

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2012 (1) MEMORANDUM

					FINAL	IVIAKK		
CENTRE NUMBER					SPEED ENDOF	RSEMENT		WPM
EXAMINATION NUMBER								
QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	41	21	30	34	44	25	5	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum consists of 15 pages.

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MARKS: 200

Please turn over

EXAMINATION							
NUMBER							

QUESTION 1 File name: 1Facts_Feite Total Q1: 41

No	Criteria	N	lax I	Mark	Candidate Mark
1.1.1	Text box • Line border of 3 pt ✓	1		1	
1.1.2	Filled with another background colour ✓ (other than light blue)	1		1	
1.1.3	The word 'RHINOS' appears in font size 23.5 pt ✓	1		1	
1.1.4	Text box is positioned at the bottom left of the page ✓ (Note to marker: Accept if the text box is placed anywhere)	1		1	
1.2	 towards the bottom left of the paper.) Image Has been resized ✓ To fill the whole page ✓ (Note to marker: Check that image is not the background. Approx. 24 cm high x 19 cm wide. Allocate mark if image appears to fill the whole page.) 	1 1		2	
1.3	 Style 15% grey background shading applied ✓ Shadowed box border ✓ Paragraph spacing 18 pt after ✓ 	1 1 1		3	
1.4	 Columns 'The white rhino's' and ending with ' white rhinos are grazers.' appear in two columns ✓ Left column is 10 cm ✓ Right column is 5 cm ✓ Image appears in the first (left-hand) column ✓ after the text 'a long face' ✓ Column break inserted before 'Weight: over 2' so that it starts in the right-hand column ✓ 	1 1 1 1		6	
1.5.1	Bullets ■ Bulleted list appears ✓ ■ Customised to rhino-shaped bullets ✓	1		2	
1.5.2	 Tabs Right tab ✓ set at 10 cm ✓ All numbers have been aligned against the right tab setting ✓ 	2		3	
1.6.1	 Case The first letter of each word of '25 Things about rhinos.' has been capitalised ✓ 	1		1	

EXAMINATION							
NUMBER							

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1.6.2	 Predefined title style Title style applied to the text '25 Things about rhinos.' ✓ 	1	1	
4 7 4		-	0	
1.7.1	Table: column height and row width • Column width is 8 cm ✓	1	3	
	 Row height is exactly ✓ 6 cm ✓ 	2		
	Trom Holghi to oxactly to omi			
1.7.2	Table: cell alignment		1	
	 Cell alignment is vertically aligned to the left ✓ 	1		
	(Note to marker: Allocate mark only if the alignment is both vertical and left aligned.)			
1.7.3	Table: insert column		1	
	 Column is inserted to the right ✓ 	1		
1.7.4	Numbered list		2	
	 Text in left-hand column appears as a numbered list ✓ 	1		
	 Bracket appears after number, i.e. 1) ✓ 	1		
1.7.5	Move image		2	
	 Image of woolly rhino has been moved ✓ (not copied) 	1		
	 To appear in cell next to information on woolly rhino ✓ 	'		
1.8	Footer That is a set of in a factor of	4	2	
	Text inserted in a footer ✓ Any facture used to emphasize the tout Save the Phinally	1		
	 Any feature used to emphasize the text 'Save the Rhino!', for example, change font type: bold, change font colour, fill, 			
	border, etc. ✓	1		
	,			
	(Note to marker: Ignore any spelling errors.)			
1.9	Page numbering		3	
	 Automatic page numbers (in any format) appear on every 			
	page ✓	1		
	 Numbering is in Roman numeral format in upper case ✓ 	1		
	 Page numbering starts on the second page ✓ 	'		
	(Note to marker: Accept page numbering in header or			
	footer.)			
1.10	Table of contents		3	
	 Predefined table of contents is generated ✓ 	1		
	 From any template ✓ (will not have heading) 	1		
	 Headings appear in upper case ✓ (Fancy style or modified headings) 	1		
	(Note to marker: Accept any level of headings. Accept positioning of Table of Contents anywhere in the document.)			

