basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL
SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2012 (1)

MEMORANDUM

MARKS: 200

FINAL MARK	
SPEED ENDORSEMENT	WPM

CENTRE NUMBER							

EXAMINATION NUMBER													

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	41	21	30	34	44	25	5	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum consists of 15 pages.

EXAMINATION NUMBER												

QUESTION 1   **File name: 1Facts_Feite**   **Total Q1: 41**

No	Criteria	Max Mark			Candidate Mark
1.1.1	**Text box** • Line border of 3 pt ✓	1		1	
1.1.2	• Filled with another background colour ✓ (other than light blue)	1		1	
1.1.3	• The word 'RHINOS' appears in font size 23.5 pt ✓	1		1	
1.1.4	• Text box is positioned at the bottom left of the page ✓ *(Note to marker: Accept if the text box is placed anywhere towards the bottom left of the paper.)*	1		1	
1.2	**Image** • Has been resized ✓ • To fill the whole page ✓ *(Note to marker: Check that image is not the background. Approx. 24 cm high x 19 cm wide. Allocate mark if image appears to fill the whole page.)*	1 1		2	
1.3	**Style** • 15% grey background shading applied ✓ • Shadowed box border ✓ • Paragraph spacing 18 pt after ✓	1 1 1		3	
1.4	**Columns** • 'The white rhino's ...' and ending with '... white rhinos are grazers.' appear in two columns ✓ • Left column is 10 cm ✓ • Right column is 5 cm ✓ • Image appears in the first (left-hand) column ✓ after the text 'a long face' ✓ • Column break inserted before 'Weight: over 2 …' so that it starts in the right-hand column ✓	1 1 1 1 1 1		6	
1.5.1	**Bullets** • Bulleted list appears ✓ • Customised to rhino-shaped bullets ✓	1 1		2	
1.5.2	**Tabs** • Right tab ✓ set at 10 cm ✓ • All numbers have been aligned against the right tab setting ✓	2 1		3	
1.6.1	**Case** • The first letter of each word of '25 Things ... about rhinos.' has been capitalised ✓	1		1	

EXAMINATION NUMBER												

1.6.2	**Predefined title style** • Title style applied to the text '25 Things ... about rhinos.' ✓	1		1	
1.7.1	**Table: column height and row width** • Column width is 8 cm ✓ • Row height is exactly ✓ 6 cm ✓	1 2		3	
1.7.2	**Table: cell alignment** • Cell alignment is vertically aligned to the left ✓ *(Note to marker: Allocate mark only if the alignment is both vertical and left aligned.)*	1		1	
1.7.3	**Table: insert column** • Column is inserted to the right ✓	1		1	
1.7.4	**Numbered list** • Text in left-hand column appears as a numbered list ✓ • Bracket appears after number, i.e. 1) ✓	1 1		2	
1.7.5	**Move image** • Image of woolly rhino has been moved ✓ (not copied) • To appear in cell next to information on woolly rhino ✓	1 1		2	
1.8	**Footer** • Text inserted in a footer ✓ • Any feature used to emphasize the text 'Save the Rhino!', for example, change font type: bold, change font colour, fill, border, etc. ✓ *(Note to marker: Ignore any spelling errors.)*	1 1		2	
1.9	**Page numbering** • Automatic page numbers (in any format) appear on every page ✓ • Numbering is in Roman numeral format in upper case ✓ • Page numbering starts on the second page ✓ *(Note to marker: Accept page numbering in header or footer.)*	1 1 1		3	
1.10	**Table of contents** • Predefined table of contents is generated ✓ • From any template ✓ (will not have heading) • Headings appear in upper case ✓ (Fancy style or modified headings) *(Note to marker: Accept any level of headings. Accept positioning of Table of Contents anywhere in the document.)*	1 1 1		3	

