basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL
SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2014

MEMORANDUM/MARK SHEET

MARKS: 200

FINAL MARK	
SPEED ENDORSEMENT	WPM

CENTRE NUMBER | | | | | | | | |

EXAMINATION NUMBER | | | | | | | | | | | | | |

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	16	46	19	46	47	18	8	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/mark sheet consists of 14 pages.

EXAMINATION NUMBER													

QUESTION 1   **File name: 1Form_Vorm**   **Total Q1: 16**

No	Criteria	Max Mark			Candidate Mark
1Programme_Program document					
1.1	**Paper settings and page orientation** • Paper size is set to A4 ✓ • Page orientation is portrait ✓	1 1		2	
1.2	**Font**: 'Contestant's Personal Data Form' • White font ✓ • Bold Italic ✓ • Black background: highlight/paragraph fill ✓	1 1 1		3	
1.3	**Tab settings** • Tab set at 15 cm ✓ • Solid line leader tab ✓ • Applied to create 2 lines ✓	1 1 1		3	
1.4	**Shape** • Block (square) added ✓ consistent with the 'No' option *(Note to marker:* • *Do not allocate the mark if the shape is different from the 'No' option.)*	1		1	
1.5	**Text to table** • Text converted to a table with four columns ✓ *(Note to marker:* • *Accept different cell widths.)*	1		1	
1.6	**Line spacing** • Single line spacing applied ✓ to paragraph	1		1	
1.7	**Justification and paragraph shading** • Full justification ✓ • Orange paragraph shading applied ✓ to both the paragraphs (*Note to marker:* • *Accept orange shading applied to both or part of the two paragraphs.*)	1 1		2	
1.8	**Page border** • 4½ pt ✓ shadow page border ✓ • Page border applied only to second page ✓	2 1		3	
	Total for QUESTION 1			**[16]**	

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QUESTION 2 **File name: 2Info_Inlig** **Total Q2: 46**

No	Criteria	Max Mark			Candidate Mark
2.1.1	**Header** • Examination number is highlighted in a yellowish colour ✓ (*Note to marker:* • *Ignore the alignment of the examination number as the left alignment is the default.*)	1		1	
2.1.2	The text 'Rules' right aligned ✓ in the header	1		1	
2.1.3	Horizontal line added below the text of the header ✓ (*Note to marker:* • *Ignore spelling.* • *Ignore the weight/position of the horizontal line.*)	1		1	
2.2	**WordArt/Fontwork** • Any wave shape applied ✓ (MSWord) Favorite 2 style applied (LibreOffice) • WordArt/Fontwork is a bluish colour ✓ • WordArt/Fontwork reads from bottom to top (90º) ✓ • Appears on left of the page without overlapping/ hiding any other objects ✓ • Stretched from bottom to top of page ✓	1 1 1 1 1		5	
2.3	**Images** • Absolute Position set to exactly 8 cm ✓ below the top margin ✓ • Excess red background of photo is removed ✓ • Photo is resized and fits inside the picture frame ✓ • Caption '2013 Winner' added ✓ below the photo frame (*Note to marker:* • *Ignore if a label is included with the caption.* • *Accept any horizontal alignment of the caption below the picture frame.*)	1 1 1 1 1		5	
2.4	**Style: Title** • Title style applied ✓ to Table of Contents at the top of page 2	1		1	

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2.5	**Style: Contest** • Contest style is modified to a), b), c) numbering format ✓ • All 8 instances (sub-paragraph headings) updated ✓ (*Note to marker:* • *Check that the automatic update is checked.* • *Accept if numbering does not start at a).* • *Accept first mark only if the numbering style includes brackets.*)	1 1		2	
2.6	**Table of Contents** • Table of contents shows two levels ✓ • Updated to include Contest style as level 2 ✓ (*Note to marker:* • *Accept even if the Contest style has not been modified.*)	1 1		2	
2.7	**Page footer** • Page number inserted in Page footer ✓ • from third page onwards ✓ (Section break appears on second page) • Different odd ✓ and even page numbers ✓ • Third page is numbered as 'Page 1' ✓ (*Note to marker:* • *Award the first mark if only the number 1 appears without the word 'Page'.*)	1 1 2 1		5	
2.8.1	**Customised bullets** • Bullets applied ✓ • Heart-shaped symbols ✓ • Greenish colour ✓	1 1 1		3	
2.8.2	**Bullet position and Text distance** • Indent at/Text distance 1.5 cm ✓ • Bullet position/aligned at 0.5 cm ✓	1 1		2	
2.9	**Font effect** • Emboss effect is applied ✓ to 'Who may enter?'	1		1	
2.10	**Indent paragraphs** • First line indent ✓ is set (*LibreOffice: First line indent*) • by 2 cm ✓	1 1		2	
2.11	**Paragraph spacing** • 15 pt after spacing ✓ • 'Don't add space between paragraphs of the same style' is unchecked ✓	1 1		2	

