



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATION TECHNOLOGY P1

NOVEMBER 2010

MEMORANDUM

MARKS: 200

FINAL MARK		
SPEED ENDORSEMENT		WPM

CENTRE NUMBER										
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EXAMINATION NUMBER														
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	12	40	22	31	24	48	23	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum consists of 14 pages.

EXAMINATION NUMBER																			
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QUESTION 1: Folder: Question1_Vraag1**TOTAL Q1: 12**

- Check all answers against candidates' actual work

No	Criteria	Max Mark		Candidate Mark
1.1	2009 subfolder has been deleted ✓	1	1	
1.2	All 3 presentation files: ✓ Shop_Winkel.ppt BestClinic_BesteKliniek.ppt List_Lys.ppt <u>moved</u> from Question1_Vraag1 folder to the Presentations_Aanbiedings folder ✓ (Do not allocate the mark if files were copied instead of moved) (Check that the files are not in the original folder as well)	1	2	
1.3	Password has been added ✓ to the file Payment_Betaling Password is correct: R5 ✓ (Accept any type of password on any Payment_Betaling file)	1 1	2	
1.4	The text file Choices_Keuses ✓ has been converted to a Rich Text Format file ✓ (Do not penalise if original text file is also present) (Accept in any sub-folder)	1 1	2	
1.5	Author property of the file Chair_Stoel is set to the candidate's examination number ✓ (Accept in any sub-folder)	1	1	
1.6	GroupTherapy_Groeptherapie saved as a jpeg file ✓ (Bonus mark - allocate this mark to all candidates)	1	1	
1.7	Shortcut created (in the Question1_Vraag1 folder) ✓ Shortcut links to file Agenda.pdf ✓ (Check properties of shortcut by either right-clicking on it and selecting properties or resting mouse pointer on the hyperlink and noting the 'information' that pops up)	1 1	2	
1.8	Letterhead_briefhoof.dot renamed as <i>Data</i> ✓ (Open Office: Letterhead_briefhoof.ott renamed as <i>Data</i>) (Accept in any sub-folder)	1	1	
	Total for QUESTION 1		[12]	

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2.9	<ul style="list-style-type: none"> All 6 occurrences (excepting who in the URL) of WHO replaced by 'World Health Organisation' ✓ 'Matching Case' option has been used – no occurrences of 'who' (lower case) replaced ✓ All (any) replacements appear in italics ✓ 	1 1 1	3	
2.10	<ul style="list-style-type: none"> Text placed in 2 columns ✓ Text has been fully justified ✓ A column break has been used to ensure that the heading '<i>Long term effects</i>' appears at the top of the second column ✓ 	1 1 1	3	
2.11	<ul style="list-style-type: none"> Automatic page numbering added ✓ <u>Anywhere</u> in the footer (not the header) ✓ Appears in the format 'Page X of Y' ✓ From the second page onwards ✓ 	1 1 1 1	4	
2.12	<p>Horizontal line added before the heading '<i>References</i>' at the end of the document ✓</p> <p><i>(Do not penalise if line is positioned incorrectly)</i></p>	1	1	
2.13	Superscript removed from the number 2 in the second item in the referencing section at the end of the document ✓	1	1	
2.14	<ul style="list-style-type: none"> Height of text box set to 3.05 cm/1.2" high ✓ (Accept 3.15 cm or equivalent inches) Width of text box set to 9.5 cm/3.74" wide ✓ (Accept 9.2 cm or equivalent inches) investigate the resizing of the text box Border width is 2 pt ✓ Border line appears as (any) dotted line ✓ <i>(also accept a dashed line)</i> Text box filled with a textured fill style ✓ <p><i>(Do not accept a normal 'colour' fill)</i> <i>(Ignore font size)</i></p>	1 1 1 1 1	5	
2.15	Cover/first page			
2.15.1	<ul style="list-style-type: none"> Text on first page is centred horizontally ✓ Text on first page is centred vertically ✓ Alignment of rest of the document is unchanged ✓ <p><i>(View page set-up and layout to check vertical alignment of text.)</i></p>	1 1 1	3	
2.15.2	<ul style="list-style-type: none"> (Any) page border added to first page ✓ Page border must only appear on page 1 ✓ 	1 1	2	
2.16	<p>Text watermark of 'WHO' added ✓</p> <p><i>(Do not penalise if the watermark only appears on page 1)</i></p>	1	1	