DBE/November 2012 (1)

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NUMBER							1 1
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1.11	 Watermark Rhino image watermark (of two black rhinos) removed ✓ Custom picture watermark (in 1Mark_Merk) is inserted ✓ (Note to marker: Watermark appears as the outline of a rhino.) 	1 1	2	
	Total for QUESTION 1		[41]	

Total Q2: 21

EXAMINATION							
NUMBER							

QUESTION 2 File name: 2Reserves_Reservate

2.1 WordArt/Fontworks, Shapes A curved WordArt has been used for 'Reserves' ✓ Circle/round shape has been inserted ✓ Placement of rhino image – appears in the circle/round shape ✓ Rhino is rotated correctly (to stand on its feet pointing to the left) ✓ Any patterned fill effect has been used ✓ Any patterned fill effect has been used ✓ Indent Hanging indent is set ✓ Indent Hanging indent is set ✓ Indent is set to 0.5 cm ✓ Applied to whole document ✓ (Note to marker: Ctrl+A and check in Paragraph dialog box. 'Hanging' will show in 'Special' settings, if it has been applied to all paragraphs.) 2.3 Drop Cap Drop Cap Topo Cap Topo Cap option is set to 3 lines deep ✓ (Note to marker: Ignore the position of the Dropped Cap.) 2.4 Hyperlinks Hyperlinks Hyperlinks Hyperlinks Hyperlink inserted on 'black rhino' ✓ Links to 2BlackRhino_SwartRenoster ✓ (Note to marker: Hover the cursor over the hyperlink to check the link.) 2.5 Footnote Footnote (not endnote) inserted on 'Nkomazi' ✓ An asterisk (*) to reference the word 'Nkomazi' ✓ Footnote reads 'Place of water' ✓ Highlighted in blue ✓ Smiley face ② added to 'donate' ✓ All 8 instances replaced ✓ (not the one instance of 'donated') 2.7 Page border inserted ✓ All pages except first page ✓ All pages except first page ✓ Table of figures Table of figures updated to include 'Figure 3 Rhino' ✓ 1	No	Criteria	M	ax I	Mark	Candidate Mark
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2.6 Find and Replace • Whole words only option used ✓ • Highlighted in blue ✓ • Smiley face ② added to 'donate' ✓ • All 8 instances replaced ✓ (not the one instance of 'donated') 2.7 Page border inserted • Page border inserted ✓ • All pages except first page ✓ 2.8 Table of figures • Table of figures updated to include 'Figure 3 Rhino' ✓ 1 Table of figures updated to include 'Figure 3 Rhino' ✓ 1 Table of figures updated to include 'Figure 3 Rhino' ✓ 1 Table of figures updated to include 'Figure 3 Rhino' ✓ 2 Table of figures updated to include 'Figure 3 Rhino' ✓ 1 Table of figures updated to include 'Figure 3 Rhino' ✓		 An asterisk (*) to reference the word 'Nkomazi' ✓ 	1			
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 Highlighted in blue ✓ Smiley face © added to 'donate' ✓ All 8 instances replaced ✓ (not the one instance of 'donated') Page border inserted Page border inserted ✓ All pages except first page ✓ Table of figures Table of figures updated to include 'Figure 3 Rhino' ✓ 	2.6	•			4	
 Smiley face © added to 'donate' ✓ All 8 instances replaced ✓ (not the one instance of 'donated') 2.7 Page border inserted Page border inserted ✓ All pages except first page ✓ Table of figures Table of figures updated to include 'Figure 3 Rhino' ✓ 		· ·	1			
 All 8 instances replaced ✓ (not the one instance of 'donated') 2.7 Page border inserted Page border inserted ✓ All pages except first page ✓ Table of figures Table of figures updated to include 'Figure 3 Rhino' ✓ 			1			
2.7 Page border inserted 2		The state of the s	1			
2.7 Page border inserted • Page border inserted ✓ • All pages except first page ✓ 2.8 Table of figures • Table of figures updated to include 'Figure 3 Rhino' ✓ 1			1			
 Page border inserted ✓ All pages except first page ✓ Table of figures Table of figures updated to include 'Figure 3 Rhino' ✓ 		,				
 All pages except first page ✓ Table of figures Table of figures updated to include 'Figure 3 Rhino' ✓ 	2.7				2	
2.8 Table of figures • Table of figures updated to include 'Figure 3 Rhino' ✓ 1						
Table of figures updated to include 'Figure 3 Rhino' ✓ 1			1			
	2.8		_		1	
		I able of figures updated to include 'Figure 3 Rhino' ✓	1			
Total for QUESTION 2		Total for QUESTION 2			[21]	

Total Q3: 30

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QUESTION 3 File name: 3Statistics_Statistiek

- 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 actions)
- Candidate may use multiple formulae or cells as 'building blocks' to answers