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2.12	**Bookmark: CD** • Bookmark CD created ✓ (on the fourth page)	1		1	
2.13	**Hyperlink: on Fantastic Evening Creation** • Hyperlink inserted on Fantastic Evening Creation ✓ • Links to the bookmark Fantastic ✓	1 1		2	
2.14	**First table: Table borders** • No table borders appear ✓	1		1	
2.15.1	**Second table: First row** • First row merged ✓	1		1	
2.15.2	**Second table: Text in first row** • The text 'Order of appearance of contestants' has been moved ✓ to top row of the table • Text is horizontally centred in the row ✓ *(Note to marker:* • *Do not allocate the 1st mark if text is copied, not moved.)*	1 1		2	
2.15.3	**Second table: Table border** • 3 pt ✓ dotted ✓ outside border only ✓ *(Note to marker:* • *Do not allocate the 3rd mark if the inside borders were changed.)*	3		3	
2.16	**Line and page breaks** • Widow/orphan control is unchecked ✓ • Line and page break > keep with next ✓ is checked • Line and page break > keep lines together ✓ is checked	1 1 1		3	
	Total for QUESTION 2			**[46]**	

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┌──────────────┬─────────────────────────────┐
│ EXAMINATION  │ │ │ │ │ │ │ │ │ │ │ │ │      │
│ NUMBER       │                             │
└──────────────┴─────────────────────────────┘
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QUESTION 3   **File name: 3Votes_Stemme**   **Total Q3: 19**

- *Mark the questions from the formulae and not the values/answers in the cell.*
- *Check against candidate's actual work. (The cell reference may differ depending on the candidate's response).*
- *Candidate may use multiple formulae or cells as 'building blocks' to answer the questions.*

No	Criteria	Max Mark		Candidate Mark
3.1	**Heading: Cells A1:G1**		1	
	• Heading is fully visible ✓ (Row height is adjusted)	1		
3.2	**Column H**		1	
	• Is hidden ✓	1		
3.3	**Cells A2:B2: Alignment and Fill**		2	
	• Vertical alignment is set to Distributed ✓	1		
	• Patterned fill is applied ✓	1		
	(Note to marker:			
	• *Allocate 2nd mark if applied to another nearby cell range.)*			
3.4	**Cell K9: = MIN(G4:G41)**		2	
	• Function: MIN ✓	1		
	• Cell range: G4:G41 ✓	1		
	(Note to marker:			
	• *Also accept =SMALL(G4:G41,1).)*			
3.5	**Conditional Formatting**		3	
	• Conditional formatting applied to column G ✓	1		
	• Correct criteria used to select top 8 scores ✓	1		
	• Greenish fill applied ✓	1		
	(Note to marker: For MSO 2003 accept: =LARGE($G$4:$G$41),MIN(8,(COUNT($G$4:$G$41)))<=G4.)			
3.6	**Cell K10: = COUNTIF(G4:G41,">G43")**		3	
	• Function: COUNTIF ✓	1		
	• Cell range: G4:G41 ✓	1		
	• Criterion: >G43 ✓ **or** > 63.3	1		
3.7	**Chart/Graph: Cells J4:K7**		7	
	• Chart/graph created ✓	1		
	• 3D ✓ column ✓ chart/graph type	2		
	• Title 'Top Scores' appears ✓ above the chart/graph ✓ *(Note to marker: Ignore spelling)*	1 1		
	• Horizontal gridlines not displayed ✓	1		
	• Legend not displayed ✓	1		
	Total for QUESTION 3		**[19]**	