EXAMINATION NUMBER												

1.11	**Watermark** • Rhino image watermark (of two black rhinos) removed ✓ • Custom picture watermark (in **1Mark_Merk**) is inserted ✓ *(Note to marker: Watermark appears as the outline of a rhino.)*	1 1		2	
	Total for QUESTION 1			**[41]**	

EXAMINATION NUMBER												

QUESTION 2   **File name: 2Reserves_Reservate**   **Total Q2: 21**

No	Criteria	Max Mark		Candidate Mark
2.1	**WordArt/Fontworks, Shapes** • A curved WordArt has been used for 'Reserves' ✓ • Circle/round shape has been inserted ✓ • Placement of rhino image – appears in the circle/round shape ✓ • Rhino is rotated correctly (to stand on its feet pointing to the left) ✓ • Any patterned fill effect has been used ✓	1 1 1 1 1		5
2.2	**Indent** • Hanging indent is set ✓ • Indent is set to 0.5 cm ✓ • Applied to whole document ✓ *(Note to marker: Ctrl+A and check in Paragraph dialog box. 'Hanging' will show in 'Special' settings, if it has been applied to all paragraphs.)*	1 1 1		3
2.3	**Drop Cap** • Drop Cap option is set to 3 lines deep ✓ *(Note to marker: Ignore the position of the Dropped Cap.)*	1		1
2.4	**Hyperlinks** • Hyperlink inserted on 'black rhino' ✓ • Links to **2BlackRhino_SwartRenoster** ✓ *(Note to marker: Hover the cursor over the hyperlink to check the link.)*	1 1		2
2.5	**Footnote** • Footnote (not endnote) inserted on 'Nkomazi' ✓ • An asterisk (*) to reference the word 'Nkomazi' ✓ • Footnote reads 'Place of water' ✓	1 1 1		3
2.6	**Find and Replace** • Whole words only option used ✓ • Highlighted in blue ✓ • Smiley face ☺ added to 'donate' ✓ • All 8 instances replaced ✓ (not the one instance of 'donated')	1 1 1 1		4
2.7	**Page border inserted** • Page border inserted ✓ • All pages except first page ✓	1 1		2
2.8	**Table of figures** • Table of figures updated to include 'Figure 3 Rhino' ✓	1		1
	Total for QUESTION 2			**[21]**

QUESTION 3   **File name: 3Statistics_Statistiek**   **Total Q3: 30**

- *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 actions)*
- *Candidate may use multiple formulae or cells as 'building blocks' to answers*

No	Criteria	Max Mark			Candidate Mark
Poach_Stroop worksheet					
3.1.1	**Cells B2 to F4** • Background changed to a colour other than the one given ✓		1	1	
3.1.2	**Cells B2 to F4** • Border inserted ✓		1	1	
3.1.3	**Cells B2 to F4** • Text wrapping applied to the merged cell ✓		1	1	
3.2	**Cell F5 =UPPER(B16)** • Function UPPER ✓ • Correct cell B16 ✓		1 1	2	
3.3	**Cells B5 to F5** • Align headings at angle of 75° ✓		1	1	
3.4	**Cell D16 =SUM(D6:D15)** • Function SUM ✓ • Correct cell range ✓ *(Note to marker: Do not allocate the first mark if addition operator is used, i.e. either =D6+D7+D8+… or =sum(D6+D7+D8+…).)*		1 1	2	
3.5	**Cell J6 =COUNTBLANK(C6:C15)** • Function COUNTBLANK ✓ • Correct cell range ✓		1 1	2	
3.6	**Cell K6 =COUNTIF(E6:E15,">20")** • Function COUNTIF ✓ • Correct cell range ✓ • Criterion ✓ *(Note to marker: Accept >=21.)*		1 1 1	3	