No	Criteria	N	lax I	Mark	Candidate Mark
Poach_	Stroop worksheet				
3.1.1	 Cells B2 to F4 Background changed to a colour other than the one given ✓ 	1		1	
3.1.2	Cells B2 to F4 • Border inserted ✓	1		1	
3.1.3	 Cells B2 to F4 Text wrapping applied to the merged cell ✓ 	1		1	
3.2	 Cell F5 =UPPER(B16) Function UPPER ✓ Correct cell B16 ✓ 	1		2	
3.3	 Cells B5 to F5 Align headings at angle of 75° ✓ 	1		1	
3.4	Cell D16 =SUM(D6:D15) • Function SUM ✓ • Correct cell range ✓	1		2	
	(Note to marker: Do not allocate the first mark if addition operator is used, i.e. either =D6+D7+D8+ or =sum(D6+D7+D8+).)				
3.5	Cell J6 =COUNTBLANK(C6:C15) • Function COUNTBLANK ✓ • Correct cell range ✓	1		2	
3.6	 Cell K6 =COUNTIF(E6:E15,">20") Function COUNTIF√ Correct cell range √ Criterion √ (Note to marker: Accept >=21.)	1 1 1		3	

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3.7	Cell H9 =IF(F9>=50,"High Risk","Low Risk") OR =IF(F9>49,"High Risk","Low Risk") OR =IF(F9<50,"Low Risk","High Risk")		4	
	 Function IF ✓ Condition ✓ Value if true ✓ Value if false ✓ 	1 1 1		
3.8	 Graph/Chart Title appears at top of chart ✓ Data labels are shown as values above columns ✓ No legend appears ✓ 'Kruger Park/-wildtuin' (longest) column has different fill/colour ✓ Graph appears on its own worksheet ✓ Worksheet has been renamed as Graph_Grafiek ✓ 	1 1 1 1 1	6	
3.9.1	 Cell C8 =ROUNDDOWN(B8/3,0) Function ROUNDDOWN ✓ Correct cell B8 ✓ (or the row for Limpopo) Divided by 3 ✓ Zero number of decimals ✓ (Note to marker: The row reference must refer to the row in which Limpopo appears – see second bullet above.) 	1 1 1 1	4	
3.9.2	 Cells A3:D12 Correct data selected A3:D12 ✓ Sorted according to column B ✓ Sorted in descending order ✓ (Note to marker: The data is sorted from Kruger Park/-wildtuin to W Cape/W-Kaap.) 	1 1 1	3	
	Total for QUESTION 3		[30]	

EXAMINATION							
NUMBER							

QUESTION 4 File name: 4Trip_Uitstappie Total Q5: 34

- 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 actions)
- Candidate may use multiple formulae or cells as 'building blocks' to answers

No	Criteria	N	lax	Mark	Candidate Mark
Booki	ngs_Besprekings worksheet				
4.1	Column I Column I displays as SA Rand ✓	1		1	
	(Note to marker: Accept Accounting or Currency format.)				
4.2	Cell B3 =CONCATENATE(LEFT (E3,3),F3,RIGHT(C3,4)) OR			6	
	Cell B3 =LEFT(E3,3)&F3&RIGHT(C3,4)				
	 Function CONCATENATE ✓ or & operator Function LEFT ✓ 	1			
	Correct cell range E3 and 3 characters ✓	1		-	
	 Correct cell F3 ✓ Function RIGHT ✓ 	1			
	 Correct cell range C3 and 4 characters √ 	1			
4.3	Cell P4 =RAND()*COUNTA(C3:C170)			4	
	Function RAND() ✓ Multiply ✓	1			
	 Multiply ✓ Function COUNTA or answer of 168 names ✓ 	1		-	
	Correct cell range C3:C170 ✓	1			
	OR Cell P4 =RANDBETWEEN(0,COUNTA(C3:C170))				
	(Microsoft Office 2007/2010)			<u> </u>	
	Function RANDBETWEEN				
	 Lowest value Function COUNTA or answer of 168 names 				
	Correct cell range C3:C170				
	(Note to marker: If a constant value of 168 names was used and not the COUNTA function, do not allocate the 4 th mark for the correct cell range.)				

