basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/
NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2023

MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER							

FINAL MARK	

EXAMINATION NUMBER														

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	21	24	18	22	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 17 pages.

Please turn over

EXAMINATION NUMBER														

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

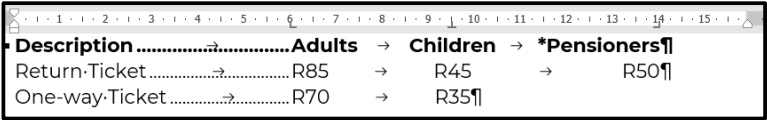**QUESTION 1**   **File name: 1CapePoint**   **Total Q1: 21**

No.	Criteria	Maximum Mark			Candidate Mark
1.1	**Header** • Double strikethrough removed ✔ • Position: Header from Top/From edge: 1 cm ✔	1 1		2	
1.2	**Hyphenation** • Hyphenate words in CAPS: Unchecked ✔	1		1	
1.3	**Footnote: *Reasons*** • Footnote inserted on the word 'Reasons' ✔ • Custom mark: @ ✔ • Text added: 'Elements of life' ✔ *(Ignore spelling)*	1 1 1		3	
1.4	**Columns: *The Cape Peninsula … 5 reasons why.*** • Line between ✔ • First column width: 6 cm ✔ • Spacing between columns: 1 cm ✔	1 1 1		3	
1.5	**Citation: *Interesting fact according …*** *(Mark from the Dialog box)* • Citation: Sterne ✔ • Suppress: Year ✔ ***ALT+F9: { CITATION Ste16 \y \l …. }***	1 1		2	
1.6	**Comment: *Two oceans*** • Reply: sometimes ✔	1		1	
1.7	**Watermark** • Font: Arial Narrow ✔ • WordArt: Shape: Arch Down (Curve) ✔	1 1		2	

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1.8	**Tab Stops:** *Funicular Tickets*
	
	• First tab stop
	  • Position: 6 cm **AND** Alignment: Left ✔
	  • Leader: <u>2</u> ……. ✔
	• Second tab stop
	  • Position: 9.5 cm **AND** Alignment: Centre ✔
	• Tabs applied *(Inspect rows 2 and 3)* ✔
	
	Description ………….→…………Adults → Children → *Pensioners¶
	Return·Ticket …………→…………R85 → R45 → R50¶
	One-way·Ticket …………→…………R70 → R35¶
		1
		1
		
		1
		1
				4	

1.9	**Page border** • Any page border inserted ✔ *(Accept any style)* • 3 pt box border ✔ • Measure from: Text: Top Margin: 12 pt ✔	1 1 1		3	
	Total for QUESTION 1			**[21]**	

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

QUESTION 2　　　　　　　File names: 2Mountain, 2Dates　　　　　　Total Q2: 24

No.	Criteria	Maximum Mark		Candidate Mark
2.1	**File Properties** • Subject: 'Mountain' ✔ *(Note to marker: File → Properties → Show All Properties)*	1	1	
2.2	**Cover page: Picture** • Picture replaced with **2Table** ✔ • Any half reflection variation effect applied ✔	1 1	2	
2.3	**Page numbering** • Automatic page numbering format: - 1 -, - 2 -, - 3 - ✔ • Page number starts with 1 from Section 2 ✔ • Section 1 is not numbered ✔	1 1 1	3	
2.4	**Table of Contents** • TOC inserted ✔ • In Distinctive style with a solid line ✔ • Show levels: 2 ✔ • Second level heading style: TableSub ✔ **Alt+F9: {** TOC \o "1-1" \h \z \t "TableSub,2" **}** *(Note to marker: Ignore page numbering style in the TOC)*	1 1 1 1	4	
2.5	**Cross-reference: *'cableway'*** • Reference type: Bookmark: cableway ✔ • Reference to: Page number ✔ **Alt+F9**: **{** PAGEREF cableway \h **}**	1 1	2	

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2.6	**Paragraph: Pagination on *'Hiking … with a group'*** • Keep with next **AND** Keep lines together ✔	 1		1	
2.7	**Multilevel List: Below *'Facts'*** • List style: TableList modified ✔ • 2nd Level: Bullets ✔ • Bullet: Webdings, Character Code: 77 (▣) ✔ *(Note to marker: In the Multilevel List settings →* *Find the List Styles → Right click on TableList)*	 1 1 1		3	
2.8	**Image: Below '*Access*'** • Picture Layout: 'Bending Picture (Blocks)' ✔ • Text: 'View' ✔ • <u>SmartArt</u> size: 7 cm high and 10 cm wide ✔ *(Notes to marker:* • *Select ONLY the <u>SmartArt</u> to check the size* • *Click in the blank top left area of the objects)*	 1 1 1		3	
2.9	**Text box** • Text box rotated ✔ • Text adjusted ✔ *('National' appears in second line)*	 1 1		2	
2.10	**Unzip file and sort table** • **2Dates** file unzipped and saved in the examination folder ✔ • Date opened column sorted ✔ in descending order ✔ *(Mark by inspection)*	 1 2		3	
	Total for QUESTION 2			**[24]**	