EXAMINATION NUMBER												

3.7	**Cell H9** **=IF(F9>=50,"High Risk","Low Risk")** OR **=IF(F9>49,"High Risk","Low Risk")** OR **=IF(F9<50,"Low Risk","High Risk")** • Function IF ✓ • Condition ✓ • Value if true ✓ • Value if false ✓	1 1 1 1		4	
3.8	**Graph/Chart** • Title appears at top of chart ✓ • Data labels are shown as values above columns ✓ • No legend appears ✓ • 'Kruger Park/-wildtuin' (longest) column has different fill/colour ✓ • Graph appears on its own worksheet ✓ • Worksheet has been renamed as **Graph_Grafiek** ✓	1 1 1 1 1 1		6	
3.9.1	**Cell C8 =ROUNDDOWN(B8/3,0)** • Function ROUNDDOWN ✓ • Correct cell B8 ✓ *(or the row for Limpopo)* • Divided by 3 ✓ • Zero number of decimals ✓ *(Note to marker: The row reference must refer to the row in which Limpopo appears – see second bullet above.)*	1 1 1 1		4	
3.9.2	**Cells A3:D12** • Correct data selected A3:D12 ✓ • Sorted according to column B ✓ • Sorted in descending order ✓ *(Note to marker: The data is sorted from Kruger Park/-wildtuin to W Cape/W-Kaap.)*	1 1 1		3	
	Total for QUESTION 3			**[30]**	

EXAMINATION NUMBER												

QUESTION 4   **File name: 4Trip_Uitstappie**   **Total Q5: 34**

- *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 actions)*
- *Candidate may use multiple formulae or cells as 'building blocks' to answers*

No	Criteria	Max Mark			Candidate Mark
Bookings_Besprekings worksheet					
4.1	**Column I** • Column I displays as SA Rand ✓ *(Note to marker: Accept Accounting or Currency format.)*	1		1	
4.2	**Cell B3 =CONCATENATE(LEFT (E3,3),F3,RIGHT(C3,4))** OR **Cell B3 =LEFT(E3,3)&F3&RIGHT(C3,4)** • Function CONCATENATE ✓ or & operator • Function LEFT ✓ • Correct cell range E3 and 3 characters ✓ • Correct cell F3 ✓ • Function RIGHT ✓ • Correct cell range C3 and 4 characters ✓	1 1 1 1 1 1		6	
4.3	**Cell P4 =RAND()*COUNTA(C3:C170)** • Function RAND() ✓ • Multiply ✓ • Function COUNTA or answer of 168 names ✓ • Correct cell range C3:C170 ✓ OR **Cell P4 =RANDBETWEEN(0,COUNTA(C3:C170))** *(Microsoft Office 2007/2010)* • Function RANDBETWEEN • Lowest value • Function COUNTA or answer of 168 names • Correct cell range C3:C170 *(Note to marker: If a constant value of 168 names was used and not the COUNTA function, do not allocate the 4th mark for the correct cell range.)*	1 1 1 1		4	

Please turn over

EXAMINATION NUMBER													

4.4	**Cell I3 =H3*$P$1**			4	
	• Cell H3 ✓	1			
	• Asterisk (multiply) ✓	1			
	• Cell P1 ✓	1			
	• Absolute cell referencing ✓	1			
4.5	**Cell J3 =VLOOKUP(E3,Costs_Kostes!$A$3:$C$13,2)** OR **Cell J3 =VLOOKUP(E3,Costs_Kostes!$A$3:$C$13,2,FALSE)**			4	
	• Function VLOOKUP ✓	1			
	• Correct cell (E3) ✓	1			
	• Correct lookup range (**Costs_Kostes!$A$3:$C$13**) ✓	1			
	• Correct lookup column given (2) ✓	1			
	(Note to marker: Do not penalise if absolute cell referencing was not used.)				
4.6	**Cell L4: NESTED IF** **=IF(H4>=21,"10%",IF(H4>=10,"3%","0%"))** OR **=IF(H4>20,"10%",IF(H4>=10,"3%","0%"))** OR **=IF(H4<10,"0%",IF(H4<=20,"3%","10%"))** OR **= IF(H4<10,"0%",IF(H4<21,"3%","10%"))**			7	
	• Function IF ✓	1			
	• Condition: cell H4 greater than or equal to 21 ✓	1			
	• Value if true 10% ✓	1			
	• Second nested IF-function ✓	1			
	• Cell H4 greater than or equal to 10 ✓	1			
	• Value if true 3% ✓	1			
	• Value if false 0% ✓	1			
4.7	**Cell P3 =SUMIF(E3:E170,"Lower Sabie",F3:F170)** OR **Cell P3 =SUMIF(E3:E170,O3,F3:F170)**			4	
	• Function = SUMIF ✓	1			
	• Range E3:E170 ✓	1			
	• Condition "Lower Sabie" ✓	1			
	• Correct range F3:F170 ✓	1			