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4.4	Cell I3 =H3*\$P\$1		4	
	Cell H3 ✓	1		
	Asterisk (multiply) ✓	1		
	Cell P1 ✓	1		
	 Absolute cell referencing ✓ 	1		
4.5	Cell J3 =VLOOKUP(E3,Costs_Kostes!\$A\$3:\$C\$13,2)		4	
	OR , , , , , , , , , , , , , , , , , , ,			
	Cell J3 =VLOOKUP(E3,Costs_Kostes!\$A\$3:\$C\$13,2,FALSE)			
	Function VLOOKUP ✓	4		
		1		
	• Correct cell (E3) ✓	1		
	• Correct lookup range (Costs_Kostes!\$A\$3:\$C\$13) ✓	1		
	Correct lookup column given (2) ✓	'		
	(Note to marker: Do not penalise if absolute cell referencing			
	was not used.)			
4.6	Cell L4: NESTED IF		7	
	=IF(H4>=21,"10%",IF(H4>=10,"3%","0%"))			
	OR "			
	=IF(H4>20,"10%",IF(H4>=10,"3%","0%"))			
	OR			
	=IF(H4<10,"0%",IF(H4<=20,"3%","10%"))			
	OR			
	= IF(H4<10,"0%",IF(H4<21,"3%","10%"))			
	Function IF ✓	1		
	 Condition: cell H4 greater than or equal to 21 ✓ 	1		
	34 1 14 1 4004 4	1		
	 Value if true 10% ✓ Second nested IF-function ✓ 	1		
		1		
	• Cell H4 greater than or equal to 10 ✓	1		
	Value if true 3% ✓ Value if false 0% ✓ Value if false 0% ✓	1		
	Value if false 0% ✓			
4.7	Cell P3 =SUMIF(E3:E170,"Lower Sabie",F3:F170)		4	
	OR 0.11 P2 0.11M1F(F2.F472.02 F2.F472)			
	Cell P3 =SUMIF(E3:E170,O3,F3:F170)			
	Function = SUMIF ✓	1		
	Range E3:E170 ✓	1		
	Condition "Lower Sabie" ✓	1		
	 Correct range F3:F170 ✓ 	1		

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4.8	 Graph/Chart Chart is created ✓ Pie ✓ chart type Correct range (O8:P18) is selected ✓ Name, values and percentage of camp appears for each segment ✓ (Note to marker: Graph/chart could be in same worksheet or in new worksheet.) 	1 1 1	4	
	Total for QUESTION 4		[34]	

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QUESTION 5 File name: 5Rhino_Renoster Total Q5: 44

No	Criteria	М	ax Mark	Candidate Mark
Table	: New_Nuut			
5.1	Table created ✓	1	4	
	Place field:			
	 Data type: Text ✓ 	1		
	 Size: between 10 and 50 ✓ 	1		
	Photo Field			
	○ OLE object ✓	1		
5.2	All data imported from Spotted_Opgemerk ✓	1	2	
	Into Latest_Nuutste table ✓	1		
	(Note to marker: Expect 80 records.)			
	: Rhino_Renoster			
5.3.1	Validation rule: A or J ✓	1	2	
	 Validation text: Enter only A or J ✓ or similar 	1		
5.3.2	 Field called EcoMember_EkoLid inserted ✓ 	1	2	
	After Seen_Gesien ✓	1		
	(Note to marker: Field can be any type.)			
Form	frmRhino_Renoster			
5.4.1	Label		2	
	 Contains examination number √ 	1 1		
	In form footer ✓	'		
5.4.2	BW_SW field		2	
	Combo box used ✓	1		
	Contains B and W ✓	'		
5.4.3	Image		2	
	Size mode set to zoom ✓ or stretch	1 1		
	 Height and width set to 2 cm ✓ 	'		
5.4.4	Conditional formatting		2	
	Field value equal to KZN ✓	1 1		
	 Province_Provinsie textbox fill colour is green ✓ 			
	(Note to marker: Accept if fill or font is a greenish colour.)			
Query	r: MyQuery			
5.5	Query based on the Rhino_Renoster table ✓	1	2	
	All fields display ✓	1		

