education

Department:
Education
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL
SENIOR CERTIFICATE**

**GRADE 12**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

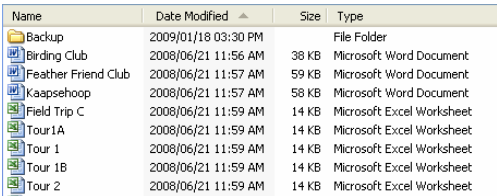**FEBRUARY/MARCH 2009**

**MEMORANDUM**

**MARKS: 200**

**This memorandum consists of 11 pages.**

## QUESTION 1

Answers for QUESTION 1

| No. | Answer | Max | Mark |
|---|---|---|---|
| 1.1 | 3.38 MB (3 552 967 bytes)　　　　OR <br> 3.56 MB (3 739 648 bytes) ✓ | 1 | |
| 1.2 | File **Membership.doc** deleted✓ <br> _Look in **Competitions** folder_ | 1 | |
| 1.3 | Shortcut to **Show.ppt** created✓ <br> Placed in the Feather Friends folder ✓ <br> _Look in **Feather Friends** folder_ | 2 | |
| 1.4 | Password **bird**✓ <br> Added to **Funds Available**✓ <br> _Look in **Finances** folder_ | 2 | |
| 1.5 | Copy all spreadsheet files✓ <br> Files copied not moved✓ <br> _(Files are still visible in the original folder)_ <br> _Look in **Competitions** folder_ <br> (4 spreadsheet files - _Costings.xls, Income.xls, Membership.xls, Year Plan.xls_) | 2 | |
| 1.6 | Filename: Bird✓ (JPEG) | 1 | |
| 1.7 | Subfolder called **Pictures** created✓ <br> In **Members** folder. ✓ <br> _Look in **Members** folder_ | 2 | |
| 1.8 | **Official.doc** file - hidden✓ <br> _Look in **Members** folder – go Properties and make sure that hidden has been selected_ | 1 | |
| 1.9 | Move files with the word **Backup**✓ <br> Moved not copied✓ <br> _Look in **Members** folder & Look in **Members Backup** folder_ <br> (11 files moved, 6 files remain in **Members Backup** folder) ✓ | 3 | |
| 1.10 | Finch.ppt ✓✓ | 2 | |
| 1.11 | Screenshot added ✓ <br> Files arranged according to type✓ <br> Details view✓ <br> Date modified first✓ <br>  | 4 | |
| | **Total:** | **[21]** | |

**QUESTION 2**

| No. | Item/Criteria | Max. | Mark |
|---|---|---|---|
| 2.1 | File > Properties > Summary > Title<br>is set as **Feathers CAT12**. ✓ | 1 | |
| 2.2 | Heading **Feather Friends Club** formatted as<br>white font ✓<br>on a black background. ✓<br><br>**Feather Friends Club** | 2 | |
| 2.3 | Picture of the bird at the top right-hand side of the first<br>page is deleted. ✓ | 1 | |
| 2.4 | Hyperlink✓<br>is inserted on the word RULES linked to **q2Rules.doc**. ✓ | 2 | |
| 2.5 | Columns removed✓<br>Section breaks removed✓ | 2 | |
| 2.6 | Correct paragraphs selected✓:  'OPEN …' to website<br>http://www.sabap2/org<br>and have been formatted to allow for 12 pt (0.4 cm)<br>spacing ✓after each paragraph. | 2 | |
| 2.7 | Manuscript signs have been carried out:<br>A total amount ... appears as a New Paragraph ✓<br>The word 'as' has been inserted  ✓ | 2 | |
| 2.8 | Styles and Formatting feature used to create a new style<br>called **Feather1**.  The new style must be:<br>• Times New Roman ✓<br>• Red ✓<br>• Left indent before (0.5 cm or 0.2 inches) ✓ | 3 | |

