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## basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

# NATIONAL SENIOR CERTIFICATE

**GRADE 12** 

### **COMPUTER APPLICATION TECHNOLOGY P1**

**FEBRUARY/MARCH 2011** 

**MEMORANDUM** 

MARKS: 200						FINAL MARK			
CENTRE NUMBER						SPEED ENDORSEME	NT		WPM
EXAMINATION NUMBER									
QUESTION	1	2	3	4	5	6	7	тот	AL
POSSIBLE MARK	12	43	17	34	30	42	22	200	)
CANDIDATE MARK									
MARKER CODE/ SIGNATURE									
MODERATED MARK									

This memorandum consists of 13 pages.

EXAMINATION							
NUMBER							

#### QUESTION 1: Folder: Question1\_Vraag1

**TOTAL Q1: 12** • Check all answers against candidates' actual work

No	Criteria	N	lax Mark	Candidate Mark
1.1	<ul> <li>5 image files √ (6 image files in total as List_Lys was already in the folder)</li> <li>moved (not copied) into the Images_Prentjies folder √</li> </ul>	1	2	
1.2	A password is added ✓ to <b>Payment_Betaling</b> file (Unnecessary to check whether the password is correct, accept if the dialog box requesting the password appears)	1	1	
1.3	Results_Resultate.ppt is saved as a .htm or .html or .mhtml file ✓ i.e. Results_Resultate.htm or Results_Resultate.html (Two files called Results_Resultate will appear, one .ppt and one .htm or.html or .mhtml)	1	1	
1.4	Author property changed to examination number in <b>Budget_Begroting.xls</b>	1	1	
1.5	40	1	1	
1.6	Power_Krag.zip ✓	1	1	
1.7	Schools_Skole.pdf ✓ (Accept with/without file extension)	1	1	
1.8	<ul> <li>Sort by size (smallest to largest) ✓</li> <li>Only Size field and Name field appears before Name field ✓</li> <li>Screenshot/screendump is placed on the answer sheet ✓</li> <li>Sort by size (smallest to largest) ✓</li> <li>Size Name  □ Data □ Images_Prentjies □ KB □ Schools_Skole □ KB □ Shortcut to List_Lys □ Results_Resultate □ 11 KB □ Success_Sukses □ 12 KB □ Budget_Begroting □ 16 KB □ Power_Krag □ 17 KB □ Finance_Finansies □ 22 KB □ Letterhead_Briefhoof □ 26 KB □ Drawings_Tekeninge □ 26 KB □ Drawings_Tekeninge □ 26 KB □ Restaurant_Restaurant □ 27 KB □ Results_Resultate</li> </ul>	1 1 1	4	
	Total for QUESTION 1		[12]	

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EXAMINATION							
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#### QUESTION 2: File name: 2Choice\_Keuse

**TOTAL Q2: 43** 

No	Criteria	N	lax Mark	Candidate Mark
2.1	Paper size is changed to A4 ✓	1	1	
2.2	Bottom page margin set to 2.5 cm or 0.98"✓	1	1	
2.3	<ul> <li>3-D effect applied to the jigsaw object ✓</li> <li>Orange puzzle piece is moved away from other 3 puzzle pieces ✓</li> <li>All 4 puzzle pieces regrouped to form one object ✓</li> </ul>	1 1 1	3	
2.4	<ul> <li>(Do not allocate any marks if the object was not manipulated)</li> <li>• 'Choice' changed to vertical ✓</li> </ul>	1	3	
	<ul> <li>Guide' moved to bottom of page ✓</li> <li>Puzzle pieces resized ✓</li> </ul>	1 1		
2.5	<ul> <li>Automatic Table of Contents appears ✓</li> <li>Heading 1 and Heading 2 styles are used ✓</li> <li>Formal style is used ✓</li> </ul>	1 1 1	3	
2.6	<ul> <li>Career Choice Guide</li> <li>Must be a footer ✓</li> <li>Horizontal line inserted ✓</li> <li>Text 'Career Choice Guide' inserted ✓</li> <li>Arial 10 pt ✓</li> <li>Automatic numbering appears ✓</li> <li>Reflects as Page 1 ✓ (and not page 3)</li> <li>Page number appears in a border ✓</li> <li>(Do not penalise if horizontal line cuts through border around page number)</li> </ul>	1 1 1 1 1 1	7	
2.7	<ul> <li>Paragraph style Idea created ✓</li> <li>Box border ✓</li> <li>Green shading ✓</li> </ul> (Based on any style)	1 1 1	3	
2.8	Paragraph style <b>Parahead</b> applied to 'You are your choices. Seneca' ✓ (See page 3)	1	1	
2.9	<ul> <li>Paragraph spacing is set to 18 pt ✓</li> <li>after ✓</li> </ul>	1	2	
	(The number of paragraphs changed is irrelevant)			

