

SA's Leading Past Year

Exam Paper Portal



You have Downloaded, yet Another Great  
Resource to assist you with your Studies 😊

Thank You for Supporting SA Exam Papers

Your Leading Past Year Exam Paper Resource Portal

Visit us @ [www.saexampapers.co.za](http://www.saexampapers.co.za)



**SA EXAM  
PAPERS**



# basic education

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

## NATIONAL SENIOR CERTIFICATE

**GRADE 12**

**COMPUTER APPLICATION TECHNOLOGY P1**

**FEBRUARY/MARCH 2011**

**MEMORANDUM**

**MARKS: 200**

<b>CENTRE NUMBER</b>									
--------------------------	--	--	--	--	--	--	--	--	--

FINAL MARK		
SPEED ENDORSEMENT		WPM

<b>EXAMINATION NUMBER</b>													
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION	1	2	3	4	5	6	7	TOTAL
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 2: File name: 2Choice\_Keuse

TOTAL Q2: 43

No	Criteria	Max 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 style="list-style-type: none"> <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> <p>(Do not allocate any marks if the object was not manipulated)</p>	1 1 1		3	
2.4	<ul style="list-style-type: none"> <li>'Choice' changed to vertical ✓</li> <li>'Guide' moved to bottom of page ✓</li> <li>Puzzle pieces resized ✓</li> </ul>	1 1 1		3	
2.5	<ul style="list-style-type: none"> <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	<p>Career Choice Guide <span>Page 1</span></p> <ul style="list-style-type: none"> <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> </ul> <p>(Do not penalise if horizontal line cuts through border around page number)</p>	1 1 1 1 1 1 1		7	
2.7	<ul style="list-style-type: none"> <li>Paragraph style Idea created ✓</li> <li>Box border ✓</li> <li>Green shading ✓</li> </ul> <p>(Based on any style)</p>	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 style="list-style-type: none"> <li>Paragraph spacing is set to 18 pt ✓</li> <li>after ✓</li> </ul> <p>(The number of paragraphs changed is irrelevant)</p>	1 1		2	

EXAMINATION NUMBER																	
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

2.10	Alignment of the first paragraph is set to left ✓	1		1	
2.11	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>Bookmark called Understand inserted ✓</li> <li>Bookmark anchored to 'Understand yourself' ✓</li> </ul>	1 1		2	
2.13	<ul style="list-style-type: none"> <li>Hyperlink is inserted on 'Careers Personality Tests' ✓</li> <li>Links to bookmark called 'Test' ✓ (<i>Mouse-over to check hyperlink properties</i>)</li> </ul>	1 1		2	
2.14	<ul style="list-style-type: none"> <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> <p>(Accept any hand symbol/character)</p>	1 1 1 1 1		5	
2.15	<ul style="list-style-type: none"> <li>Automatic numbering ✓ is applied on page 8</li> <li>in the format (1. 2. ... 8.) ✓</li> </ul>	1 1		2	
2.16	<ul style="list-style-type: none"> <li>Numbered paragraphs appear in two equal columns ✓</li> <li>Vertical line separating the two columns ✓</li> </ul>	1 1		2	
2.17	<ul style="list-style-type: none"> <li>Borders added ✓</li> <li>Applied to text (not the whole paragraph) ✓</li> </ul>	1 1		2	
	<b>Total for QUESTION 2</b>			<b>[43]</b>	

EXAMINATION NUMBER																	
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

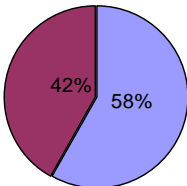
**QUESTION 3: File name: 3Form\_Vorm****TOTAL Q3: 17**