EXAMINATION NUMBER												

4.8	**Graph/Chart** • Chart is created ✓ • Pie ✓ chart type • Correct range (O8:P18) is selected ✓ • Name, values and percentage of camp appears for each segment ✓ *(Note to marker: Graph/chart could be in same worksheet or in new worksheet.)*	1 1 1 1		4	
	Total for QUESTION 4			**[34]**	

EXAMINATION NUMBER												

QUESTION 5   **File name: 5Rhino_Renoster**   **Total Q5: 44**

No	Criteria	Max Mark			Candidate Mark
Table: New_Nuut					

5.1	• Table created ✓
	• Place field:
	   o Data type: Text ✓
	   o Size: between 10 and 50 ✓
	• Photo Field
	   o OLE object ✓
		1
		
		1
		1
		
		1
				4	

5.2	• All data imported from **Spotted_Opgemerk** ✓ • Into **Latest_Nuutste** table ✓ *(Note to marker: Expect 80 records.)*	1 1		2	
Table: Rhino_Renoster					
5.3.1	• Validation rule: A or J ✓ • Validation text: Enter only A or J ✓ or similar	1 1		2	
5.3.2	• Field called **EcoMember_EkoLid** inserted ✓ • After **Seen_Gesien** ✓ *(Note to marker: Field can be any type.)*	1 1		2	
Form: frmRhino_Renoster					
5.4.1	**Label** • Contains examination number ✓ • In form footer ✓	1 1		2	
5.4.2	**BW_SW field** • Combo box used ✓ • Contains B and W ✓	1 1		2	
5.4.3	**Image** • Size mode set to zoom ✓ or stretch • Height and width set to 2 cm ✓	1 1		2	
5.4.4	**Conditional formatting** • Field value equal to KZN ✓ • Province_Provinsie textbox fill colour is green ✓ *(Note to marker: Accept if fill or font is a greenish colour.)*	1 1		2	
Query: MyQuery					
5.5	• Query based on the **Rhino_Renoster** table ✓ • All fields display ✓	1 1		2	

EXAMINATION NUMBER											

Query: qryYoung_Jonk				
5.6	• Field *Age_Ouderdom*: 　○ Criterion: J ✓ Field *Province_Provinsie***:** 　○ Criteria: LP or ✓ MP ✓ • Field *Seen_Gesien* and *Place_Plek* : Show selected ✓ • Field *Age_Ouderdom* and *Province_Provinsie*: Show deselected ✓ • Sorted according to the *Province_Provinsie* field ✓ *(any order)* *(Note to marker: Allocate mark for OR only if Criterion LP and MP appear on the criteria line and the OR line if the criterion J appears on both lines.)*	1 2 1 1 1		6	
Query: qryDays_Dae				
5.7	Days_Dae: Round (=Now()-[Seen_Gesien],0) • New field called *Days_Dae*: ✓ • Round ✓ • =Now() ✓ minus • Field [Seen_Gesien] ✓ • 0 decimal places ✓	 1 1 1 1 1		5	
Report: RepRhino_Renoster				
5.8.1	• *Place_Plek* field is 3 cm wide in the details section ✓ • Text is centre aligned ✓	1 1		2	
5.8.2	• The heading is removed from the page header section ✓ • The field does not appear in the detail section ✓	1 1		2	
5.8.3	• Grouping has been added to the report ✓ • On *Province-Provinsie* field ✓ • *Province_Provinsie* data field has been placed in the group header ✓	1 1 1		3	
5.8.4	• *Place_Plek* field sorted alphabetically ✓	1		1	
5.8.5	• Report footer is visible ✓ • Textbox placed in the report footer ✓ • Suitable label displayed ✓ • =count ✓ (*) ✓ OR =count([Spotno_Merkno]) (*Note to marker: Accept any field name in the COUNT function.*)	1 1 1 2		5	
	Total for Question 5			**[44]**	

