



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2012 (1) 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	41	21	30	34	44	25	5	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum consists of 15 pages.

EXAMINATION NUMBER																			
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QUESTION 1 File name: 1Facts_Feite

Total Q1: 41

No	Criteria	Max Mark			Candidate Mark
1.1.1	Text box <ul style="list-style-type: none"> Line border of 3 pt ✓ 	1		1	
1.1.2	<ul style="list-style-type: none"> Filled with another background colour ✓ (other than light blue) 	1		1	
1.1.3	<ul style="list-style-type: none"> The word 'RHINOS' appears in font size 23.5 pt ✓ 	1		1	
1.1.4	<ul style="list-style-type: none"> Text box is positioned at the bottom left of the page ✓ <p><i>(Note to marker: Accept if the text box is placed anywhere towards the bottom left of the paper.)</i></p>	1		1	
1.2	Image <ul style="list-style-type: none"> Has been resized ✓ To fill the whole page ✓ <p><i>(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.)</i></p>	1 1		2	
1.3	Style <ul style="list-style-type: none"> 15% grey background shading applied ✓ Shadowed box border ✓ Paragraph spacing 18 pt after ✓ 	1 1 1		3	
1.4	Columns <ul style="list-style-type: none"> '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 1 1		6	
1.5.1	Bullets <ul style="list-style-type: none"> Bulleted list appears ✓ Customised to rhino-shaped bullets ✓ 	1 1		2	
1.5.2	Tabs <ul style="list-style-type: none"> Right tab ✓ set at 10 cm ✓ All numbers have been aligned against the right tab setting ✓ 	2 1		3	
1.6.1	Case <ul style="list-style-type: none"> The first letter of each word of '25 Things ... about rhinos.' has been capitalised ✓ 	1		1	

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1.6.2	<p>Predefined title style</p> <ul style="list-style-type: none"> Title style applied to the text '25 Things ... about rhinos.' ✓ 	1		1	
1.7.1	<p>Table: column height and row width</p> <ul style="list-style-type: none"> Column width is 8 cm ✓ Row height is exactly ✓ 6 cm ✓ 	1 2		3	
1.7.2	<p>Table: cell alignment</p> <ul style="list-style-type: none"> Cell alignment is vertically aligned to the left ✓ <p><i>(Note to marker: Allocate mark only if the alignment is both vertical and left aligned.)</i></p>	1		1	
1.7.3	<p>Table: insert column</p> <ul style="list-style-type: none"> Column is inserted to the right ✓ 	1		1	
1.7.4	<p>Numbered list</p> <ul style="list-style-type: none"> Text in left-hand column appears as a numbered list ✓ Bracket appears after number, i.e. 1) ✓ 	1 1		2	
1.7.5	<p>Move image</p> <ul style="list-style-type: none"> Image of woolly rhino has been moved ✓ (not copied) To appear in cell next to information on woolly rhino ✓ 	1 1		2	
1.8	<p>Footer</p> <ul style="list-style-type: none"> Text inserted in a footer ✓ Any feature used to emphasize the text 'Save the Rhino!', for example, change font type: bold, change font colour, fill, border, etc. ✓ <p><i>(Note to marker: Ignore any spelling errors.)</i></p>	1 1		2	
1.9	<p>Page numbering</p> <ul style="list-style-type: none"> Automatic page numbers (in any format) appear on every page ✓ Numbering is in Roman numeral format in upper case ✓ Page numbering starts on the second page ✓ <p><i>(Note to marker: Accept page numbering in header or footer.)</i></p>	1 1 1		3	
1.10	<p>Table of contents</p> <ul style="list-style-type: none"> Predefined table of contents is generated ✓ From any template ✓ (will not have heading) Headings appear in upper case ✓ (Fancy style or modified headings) <p><i>(Note to marker: Accept any level of headings. Accept positioning of Table of Contents anywhere in the document.)</i></p>	1 1 1		3	

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1.11	<p>Watermark</p> <ul style="list-style-type: none"> • Rhino image watermark (of two black rhinos) removed ✓ • Custom picture watermark (in 1Mark_Merk) is inserted ✓ <p><i>(Note to marker: Watermark appears as the outline of a rhino.)</i></p>	1	1	2	
	Total for QUESTION 1			[41]	

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QUESTION 2 File name: **2Reserves_Reservate**

Total Q2: 21

No	Criteria	Max Mark			Candidate Mark
2.1	<p>WordArt/Fontworks, Shapes</p> <ul style="list-style-type: none"> • 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 ✓ 	1		5	
		1			
		1			
		1			
		1			
2.2	<p>Indent</p> <ul style="list-style-type: none"> • Hanging indent is set ✓ • Indent is set to 0.5 cm ✓ • Applied to whole document ✓ <p><i>(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.)</i></p>	1		3	
		1			
		1			
2.3	<p>Drop Cap</p> <ul style="list-style-type: none"> • Drop Cap option is set to 3 lines deep ✓ <p><i>(Note to marker: Ignore the position of the Dropped Cap.)</i></p>	1		1	
2.4	<p>Hyperlinks</p> <ul style="list-style-type: none"> • Hyperlink inserted on 'black rhino' ✓ • Links to 2BlackRhino_SwartRenoster ✓ <p><i>(Note to marker: Hover the cursor over the hyperlink to check the link.)</i></p>	1		2	
		1			
2.5	<p>Footnote</p> <ul style="list-style-type: none"> • Footnote (not endnote) inserted on 'Nkomazi' ✓ • An asterisk (*) to reference the word 'Nkomazi' ✓ • Footnote reads 'Place of water' ✓ 	1		3	
		1			
		1			
2.6	<p>Find and Replace</p> <ul style="list-style-type: none"> • Whole words only option used ✓ • Highlighted in blue ✓ • Smiley face ☺ added to 'donate' ✓ • All 8 instances replaced ✓ (not the one instance of 'donated') 	1		4	
		1			
		1			
		1			
2.7	<p>Page border inserted</p> <ul style="list-style-type: none"> • Page border inserted ✓ • All pages except first page ✓ 	1		2	
		1			
2.8	<p>Table of figures</p> <ul style="list-style-type: none"> • Table of figures updated to include 'Figure 3 Rhino' ✓ 	1		1	
	Total for QUESTION 2			[21]	