No	Criteria	Max Mark			Candidate Mark
3.1	<ul style="list-style-type: none"><li>Left tab is set at 8 cm or 3.15"✓</li><li>Leader tab ✓</li><li>is set at 6 cm or 2.16"✓</li></ul>	1		3	
		1			
		1			
3.2	<ul style="list-style-type: none"><li>Date field inserted ✓</li><li>Date format is yyyy-mm-dd ✓</li><li>Date field automatically updates ✓</li></ul>	1		3	
		1			
		1			
3. 3	<ul style="list-style-type: none"><li>Text field inserted for name ✓</li><li>Help message displays on status bar ✓ (Check properties of the text field control)</li><li>Message reads 'Insert name' ✓</li></ul>	1		3	
		1			
		1			
3.4	<ul style="list-style-type: none"><li>10x1 table inserted ✓</li><li>Table set to 'AutoFit to Contents' ✓</li><li>Table positioning is aligned at 7 cm or 2.76" ✓</li><li>Relative to margin ✓</li></ul>	1		4	
		1			
		1			
		1			
3.5	<ul style="list-style-type: none"><li>Drop-down list inserted ✓</li><li>Items in the drop-down ✓ list added: Male_Manlik Female_Vroulik (Ignore spelling – both genders must be entered)</li></ul>	1		2	
		1			
3.6	<ul style="list-style-type: none"><li>Sciences checkbox is resized to exactly 15 pt ✓</li><li>Subject names are aligned at 8 cm or 3.15 " ✓</li></ul>	1		2	
		1			
	Total for QUESTION 3			[17]	



[illegible]

## Summary\_Opsomming worksheet

4.11	<p>A pie ✓ graph is created ✓ correct range chosen ✓  A suitable title appears at the top ✓  The legend appears below the graph ✓  The percentages appear ✓ <u>on</u> the segments ✓ of the graph  The graph appears in the <b>Summary_Opsomming</b> worksheet ✓</p> <p><i>(Accept any version of the pie graph</i></p> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>Percentage who qualify for University</b></p>  <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <p>■ Number of learners who qualify for university entrance  Aantal leerders wat vir universiteitstoelating kwalifiseer</p> <p>■ Number of learners who do not qualify  Aantal leerders in die groep wat nie kwalifiseer nie</p> </div> </div>	3 1 1 2  1		8	
4.11	Gridlines removed ✓	1		1	
	<b>Total for QUESTION 4</b>			<b>[34]</b>	



[illegible]

**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
<b>S&amp;T_R&amp;V</b> 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	<b>B3</b> = Concatenate ✓ (LEFT ✓ (D3,3 ✓),MID✓(A3 ,3 ✓,3 ✓)) (Answer is BloMAD) (Also accept ampersand operator '&' instead of concatenate function)	6		6	
5.5	<b>E6</b> =VLOOKUP (D6,Distance_Afstand!\$A\$2:\$B\$18,2,FALSE)  <ul style="list-style-type: none"> <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 columns (\$A\$2:\$B\$18) ✓</li> <li>• Correct lookup column nominated (2) ✓ (False parameter is optional) (Answer is 510)</li> </ul>	1 1  1 1		4	
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</b> <b>I3</b> = IF(E3 <500,0,IF(E3< 1000,1,2)) (Accept any other valid option) (Answer is 1)	6		6	

EXAMINATION NUMBER															
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

5.8	<b>J3 =E3 ✓*J1 ✓</b>	2		2	
5.9	<b>L4 =K4+J4 ✓</b> <i>(Answer is R 27.38)</i>	1		1	
<b>ClaimsChart_Eisegrafiek</b>					
5.10	<ul style="list-style-type: none"> <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> </ul> <i>(Do not allocate the mark if more than 1 column colour was changed )</i>	1 1 1 1 1 1		5	
<b>Total for QUESTION 5</b>				<b>[30]</b>	

EXAMINATION NUMBER																	
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**QUESTION 6: Filename: 6Careers\_Loopbane****TOTAL Q6: 42**

