

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATION TECHNOLOGY P1

NOVEMBER 2010

MEMORANDUM

MARKS: 200						FINAL MAR	(
CENTRE NUMBER						SPEED ENDORSEM	ENT	V	WPM
EXAMINATION NUMBER									
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.

TOTAL Q1: 12

EXAMINATION							
NUMBER							

QUESTION 1: Folder: Question1_Vraag1

Total for QUESTION 1

Check all answers against candidates' actual work

Candidate No Criteria Max Mark Mark 1.1 1 2009 subfolder has been deleted ✓ 1 1.2 1 2 All 3 presentation files: ✓ Shop_Winkel.ppt BestClinic_BesteKliniek.ppt List_Lys.ppt moved from Question1 Vraag1 folder to the Presentations_Aanbiedings folder ✓ 1 (Do not allocate the mark if files were copied instead of (Check that the files are not in the original folder as well) 1.3 2 Password has been added ✓ to the file Payment_Betaling Password is correct: R5 ✓ (Accept any type of password on any Payment_Betaling file) 1.4 1 The text file Choices Keuses ✓ 2 has been converted to a Rich Text Format file ✓ 1 (Do not penalise if original text file is also present) (Accept in any sub-folder) 1.5 Author property of the file **Chair_Stoel** is set to the 1 candidate's examination number ✓ 1 (Accept in any sub-folder) 1.6 GroupTherapy_Groepterapie saved as a jpeg file ✓ 1 1 (Bonus mark - allocate this mark to all candidates) 1.7 Shortcut created (in the **Question1 Vraag1** folder) ✓ 1 2 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) 1.8 Letterhead briefhoof.dot renamed as Data ✓ 1 1 (Open Office: Letterhead briefhoof.ott renamed as Data) (Accept in any sub-folder)

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[12]

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QUESTION 2: File names: 2Facts_Feite

TOTAL Q2: 40

No	Criteria		lax ark	Candidate Mark
2.1	Hyperlink removed from web address in the first line ✓ (Do not give mark if text has been deleted)	1	1	
2.2	 The text ('Factsheet No. 193') appears in WordArt/TextArt/Fontwork ✓ Shadow effect applied ✓ Font size set to 24 pt ✓ Width has been scaled by 200% ✓ (Bonus mark - allocate this mark to all candidates) 	1 1 1	4	
2.3	Current date inserted ✓ as a field ✓ after the text Date/Datum (Do not give mark if date has been typed/not a field) (Automatically update checkbox is ticked)	2	2	
2.4	 Property of FactHead style changed so font colour is any 'reddish' colour ✓ Both headings using FactHead style (Exposure levels and Exposure limit guidelines) appear in red ✓ 	1	2	
2.5	 Automatically generated table of contents added ✓ (Do not penalise if added in the incorrect place.) Only two levels of entries appear ✓ First level entries are formatted with Heading 1 style ✓ Second level entries are formatted with FactHead style ✓ (Do not penalise if the page numbering differs from the example.) 	1 1 1 1	4	
	Table of Contents/Inhoudsopgawe Key facts			
2.6	Bullets applied to four points on page 3 of the document ✓ Any diamond-shaped bullets used ✓	1	2	
2.7	Paragraphs swapped ✓ (Paragraph starting with: 'Given the large' appears first)	1	1	
2.8	The word 'countreis' (under the heading 'Long-term effects') has been replaced by 'countries' ✓	1	1	

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2.9	All 6 occurrences (excepting who in the URL) of WHO replaced by 'World Health Organisation' ✓	1	3	
	'Matching Case' option has been used – no occurrences			
	of 'who' (lower case) replaced ✓	1 1		
- 10	All (any) replacements appear in italics ✓			
2.10	Text placed in 2 columns Text been been fully justified.	1 1	3	
	 Text has been fully justified ✓ A column break has been used to ensure that the heading 	'		
	'Long term effects' appears at the top of the second			
	column ✓	1		
2.11	Automatic page numbering added ✓	1	4	
	 Anywhere in the footer (not the header) ✓ Appears in the format 'Page X of Y' ✓ 	1 1		
	 From the second page onwards ✓ 	1		
2.12	Horizontal line added before the heading		1	
	'References' at the end of the document ✓	1		
	(Do not penalise if line is positioned incorrectly)			
2.13	Superscript removed from the number 2 in the second item in	4	1	
0.44	the referencing section at the end of the document ✓	1		
2.14	 Height of text box set to 3.05 cm/1.2" high ✓ (Accept 3.15 cm or equivalent inches) 	1 1	5	
	 Width of text box set to 9.5 cm/3.74" wide ✓ (Accept 9.2 	1		
	cm or equivalent inches) investigate the resizing of the	1		
	text box	1		
	 Border width is 2 pt ✓ Border line appears as (any) dotted line ✓ 	'		
	(also accept a dashed line)			
	 Text box filled with a textured fill style ✓ 			
	(Do not accept a normal 'colour' fill)			
	(Ignore font size)			
2.15	Cover/first page			
2.15.1	Text on first page is centred horizontally	1	3	
	 Text on first page is centred vertically ✓ Alignment of rest of the document is unchanged ✓ 	1 1		
	- / digniment of rest of the document is unchanged •			
	(View page set-up and layout to check vertical alignment of text.)			
2.15.2	(Any) page border added to first page ✓	1	2	
	Page border must only appear on page 1 ✓	1		
2.16	Text watermark of 'WHO' added ✓	1	1	
	(Do not penalise if the watermark only appears on page 1)			

