basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2018

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER							

FINAL MARK	

EXAMINATION NUMBER													

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	29	20	23	27	40	19	22	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 14 pages.

DBE Stamp

Copyright reserved

EXAMINATION NUMBER													

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

QUESTION 1 **File name: 1Artists** **Total Q1: 29**

No.	Criteria	Maximum Mark			Candidate Mark
1.1	**Margin** • Top margin set to 2.5 cm ✓	1		1	
1.2	**Heading** • Heading centred ✓ • Character spacing expanded ✓ to 2 pt ✓	1 1 1		3	
1.3	**Source (Culture Trip)** • Author 'S Keam' added to the correct source ✓ • Name of web page added ✓ • Web page name 'South Africa's 10 Young Artists' ✓	1 1 1		3	
1.4	**Paragraph spacing** • Paragraph spacing after changed to 8 pt ✓	1		1	
1.5.1	**Edit citation** • 'Webb' citation displays only the year ✓ *(Title and Author are suppressed)*	1		1	
1.5.2	**Insert citation** • 'Young Talent, 2017' citation inserted ✓	1		1	
1.6	**Text box** • Text box inserted above the text ✓ • Text 'DID YOU KNOW?' added ✓	1 1		2	
1.7	**Bullets** • Automatic numbers replaced ✓ • With bullet '⊞' symbol ✓	1 1		2	
1.8	**Find and replace** • All occurrences of 'culture' changed to 'CULTURE' ✓ *(5 occurrences)(do not award this mark if 'culture**s**' also changed)* • Font effect: Small caps ✓	1 1		2	

EXAMINATION NUMBER													

1.9	**Image** • Image 1Daniella inserted ✓ • Text wrapping set to Square, Tight or Through ✓ • Image moved to the right of the paragraph ✓ • Height set to 4 cm ✓ • Width set to 3 cm ✓ *(Note to marker: If the aspect ratio was not unchecked, the 4th or the 5th mark will not be allocated.)*	1 1 1 1 1		5	
1.10	**Caption** • Automatic caption inserted ✓ • Caption 'Figure 5: Destinies' appears above the image ✓	1 1		2	
1.11	**Table of figures** • Automatic table of figures inserted ✓ • Simple format ✓ *(bold, no leader dots, left-aligned)*	1 1		2	
1.12	**Watermark** • Text watermark inserted ✓ • Text 'Top Ten' ✓ *(accept only if in header or footer)* • Section break inserted/Different first page ✓ • Watermark does not appear on first page ✓	1 1 1 1		4	
	Total for QUESTION 1			**[29]**	

EXAMINATION NUMBER													

QUESTION 2 **File name: 2Top15SA** **Total Q2: 20**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	**Cover page** • Examination number appears in 'Author' control ✓ • Image on cover page replaced ✓ • 2Art image inserted ✓ • Paragraph appears as abstract ✓ • Paragraph moved not copied ✓ *(does not appear on page 3)*	 1 1 1 1 1		5	
2.2	**Page numbering** • Page numbers removed from first and second page ✓ • Page after table of contents numbered as 1 ✓ • Page format changed to 'Page X of Y' format ✓	 1 1 1		3	
2.3	**Paragraph pagination** • 'Keep lines together' checked ✓ • 'Keep with next' checked ✓ *(do not allocate this mark if heading, paragraph and picture does not appear on one page)*	 1 1		2	
2.4	**Table** • Shading applied to first row ✓ *(accept text or paragraph shading)* • Whole table sorted ✓ *(do not accept if only by 'Province')* • By 'Location' ✓ • Then by 'Gallery Name' ✓ *(check 'Durban' location)*	 1 1 1 1		4	
2.5	**Table** • Formula =COUNT (Above) ✓ -1 ✓ inserted	 2		2	
2.6	**Page orientation** • Text from 'Photo credits ...' displays in landscape orientation ✓ • Rest of the document in portrait orientation ✓	 1 1		2	
2.7	**Cross-reference (Figure 3: Irma Stern)** • Cross reference replaces text '(Insert cross reference here)' ✓ • Reference to the figure 'Irma Stern' ✓	 1 1		2	
	Total for QUESTION 2			**[20]**	

EXAMINATION NUMBER													

QUESTION 3 **File name: 3Sales** **Total Q3: 23**

- *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 answers.*
- *Named ranges can be used instead of cell references.*
- *Any function that works consistently for the data should be accepted.*

