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**SA EXAM  
PAPERS**

**SA EXAM PAPERS**

Proudly South African



# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## NATIONAL SENIOR CERTIFICATE

### GRADE 12

### COMPUTER APPLICATIONS TECHNOLOGY P1

### NOVEMBER 2025

### MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER										
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FINAL MARK

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EXAMINATION NUMBER														
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	22	23	22	18	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 16 pages.

SA EXAM PAPERS



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

**QUESTION 1**

File name: 1Courses

Total Q1: 22

No.	Criteria	Maximum Mark			Candidate Mark
1.1	<b>Proofing language</b> <ul style="list-style-type: none"> <li>Set proofing language of whole document: English (South Africa) ✓</li> </ul>	1		1	
1.2	<b>Cover page</b> <ul style="list-style-type: none"> <li>Image: Black background removed ✓</li> <li>Alt text moved (not copied) to Address control ✓ ('254 High Mountain Drive')</li> </ul>	1 1		2	
1.3	<b>New style: 'Our journey'</b> <ul style="list-style-type: none"> <li>New style: 'Tech' created ✓</li> <li>Border applied to style ✓ with 3 pt ✓</li> </ul>	1 2		3	
1.4	<b>Indentation AND Alignment: 'TechnoGeek started in ... in South Africa.'</b> <ul style="list-style-type: none"> <li>Special: First Line ✓</li> <li>By: 1 cm ✓</li> <li>Alignment: Justify ✓</li> </ul>	1 1 1		3	
1.5	<b>Find and Replace</b> <ul style="list-style-type: none"> <li>'Course' replaced with 'Info' OR '↔' OR '☐' ✓</li> <li>Correct replacement: '↔Info' ✓</li> <li>Font: Underline style: Double underline ✓</li> <li>10 replacements ✓ (Match Case)</li> </ul>	1 1 1 1		4	
1.6	<b>Source AND Citation: below heading 'Data Science'</b> <ul style="list-style-type: none"> <li>Year: 2024 ✓ (Source)</li> <li>Add: Pages: 22 ✓ (Citation)</li> </ul>	1 1		2	
1.7	<b>Image: below heading 'Mobile App Development'</b> <ul style="list-style-type: none"> <li>1App image inserted ✓</li> <li>Text wrap and position: Square/Tight/Through to the right of the paragraph ✓</li> <li>Size: <ul style="list-style-type: none"> <li>Height: 6 cm ✓</li> <li>Width: 9 cm ✓</li> </ul> </li> </ul>	1 1 1 1		4	
1.8	<b>Mark entries: 'business'</b> <ul style="list-style-type: none"> <li>All occurrences of the text 'business' marked ✓</li> </ul>	1		1	



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1.9	<p><b>Index: below heading 'Index'</b></p> <ul style="list-style-type: none"> <li>• Index inserted ✓</li> <li>• Format: Modern ✓</li> </ul> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>2</b></p> <hr/> <p>2D · 10</p> </div> <div style="width: 45%;"> <p><b>business</b> · 6, 9, 13</p> <hr/> <p><b>C</b></p> <hr/> <p>Cost · 3, 4, 5, 6, 7, 8, 9, 10, 12, 13</p> </div> </div> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><b>3</b></p> <hr/> <p>3D · 10</p> </div> <div style="width: 45%;"> <p><b>G</b></p> <hr/> <p>Game · 10</p> </div> </div> <p><b>ALT+F9: { INDEX \e " · " \h "A" \c "2" \z "...." }</b></p>	1 1		2	
<b>Total for QUESTION 1</b>				<b>[22]</b>	



