

education

Department:
Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2010

MEMORANDUM

MARKS: 200

This memorandum consists of 12 pages.

QUESTION 1 Folder: Gino

(Accept answers with or without file extension)

No.	Criteria				Max
1.1	File called HowItAllBegan renamed as Begin ✓			1	
1.2	File called Lilies deleted ✓			1	
1.3	New folder called Library created in the Gino folder. ✓ (Note: no mark if created elsewhere)				1
1.4	File called Restau	urant saved as a text fil	e - Restaurant.t	xt √	1
1.5	Author property o	f Titles file has been se	et to the exam nu	mber √	1
1.6	Book.wmf ✓				1
1.7	2008 ✓				1
1.8	.8 Power.zip ✓ (Accept any .jpg file as answer) HowItAllBegan, Begin, John, Lilies				1
	Type field appears first ✓ Sorted according to type ✓ (Accept any order) Screen shot pasted in ✓ (Accept any screen dump – even if not correct)				
	Type ▲ File Folder	Name	Size	Date Modified 11/25/2009 11:45 AM	-
	Compressed (zippe	Library Power	16 KB	7/8/2009 2:25 PM	
	GIF Image	Calculate		3/9/1998 8:52 PM	
	JPEG Image	Begin		7/6/2009 6:29 AM	
	JPEG Image	■ John	24 KB		
	Microsoft Excel Wor	-		7/8/2009 12:38 PM	
	Microsoft PowerPoi	Finance	17 KB	7/8/2009 2:06 PM	
	Microsoft PowerPoi	Results	8 KB	7/8/2009 12:34 PM	
	Microsoft PowerPoi	Success	8 KB	7/8/2009 12:34 PM	
	Microsoft Word Doc	Chair	26 KB	7/8/2009 12:32 PM	
	Microsoft Word Doc	Restaurant	26 KB	7/8/2009 12:56 PM	
	Microsoft Word Doc	Titles	26 KB	7/8/2009 12:28 PM	
	Microsoft Word Tem	Letterhead	22 KB	7/8/2009 1:44 PM	
	Text Document	Restaurant	1 KB	11/25/2009 11:46 AM	
	WMF Image	Book	4 KB	3/9/1998 6:14 PM	
	WMF Image	Momework	29 KB	10/12/1999 6:49 PM	4
1					

QUESTION 2

Filenames: 2Invitation, 2MeetingRec, 2Donations

No.	Criteria		Max
2.1	2Invitat	ion	
	0.4.4	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	
	2.1.1	WordArt/Text Art/Fontwork is used on Invitation ✓	1
	2.1.2	Table borders are greyed out/switched off ✓	
		(All table borders will not be visible when printed)	1
	2.1.3	Scissors symbol ≫ is inserted ✓	
		Tab with dotted leader to 17.5 cm is set ✓ and applied✓	3
	2.1.4	Tab settings for the 5 items changed:	
		Left tab inserted at 4 cm ✓	
		Tab at 5 cm removed ✓	
		 Tab set at 8 cm changed from centre tab to a right align tab ✓ 	
		 Make sure that the tab settings are applied to all 5 of the items√ 	4
2.2	2Meetir	ngRec	
	2.2.1	Heading RECORD OF MEETINGS FOR 2009	
		Appears with a double underline ✓	1
	2.2.2	First column of table is deleted ✓	1
	2.2.3	211 is changed to 21 ✓	
		Comment is removed ✓	2
	2.2.4	Table is resized so that it appears across the width of the page ✓	
		Page orientation has been changed to landscape ✓	2
	2.2.5	Numbers in the last column are right aligned ✓	1
	2.2.6	First 5 cells in the last row containing TOTAL are merged as one cell ✓	1

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No.		Criteria	
	2.2.7	Suburb column has been sorted in descending alphabetical order Headings and total rows of the table do not form part of the sort	
	2.2.8	Outside border of table is changed to 3 pt ✓ Dashed line ✓ (Accept any form of a dashed line)	2
2.3	2Dona	tions	
	2.3.1	The given form controls have been changed as follows; Field Data entered displays as Name and Surname Title case ✓ Amount of money Number ✓ Currency (R #, ###.00) ✓ Number of books Number ✓ Note to marker: Unlock the form and then double click the field to get the Form field options dialog as below: Amount of money field should display as: Text Form Field Options X	
		Tyge: Number Maximum length: Number format: Unlimited R #,##0.00;(R #,##0.00)	4
	2.3.2	The form is locked ✓	1
			[26]

