

## basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

# NATIONAL SENIOR CERTIFICATE

**GRADE 12** 

### **COMPUTER APPLICATION TECHNOLOGY P1**

**FEBRUARY/MARCH 2011** 

**MEMORANDUM** 

MARKS: 200						FINAL MARK			
CENTRE NUMBER						SPEED ENDORSEME	NT		WPM
EXAMINATION NUMBER									
QUESTION	1	2	3	4	5	6	7	тот	AL
POSSIBLE MARK	12	43	17	34	30	42	22	200	)
CANDIDATE MARK									
MARKER CODE/ SIGNATURE									
MODERATED MARK									

This memorandum consists of 13 pages.

EXAMINATION							
NUMBER							

#### QUESTION 1: Folder: Question1\_Vraag1

**TOTAL Q1: 12** • Check all answers against candidates' actual work

No	Criteria	N	lax Mark	Candidate Mark
1.1	<ul> <li>5 image files √ (6 image files in total as List_Lys was already in the folder)</li> <li>moved (not copied) into the Images_Prentjies folder √</li> </ul>	1	2	
1.2	A password is added ✓ to <b>Payment_Betaling</b> file (Unnecessary to check whether the password is correct, accept if the dialog box requesting the password appears)	1	1	
1.3	Results_Resultate.ppt is saved as a .htm or .html or .mhtml file ✓ i.e. Results_Resultate.htm or Results_Resultate.html (Two files called Results_Resultate will appear, one .ppt and one .htm or.html or .mhtml)	1	1	
1.4	Author property changed to examination number in <b>Budget_Begroting.xls</b>	1	1	
1.5	40	1	1	
1.6	Power_Krag.zip ✓	1	1	
1.7	Schools_Skole.pdf ✓ (Accept with/without file extension)	1	1	
1.8	<ul> <li>Sort by size (smallest to largest) ✓</li> <li>Only Size field and Name field appears before Name field ✓</li> <li>Screenshot/screendump is placed on the answer sheet ✓</li> <li>Sort by size (smallest to largest) ✓</li> <li>Size Name  □ Data □ Images_Prentjies □ O KB □ Schools_Skole □ 1 KB □ Shortcut to List_Lys □ Results_Resultate □ 11 KB □ Success_Sukses □ 12 KB □ Budget_Begroting □ 16 KB □ Power_Krag □ 17 KB □ Finance_Finansies □ 26 KB □ Drawings_Tekeninge □ 26 KB □ Drawings_Tekeninge □ 26 KB □ Restaurant_Restaurant □ 27 KB □ Results_Resultate</li> </ul>	1 1 1	4	
	Total for QUESTION 1		[12]	

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#### QUESTION 2: File name: 2Choice\_Keuse

**TOTAL Q2: 43** 

No	Criteria	N	lax Mark	Candidate Mark
2.1	Paper size is changed to A4 ✓	1	1	
2.2	Bottom page margin set to 2.5 cm or 0.98"✓	1	1	
2.3	<ul> <li>3-D effect applied to the jigsaw object ✓</li> <li>Orange puzzle piece is moved away from other 3 puzzle pieces ✓</li> <li>All 4 puzzle pieces regrouped to form one object ✓</li> </ul>	1 1 1	3	
2.4	<ul> <li>(Do not allocate any marks if the object was not manipulated)</li> <li>• 'Choice' changed to vertical ✓</li> </ul>	1	3	
	<ul> <li>Guide' moved to bottom of page ✓</li> <li>Puzzle pieces resized ✓</li> </ul>	1 1		
2.5	<ul> <li>Automatic Table of Contents appears ✓</li> <li>Heading 1 and Heading 2 styles are used ✓</li> <li>Formal style is used ✓</li> </ul>	1 1 1	3	
2.6	<ul> <li>Career Choice Guide</li> <li>Must be a footer ✓</li> <li>Horizontal line inserted ✓</li> <li>Text 'Career Choice Guide' inserted ✓</li> <li>Arial 10 pt ✓</li> <li>Automatic numbering appears ✓</li> <li>Reflects as Page 1 ✓ (and not page 3)</li> <li>Page number appears in a border ✓</li> <li>(Do not penalise if horizontal line cuts through border around page number)</li> </ul>	1 1 1 1 1 1	7	
2.7	<ul> <li>Paragraph style Idea created ✓</li> <li>Box border ✓</li> <li>Green shading ✓</li> </ul> (Based on any style)	1 1 1	3	
2.8	Paragraph style <b>Parahead</b> applied to 'You are your choices. Seneca' ✓ (See page 3)	1	1	
2.9	<ul> <li>Paragraph spacing is set to 18 pt ✓</li> <li>after ✓</li> </ul>	1	2	
	(The number of paragraphs changed is irrelevant)			