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	Total for QUESTION 2		[40]	
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QUESTION 3: File names: 3Form_Vorm**TOTAL Q3: 22**

No	Criteria	Max Mark		Candidate Mark
3.1	<ul style="list-style-type: none"> Paper size set to A4 ✓ Page orientation to portrait ✓ 	1 1	2	
3.2	Any 5-point star symbol (★) added ✓ (Do not penalise if not in correct position)	1	1	
3.3	<ul style="list-style-type: none"> Paragraph borders added ✓ Only top and bottom borders appear ✓ (Do not accept text boxes, tables or any drawing shapes)	1 1	2	
3.4	<ul style="list-style-type: none"> Line spacing changed throughout to 1½ spacing ✓ 12 pt spacing after every paragraph ✓ 	1 1	2	
3.5	Drop-down control for <i>Title</i> has the options Mr/Mnr., Ms/Me., Dr/Dr. ✓ (Do not penalise if not in correct order) (Accept titles with/without full stops) (Accept if only English or only Afrikaans – ignore spelling)	1	1	
3.6	<ul style="list-style-type: none"> Check box control added for the <i>Married/Getroud</i> option ✓ Aligned with a tab stop at 6 cm ✓ (Do not accept the use of default tab stops)	1 1	2	
3.7	Properties of Surname/Van field set to allow 30 characters ✓	1	1	
3.8	<ul style="list-style-type: none"> Table added for cell number ✓ Table consists of 1 row and 10 columns ✓ Table/columns set to 'AutoFit to contents' ✓ Row height must be set to 0.9 cm/0.35" ✓ (Do not penalise incorrect positioning)	1 1 1 1	4	
3.9	Signature line added using a tab stop ✓ with a any tab leader ✓	2	2	
3.10	3Patient_Patiënt.jpg			
3.10.1	Image 3Patient_Patiënt.jpg inserted in document ✓	1	1	
3.10.2	Colour of image changed to black & white (not greyscale) ✓	1	1	
3.10.3	Image cropped on both sides so only figure of person remains ✓	1	1	
3.10.4	<ul style="list-style-type: none"> Image appears on top, right of document ✓ Appropriate wrapping/alignment applied so none of the 	1 1	2	

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	controls and text are moved or obscured ✓			
	Total for QUESTION 3			[22]

QUESTION 4: Filename: 4Jun

TOTAL Q4: 31

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidates' actual work (Cell references may differ, depending on the candidates' actions).
- Candidates may use multiple formulae or cells as 'building blocks' to answers.

No	Criteria	Max Mark		Candidate Mark
4.1	Cells A1:B2 merged ✓	1	1	
4.2	Headings in row 3 wrapped ✓	1	1	
4.3	Cell borders added around each cell in the range A3:L16. ✓	1	1	
4.4	Name of the spreadsheet added as a field ✓ (&[File]) anywhere in the footer ✓	1 1	2	
4.5	Dates in column F formatted in dd-MMM-yy format ✓ (e.g. 01 Oct 10 or 01-Oct-10 i.e. accept any delimiters such as '-' or '/')	1	1	
4.6.1	G17 =SUM(G4:G16) • SUM function <u>or</u> + operator is used ✓ • Correct range used (G4:G16) ✓	 1 1	2	
4.6.2	H18 =H17*0.14 OR =H17*14/100 OR =H17*14% • H17* ✓ • 14% ✓	 1 1	2	
4.7	F21 =SMALL(C4:C16,2) • SMALL function used ✓ • Correct parameters used ✓ (C4:C16,2)	 1 1	2	
4.8	F22 =ROUND(AVERAGE(G4:G16),0) • AVERAGE function used ✓ • Correct range used for average (G4:G16) ✓ • ROUND function used ✓ • Average is rounded to zero decimal places ✓	 1 1 1 1	4	

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QUESTION 6: Filename: 6Clinic_Kliniek

