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Basic Education
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NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2021

MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER					FINA	L MARK		
EXAMINATION NUMBER								
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.

EXAMINATION							
NUMBER							

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

QUESTION 1 File name: 1Health Total Q1: 25

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

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EXAMINATION							
NUMBER							

- Check the accuracy and skill required before awarding a mark throughout.
- Ignore spelling in all cases where it would not have any impact on the answer.

QUESTION 2 File name: 2Marine Total Q2: 20

No	Criteria	N	laxim Mar		Candidate Mark
2.1	Small caps: UNESCO: Marine Pollution • Font changed to Small caps ✓	1		1	
2.2	 ToC Table of Contents inserted ✓ Heading 1 style: 1st heading: 'Marine Pollution' ✓ 'Marine Pollution' at top of the next page ✓ 	1 1 1		3	
2.3	 Hyphenation Hyphenation options: None ✓ OR Paragraph formatting exceptions: Don't hyphenate 	1		1	
2.4	 Caption: Picture 1: © Malik Naumann Marine Photobank Appropriate caption ✓ inserted (Alt + F9) Caption is the picture's Alt text: ✓ 	1		2	
2.5	 Hyperlink: Picture 2: © Chris Deacutis Hyperlink removed from picture ✓ (Right click on image to check if hyperlink is removed) 	1		1	
2.6	 Image: Picture 4: © NOAA Restored to original colour ✓ (Not greyscale) 	1		1	
2.7	 Cross reference (Accept any picture & page no.) Linked to (any) picture IOC UNESCO ✓ Only page number displays ✓ (Alt + F9) 	1 1		2	
2.8	 Footnote Footnote inserted on 'UNEP' ✓ Footnote numbering format set to A, B, C, ✓ Footnote set to 'Restart each page' ✓ Footnote text inserted ✓ (Environment Programme) 	1 1 1		4	
2.9	Field: NumWords (Alt + F9) {NUMWORDS *MERGEFORMAT} • NumWords field inserted ✓	1		1	
2.10	 Page numbering Automatic page numbering in Tildes format ✓ Page numbering inserted in footer ✓ TOC page and cover page not numbered, third page starts as number ~1~ ✓ Page numbering continues on all remaining pages ✓ 	1 1 1		4	
	Total for QUESTION 2			[20]	

NSC Marking Guidelines

EXAMINATION NUMBER							

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	М	aximum Mark	Candidate Mark
Missi	ons/Sheet1 worksheet			
3.1	 Cell A1: Picture Picture 3Logo inserted ✓ Fits cell A1 ✓ (Mark by inspection) 	1 1	2	
3.2	Cell A3: Fill • Pattern fill is the same as cell A2 ✓	1	1	
3.3	Worksheet renamedSheet1 worksheet renamed to Missions ✓	1	1	
3.4	Cell F3: =COUNTIF(F6:F55,">55000") • COUNTIF and range: (F6:F55) ✓ • Criteria: ">55000" ✓ OR ">R55000" OR ">R55 000.00"	1 1	2	
3.5	Column G: Conditional Formatting = \$C6:\$C55 = "Air" OR =\$C6 = "Air" • Formula: ✓ =C6:C55 = "Air" ✓ • Absolute cell referencing not applied to rows: \$C6:\$C55 OR C6:C55 ✓ • Conditional formatting applied to G6:G55 ✓ • Format: Any fill colour ✓	2 1 1 1	5	

EXAMINATION							
NUMBER							

3.6	Cell J6: =HLOOKUP(D6,Categories!\$B\$1:\$D\$2,2,TRUE) OR =LOOKUP(D6,Categories! \$B\$1:\$D\$2) OR =XLOOKUP(D6, Categories! \$B\$1:\$D\$1, Categories!\$B\$2:\$D\$2,,-1)		4	
	 LOOKUP function appropriately structured ✓ (HLOOKUP OR LOOKUP OR XLOOKUP) Lookup value: D6 ✓ Table array: Categories!\$B\$1:\$D\$2 ✓ OR Categories!\$A\$1:\$D\$2 OR Categories!B1:D2 OR Categories!A1:D2 Row index number: 2 ✓ 	1 1 1 1		

