basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2015

MEMORANDUM/MARKING GUIDELINE

MARKS: 180

CENTRE NUMBER									

FINAL MARK	

EXAMINATION NUMBER														

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	28	22	18	31	40	20	21	180
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/marking guideline consists of 13 pages.

EXAMINATION NUMBER													

QUESTION 1   **File name: 1Energy_Energie**   **Total Q1: 28**

No	Criteria	Maximum Mark		Candidate Mark
1.1.1	**Cover page/Title page** • Any page border added ✔ *(Note to marker: Border can appear only on first page.)*	1	1	
1.1.2	**Cover page/Title page** • Watermark appears only on first page ✔	1	1	
1.2	**Table of contents** • Automatic Table of Contents inserted ✔ • Three levels of headings appear ✔ • Correct styles used: Title, Heading 1 and Heading 2 styles ✔ *(Note to marker: All three levels must be inserted correctly in order to obtain the last mark.)*	1 1 1	3	
1.3	**Page numbering** • Page numbers have been inserted in the header ✔ • Automatic page numbering starts as 1 on the second page ✔ • Page numbering does not appear on the first page ✔	1 1 1	3	
1.4	**Shape fill** • 'Social' shape has been filled with the picture **1Social_Sosiaal** ✔ *(Note to marker: Accept if any of the other images have been used to fill the shape.)*	1	1	
1.5	**Hyperlink** • Hyperlink applied on word 'resources' ✔ • Linked to heading 'Where does our energy come from?' ✔ *(Note to marker: Allocate the marks if the candidate created a bookmark and linked the text to the bookmark.)*	1 1	2	
1.6	**Table** • Text was correctly converted to table ✔ • Any table style applied to the table other than the default ✔ *(Note to marker: Do not award the first mark if only one column appears.)*	1 1	2	

EXAMINATION NUMBER													

1.7	**Citation** • Citation created ✓ • Title – SMART LIVING HANDBOOK, Year – 2011 ✓ • APA style applied ✓ *(Note to marker: Allocate second mark if only the title or the year has been inserted.)*	1 1 1		3	
1.8	**Caption** • Automatic caption changed from table to figure ✓ • Caption appears with the text 'Figure1: Electricity' ✓	1 1		2	
1.9	**Bullets** • Bullets formatted to a picture ✓ • **1Bullet_Kolpunt** picture used to format bullets ✓ *(Note to marker: Accept if only one bullet is changed.)*	1 1		2	
1.10	**Style** • New style named **Energy** ✓ • Font size set to 16 pt ✓ • Font colour changed to red ✓ • 'Energy' style applied to heading 'Decommissioning' ✓	1 1 1 1		4	
1.11	**Find and Replace** • All occurrences of the whole word 'sustainnable' have been replaced with the word 'sustainable' ✓ • Highlighted ✓ *(Note to marker: 2 replacements expected.)*	1 1		2	
1.12	**Widow/Orphan** • Widow/Orphan control setting has been unchecked for third column in table ✓	1		1	
1.13	**Table of Figures/Illustration Index** • Table of Figures/Illustration Index updated ✓ *(Notes to marker:* • *Check that the 'Imported gas' figure has been added to the table to mark this question.* • *Page numbers may differ.)*	1		1	
	Total for QUESTION 1			**[28]**	