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2.10	Alignment of the first paragraph is set to left ✓	1	1	
2.11	<ul> <li>Endnote anchored/based on first main heading 'Career choices' ✓</li> <li>Contains a custom mark: © (copyright symbol) ✓</li> <li>Referenced as www.careerchoices ✓</li> </ul>	1 1 1	3	
2.12	<ul> <li>Bookmark called Understand inserted ✓</li> <li>Bookmark anchored to 'Understand yourself' ✓</li> </ul>	1	2	
2.13	<ul> <li>Hyperlink is inserted on 'Careers Personality Tests' ✓</li> <li>Links to bookmark called 'Test' ✓ (Mouse-over to check hyperlink properties)</li> </ul>	1 1	2	
2.14	<ul> <li>List is bulleted ✓</li> <li>Bullets appear as 'hand' symbols ✓</li> <li>Bullets aligned against the left margin ✓</li> <li>Tab space after the symbol/bullet position ('text position') is set at 1 cm or 0.39"✓</li> <li>The indent is at 1.5 cm or 0.59"✓</li> </ul> (Accept any hand symbol/character)	1 1 1 1	5	
2.15	<ul> <li>Automatic numbering ✓ is applied on page 8</li> <li>in the format (1. 2 8.) ✓</li> </ul>	1	2	
2.16	<ul> <li>Numbered paragraphs appear in two equal columns ✓</li> <li>Vertical line separating the two columns ✓</li> </ul>	1	2	
2.17	<ul> <li>Borders added ✓</li> <li>Applied to text (not the whole paragraph) ✓</li> </ul>	1 1	2	
	Total for QUESTION 2		[43]	

**TOTAL Q3: 17** 

[17]

EXAMINATION							
EXAMINATION NUMBER							

QUESTION 3: File name: 3Form Vorm

**Total for QUESTION 3** 

Candidate No Criteria Max Mark Mark 3.1 1 3 Left tab is set at 8 cm or 3.15"✓ 1 Leader tab ✓ 1 is set at 6 cm or 2.16"√ 1 3.2 Date field inserted ✓ 3 1 Date format is yyyy-mm-dd ✓ 1 Date field automatically updates ✓ 1 3.3 Text field inserted for name ✓ 3 1 Help message displays on status bar ✓ (Check properties of the text field control) 1 Message reads 'Insert name' ✓ 3.4 1 10x1 table inserted ✓ 4 Table set to 'AutoFit to Contents' ✓ 1 1 Table positioning is aligned at 7 cm or 2.76" ✓ 1 Relative to margin ✓ 3.5 Drop-down list inserted ✓ 1 2 1 Items in the drop-down ✓ list added: Male Manlik Female\_Vroulik (Ignore spelling – both genders must be entered) 3.6 1 2 Sciences checkbox is resized to exactly 15 pt ✓ Subject names are aligned at 8 cm or 3.15 " ✓ 1

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EXAMINATION							
NUMBER							

#### QUESTION 4: Filename: 4Info\_Inlig

**TOTAL Q4: 34** 

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidates' actual work (Cell references may differ, depending on the candidates' actions).
- Candidates may use multiple formulae or cells as 'building blocks' to answers.

No	Criteria		Max Mark		Candidate Mark
Lear	ners_Leerders worksheet				
4.1	<ul> <li>Sequence Learner1, Learner2 fills cells A3:A310 ✓</li> <li>Copied down ✓</li> </ul>	1 1		2	
4.2	Cells A1:J1 merged and centred ✓	1		1	
4.3	Text orientation changed to 45° ✓ in row 2	1		1	
4.4	<ul> <li>Surnames copied from column K and pasted in column B using paste special ✓ (all surnames must appear in upper case)</li> <li>Column K deleted ✓</li> </ul>	1		2	
4.5	<ul> <li>Column E chosen ✓</li> <li>Cells with a value greater or equal to 70 ✓ (or cells with a value greater than 69)</li> <li>Fill colour green ✓ (Also accept a green font)</li> </ul>	1 1 1		3	
4.6	<b>F3</b> =IF ✓ (E3>=60 ✓, "Yes" ✓, "" ✓) <b>OR</b> <b>F3</b> =IF(E3 <60,"", "Yes")	4		4	
4.7	<b>J4</b> =LARGE ✓ (E3:E310 ✓,2 ✓)  (Answer is 99)	3		3	
4.8	J5 =COUNTIF ✓ (D3:D310 ✓,"Physical Science" ✓) + COUNTIF ✓ (D3:D310,"Natural Science" ✓)  (Answer is 29)	3 2		5	
4.9	Page scaling set to 1 page wide ✓ by 4 pages tall ✓	2		2	
4.10	Data is sorted according to column D✓ descending in Column E ✓	1 1		2	

