basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2022

MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER										FINAL MARK	

EXAMINATION NUMBER																

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	26	19	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: 1Tourism**   **Total Q1: 26**

No.	Criteria	Maximum Mark			Candidate Mark
1.1	**Small caps:** *Extract from Report* • Font: Small caps ✓	 1		1	
1.2	**Text Effect (inside shape):** *KWAZULU-NATAL* • Text Fill: Gradient fill ✓ • Type: Rectangular ✓ • First Gradient Stop Position: 60% ✓	 1 1 1		3	
1.3	**Styles AND Indentation:** *(Showcasting style)* • Paragraph indentation: Left set as 0 cm ✓ • Paragraph indentation: Special: Hanging by 1.5 cm ✓ • Numbering style: 01., 02., … ✓	 1 1 1		3	
1.4	**Citation:** *(Department of Statistics South Africa)* • Citation in 3rd paragraph converted to static text ✓	 1		1	
1.5	**SmartArt** • SmartArt: Circle Relationship ✓ • Level 1: Tourism ✓ • Text 'Tourism': 14 pt ✓ • Level 2: Employment, Transport, Food ✓ (*Note to marker: Accept if SmartArt graphic appears below the text 'Question/Vraag 1.5'*)	 1 1 1 1		4	
1.6	**Find:** *'tourism'* • Match case + Find whole words only ✓ • Format: Highlight ✓ *(Accept any colour)* (*Note to marker: 16 replacements*)	 1 1		2	
1.7	**Columns AND Page Orientation:** *PUBLIC RELATIONS … effects of the pandemic.* • Required text in 2 columns ✓ • Page orientation: Landscape applied to text in columns ✓	 1 1		2	

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1.8	**Index: *Pandemic***			1	
	• Subentry 'Covid' added to the main entry 'Pandemic' ✓ *(Note to marker: **Show/Hide: {** XE "Pandemic:Covid" **})**	1			
1.9	**Bibliography**			2	
	• Automatic bibliography added ✓ • Bibliography Style: Harvard - Anglia ✓ *(Note to marker: References → Citations & Bibliography Group → Style: Harvard)*	1 1			
1.10	**Index**			3	
	• Index inserted ✓ • Page numbers: Right aligned ✓ • Tab leader: Solid line ✓ ***ALT+F9: { INDEX \e "" \c "2" \z "7177" }***	1 1 1			
1.11	**Unzip**			4	
	• File **1Poster** unzipped ✓ **Image manipulation: Group of 5 images** • Images appear on last page of **1Tourism** document ✓ • All images are cropped to shape: Hexagons ✓ • Rhino image in line with and touches bottom of Elephant image ✓	1 1 1 1			
	Total for QUESTION 1			**[26]**	

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

QUESTION 2   **File name: 2Competition**   **Total Q2: 19**

No.	Criteria	Maximum Mark		Candidate Mark
2.1	**Drop Cap: *W…*** • Position: Dropped ✓ *(Not 'In margin')* • Lines to drop: 3 ✓ • Distance from text: 0.5 cm ✓	1 1 1	3	
2.2	**Paragraph border: *Please share via … the number of shares.*** • Paragraph border inserted around text ✓ • Border line width: 3 pt ✓	1 1	2	
2.3	**Hyperlink: *Win! Win! Win!*** • Hyperlink inserted to: https://gosafari.co.za/ ✓	1	1	
2.4.1	**Form Control: *Age* field** • Form control: Drop down form field ✓ /Combo/List box content control • Options: <35; 35 – 55; >55 ✓	1 1	2	
2.4.2	**Form Control: *Cell Number* field** • Type: Regular text ✓ • Maximum length: 10 ✓ *(Accept values between 11 and 14)*	1 1	2	
2.4.3	**Form Control: *Extra entries* field** • Type: Calculation ✓ • Expression: =Share ✓ *2 ✓ ***Alt+F9: { FORMTEXT {=Share*2 }}***	1 2	3	
2.5	**Table manipulation/Text to table** • Table appears ✓ (3 rows x 3 columns) • Last two cells merged ✓	1 1	2	
2.6	**Signature Line feature** • Signature line feature applied ✓ • 'Allow signer to add comments …' is checked ✓ *(Note to marker: Right click → Signature Setup)*	1 1	2	
2.7	**Character & Paragraph spacing: *Competition Terms …*** • Character spacing on heading: Condensed ✓ • Paragraph spacing of text below heading: 15 pt After ✓	1 1	2	
	Total for QUESTION 2		**[19]**	