EXAMINATION NUMBER ☐☐☐☐☐☐☐☐☐☐☐☐☐

QUESTION 2   **File name: 2School_Skool**   **Total Q2: 22**

No	Criteria	Maximum Mark		Candidate Mark
2.1	**Page orientation** • Only the first page changed to landscape ✓ • Section break inserted and second page appears in portrait ✓	1 1	2	
2.2	**Page border** • Top margin of page border changed to 17 pt ✓ • From edge of page ✓	1 1	2	
2.3	**Heading centred** • Heading has been centred horizontally ✓	1	1	
2.4	**Columns** • Selected text displayed in three columns ✓ • Spacing between columns set to 0.6 cm ✓ • Column break inserted before the headings 'Switch off at the socket!' and 'Turn off the lights' ✓ *(Notes to marker:* • *Do not penalise if a line between columns was added.* • *Allocate the third mark if only one column break was inserted.)*	1 1 1	3	
2.5	**Callout shape** • Text box has been changed to callout shape ✓ • Grey fill colour applied to shape ✓ • Shape sized to include all the original information so it is clearly visible ✓ *(Note to marker: Accept any similar callout shape.)*	1 1 1	3	
2.6	**Grouping** • Pictures moved to correct position/order ✓ • Pictures grouped as one object ✓	1 1	2	
2.7	**Hyphenation** • Hyphenation set to automatic ✓	1	1	
2.8	**Survey Form** • Three leader tab lines have been removed ✓ • Text form field type of Age changed to Number type ✓ • Blue placeholder replaced with a drop-down list ✓ • Items appear as Moderate, Mild, Excessive ✓	1 1 1 1	4	
2.9	**Symbol/Shape** • Correct symbol inserted next to 'Use Electricity Sparingly' ✓	1	1	
2.10	**Watermark** • Watermark inserted on any page ✓ • **2Back_Agter** picture inserted ✓ • Scale is set to 120% ✓	1 1 1	3	
	Total for QUESTION 2		**[22]**	

EXAMINATION NUMBER												

QUESTION 3   **File name: 3Individ**   **Total Q3: 18**

- *Mark the questions from the formulae and not the values/answers in the cell.*
- *Check against candidate's actual work (Cell references may differ, depending on the candidate's response).*
- *Candidate may use multiple formulae or cells as 'building blocks' to answers.*
- *Named ranges can be used instead of cell references.*

No	Criteria	Maximum Mark			Candidate Mark
Main_Hoof worksheet					
3.1	**Cell B3:** **= TODAY() OR NOW()** ✓		1	1	

3.2	**Cell B4:**
	=DATE(YEAR(B3)+2,MONTH(B3)+3,DAY(B3))
	   • DATE function ✓
	   • (YEAR(B3)+2 ✓
	   • MONTH(B3)+3 ✓
	   • DAY(B3)) ✓
	(Note to marker: Accept any other suitable method.)
			1
			1
			1
			1
				4	

3.3	**Cell B7:**
	=CONCATENATE(LEFT(A7,3),J7)
	
	OR
	
	=LEFT(A7,3)&J7
	
	   • CONCATENATE function **OR** & sign ✓
	   • LEFT ✓ (A7,3) ✓
	   • J7 ✓
			1
			2
			1
				4	

3.4	**Cell C19:** **=MODE(C7:I18)** ✓		1	1	

3.5	**Column I: Data Validation**
	   • Validation criteria: Allow whole number ✓
	   • Criteria: <= ✓
	   • 100 ✓
	   • Any suitable error message ✓
			1
			1
			1
			1
				4	

3.6	**Page Setup**
	   • Print area set to A1:J19 ✓
	   • Gridlines – 'Print' checked in page setup ✓
			1
			1
				2	

Transp worksheet					

3.7	**Transp worksheet**
	   • Data copied from **range A14:I16** from **Main_Hoof** worksheet to **Transp** worksheet ✓
	   • Data correctly displayed/transposed ✓
			1
			1
				2	

	Total for QUESTION 3			**[18]**	

EXAMINATION NUMBER													

QUESTION 4   **File name: 4Countries_Lande**   **Total Q4: 31**

- *Mark the questions from the formulae and not the values/answers in the cell.*
- *Check against candidate's actual work (Cell references may differ, depending on the candidate's response).*
- *Candidate may use multiple formulae or cells as 'building blocks' to answers.*
- *Named ranges can be used instead of cell references.*