QUESTION 3 Filename: 3Clubs

No	Criteria	Max
3.1	Shadow effect removed from Supper Clubs ✓	1
3.2	Art or shadow style page border of own choice is inserted ✓ on only the first page of the document ✓	
3.3	Footer created:	
	3.3.1 Text appears in the footer ✓ Correct text was selected http://www.cookinglight.com/entertaining/supper-clubs ✓ Text is black font ✓	4
	Font size is 10 pt. ✓	4
	3.3.2 AutoShape or text box is added to footer ✓ Box right justified in the footer ✓ Page number appears in the box ✓ Page numbers only appear after Contents page and not on page 1 (title page) or page 2 (contents page) ✓	
	Page numbers start numbering at 1 (on page 3) ✓	5
3.4	Style MainHead has been modified to add small caps. ✓ All 5 occurrences of text formatted with this style have been updated. ✓	2
3.5	Automatic Table of Contents is generated on page 2 under Contents Only the headings formatted with the MainHead style are included	
	Contents	
	SUPPER CLUBS: HOW IT ALL BEGAN 1 SUPPER CLUBS: THE BIRTH OF A TREND 2 HOW TO START A LUNCH CLUB 5	
	Supper Club Strategies: Keeping It Fresh	3
3.6	Paragraphs starting with The Cooking and ending with stories and guides are formatted so that the spacing after the paragraphs is 12 pt ✓ and the line spacing is 1.5 ✓	
3.7	Correct the hanging indent ✓ in the paragraphs beginning with The topic and ending with supper club so that it matches the rest of the document	1

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No	Criteria	Max
3.8	Note to marker: Switch the Find and Replace dialogue box on and search for Cooking light	
	All 12 occurrences ✓of Cooking light now appear in red font. ✓	2
3.9	Bullets in last paragraph changed to smiley faces, for example ☺ ✓	1
		[23]

QUESTION 4 Filename: 4Membership

No	Criteria	Max
4.1	Cells A1 to N1 merged. ✓	1
4.2	Row height of row 3 changed so that text is visible. ✓	1
4.3	Conditional formatting applied to column E as follows: Cell value equal to ✓ C2 ✓ (Award one mark if a constant value of November is used instead) Filled with any colour ✓ (except white) (Note to marker: Check under format, Conditional formatting, to see if it has been applied)	3
4.4	=UPPER ✓ (CONCATENATE ✓ (B4 ✓ ," " ✓ ,LEFT ✓ (A4,1 ✓))) OR =UPPER ✓ (B4 ✓ & ✓ " " ✓ & LEFT ✓ (A4,1 ✓))	6
4.5	= (TODAY()√-G4√)√/√365√ One mark for the brackets around the today()-G4 if the answer is wrong otherwise. OR (NOW()√C4√)√(√365√)	
	$= (NOW()\checkmark - G4\checkmark)\checkmark/\checkmark 365\checkmark $ (Also accept 365.25)	5
4.6	=VLOOKUP✓ (F4✓,Status!\$A\$2:\$B\$7✓,2✓) absolute cell references✓	
4.7	4.7.1 =IF ✓ (F4>=60 ✓ ,40 ✓ ,IF ✓ (F4>=20 ✓ ,50 ✓ ,45 ✓)) (Note to marker: Accept any correct variation of the nested IF OR accept a correct	
	Vlookup that includes a table created by the learner)	7
	4.7.2 Column J formatted to rand✓	1
4.8	$=K4*75\checkmark - L4\checkmark$ OR $=K4*75\checkmark + J4 - L4\checkmark$	2
4.9	4.9.1 =IF✓ (M4=0✓,"Paid up"✓,""✓)	4
	4.9.2 Copied down to the rest of the column ✓	1
4.10	=COUNTIF ✓ (G4:G43 ✓ ,MIN ✓ (G4:G43)) ✓ OR =COUNTIF ✓ (G4:G43 ✓ ,"2004/01/01" ✓) ✓ OR =COUNTIF ✓ (H4:H43 ✓ ,5.5 ✓) ✓	4
		[40]

QUESTION 5 Filename: 4Membership

	Max
mming deleted√	1
1+E4++J4	2
E ✓ (K4:K43 ✓),0 ✓)	4
	2
	2
✓ OR = SUM✓ (M17:M22) ✓	
s A or B were used or Count if columns C to K wer	re 2
lovice√",MembersLede!M4:M43√)	
ede!I4:I43√,"Novice√",	
✓)	
on MembersLede and a link placed on	4
ng order of membership status √	
ly membership status√	2
from correct data √	
Bywoning√	
e√ y√ above columns	
y value columns or x-axis and y -axis shown √	
√ A date directly date offewire	8
	[27]

QUESTION 6 Filename: 6Details

No.		Criteria	
6.1	6.1.1	DOB_Geboortedatum field moved to appear after the Gender_Geslag field ✓	1
	6.1.2	Surname_Van field set as a required field ✓	1
	6.1.3	ID field formatted with an input mask - 000000000000√ 13 digits ✓	2
	6.1.4	Initials_Voorletters field formatted as > ✓ (format property)	1
	6.1.5	Gender_Geslag field "M" Or "F" ✓ (Validation Rule) Suitable validation text e.g. Can only accept M for Male and F for Female ✓	2
	6.1.6	Suburb_Voorstad field Default value North View ✓	1
	6.1.7	PostalCode_Poskode field inserted after the Suburb_Voorstad field ✓ Data type text ✓	2
	6.1.8	Allergies_Allergieë field has a dropdown box ✓✓ formatted as 'Milk' and 'Nuts' 'None' ✓	3
	6.1.9	Primary key set on ID field ✓	1
6.2	6.2.1	Based on the November query ✓ Displays only Surname_Van and Name_Naam fields ✓ Title Supper in November ✓	3
	6.2.2	Surname_Van, Name_Naam and Allergy_Allergieë fields displayed ✓— extra fields may be displayed Grouped by Allergy_Allergieë field✓ Records sorted by Surname_Van ✓ Total per group displayed ✓ Total labelled with suitable text, e.g. Total ✓ Report saved as Allergies ✓	6