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

**QUESTION 2**

File name: 2Brochure

Total Q2: 23

No.	Criteria	Maximum Mark			Candidate Mark
2.1	<b>WordArt: 'Prospectus'</b> • Transform: Follow Path: Arch: Down ✓	1		1	
2.2	<b>Page border</b> • Apply to: This section - First page only ✓ • Measured from: Edge of page ✓	1 1		2	
2.3	<b>Line spacing: 'TechnoGeek is a ...'</b> • Multiple: At: 1.4 ✓	1		1	
2.4	<b>Dropped cap: T</b> • Dropped cap applied ✓ • Font: Corbel Light ✓ • Lines to drop: 6 ✓ • Distance from text: 0.2 cm ✓	1 1 1 1		4	
2.5	<b>Page layout: Columns</b> • Line between inserted ✓	1		1	
2.6	<b>Table</b> • Merge: 1 <sup>st</sup> column ✓ • Text direction: 'Top 10 courses' rotated ✓ ( <i>Displays text from bottom to top</i> ) • Autofit to content ✓ ( <i>Mark by inspection</i> ) • Last row deleted ✓ • Formula: ○ =SUM(LEFT) ✓ OR =D4 ○ *0.10 ✓ OR 10% OR /10 OR *10/100  <b>Alt+F9: {=D4*10/100} OR {=D4*10%} OR {=D4*0.10}</b>	1 1 1 1 1 1		6	
2.7	<b>SmartArt</b> • 'Create' added as second main bullet of SmartArt ✓ • 'Aim to create better and newer technology': sub-bullet of 'Create' in SmartArt ✓ • SmartArt shape changed to Right arrow ✓ • Any border added to shape ✓	1 1 1 1		4	



NSC – Marking Guidelines

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2.8	<b>Page numbering</b> <ul style="list-style-type: none"> <li>• Page 3: Page number inserted ✓</li> <li>• Last page:                             <ul style="list-style-type: none"> <li>○ Format: 'i, ii, iii' ✓</li> <li>○ Starts with i on the last page ✓</li> </ul> </li> <li>• Page number format: Bracket 2 ✓ (<i>All pages</i>)</li> </ul>	1		4	
		1			
		1			
		1			
<b>Total for QUESTION 2</b>				<b>[23]</b>	



EXAMINATION NUMBER														

**QUESTION 3****File names: 3Lecturers****Total Q3: 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).
- Candidates 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 changes are made to the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
<b>Lecturers worksheet</b>					
3.1	<b>Page setup</b> <ul style="list-style-type: none"> <li>• Margins: Centre on page: Horizontally AND Vertically ticked ✓ <b>OR</b> Contents centred Horizontally AND Vertically</li> </ul>	1		1	
3.2	<b>Cell D3:</b> <b>=COUNTA(A11:A65) OR COUNT(H11:H65)</b> <ul style="list-style-type: none"> <li>• Function: COUNTA(A11:A65) ✓ (Accept columns A-H)</li> </ul>	1		1	
3.3	<b>Cell D5:</b> <b>=SUMIFS(H11:H65,F11:F65,"Full-time",E11:E65,"South African")</b> <b>OR</b> <b>=SUMIFS(H11:H65,E11:E65,"South African",F11:F65,"Full-time")</b> <ul style="list-style-type: none"> <li>• Sum range: H11:H65 ✓</li> <li>• Criteria range 1: F11:F65 ✓</li> <li>• Criteria 1: "Full-time" ✓</li> <li>• Criteria range 2: E11:E65 ✓</li> <li>• Criteria 2: "South African" ✓</li> </ul>	1		5	
3.4	<b>Cell D7:</b> <b>=MAX(H11:H65)-LARGE(H11:H65,2)</b> <b>OR</b> <b>=LARGE(H11:H65,1)-LARGE(H11:H65,2)</b> <ul style="list-style-type: none"> <li>• Function: MAX(H11:H65) ✓</li> <li>• Function: -LARGE ✓</li> <li>• Range: (H11:H65,...) ✓</li> <li>• Value: 2 ✓</li> </ul>	1		4	





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**QUESTION 4**

**File name: 4Students**

**Total Q4: 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).
- Candidates 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 changes are made to the existing data.