| 2.9 | Bulleted list changed to an automatic numbered list ✓ | 1 | |
| 2.10 | Footnote inserted ✓<br>With a custom mark: # ✓<br>Text: Found at www.birdlife.org.za appears as the footnote reference ✓ | 3 | |
| 2.11 | Paragraph formatted with grey shading ✓<br>(Borders and Shading) | 1 | |
| 2.12 | Comment/note inserted on the word FORM ✓<br>to read:  Submit ASAP✓ | 2 | |
| 2.13 | A large symbol ☐   inserted as a checkbox for 'Yes' ✓<br>Checkbox placed in correct position ✓ | 2 | |
| 2.14 | WordArt/TextArt/Fontwork appears as font size 40 ✓<br>is inserted at the top of the page to read **Checklist**. ✓<br>Fill style used is the picture of **q2PrettyBird**. ✓<br>(*Candidates using Open Office must be awarded the last mark.*) | 3 | |
| 2.15 | Line and leader of the checklist appear as follows:<br><br>1      ✓ ____ ✓          Akalat✓ ...........................✓East Coast<br>2      _____          Albatross ...........................Atlantic Yellow-nosed<br>3      _____          ........................................Black-browed<br>4      _____          ........................................Buller's✓ | 5 | |
| 2.16 | Insert a **callout/autoshape/speech bubble** ✓<br>with a broken line ✓<br>with the words 'I was the Bird of the Year for 2008!' ✓<br>(Ignore spelling and grammar – mark for text inserted correctly) | 3 | |
| 2.17 | Gridlines removed   OR    Table converted to text ✓ | 1 | |
| 2.18 | Page numbering added ✓<br>in the footer✓<br>in the format – Page X of Y✓ | 3 | |
| | **Total:** | **[39]** | |