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EXAMINATION							
NUMBER							

3.7	TODAY()<= OR =IF(E6>=TO "Notify","*" OR =IF(E6 <tod "*","notify"="" or="IF(DAYS(E</th"><th>56,TODAY())<0, 5,TODAY())<=60</th><th></th><th>6</th><th></th></tod>	56,TODAY())<0, 5,TODAY())<=60		6			
	OUTPUT		TODAY()+60	T *			
	OUTPUT CRITERIA	Complete E6 < TODAY()	Notify E6 >=TODAY() AND E6-TODAY() <=60	E6 > TODAY()+60 OR 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			
	First conOutput foSecond oOutput fo	: Nested IF ✓ dition ✓ or first condition condition ✓ or second condition or third condition	1 1 1 1 1				
	Total for Q	UESTION 3		[21]			

EXAMINATION							
NUMBER							

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	M	laxim Marl		Candidate Mark
Qualit	y worksheet				
4.1	Cell D3: =SMALL(E7:E153,2)			3	
	 Function: SMALL ✓ Cell range: E7:E153 ✓ 2 ✓ 	1 1 1			
4.2	Cell B7: Data Validation			1	
	 Data validation source: \$J\$7:\$J\$8 ✓ 	1			
4.3	Cell G7: Text functions =LEFT(\$D\$4,RIGHT(F7,1)) OR =LEFT(\$D\$4,MID(F7,2,1)) OR =RIGHT(\$D\$4,RIGHT(F7,1)) OR =MID(\$D\$4,RIGHT(F7,1))			4	
	 Combination of text functions ✓ Function: LEFT/RIGHT/MID ✓ From the text in cell D4 ✓ To extract correct number of characters from cell F7 ✓ (Note to marker: Accept other text functions such as REPT and TEXT if used correctly.) 	1 1 1 1			
4.4	Print area			1	
	 Print area set to cell range: A6:H40 ✓ 	1			

EXAMINATION							
NUMBER							

Graph	worksheet			
4.5	Cell H10 OR cell H2 =SUMIFS(Quality!H7:H153,Quality!C7:C153,"Eastern Cape",Quality!D7:D153,2018)		5	
	 Sum range: Quality!H7:H153 ✓ Criteria range 1: Quality!C7:C153 ✓ Criteria 1: "Eastern Cape" ✓ Criteria range 2: Quality!D7:D153 ✓ Criteria 2: 2018 ✓ OR "2018" (Note to marker: Accept cell A2 or cell A10 if it refers)	1 1 1 1 1		
4.6	to "Eastern Cape" and cell H1 if it refers to 2018.) Chart/Graph		5	
	 Bar chart/graph created ✓ Data selected: =Graph!\$A\$2:\$A\$10,Graph!\$F\$2:\$F\$10 ✓ OR =Graph!\$A\$1:\$A\$10,Graph!\$F\$1:\$F\$10 Bars display from smallest to largest ✓ Chart title: Health incidents in 2016 ✓ Data labels appear on outside end of each bar ✓ 	1 1 1 1 1 1		
	Total for QUESTION 4		[19]	

EXAMINATION							
NUMBER							

QUESTION 5 File name: 5Save Total Q5: 35

No	Criteria		ximum Mark	Candidate Mark
Table	: tbl5_1			
5.1.1	Field: Coverage • Field size changed to Decimal ✓	1	1	
5.1.2	 Field: PollutionType Display control: Combo Box ✓ Row Source: 'Air', 'Land', 'Water' ✓ 	1 -	2	
5.1.3	Field: Level Validation rule: Between 100 And 1000 OR >=100 and <=1000 OR >99 and <1001 • 100 and above ✓ • And ✓ • 1000 and below ✓	1 1 1	3	
5.1.4	 Field inserted Field name: Evidence ✓ Field type: Attachment, Hyperlink ✓ 	1 1	2	
Form:	: frm5_2			
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	
Query	v: qry5_3			
5.3	 Group by RecyclingActivity ✓ Function AVG in DropOff ✓ Average value displays no decimal places ✓ 	1 1 1	3	
Query	<i>y</i> : qry5_4			
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 -	7	

