

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 APPLICATIONS TECHNOLOGY P1**

**NOVEMBER 2013**

**MEMORANDUM/MARK SHEET**

**MARKS: 200**

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

<b>FINAL MARK</b>		
<b>SPEED ENDORSEMENT</b>		<b>WPM</b>

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

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	21	41	40	22	45	25	6	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

**This memorandum/mark sheet consists of 20 pages.**

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

**QUESTION 1**      **File name: 1Aware\_Bewus****Total Q1: 21**

No	Criteria	Max Mark			Candidate Mark
1.1	<b>Paper size</b> <ul style="list-style-type: none"> <li>Paper size is set to A5 ✓ or any other size</li> </ul>	1		1	
1.2	<b>Page orientation</b> <ul style="list-style-type: none"> <li>Page orientation is landscape ✓</li> </ul>	1		1	
1.3	<b>Page border</b> <ul style="list-style-type: none"> <li>Page border appears ✓</li> <li>3 pt ✓ shadowed ✓ page border</li> </ul> <p>(Note to marker: • Accept if the page border obscures the table slightly.)</p>	1 2		3	
1.4	<b>Text wrapping</b> <ul style="list-style-type: none"> <li>Text wrapping of the layout (in the Format AutoShape dialog box) is set to 'behind text' ✓/'send behind' (MSOffice [MSO]) ('To background' – LibreOffice [LO])</li> </ul> <p>(Note to marker: • Accept any other valid wrapping/formatting method that displays the hidden word 'NOW'/'now' still within the starburst/explosion shape.)</p>	1		1	
1.5	<b>Grouping</b> <ul style="list-style-type: none"> <li>Four circles are grouped as one object ✓</li> </ul>	1		1	
1.6	<b>Text box</b> <ul style="list-style-type: none"> <li>Text box is inserted ✓</li> <li>2 pt ✓ dashed border line ✓</li> <li>The text 'Don't be part of the problem! Be part of the solution!' appears in the text box ✓</li> </ul> <p>(Note to marker: • Accept any non-solid line. • Do not allocate the 4<sup>th</sup> mark if the text was copied and not moved.)</p>	1 2 1		4	
1.7	<b>Font</b> <ul style="list-style-type: none"> <li>'Treat others as ... when socialising online' appears in italics ✓</li> </ul> <p>(Note to marker: • Accept these 6 words above or whole sentence.)</p>	1		1	

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

1.8	<b>Spell Checker</b> <ul style="list-style-type: none"> <li>Spelling error 'inapproriate' is corrected to 'inappropriate' ✓</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Ignore spelling of 'cyberbullied'.)</li> </ul>	1		1	
1.9	<b>Indentation</b> <ul style="list-style-type: none"> <li>Indent level of the bulleted list is decreased ✓</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Check that bulleted list is aligned against the left border of the 2<sup>nd</sup> cell in the 2<sup>nd</sup> column.</li> <li>Check that indentation level is less than 0.63)</li> </ul>	1		1	
1.10	<b>Column</b> <ul style="list-style-type: none"> <li>Table has a third column ✓</li> <li>Heading 'What do you ... being bullied online?' appears in heading/first row of the third column ✓</li> <li>Text 'Don't forward messages...' to '... report the bullying.' appears in the second row of the third column ✓</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Ignore if third column is not bulleted.)</li> </ul>	1 1 1		3	
1.11	<b>Table</b> <ul style="list-style-type: none"> <li>Table is resized to fit across the page ✓</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Ignore second empty/blank page.)</li> </ul>	1		1	
1.12	<b>Cell alignment</b> <ul style="list-style-type: none"> <li>Cell alignment of the first row of the table is set to Align Centre ✓ (vertically and horizontally centred)</li> </ul>	1		1	
1.13	<b>Hyperlink</b> <ul style="list-style-type: none"> <li>Hyperlink inserted on text which links to the website ✓</li> <li>Screen tip (MSO) 'Internet search' added to the hyperlink ✓/'Mouse over Object' (LO)</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Ignore spelling errors in screen tip and URL.</li> <li>Open the footer to see the screen tip - mouse-over to see the screen tip</li> <li>LibreOffice: Hyperlink should appear as 'Internet Search' linking to the given web address.)</li> </ul>	1 1		2	
	<b>Total for QUESTION 1</b>			<b>[21]</b>	

