education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2010

MEMORANDUM

MARKS: 200

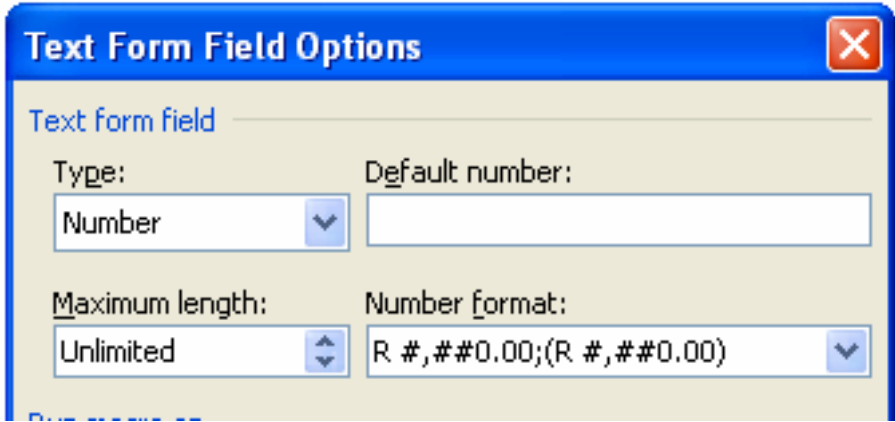**This memorandum consists of 12 pages.**

QUESTION 1   Folder: Gino

(Accept answers with or without file extension)

No.	Criteria	Max
1.1	File called **HowItAllBegan** renamed as **Begin** ✓	1
1.2	File called **Lilies** deleted ✓	1
1.3	New folder called **Library** created in the Gino folder. ✓ (*Note: no mark if created elsewhere*)	1
1.4	File called **Restaurant** saved as a text file - **Restaurant.txt** ✓	1
1.5	Author property of **Titles** file has been set to the exam number ✓	1
1.6	**Book.wmf** ✓	1
1.7	2008 ✓	1
1.8	**Power.zip** ✓ *(Accept any .jpg file as answer)* **HowItAllBegan, Begin, John, Lilies**	1
1.9	Displayed in details view ✓ Type field appears first ✓ Sorted according to type ✓ (*Accept any order*) Screen shot pasted in ✓ (*Accept any screen dump – even if not correct*) 	

Type ▲	Name	Size	Date Modified	
File Folder	Library		11/25/2009 11:45 AM	
Compressed (zippe...	Power	16 KB	7/8/2009 2:25 PM	
GIF Image	Calculate	15 KB	3/9/1998 8:52 PM	
JPEG Image	Begin	23 KB	7/6/2009 6:29 AM	
JPEG Image	John	24 KB	7/6/2009 6:29 AM	
Microsoft Excel Wor...	Payment	14 KB	7/8/2009 12:38 PM	
Microsoft PowerPoi...	Finance	17 KB	7/8/2009 2:06 PM	
Microsoft PowerPoi...	Results	8 KB	7/8/2009 12:34 PM	
Microsoft PowerPoi...	Success	8 KB	7/8/2009 12:34 PM	
Microsoft Word Doc...	Chair	26 KB	7/8/2009 12:32 PM	
Microsoft Word Doc...	Restaurant	26 KB	7/8/2009 12:56 PM	
Microsoft Word Doc...	Titles	26 KB	7/8/2009 12:28 PM	
Microsoft Word Tem...	Letterhead	22 KB	7/8/2009 1:44 PM	
Text Document	Restaurant	1 KB	11/25/2009 11:46 AM	
WMF Image	Book	4 KB	3/9/1998 6:14 PM	
WMF Image	Homework	29 KB	10/12/1999 6:49 PM	4

		[12]