No	Criteria	Maximum Mark			Candidate Mark
Carbon_Koolstof worksheet					
4.1	**Carbon_Koolstof tab:** • Tab changed to any colour other than the original colour ✓ *(Note to marker: The original tab colour was white.)*	1		1	
4.2	**Cell A1:** • Comment added ✓ • Comment text inserted: 'Carbon released'✓ *(Note to marker: Ignore spelling.)*	1 1		2	
4.3	**Cell C10:** **= VLOOKUP(B10,Capital_Hoofstad!A2:B20,2,FALSE)** **OR** **= VLOOKUP(B10,Capital_Hoofstad!A2:B20,2,0)** • LOOKUP value: B10 ✓ • Table array: Capital_Hoofstad!A2:B20 ✓ **OR** Table array: Capital_Hoofstad!A1:B20) • Column index number: 2 ✓ • Range_Lookup: False **OR** 0 ✓ **OR** **= VLOOKUP(B10,Capital_Hoofstad!A2:B20,2)** • LOOKUP-value: B10 ✓ • Table array: Capital_Hoofstad!A2:B20 ✓ **OR** Table array: Capital_Hoofstad!A1:B20) • Column index number: 2 ✓ • Data in **range A2:B20** is sorted in alphabetical order in the **Capital_Hoofstad** worksheet according to country ✓ *(Note to marker: Absolute cell referencing can be used.)*	1 1 1 1		4	

EXAMINATION NUMBER

4.4	**Cell F22:**
	= SUMIF(D3:D21,"*America",F3:F21)
	  • SUMIF function ✓
	  • Criteria range: (D3:D21) ✓
	  • Criteria: "*✓ **America"** ✓
	  • Sum range: (F3:F21) ✓
	
	OR
	
	=SUMIF(D3:D21,"South America",F3:F21) +
	SUMIF(D3:D21,"North America",F3:F21)
	  • SUMIF function ✓
	  • Criteria range: (D3:D21) ✓
	  • Sum range: (F3:F21) ✓
	  • Both criteria included ✓ ✓
		1
		1
		2
		1
				5	

4.5	**Cell H3:**
	=IF(G3>=$F$24,"High Risk","Low Risk")
	
	OR
	
	=IF(G3<$F$24,"Low Risk","High Risk")
	
	OR
	
	=IF(G3>=AVERAGE($G$3:$G$21),"High Risk", "Low Risk")
	
	OR
	
	=IF(G3<AVERAGE($G$3:$G$21),"Low Risk", "High Risk")
	
	  • IF function ✓
	  • Condition G3 >=F24 **OR** Average(G3:G21) and value "High Risk" ✓
	  • Condition G3<F24 **OR** Average(G3:G21) and value "Low Risk" ✓
	  • Absolute addressing $F$24 **OR** ($G$3: $G$21) ✓
	  • Formula copied to cells H4 to H21 ✓
		1
		1
		1
		1
		1
				5	

4.6	**Cell J3:**
	=I3/SUM(I3:I21)*100
	
	OR
	
	=I3/SUM(I3:I21)%
	
	  • I3 ✓
	  • / ✓ SUM(I3:I21) ✓
	  • *100 **OR** cell formatted as percentage ✓
	  • Formatted to 4 decimal places ✓
		1
		2
		1
		1
				5	

       Please turn over

EXAMINATION NUMBER													

4.7	**Cell F26:** **=F3/E3*POWER(I3,5)** - F3 ✔ /E3 ✔ * POWER(I3 ✔ ,5) ✔ **OR** **=F3/E3*I3^5** - F3 ✔ /E3 ✔ * I3 ✔ ^ 5 ✔ **OR** **=F3/E3*I3*I3*I3*I3*I3** - F3 ✔ /E3 ✔ * I3 ✔ multiplied by itself 5 times ✔	1 1 2		4	
Nuclear_Kernkrag worksheet					
4.8	**Graph** - Horizontal axis title 'Country' inserted ✔ - Highest column filled in a different colour ✔ - Value data label set for France only ✔ - Exponential trendline inserted ✔ - Vertical axis scale set to automatically display the maximum value ✔	1 1 1 1 1		5	
	Total for QUESTION 4			**[31]**	