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EXAMINATION							
NUMBER							

Sum	mary_Opsomming worksheet			
4.11	A pie ✓ graph is created ✓ correct range chosen ✓ A suitable title appears at the top ✓ The legend appears below the graph ✓ The percentages appear ✓ on the segments ✓ of the graph	3 1 1 2	8	
	The graph appears in the <b>Summary_Opsomming</b> worksheet ✓  (Accept any version of the pie graph	1		
	Percentage who qualify for University			
	42% 58%		-	
	<ul> <li>Number of learners who qualify for university entrance         Aantal leerders wat vir universiteitstoelating kwalifiseer         Number of learners who do not qualify         Aantal leerders in die groep wat nie kwalifiseer nie     </li> </ul>			
4.11	Gridlines removed ✓	1	1	
	Total for QUESTION 4		[34]	

EXAMINATION							
NUMBER							

#### QUESTION 5: Filename: 5Travel\_Reis

**TOTAL Q5: 30** 

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidates' actual work (Cell references may differ, depending on the candidates' actions).
- Candidates may use multiple formulae or cells as 'building blocks' to answers.

No	Criteria		Max Mark	Candidate Mark		
S&T_	R&V worksheet					
5.1	Text wrapped in cells <b>A2:L2</b> ✓	1		1		
5.2	Borders placed around cells with headings in row 2 ✓	1		1		
5.3	Column J displays as currency (Rand) ✓	1		1		
5.4	B3 = Concatenate ✓ (LEFT ✓ (D3,3 ✓),MID ✓ (A3,3 ✓,3 ✓))  (Answer is BloMAD)  (Also accept ampersand operator '&' instead of concatenate function)	6		6		
5.5	<ul> <li>E6=VLOOKUP (D6,Distance_Afstand!\$A\$2:\$B\$18,2,FALSE)</li> <li>Correct lookup value nominated (D6) ✓</li> <li>Correct lookup range nominated ✓ (Distance_Afstand!A2:B18)</li> <li>Absolute addressing applied to lookup range rows and</li> </ul>	1 1		4		
	columns (\$A\$2:\$B\$18) ✓  • Correct lookup column nominated (2) ✓  (False parameter is optional)  (Answer is 510)	1 1				
5.6	<b>H3</b> =(E3* ✓0.01 ✓) + G3 ✓ <b>OR</b> <b>H3</b> = E3/100 + G3 (Answer is 4:00)	3		3		
5.7	<b>I3</b> =IF ✓ (E3>1000 ✓,2 ✓,IF(E3>500 ✓,1 ✓,0 ✓)) <b>OR I3</b> = IF(E3 <500,0,IF(E3< 1000,1,2))  (Accept any other valid option)  (Answer is 1)	6		6		

5.8	<b>J3</b> =E3 ✓*J1 ✓	2	2	
5.9	L4 =K4+J4 ✓ (Answer is R 27.38)	1	1	
Clain	nsChart_Eisegrafiek			
5.10	<ul> <li>Column graph ✓</li> <li>Data for only 10 delegates is shown ✓</li> <li>The title 'Claims' on the y-axis ✓</li> <li>The data labels and legend have been removed ✓</li> <li>The column representing Y Madikane changed to red ✓</li> <li>(Do not allocate the mark if more than 1 column colour was changed)</li> </ul>	1 1 1 1 1	5	
	Total for QUESTION 5		[30]	

**TOTAL Q6: 42** 

EXAMINATION							
NUMBER							

#### QUESTION 6: Filename: 6Careers\_Loopbane

No	Criteria	Max Mark	Candidate Mark		
STUE	DENT table	•			
6.1	<ul> <li>Table named STUDENT created ✓</li> <li>Name_Naam ✓ field added</li> <li>with a maximum size of 45 ✓</li> <li>Studyfield_Studieveld lookup wizard ✓ added with correct options ✓</li> <li>Points_Punte added as an integer field ✓</li> <li>Default value for Points_Punte field is set to 950 ✓</li> <li>(Check Studyfield_Studieveld by clicking on lookup)</li> </ul>	1 7 1 1 1 1 1 1 1 1			
Care	er_Beroep table				
6.2	<ul> <li>ID field removed ✓</li> <li>0000 for input mask for Code_Kode field✓</li> <li>Exactly 4 ✓</li> <li>(Do not accept 9 or #)</li> <li>Required must be set to Yes for <i>Phone_Foon</i> field✓</li> </ul>	1 4			
Query	y qryCodes_Kodes				
6.3	<ul> <li>3 Correct fields Name_Naam, Code_Kode, Phone_Foon included ✓</li> <li>Criteria of Code_Kode: &gt;=2000 ✓ and ✓ &lt;=3000 ✓</li> <li>(6 records expected)</li> </ul>	1 3 4			
Query	y qryCost_Koste				
6.4	<ul> <li>Cost field added ✓</li> <li>Cost:[Distance_Afstand] ✓ *5.5 ✓ * 2 ✓</li> <li>Formatted to currency ✓</li> <li>(Accept [Distance_Afstand]*11)</li> <li>(24 records expected)</li> </ul>	1 5 3 1			

