ • YearBorn field format changed to Medium Date ✓	1 2 1 1		5	
<b>Query: qry5_3</b>					
5.3	• Group by RecyclingActivity ✓ • Function AVG in DropOff ✓ • Average value displays no decimal places ✓	1 1 1		3	
<b>Query: qry5_4</b>					
5.4	• Only Name, Surname, (YearBorn,) Knowledge, RecyclingActivity, DropOff fields display ✓ • Sorted by Surname ascending ✓ • Knowledge field criteria: 'Yes' ✓ • OR ✓ • RecyclingActivity field criteria: 'Very Active' ✓ • AND ✓ • DropOff field criteria: 15 ✓ (Expected number of records: 113)	1 1 1 1 1 1 1		7	





[illegible]

## 6 2Pollute

6.2	<pre> &lt;body&gt;   &lt;br/&gt;   &lt;a href="6_1Clean.html"&gt;Home Page&lt;/a&gt;    &lt;h2&gt;Types of pollution&lt;/h2&gt;   &lt;hr size="5" color="Black"/&gt;   &lt;ol&gt;     &lt;li&gt;Air pollution&lt;/li&gt;       &lt;ul type="square"&gt;         &lt;li&gt;Ground-level ozone&lt;/li&gt;         &lt;li&gt;Carbon monoxide&lt;/li&gt;         &lt;li&gt;Sulphur oxides&lt;/li&gt;         &lt;li&gt;Nitrogen oxides&lt;/li&gt;         &lt;li&gt;Lead&lt;/li&gt;       &lt;/ul&gt;     &lt;li&gt;Water pollution&lt;/li&gt;     &lt;li&gt;Light pollution&lt;/li&gt;     &lt;li&gt;Noise pollution&lt;/li&gt;     &lt;li&gt;Soil pollution&lt;/li&gt;   &lt;/ol&gt; &lt;/body&gt; </pre> <ul style="list-style-type: none"> <li>• <b>Hyperlink</b> <ul style="list-style-type: none"> <li>• Tag for hyperlink correctly inserted ✓</li> </ul> </li> <li>• <b>Horizontal line</b> <ul style="list-style-type: none"> <li>• Horizontal rule tag ✓</li> <li>• size="5" ✓ (Accept any size larger than "1")</li> </ul> </li> <li>• <b>Unordered list</b> <ul style="list-style-type: none"> <li>• &lt;ul&gt;...&lt;/ul&gt; tags ✓</li> <li>• Type="square" ✓</li> <li>• &lt;li&gt;Lead&lt;/li&gt; ✓</li> </ul> </li> </ul>			6	
	<b>Closing tag(s) or triangular brackets and nesting correctly used. ✓</b>	1		1	
	<b>Total for QUESTION 6</b>			<b>[15]</b>	