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

**QUESTION 2****File name: 2Bully\_Boelie****Total Q2: 41**

No	Criteria	Max Mark			Candidate Mark
2.1	<b>Margins</b> <ul style="list-style-type: none"> <li>Bottom page margin set to 2 cm ✓</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Ignore all other margins.)</li> </ul>	1		1	
2.2	<b>WordArt/Fontwork</b> <ul style="list-style-type: none"> <li>'Cyberbullying' placed in WordArt/Fontwork ✓</li> <li>textured fill ✓</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>MSO 2010 – Accept texture as a background fill.</li> <li>LibreOffice – 'n Bitmap texture is used.)</li> </ul>	1 1		2	
2.3	<b>Find and Replace</b> <ul style="list-style-type: none"> <li>All occurrences of 'cyber bullying' replaced with 'cyberbullying' ✓</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Find 'cyber bullying' (as two words) to check a nil return.)</li> </ul>	1		1	

EXAMINATION  
NUMBER

2.4	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>Automatic Table of Contents inserted ✓</li> <li>2 levels of headings appear ✓ (Heading 1 and Heading 2)</li> <li>Page numbers ✓ with no tab leader ✓ appear</li> <li>No Hyperlinks ✓ appear</li> </ul>	1 1 2 1		5	
	<p>How is it different to face-to-face bullying? 4</p> <p>How do I deal with it? 4</p> <p>What do you do if your friend is being bullied online? 4</p> <p>Parents and teens can do come things that help reduce the cyberbullying statistics: 5</p> <p>Cyberbullying Statistics 6</p> <p>The Harford County Examiner reported similarly concerning cyberbullying statistics: 6</p> <p>The Cyberbullying Research Center also did a series of surveys that found these cyberbullying statistics: 7</p>				
	<p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Check in the Available Styles in the TOC options that only Heading 1 and Heading 2 are selected.</li> <li>Ignore if the text &lt;Insert table of contents here&gt; still appears.</li> <li>Accept with or without the words 'Contents' or 'Table of Contents' and</li> <li>Accept TOC anywhere in the document.</li> <li>LibreOffice users need to apply a Table of Contents style such as Contents 1 or Index.)</li> </ul>				
2.5	<b>Paragraph borders and shading</b> <ul style="list-style-type: none"> <li>1½ pt ✓ shadowed border ✓</li> <li>Greenish shading ✓ (highlight)</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Mark in the formatting pane.)</li> </ul>	2 1		3	
2.6	<b>Shapes</b> <ul style="list-style-type: none"> <li>Rounded rectangular callout shape is inserted ✓</li> <li>The shape must be exactly 2 cm high ✓ and 10 cm wide ✓</li> <li>The text 'Stand up and speak out!' appears inside the shape ✓</li> <li>The text must be Arial Black ✓ 16 pt ✓</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Ignore text alignment.</li> <li>Ignore if the original text still appears.</li> <li>Ignore spelling errors.)</li> </ul>	1 1 1 1 2		6	

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

2.7	<b>Watermark</b> <ul style="list-style-type: none"> <li>Section break inserted/different first page ✓</li> <li>The section break in the header is unlinked to the previous section/watermark appears from page 2 onwards ✓</li> <li><b>2Logo_Logo</b> used as a watermark ✓</li> </ul>	1  1 1		3	
2.8.1	<b>Justification</b> <ul style="list-style-type: none"> <li>Body text is fully justified ✓</li> </ul> <p>(Note to marker: • Allocate this mark if all or some of the body text 'Cyberbullying is ...' to '... consider suicide' is fully justified.)</p>	1		1	
2.8.2	<b>Columns</b> <ul style="list-style-type: none"> <li>All text 'Interpretation: Cyberbullying is ...' to '... consider suicide' ✓ appears in 2 equal columns ✓</li> <li>Spacing between columns is set to 0.5 cm ✓/14 pt</li> </ul>	2 1		3	
2.9	<b>Drop Cap</b> <ul style="list-style-type: none"> <li>Drop Cap effect is applied to 'I' ✓ of 'Interpretation' at top of page 3</li> <li>Over 4 lines ✓</li> <li>0.5 cm/14 pt from text ✓</li> </ul> <p>(Note to marker: • Accept position of Drop Cap as Dropped or In margin.)</p>	1  1 1		3	
2.10	<b>Page numbering</b> <ul style="list-style-type: none"> <li>Automatic page numbering has been inserted ✓ (in any format)</li> <li>In the footer of the document ✓</li> <li>First page is not numbered ✓</li> <li>Second page starts at number 1 ✓</li> </ul>	1  1 1 1		4	
2.11	<b>Paragraph spacing of paragraph under the sub-heading 'Cyberbullying can take many forms:'</b> <ul style="list-style-type: none"> <li>Paragraph spacing set to <u>10 pt/0.35 cm before</u> ✓</li> <li>Line spacing is set to <u>exactly</u> ✓ <u>26 pt/0.92 cm</u> ✓</li> </ul>	1 2		3	