EXAMINATION NUMBER													

QUESTION 3   **File name: 3Marathon**   **Total Q3: 18**

- 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
Participants worksheet					
3.1	**Delete worksheet** • Sheet3 deleted ✓	1		1	
3.2	**Cells A12:E62: Print Area** • Print area set to A12:E62 ✓	1		1	
3.3	**Cell A3: Image: Alt text** • Alt text: Marathon Logo ✓	1		1	
3.4	**Cell F5:** **=AVERAGE(I13:I62)** • Function: AVERAGE(I13:I62) ✓	1		1	
3.5	**Cell F8:** **=ROUNDDOWN((F3/5)+2,0)** **OR** **=ROUNDDOWN((F3/5),0)+2** **OR** **=TRUNC(F3/5)+2** • Function: ROUNDDOWN (… , 0) ✓ • F3 ✓ (Accept absolute cell referencing) • /5 ✓ • +2 ✓	1 1 1 1		4	

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3.6	**Cell B20:** **=CONCATENATE(RANDBETWEEN(1,50), LEFT(C20,2),A20)** **OR** **=RANDBETWEEN(1,50)&LEFT(C20,2)&A20** • Function: RANDBETWEEN ✓ (1,50) ✓ • Function: CONCATENATE **OR** & ✓ • Function: LEFT ✓ (C20,2) ✓ • A20 ✓	2 1 2 1		6	

3.7	**Cell J17:**
	=VLOOKUP(F17,Band!$A$1:$B$6,2)
	
	• Lookup value: F17 ✓
	• Table array: Band!$A$1:$B$6 ✓ **OR**
	                 Band!$A$2:$B$6 **OR**
	                 Band!A$1:B$6
	• Column Index Number: 2 ✓ *(Ignore range)*
	• Function copied down and displays correctly as a result of absolute cell referencing used ✓
	
	(Note to marker: If a candidate used XLOOKUP function, do not allocate the first mark, and then mark the parameters according to the following options:
	
	=XLOOKUP(F17,Band!$A$2:$A$6, Band!$B$2:$B$6,0,-1,1)
	
	OR
	
	=XLOOKUP(F17,Band!$A$2:$A$6, Band!$B$2:$B$6,,-1)
	
	The same principle applies to other LOOKUP functions)
		1
		1
		
		1
		
		1
				4	

	Total for QUESTION 3			**[18]**	

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EXAMINATION NUMBER												

QUESTION 4   **File name: 4Accommodation**   **Total Q4: 22**

- *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
Accom worksheet					
4.1	**Cells A2:M2** • Wrap text ✓ • Top and bottom borders ONLY ✓ • Any broken line style ✓	 1 1 1		3	
4.2	**Cell C4:** **=COUNTBLANK(H10:H70)** **OR** **=COUNTIF(H10:H70,"")** • Function: COUNTBLANK(H10:H70) ✓	 1		1	

EXAMINATION NUMBER												

4.3	**Cell F10:** **=IF(E10>100,"Long",(IF(E10>SMALL($E$10:$E$70,6),"Medium","Short")))** **OR** **=IF(E10<=SMALL($E$10:$E$70,6),"Short", IF(E10>100,"Long","Medium"))**		7

Concept marking
1. *Test for two concepts and then check for the third concept output.*
2. *The sequence of the concepts is determined by the logic used*

- SMALL ✔ ($E$10:$E$70,6) ✔   **2**
- First condition ✔ Output for first condition ✔   **2**
- Second condition ✔ Output for second condition ✔   **2**
- Output for the third condition ✔   **1**

Concepts:
- Determine whether within 6 shortest distances for Output: "Short"
- Determine whether distance exceeds 100 for Output: "Long"
- Determine whether distance is between 6 shortest and 100 for Output "Medium"