No. Criteria	Max
6.3 Attended query with criteria SupperAug_EteAug AND SupperSept_EteSe	ep 'yes'
- one row ✓	
SupperOct_EteOkt 'yes' – separate ✓ row 'SupperMonth' fields not shown✓	
Capporimental library for chievan	
Name_Naam SupperAug_EteAug SupperSept_EteSer SupperOct_EteOkt MembersLede MembersLede MembersLede MembersLede	
Yes Yes	<u> </u>
Yes Ves	
OR SupperAug_EteAug AND SupperSept_EteSe	⊏ ep 'True'
– one row ✓	
SupperOct_EteOkt 'True' – separate ✓ row	
'SupperMonth' fields not shown√	Ŧ
Name_Naam SupperAug_EteAug SupperSept_EteSep SupperOct_EteOkt MembersLede MembersLede MembersLede MembersLede	+
True True	<u> </u>
True	
Expected number	of records: 27
Expedied named	or records: 27 3
6.3.2 PartyPartytjie query	
Cost: -75*[SupperDec_EteDes]	
Minus sign inserted ✓✓ Formatted as currency ✓ (Accept any positive of	currency
format)	3
6.4 • All fields from MembersLede table displayed ✓	
 Fields listed one below each other in columns ✓ 	
Supper dates displayed together ✓	
 Border line around supper dates ✓ 'Check allergies' displayed in text box ✓ 	
 Date inserted on the form ✓ and updates automatically ✓ 	
But of the form and apartes automationly	
ID 1946082644440	
Surname_Van Nongogo	
Initials_Voorletter: N SupperSept_EteSept 🗹	
Name_Naam Beauty SupperOct_EteOkt	
Gender_Geslag F SupperNov_EteNov SupperDec EteDes	
DOB_Geboortedat 11/24/1988 SupperDec_EteDes	
Street_Straat 222 Du Noon Drive	
Suburb_Voorstad North View Check Allergies	
PostalCode_Poskode 4452 PaidUp_Opbetaal ☐ 11/26/2009	
11/20/2003	
Allergies_Allergieë Milk▼	l 7
	[36]

QUESTION 7 Filenames: 7SupperClub, 7Braai, 7Linked, 7Personal, 7Gina.

No		Criteria	
7.1	7Supp	SupperClub	
	7.1.1	Outline effect on text 'What is a supper club?' Colour background (applied to text, NOT the paragraph) ✓	2
	7.1.2	Drop-cap inserted on 'A supper club is a restaurant' ✓ Over 4 lines ✓	2
	7.1.3	Hyperlink removed from the word 'supper' in the first line ✓	1
	7.1.4	Endnote inserted at 'cocktails' (in first paragraph) ✓ ™ symbol used ✓ Text 'In-house mixers' added to the endnote✓	3
	7.1.5	Picture: Size changed to 5.5 x 4.5 cm√ (2.17 x 1.77 inch) Lock aspect ratio box unchecked√/ Keep ratio unchecked (Open Office) Caption 'Pot-luck' inserted√	3
	7.1.6	Separated into 2 unequal columns ✓ (Picture & following three paragraphs ONLY) Line between columns inserted ✓ (NOT a drawing line)	2
7.2	7.2.1	Chart/graph title changed to 'Braai Cost Per Person' ✓ Chart/graph type changed to column ✓ Data values shown ✓ Background picture 7BraaiPic inserted ✓ If no chart appears in 7SupperClub open 7Braai and mark changes to the chart	4
	7.2.2	Chart inserted ✓ Picture properties wrap/layout set to square ✓ Also accept different wrap if there is a space between the chart and the table, as in Appendix B	2
	7.2.3	=sum√ (above) √ Formatted to 2 decimal places√	3
	7.2.4	Activities table converted to text✓ Activities are separated by commas✓	2
	7.2.5	Watermark 'Club Gino' inserted ✓ Blue text ✓ Diagonally across the page ✓	3
	7.2.6	The document fits on one page ✓	1

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No	Criteria	Max
7.3	7Linked, 7Personal	
	Merged fields <name_naam> and <surname_van> inserted✓</surname_van></name_naam>	
	Of only those attending the supper in December√	
	Space between <name_naam> and <surname_van> ✓</surname_van></name_naam>	
	File 7Linked saved✓	
	Merged document 7Personal saved√	
	Expected number of place mats: 32	5
	·	
7.4	7Gina	
	Data exported from the file 7Mat from the SupportSteun table✓	
	To a spreadsheet named 7Gina ✓	
	All data is visible√	3
		J
		[36]
	TOTAL:	200