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

2.12	<b>Bookmark</b> <ul style="list-style-type: none"> <li>Bookmark <b>Stats</b> links to text 'How do I deal with it?' ✓</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Click on bookmark and Go To to check that <b>Stats</b> bookmark link works.</li> <li>Accept: Bookmark inserted on all or part of the text.)</li> </ul>	1		1	
2.13	<b>Endnote</b> <ul style="list-style-type: none"> <li>Endnote ✓ set on main heading of 'CyberBullying Statistics' ✓</li> <li>The web address is used as the text ✓ (<i>mouse-over</i>)</li> <li>Text of the website does not appear twice in the document ✓</li> </ul>	1 1 1 1		4	
2.14	<b>Bullets</b> <ul style="list-style-type: none"> <li>Bullets changed to Webdings #151 (MSO) or U+F097 (LO): ☞ symbol ✓</li> </ul>	1		1	
	<b>Total for QUESTION 2</b>			<b>[41]</b>	



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

**QUESTION 3**      **File name: 3Schools\_Skole****Total Q3: 40**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (The cell reference may differ depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answer the questions.

No	Criteria	Max Mark			Candidate Mark
3.1	<b>Sheet1 deleted</b> <ul style="list-style-type: none"> <li>• Sheet1 has been deleted/does not appear ✓</li> </ul>	1		1	
<b>Policy_ Beleid worksheet</b>					
3.2.1	<b>Cell colour</b> <ul style="list-style-type: none"> <li>• Merged cells A1:H1 filled with a reddish colour ✓</li> </ul>	1		1	
3.2.2	<b>Merge</b> <ul style="list-style-type: none"> <li>• Cells A2:H2 merged ✓</li> </ul> <p>(Note to marker: • Accept if cells A1: H2 are merged.)</p>	1		1	
3.2.3	<b>Font colour (Row 2)</b> <ul style="list-style-type: none"> <li>• Font colour of the merged cells A2:H2 is white ✓</li> <li>• Heading is left aligned ✓</li> </ul>	1 1		2	
3.2.4	<b>Cell border (Cells A1:H2)</b> <ul style="list-style-type: none"> <li>• Double line ✓</li> <li>• Outside border only ✓</li> <li>• <u>Around</u> cells A1:H2 ✓</li> </ul> <p>(Note to marker: • Do not allocate the mark for the outside border if inside borders between cells are visible. • LO: check settings or enlarge the screen view.)</p>	1 1 1		3	
3.2.5	<b>Column width</b> <ul style="list-style-type: none"> <li>• Column F is 8 or 61 pixels wide ✓ /1.6 cm (Calc)</li> </ul>	1		1	
3.3	<b>Cell G4</b> <b>=2013 – D4</b> <ul style="list-style-type: none"> <li>• Correct cells ✓</li> <li>• Subtraction sign ✓</li> </ul> <p>(Note to marker: • Also accept: =2013 – D4 + 1) • Also accept =E4–D4 (Accept with/without absolute referencing)</p>	1 1		2	