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Tartel for OUEDTION O		
Total for QUESTION 2	[40]	

QUESTION 3: File names: 3Form_Vorm TOTAL Q3: 22

		M	lax ark	Candidate Mark
3.1	 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	 Paragraph borders added ✓ Only top and bottom borders appear ✓ 	1	2	
	(Do not accept text boxes, tables or any drawing shapes)			
3.4	 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. ✓	1	1	
	(Do not penalise if not in correct order) (Accept titles with/without full stops) (Accept if only English or only Afrikaans – ignore spelling)			
3.6	 Check box control added for the Married/Getroud option√ Aligned with a tab stop at 6 cm √ 	1 1	2	
	(Do not accept the use of default tab stops)	_	_	
3.7	Properties of Surname/Van field set to allow 30 characters ✓	1	1	
3.8	 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" ✓ 	1 1 1 1	4	
	(Do not penalise incorrect positioning)			
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	 Image appears on top, right of document ✓ Appropriate wrapping/alignment applied so none of the 	1	2	

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TOTAL Q4: 31

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NUMBER							

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

QUESTION 4: Filename: 4Jun

- 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		lax ark	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)		2	
	 SUM function or + operator is used ✓ Correct range used (G4:G16) ✓ 	1		
4.6.2	H18 =H17*0.14 OR =H17*14/100 OR =H17*14%		2	
	 H17*√ 14% √ 	1		
4.7	F21 =SMALL(C4:C16,2)		2	
	 SMALL function used ✓ Correct parameters used ✓ (C4:C16,2) 	1		
4.8	F22 =ROUND(AVERAGE(G4:G16),0)		4	
	 AVERAGE function used ✓ Correct range used for average (G4:G16) ✓ ROUND function used ✓ Average is rounded to zero decimal places ✓ 	1 1 1		

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4.0	TOO OLD UT (14 140 4 T4 T40)		4	
4.9	F23 =SUMIF(J4:J16,4,I4: I16)		4	
	SUMIF function used ✓	1		
	 Correct criteria range used (J4:J16) ✓ 	1		
	 Correct criteria specified (4) (or =4) √ 	1		
	(Allocate the mark if the candidates have correctly identified	1		
	'4', as i.e. cell J7 or J8)			
	Correct sum range used (I4: I16) ✓			
4.10	F24 =COUNTIF(J4:J16,"7")*Clinics!D8		4	
		4		
	COUNTIF function used ✓	1		
	 Correct criteria range used (J4:J16) ✓ 	1		
	Correct criteria specified ("7") ✓	1		
	Multiplied by correct cell: Clinics!D8 ✓	1		
	(Accept with/without quotation marks)			
	(Also accept the use of a correct Vlookup function as part of a			
	formula)			
4.11	Graph_Grafiek worksheet	1	7	
	 Correct data range used (A2:B7) ✓ 	1		
	Column chart created ✓	1		
	 Fill effect created with graphic 3Patient_Pasient.jpg √ 	1		
	 Intervals of 20 used on the y-axis √ 	1		
	 Minimum of y-axis changed to 250 ✓ 	1		
	 Labels on x-axis rotated through 90 degrees ✓ 	1		
	 Label added to y-axis ✓ 			
	(Check all worksheets to locate the graph)			
	(No mark is allocated for the positioning of the graph)			
	(Do not penalise if a stacked effect has been used to fill the			
	graph)			
	Total for QUESTION 4		[31]	