**QUESTION 3**

| No. | Item/Criteria | Max. | Mark |
|---|---|---|---|
| 3.1 | Date on a new line at the beginning of the document ✓<br>Correct format (e.g. 5 January 2009)✓<br>Automatically updates (current date)✓ | 3 | |
| 3.2.1 | Rows 2 to 7 of column 1 merged✓ | 1 | |
| 3.2.2 | October rotated (reads from bottom to top) ✓ | 1 | |
| 3.2.3 | Cost – right aligned ✓ | 1 | |
| 3.2.4 | Outside border only ✓<br>Thick (3 or more pt) ✓ | 2 | |
| 3.3 | Page border inserted ✓<br>On first page only ✓ | 2 | |
| 3.4 | Page break inserted before second heading CALENDAR OF EVENTS above November table ✓ | 1 | |
| 3.5.1 | **November/December table**<br>2 columns inserted ✓<br>To the right of the table ✓<br>Heading 'BOOKINGS' and 'TOTAL' inserted ✓ | 3 | |
| 3.5.2 | Table resized to fit across the width of page<br>All headings fit on one line ✓ | 1 | |
| 3.5.3 | **Event** column adjusted to fit information on one line ✓ | 1 | |
| 3.6 | Table split ✓<br>between November & December ✓ | 2 | |
| | **Total:** | **[18]** | |
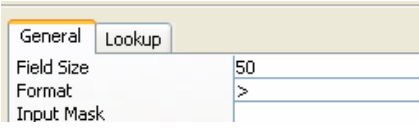
## QUESTION 4
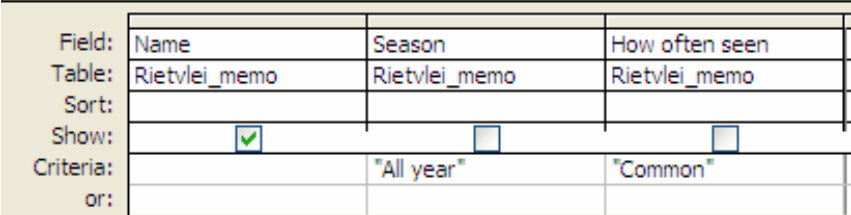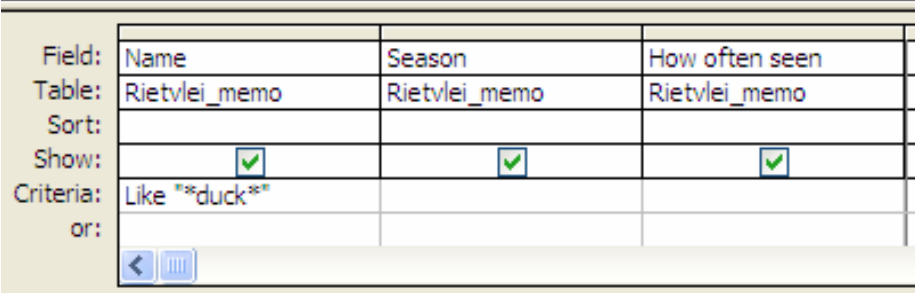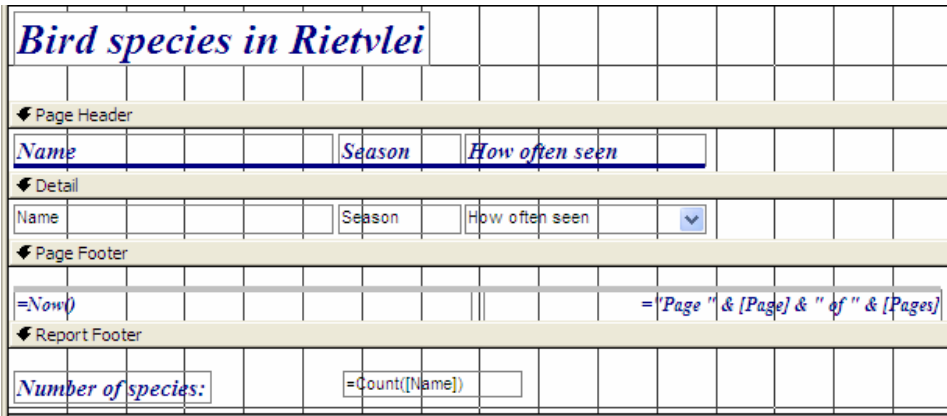
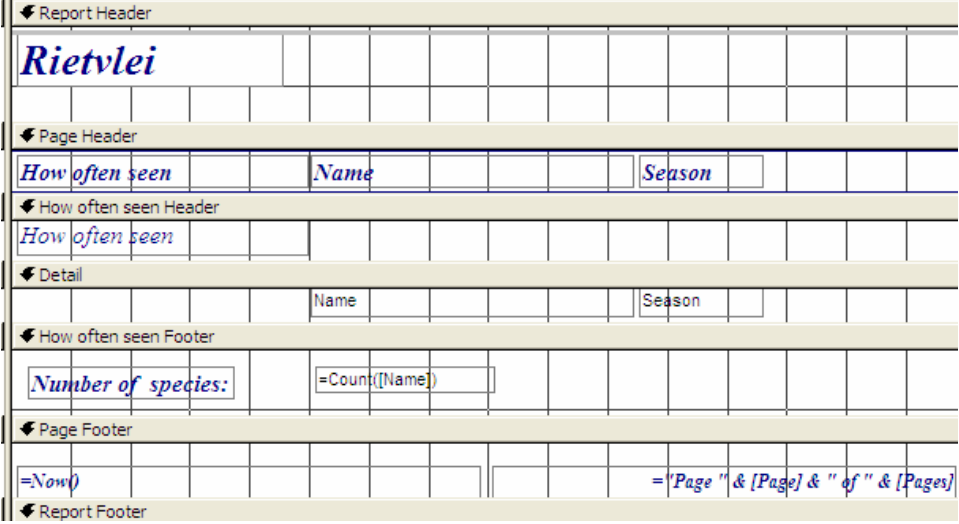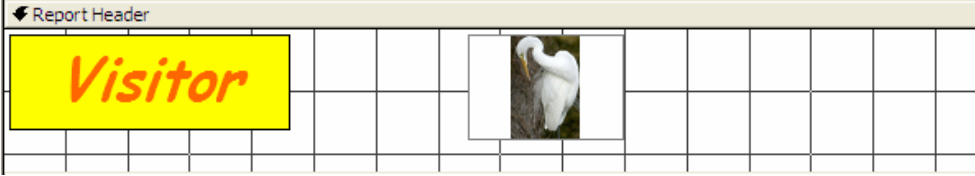| No. | Item/Criteria | Max. | Mark |
|---|---|---|---|
| 4.1 | Column inserted to the left of column A ✓ | 1 | |
| 4.2 | Cells A1:D1 merged ✓ | 1 | |
| 4.3 | Thick border only around title✓ | 1 | |
| 4.4 | Column headings in row 3 aligned<br>vertically✓<br>horizontally✓ | 2 | |
| 4.5 | Row 1 height changed from 21.5 ✓<br>To 25 pt✓ (or 0.88 cm) | 2 | |
| 4.6 | Sorted correctly (all the data still kept together) ✓ | 1 | |
| 4.7 | Worksheet Sheet1 renamed to Feathers✓ | 1 | |
| 4.8 | Heading word wrapped ✓ | 1 | |
| 4.9 | Numbered in column A (from 1 to 61) ✓ | 1 | |
| 4.10 | Conditional formatting applied to column C ✓<br>Condition: < 150' ✓<br>Font is a 'reddish' colour✓ | 3 | |
| 4.11.1 | Graph type: bar or column✓ | 1 | |
| 4.11.2 | Each bird species displayed as a different colour✓ | 1 | |
| 4.12.1 | Format cells – Protection set to:<br>Locked✓<br>Hidden✓<br>For cell C65 only ✓ | 3 | |
| 4.12.2 | Sheet protected✓<br>(No password) | 1 | |
| | **Total:** | **[20]** | |