E10<=SMALL($E$10:$E$70,6),"Short"	E10>100,"Long"	"Medium"
E10<=SMALL($E$10:$E$70,6),"Short"	E10<100,"Medium"	"Long"
E10>100,"Long"	E10<=SMALL($E$10:$E$70,6),"Short"	"Medium"
E10>100,"Long"	E10>SMALL($E$10:$E$70,6),"Medium"	"Short"
IF(AND(E10>=SMALL(E10:E70,6), E10<=100),"Medium"	E10<=SMALL($E$10:$E$70,6),"Short"	"Long"
IF(AND(E10>=SMALL(E10:E70,6), E10<=100),"Medium"	E10>100,"Long"	"Short"

>=E10<   "Medium"   <E10>

SMALL($E$10:$E$70,6)   100

"Short"   "Long"

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4.4	**Cell G10:** **=AND(C10<1000,L10="Yes")** **OR** **=AND(L10="Yes",C10<1000)** **OR** **=IF(AND(C10<1000,L10="Yes"),"True","False")** • Criteria 1: C10<1000 ✔ • Criteria 2: L10="Yes" ✔	 1 1		2	
4.5	**Cell M13:** **=C13-(C13*12.5%)** **OR** **=C13*0.875** **OR** **=C13-(C13*12.5/100)** **OR** **=C13-(C13*0.125)** • Cell reference and subtraction: C13- ✔ • Calculate percentage: C13 * 12.5% ✔ • Number format: Currency ✔	 1 1 1		3	
Q4_6 worksheet					
4.6	**Chart/Graph** • Column chart with data series: Q4_6'!$A$1:$B$6 ✔ • Hotels bar: Fill Texture: Paper bag ✔ • Y-axis major units: 15000 ✔ • Trendline: Moving average ✔ • Trendline: Ending arrow added ✔ • Gridlines removed ✔	1 1 1 1 1 1		6	
	Total for QUESTION 4			**[22]**	

EXAMINATION NUMBER														

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

No.	Criteria	Maximum Mark		Candidate Mark
Table: tbl5_1				
5.1.1	**Field: *IDNo*** • Field size: 13 ✔ • Set as Primary Key ✔	1 1	2	
5.1.2	**Field: *Experience*: Lookup** • 'Safari' added to value list ✔ • Allow Multiple Values: Yes ✔	1 1	2	

5.1.3	**Field: *Date*: Validation Rule and Validation Text**
	 >=#2023/07/01# AND <=#2024/08/31#
	
	 OR
	
	 >#2023/06/30# AND <#2024/09/01#
	
	 OR
	
	 Between #2023/07/01# AND #2024/08/31#
	
	 • Validation Rule:
	  • Dates in the correct range ✔
	  • AND ✔
	  • Appropriate use of operators ✔
	 • Validation Text:
	  Any appropriate text relevant to dates ✔
		1
		 1
		 1
		
		 1
			4	

5.1.4	**Field: *Picture*** • Data type: OLE object ✔ *(OR Hyperlink)* • Position: Appears below *IDNo* ✔ • Caption: IDPhoto ✔	1 1 1	3	
5.1.5	**Gridlines** *(Mark in Datasheet View (CTRL+.))* • Colour: Black ✔ • Only horizontal gridlines display ✔	1 1	2	

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	Form: frm5_2				
5.2	**Image** • Display When: Screen Only ✔ **Field: *Duration* - Conditional formatting (Mark in Form View (CTRL+.))** • Compare to other records ✔ • Show Bar only: checked ✔ • Bar colour: Yellow ✔	1 1 1 1		4	
	Query: qry5_3				
5.3	• *Morning* criteria: "Game drive" ✔ • *Morning* criteria: "Shark cage diving" ✔ • *Transport* criteria*:* Yes/True ✔ • AND/OR logic ✔ (*Transport is Yes ONLY for Game drive*) <table><tr><td>TourName tblActivities</td><td>Morning tblActivities</td><td>Transport tblActivities</td></tr><tr><td>☑</td><td>☑</td><td>☑</td></tr><tr><td></td><td>"Game drive" "Shark cage diving"</td><td>Yes</td></tr></table> *(Expected number of records: 3)*	1 1 1 1		4	
	Query: qry5_4				

5.4	Design view
	• *Experience* and *TourName* fields display ✔
	• *Experience:* Total: Group by ✔
	• *Experience* criteria:
	       NOT "Romance" ✔
	
	     OR
	
	       <> "Romance"
	• *TourName*: Total: Count ✔
	
	Datasheet view
	• Total row: Sum ✔
		1
		1
		
		1
		
		1
		
		1
				5	

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Query: qry5_5					
5.5	Calculated field: ***Hours: [Duration]*/60**			4	
	• Calculated field: *Hours* ✓	1			
	• *[Duration]* ✓	1			
	• /60 ✓	1			
	• Criteria: >=24 ✓	1			
	(Expected number of records: 5)				
Report: rpt5_6					
5.6	• *Experience* textbox moved from Detail section to *Experience* header ✓	1		5	
	• Keep the whole group together on one page ✓ *(Mark from the Group & Sort bar, NOT the Report properties)*	1			
	• Function:				
	• Inserted in the *Experience* group header =MIN([*CostPerPerson*]) ✓	1			
	• Formatted to SA currency ✓	1			
	• Label: Removed/Label text removed ✓	1			
	Total for QUESTION 5			**[35]**	