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QUESTION 4   **File name: 4Results_Resultate**   **Total Q4: 46**

- *Mark the questions from the formulae and not the values/answers in the cell.*
- *Check against candidate's actual work. (The cell reference may differ depending on the candidate's response).*
- *Candidate may use multiple formulae or cells as 'building blocks' to answer the questions.*

No	Criteria	Max Mark		Candidate Mark
4Results_Resultate spreadsheet				
4.1	**Delete a worksheet** • Sheet1 deleted ✔	1	1	
4Winners_Wenners worksheet				
4.2	**Cell E4: =ROUNDUP((D4/$D$2)*100,0)** • ROUNDUP function used ✔ • Division operator used ✔ correct cells, ✔ i.e. D4/D2 • Absolute cell reference applied to D2 ✔ ($D$2 or D$2) • Multiply by 100 ✔ (*100) • No decimal places ✔ *(Note to marker:* • *Ignore if any brackets are left out.)*	1 2 1 1 1	6	
4.3.1	**Cell I5:** **=(SUM(E5:H5)+H5)/5** or **=(SUM(E5:G5)+2*H5)/5** • Add the final marks SUM(E5,F5,G5,H5) ✔ or (E5+F5+G5+H5) or SUM(E5:H5) • H5 added a second time ✔ • Divide by 5 ✔ *(Note to marker:* • *Ignore if any brackets are left out.)*	1 1 1	3	

     Please turn over

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4.3.2	**Cell K6: =IF(E6=J6,"Introduction",IF(F6=J6,"Dance costume",IF(G6=J6,"Evening wear","Interview")))**			5	
	• IF Function ✓	1			
	• Correct range and option for IF true first category ✓ E6=J6, "Introduction",	1			
	• Correct range and option for IF true second category ✓ F6=J6, "Dance costume",	1			
	• Correct range and option for IF true third category ✓ G6=J6, "Evening wear"	1			
	• Default False displays the last category ✓	1			
4.4	**Cell O7: =LARGE(I4:I41,2)**			3	
	• Function: LARGE ✓	1			
	• Correct range: I4:I41 ✓	1			
	• Position in the range: 2 ✓	1			
4.5	**Cell O9: =AVERAGE(J4:J41)**			2	
	• Function: AVERAGE ✓	1			
	• Correct range: J4:J41 ✓	1			
4.6	**Find and Replace (Column C)**			2	
	• The letter 'S' is replaced by 'School' ✓	1			
	• For all the records ✓	1			
	(Expect 38 occurrences.)				
4Info_Inlig worksheet					
4.7	**Tab colour**			1	
	• Tab colour is changed to a bluish colour ✓	1			
4.8	**Cell A3: = RANDBETWEEN(100,999)**			3	
	• Function RANDBETWEEN ✓	1			
	• Lower bound 100 ✓	1			
	• Upper bound 999 ✓	1			
	(Note to marker:				
	Also accept				
	• *=ROUND(RAND()*1000,0)+1*				
	• *=TRUNC(RAND()*900)+100*				
	• *or other functions that give a correct answer.)*				

4.9	**Cell L3: =IF(K3<=9,CONCATENATE("0",K3),K3)** To determine whether a 0 should be added: • IF function ✓ • Condition: K3 ✓<= 9 ✓ or <10 *(Accept any other valid conditions)* Value IF true: • Function CONCATENATE ✓ or & operator • "0" ✓ • K3 ✓ Value IF false • K3 ✓ (*Note to marker:* *Accept other valid responses, for example:* **=IF(LEN(K3<2),CONCATENATE("0",K3),K3)** **=IF(K3>10,K3,CONCATENATE("0",K3))** **=IF(LEN(K3<2),"0"&K3,K3)** .)	1 2 1 1 1 1		7	
4Fees_Gelde worksheet					
4.10	**Cell B3:** **=SUMIF('4Info_Inlig'!F3:F40,"District_Distrik 4",** **'4Info_Inlig'!G3:G40)** or **=SUMIF('4Info_Inlig'!F3:F40, '4Info_Inlig'!F3** **'4Info_Inlig'!G3:G40)** • Function SUMIF ✓ used • Correct range '4Info_Inlig'! ✓ F2:F40 ✓ • Criteria = "District 4" ✓ • Sum range '4Info_Inlig'! ✓ G2:G40 ✓ *(Expected answer: 1890)*	1 2 1 2		6	
4.11	**Chart/graph** • Dark brown border appears around the title ✓ • Data labels appear for each bar ✓ • Major vertical gridlines appear ✓ • The longest bar (District 4) is a different colour ✓ to the other bars • X-axis title reads 'Amount_Bedrag' ✓ • X-axis units set to 25 ✓ • X-axis maximum number set to 350 ✓	1 1 1 1 1 1 1		7	
	Total for QUESTION 4			**[46]**	