EXAMINATION  
NUMBER

3.4	<b>Cell H4 = IF(F4="Yes","*","</b> or <b>Cell H4 = IF(F4&lt;&gt;"Yes", "", "*")</b> or <b>Cell H4 = IF(F4&gt;="Yes", "*", "")</b> or <b>Cell H4 = IF(F4&gt;"Yes", "", "*")</b> or <b>Cell H4 = IF(F4="No", "", "*")</b>  <ul style="list-style-type: none"> <li>• Condition F4 = "Yes" ✓</li> <li>• True value "*" ✓</li> <li>• False value "" ✓</li> </ul> <i>(Note to marker:</i> <ul style="list-style-type: none"> <li>• <i>Accept if a space was added for a blank cell.)</i> </li></ul>	1 1 1		3	
3.5	<b>Columns hidden</b> <ul style="list-style-type: none"> <li>• Columns I and J hidden ✓</li> </ul>	1		1	
3.6	<b>Cell M4 = ROUND(AVERAGE(G4:G51),1)</b> <ul style="list-style-type: none"> <li>• Function ROUND ✓</li> <li>• Function AVERAGE ✓</li> <li>• Correct range (G4:G51) ✓</li> <li>• Number of digits rounded to (1) ✓</li> </ul>	1 1 1 1		4	
3.7	<b>Cell M6 = COUNTA(A4:A51)</b> or <b>Cell M6 = COUNTA(B4:B51)</b> or <b>Cell M6 = COUNTA(C4:C51)</b> or <b>Cell M6 = COUNT(I4:I51)</b> or <b>Cell M6 = COUNT(J4:J51)</b>  <ul style="list-style-type: none"> <li>• Function COUNTA ✓ or COUNT</li> <li>• Correct range ✓</li> </ul>	1 1		2	

EXAMINATION  
NUMBER

3.8	<b>Cell M8</b> <b>= COUNTIF(F4:F51,"Yes")</b> or <b>= COUNTIF(C4:C51,"Yes")</b> or <b>= COUNTIF(H4:H51,"*")</b> or <b>= COUNTA(H4:H51)</b> (Award 3 marks) or <b>= COUNTIFS(C4:C51,"Yes", F4:F51, "Yes")</b>  <ul style="list-style-type: none"> <li>• Function ✓</li> <li>• Correct range ✓</li> <li>• Correct criteria ✓</li> </ul> <i>(Note to marker:</i> <ul style="list-style-type: none"> <li>• Award only 2 marks if candidates did not use a function but the formula =M6 – M7.)</li> </ul>	1 1 1		3	
3.9	<b>Chart/Graph (Source: Cells L1:M2)</b> <ul style="list-style-type: none"> <li>• 3-D bevel/realistic format (on chart/chart area, top/bottom) ✓ Doughnut chart/graph created ✓ placed across cells K15:N30 ✓</li> <li>• Heading appears above the chart/graph ✓</li> <li>• Doughnut hole is approximately 20% (MSO) ✓ /Object borders are applied in 3-D view (LO)</li> </ul> <i>(Note to marker: Check the Format Selection in MSO to mark the Doughnut Hole Size.)</i>  <ul style="list-style-type: none"> <li>• Category names appear as labels (legend) in segments of chart/graph ✓</li> </ul>	2 1 1 1   1		6	
<b>Newest_Nuutste</b> worksheet					
3.10	<b>Cell K1 = Hoërskool Superior ✓</b>  <i>(Note to marker:</i> <ul style="list-style-type: none"> <li>• Accept anywhere in column K.)</li> </ul>	1		1	
<b>Codes_Kodes</b> worksheet					
3.11	<b>Cell C4 = LEFT(A4,2)</b> or <b>Cell C4 = MID(A4,1,2)</b>  <ul style="list-style-type: none"> <li>• Function LEFT ✓</li> <li>• Cell A4 and 2 characters ✓</li> </ul>	1 1		2	

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

3.12	<b>Cell D4 = MID(B4,3,2)</b> <ul style="list-style-type: none"> <li>Function MID ✓</li> <li>Correct cell B4 ✓</li> <li>Start at character 3 ✓ and copy 2 characters ✓</li> </ul>	1 1 2		4	
3.13	<b>Cell G5 = UPPER(CONCATENATE(C5,D5,E5))</b> <ul style="list-style-type: none"> <li>Function UPPER ✓</li> <li>Function CONCATENATE ✓ OR &amp; between elements</li> <li>Correct cells: C5,D5,E5 ✓</li> </ul>	1 1 1		3	
	<b>Total for QUESTION 3</b>			<b>[40]</b>	

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

**QUESTION 4****File name: 4Report\_Aanmeld****Total Q4: 22**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (The cell reference may differ depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answer the questions.

