



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2018

MARKING GUIDELINES

MARKS: 180

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	28	22	26	24	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 14 pages.

EXAMINATION NUMBER													
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IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.

QUESTION 1

File name: 1Pat

Total Q1: 28

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Font and alignment - More than half of document's font size changed to 12 ✓ - More than half of document's alignment changed to justified ✓	1		2	
		1			
1.2	WordArt - Heading changed to any WordArt ✓ - Text filled with any green colour ✓ (<i>mark from WordArt settings, accept green gradient fill</i>) - Text outline set to 3 pt ✓ (<i>mark from WordArt settings</i>)	1		3	
		1			
		1			
1.3	Find and replace - Symbols '婁' replaced ✓ - With 'fi' ✓ (<i>ignore quotation marks</i>) 9 replacements made ✓	1		3	
		1			
		1			
1.4	Citation - Any citation inserted ✓ on the text - Citation refers to website source ✓ - Only the title displayed ✓	1		3	
		1			
		1			
1.5	Footnote - Footnote inserted on text 'soda bread' ✓ - Custom mark is '♣' symbol ✓ - Footnote text entered ✓ (<i>'Bread without yeast'</i>)	1		3	
		1			
		1			
1.6	Bullets - Image 1StPat used as bullet ✓ - Bullet position 0.5 cm from margin ✓ - Text indent 2 cm from bullet ✓	1		3	
		1			
		1			
1.7	Table - Table with 2 columns inserted ✓ - First column width changed to 3 cm ✓ (<i>allocate mark for column instead of table</i>) - Paragraph setting 'Keep with next' applied (<i>or first two rows</i>) ✓ (<i>accept Paragraph setting 'Page break before'</i>)	1		3	
		1			
		1			

EXAMINATION
NUMBER

1.8	Heading 1 style - Font changed to small caps ✓ in green ✓ - Paragraph spacing 'after' set to 12 pt ✓ - All 4 changes automatically applied ✓	2 1 1		4	
1.9	Synonym Word 'celebrations' replaced by any word from list (<i>revels, revelries, merriments, festivities, partying, carousing, parties, fetes</i>) ✓	1		1	
1.10	Linked object - Link to 1Luck image file inserted ✓ (<i>Alt+F9, accept hyperlink</i>) - Appears as an icon ✓	1 1		2	
1.11	Date and format Format of date changed to <i>dd MMM yyyy</i> ✓	1		1	
	Total for QUESTION 1			[28]	

EXAMINATION
NUMBER**QUESTION 2****File name: 2Place****Total Q2: 22**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Table of contents - Automatic table of contents inserted ✓ - Displays only one level ✓ (<i>no Bibliography/Table of figures</i>) - Style of second heading changed to 'Heading 1' ✓ '2. The leaning tower of Pisa, Italy' appears in the table of contents ✓	1		4	
		1			
		1			
		1			
2.2	Crop and format picture - Picture cropped OR colour changed to black ✓ - Any shadow effect added to the picture ✓	1		2	
		1			
2.3	Caption and comment (Picture below 6. Selfridges) - Figure caption added to picture ✓ - Caption text 'Photograph by Nala Rewop' ✓ - Comment deleted ✓	1		3	
		1			
		1			
2.4	Orientation - Any/All pages appear in landscape orientation ✓ - Only selected text in landscape orientation ✓ - Text entered in any footer ✓ (<i>'Table mountain'</i>) on specific page only ✓	1		4	
		1			
		1			
		1			
2.5	Bookmark and hyperlink - Hyperlink inserted on 'Day' ✓ - Hyperlink linked to bookmark March ✓	1		2	
		1			
2.6	Sources and bibliography 'Month Accessed' changed to July ✓ (<i>'History' source</i>) - Source 'Tourism Ireland announces Global Greening line-up for St Patrick's Day' removed ✓ - Bibliography updated ✓ (<i>see 'Big Becky'</i>)	1		3	
		1			
		1			
2.7	Table of figures - Automatic table of figures inserted ✓ - Labels and figure numbers excluded ✓	1		2	
		1			
2.8	NumWords field - Number of words field inserted ✓ (<i>NumWords</i>) - Total number of words shown ✓ <i>(Note to marker: Number of words may differ depending on what was done previously in the question. Accept any number between 1075 and 1150.)</i>	1		2	
		1			
	Total for QUESTION 2			[22]	