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Query	: qryYoung_Jonk				
5.6	Field Age_Ouderdom:			6	
	o Criterion: J ✓	1			
	Field Province_Provinsie:				
	o Criteria: LP or ✓ MP ✓	2			
	 Field Seen_Gesien and Place_Plek: Show selected ✓ 	1			
	 Field Age_Ouderdom and Province_Provinsie: Show 				
	deselected ✓	1			
	• Sorted according to the <i>Province_Provinsie</i> field ✓ (any order)	1			
	(Note to marker: Allocate mark for OR only if Criterion LP and				
	MP appear on the criteria line and the OR line if the criterion J				
	appears on both lines.)				
Query	: qryDays_Dae		I		
5.7	Days_Dae: Round (=Now()-[Seen_Gesien],0)			5	
	New field called <i>Days_Dae</i> : ✓	1			
	• Round ✓	1			
	• =Now() ✓ minus	1			
	Field [Seen_Gesien] ✓ O desimal places ✓	1 1			
	0 decimal places ✓	'			
_	: RepRhino_Renoster		1	r	
5.8.1	 Place_Plek field is 3 cm wide in the details section ✓ 	1		2	
	 Text is centre aligned ✓ 	1			
5.8.2	 The heading is removed from the page header section ✓ 	1		2	
	 The field does not appear in the detail section ✓ 	1			
5.8.3	 Grouping has been added to the report ✓ 	1		3	
	 On Province-Provinsie field ✓ 	1			
	 Province_Provinsie data field has been placed in the group 				
	header ✓	1			
5.8.4	 Place_Plek field sorted alphabetically ✓ 	1		1	
5.8.5	 Report footer is visible ✓ 	1		5	
	 Textbox placed in the report footer ✓ 	1			
	 Suitable label displayed ✓ 	1			
	 =count ✓ (*) ✓ OR =count([Spotno_Merkno]) 	2			
	(Note to marker: Accept any field name in the COUNT				
	function.)				
	Total for Question 5			[44]	

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QUESTION 6

File names: 6Postcard_Poskaart, 6Ready_Gereed, 6Merged_Saam, 6Months_Maande

Total Q6: 25

No	Criteria	N	lax	Mark	Candidate Mark		
6Post	Card_Poskaart						
6.1.1	Paper size changed to a custom size 15 cm wide 8 cm high 15 cm wide 16 cm wide 17 cm wide 18 cm high 18 cm wide 18 cm	1 1		2			
6.1.2	 Any record copied from the query ✓ Appears as a table in the document ✓ 	1		2			
6.1.3	 The words 'I was here' typed into the first row of the table ✓ Formatting (bold style and alignment) copied from "Where were you?" ✓ No fill is applied to the first row ✓ (Note to marker: Allocate one mark if the words are typed in the document, irrespective of whether it is in the table or not. Ignore any spelling errors.) 	1 1 1		3			
6.1.4	 Callout placed in the document ✓ Callout has a dashed border ✓ Table is surrounded by/contained in the callout (callout does not obscure the table) ✓ 	1 1 1		3			
6.1.5	 Text form field control length is set to 25 ✓ Default text is set to 'Type your name in here' ✓ Text format set to upper case ✓ 	1 1 1		3			
6.1.6	 Drop-down form field control is inserted ✓ Drop-down items: 'Letaba', 'Amanzi', 'Meetse', entered ✓ (Note to marker: Ignore the spelling of item names.) 	1		2			
6Read	y_Gereed						
6.2.1	 Multiple labels per page/full page of same label selected ✓ A4 portrait (21 cm x 29.7 cm) paper size selected ✓ 	1		2			
6.2.2	Correct database table Members_Lede selected ✓	1		1			

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6.2.3	 One field added ✓ 	1	3	
	 Action repeated for the other fields ✓ 	1		
	 Update labels used ✓ 	1		
6Merge	d_Saam			
6.2.4	 Labels merged to a new document ✓ 	1	1	
	(Note to marker: Expect 39 records.)			
6Month	ns_Maande			
6.3	November ✓	1	3	
	 Extract the month from the date field ✓ and 	1		
	 use the MODE function to determine the value occurring most ✓ 	1		
	OR			
	Sort the data according to date and			
	Count the months to determine the value occurring most			
	(Note to marker: Learners could use any method to find the			
	answer. Accept any other correct method to determine the month.)			
	Total for Question 6		[25]	

EXAMINATION							
NUMBER							

QUESTION 7

File names: 7Answer_Antwoord, 7Outline_Buitelyn, 7Web_Web, 7Workbook_Werkboek

Total Q7: 5

No	Criteria	N	lax I	Mark	Candidate Mark
7.1	7Answer_Antwoord			1	
	96 dpi ✓	1			
7.2	7Outline_Buitelyn			1	
	 Author property reads as an examination number ✓ 	1			
7.3	7Workbook_Werkboek			2	
	Password is R ✓	1			
	On Secrets_Geheime worksheet ✓	1			
	(Note to marker: Click in any cell on the worksheet to check for cell protection.)				
7.4	7Web_Web			1	
	Saved as an html file ✓	1			
	(Note to marker: Accept any html format.)				
	Total for Question 7			[5]	

TOTAL: 200