



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATION TECHNOLOGY P1

FEBRUARY/MARCH 2011

MEMORANDUM

MARKS: 200

CENTRE NUMBER																	
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FINAL MARK		
SPEED ENDORSEMENT		WPM

EXAMINATION NUMBER																	
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QUESTION	1	2	3	4	5	6	7	TOTAL
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																			
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QUESTION 2: File name: 2Choice_Keuse**TOTAL Q2: 43**

No	Criteria	Max 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 style="list-style-type: none"> 3-D effect applied to the jigsaw object ✓ Orange puzzle piece is moved away from other 3 puzzle pieces ✓ All 4 puzzle pieces regrouped to form one object ✓ <p>(Do not allocate any marks if the object was not manipulated)</p>	1 1 1		3	
2.4	<ul style="list-style-type: none"> 'Choice' changed to vertical ✓ 'Guide' moved to bottom of page ✓ Puzzle pieces resized ✓ 	1 1 1		3	
2.5	<ul style="list-style-type: none"> Automatic Table of Contents appears ✓ Heading 1 and Heading 2 styles are used ✓ Formal style is used ✓ 	1 1 1		3	
2.6	<p>Career Choice Guide Page 1</p> <ul style="list-style-type: none"> Must be a footer ✓ Horizontal line inserted ✓ Text 'Career Choice Guide' inserted ✓ Arial 10 pt ✓ Automatic numbering appears ✓ Reflects as Page 1 ✓ (and not page 3) Page number appears in a border ✓ <p>(Do not penalise if horizontal line cuts through border around page number)</p>	1 1 1 1 1 1 1		7	
2.7	<ul style="list-style-type: none"> Paragraph style Idea created ✓ Box border ✓ Green shading✓ <p>(Based on any style)</p>	1 1 1		3	
2.8	Paragraph style Parahead applied to 'You are your choices. Seneca' ✓ (See page 3)	1		1	
2.9	<ul style="list-style-type: none"> Paragraph spacing is set to 18 pt ✓ after ✓ <p>(The number of paragraphs changed is irrelevant)</p>	1 1		2	

EXAMINATION NUMBER															
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2.10	Alignment of the first paragraph is set to left ✓	1		1	
2.11	<ul style="list-style-type: none"> Endnote anchored/based on first main heading 'Career choices' ✓ Contains a custom mark: © (copyright symbol) ✓ Referenced as www.careerchoices ✓ 	1 1 1		3	
2.12	<ul style="list-style-type: none"> Bookmark called Understand inserted ✓ Bookmark anchored to 'Understand yourself' ✓ 	1 1		2	
2.13	<ul style="list-style-type: none"> Hyperlink is inserted on 'Careers Personality Tests' ✓ Links to bookmark called 'Test' ✓ (<i>Mouse-over to check hyperlink properties</i>) 	1 1		2	
2.14	<ul style="list-style-type: none"> List is bulleted ✓ Bullets appear as 'hand' symbols ✓ Bullets aligned against the left margin ✓ Tab space after the symbol/bullet position ('text position') is set at 1 cm or 0.39" ✓ The indent is at 1.5 cm or 0.59" ✓ <p>(Accept any hand symbol/character)</p>	1 1 1 1 1		5	
2.15	<ul style="list-style-type: none"> Automatic numbering ✓ is applied on page 8 in the format (1. 2. ... 8.) ✓ 	1 1		2	
2.16	<ul style="list-style-type: none"> Numbered paragraphs appear in two equal columns ✓ Vertical line separating the two columns ✓ 	1 1		2	
2.17	<ul style="list-style-type: none"> Borders added ✓ Applied to text (not the whole paragraph) ✓ 	1 1		2	
	Total for QUESTION 2			[43]	

[illegible]

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
Learners_Leerdere worksheet					
4.1	<ul style="list-style-type: none"> Sequence Learner1, Learner2 ... fills cells A3:A310 ✓ Copied down ✓ 	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 style="list-style-type: none"> Surnames copied from column K and pasted in column B using paste special ✓ (<i>all surnames must appear in upper case</i>) Column K deleted ✓ 	1 1		2	
4.5	<ul style="list-style-type: none"> Column E chosen ✓ Cells with a value greater or equal to 70 ✓ (<i>or cells with a value greater than 69</i>) Fill colour green ✓ (<i>Also accept a green font</i>) 	1 1 1		3	
4.6	F3 =IF ✓ (E3>=60 ✓, "Yes" ✓, "" ✓) OR F3 =IF(E3 <60, "", "Yes")	4		4	
4.7	J4 =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	

[illegible]

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 A2:L2 ✓	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	E6 =VLOOKUP (D6,Distance_Afstand!\$A\$2:\$B\$18,2,FALSE) <ul style="list-style-type: none"> • Correct lookup value nominated (D6) ✓ • Correct lookup range nominated ✓ (Distance_Afstand!A2:B18) • Absolute addressing applied to lookup range rows and columns (\$A\$2:\$B\$18) ✓ • Correct lookup column nominated (2) ✓ (False parameter is optional) (Answer is 510) 	1 1 1 1		4	
5.6	H3 =(E3* ✓0.01 ✓) + G3 ✓ OR H3 = E3/100 + G3 (Answer is 4:00)	3		3	
5.7	I3 =IF ✓ (E3>1000 ✓,2 ✓,IF(E3>500 ✓,1 ✓,0 ✓)) OR I3 = IF(E3 <500,0,IF(E3< 1000,1,2)) (Accept any other valid option) (Answer is 1)	6		6	