EXAMINATION NUMBER														

QUESTION 3   **File name: 3Tourists**   **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 values are changed in the existing data.*

No.	Criteria	Maximum Mark			Candidate Mark
Data worksheet					
3.1	**Cell A3: Format** • Format of cell A19 applied to cell A3 ✓	1		1	
3.2	**Cells A4 to G4: Vertically Centred and Border lines/Column Width** • Vertically Centred ✓ • Thick border lines applied to all cells ✓ **OR** Column C width adjusted	1 1		2	
3.3	**Cell B18:** **=ROUNDUP((B17/100000)*8,0)** **OR** **=ROUNDUP((SUM(B5:B16)/100000)*8,0)** • ROUNDUP (…,0) ✓ • B17 **OR** SUM(B5:B16) ✓/100000 ✓ • *8 ✓	1 2 1		4	

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3.4	**Cell G5:** **=IF(COUNT(B5:F5)=5,SUM(B5:F5),"")** **OR** **=IF(COUNT(B5:F5)<5,"",SUM(B5:F5))** **OR** **=IF(COUNTA(B5:F5)=5,SUM(B5:F5),"")** **OR** **=IF(COUNTA(B5:F5)<5,"",SUM(B5:F5))** **OR** **= IF(COUNTBLANK(B5:F5)=0,SUM(B5:F5),"")** **OR** **=IF(COUNTBLANK(B5:F5)>0,"",SUM(B5:F5))** **OR** **=IF(COUNTBLANK(B5:F5)<>0,"",SUM(B5:F5))** **OR** **=IF(COUNTBLANK(B5:F5)<1,SUM(B5:F5),"")** • Function: IF ✓ • Criteria: Determine number of cells with/without values ✓ **OR** determine if all cells have values • Value if no empty cells are found: ✓ SUM(B5:F5) • Value if empty cells are found: ✓ "" • Copied down ✓	1 1 1 1 1		5	

3.5	**Cells F20:F31: Conditional Formatting**
	 (This Worksheet → *Top rule* → *Check* Edit Rule)
	
	 • Condition/Criteria:
	   Cell value > ✓ F5 ✓ **OR** Cell value > $F5
	   OR=F5<F20 **OR** =$F5<$F20
	   OR=F20>F5 **OR** =$F20>$F5
	 • No absolute cell referencing on rows ✓
	 • Format: Blue fill colour ✓
		
		 2
		
		 1
		 1
				4	

Chart worksheet					
3.6	**Chart/Graph** • Data series for 2021: Series Value: Data!$C$20:$C$31 ✓ • Data series for 2020: Series Name: 2020 ✓ • Legend: below ✓ • Y-Axis: Number format: 'Use 1000 Separator' ✓ • X-Axis: Custom angle: -45° ✓ *(Mark by inspection: Can vary between ±-30 to ±-50)*	 1 1 1 1 1		5	
	Total for QUESTION 3			**[21]**	

EXAMINATION NUMBER														

QUESTION 4   **File name: 4Sightings**   **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 values are changed in the existing data.*

No.	Criteria	Maximum Mark		Candidate Mark
Lions worksheet				
4.1	**Cell D3:** **=MAX(G7:G105)** **OR** **=LARGE(G7:G105,1)** • Function: MAX(G7:G105) ✔	1	1	
4.2	**Cell D4:** **=SUMIFS(G7:G105,C7:C105,"Mpila Camp",H7:H105, "TRUE")** **OR** **=SUMIFS(G7:G105,H7:H105,"TRUE",C7:C105,"Mpila Camp")** • Sum range: G7:G105 ✔ • Criteria range 1: C7:C105 ✔ • Criteria 1: "Mpila Camp" ✔ *(Accept if wildcard was correctly used, e.g. "Mpila *", "Mp*", etc.)* • Criteria range 2: H7:H105 ✔ • Criteria 2: "TRUE" ✔ **OR** TRUE	1 1 1 1 1	5	

4.3	**Cell A7:**
	 =VLOOKUP(B7,Rangers!$B$2:$E$22,3)
	
	 • Lookup value: B7 ✔
	 • Table array: Rangers!$B$2:$E$22 ✔ **OR**
	    Rangers!$B$3:$E$22 **OR**
	    Rangers!B2:E22 **OR**
	    Rangers!B3:E22
	 • Row index number: 3 ✔
		1
		 1
		