QUESTION 2   **Filenames: 2Invitation, 2MeetingRec, 2Donations**

No.		Criteria	Max
2.1		**2Invitation**	
	2.1.1	WordArt/Text Art/Fontwork is used on **Invitation** ✓	1
	2.1.2	Table borders are greyed out/switched off ✓ *(All table borders will not be visible when printed)*	1
	2.1.3	Scissors symbol ✂ is inserted ✓ Tab with dotted leader to 17.5 cm is set ✓ and applied ✓	3
	2.1.4	Tab settings for the 5 items changed: • Left tab inserted at 4 cm ✓ • Tab at 5 cm removed ✓ • Tab set at 8 cm changed from centre tab to a right align tab ✓ • Make sure that the tab settings are applied to all 5 of the items ✓	4
2.2		**2MeetingRec**	
	2.2.1	Heading **<u>RECORD OF MEETINGS FOR 2009</u>** Appears with a double underline ✓	1
	2.2.2	First column of table is deleted ✓	1
	2.2.3	211 is changed to 21 ✓ Comment is removed ✓	2
	2.2.4	Table is resized so that it appears across the width of the page ✓ Page orientation has been changed to landscape ✓	2
	2.2.5	Numbers in the last column are right aligned ✓	1
	2.2.6	First 5 cells in the last row containing TOTAL are merged as one cell ✓	1

No.		Criteria	Max
	2.2.7	Suburb column has been sorted in descending alphabetical order ✓ Headings and total rows of the table do not form part of the sort ✓	2
	2.2.8	Outside border of table is changed to 3 pt ✓ Dashed line ✓ (*Accept any form of a dashed line*)	2
2.3	**2Donations**		
	2.3.1	The given form controls have been changed as follows; | **Field**	**Data entered displays as …**
---	---
Name and Surname	Title case ✓
Amount of money	Number ✓ Currency (R #, ###.00) ✓
Number of books	Number ✓	 *Note to marker: Unlock the form and then double click the field to get the Form field options dialog as below:* *Amount of money field should display as:* 	4
	2.3.2	The form is locked ✓	1
			[26]

QUESTION 3   **Filename: 3Clubs**

No	Criteria		Max
3.1	Shadow effect removed from **Supper Clubs** ✓		1
3.2	Art or shadow style page border of own choice is inserted ✓ on only the first page of the document ✓		2
3.3	Footer created:		
	3.3.1	Text appears in the footer ✓ Correct text was selected **http://www.cookinglight.com/entertaining/supper-clubs** ✓ Text is black font ✓ Font size is 10 pt. ✓	4
	3.3.2	AutoShape or text box is added to footer ✓ Box right justified in the footer ✓ Page number appears in the box ✓ Page numbers only appear after Contents page and not on page 1 (title page) or page 2 (contents page) ✓ Page numbers start numbering at 1 (on page 3) ✓	5
3.4	Style **MainHead** has been modified to add small caps. ✓ All 5 occurrences of text formatted with this style have been updated. ✓		2
3.5	Automatic Table of Contents is generated ✓ on page 2 under **Contents** ✓ Only the headings formatted with the **MainHead** style are included ✓ **Contents** SUPPER CLUBS..1 SUPPER CLUBS: HOW IT ALL BEGAN..1 SUPPER CLUBS: THE BIRTH OF A TREND.......................................2 HOW TO START A LUNCH CLUB ....5 SUPPER CLUB STRATEGIES: KEEPING IT FRESH 7		3
3.6	Paragraphs starting with **The Cooking** and ending with **stories and guides** are formatted so that the spacing after the paragraphs is 12 pt ✓ and the line spacing is 1.5 ✓		2
3.7	Correct the hanging indent ✓ in the paragraphs beginning with **The topic** and ending with **supper club** so that it matches the rest of the document		1

No	Criteria	Max
3.8	*Note to marker: Switch the Find and Replace dialogue box on and search for* Cooking light All 12 occurrences ✓of **Cooking light** now appear in red font. ✓	2
3.9	Bullets in last paragraph changed to smiley faces, for example ☺ ✓	1
		[23]