EXAMINATION							
NUMBER							

Query	: qry5_5			
5.5	 YearBorn field criteria: >#1990/12/31# ✓ OR >=#1991/01/01# OR YEAR([YearBorn])>1990 Calculated field: NewDrop:[DropOff]*10/100+[DropOff] OR [DropOff]*110/100 OR [DropOff]*1.1 OR [DropOff]+[DropOff]*0.1 NewDrop: ✓ [DropOff] ✓ * ✓ 10/100 + [DropOff] OR 110/100 OR 1.1 ✓ (Expected number of records: 58) 	1 1 1 1	5	
Report	t: rpt5_6			
5.6	 DropOff field inserted and moved to correct position ✓ Grouping inserted on RecyclingActivity ✓ Any colour applied to the page header ✓ Sorted by Surname ✓ Function inserted in group header ✓ = COUNT ✓ (*) ✓ OR any other field 	1 1 1 1 1 2	7	
	Total for QUESTION 5		[35]	

EXAMINATION							
NUMBER							

QUESTION 6 File name: 6_1Clean, 6_2Pollute Total Q6: 15

- 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	N	laxim Marl		Candidate Mark	
6_1Cl	ean	•				
6.1.1	Title tags <title>12345678</title>			2		
	 Title tags ✓ Examination number inserted ✓ between two tags 	1				
6.1.2	Font colour: Heading: The Global Crisis <h1>The Global Crisis of Plastic Pollution </h1>			1		
	 Font set to a red colour ✓ 	1				
6.1.3	Picture 			2		
	 Attribute scr changed to src ✓ File extension png changed to jpg ✓ 	1				
6.1.4	Table: rowspan			3		
	Tons per year					
	 Only column inserted <td> </td> Text 'Tons per year' inserted in first column ✓ Rowspan="3" ✓		1 1 1			

-							
EXAMINATION							
EXAMINATION							
NUMBER							
HOMBEN							

6_2Pc	ollute			
6.2	 		6	
	 Hyperlink Tag for hyperlink correctly inserted ✓ Horizontal line Horizontal rule tag ✓ size="5" ✓ (Accept any size larger than "1") Unordered list Type="square" ✓ <ul< td=""><td>1 1 1 1 1</td><td></td><td></td></ul<>	1 1 1 1 1		
	Closing tag(s) or triangular brackets and nesting correctly used. ✓	1	1	
	Total for QUESTION 6		[15]	

EXAMINATION							
NUMBER							

QUESTION 7 File names: 7Letter, 7Merge, 7Date, 7Picture Total Q7: 15

No	Criteria	Maxim Mark			Candidate Mark
7Lette	er, 7Merge				
7.1.1	 Form controls Form field set to Current Date ✓ (Alt + F9, Form text Date) '7' and '14' options appear in drop-down form field control ✓ 	1		2	
7.1.2	 Mail merge (Expect 21 letters) 7Letter linked to 7Company ✓ spreadsheet Recipients' list is filtered to Level = very high ✓ Or ✓ Level = high ✓ Merge fields inserted for Company name and Level ✓ Mail merge completed ✓ (SELECT * from 'Sheet1\$' WHERE 'Level'='very high' OR 'Level'='high'/'Level' LIKE '%high%')	1 1 1 1 1		6	
7Date	: Monthly worksheet			•	
7.2	Cell D3: =IF(AND(B3="Low",MONTH(C3)=11),A3," ") • Criteria: Test if the level is low ✓ • Criteria: Test if the month ✓ is 11 ✓	1 2		3	
7 3 w	orksheet				
7.3	Filter • Filtered on column A: Very High ✓ • Filtered on column B: 2021 ✓ • Names sorted alphabetically ✓	1 1 1		3	
7Pict	ure				
7.4	7Picture file extracted ✓	1		1	
				[15]	
	TOTAL			150	