EXAMINATION NUMBER														

QUESTION 5   **File name: 5Course_Kursus**   **Total Q5: 40**

No	Criteria	Maximum Mark		Candidate Mark
Table: Cur_Kur				

5.1.1	**Field: Type_Tipe**
	• Drop-down field ✓
	• Options are Sust-Related and Sust-Focused ✓
	
	Field: Dept_Dept
	• Field size 15 ✓
	
	Field: CourseID_KursusID
	• Required property set to Yes ✓
	• Indexed properties set to Yes (no duplicates) ✓
	• Input mask: > ✓
	                          LLL ✓
	                          ? ✓
	                          000 ✓
	
	Field: Cost_Koste
	• Format set to currency (Rand) or data type changed to Currency ✓
	
	Field: Avail_Beskik
	• Format set to Yes/No ✓
	• Lookup display control changed to textbox ✓
		1
		1
		
		1
		
		1
		1
		1
		1
		1
		1
		
		1
		
		1
		1
			12	

5.1.2	**Format table** • Gridlines removed ✓ • Background colour of table changed to grey ✓	1 1	2	
Course_Kursus				
5.2	**Export table** • Table **Course_Kursus** exported to word processing type document ✓ • Saved as **5Exp_Uit** ✓ *(Note to marker: Accept any document type that will open in a word processor.)*	1 1	2	
Query: qry5_3				
5.3	• *Title_Titel*, *Cost_Koste* and *VATInc* fields are displayed ✓ • Calculated field name: *VATInc:* ✓ • [Cost_Koste] ✓ • * ✓ • 1.14 ✓ **OR** 14/100+[Cost_Koste] **OR** 114/100 **OR** 0.14+[Cost_Koste]	1 1 1 1 1	5	

EXAMINATION NUMBER												

Query: qry5_4					
5.4	• Criteria *Title_Titel* = "*sustainable* " Both wildcards (*) ✓ sustainable ✓ • *Student_Student* field: >= 60 ✓ (>59) AND ✓ <100 ✓ (<=99) *(Note to marker: 2 records expected.)*	2 1 1 1		5	

Query: qry5_5					
5.5	• Fields included: *Dept_Dep, Cost_Koste, Title_Titel, Avail_Beskik* ✓ • *Dept_Dept* = "ACCT" ✓ • *Avail_Beskik* = Yes ✓ **OR** 1 **OR** True **OR** -1 • *Title_Titel* field sorted ascending ✓	1 1 1 1		4	

Form: frm5_6					
5.6	• Only *CourseID_KursusID*, *Title_Titel*, *Avail_Beskik* fields included ✓ • Label in form header changed to 'Courses' ✓ • Date inserted as field in form footer ✓	1 1 1		3	

Report: rpt5_7					
5.7	• Report data source changed to **qry5_7** ✓ • Grouped on *Avail_Beskik* field ✓ Properties changed to 'keep whole group together on page' ✓ • Function inserted in group footer or group header ✓ =count ✓ ([*Title_Titel*]) ✓ **OR** =count ✓ (*) ✓ • Suitable label (must refer to number of courses) ✓	1 1 1 1 2 1		7	
	Total for QUESTION 5			**[40]**	

EXAMINATION NUMBER												

QUESTION 6   **File name: 6Tips_Wenke**   **Total Q6: 20**

- *This question should be marked from the browser as far as possible, unless otherwise indicated or if it cannot be seen on the browser.*
- *A maximum of 1 mark will be deducted if one or more closing tags are omitted.*
- *The code of the candidates who use a word processor will contain additional unnecessary tags. Markers will need to work through the code to check for the answers provided below.*