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2.10	Alignment of the first paragraph is set to left ✓	1	1	
2.11	<ul> <li>Endnote anchored/based on first main heading 'Career choices' ✓</li> <li>Contains a custom mark: © (copyright symbol) ✓</li> <li>Referenced as www.careerchoices ✓</li> </ul>	1 1 1	3	
2.12	<ul> <li>Bookmark called Understand inserted ✓</li> <li>Bookmark anchored to 'Understand yourself' ✓</li> </ul>	1	2	
2.13	<ul> <li>Hyperlink is inserted on 'Careers Personality Tests' ✓</li> <li>Links to bookmark called 'Test' ✓ (Mouse-over to check hyperlink properties)</li> </ul>	1	2	
2.14	<ul> <li>List is bulleted ✓</li> <li>Bullets appear as 'hand' symbols ✓</li> <li>Bullets aligned against the left margin ✓</li> <li>Tab space after the symbol/bullet position ('text position') is set at 1 cm or 0.39"✓</li> <li>The indent is at 1.5 cm or 0.59"✓</li> </ul> (Accept any hand symbol/character)	1 1 1 1	5	
2.15	<ul> <li>Automatic numbering ✓ is applied on page 8</li> <li>in the format (1. 2 8.) ✓</li> </ul>	1	2	
2.16	<ul> <li>Numbered paragraphs appear in two equal columns ✓</li> <li>Vertical line separating the two columns ✓</li> </ul>	1	2	
2.17	<ul> <li>Borders added ✓</li> <li>Applied to text (not the whole paragraph) ✓</li> </ul>	1 1	2	
	Total for QUESTION 2		[43]	

**TOTAL Q3: 17** 

[17]

EXAMINATION							
EXAMINATION NUMBER							

QUESTION 3: File name: 3Form Vorm

**Total for QUESTION 3** 

Candidate No Criteria Max Mark Mark 3.1 1 3 Left tab is set at 8 cm or 3.15"✓ 1 Leader tab ✓ 1 is set at 6 cm or 2.16"√ 1 3.2 Date field inserted ✓ 3 1 Date format is yyyy-mm-dd ✓ 1 Date field automatically updates ✓ 1 3.3 Text field inserted for name ✓ 3 1 Help message displays on status bar ✓ (Check properties of the text field control) 1 Message reads 'Insert name' ✓ 3.4 1 10x1 table inserted ✓ 4 Table set to 'AutoFit to Contents' ✓ 1 1 Table positioning is aligned at 7 cm or 2.76" ✓ 1 Relative to margin ✓ 3.5 Drop-down list inserted ✓ 1 2 1 Items in the drop-down ✓ list added: Male Manlik Female\_Vroulik (Ignore spelling – both genders must be entered) 3.6 1 2 Sciences checkbox is resized to exactly 15 pt ✓ Subject names are aligned at 8 cm or 3.15 " ✓ 1

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NUMBER							

#### QUESTION 4: Filename: 4Info\_Inlig

**TOTAL Q4: 34** 

- 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
Lear	ners_Leerders worksheet				
4.1	<ul> <li>Sequence Learner1, Learner2 fills cells A3:A310 ✓</li> <li>Copied down ✓</li> </ul>	1 1		2	
4.2	Cells A1:J1 merged and centred ✓	1		1	
4.3	Text orientation changed to 45° ✓ in row 2	1		1	
4.4	<ul> <li>Surnames copied from column K and pasted in column B using paste special ✓ (all surnames must appear in upper case)</li> <li>Column K deleted ✓</li> </ul>	1		2	
4.5	<ul> <li>Column E chosen ✓</li> <li>Cells with a value greater or equal to 70 ✓ (or cells with a value greater than 69)</li> <li>Fill colour green ✓ (Also accept a green font)</li> </ul>	1 1 1		3	
4.6	<b>F3</b> =IF ✓ (E3>=60 ✓, "Yes" ✓, "" ✓) <b>OR</b> <b>F3</b> =IF(E3 <60,"", "Yes")	4		4	
4.7	<b>J4</b> =LARGE ✓ (E3:E310 ✓,2 ✓)  (Answer is 99)	3		3	
4.8	J5 =COUNTIF ✓ (D3:D310 ✓,"Physical Science" ✓) + COUNTIF ✓ (D3:D310,"Natural Science" ✓)  (Answer is 29)	3 2		5	
4.9	Page scaling set to 1 page wide ✓ by 4 pages tall ✓	2		2	
4.10	Data is sorted according to column D✓ descending in Column E ✓	1 1		2	