No	Criteria	Max Mark			Candidate Mark
Learners_Leerdere worksheet					
4.1	<b>Tab colour</b> Tab colour applied to <b>Learners_Leerdere</b> worksheet ✓ (other than the default)	1		1	
4.2	<b>Conditional formatting: Column G</b> <ul style="list-style-type: none"><li>• Conditional formatting applied ✓</li><li>• To cells containing the text 'Y' ✓</li><li>• Light greyish fill colour ✓</li><li>• Greenish border ✓</li></ul>	1 1 1 1		4	
4.3	<b>Nested IF in cell E2</b> = IF(D2>17,"C",IF(D2 < 15,"A","B")) or =IF(AND(D2>=15,D2<=17),"B",IF(D2<15,"A","C")) <ul style="list-style-type: none"><li>• Condition: D2&lt;15 is in group A✓</li><li>• Condition: D2&gt;17 or &gt;=17 is in group C ✓</li><li>• Condition: all others (15, 16 or 17) are in group B ✓</li><li>• Nested IF-construct is correctly used ✓</li></ul>	1 1 1 1		4	
4.4	<b>VLOOKUP</b> <b>Cell J2 =VLOOKUP(H2,Data_Data!\$A\$4:\$F\$51,6)</b> <ul style="list-style-type: none"><li>• LOOKUP Value: H2 ✓</li><li>• Table array: Data_Data!A4:F51 ✓</li><li>• Column index number: 6 ✓</li></ul> <p>(Note to marker:</p> <ul style="list-style-type: none"><li>• Can ignore range lookup or ignore if False value has been added.</li><li>• Do not penalise if absolute cell addressing has not been used.</li><li>• Accept if heading was included in range, i.e. A3.)</li></ul>	1 1 1		3	

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

4.5	<b>Cell M4</b> <b>= M3/M2*100</b> or <b>= M3/M2%</b> or <b>= M3/M2 and then format as %</b> <ul style="list-style-type: none"> <li>• Correct cells (M3 and M2) ✓</li> <li>• Division sign ✓</li> <li>• Multiplied by 100 ✓/percentage symbol appears</li> <li>• Cell <u>only</u> formatted to show one decimal place ✓</li> </ul> <p><i>(Note to marker:</i>  <ul style="list-style-type: none"> <li>• Do not allocate mark if the ROUND function was used.</li> <li>• Accept if candidate calculated two percentages and added together to get an answer of 97%)</li> </ul> </p>	1 1 1 1		4	
4.6	<b>Chart/Graph</b> <ul style="list-style-type: none"> <li>• The chart/graph is a column chart ✓</li> <li>• The value of the data labels appear at the top ✓ of the <u>'Reported Aangemeld' column</u> only ✓</li> <li>• The major unit on the Y-axis is 9 units ✓</li> <li>• The Y-axis title reads from top to bottom ✓</li> <li>• The longest column has a gradient fill ✓</li> </ul>	1 1 1 1 1 1		6	
	<b>Total for QUESTION 4</b>			<b>[22]</b>	



EXAMINATION  
NUMBER

<b>Query: Qry52</b>					
5.2	<ul style="list-style-type: none"> <li>Query exists and is based on <b>52Type_Tipe</b> table ✓</li> <li><b>Criterion:</b> <i>Reported_Aangemeld</i> field: Is Null ✓</li> </ul> <p>(Expect 15 records)</p>	1		2	
		1			
<b>Query: Qry53</b>					
5.3	<ul style="list-style-type: none"> <li>Displays only <i>Name_Naam</i>, <i>Surname_Van</i> and <i>Grade_Graad</i> fields ✓</li> <li><b>Criteria:</b> <ul style="list-style-type: none"> <li><i>Gender_Geslag</i> field : F ✓</li> <li><i>Grade_Graad</i> field : 11 or ✓12</li> <li><i>Rumours_Gerugte</i> field: Yes ✓ or True</li> </ul> </li> </ul> <p>(Note to marker: With reference to the 3<sup>rd</sup> bullet also accept &gt;=11; &gt;10; &gt;=11 and &lt;=12, etc.)</p> <p>(Expect 11 records)</p>	1		4	
		1			
		1			
		1			
		1			
<b>Query: Qry54</b>					
5.4	<ul style="list-style-type: none"> <li>Calculated field caption/alias is <i>Calc54</i> ✓</li> <li><i>Grade_Graad</i> field sorted ✓</li> <li>Descending ✓</li> <li>Totals shown ✓ (results displayed)</li> <li>Per Grade ✓</li> </ul>	1		5	
		1			
		1			
		1			
		1			
		1			
<b>Form: frmType_Tipe</b>					
5.5	<ul style="list-style-type: none"> <li>Form background changed to a reddish colour ✓</li> <li>Heading/text box is centred ✓</li> <li>Border around the heading is a solid line ✓</li> <li>Combo box/Drop down list added ✓ (Not a list box)</li> <li>M and F appear in the list ✓</li> <li>Image moved to form footer ✓/bottom (LibreOffice)</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Accept if only one section of the background has a reddish colour.</li> <li>Do not accept if the edit box is appears together with the drop down list/combo box.)</li> </ul>	1		6	
		1			
		1			
		1			
		1			
		1			
		1			
		1			