EXAMINATION NUMBER												

QUESTION 6
File names: 6Postcard_Poskaart, 6Ready_Gereed, 6Merged_Saam, 6Months_Maande

Total Q6: 25

No	Criteria	Max Mark			Candidate Mark
6PostCard_Poskaart					
6.1.1	**Paper size changed to a custom size** • 15 cm wide ✓ • 8 cm high ✓	1 1		2	
6.1.2	• Any record copied from the query ✓ • Appears as a table in the document ✓	1 1		2	
6.1.3	• The words 'I was here…' typed into the first row of the table ✓ • Formatting (bold style and alignment) copied from "Where were you?" ✓ • No fill is applied to the first row ✓ *(Note to marker: Allocate one mark if the words are typed in the document, irrespective of whether it is in the table or not. Ignore any spelling errors.)*	1 1 1		3	
6.1.4	• Callout placed in the document ✓ • Callout has a dashed border ✓ • Table is surrounded by/contained in the callout (callout does not obscure the table) ✓	1 1 1		3	
6.1.5	• Text form field control length is set to 25 ✓ • Default text is set to 'Type your name in here' ✓ • Text format set to upper case ✓	1 1 1		3	
6.1.6	• Drop-down form field control is inserted ✓ • Drop-down items: 'Letaba', 'Amanzi', 'Meetse', entered ✓ *(Note to marker: Ignore the spelling of item names.)*	1 1		2	
6Ready_Gereed					
6.2.1	• Multiple labels per page/full page of same label selected ✓ • A4 portrait (21 cm x 29.7 cm) paper size selected ✓	1 1		2	
6.2.2	• Correct database table **Members_Lede** selected ✓	1		1	

EXAMINATION NUMBER													

6.2.3	• One field added ✓ • Action repeated for the other fields ✓ • Update labels used ✓	1 1 1		3	
6Merged_Saam					
6.2.4	• Labels merged to a new document ✓ *(Note to marker: Expect 39 records.)*	1		1	
6Months_Maande					
6.3	• November ✓ • Extract the month from the date field ✓ and • use the MODE function to determine the value occurring most ✓ OR • Sort the data according to date and • Count the months to determine the value occurring most *(Note to marker: Learners could use any method to find the answer. Accept any other correct method to determine the month.)*	1 1 1		3	
	Total for Question 6			**[25]**	

EXAMINATION NUMBER												

QUESTION 7

File names: 7Answer_Antwoord, 7Outline_Buitelyn, 7Web_Web, 7Workbook_Werkboek

Total Q7: 5

No	Criteria	Max Mark			Candidate Mark
7.1	**7Answer_Antwoord** • 96 dpi ✓	1		1	
7.2	**7Outline_Buitelyn** • Author property reads as an examination number ✓	1		1	
7.3	**7Workbook_Werkboek** • Password is R ✓ • On **Secrets_Geheime** worksheet ✓ *(Note to marker: Click in any cell on the worksheet to check for cell protection.)*	1 1		2	
7.4	**7Web_Web** • Saved as an html file ✓ *(Note to marker: Accept any html format.)*	1		1	
	Total for Question 7			**[5]**	

TOTAL: 200