QUESTION 3**File name: 3Cost****Total Q3: 26**

EXAMINATION NUMBER													
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3.5	Cell I4: =IF(D4="Wear Green", IF(E4="Accessories", "Green", " "), " ") OR =IF(E4="Accessories", IF(D4="Wear Green", "Green", " "), " ") OR =IF(D4<>"Wear Green", " ", IF(E4="Accessories", "Green", " ")) OR =IF(AND(D4="Wear Green", E4="Accessories"), "Green", " ") • Nested IF/IF function used ✓ • Criteria 1: "Wear Green" ✓ • Criteria 2: "Accessories" ✓ • Correct result for both criteria being met: "Green" ✓ • Correct result if either/both criteria not being met: " " ✓ • Nested IF constructed correctly ✓ (OR IF/AND used correctly)	1 1 1 1 1 1		6	
3.6	Cell M3: =AVERAGE(G3:G102) OR =AVERAGE (G:G) • AVERAGE function ✓ • Range: (G3:G102) ✓	1 1		2	
3.7	Cell M4: =SUMIF(E3:E102,"Snacks", G3:G102) OR =SUMIF(E:E,"Snacks","G:G) OR =SUMIFS(G3:G102, E3:E102, "Snacks") • SUMIF(S) function ✓ • Criteria range: E3:E102 ✓ • Criteria: "Snacks" ✓ • Sum range: G3:G102 ✓	1 1 1 1		4	
3.8	Cell M5: =COUNTIF(D3:D102, "*party*") • Criteria: * ✓ party* ✓	2		2	

EXAMINATION NUMBER													
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Green worksheet

3.9	Filter and copy to new worksheet - Filtered/sorted on column F ✓ - Filtered/sorted data ('online') displayed in Green worksheet ✓ <i>(15 items expected)</i>	1		2	
		1			
	Total for QUESTION 3			[26]	

EXAMINATION
NUMBER**QUESTION 4****File name: 4Dublin****Total Q4: 24**

- 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 or cells as '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
List worksheet					
4.1	Cell E3: =D3-C3 OR =DAYS(D3,C3) OR =DAYS360(D3,C3) OR =DAY(D3)-DAY(C3) - D3 OR DAYS OR DAYS360 ✓ -C3 OR (D3,C3) ✓	1 1		2	
4.2	Cell H4: =VLOOKUP(G4,Codes!\$A\$2:\$B\$10,2) OR =VLOOKUP(G4,Codes!\$A\$1:\$B\$10,2) OR =LOOKUP(G4,Codes!\$A\$2:\$B\$10) - VLOOKUP/LOOKUP function ✓ - Lookup value: G4 ✓ - Lookup table: Codes!A2:B10 ✓ (ignore absolute cell referencing) - Column index number: 2 ✓	1 1 1 1		4	
4.3	Cell I5: =LOWER(CONCATENATE(LEFT(B5,1),RIGHT(A5,4),"@stp.co.",H5)) OR =LOWER(LEFT(B5,1)&RIGHT(A5,4)&"@stp.co."&H5) - LOWER ✓ () - LEFT ✓ (B5,1) ✓ (accept (B5)) - RIGHT ✓ (A5,4) ✓ "@stp.co." (no mark as it's already provided) - H5 ✓ (Note to marker: Accept any other options that will yield the correct answer.)	1 2 2 1		6	
Summary worksheet					