QUESTION 4　　　　　　　　**Filename: 4Membership**

No	Criteria	Max
4.1	Cells A1 to N1 merged. ✓	1
4.2	Row height of row 3 changed so that text is visible. ✓	1
4.3	Conditional formatting applied to column E as follows: Cell value equal to✓ C2✓ (*Award one mark if a constant value of November is used instead*) Filled with any colour✓ (*except white*) (*Note to marker: Check under format, Conditional formatting, to see if it has been applied*)	3
4.4	=UPPER✓ (CONCATENATE✓ (B4✓," "✓,LEFT✓ (A4,1✓))) **OR** =UPPER✓ (B4✓&✓ " "✓ & LEFT✓ (A4,1✓))	6
4.5	= (TODAY()✓-G4✓)✓/✓365✓ *One mark for the brackets around the today()-G4 if the answer is wrong otherwise.* **OR** = (NOW()✓-G4✓)✓/✓365✓　　　　　(*Also accept 365.25*)	5
4.6	=VLOOKUP✓ (F4✓,Status!$A$2:$B$7✓,2✓) absolute cell references✓	5
4.7	4.7.1	=IF✓ (F4>=60✓,40✓,IF✓ (F4>=20✓,50✓,45✓)) (*Note to marker:* *Accept any correct variation of the nested IF* **OR** *accept a correct Vlookup that includes a table created by the learner*)	7
	4.7.2	Column J formatted to rand✓	1
4.8	=K4*75✓ - L4✓　　　　　**OR**　　　　　=K4*75✓ + J4 - L4✓	2
4.9	4.9.1	=IF✓ (M4=0✓,"Paid up"✓,""✓)	4
	4.9.2	Copied down to the rest of the column ✓	1
4.10	=COUNTIF✓ (G4:G43✓,MIN✓ (G4:G43)) ✓　　**OR** =COUNTIF✓ (G4:G43✓,"2004/01/01"✓) ✓　　**OR** =COUNTIF✓ (H4:H43✓,5.5✓) ✓	4
		[40]

QUESTION 5 **Filename: 4Membership**

No.	Criteria	Max
5.1	Sheet **SummaryOpsomming** deleted✓	1
5.2	=SUM✓ (C4:J4) ✓ *Do not accept = C4+D4+E4+…+J4*	2
5.3	=ROUND✓ (AVERAGE✓ (K4:K43✓),0✓)	4
5.4	=MAX✓ (K4:K43) ✓	2
5.5	=MODE✓ (C4:J43) ✓	2
5.6	=COUNTA✓ (A4:A43) ✓ OR = SUM✓ (M17:M22) ✓ *Accept CountA if columns A or B were used or Count if columns C to K were used.*	2
5.7	=SUMIF✓ (B4:B43✓,"Novice✓",MembersLede!M4:M43✓) **OR** =SUMIF✓ (MembersLede!I4:I43✓,"Novice✓", MembersLede!M4:M43✓) *Accept if Sumif was done on **MembersLede** and a link placed on **AttendanceBywoning**.*	4
5.8	Data sorted in ascending order of **membership status**✓ All data sorted – not only **membership status**✓	2
5.9	Column graph created from correct data ✓ Placed in **AttendanceBywoning**✓ No gridlines shown✓ Data labels✓ • with series name✓ • appears vertically✓ above columns No legends or values for x-axis and y -axis shown ✓ Titles correctly inserted✓	8
		[27]

QUESTION 6 **Filename: 6Details**

No.		Criteria	Max
6.1	6.1.1	**DOB_Geboortedatum** field moved to appear after the **Gender_Geslag** field ✓	1
	6.1.2	**Surname_Van** field set as a required field ✓	1
	6.1.3	**ID** field formatted with an input mask - 0000000000000✓ 13 digits ✓	2
	6.1.4	**Initials_Voorletters** field formatted as > ✓ (*format property*)	1
	6.1.5	**Gender_Geslag** field "M" Or "F" ✓ (*Validation Rule*) Suitable validation text e.g. Can only accept M for Male and F for Female ✓	2
	6.1.6	**Suburb_Voorstad** field Default value North View ✓	1
	6.1.7	**PostalCode_Poskode** field inserted after the **Suburb_Voorstad** field ✓ Data type text ✓	2

	6.1.8	**Allergies_Allergieë** field has a dropdown box ✓✓formatted as
		    'Milk' and
		    'Nuts'
		    'None' ✓
			3