No.	Criteria	Maximum Mark			Candidate Mark								
<b>Students worksheet</b>													
4.1	<b>Tab colour</b> • Any orange colour ✓	1		1									
4.2	<b>Formatting: Freeze panes</b> • Freeze panes ✓ (Row 1 to 3)	1		1									
4.3	<b>Cell F5:</b> <b>=G5/12</b>  • G5 ✓ • /12 ✓ • Decimal: 2 ✓	1		3									
		1											
		1											
4.4	<b>Column E: Conditional formatting</b> (This worksheet → Icon Set → Check Edit Rule)  • Second half of the year (3 and 4): Red Cross ✓ • First half of the year (1 and 2): Green Check <table border="1" style="display: inline-table; vertical-align: middle;"> <tr> <td>Number</td> <td>Percent</td> <td>Formula</td> <td>✓</td> </tr> <tr> <td>&gt;=1</td> <td>&lt;=50</td> <td>=1</td> <td>✓</td> </tr> </table> • Correct logic used (Red then Green) ✓	Number	Percent	Formula	✓	>=1	<=50	=1	✓	1		4	
Number	Percent	Formula	✓										
>=1	<=50	=1	✓										
		1											
		1											
		1											
4.5	<b>Cell G8:</b> <b>=HLOOKUP(D8,Courses!\$A\$1:\$J\$3,3,False)</b>  • Function: HLOOKUP ✓ • Lookup value: D8 ✓ • Table array: Courses!\$A\$1:\$J\$3 ✓ <b>OR</b> Courses!A1:J3 • Row index number: 3 ✓ • Range lookup: False ✓	1		5									
		1											
		1											
		1											
		1											



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Graph worksheet				
4.6	<b>Chart/Graph</b> <ul style="list-style-type: none"> <li>• Mobile App Development added ✓</li> <li>• Switch row/column ✓</li> <li>• Line graph ('Term 4'): Smoothed line ticked ✓</li> <li>• Gridline: Dash type: Long Dash/Dash ✓</li> </ul>	1		4
		1		
		1		
		1		
	<b>Total for QUESTION 4</b>			<b>[18]</b>



EXAMINATION NUMBER														

**QUESTION 5**

File name: 5Records

Total Q5: 35

No.	Criteria	Maximum Mark			Candidate Mark
<b>Table: tbl5_1</b>					
5.1.1	<b>Row height and colour</b> <ul style="list-style-type: none"> <li>Height changed to 20 pt ✓</li> <li>Alternative rows filled with any blue ✓</li> </ul>	1 1		2	
5.1.2	<b>Field: ContactNo</b> <ul style="list-style-type: none"> <li>Required: Yes ✓</li> <li>Input mask: 000\ 000\ 0000 ✓ <b>OR</b> 000" "000" "0000</li> </ul>	1 1		2	
5.1.3	<b>New field: Photo</b> <ul style="list-style-type: none"> <li>Field <i>Photo</i> inserted ✓</li> <li>Below <i>Qualification</i> field ✓</li> <li>Data type: OLE object ✓ <b>OR</b> Attachment</li> </ul>	1 1 1		3	
5.1.4	<b>Field: LeaveDate</b> <b>Validation rule:</b> Between #2025/09/01# AND #2026/01/31# <b>OR</b> >=#2025/09/01# AND <= #2026/01/31# <b>OR</b> >#2025/08/31# AND <#2026/02/01# <ul style="list-style-type: none"> <li>Correct start date (1 September 2025) ✓</li> <li>AND ✓</li> <li>Correct end date (31 January 2026) ✓</li> <li>Validation text: Descriptive text that matches the rule ✓</li> </ul>	1 1 1 1		4	
<b>Form: frm5_2</b>					
5.2	<ul style="list-style-type: none"> <li>Button inserted in the Detail section ✓</li> <li>Goes to 'Next Record' when clicked ✓</li> <li>Text: 'Next Record' displays on button ✓</li> </ul>	1 1 1		3	