## QUESTION 5

| No. | Item/Criteria | Max. | Mark |
|---|---|---|---|
| 5.1 | BirdData Sheet | | |
| 5.1.1 | In H5<br>=SUM✓ (B5:B65) ✓ | 2 | |
| 5.1.2 | In H6<br>=ROUND✓(H5/✓H11✓,1✓)  **OR**<br><br>=ROUND✓ (AVERAGE✓ (B5:B65) ✓,1✓) | 4 | |
| 5.1.3 | In H7<br>=MIN✓ (B5:B65) ✓ | 2 | |
| 5.1.4 | In H8<br>=COUNTIF✓ (B5:B65✓, "> 400") ✓ | 3 | |
| 5.1.5 | In H9<br>=SUMIF✓ (C5:C65 ✓,"*insect✓*✓", B5:B65✓) | 5 | |
| 5.2.1 | In D5<br>=( B5✓/$H$14✓)    OR    =( B5/$H$5)<br>Absolute cell reference✓<br>Formatted to display as percentages ✓<br>Copied down✓ | 5 | |
| 5.2.2 | In E5<br>=VLOOKUP✓ (B5✓,Vlookup_table!$A$2:$B$5✓,2✓,TRUE✓)<br><br>Absolute cell reference ✓(to be able to copy down successfully BUT no mark for copying of formula) | 6 | |
| 5.3 | Column graph created with correct source data (G17:H21)✓<br>Chart title "Number of species based on feeding habits'✓<br>Y-Axis title "Number of species" ✓<br>Text vertically aligned on X-Axis✓<br>Interval on Y-axis set at 15 ✓<br>Graph underneath analysis in BirdData worksheet✓ | 6 | |
| 5.4.1 | Data copied✓<br>Paste special used to display correctly ✓(no error messages) | 2 | |
| 5.4.2 | Graph copied to Sheet 2✓ | 1 | |
| | **Total:** | **[36]** | |

## QUESTION 6

| No. | Item/Criteria | Max. | Mark |
|-----|---------------|------|------|
| 6.1 | q6TourGuides database | | |
| 6.1.1 | Database table TourGuides created✓<br>Fields added with correct data type:<br>• Surname_name      :      text ✓<br>• Cell number      :      text ✓<br>• Daily tariff/rate      :      currency✓<br>• Experienced (yes/no):      yes/no✓ | 5 | |
| 6.1.2 | Format Surname_name  field: >✓<br><br>General \| Lookup<br>Field Size      50<br>Format      ><br>Input Mask | 1 | |
| 6.1.3 | Daily tarrif/rate appears as last field ✓ | 1 | |
| 6.2.1 | How often seen/Hoe dikwels gesien field has its required property set to yes ✓ | 1 | |
| 6.2.2 | Drop down box added ✓✓<br>*(Check the form view of the table and click on the How often seen field)*<br>Correct values added✓<br><br>Rietvlei : Table<br>English_Name \| Season \| How often seen<br>Africa Black Oy \| All year \| Common<br>Black-shouldere \| All year \| Common<br>Blacksmith Plo \| All year \| Uncommon<br>Black-winged S \| All year \| Rare<br>Bokmakierie \| All year \| Visitor<br><br>*(These marks must be awarded to candidates using OpenOffice)* | 3 | |
| 6.2.3 | Name/Naam field is a primary key✓ or an index without duplicates | 1 | |
| 6.2.4 | Field size of Season/Seisoen changed to approximately between 8 and 20✓ | 1 | |
| 6.3 | Input form✓ linked to the Rietvlei table showing all fields created✓ | 2 | |