		 1
			3	

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4.4	**Cell D7: Nested IF function modification** **=IF(E7<$O$2,"Morning",IF(E7>=$O$3,"Night",** **"Afternoon"))** **OR** **=IF(E7>=$O$3,"Night",IF(E7<$O$2,"Morning",** **"Afternoon"))** **OR** **=IF(E7>=$O$3,"Night",IF(E7>=$O$2,"Afternoon",** **"Morning"))**			6	

	• Nested IF syntax: Returns correct output ✔
	 • Criteria: *Start before 12:00*
	     o E7<$O$2 ✔ **OR** E7<O2
	     o Output: "Morning" ✔
	 • Criteria: *Start from 17:30 onwards*
	     o E7>=$O$3 ✔ **OR** E7>=O3
	     o Output: "Night" ✔
	 • Criteria from 12:00 to before 17:30: "Afternoon" ✔
		1
		
		 1
		 1
		
		 1
		 1
		 1			

	  (Note to marker: Marks are allocated for two correct criteria and matching output and then one mark for the 'catch-all') *(Accept reference to 'Oggend, Middag, Nag/Aand' for criteria)*				
4.5	**Cell F7:** **=E7+TIME(2,45,0)** **OR** **=TIME(HOUR(E7)+2,MINUTE(E7)+45,SECOND(E7))** • Hour argument: +2 to original hour ✔ • Minute argument: +45 to original minutes ✔ • Second argument: 0 ✔ • Cell reference: E7 ✔	 1 1 1 1		4	
	Total for QUESTION 4		**[19]**		

EXAMINATION NUMBER														

QUESTION 5   **File name: 5Bookings**   **Total Q5: 35**

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	**Field: *Surname***			1	
	• Required: Yes ✓	1			
5.1.2	**Field: *MemberNo* (Input Mask) <L000000"@tvl"**			4	
	• < ✓ • L ✓ • 000000 ✓ • "@tvl" ✓ **OR** \@tvl	1 1 1 1			
5.1.3	**Field: *TravelDate***			2	
	• Format: Medium Date ✓ • Show Date Picker: Never ✓	1 1			
5.1.4	**Field: *Accommodation* (Lookup)**			1	
	• Row Source Type: Table/Query ✓	1			
5.1.5	**Field: *IDCopy***			3	
	• Field *IDCopy* inserted ✓ • Position: Below *Surname* field ✓ • Data Type: Hyperlink ✓ /Attachment/OLE object	1 1 1			
Form: frm5_2					
5.2	• Image **5Logo** inserted in the form header ✓ • Image size: 9 cm wide x 4 cm high ✓ • *Date* field: **Validation rule** Between #2023/01/01# ✓ AND ✓ #2025/12/31 ✓ **OR** >= #2023/01/01# AND <=#2025/12/31 **OR** > #2022/12/31# AND <#2026/01/01	1 1 3		5	

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Query: qry5_3				
5.3	*Transport* criteria: Taxi ✓ **OR** Private ✓ *BookingAgent* criteria: EasyStay ✓ *GroupSize* criteria: >3 ✓ **OR** >=4 - AND logic correctly applied ✓ 	2 1 1 1		5

CellNo	Transport	BookingAgent	GroupSize
tblInfo	tblInfo	tblInfo	tblInfo
☑	☑	☑	☑
	"Taxi" Or "Private"	"EasyStay"	>3

OR

CellNo	Transport	BookingAgent	GroupSize
tblInfo	tblInfo	tblInfo	tblInfo
	☑	☑	☑
	"Taxi"	"EasyStay"	>3
	"Private"	"EasyStay"	>3

(Expected number of records: 4 records)

Query: qry5_4				
5.4	*BookingAgent:* Total Group By ✓ *Cost:* Total: SUM ✓	1 1		2

Query: qry5_5				
5.5	- Calculated field: *DOB*: [*Year*] & Left([*ID*],6) *DOB*: ✓ [*Year*] ✓ & ✓ - Function: LEFT ✓ [*ID*] ✓ 6 ✓	 1 1 1 1 1 1		6

Report: rpt5_6				
5.6	- Fields displayed: *Surname, Name, GroupSize, Accommodation* and *Transport* ✓ - Grouping: *Transport* ✓ - Function inserted in *Transport* footer ✓ =SUM ✓ ([*GroupSize*]) ✓ - Sorted by *Surname* ✓	 1 1 1 2 1		6
	Total for QUESTION 5			**[35]**