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<b>Query: qry5_3</b>																																								
5.3	<ul style="list-style-type: none"> <li>Query created with <i>Name</i>, <i>Surname</i> and <i>Progress</i> fields ✓</li> <li><i>Progress</i> criteria: "Terminated" ✓</li> </ul> <p>(Expected records: 21)</p>	1 1		2																																				
<b>Query: qry5_4</b>																																								
5.4	<ul style="list-style-type: none"> <li><i>Progress</i> criteria: Is null ✓ OR Not Like "*" ✓</li> <li><i>FeesOutstanding</i> sorted in descending order ✓</li> <li><i>FeesOutstanding</i> criteria: &gt;=3500 ✓ OR &gt;3499.99 ✓</li> </ul> <p>(Expected records: 6)</p>	1 1 1		3																																				
<b>Query: qry5_5</b>																																								
5.5	<ul style="list-style-type: none"> <li><i>Progress</i> field does not display ✓ (Show unticked)</li> <li><i>Progress</i> criteria: "Graduated" ✓ OR "Active" ✓</li> <li><i>EnrolmentType</i> criteria: AND "Full-time" ✓ (Applied to Graduated AND Active)</li> <li>OR <i>EnrolmentType</i> criteria: "Part-time" ✓</li> </ul> <table border="1"> <tr> <td>Field:</td> <td>Name</td> <td>Surname</td> <td>FeesOutstanding</td> <td>Progress</td> <td>EnrolmentType</td> </tr> <tr> <td>Table:</td> <td>tblStudents</td> <td>tblStudents</td> <td>tblStudents</td> <td>tblStudents</td> <td>tblStudents</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td></td> <td></td> <td>"Graduated" Or "Active"</td> <td>"Full-time"</td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td></td> <td></td> <td>"Part-time"</td> </tr> </table> <p>(Expected records: 69)</p>	Field:	Name	Surname	FeesOutstanding	Progress	EnrolmentType	Table:	tblStudents	tblStudents	tblStudents	tblStudents	tblStudents	Sort:						Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:				"Graduated" Or "Active"	"Full-time"	or:					"Part-time"	1 2 1 1		5
Field:	Name	Surname	FeesOutstanding	Progress	EnrolmentType																																			
Table:	tblStudents	tblStudents	tblStudents	tblStudents	tblStudents																																			
Sort:																																								
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																																			
Criteria:				"Graduated" Or "Active"	"Full-time"																																			
or:					"Part-time"																																			
<b>Query: qry5_6</b>																																								
5.6	<p><b>New calculated field: Age</b> <b>Age: (NOW()-[DOB])/365.25</b></p> <ul style="list-style-type: none"> <li>New calculated field <i>Age</i> created ✓</li> <li>(NOW()- ✓ OR (DATE()- [DOB]) ✓</li> <li>/365.25 ✓ OR /365 ✓</li> <li>Format: Fixed/Standard ✓ OR Column width changed ✓</li> </ul>	1 1 1 1 1		5																																				





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**QUESTION 6****File names: 6\_1Home, 6\_2Popular****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
<b>6_1Home</b>					
6.1.1	<b>Title</b> <code>&lt;title&gt;TechnoGeek&lt;/title&gt;</code> <ul style="list-style-type: none"> <li>• <code>&lt;title&gt;TechnoGeek&lt;/title&gt;</code> ✓</li> </ul>	1		1	
6.1.2	<b>Background colour</b> <code>&lt;body bgcolor="#ADB9CA"&gt;</code> <ul style="list-style-type: none"> <li>• Attribute: <code>bgcolor="#ADB9CA"</code> ✓</li> </ul>	1		1	
6.1.3	<b>Alignment: Center</b> <code>&lt;center&gt;</code> <code>&lt;h1&gt;&lt;font size="10" face="Corbel"&gt;TechnoGeek</code> <code>&lt;/font&gt;&lt;/h1&gt;</code> <code>&lt;img src="6_1Head.png" alt="Icons"/&gt;&lt;br/&gt;</code> <code>&lt;/center&gt;</code> <ul style="list-style-type: none"> <li>• Center tags: <code>&lt;center&gt; ...&lt;/center&gt;</code> inserted ✓ <b>OR</b>  <code>align="center"</code></li> </ul>	1		1	
6.1.4	<b>Image</b> <code>&lt;img src="6_1Head.png" alt="Icons"/&gt;</code> <ul style="list-style-type: none"> <li>• Attribute: Alt: "Icons" ✓</li> </ul>	1		1	
6.1.5	<b>Horizontal line</b> <code>&lt;hr width="75%" size="5" color="#838C99"/&gt;</code> <ul style="list-style-type: none"> <li>• Width: "75%" ✓ (Accept between 65% to 85%)</li> <li>• Size: "5" ✓</li> </ul>	1		2	
6.1.6	<b>Hyperlink</b> <code>&lt;a href="www.technogeek.org"&gt;www.technogeek.org</code> <code>&lt;/a&gt;</code> <ul style="list-style-type: none"> <li>• Anchor tags: <code>&lt;a&gt;...&lt;/a&gt;</code> inserted ✓</li> <li>• Attribute: <code>href = "www.technogeek.org"</code> ✓</li> <li>• Link text: <code>www.technogeek.org</code> ✓</li> </ul>	1		3	