No	Criteria	Maximum Mark		Candidate Mark
6.1	**Title** *<title>Energy Tips</title>* • 'Energy Tips' appears ✓ • In the browser tab ✓	1 1	2	
6.2	**Background colour** **<body bgcolor="white">** • Background colour changed to white ✓	1	1	
6.3	**Heading and alignment** ** Energy Saving Tips ** • 'Energy Saving Tips' appear as heading 1✓ • 'Energy Saving Tips' centred ✓	1 1	2	
6.4	**Horizontal line size** **<hr color="yellow" size="10">** • Line size set to 10 ✓	1	1	

6.5	**Table: Row and Column**
	****
	<table border="1">
	  <tr>
	     <td>Tip 1</td>
	     <td>Leaving a computer monitor on overnight wastes as much energy as making 800 A4 photocopies!</td>
	  </tr>
	****
	
	• Font of entire table changed to Arial ✓
	• Row inserted at the top of the table ✓
	• Text 'Tip 1' appears in the first cell of the new row ✓
	• Text 'Leaving a computer monitor on overnight wastes as much energy as making 800 A4 photocopies!' appears in the second cell in the new row ✓
		1
		1
		1
		
		1
			4	

EXAMINATION NUMBER														

6.6	**Image: Height and Width** ***<img src="6Save_Spaar.jpg"height="200" width="200">*** • Image appears below the table ✓ • Image displays correctly ✓ • Height = 200 ✓ • Width = 200 ✓ *(Note to marker: Mark this from the HTML code.)*		1 1 1 1		4	

6.7	**Ordered list**
	** **
	          ** - Change a light! **
	          ** - Fight the light! **
	          ** - Don't leave it on! **
	          ** - Shocking battery power **
	     ****
	** **
	
	• Bulleted list changed to numbered list ✓
	• Font size of list items changed to 6 ✓
	
	(Note to marker: Mark the second bullet from the HTML code.)
			1
			1
					2	

6.8	**Link** **Link to Google** • Link text 'Link to Google' inserted ✓ • Between paragraph tags ✓ • Link moves to 'www.google.com' ✓ • Link works correctly ✓ *(Note to marker: The link will work correctly if the web browser opens and the address displays in the address bar. No Internet access is needed.)*		1 1 1 1		4	
	Closing tag(s) or brackets omitted	-1			
	Total for QUESTION 6			**[20]**	

EXAMINATION NUMBER													

QUESTION 7   **Total Q7: 21**

File names: 7Act_Akt, 7Temp and 7Video

No	Criteria	Maximum Mark		Candidate Mark
7Act_Akt				
7.1	**Extraction** • **7Video** file extracted (7Video.mp4 appears in examination folder) ✓	1	1	
7.2.1	**Cross-reference** • Cross-reference created ✓ • On the text 'Temperatures' ✓ • Linked to bookmark called 'Graph' ✓	1 1 1	3	
7.2.2	**Equation** • Equation adjusted to include Kwh on top ✓ • Day included below Kwh ✓	1 1	2	
7.2.3	**Shape added** • Shape with text 'Human Resources' added ✓ • In the correct position ✓ *(Note to marker: Ignore spelling.)*	1 1	2	
7Temp				
7.3	**Graph/Chart in 7Temp** • Years sorted in ascending order ✓ • Duplicate values deleted ✓ • Top 3 temperatures ✓ appear with a border ✓ • Graph inserted in **7Act_Akt** document ✓ • Reduced to fit in third column ✓	1 1 1 1 1 1	6	
7Act_Akt				
7.4	**Calculation in table** • =AVERAGE ✓ • (ABOVE) ✓	1 1	2	
7.5	**Text form field** • Maximum characters is set to 30 ✓ • Default text added as 'Add your name here' ✓	1 1	2	
7.6	**Author properties** • Author property of document changed to examination number ✓ • Author field inserted next to 'Created by:' ✓ • Displays in capital letters ✓	1 1 1	3	
	Total for QUESTION 7		**[21]**	
	TOTAL			**180**