| 6.4.1 | Only Name/Naam field displayed ✓<br>Season/Seisoen field, criteria "All year" ✓<br>How often seen/Hoe dikwels gesien field, criteria "Common" ✓ | 3 | |
|---|---|---|---|

| Field: | Name | Season | How often seen |
|---|---|---|---|
| Table: | Rietvlei_memo | Rietvlei_memo | Rietvlei_memo |
| Sort: | | | |
| Show: | ✔ | ☐ | ☐ |
| Criteria: | | "All year" | "Common" |
| or: | | | |

| 6.4.2 | Display 3 fields✓<br>Name/Naam field criteria: *duck*✓✓ | 3 | |
|---|---|---|---|

| Field: | Name | Season | How often seen |
|---|---|---|---|
| Table: | Rietvlei_memo | Rietvlei_memo | Rietvlei_memo |
| Sort: | | | |
| Show: | ✔ | ✔ | ✔ |
| Criteria: | Like "*duck*" | | |
| or: | | | |

| 6.5.1 | (*Mark in design view*)<br>Report created based on Rietvlei table ✓<br>Function in report footer ✓<br>Function: =Count([Name]) ✓ OR　　　= Count(*)<br>Clearly labelled✓<br>Report heading changed to Bird species in Rietvlei✓<br>Report saved as Totalspecies✓ | 6 | |
|---|---|---|---|

**Bird species in Rietvlei**

⬦ Page Header

*Name*　　　*Season*　*How often seen*

⬦ Detail

Name　　Season　How often seen

⬦ Page Footer

=Now()　　　　　　　　　　=''Page '' & [Page] & '' of '' & [Pages]

⬦ Report Footer

*Number of species:*　=Count([Name])

　　　　　　　　　　　　Please turn over

| 6.5.2 | Grouped✓<br>Group footer shown✓<br>Function: =Count([Name])  ✓ OR          = Count(*)<br>Clearly labelled ✓ | 4 | |
|---|---|---|---|



| 6.5.3 | In report header✓<br>Format heading: red font✓, yellow background✓,<br>image✓ image fits✓ (*in heading area, not enlarged, and in the image box*) | 5 | |
|---|---|---|---|



| 6.6 | Query Visitor copied to word document✓<br>All 15 records displayed✓<br>Only the names of birds displayed✓ | 3 | |
|---|---|---|---|
| | | **Total:** | **[39]** | |

**QUESTION 7**

| No. | Item/Criteria | Max. | Mark |
|---|---|---|---|
| 7.1 | q7Article | | |
| 7.1.1 | Page orientation changed to landscape ✓ | 1 | |
| 7.1.2 | Text placed in 3 columns ✓<br>With a line in between ✓ | 2 | |
| 7.1.3 | Drop cap inserted ✓<br>Over 4 lines ✓ | 2 | |
| 7.1.4 | Layout of picture – tight ✓<br>Textbox added ✓<br>Text added : **Book Now, Call: Tina, 085 084 0830** ✓<br>*Ignore spelling errors*<br>On the picture in a white font ✓<br>Transparent shading ✓<br>Caption added ✓ | 6 | |
| 7.1.5 | Correct table inserted ✓<br>Calculation : =SUM✓ (Above) ✓<br>Bullets inserted ✓<br>Customised with q7Bullet.bmp ✓<br>Pie chart inserted from spreadsheet ✓<br>Slices attached✓<br>Document on one page ✓ | 8 | |
| 7.2 | Correct data imported ✓<br>Into a table called BirdsTable ✓<br>Number in area field changed to number ✓ | 3 | |
| 7.3 | Only those interested in going on the tour selected✓<br>Only grade 10 & 11, not grade 8 & 9 ✓<br>Mail merge fields inserted ✓<br>Only surname and name fields inserted✓<br>Mail merge completed ✓<br>(11 letters)<br>*Records can be selected by creating a query and in the*<br>*database OR by using the mail merge recipient feature to*<br>*select the correct records.* | 5 | |
| | **Total:** | **[27]** | |

**TOTAL:**     **200**