No.	Criteria	Maximum Mark			Candidate Mark
Summary_Opsomming worksheet					
3.1	**Row 1** • Vertical alignment changed to centre ✓	 1		1	
3.2	**Cell K3:** **=AVERAGE(G3:G43)** • AVERAGE function ✓ • Range: G3:G43 ✓	 1 1		2	
3.3	**Cell K4:** **=COUNTIFS(F3:F43,"<=30",G3:G43,">2000")** **OR** **=COUNTIFS(G3:G43,">2000",F3:F43,"<=30")** • Criteria range 1: F3:F43 ✓ • Criteria 1: "<= ✓ 30" **OR** <31✓ • Criteria range 2: G3:G43 ✓ • Criteria 2: ">2000" **OR** >=2001✓	 1 2 1 1		5	
3.4	**Cell K5:** **=SUMIF(D3:D43,"1",G3:G43)** **OR** **=SUMIFS(G3:G43,D3:D43,"1")** • SUMIF/S function ✓ • Criteria range: D3:D43 ✓ • Criteria: "1" **OR** "=1" **OR** 1 ✓ • Sum range: G3:G43 ✓	 1 1 1 1		4	

EXAMINATION NUMBER													

3.5	**Cell H3:** **=B3&LEFT(A3,2)&RANDBETWEEN(0,9)** **&RANDBETWEEN(0,9)&RANDBETWEEN(0,9)** **OR** **=B3&LEFT(A3,2)&RIGHT(RAND(),3)** **Accept:** **=CONCATENATE(B3,LEFT(A3,2),** **RANDBETWEEN(100,999))** **OR** **=B3&LEFT(A3,2)&RANDBETWEEN(100,999)** • CONCATENATE or & ✓ • B3 ✓ • LEFT ✓ (A3,2) ✓ • RANDBETWEEN ✓ (100 ✓,999 ✓)	 1 1 2 3		7	
Chart_Grafiek worksheet					
3.6	• Data labels inserted ✓ • Legend removed ✓ • Major axis units set to 10 000 ✓ • Only back wall of chart filled with any colour ✓	1 1 1 1		4	
	Total for QUESTION 3			**[23]**	

EXAMINATION NUMBER													

QUESTION 4 **File name: 4Novice** **Total Q4: 27**

- *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
Artist_Kunstenaar worksheet					
4.1	**Row 1:** • Cells A1:M1 merged and NOT centred ✓ *(do not allocate mark if centred)* • Font size changed to 32 ✓ • Any gradient fill applied to cells A1:M1 ✓	 1 1 1		3	
4.2	**Column D** **=LOWER(C3)** • LOWER(C3) ✓ • Function copied to rest of cells in column ✓	 1 1		2	
4.3	**Cell F3:** **=HLOOKUP(E3,Code_Kode!$A$1:$K$2,2)** **OR** **=HLOOKUP(E3,Code_Kode!A1:K2,2)** **OR** **=HLOOKUP(E3,Code_Kode!$B$1:$K$2,2)** **OR** **=LOOKUP(E3,Code_Kode!B1:K2)** • HLOOKUP function ✓ *(accept if columns are vertical and VLOOKUP was used)* • Lookup value: E3 ✓ • Table array: Code_Kode!A1:K2 **OR** Code_Kode!$A$1:$K$2 **OR** Code_Kode!B1:K2 **OR** Code_Kode!$B$1:$K$2 ✓ • Row index number: 2 ✓ *(allocate this mark for the lookup value if a LOOKUP function has been used)*	 1 1 1 1		4	

