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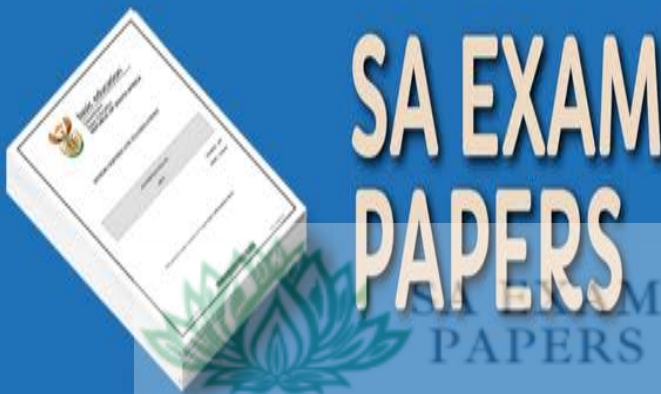


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GRADE 12

SEPTEMBER 2023

COMPUTER APPLICATIONS TECHNOLOGY P1 MARKING GUIDELINE

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6
MARKS:	150	27	13	44	31	21	14

This marking guideline consists of 10 pages.

QUESTION 1 File Name: 1_10 biggest dams in South Africa Total Q1: 27

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	Textbox <ul style="list-style-type: none"> Text box inserted. ✓ Filled with gradient fill. ✓ Linear down fill used. ✓ 	1		3	
		1			
		1			
1.1.2	Textbox/Size <ul style="list-style-type: none"> Height = 3 cm and width = 15 cm ✓ 	1		1	
1.1.3	Textbox/Border <ul style="list-style-type: none"> Textbox border red ✓ and 3pt ✓ 	1		2	
		1			
1.2	Find and replace <ul style="list-style-type: none"> All occurrences of 'Mzansi' replaced by South Africa (2 occurrences) ✓ South Africa is in small caps ✓ 	1		2	
		1			
1.3	Captions <ul style="list-style-type: none"> Caption inserted ✓ New label 'Picture' created. ✓ Caption displays below the picture. ✓ The other two pictures have captions with label Picture 2 and Picture 3 ✓ 	1		4	
		1			
		1			
		1			
1.4	Style <ul style="list-style-type: none"> Style modified to be bold ✓ Style modified to font size 19 ✓ 	1		2	
		1			
1.5	Paragraphs <ul style="list-style-type: none"> Heading, image and paragraph together moved to next page. ✓ Keep with next checked ✓ 	1		2	
		1			
1.6	Citation <ul style="list-style-type: none"> Website source used ✓ Name of website added ✓ URL added ✓ 	1		3	
		1			
		1			
1.7	Synonym <ul style="list-style-type: none"> Beach, shore, coastline, seashore or oceanfront replaced shoreline ✓ 	1		1	
1.8	Watermark <ul style="list-style-type: none"> 'Top dams in SA' changed to any WordArt ✓ Button (Curve) shape used ✓ Font type changed to Arial Narrow. ✓ 	1		3	
		1			
		1			
1.9	Page numbering <ul style="list-style-type: none"> Circle page numbering used ✓ On the footer ✓ Odd pages set on left ✓ Even pages set on right ✓ 	1		4	
		1			
		1			
		1			
	Total for QUESTION 1			[27]	

QUESTION 2**File Name: 2_Brochure****Total Q2: 13**

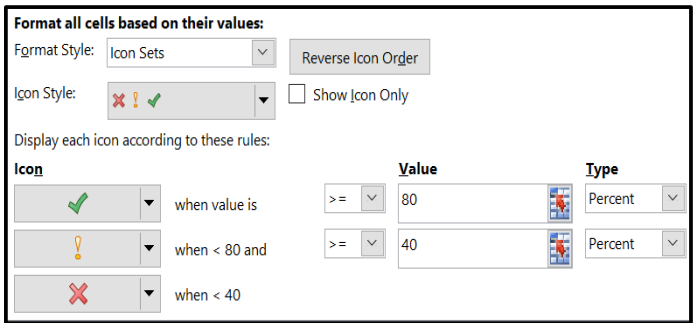
No.	Criteria	Maximum Mark			Candidate Mark
2.1	Page Colour <ul style="list-style-type: none"> • Brochure filled with any colour ✓ • Brochure filled with two colour gradient fill ✓ • Red and Orange are colours used ✓ 	1		3	
		1			
		1			
2.2	Picture <ul style="list-style-type: none"> • The other picture is deleted/replaced. ✓ • Picture replaced with '2_Logo' picture. ✓ • The image is stretched to fill the space provided. ✓ 	1		3	
		1			
		1			
2.3	Controls <ul style="list-style-type: none"> • SA Dams inserted in the company name control ✓ 	1		1	
2.4	Date <ul style="list-style-type: none"> • Date field inserted ✓ • Formatted MMMM yyyy ✓ 	1		2	
		1			
2.5	SmartArt <ul style="list-style-type: none"> • SmartArt inserted ✓ • Basic Pie Relationship SmartArt used ✓ • The three names of the dams inserted in the SmartArt ✓ 	1		3	
		1			
		1			
2.6	Font <ul style="list-style-type: none"> • Font of '3 Sterkfontein Dam' paragraph is changed to be like the first two paragraphs ✓ 	1		1	
	Total for QUESTION 2			[13]	