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EXAMINATION							
NUMBER							

Sumi	mary_Opsomming worksheet			
4.11	A pie ✓ graph is created ✓ correct range chosen ✓ A suitable title appears at the top ✓ The legend appears below the graph ✓ The percentages appear ✓ on the segments ✓ of the graph	3 1 1 2		8
	The graph appears in the <b>Summary_Opsomming</b> worksheet ✓	1		
	(Accept any version of the pie graph			
	Percentage who qualify for University			
	42%			
	58%			
	□ Number of learners who qualify for university entrance			
	Aantal leerders wat vir universiteitstoelating kwalifiseer  Number of learners who do not qualify  Aantal leerders in die groep wat nie kwalifiseer nie			
4.11	Gridlines removed ✓	1		1
	Total for QUESTION 4		[3	34]

EXAMINATION							
NUMBER							

#### QUESTION 5: Filename: 5Travel\_Reis

**TOTAL Q5: 30** 

- 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		
S&T_	R&V worksheet					
5.1	Text wrapped in cells <b>A2:L2</b> ✓	1		1		
5.2	Borders placed around cells with headings in row 2 ✓	1		1		
5.3	Column J displays as currency (Rand) ✓	1		1		
5.4	B3 = Concatenate ✓ (LEFT ✓ (D3,3 ✓),MID ✓ (A3,3 ✓,3 ✓))  (Answer is BloMAD)  (Also accept ampersand operator '&' instead of concatenate function)	6		6		
5.5	<ul> <li>E6=VLOOKUP (D6,Distance_Afstand!\$A\$2:\$B\$18,2,FALSE)</li> <li>Correct lookup value nominated (D6) ✓</li> <li>Correct lookup range nominated ✓ (Distance_Afstand!A2:B18)</li> <li>Absolute addressing applied to lookup range rows and</li> </ul>	1 1		4		
	columns (\$A\$2:\$B\$18) ✓  • Correct lookup column nominated (2) ✓  (False parameter is optional)  (Answer is 510)	1 1				
5.6	<b>H3</b> =(E3* ✓0.01 ✓) + G3 ✓ <b>OR</b> <b>H3</b> = E3/100 + G3 (Answer is 4:00)	3		3		
5.7	<b>I3</b> =IF ✓ (E3>1000 ✓,2 ✓,IF(E3>500 ✓,1 ✓,0 ✓)) <b>OR I3</b> = IF(E3 <500,0,IF(E3< 1000,1,2))  (Accept any other valid option)  (Answer is 1)	6		6		

5.8	<b>J3</b> =E3 ✓*J1 ✓	2	2	
5.9	L4 =K4+J4 ✓ (Answer is R 27.38)	1	1	
Clain	nsChart_Eisegrafiek			
5.10	<ul> <li>Column graph ✓</li> <li>Data for only 10 delegates is shown ✓</li> <li>The title 'Claims' on the y-axis ✓</li> <li>The data labels and legend have been removed ✓</li> <li>The column representing Y Madikane changed to red ✓</li> <li>(Do not allocate the mark if more than 1 column colour was changed)</li> </ul>	1 1 1 1 1	5	
	Total for QUESTION 5		[30]	

**TOTAL Q6: 42** 

EXAMINATION							
NUMBER							

#### QUESTION 6: Filename: 6Careers\_Loopbane

No	Criteria	Max Mark	Candidate Mark		
STUE	DENT table	•			
6.1	<ul> <li>Table named STUDENT created ✓</li> <li>Name_Naam ✓ field added</li> <li>with a maximum size of 45 ✓</li> <li>Studyfield_Studieveld lookup wizard ✓ added with correct options ✓</li> <li>Points_Punte added as an integer field ✓</li> <li>Default value for Points_Punte field is set to 950 ✓</li> <li>(Check Studyfield_Studieveld by clicking on lookup)</li> </ul>	1 7 1 1 1 1 1 1 1 1			
Care	er_Beroep table				
6.2	<ul> <li>ID field removed ✓</li> <li>0000 for input mask for Code_Kode field✓</li> <li>Exactly 4 ✓</li> <li>(Do not accept 9 or #)</li> <li>Required must be set to Yes for <i>Phone_Foon</i> field✓</li> </ul>	1 4			
Query	y qryCodes_Kodes				
6.3	<ul> <li>3 Correct fields Name_Naam, Code_Kode, Phone_Foon included ✓</li> <li>Criteria of Code_Kode: &gt;=2000 ✓ and ✓ &lt;=3000 ✓</li> <li>(6 records expected)</li> </ul>	1 3 4			
Query	y qryCost_Koste				
6.4	<ul> <li>Cost field added ✓</li> <li>Cost:[Distance_Afstand] ✓ *5.5 ✓ * 2 ✓</li> <li>Formatted to currency ✓</li> <li>(Accept [Distance_Afstand]*11)</li> <li>(24 records expected)</li> </ul>	1 5 3 1			