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5.8	J3 =E3 ✓*J1 ✓	2		2	
5.9	L4 =K4+J4 ✓ <i>(Answer is R 27.38)</i>	1		1	
ClaimsChart_Eisegrafiek					
5.10	<ul style="list-style-type: none"> Column graph ✓ Data for only 10 delegates is shown ✓ The title 'Claims' on the y-axis ✓ The data labels and legend have been removed ✓ The column representing Y Madikane changed to red ✓ <i>(Do not allocate the mark if more than 1 column colour was changed)</i>	1 1 1 1 1 1		5	
Total for QUESTION 5				[30]	

EXAMINATION NUMBER																	
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QUESTION 6: Filename: 6Careers_Loopbane**TOTAL Q6: 42**

No	Criteria	Max Mark			Candidate Mark
STUDENT table					
6.1	<ul style="list-style-type: none">Table named STUDENT created ✓Name_Naam ✓ field addedwith a maximum size of 45 ✓Studyfield_Studieveld lookup wizard ✓ added with correct options ✓Points_Punte added as an integer field ✓Default value for Points_Punte field is set to 950 ✓ <p>(Check Studyfield_Studieveld by clicking on lookup)</p>	1 1 1 1 1 1 1	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	7	
Career_Beroep table					
6.2	<ul style="list-style-type: none">ID field removed ✓0000 for input mask for Code_Kode field✓Exactly 4 ✓ (Do not accept 9 or #)Required must be set to Yes for Phone_Foon field✓	1 1 1 1	<div></div> <div></div> <div></div> <div></div>	4	
Query qryCodes_Kodes					
6.3	<ul style="list-style-type: none">3 Correct fields Name_Naam, Code_Kode, Phone_Foon included ✓Criteria of Code_Kode: >=2000 ✓ and ✓ <=3000 ✓ <p>(6 records expected)</p>	1 3	<div></div> <div></div> <div></div> <div></div>	4	
Query qryCost_Koste					
6.4	<ul style="list-style-type: none">Cost field added ✓Cost:[Distance_Afstand] ✓ *5.5 ✓ * 2 ✓Formatted to currency ✓ <p>(Accept [Distance_Afstand]*11)</p> <p>(24 records expected)</p>	1 3 1	<div></div> <div></div> <div></div> <div></div> <div></div>	5	

[illegible]

Query qryWebaddress_Webadres					
6.5	<ul style="list-style-type: none"> Records sorted on <i>Name_Naam</i> field ✓ Criteria for <i>Webaddress_Webadres</i> field: Is Null ✓ <i>Webaddress_Webadres</i> field is not displayed ✓ <p>(5 records expected)</p>	1 1 1		3	
Form frmCareer_Beroep					
6.6	<ul style="list-style-type: none"> Heading changed ✓ Centred ✓ Yellow line ✓ <i>Phone_Foon</i> field added ✓ (<i>Phone_Foon</i> is added as a field and not an unbound box) =Date() ✓ added in footer ✓ 	1 1 1 1 2		6	
Report Expo (previously called Career_Beroep)					
6.7	<ul style="list-style-type: none"> Grouped according to <i>Accommodation_Verblyf</i> field Sorted according to <i>Name_Naam</i> field ✓ Formula in group footer ✓ =count(*) ✓ (Also accept =count[field]) 	1 1 1 1 1		5	
6.8	<ul style="list-style-type: none"> Name of the report Career_Beroep changed to Expo ✓ 	1		1	
Report RepMyReport					
6.9	<ul style="list-style-type: none"> Report created using qryCosts_Koste ✓ All fields display ✓ Heading added ✓ Page orientation is set to landscape ✓ Formula in report footer ✓ =MAX ✓ ([Distance_Afstand]) ✓ 	1 1 1 1 1 2		7	
Total for QUESTION 6					[42]

[illegible]

<p>7.5</p> <div data-bbox="218 291 1088 515"> <p>Microsoft Office Word</p>  <p>Opening this document will run the following SQL command:</p> <pre>SELECT * FROM `Sheet1\$` WHERE `Gender/Geslag` = 'F' And `School/Skool` = 'Excellence High'</pre> <p>Data from your database will be placed in the document. Do you want to continue?</p> <p>Yes No</p> </div> <ul style="list-style-type: none"> Name and Surname fields ✓ connected to data source ✓ (When opening the message below appears, showing that it is connected to the data source and the filters for Gender/Geslag and School/Skool) <div data-bbox="218 707 1088 889"> <p>Microsoft Office Word</p>  <p>This document contains links that may refer to other files. Do you want to update this document with the data from the linked files?</p> <p>Yes No</p> </div> <ul style="list-style-type: none"> Correct School ✓ Correct gender ✓ Merged to 7Final_Finaal ✓ <p>(Expected number of pages is 28)</p>	<p>2</p>	<p>5</p>	
	<p>1 1 1</p>		
<p>Total for QUESTION 7</p>		<p>[22]</p>	

TOTAL: 200