EXAMINATION							
NUMBER							

Query	qryWebaddress_Webadres											
6.5	<ul> <li>Records sorted on Name_Naam field ✓</li> <li>Criteria for Webaddress_Webadres field: Is Null ✓</li> <li>Webaddress_Webadres field is not displayed ✓</li> <li>(5 records expected)</li> </ul>	1 1 1		3								
Form frmCareer_Beroep												
6.6	<ul> <li>Heading changed ✓</li> <li>Centred ✓</li> <li>Yellow line✓</li> <li>Phone_Foon field added ✓</li> <li>(Phone_Foon is added as a field and not an unbound box)</li> <li>=Date() ✓ added in footer ✓</li> </ul>	1 1 1 1 2		6								
Report Expo (previously called Career_Beroep)												
6.7	<ul> <li>Grouped according to Accommodation_Verblyf field</li> <li>Sorted according to Name_Naam field ✓</li> <li>Formula in group footer ✓</li> <li>=count(*) ✓</li> <li>(Also accept =count[field])</li> </ul>	1 1 1 1		5								
6.8	Name of the report Career_Beroep changed to Expo ✓	1		1								
Repoi	t RepMyReport											
6.9	<ul> <li>Report created using qryCosts_Koste ✓</li> <li>All fields display ✓</li> <li>Heading added ✓</li> <li>Page orientation is set to landscape ✓</li> <li>Formula in report footer ✓</li> <li>=MAX ✓ ([Distance_Afstand]) ✓</li> </ul>	1 1 1 1 1 2		7								
	Total for QUESTION 6			[42]								

DBE/Feb. - Mar. 2011

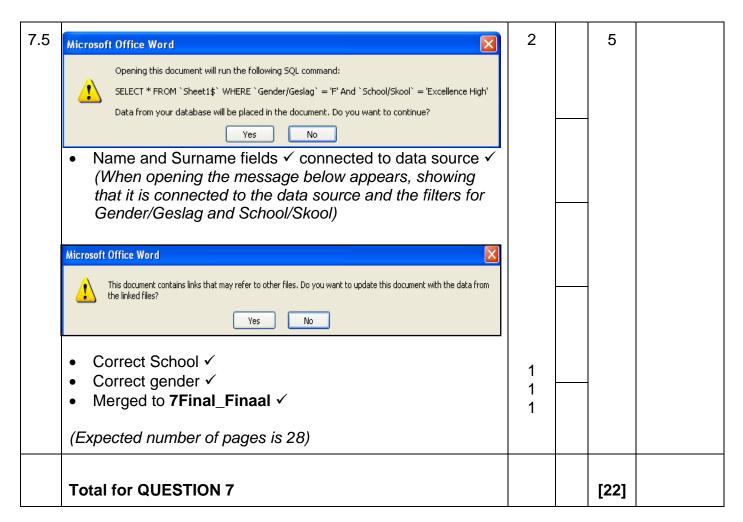
EXAMINATION							
NUMBER							

QUESTION 7 TOTAL Q7: 22

Filename: 4Info\_Inlig, 7Data, 7Pic\_Prentjie, 7Merge\_Saamvoeg

No	Criteria		Max Mark	Candidate Mark							
7Merge_ Saamvoeg											
7.1	<ul> <li>Pasted as a table ✓</li> <li>Automatically updates ✓</li> <li>(Do not penalise if the table is incorrectly placed)</li> </ul>	1		2							
7.2	<ul> <li>Row height exactly ✓ 0.75 cm/0.3" ✓</li> <li>Vertical alignment of table cells is centred ✓</li> <li>Merge top row of cells ✓</li> <li>Insert row at bottom of table ✓</li> <li>Removed cell borders from top row ✓</li> <li>Outside border of bottom 3 rows ✓ is a double line ✓</li> <li>Inside borders are single lines ✓</li> </ul>	2 1 1 1 2 1		9							
7.3	<ul> <li>7Pic_Prentjie used ✓</li> <li>Watermark set ✓</li> <li>Scaled to 500% ✓</li> </ul>	1 1 1		3							
7.4	<ul> <li>Page border inserted ✓</li> <li>3 pt ✓</li> <li>shadow border ✓</li> </ul>	1 1 1		3							





TOTAL: 200