EXAMINATION NUMBER														
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4.4	Cell C1: =IF(SUM(B2:B21)=COUNTA(List!A3:A102),"True", "False") OR =SUM(B2:B21)=COUNTA(List!A3:A102) • IF statement ✓ • SUM(B2:B21) = COUNTA ✓ (List!A3:A120) ✓ (columns A, B, C, D, F & G can also be used) • Value if condition true: "True" ✓ • Value if condition false: "False" ✓	1 2 1 1		5																			
4.5	Cells A23:B43: • Duplicates removed ✓ <table><tr><td>UK</td><td>36</td></tr><tr><td>South Africa</td><td>2</td></tr><tr><td>USA</td><td>11</td></tr><tr><td>Canada</td><td>12</td></tr><tr><td>Russia</td><td>16</td></tr><tr><td>Italy</td><td>8</td></tr><tr><td>Korea</td><td>5</td></tr><tr><td>Australia</td><td>6</td></tr><tr><td>Japan</td><td>4</td></tr></table>	UK	36	South Africa	2	USA	11	Canada	12	Russia	16	Italy	8	Korea	5	Australia	6	Japan	4	1		1	
UK	36																						
South Africa	2																						
USA	11																						
Canada	12																						
Russia	16																						
Italy	8																						
Korea	5																						
Australia	6																						
Japan	4																						
4.6	Chart/Graph: • Chart/Graph type changed to bar ✓ • Data selection changed to include only Chicago, New York and Washington ✓ • Data series gap width set to 40% ✓ • Data series fill set to vary colours by point ✓ • Data labels displayed ✓ with dash style border ✓ (Note to marker: If a new chart/graph was created do not allocate the first two marks.)	1 1 1 1 1 2		6																			
	Total for QUESTION 4			[24]																			

EXAMINATION
NUMBER

QUESTION 5

File name: 5Data

Total Q5: 40

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbGroups					
5.1.1	Field: GroupId Field <i>ID</i> renamed to <i>GroupId</i> ✓	1		1	
5.1.2	Field: Artist - Combo box/List box added ✓ - Row source: Soloist, Group, Band ✓	1 1		2	
5.1.3	Field: Manager Format set to uppercase: > ✓	1		1	
5.1.4	Field: CellNo Input Mask: "+27"00\ 0000000 "+27" ✓ 00 and space ✓ (<i>do not accept 9</i>) 0000000 ✓ (<i>allocate this mark if 9 was used</i>)	1 1 1		3	
5.1.5	Field: Available Format changed to Yes/No ✓	1		1	
5.1.6	Field: DateBooked - Validation rule: Between #2018/03/14# ✓ AND ✓ #2018/03/17# ✓ (<i>format of the date may differ</i>) OR >=#3/14/2018# AND <=#3/17/2018# OR >#3/13/2018# AND <#3/18/2018# OR Between "2018/03/14" AND "2018/03/17" OR Between DateSerial(2018,03,14) AND DateSerial(2018,03,17) - Required property set to 'Yes' ✓	2 1 1		4	
Form: frm5_2					
5.2	<i>Artist</i> field displays in bold ✓ - Label inserted next to <i>ReleaseDate</i> field ✓ with help for date format MMM-yy ✓ (<i>allocate second mark if in 'ControlTip Text'</i>) <i>NoOfCDsInShop</i> field AND label deleted ✓	1 1 1 1		4	

EXAMINATION
NUMBER

Query: qry5_3					
5.3	- Sorted by <i>Title</i> field ✓ in ascending order ✓ <i>ReleaseDate</i> criteria: Is Null ✓ - OR operator ✓ <i>NoOfCDsInShop</i> criteria: 0 OR <1 ✓ (Note to marker: 36 records expected.)	2 1 1 1		5	
Query: qry5_4					
5.4	- Displays <i>Artist</i>, <i>CountOfTitle</i> and <i>LastOfReleaseDate</i> fields ✓ <i>Artist</i> field: Group By selected in Total row ✓ <i>Title</i> field: COUNT selected in Total row ✓ and criteria set to >1 ✓ <i>ReleaseDate</i> field: LAST selected in Total row ✓ (Note to marker: 14 records expected.)	1 1 1 1 1		5	
Query: qry5_5					
5.5	- Fields displayed: <i>Title</i>, <i>Format</i>, <i>Price</i> ✓ <i>Format</i> field criteria: Tape ✓ OR ✓ DVD ✓ - Total row ✓ included in datasheet view - Displayed as SUM ✓ (Note to marker: 8 records expected.)	1 3 1 1		6	
Report: rpt5_6					
5.6	- Data source changed to qry5_6 ✓ <i>ZARPrice</i> field inserted ✓ in Detail section ✓ - Label ('ZARPrice') added to the page header ✓ - Grouping on <i>Artist</i> field ✓ - Function in <i>Artist</i> group footer/group header ✓ =Count ✓ ([<i>Title</i>]) ✓ OR Count(*)	1 2 1 1 1 2		8	
Total for QUESTION 5				[40]	

QUESTION 6

File name: 6Quiz

Total Q6: 20

EXAMINATION NUMBER														
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- This question should be marked from the HTML code.
- Numerical attribute values do not need to be in inverted commas.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.