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QUESTION 5   **File names: 5Final_Finaal, 5Vote_Stem**   **Total Q5: 47**

No	Criteria	Max Mark			Candidate Mark
Table: 51Tbl					
5.1	• New table called **51Tbl** created ✓ • *ID* field exists ✓	1 1		2	
Table: 52Planning_Beplanning					
5.2.1	**Primary key** • Primary key is set on the *Code_Kode* field ✓	1		1	
5.2.2	**Field: Leader_Leier** • Required property is set to Yes ✓	1		1	
5.2.3	**Field: Task_Taak** • Data type changed to Memo ✓ (*LibreOffice: Accept OTHER*)	1		1	
5.2.4	**Field: Date_Datum** • New field called *Date_Datum* inserted ✓ • Data type set to Date format ✓ (*Note to marker:* • *Accept any placement of the Date_Datum field in the table.*)	1 1		2	
5.2.5	**Field: Cost_Koste** • The data type is set to Currency ✓ format	1		1	
5.2.6	**Field: Cost_Koste: Validation Rule** • >0 ✓ and ✓<500 ✓ *Or any other valid response, e.g.* *Between 1 and 499* *>=1 and <=499*	3		3	
	LibreOffice: *Mark allocation shown as* ☑ • Filter is applied ☑ • Condition 1: Age_Oud field is <19 ☑ • Condition 2: District_Distrik field is 'District 1' ☑				
Table: 53Contestants_Deelnemers					
5.3	**Record deleted** • Record of Bonisile Xhasa does not exist ✓	1		1	
5.4	**Insert (Copy and Paste)** • Values from **5Final_Finaal** ✓ appear in the *Score_Punt* field ✓	1 1		2	
	LibreOffice: *Mark allocation shown as* ☑ **New table created** ☑ Only values from **Column A** (Surnames) and **Column G** (Final Scores) appear ☑				

     Please turn over

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Query: MyQry					
5.5	• Query called **MyQry** created ✓ • *District_Distrik, Name_Naam, Surname_Van* fields are displayed ✓ • *District_Distrik* field is sorted in ascending order ✓ • *Surname_Van* field is sorted in ascending order ✓ • *InTime_Betyds* field: False ✓ or No *(Note to marker:* • *Expect 6 records but accept 7 records if the record for Bonisile Xhasa (question 5.3) was not removed.)*	1 1 1 1 1		5	
Query: Qry56					
5.6	• New field created called *Owe_Skuld* ✓ (*Award the mark irrespective of the field name.*) • *Owe_Skuld*: 200 ✓ - ✓ [*Amount_Bedrag*] ✓ • Criterion: > 0 ✓ • Only the *Name_Naam, Surname_Van* and *Owe_Skuld* fields are displayed ✓ *(Note to marker:* • *Expect 21 records.)*	1 3 1 1		6	
Form: Frm57					
5.7	• The *IDnumber_IDnommer* field does not display ✓ • Picture Type property of image control is set to 'stretch' ✓ (LibreOffice: The scale property of the image button control is set to Keep Ratio/Fit to size.) • The heading reads 'Contest_Kompetisie' ✓ in the header (LibreOffice: Display print layout to see the header) • Allow Deletions set to No ✓ • Filter applied ✓ to *Amount_Bedrag* field ✓ set on R200 ✓ • Examination number is entered in a label ✓ in the form footer ✓ *(Note to marker:* • *Expect 17 records.)*	1 1 1 1 3 1 1		9	