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QUESTION 6   **File names: 6_1Dolphin, 6_2Heritage**   **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	Maximum Mark			Candidate Mark
6_1Dolphin					
6.1.1	**Body tag: Text attribute** *<body **text="blue"**>…</body>* • Attribute: text="blue" ✓ *(Note to marker: Do NOT accept font tags)*		1	1	
6.1.2	**Heading 2 tags: *Did you know?*** *** **Did you know?** *** • Heading 2 tags inserted ✓		1	1	
6.1.3	**Bold tags** *****T*he Dolphin Coast … year-round tropical climate.***** • Bold tags applied to text ✓		1	1	
6.1.4	**Link tags** *</p>For more information e-mail: ****dolphincoast@gmail.com ****</p>* • Anchor tags inserted ✓ • Attribute: href=mailto:dolphincoast@gmail.com ✓ *(Accept with/without mailto and/or hash tag (#))* • Text: dolphincoast@gmail.com (appears twice) ✓	1 1 1		3	

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6_2Heritage				

6.2	*…* ①
	 **
	 … ②
	 *<table **bgcolor="beige"** border="5" height="10" >*
	                <tr>
	                *<td **colspan="3" align="center"**>10 Jewels of the Wetland Park</td>*
	                *<td **rowspan="4"**>Lake St Lucia</td>*
	                </tr>
	 … ③
	 <ul type="circle">
	        * - Established: 1895 *
	        * - Area: 3 280 km squared** ***
	        * - Reference No.: 345 *
	        * - UNESCO Site Id: 914 *
	        * - Designated: 2 October 1986 *
	 *** ***
	
	 ① **Image**
	 • File extension for image: jpg ✓
	 ② **Table**
	 • Background colour: bgcolor="beige" ✓
	 • Colspan: colspan="3" ✓
	 • Alignment: align="center" ✓ **OR**
	                          <th> … </th> **OR**
	                          <center> … </center>
	 • Rowspan: rowspan="4" ✓
	 ③ **Unordered list**
	 • Unordered list tags: … tags ✓
	 • Bullet type: type="circle" ✓
	 • List tag closed: Area: 3 280 km squared ✓
		
		1
		
		1
		1
		1
		
		1
		
		1
		1
		1
				8	

	Closing tag(s) or triangular brackets and nesting correctly used. ✓	1		1	
	Total for QUESTION 6			**[15]**	

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QUESTION 7   **File names: 7Map, 7TravelMode, 7Travellers**   **Total Q7: 15**

No.	Criteria	Maximum Mark		Candidate Mark
7Map				
7.1 7.1.1	**Table calculation and Textbox** • **Cell calculation:** KwaZulu-Natal: =100- ✓ SUM(ABOVE) ✓ **OR** =B11-SUM(B2:B9) **OR** =SUM(BELOW)-SUM(ABOVE) *Alt+F9 { … }*	2	5	
7.1.2	• **Textbox:** • Position: Moved to KwaZulu-Natal area on the map ✓ • Shape border: No Outline ✓ • Rotation: *Between ±300° and ±320°* ✓ (*Mark by inspection*)	1 1 1		
7TravelMode – Info table				
7.2	• Imported **7Travellers** spreadsheet into **7TravelMode** database ✓ • As a linked table ✓ • Linked table named as **Info** ✓	1 1 1	3	
7BigFive				
7.3	**Cell M2:** *(Note to marker: OR function not IF statement)* **=OR(F2=$B$11,F2=$B$12,F2=$B$13,F2=$B$14,F2=$B$15)** *Versioning: Candidate and Marker MSO 365* f_x =OR(F2=B11:$B$15) *Marker in MSO 2016/2019/2021* f_x {=OR(F2=$B$11:$B$15)} • Cell reference: F2 ✓ • Reference to all 5 options in the OR function ✓ • Displays required result when copied down to cells M3:M7 ✓ **Cell P3:** **=COUNTIF(I3:O3,True)=5** **OR** **=IF(COUNTIF(I3:O3,True)=5,True,False)** • Determine if all Big Five animals were seen ✓ e.g. COUNTIF / IF(COUNTIF) function(s) • References cells in the range I3 to O3 ✓ • Criteria: True ✓ • Logical: =5 ✓ / True, False (*Ignore if quotation marks added*)	1 1 1 1 1 1 1	7	
	Total for QUESTION 7		**[15]**	
	TOTAL		**150**	