	6.1.9	Primary key set on **ID** field ✓	1
6.2	6.2.1	Based on the **November** query ✓ Displays only **Surname_Van** and **Name_Naam** fields ✓ Title **Supper in November** ✓	3
	6.2.2	**Surname_Van**, **Name_Naam** and **Allergy_Allergieë** fields displayed ✓– *extra fields may be displayed* Grouped by **Allergy_Allergieë** field✓ Records sorted by **Surname_Van** ✓ Total per group displayed ✓ Total labelled with suitable text, e.g. Total ✓ Report saved as **Allergies** ✓	6

No.		Criteria	Max

6.3	6.3.1	**Attended** query with criteria
		    SupperAug_EteAug AND **SupperSept_EteSep** 'yes'
		    – one row ✓
		    SupperOct_EteOkt 'yes' – separate ✓ row
		    'SupperMonth' fields not shown✓
		
		OR **SupperAug_EteAug** AND **SupperSept_EteSep** 'True'
		    – one row ✓
		    SupperOct_EteOkt 'True' – separate ✓ row
		    'SupperMonth' fields not shown✓
		
		 Expected number of records: 27
			3

	6.3.2	**PartyPartytjie** query
		Cost: **-**75*[SupperDec_EteDes]
		    Minus sign inserted ✓✓
		    Formatted as currency ✓ *(Accept any positive currency format)*
			3

6.4		• All fields from **MembersLede** table displayed ✓ • Fields listed one below each other in columns ✓ • Supper dates displayed together ✓ • Border line around supper dates ✓ • 'Check allergies' displayed in text box ✓ • Date inserted on the form ✓ and updates automatically ✓ 	7
			[36]

     Please turn over

QUESTION 7   **Filenames: 7SupperClub, 7Braai, 7Linked, 7Personal, 7Gina.**

No		Criteria	Max
7.1		**7SupperClub**	
	7.1.1	Outline effect on text 'What is a supper club?'✓ Colour background (applied to text, NOT the paragraph) ✓	2
	7.1.2	Drop-cap inserted on 'A supper club is a restaurant …' ✓ Over 4 lines✓	2
	7.1.3	Hyperlink removed from the word 'supper' in the first line ✓	1
	7.1.4	Endnote inserted at 'cocktails' (in first paragraph) ✓ ™ symbol used ✓ Text 'In-house mixers' added to the endnote✓	3

	7.1.5	Picture: Size changed to 5.5 x 4.5 cm✓ (2.17 x 1.77 inch)
		           Lock aspect ratio box unchecked✓/
		               Keep ratio unchecked (Open Office)
		           Caption 'Pot-luck' inserted✓
			3

	7.1.6	Separated into 2 unequal columns✓ *(Picture & following three paragraphs ONLY)* Line between columns inserted✓ *(NOT a drawing line)*	2
7.2	7.2.1	Chart/graph title changed to 'Braai Cost Per Person'✓ Chart/graph type changed to column✓ Data values shown ✓ Background picture **7BraaiPic** inserted✓ *If no chart appears in **7SupperClub** open **7Braai** and mark changes to the chart*	4
	7.2.2	Chart inserted✓ Picture properties wrap/layout set to square ✓ *Also accept different wrap if there is a space between the chart and the table, as in **Appendix B***	2
	7.2.3	=sum✓ (above) ✓ Formatted to 2 decimal places✓	3
	7.2.4	Activities table converted to text✓ Activities are separated by commas✓	2
	7.2.5	Watermark 'Club Gino' inserted ✓ Blue text ✓ Diagonally across the page ✓	3
	7.2.6	The document fits on one page ✓	1

No	Criteria	Max
7.3	**7Linked, 7Personal**	
	Merged fields <Name_Naam> and <Surname_van> inserted✓ Of only those attending the supper in December✓ Space between <Name_Naam> and <Surname_Van> ✓ File **7Linked** saved✓ Merged document **7Personal** saved✓ *Expected number of place mats: 32*	5
7.4	**7Gina**	
	Data exported from the file **7Mat** from the **SupportSteun** table✓ To a spreadsheet named **7Gina**✓ All data is visible✓	3
		[36]
	TOTAL :	**200**