TOTAL Q6: 48

No.	Criteria	Max Mark		Candidate Mark
6.1	Patients_Pasiënte table			
6.1.1	Photo_Foto field: OLE Object or Hyperlink ✓	1	1	
6.1.2	Notes_Notas field: Memo or OLE Object ✓	1	1	
6.1.3	<ul style="list-style-type: none"> • Text field ✓ called Doctor_Dokter added • Field appears immediately before the Photo_Foto field ✓ • Field size set to 26 characters ✓ (Do not award mark if any of the fields are deleted)	1 1 1	3	
6.1.4	Default value set for the Visits_Besoeke field of 1 ✓	1	1	
6.1.5	Required property of Visits_Besoeke set to Yes ✓ (Accept if candidates have set a primary key)	1	1	
6.1.6	<ul style="list-style-type: none"> • Validation rule set for Visits_Besoeke field of: <=100 ✓ • Any validation text added ✓ • Validation text refers to limit of 100 ✓ (Also accept >=0 and <=100 as well as <101)	1 1 1	3	
6.1.7	Input mask set for Code_Kode field of >LL09 <ul style="list-style-type: none"> • > ✓ • LL ✓ • 0 ✓ • 9 ✓ 	1 1 1 1	4	
6.1.8	Primary key set on Code_Kode field ✓ (Also accept an index set on the field with no duplicates allowed)	1	1	
6.2	frmData form			
6.2.1	<ul style="list-style-type: none"> • Date added as a field ✓ (Accept if the Date_Datum field has been inserted) • In the footer of the form ✓ (Do not penalise if both date and time are added)	1 1	2	

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6.2.2	<ul style="list-style-type: none"> List box control added to the form ✓ Values (S1, S2, S3, S4 and S5) (two or more values) added to the control box ✓ List box control links to Schedule_Skedule field ✓ Suitable label linked to Name/Description of the field ✓ Label formatted to resemble existing labels ✓ (If candidates used a combo box instead of a list box they will lose 1 mark)	1 1 1 1 1	5	
6.3	Q1 Query <ul style="list-style-type: none"> Records sorted in ascending order of both fields ✓ Records sorted in correct order ✓ (firstly by the <i>Schedule_Skedule</i>, then by the <i>Code_Kode</i>) Correct criteria added to the <i>Price_Pryse</i> (≥ 5000) ✓ (64 records expected) 	1 1 1	3	
6.4	Q2 Query			
6.4.1	Schedule_Skedule field not displayed but still exists in the query ✓	1	1	
6.4.2	<ul style="list-style-type: none"> <i>Schedule_Skedule</i> criteria changed to S3 OR S4 (If S3 or S4 are added on separate lines all other criteria must be specified on separate lines as well) <i>Date_Datum</i> criteria given as: $\geq \#2010/01/01\#$ ✓ (Accept $\geq \#2009/12/31\#$) <i>Ingredient_Bestanddeel</i> criteria given as: Like <i>"*acid"</i> ✓ (4 records expected) 	1 1 1	3	
6.4.3	<ul style="list-style-type: none"> Calculated field added ✓ (Do not penalise for incorrect name) Correct two fields used ✓ Calculation correct ✓ Square brackets used ✓ [Price_Pryse] / [Size_Grootte] 	1 1 1 1	4	
6.5	rep1 Report <ul style="list-style-type: none"> Report is based on the query called qRep ✓ Correct fields shown ✓ Fields in correct order ✓ (<i>Ingredient_Bestanddeel</i>, <i>Code_Kode</i>, <i>Size_Grootte</i>, <i>Schedule_Skedule</i>) Records sorted according to the <i>Ingredient_Bestanddeel</i> (Accept either ascending or descending order) Report is in landscape format ✓ 	1 1 1 1 1	5	

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6.6	repData Report			
6.6.1	<ul style="list-style-type: none"> • Date field removed from page footer ✓ <i>(Do not penalise if page numbering also removed)</i> • Label containing examination number or the word 'examination number' is added ✓ anywhere 	1 1	2	
6.6.2	<i>(Refer to the report footer)</i> <ul style="list-style-type: none"> • Function changed from MAX to AVG ✓ • Correct field is still used (TOTAL_TOTAAL) ✓ <i>(Allocate this mark if the candidate did not do anything)</i> • Output in currency format ✓ • with no decimals ✓ 	1 1 1 1	4	
6.6.3	<ul style="list-style-type: none"> • Report grouped according to FORMAT_FORMAAT field ✓ • Correct function added: =COUNT (*) ✓ <i>(Also accept the Count function being used with any of the fields listed in the report)</i> • In group header or group footer ✓ • Appropriate label inferring number of records given ✓ 	1 1 1 1	4	
	Total for QUESTION 6		[48]	