QUESTION 3

File Name: 3_Dams

Total Q3: 44

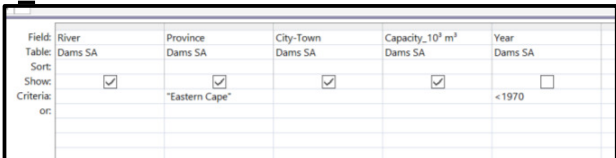
QUESTION 3		File Name: 3_Dams		Total: Q3: 44	
No.	Criteria	Maximum Mark			Candidate Mark
3 _Dams Worksheet					
3.1	Cells A1:N2 <ul style="list-style-type: none">Cell A1 to N2 merged and ✓data centred vertically ✓	1 1	<div></div>	2	
3.2	Cell A3 <ul style="list-style-type: none">=Now() ✓	1	<div></div>	1	
3.3	Cell A5: =CONCATENATE(D5;LEFT(B5;3);RANDBETWEEN(100;999)) <ul style="list-style-type: none">Concatenate function ✓D5 ✓Left(B5;3) ✓Randbetween function ✓(100;999) ✓	1 1 1 1 1	<div></div> <div></div> <div></div> <div></div> <div></div>	5	
3.4	Cell C56 =SMALL(C5:C54;1) <ul style="list-style-type: none">Correct function used. Small ✓Correct range used – C5:54 ✓ ;2 ✓	1 1 1	<div></div> <div></div> <div></div>	3	
3.5	Cell F58: =COUNTIF(F5:F54; "Eastern Cape") <ul style="list-style-type: none">Correct function used 'Countif' ✓Correct range (F5:F54) ✓Correct criteria 'Eastern Cape' ✓	1 1 1	<div></div> <div></div> <div></div>	3	
3.6	Cell H6 Countifs =COUNTIFS(F5:F54;"Free State";H5:H54;">500") <ul style="list-style-type: none">Function: Countifs ✓Criteria range 1 : F5:F54 ✓Criteria 1 : "Free State" ✓Criteria range 1 : H5: H54 ✓Criteria 2 : '>500' ✓	1 1 1 1 1	<div></div> <div></div> <div></div> <div></div> <div></div>	5	
3.7	Cell J62 Sumif =SUMIF(F5:F54;"Eastern Cape";J5:J54) <ul style="list-style-type: none">Sumif function used ✓Criteria range : F5 : F54 ✓Criteria : "Eastern Cape" ✓Sum range : J5:J54 ✓	1 1 1 1	<div></div> <div></div> <div></div> <div></div>	4	

3.8	Cell J64 Nestedif statement =IF(J5>4000000;"BIG DAM";IF(J5<1000000;"SMALL DAM";"NORMAL DAM")) <ul style="list-style-type: none"> Nested if function used ✓ Criteria 1: J5>4000000 ✓ Criteria 2: J5<1000000 ✓ Correct output: for both criteria ✓ Criteria output if false ✓ 	1 1 1 1 1		5	
3.9	Conditional formatting  <ul style="list-style-type: none"> Conditional formatting feature use ✓ Correct formatting style: Icon Sets ✓ Correct Icon style: 3 Symbol uncircled indicator ✓ Icon if value greater than 80 ✓ Icon if value less than 40 ✓ 	1 1 1 1 1		5	
3.10	Subtotal <ul style="list-style-type: none"> Applied to "Province" ✓ Function: Average ✓ Add subtotal to Capacity field ✓ 	1 1 1		3	
3.11	Graph <ul style="list-style-type: none"> Correct data used ✓ 3D Column Clustered graph used ✓ Column Shape cone used ✓ Axis title named correctly ✓ Chart title named correctly ✓ Chart area fill done ✓ Correct picture (3_Map of SA Dams) used to fill chart area ✓ Moved to new sheet called My Graph ✓ 	1 1 1 1 1 1 1 1 1		8	
	Total for QUESTION 3			[44]	