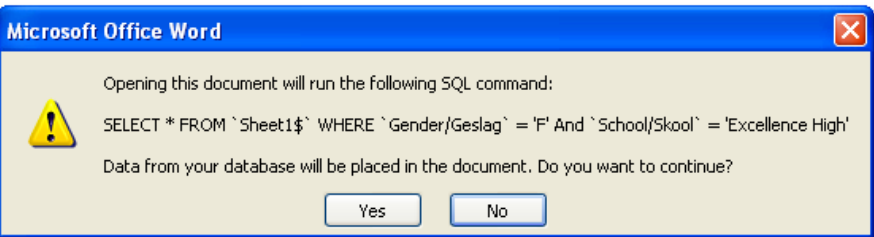
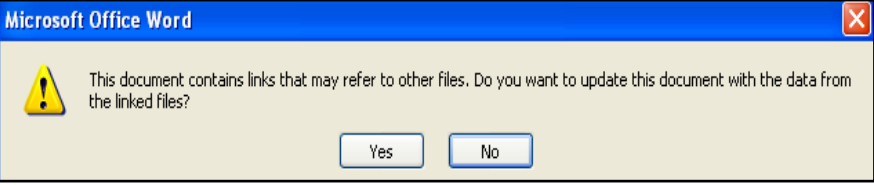
No	Criteria	Max Mark			Candidate Mark
STUDENT table					
6.1	<ul style="list-style-type: none"><li>Table named STUDENT created ✓</li><li>Name_Naam ✓ field added</li><li>with a maximum size of 45 ✓</li><li>Studyfield_Studieveld lookup wizard ✓ added with correct options ✓</li><li>Points_Punte added as an integer field ✓</li><li>Default value for Points_Punte field is set to 950 ✓</li></ul> <p>(Check Studyfield_Studieveld by clicking on lookup)</p>	1 1 1 1 1 1 1	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	7	
Career_Beroep table					
6.2	<ul style="list-style-type: none"><li>ID field removed ✓</li><li>0000 for input mask for Code_Kode field✓</li><li>Exactly 4 ✓ (Do not accept 9 or #)</li><li>Required must be set to Yes for Phone_Foon field✓</li></ul>	1 1 1  1	<div></div> <div></div> <div></div> <div></div>	4	
Query qryCodes_Kodes					
6.3	<ul style="list-style-type: none"><li>3 Correct fields Name_Naam, Code_Kode, Phone_Foon included ✓</li><li>Criteria of Code_Kode: &gt;=2000 ✓ and ✓ &lt;=3000 ✓</li></ul> <p>(6 records expected)</p>	1 3	<div></div> <div></div> <div></div> <div></div>	4	
Query qryCost_Koste					
6.4	<ul style="list-style-type: none"><li>Cost field added ✓</li><li>Cost:[Distance_Afstand] ✓ *5.5 ✓ * 2 ✓</li><li>Formatted to currency ✓</li></ul> <p>(Accept [Distance_Afstand]*11)</p> <p>(24 records expected)</p>	1 3 1	<div></div> <div></div> <div></div> <div></div> <div></div>	5	

EXAMINATION  
NUMBER

Query <b>qryWebaddress_Webadres</b>					
6.5	<ul style="list-style-type: none"> <li>Records sorted on <i>Name_Naam</i> field ✓</li> <li>Criteria for <i>Webaddress_Webadres</i> field: Is Null ✓</li> <li><i>Webaddress_Webadres</i> field is not displayed ✓</li> </ul> <p>(5 records expected)</p>	1 1 1		3	
Form <b>frmCareer_Beroep</b>					
6.6	<ul style="list-style-type: none"> <li>Heading changed ✓</li> <li>Centred ✓</li> <li>Yellow line ✓</li> <li><i>Phone_Foon</i> field added ✓ (<i>Phone_Foon</i> 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 <b>Expo</b> (previously called <b>Career_Beroep</b> )					
6.7	<ul style="list-style-type: none"> <li>Grouped according to <i>Accommodation_Verblyf</i> field</li> <li>Sorted according to <i>Name_Naam</i> field ✓</li> <li>Formula in group footer ✓</li> <li>=count(*) ✓ (Also accept =count[field])</li> </ul>	1 1 1 1 1		5	
6.8	<ul style="list-style-type: none"> <li>Name of the report <b>Career_Beroep</b> changed to Expo ✓</li> </ul>	1		1	
Report <b>RepMyReport</b>					
6.9	<ul style="list-style-type: none"> <li>Report created using <b>qryCosts_Koste</b> ✓</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	
<b>Total for QUESTION 6</b>					<b>[42]</b>



EXAMINATION  
NUMBER

7.5	 <ul style="list-style-type: none"> <li>Name and Surname fields ✓ connected to data source ✓ (When opening the message below appears, showing that it is connected to the data source and the filters for Gender/Geslag and School/Skool)</li> </ul>  <ul style="list-style-type: none"> <li>Correct School ✓</li> <li>Correct gender ✓</li> <li>Merged to 7Final_Finaal ✓</li> </ul> <p>(Expected number of pages is 28)</p>	2		5	
	<p><b>Total for QUESTION 7</b></p>	1 1 1		[22]	

**TOTAL: 200**