EXAMINATION  
NUMBER

Report: MyReport					
5.6	<ul style="list-style-type: none"> <li>Report called <b>MyReport</b> is created ✓</li> <li>Report is based on <b>Qry56</b> ✓</li> <li>Report shows only <i>Name_Naam</i> and <i>Surname_Van</i> fields ✓ (<i>Accept with Grade_Graad field showing.</i>)</li> <li>Report grouped/sorted according to the <i>Grade_Graad</i> field ✓</li> <li>The heading 'Bullying' ✓ appears</li> </ul>	1 1  1  1 1		5	
Report: rptType_Tipe					
5.7	<ul style="list-style-type: none"> <li><i>StatsID_StatsID</i> field deleted ✓</li> <li>Page orientation changed to landscape ✓</li> <li>'Name_Naam' heading resized to display all text ✓</li> <li><i>Name_Naam</i> field resized to display all text ✓</li> <li>In group footer ✓ or group header = sum ✓ ([Rumours_Gerugte]) ✓</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li><i>Expected answer for the first group = 6.</i></li> <li><i>Ignore a negative answer.</i>)</li> <li>In report footer ✓ Function: Count ✓ Field: [Reported_Aangemeld])✓</li> <li>Examination number appears in a label✓ in the page footer ✓</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li><i>Accept if the header StatsID_StatsID remains.</i>)</li> </ul>	1 1 1 1  1 2     1 1 1  1 1		12	
Total for QUESTION 5				[45]	

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

**QUESTION 6**

File names: 6Data\_Data, 6Statistics\_Statistiek,  
6Spreadsheet\_Sigblad, 6Ready\_Gereed, 6Merge\_Saamvoeg

Total Q6: 25

No	Criteria	Max Mark			Candidate Mark
6Data_ Data document					
6.1	<b>Numbered list</b> <ul style="list-style-type: none"><li>Items below the question appear as an automatic numbered list, i.e. numbers 1 to 4 ✓</li></ul> <p>(Note to marker:</p> <ul style="list-style-type: none"><li>Accept numbering in any format with or without a full stop or bracket.)</li></ul>	1		1	
6.2	<b>Field: Age_Ouderdom</b> <ul style="list-style-type: none"><li>Text form field control inserted ✓</li><li>Next to/in line with Age_Ouderdom field ✓</li><li>Data type set to number ✓</li></ul>	1 1 1		3	
6.3	<b>Drop-down field control: Gender_Geslag</b> <ul style="list-style-type: none"><li>'Select one_Kies een' added as an additional option ✓</li><li>Appears as the default (first) option ✓</li></ul>	1 1		2	
6.4	<b>Tab setting</b> <ul style="list-style-type: none"><li>Left tab is set at 8 cm ✓</li><li>Form fields, drop-down items and check boxes are all aligned ✓ at the tab setting</li></ul>	1 1		2	
6.5	<b>Alignment of the shape</b> <ul style="list-style-type: none"><li>Shape appears at the top of the page✓</li></ul>	1		1	
6.6	<b>Date and Time field</b> <ul style="list-style-type: none"><li>Date and time field added ✓ (Accept any date/time format)</li><li>At the bottom of the document/in a footer ✓</li></ul>	1 1		2	

EXAMINATION  
NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**6Ready\_Gereed/6Merge\_Saamvoeg**