EXAMINATION NUMBER																			
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QUESTION 3 **File name: 3Statistics_Statistiek**

Total Q3: 30

- 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	Max 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 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 ✓ <i>(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+...))</i>	1 1		2	
3.5	Cell J6 =COUNTBLANK(C6:C15) • Function COUNTBLANK ✓ • Correct cell range ✓	1 1		2	
3.6	Cell K6 =COUNTIF(E6:E15,">20") • Function COUNTIF ✓ • Correct cell range ✓ • Criterion ✓ <i>(Note to marker: Accept >=21.)</i>	1 1 1		3	

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3.7	<p>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")</p> <ul style="list-style-type: none"> • Function IF ✓ • Condition ✓ • Value if true ✓ • Value if false ✓ 	1 1 1 1	4	
3.8	<p>Graph/Chart</p> <ul style="list-style-type: none"> • 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 1 1	6	
3.9.1	<p>Cell C8 =ROUNDDOWN(B8/3,0)</p> <ul style="list-style-type: none"> • Function ROUNDDOWN ✓ • Correct cell B8 ✓ (or the row for Limpopo) • Divided by 3 ✓ • Zero number of decimals ✓ <p><i>(Note to marker: The row reference must refer to the row in which Limpopo appears – see second bullet above.)</i></p>	1 1 1 1	4	
3.9.2	<p>Cells A3:D12</p> <ul style="list-style-type: none"> • Correct data selected A3:D12 ✓ • Sorted according to column B ✓ • Sorted in descending order ✓ <p><i>(Note to marker: The data is sorted from Kruger Park/-wildtuin to W Cape/W-Kaap.)</i></p>	1 1 1	3	
Total for QUESTION 3			[30]	

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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	Max Mark			Candidate Mark
Bookings_Besprekings worksheet					
4.1	<p>Column I</p> <ul style="list-style-type: none"> • Column I displays as SA Rand ✓ <p><i>(Note to marker: Accept Accounting or Currency format.)</i></p>	1		1	
4.2	<p>Cell B3 =CONCATENATE(LEFT (E3,3),F3,RIGHT(C3,4)) OR Cell B3 =LEFT(E3,3)&F3&RIGHT(C3,4)</p> <ul style="list-style-type: none"> • Function CONCATENATE ✓ or & operator • Function LEFT ✓ • Correct cell range E3 and 3 characters ✓ • Correct cell F3 ✓ • Function RIGHT ✓ • Correct cell range C3 and 4 characters ✓ 	1		6	
4.3	<p>Cell P4 =RAND()*COUNTA(C3:C170)</p> <ul style="list-style-type: none"> • Function RAND() ✓ • Multiply ✓ • Function COUNTA or answer of 168 names ✓ • Correct cell range C3:C170 ✓ <p>OR</p> <p>Cell P4 =RANDBETWEEN(0,COUNTA(C3:C170)) <i>(Microsoft Office 2007/2010)</i></p> <ul style="list-style-type: none"> • Function RANDBETWEEN • Lowest value • Function COUNTA or answer of 168 names • Correct cell range C3:C170 <p><i>(Note to marker: If a constant value of 168 names was used and not the COUNTA function, do not allocate the 4th mark for the correct cell range.)</i></p>	1		4	

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4.8	<p>Graph/Chart</p> <ul style="list-style-type: none"> • Chart is created ✓ • Pie ✓ chart type • Correct range (O8:P18) is selected ✓ • Name, values and percentage of camp appears for each segment ✓ <p><i>(Note to marker: Graph/chart could be in same worksheet or in new worksheet.)</i></p>	1		4	
		1			
		1			
		1			
	Total for QUESTION 4			[34]	

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6.2.3	<ul style="list-style-type: none"> • One field added ✓ • Action repeated for the other fields ✓ • Update labels used ✓ 	1		3	
		1			
		1			
6Merged_Saam					
6.2.4	<ul style="list-style-type: none"> • Labels merged to a new document ✓ <p><i>(Note to marker: Expect 39 records.)</i></p>	1		1	
6Months_Maande					
6.3	<ul style="list-style-type: none"> • November ✓ • Extract the month from the date field ✓ and • use the MODE function to determine the value occurring most ✓ <p>OR</p> <ul style="list-style-type: none"> • Sort the data according to date and • Count the months to determine the value occurring most <p><i>(Note to marker: Learners could use any method to find the answer. Accept any other correct method to determine the month.)</i></p>	1		3	
		1			
		1			
Total for Question 6				[25]	

EXAMINATION NUMBER																		

QUESTION 7

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

Total Q7: 5

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

TOTAL: 200