EXAMINATION NUMBER													

QUESTION 6   **File names: 6_1Interactive, 6_2Big6**   **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_1Interactive				
6.1.1	**Bold tag** *<center>123…</center>* • Bold tags and examination number inserted ✓	1	1	
6.1.2	**Image** *<img src:"6_1Banner.png" align="left">* • Attribute: align="left" ✓	1	1	
6.1.3	**Horizontal line** *<hr color="black" width="80%"/>* • Attribute: width="80%" ✓	1	1	
6.1.4	**Font colour** *<font color="black">* • Colour: black ✓	1	1	
6.1.5	**Image** *<td><img src="6_1Urban.jpg" height="250" width="180"></td>* • Image inserted: 6_1Urban.jpg ✓ • Attribute: height="250" ✓	1 1	2	
6.1.6	**Break tag** *<td>Surfing; kayaking; hiking; discovering flowers</td>* • Break tag inserted ✓	1	1	

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6.1.7	**Unordered list** **<ul type="square">** • changed to <ul type="square"> ✓	1		1	
6.1.8	**Link tag** *<a href="https://video.eko.com/v/A98brG">* • Attribute: *name* changed to *href* ✓	1		1	
6.2	**6_2Big6**				

❶ ❷ ❸
<table border="0" cellspacing="50">
   <tr>
      <th bgcolor="lightblue">V&A Waterfront</th>
❹   *<td rowspan="6"><img src="6_2Arrows.png" align="center"></td>*
      <td align="center" width="200">Life on the edge of an historical working harbour</td>
   </tr>
   <tr>
      <th bgcolor="lightblue">Cape Point</th>
      <td align="center" width="200">The panoramic views that spread out before you are breathtaking</td>
   </tr>
   <tr>
  ❺ *<th bgcolor="lightblue">Groot Constantia</th>*
     …
</table>

Table
    Table tag: **table** ✓
❶ Attribute: **cellspacing="50"** ✓
❷ Border=**"0"** ✓ *(Accept without border attribute)*
❸ **Row**span=**"6"** ✓
❹ Groot Constantia row:
❺ Attribute: **bgcolor="lightblue"** ✓

	5
1	
1	
1	
1	
1	

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

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QUESTION 7   **File names: 7CapeTown, 7Tourists**   **Total Q7: 15**

No.	Criteria	Maximum Mark			Candidate Mark
7CapeTown					
7.1.1	**Table: Formatting** • Inside borders: Any blue colour ✔	1		1	
7.1.2	**Table: Formatting** • First cell in first row split into 2 cells ✔ (*Tourist Name and Tourist Surname*)	1		1	
7.1.3	**Table: Formula** (*Note to marker: Mark from the Dialog box or **ALT+F9***) **=IF(SUM(LEFT)>=6,1000,500)** **OR** **=IF(SUM(LEFT)>5,1000,500)** **OR** **=IF(SUM(LEFT)<=5,500,1000)** **OR** **=IF(C6+D6>=6,1000,500)** • Function: IF ✔ • Total number of visits: SUM(LEFT) ✔ **OR** C6 + D6 • Total is greater than 5: >=6 ✔ **OR** >5 • Value if TRUE: 1000 ✔ • Value if FALSE: 500 ✔	1 1 1 1 1		5	

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7Tourists					
List worksheet					
7.2.1	**Convert Text to Columns**			3	
	• Column A converted into columns ✔	1			
	Find and Replace				
	• 'Maybe' replaced with 'No' ✔ *(10 occurrences)*	1			
	• Font colour: Red ✔	1			
	(Note to marker: If the text was not converted to columns, accept if the entire line appears in red font in 10 places)				
Details worksheet					
7.2.2	**Cell D2:** **=DATE(YEAR(TODAY()),MONTH(C2)-1,DAY(C2))**			5	
	• Function: DATE(…) ✔	1			
	• Function: YEAR ✔ (TODAY() ✔) *(OR NOW())*	2			
	• MONTH(C2) -1 ✔	1			
	• DAY(C2) ✔	1			
	TOTAL FOR QUESTION 7			**[15]**	
	TOTAL			**150**	

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