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Report: RptWinners_Wenners				

5.8	• *Name_Naam* field moved next to *Surname_Van* field ✓
	• Grouped by *District_Distrik* field ✓
	• Sorted by *Score_Punt* field ✓ descending order ✓
	• In group footer ✓ = count ✓ ([Surname_Van]) ✓
	  or
	  = count(*)
	• Highest score =Max([Score_Punt]) ✓ appears in the report footer ✓
		1
		1
		2
		3
		
		1
		1
				9	

Report: MyRpt				
5.9	• Report named *MyRpt* ✓ (*and not QryAge_Ouderdom*) • Report based on *QryAge_Ouderdom* query ✓ • Background colour of report header is a yellowish colour ✓ • Date appears in report footer ✓ *(Note to marker:* • *If report called MyRpt is not present check for a report called QryAge_Ouderdom* • *Do not allocate the last mark if date appears twice.)*	1 1 1 1		4	
	Total for QUESTION 5			**[47]**	

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QUESTION 6   **File names: 6Scores_Punte, 6Interview_Onderhoud**
6Envelope_Koevert, 6Merge_Saamvoeg

Total Q6: 18

No	Criteria	Max Mark		Candidate Mark
6Interview_Onderhoud document				
6.1	• Table appears in document ✓ • 4 columns ✓ • Column headings retained ✓ *Name_Naam, Surname_Van*, and *Final Score_Finale Punt* • In the order *Number, Name_Naam, Surname_Van,* and *Final Score_Finale Punt* ✓ • Only the top 20 contestants are displayed ✓ • *Final Score_Finale Punt* column is arranged from highest to lowest score ✓ • Column A contains consecutive numbers 1 to 20 ✓ (*Note to marker:* • *Allocate the 4th mark for the order Name, Surname and Final Score irrespective of the number column appearing or not appearing.* • *Column A does not necessarily need a heading.* • *Allocate the last mark irrespective of where the column appears.*)	1 1 1 1 1 1 1		7
6.2	**Link** • Link to the **6Scores_Punte** spreadsheet appears ✓ • Link appears as an spreadsheet icon ✓	1 1		2
6Scores_Punte, 6Envelope_Koevert, 6Merge_Saamvoeg				
6.3	• DL size envelope is selected ✓ • Name and surname merge fields inserted ✓ in correct position ✓ • Word 'Score' is inserted ✓ • Score merge field appears 1 tab space away from 'Score' ✓ • Filter applied to recipients who scored 'Greater than or equal' ✓ to 70 ✓ • Text watermark 'Winner' is inserted ✓ • Merge completed and saved as **6Merge_Saamvoeg** ✓ (*Note to marker: Expect 12 records.*)	1 1 1 1 1 2 1 1		9
	Total for QUESTION 6			**[18]**

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QUESTION 7   File names: 7Doc_Dok, 7Password_Wagwoord and Old_Oud folder
Total Q7:8

No	Criteria	Max Mark		Candidate Mark
Old_Oud folder				
7.1	• The subfolder called **Today_Vandag** has been deleted/removed ✓ from the **Old_Oud** folder	1	1	
7.2	• Shortcut created to **7Beauty_Skoonheid** file ✓ • Shortcut appears in the **Old_Oud** folder ✓	1 1	2	
7Password_Wagwoord file				
7.3	• **7Password_Wagwoord** has been saved with the password '123'. ✓ (*Note to marker:* • *Accept any password.*)	1	1	
7Doc_Dok document				
7.4	**Line numbering** • Continuous line numbering is displayed ✓	1	1	
7.5.1	**Number of paragraphs** • 25 paragraphs ✓	1	1	
7.5.2	**File path and file name** • *Response should be similar to the following file path:* C:\CandidateNo\Old_Oud\ ✓ Statistics2009.pdf ✓ (*Note to marker:* • *File path will vary according to the candidate's examination folder structure.*)	2	2	
	Total for QUESTION 7		**[8]**	
	TOTAL		**[200]**	