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Query	qryWebaddress_Webadres											
6.5	<ul> <li>Records sorted on Name_Naam field ✓</li> <li>Criteria for Webaddress_Webadres field: Is Null ✓</li> <li>Webaddress_Webadres field is not displayed ✓</li> <li>(5 records expected)</li> </ul>	1 1 1		3								
Form frmCareer_Beroep												
6.6	<ul> <li>Heading changed ✓</li> <li>Centred ✓</li> <li>Yellow line✓</li> <li>Phone_Foon field added ✓</li> <li>(Phone_Foon is added as a field and not an unbound box)</li> <li>=Date() ✓ added in footer ✓</li> </ul>	1 1 1 1 2		6								
Report Expo (previously called Career_Beroep)												
6.7	<ul> <li>Grouped according to Accommodation_Verblyf field</li> <li>Sorted according to Name_Naam field ✓</li> <li>Formula in group footer ✓</li> <li>=count(*) ✓</li> <li>(Also accept =count[field])</li> </ul>	1 1 1 1		5								
6.8	Name of the report Career_Beroep changed to Expo ✓	1		1								
Repoi	t RepMyReport											
6.9	<ul> <li>Report created using qryCosts_Koste ✓</li> <li>All fields display ✓</li> <li>Heading added ✓</li> <li>Page orientation is set to landscape ✓</li> <li>Formula in report footer ✓</li> <li>=MAX ✓ ([Distance_Afstand]) ✓</li> </ul>	1 1 1 1 1 2		7								
	Total for QUESTION 6			[42]								

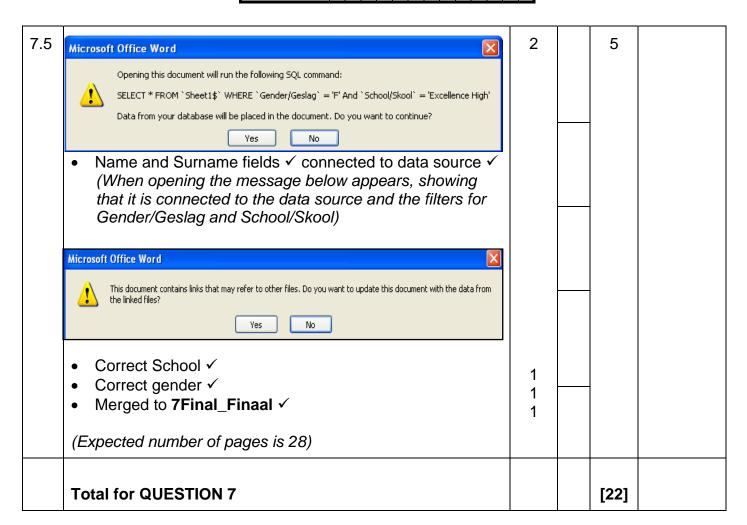
DBE/Feb. - Mar. 2011

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NUMBER							

QUESTION 7 TOTAL Q7: 22

Filename: 4Info\_Inlig, 7Data, 7Pic\_Prentjie, 7Merge\_Saamvoeg

No	Criteria		Max Mark	Candidate Mark							
7Merge_ Saamvoeg											
7.1	<ul> <li>Pasted as a table ✓</li> <li>Automatically updates ✓</li> <li>(Do not penalise if the table is incorrectly placed)</li> </ul>	1		2							
7.2	<ul> <li>Row height exactly ✓ 0.75 cm/0.3" ✓</li> <li>Vertical alignment of table cells is centred ✓</li> <li>Merge top row of cells ✓</li> <li>Insert row at bottom of table ✓</li> <li>Removed cell borders from top row ✓</li> <li>Outside border of bottom 3 rows ✓ is a double line ✓</li> <li>Inside borders are single lines ✓</li> </ul>	2 1 1 1 2 1		9							
7.3	<ul> <li>7Pic_Prentjie used ✓</li> <li>Watermark set ✓</li> <li>Scaled to 500% ✓</li> </ul>	1 1 1		3							
7.4	<ul> <li>Page border inserted ✓</li> <li>3 pt ✓</li> <li>shadow border ✓</li> </ul>	1 1 1		3							



**TOTAL: 200**