No.	Criteria	Maximum Mark			Candidate Mark
6.1	Heading font and size: <h1 align = "center">St Patrick's Day</h1> - Font changed to 'Forte' ✓ - Font size set to 10 ✓ - Font tags correctly used ✓	1 1 1		3	
6.2	Table: Merge and alignment <tr Height = "80"> <!--Row--> <td colspan="4" valign="top"><h2 align="center"> - Row 1 vertically aligned to the top ✓ - Row 1 merged over 4 columns ✓	2			
				1 1	
6.3	Table row: Shading <tr bgcolor="white"> - Row 2 background colour changed ✓ - To white ✓	1 1		2	
6.4	Bullets and type <td> <ol type="A"> - It's the day St Patrick was born - It's the day St Patrick drove snakes out of Ireland - It's the day St Patrick died </td> - Ordered list tags inserted ✓ - Numbered type: A, B ✓	1 1		2	
6.5	Tag copied <td><input type="text"></td> - Correct tag ✓ - Inserted in fourth column for question 1 (row 3) ✓	1 1		2	

EXAMINATION NUMBER													
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6.6	Link <code>Look</code> Hyperlink tags correctly inserted ✓	1		1	
6.7	Bold and italic <code><td>Where was St. Patrick born?</td></code> <code><i></code> and <code></i></code> tags removed ✓ <code></code> and <code></code> tags inserted ✓	1 1		2	
6.8	Image <code><td></td></code> <code>src</code> inserted ✓ - File extension <code>.png</code> added ✓	1 1		2	
6.9	Table: column tags <code><td>6. According to legend, what should you never do if you catch a leprechaun?</td></code> <code><td></code> <code> Kiss him</code> <code> Take your eyes of him</code> <code> Tell your friends</td></code> <code><td><input type = "text"></td></code> <code><td></td></code> - Opening column tags <code><td></code> included ✓ - Sixth question displays correctly ✓	1 1		2	
6.10	Image editing <code><button style="background:green" type="submit">SUBMIT</button></code> <code>Width="30"</code> ✓ (OR 30) <code>Height="30"</code> ✓ (OR 30)	1 1		2	
	Closing tag(s) or triangular brackets omitted or tags incorrectly nested	-1			
	Total for QUESTION 6			[20]	

QUESTION 7

File names: 7St, 7Old, 7New, 7Top

Total Q7: 20

No.	Criteria	Maximum	Candidate
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EXAMINATION NUMBER													
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		Mark			Mark
7St					
7.1.1	Track changes All track changes rejected ✓ <i>(See Irish (not bold) and heading 5)</i>	1		1	
7.1.2	Comment - Comment inserted on word 'Biography' ✓ - Comment reads 'See source' ✓	1 1		2	
7.1.3	Edit picture - Images ungrouped ✓ <i>(allocate mark even if seventh image appears but the picture is ungrouped, allocate mark if six images grouped)</i> - Seventh image removed from document ✓ <i>(if seventh image is not removed, but is not grouped with the six images, allocate first two marks)</i> - Regroup remaining images ✓ <i>(only six images)</i> - Seventh image saved as an image file ✓ <i>(Saint)</i>	1 1 1 1		4	
7.1.4	Form controls - Text form field maximum length set to 30 ✓ - Drop-down form field: Dance added ✓ and list displays in alphabetical order ✓ - Check box default changed to unchecked ✓ - Text form field inserted ✓ and type set to date ✓	1 2 1 1 1		6	
7New					
7.2	Import tbDanceArticles table imported ✓ to 7New ✓ <i>(accept if new database was created)</i>	1 1		2	
7Top					
7.3	Sort/Filter and delete table data - Gender: only females ✓ - Age: under 30 ✓ - Sorted according to amount ✓ in descending order of amounts ✓ - Displays only top 10 records ✓	1 1 1 1 1		5	
	Total for QUESTION 7			[20]	
	TOTAL			180	