QUESTION 4

File Name: 4_SA Top 50 Dams

Total Q4: 31

No.	Criteria	Maximum Mark			Candidate Mark
Table: Magazine Compilers					
4.1.1	• Field size for Surname field set to 50 ✓	1		1	
4.1.2	• Vertical gridlines are visible. ✓	1		1	
4.1.3	• IDNO field set to required Yes ✓	1		1	
4.1.4	• E-mail field set to < in format field ✓	1		1	
4.1.5	Input mask on the Password field: LL-009-"WORD" <ul style="list-style-type: none">• LL ✓• - ✓• 00 ✓• 9 ✓• - ✓• "WORD" ✓	1		6	
		1			
		1			
		1			
		1			
		1			
4.2.1	• Conditional formatting ✓ <ul style="list-style-type: none">• Applied to the Capacity field ✓• All values less than 3 Million display in a red font ✓	1		3	
		1			
		1			
4.2.2	• Function inserted in the form footer ✓ <ul style="list-style-type: none">• Displays the current date =date() ✓	1		2	
		1			
4.3	Qry4_3 <div></div> <ul style="list-style-type: none">• Date field inserted ✓• Date field does not show ✓• Criteria for Date field – "<1970" ✓• Criteria Eastern Cape in Province field ✓ <p>Expected answer: 3 records</p>	1		4	
		1			
		1			
		1			
4.4	Qry4_4 <ul style="list-style-type: none">• Add a totals function ✓• Group by Dam field ✓• Sum by Capacity field ✓	1		3	
		1			
		1			

4.5	Report <ul style="list-style-type: none"> • Report created called rpt4_5 ✓ • Dam, Province, River and Capacity fields ✓ • Grouped according to the Province field ✓ • Sort according to River field ✓ • Calculation in the Province footer ✓ • =sum ([Capacity_10³ m³]) ✓ • In report footer ✓ • =count(*) ✓ • Labels removed ✓ 	1		9	
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 4			[31]	

QUESTION 5

File Name: 5_Dams

Total Q5: 21

No.	Criteria	Maximum Mark			Candidate Mark
5.1	<title> Big dams in South Africa </title> • Title tag inserted ✓	1		1	
5.2	<center><h1>The Big Dams</h1></center> • Heading 1 applied to the text ✓ • Text centred ✓	1 1		2	
5.3	Background colour <body bgcolor = "pink"> • Entire web page background is pink ✓	1		1	
5.4	<hr color = "green"/> • hr/ tag used ✓ • Colour of the line set to green ✓	1 1		2	
5.5	 • Correct picture used ✓ • Both height and width set at 200 ✓ • Picture aligned to the right ✓	1 1 1		3	
5.6	List • Change the unordered list tag (ul) to ordered list tag (ol) ✓	1		1	

5.7	Table <pre><table bgcolor = yellow width = "100%" border = "3"> <tr bgcolor = "green"> <th>1 No</th> <th>Name of Dam </th> <th> Town </th> <th>Capacity 10³ m³ </th> </tr> <tr> <td>1</td> <td>Free State dam</td> <td>Norvals Point</td> <td>5342932 </td> </tr> <tr > <td> 5</td> <td>Pongolapoort</td> <td>Pongola</td> <td>2267068</td> </tr> </table></pre> <ul style="list-style-type: none"> • Table border = 3 ✓ • Table width set at 100% ✓ • Cellspacing = 5 ✓ • Free state dam replaced with Gariep ✓ • Header row filled with green and ✓ • rest of table filled with yellow ✓ 	1 1 1 1 1 1 1		6	
5.8	Links <pre> About the picture </pre> <ul style="list-style-type: none"> • Hyperlink inserted ✓ • Hyperlink tag used – a href ✓ • To correct text – About the picture ✓ • Links to the correct picture 5_Dam Picture.jpg ✓ 	1 1 1 1		4	
	Closing tag(s) and nesting correctly used ✓	1		1	
	Total for QUESTION 5			[21]	

QUESTION 6 File Name: 6_Certificate of Achievement Merge' document
 '6_Merge Spreadsheet

Total Q6: 14

No.	Criteria	Maximum Mark			Candidate Mark
6.1.1	Shapes <ul style="list-style-type: none"> Wave shape replaced ✓ Replaced by basic sun shape ✓ Alt text of picture is Shape ✓ Alt description is Basic Sun Shape ✓ 	1		4	
		1			
		1			
		1			
6.1.2	Tabs stops <ul style="list-style-type: none"> First tab stop <ul style="list-style-type: none"> Position at 4 cm and alignment right ✓ Second tab stop <ul style="list-style-type: none"> Position at 19 cm and alignment left ✓ Third tab stop <ul style="list-style-type: none"> Position at 24 cm and no alignment right ✓ Leader for first ✓ and second stops : Solid line ✓ 	1		5	
		1			
		1			
		1			
6.1.3	Merge letters <ul style="list-style-type: none"> Mail Merge feature used ✓ Surname and name fields replaced ✓ Only learners who were regulars in attending meetings received letters. ✓ Correct data source used – '6_Merge Spreadsheet' ✓ Merged letters saved as 6_Merged ✓ (8 certificates)	1		5	
		1			
		1			
		1			
	Total for QUESTION 6			[14]	
	TOTAL:			150	