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QUESTION 5: Filename: 5Sep

TOTAL Q5: 24

- 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			lax ark	Candidate Mark
5.1	Conditional formatting applied ✓ to numbers of 4000 or less ✓ in a different colour ✓ (from the rest) (Accept change of font colour, or shading	ng, etc)	1 1 1	3	
5.2	Column D =IF(A4<=4000,"Y","") =IF(A4>4000,"","Y") • Correct condition specified ✓ • Correct True value given ✓ • Correct False value given ✓ Mark formulas in the range D4:D8 (Accept a cell range)	OR	1 1 1	3	
5.3	Column H =IF(E4="Y",15%*G4,0) =IF(E4="N", 0, 15%*G4) • Correct condition specified ✓ • Correct True value given ✓ • Correct False value given ✓ (Accept text 'zero' instead of '0')	OR	1 1 1	3	
5.4	Column I =IF(D4="Y",G4+H4+\$F\$1,G4+H4) =IF(D4="",G4+H4,G4+H4+\$F\$1)	OR		4	
	=H4+IF(D4="Y",G4+\$F\$1,0) =H4+IF(D4="",0, G4+\$F\$1)	OR			
	=G4+H4+IF(D4="Y",\$F\$1,0) =G4+H4+IF(D4="",0,\$F\$1)	OR			
	=G4+H4+IF(A4<=4000,\$F\$1,0) =G4+H4+IF(A4>4000,0,\$F\$1)	OR			
	=IF(A4<=4000,\$F\$1+H4+G4,G4+H4) =IF(A4>4000,G4+H4, G4+H4+\$F\$1)	OR			
	=G4+H4+IF(A4>4000,0,\$F\$1) =G4+H4+IF(A4<=4000,\$F\$1,0)	OR			
	 Correct condition for overnight patie Correct addition of medicine cost (H Correct addition for overnight stay (I Absolute addressing applied (\$F\$1) 	.4) for all patients ✓ F1✓)	1 1 1		

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5.5	K4 =VLOOKUP(J4,Clinics!\$A\$2:\$C\$11,3)		5	
	 Correct function used (VLOOKUP) ✓ Correct lookup value nominated (J4 etc.) ✓ Correct lookup range nominated ✓ (Clinics!A2:C11) Absolute addressing applied to lookup range rows and columns (\$A\$2:\$C\$11) ✓ Correct lookup column nominated (3) ✓ (Accept any other correct lookup functions and correct range, i.e. A2:D11) (Accept fourth parameter 'true' – would not affect anything) (Accept LOOKUP instead of VLOOKUP) 	1 1 1 1		
5.6	Column L		6	
	 =LEFT(C4,8)&RIGHT(B4,1) OR =CONCATENATE(LEFT(C4,8),RIGHT(B4,1)) LEFT function used ✓ Correct parameters used for LEFT function (C4,8) ✓ RIGHT function used ✓ 	1 1 1 1 1		
	 Correct parameters used for RIGHT function (B4,1) ✓ & operator or Concatenate function used ✓ Strings added in correct order ✓ (Accept other variations that will produce a correct answer) 	1 1		
	Total for QUESTION 5		[24]	

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QUESTION 6: Filename: 6Clinic_Kliniek TOTAL Q6: 48

No.	Criteria		lax ark	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	 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	 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 • > ✓ • LL ✓ • 0 ✓ • 9 ✓	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	 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	2	

6.2.2	 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 Records sorted in ascending order of both fields ✓ Records sorted in correct order ✓ (firstly by the Schedule_Skedule, then by the Code_Kode) Correct criteria added to the Price_Pryse (>=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	 Schedule_Skedule 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) Date_Datum criteria given as: >=#2010/01/01# ✓ (Accept >#2009/12/31#) Ingredient_Bestanddeel criteria given as: Like "*acid" ✓ (4 records expected) 	1 1 1	3	
6.4.3	 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 • Report is based on the query called qRep ✓ • Correct fields shown ✓ • Fields in correct order ✓ (Ingredient_Bestanddeel, Code_Kode, Size_Grootte, Schedule_Skedule) • Records sorted according to the Ingredient_Bestanddeel (Accept either ascending or descending order) • Report is in landscape format ✓	1 1 1 1	5	

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6.6	repData Report			
6.6.1	 Date field removed from page footer ✓ (Do not penalise if page numbering also removed) Label containing examination number or the word 'examination number' is added ✓ anywhere 	1	2	
6.6.2	 (Refer to the report footer) Function changed from MAX to AVG ✓ Correct field is still used (TOTAL_TOTAAL) ✓ (Allocate this mark if the candidate did not do anything) Output in currency format ✓ with no decimals ✓ 	1 1 1	4	
6.6.3	 Report grouped according to FORMAT_FORMAAT field ✓ Correct function added: =COUNT (*) ✓ (Also accept the Count function being used with any of the fields listed in the report) In group header or group footer ✓ Appropriate label inferring number of records given ✓ 	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		5		
	 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			
7.3	7Form_Vorm				
7.3.1	 Graph from 7Records_Rekords spreadsheet appears (irrepective 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	 Merge fie (irrespect) Only reconstruction are selection (Award of R 900 are) Records selections 	1 2 2	5				
	Domino,C	s,N R 9 R 9 rts,L R 9 C R 9 ery possible version	st_Koste 987.88 987.88 909.23 900.00 on of the answer and r	mark question			
7.3.3	Mail merge p	1	1				
7.4	Only items re a schedul a capsule a date in All other of	1 1 1	4				
	Total for QU	S1	CAP	2010/02/07		[22]	
	וטומו וטו עט		[23]				

TOTAL: 200