6.7

Merge

- *Name\_Naam* and *Surname\_Van* fields appear ✓
- Name and surname fields right aligned ✓ with a letter space between ✓
- *Reported\_Aangemeld* field filter is equal to *Parents\_Ouers* ✓
- *Grade\_Graad* field filter is equal to 10 ✓
- *Gender\_Geslag* field filter is equal to M ✓
- Merge completed ✓ (**6Merge\_Saamvoeg**)

Data Source	<input checked="" type="checkbox"/>	StasID_StatsID	Name_Naam	Surname_Van	Gender_Geslag
5Cyber_Kuber.acc...	<input checked="" type="checkbox"/>	FBAR	Masemola	Barkhuizen	M
5Cyber_Kuber.acc...	<input checked="" type="checkbox"/>	MFOX	Chris	Fox	M
5Cyber_Kuber.acc...	<input checked="" type="checkbox"/>	MSAF2	Babalwa	Safiyyah	M

1

1

1

1

1

1

1

7

**6Statistics\_Statistiek**

6.8.1	<ul style="list-style-type: none"> <li>• <b>Bullying Statistics</b> and <b>Cyberbullying Statistics</b> appears as two tables ✓</li> </ul> <p>(Note to marker: The second table could appear on the second page.)</p>	1		1	
-------	---	---	--	---	--

**6Spreadsheet\_Sigblad**

6.8.2	<ul style="list-style-type: none"> <li>• <b>6Spreadsheet_Sigblad</b> contains the <b>Bullying Statistics</b> table ✓</li> <li>• Pasted as a link ✓ (Red font changes from Q6.8.3 reflect/updated in <b>6Spreadsheet_Sigblad</b>)</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>• <i>Allocate the mark only if any one complete table appears.</i></li> <li>• <i>Click on File to check the Paste links.</i>)</li> </ul>	1 1		2	
-------	---	--------	--	---	--

**6Statistics\_Statistiek and 6Spreadsheet\_Sigblad**

6.8.3	<ul style="list-style-type: none"> <li>• The non-percentage data appears in a red font ✓ in the <b>6Statistics_Statistiek</b> document.</li> </ul>	1		1	
-------	--	---	--	---	--

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

6.8.4	<ul style="list-style-type: none"> <li>Table with primary school statistics appears ✓ in <b>6Statistics_Statistiek</b> (<i>Accept 1 or 2 primary schools</i>)</li> <li>Table heading 'Primary Schools' ✓ appears in the table</li> <li>Table appears ✓ (embedded/linked) in <b>Sheet2</b> in <b>6Spreadsheet_Sigblad</b></li> </ul> <p>(Note to marker:  <ul style="list-style-type: none"> <li>Allocate the 3<sup>rd</sup> mark irrespective of the heading appearing or not.)</li> </ul> </p>	1		3	
		1			
		1			
	<b>Total for QUESTION 6</b>			<b>[25]</b>	

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

**QUESTION 7**      **File names: 7Age\_Ouderdom, 7Count\_Telling,**  
and **Exam\_Eksamen** folder

**Total Q7: 6**

No	Criteria	Max Mark			Candidate Mark
7.1	<ul style="list-style-type: none"> <li>The folder called <b>Exam_Eksamen</b> ✓ appears</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Do not allocate the mark if <b>MyFolder_MyLeergids</b> still appears.</li> <li>Accept if only <b>Exam</b> or <b>Eksamen</b> or their <b>examination number</b> was used to rename the folder.)</li> </ul>	1		1	
7.2	(Note to marker: Ignore this question.)				
<b>7Count_Telling</b> document					
7.3	<ul style="list-style-type: none"> <li>Doc2_Dok2 ✓</li> <li>Size on disk: 188 ✓ KB ✓/192 512 bytes</li> </ul> <p>(Note to marker:</p> <ul style="list-style-type: none"> <li>Check the size on disk on the candidate's actual file.)</li> </ul>	1 2		3	
7.4.1	<ul style="list-style-type: none"> <li>Word 'bully' in all word forms is highlighted (in any colour) ✓</li> </ul>	1		1	
7.4.2	<ul style="list-style-type: none"> <li>53 times ✓</li> </ul>	1		1	
	<b>Total for QUESTION 7</b>			<b>[6]</b>	
	<b>GRAND TOTAL</b>				<b>[200]</b>