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6.2	<b>6_2Popular</b>			5																
	<pre> ... ❶ &lt;table border="1"&gt;   &lt;tr&gt;     ❷      ❸     &lt;th colspan="4"&gt;&lt;font size="5"&gt;Popular       courses&lt;/font&gt;&lt;/th&gt;   &lt;/tr&gt;   &lt;tr&gt;     &lt;th&gt;Course Name&lt;/th&gt;     &lt;th&gt;Duration&lt;/th&gt;     &lt;th&gt;Cost&lt;/th&gt;     &lt;th&gt;Tools&lt;/th&gt;   &lt;/tr&gt;   ...   &lt;tr&gt;     ❹     &lt;td&gt;Computer Literacy&lt;/td&gt;     &lt;td&gt;6 weeks&lt;/td&gt;     &lt;td&gt;R1 500&lt;/td&gt;     ❺&lt;br/&gt;Windows Operating System&lt;/td&gt;   &lt;/tr&gt;   ...  <b>Table</b>   ❶ &lt;table...&gt; inserted ✓   ❷ Heading tag: &lt;th...&gt; ... &lt;/th&gt; ✓   ❸ Attribute: colspan="4" ✓   ❹ Data tag: &lt;td&gt; ... &lt;/td&gt; ✓ <b>Break</b>   ❺ Break tag: &lt;br/&gt; inserted ✓ </pre>					1														
	<b>Closing tag(s) or triangular brackets and nesting correctly used. ✓</b>					1			1											
	<b>Total for QUESTION 6</b>																			<b>[15]</b>

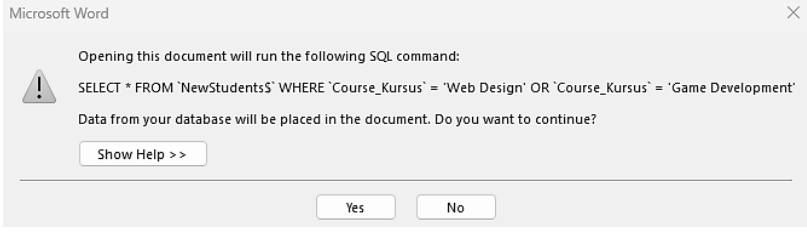


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**QUESTION 7**

**File names: 7Letter, 7Stats**

**Total Q7: 15**

No.	Criteria	Maximum Mark		Candidate Mark	
<b>7Letter</b>					
7.1	<p><b>Mail merge:</b></p> <ul style="list-style-type: none"> <li>• <b>7Letter</b> linked to <b>7NewStudents</b> ✓</li> <li>• <b>Course_Kursus</b> filtered:                             <ul style="list-style-type: none"> <li>○ Web Design ✓</li> <li>○ OR ✓</li> <li>○ Game Development ✓</li> </ul> </li> <li>• <b>First name_Voornaam</b> field inserted ✓</li> </ul> 	1		5	
<b>7Stats: TotalCost worksheet</b>					
7.2	<p><b>Cell E8:</b> =C8*D8 ✓ <b>OR</b> E23-SUM(E9:E22)</p> <p><b>Cell B5:</b> Data validation:</p> <ul style="list-style-type: none"> <li>• Validation criteria: Allow: List ✓</li> <li>• Source: =Courses!\$A\$2:\$A\$6 ✓</li> </ul> <p><b>Cell C5:</b> =SUMIF(B8:B22,B5,E8:E22)/E23</p> <ul style="list-style-type: none"> <li>• Criteria: B5 ✓</li> <li>• /E23 ✓ <b>OR</b> SUM(E8:E22)</li> </ul>	1		5	



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7Stats: Time worksheet				
7.3	<p><b>Cell D3:</b>                      =TIME(RANDBETWEEN(7,9),RANDBETWEEN(0,4)*15,0)                      OR                      =Time(7,RANDBETWEEN(0,12)*15,0)</p> <ul style="list-style-type: none"> <li>• From 07:00 ✓</li> <li>• 15 min intervals ✓</li> <li>• To 10:00 ✓</li> <li>• Random times generated ✓</li> <li>• Autofill/copied down for all relevant cells ✓</li> </ul>			5
		1 1 1 1 1		
				[15]
				150