EXAMINATION NUMBER													

4.4	**Cell H4:** **=IF(G4=3,20%,IF(G4=2,25%,33%))** **OR** **=IF(G4=3,20%,IF(G4=1,33%,25%))** **OR** **=IF(G4=1,33%,IF(G4=2,25%,20%))** **OR** **=IF(G4=1,33%,IF(G4=3,20%,25%))** **OR** **=IF(G4=2,25%,IF(G4=1,33%,20%))** **OR** **=IF(G4=2,25%,IF(G4=3,20%,33%))** • Criteria 1: check for first code ✓ • Criteria 2: check for second code ✓ • Correct output for code 1 = 33% ✓ *(accept if percentages are in inverted commas)* • Correct output for code 2 = 25% ✓ • Correct output for code 3 = 20% ✓ • Nested IF constructed correctly ✓	1 1 1 1 1 1		6	
4.5	**Cell K5:** **=DATE(YEAR(J5),MONTH(J5)+I5,DAY(J5))** **OR** **=EDATE(J5,I5)** *(allocate all marks for correct function)* • DATE function ✓ • YEAR(J5) ✓ • MONTH(J5) ✓ + I5 ✓ • DAY(J5) ✓	1 1 2 1		5	
4.6	**Cells L3:L202** • Format changed to any currency ✓	1		1	
4.7	**Cell M6:** **=L6*H6+L6** **OR** **=L6+L6*H6** **OR** **=(1+H6)*L6** • L6 ✓ * H6 ✓ + L6 ✓	3		3	
4.8	**Conditional formatting: Column K** **=$K3<TODAY() OR $K3<NOW()** • Criteria: $K3 **OR** K3 **OR** Cell value ✓ • <TODAY() **OR** <NOW() ✓ • Any shading applied ✓	1 1 1		3	
	Total for QUESTION 4			**[27]**	

EXAMINATION NUMBER													

QUESTION 5 **File name: 5ArtData** **Total Q5: 40**

No.	Criteria	Maximum Mark			Candidate Mark
Table: tblArtists					
5.1.1	**Field: *ID*** • *ID* field removed ✓	1		1	
5.1.2	**Field: *Name*** • *Name* data type changed to Short text/Text ✓	1		1	
5.1.3	**Field: *CellNumber*** • Required property set to 'Yes' ✓	1		1	
5.1.4	**Field: *StreetName*** • Field size changed to 25 ✓	1		1	
5.1.5	**Field: *PostalCode*** • *PostalCode* field inserted ✓ • Between *City* and *E-mail* fields ✓	1 1		2	
5.1.6	**Field: *E-mail*** • Format property: < ✓	1		1	
5.1.7	**Field: *Genre*** • Property 'Allow multiple values' set to 'Yes' ✓	1		1	
5.1.8	**Field: *ArtistCode*** **Input Mask**: LA09 • L ✓ • A ✓ • 0 ✓ • 9 ✓	1 1 1 1		4	
Form: frm5_2					
5.2	• Based on the tblArtist table ✓ • All fields included ✓ • Examination number inserted in the form header ✓ • *Name* field ✓ font colour changed to red ✓	1 1 1 2		5	
Query: qry5_3					
5.3	• Group by: *TypeDescription* ✓ in Total row • SUM ✓ selected for *ArtistPrice* field ✓ • Sorted by: *ArtistPrice* ✓ in descending order ✓ *(accept sort in datasheet view)*	1 2 2		5	

EXAMINATION NUMBER													

Query: qry5_4					
5.4	• Calculated field*: NoDays*: ✓ *DateIn* and/or *DateOut* fields used ✓ Correct operation (- [*DateIn*]) ✓ Correct use of square brackets ✓ • Criteria in *NoDays* field: < ✓ 0 ✓ **OR** Criteria in *DateIn* field: [*DateIn*] > [*DateOut*] **OR** Criteria in *DateIn* field >[*DateOut*] **OR** Criteria in *DateOut* field <[*DateIn*] *(Note to marker: If the field order has been swopped, the condition must swop.)* • Only *DateIn*, *DateOut*, (*NoDays)* fields display ✓ *(NoDays will only display if attempted)* *(Expected records: 14)*	1 1 1 1 2 1		7	
Query: qry5_5					
5.5	• Criteria in *ArtistPrice* field: > ✓ 2500 ✓ *(>=2500.01)* • *Sold* field inserted ✓ • Criteria in *Sold* field: Yes **OR** True **OR** <>Off ✓ *(Expected records: 25)*	2 1 1		4	
Report: rpt5_6					
5.6	• Grouping of *DateOut* field changed to **by month** ✓ • Text box in *DateOut* header displays in the format: =Format$([*DateOut*],"**mmm**" ✓ ,0,0) *(accept "mm" **OR** "mmmm")* • Placed in *TypeDescription* group footer/header ✓ Function =Sum ✓ ([*ArtistPrice*]) ✓ • Date and time fields added ✓ to report footer ✓ *(accept =NOW())*	1 1 1 2 2		7	
	Total for QUESTION 5			**[40]**	