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QUESTION 7**Total Q7: 23****Filename: 7Records_Rekords, 7Import_Invoer, 7Form_Vorm, 7Memo, 7Cap**

No	Criteria	Max Mark		Candidate Mark
7.1	7Records_Rekords spreadsheet Graph_Grafiek worksheet			
7.1.1	All 9 months of year ('Jan' – 'Sep') are displayed ✓	1	1	
7.1.2	'Longest column' (March) appears in different colour ✓	1	1	
7.1.3	Numerical values used as data labels ✓ (Also accept X-axis labels being changed to numbers)	1	1	
7.1.4	Horizontal gridlines removed from the graph ✓	1	1	
7.1.5	Only the graph has been saved ✓ As a jpeg file called 7Graph_Grafiek ✓ (Accept /look for jpeg file in Question1_Vraag1 folder)	1 1	2	
7.2	7Import_Invoer <ul style="list-style-type: none"> • New table called Data created in database 7Import_Invoer ✓ (Accept table by any other name) • Contains records from 7Data spreadsheet ✓ • Only the (40) records of patients after 1950 have been imported ✓ • No primary key has been added ✓ • ID number displays correctly ✓ (Accept different variations that produce the correct answer)	1 1 1 1 1	5	
7.3	7Form_Vorm			
7.3.1	<ul style="list-style-type: none"> • Graph from 7Records_Rekords spreadsheet appears (irrespective of position on the document) ✓ • Graph pasted as a linked object ✓ (Check under Edit Links)	1 1	2	

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7.3.2	<ul style="list-style-type: none"> Merge fields Name_Naam and Cost_Koste added <i>(irrespective of position on the document)</i> ✓ Only records where the Cost_Koste value is R900 or more are selected ✓✓ <i>(Award one of the two marks if only records greater than R 900 are selected = Domino, C excluded)</i> Records sorted in descending order ✓ of Cost_Koste ✓ <table border="0"> <tr> <td>Name_Naam</td> <td>Cost_Koste</td> </tr> <tr> <td>Kleynhans,N</td> <td>R 987.88</td> </tr> <tr> <td>Human,N</td> <td>R 987.88</td> </tr> <tr> <td>Badenhorts,L</td> <td>R 909.23</td> </tr> <tr> <td>Domino,C</td> <td>R 900.00</td> </tr> </table> <p><i>(Look at every possible version of the answer and mark question 7.3.2 and 7.3.3 together)</i></p>	Name_Naam	Cost_Koste	Kleynhans,N	R 987.88	Human,N	R 987.88	Badenhorts,L	R 909.23	Domino,C	R 900.00	1 2 2	5			
Name_Naam	Cost_Koste															
Kleynhans,N	R 987.88															
Human,N	R 987.88															
Badenhorts,L	R 909.23															
Domino,C	R 900.00															
7.3.3	Mail merge performed ✓ Saved as 7Memo	1	1													
7.4	<p>7Cap</p> <p>Only items remaining have:</p> <ul style="list-style-type: none"> a schedule of S1 ✓ a capsule format ('CAP') ✓ a date in 2010 ✓ All other data deleted ✓ <table border="1"> <thead> <tr> <th>Code_Kode</th> <th>Schedule_Skedule</th> <th>Format_Formaat</th> <th>Date_Datum</th> </tr> </thead> <tbody> <tr> <td>821055003</td> <td>S1</td> <td>CAP</td> <td>2010/03/08</td> </tr> <tr> <td>822434008</td> <td>S1</td> <td>CAP</td> <td>2010/02/07</td> </tr> </tbody> </table>	Code_Kode	Schedule_Skedule	Format_Formaat	Date_Datum	821055003	S1	CAP	2010/03/08	822434008	S1	CAP	2010/02/07	1 1 1 1	4	
Code_Kode	Schedule_Skedule	Format_Formaat	Date_Datum													
821055003	S1	CAP	2010/03/08													
822434008	S1	CAP	2010/02/07													
	Total for QUESTION 7		[23]													

TOTAL: 200