EXAMINATION NUMBER													

QUESTION 6 **File name: 6Expensive** **Total Q6: 19**

- *This question should be marked from the HTML code.*
- *Some 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	**Title** ***<title>****Most Expensive Artworks!****</title>*** • Text 'The 5 Most Expensive Artworks!' displays in the browser tab ✓	 1		1	
6.2	**Font face** *<body bgcolor = "lightyellow">******* *…********</body>* • Entire web page font changed ✓ • Font changed to Calibri ✓	 1 1		2	
6.3	**Heading 1 and alignment** ***<h1 align = "center">****Most Expensive Artworks Ever sold****</h1>*** **OR** *** <h1>****Most Expensive Artworks Ever sold****</h1> *** • Heading 1 tags inserted correctly ✓ • Tags/attribute inserted to centre heading ✓	 1 1		2	
6.4	**Italics** *<sup>********Adapted from article written by Marceline Modfin - 4 Jan 2017********<sup>* • Tags inserted to change paragraph to italics ✓	 1		1	
6.5	**Horizontal rule** *<hr **size = "10"** color = "black"/>* ***OR*** *<hr color = "black" **size = "10"**/>* • Line size set to 10 ✓	 1		1	

EXAMINATION NUMBER													

6.6	**Alternative text** *<img src = "6No1.jpg"* ***alt = "Painting by Paul Guaguin"*** *height = "200" width = "200" align = "left">* • Alternative text attribute added ✓ • Text "Painting by Paul Guaguin" added ✓	 1 1		2	
6.7	**Unordered list** *<h3>** **Nafea Faa Ipoipo… … work ever sold.** *** • List tags inserted for first item ✓	 1		1	
6.8	**Table** *<table* ***bgcolor = "orange"*** *border =**"5"*** ***cellspacing ="10"****>* *<tr>* ***<td>****1</td>* ***<td>****Paul Gauguin</td>* ***<td>****Nafea Faa Ipoipo</td>* ***<td****>$300 million USD</td></tr>* • Background colour bgcolor ✓ set to "orange" ✓ • Border changed to "5" ✓ • Cell spacing attribute inserted ✓ as "10" ✓ • Table cells inserted ✓ *(at least one cell)* • All (4) table cells inserted ✓	 1 1 1 1 1 1 1		7	
6.9	**Hyperlink** *<td><a* ***href = "6No3.jpg"****> No. 6 (Violet, Green and Red)********</td>* • Attribute for hyperlink changed to href ✓ • To correct image "6No3.jpg" ✓	 1 1		2	
	Closing tag(s) or triangular brackets omitted or incorrect nesting	-1			
	Total for QUESTION 6			**[19]**	

EXAMINATION NUMBER													

QUESTION 7 **Total Q7: 22**

File names: 7Global, 7Watercolour, 7WColour, 7ForSale

No.	Criteria	Maximum Mark			Candidate Mark
7Global					
7.1.1	**WordArt:** • Any colour fill applied to WordArt shape ✓ • Pattern fill ✓	 1 1		2	
7.1.2	**Linked object** • File '7Ruga' inserted ✓ *(accept if text only)* • Embedded or as a link ✓ • Displayed as icon ✓	 1 1 1		3	
7.1.3	**Style: Intense Quote** • Number format set to 1), 2), 3) format ✓ • Applied to all 'Heading 2' paragraph headings ✓	 1 1		2	
7.1.4	**Comment** • Comment inserted ✓ • Comment text 'Media Resources' ✓	 1 1		2	
7Watercolour/7WColour					
7.2.1	**Combining table data** • Data from both tables (tblA and tblB) ✓ • Added to table tblColours ✓	 1 1		2	
7.2.2	**Export to pdf** • Table tblA exported to pdf format ✓ • Saved as 7WColour ✓	 1 1		2	

EXAMINATION NUMBER													

- *Allocate all marks for the correct answer.*
- *If the answer is incorrect, check the necessary worksheet and allocate one mark for any correct attempt to determine the answer, e.g. filter/appropriate function incorrectly used.*

7ForSale					
7.3.1	Number of artworks • **1053** ✓	1		1	
7.3.2	Lithograph medium artworks • **44** ✓✓ *(Accept 2)*	2		2	
7.3.3	Data in both the framed and unframed categories • **4** ✓✓	2		2	
7.3.4	Number of unique artists on list • **53** ✓✓	2		2	
7.3.5	Different mediums for 'Kentridge William' • **7** ✓✓	2		2	
	Total for QUESTION 7			**[22]**	
	TOTAL			**180**	

Copyright reserved