education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2009

MEMORANDUM

MARKS: 200

This memorandum consists of 10 pages.

QUESTION 1 **Folder: Konnexions**

No.	Criteria	Max.	Mark
1.1	Folder called Tips created in Konnexions folder✓	1	
1.2	Shortcut to Shop created and placed in Presentations folder✓	1	
1.3	The author property of the Clients file has been set as the examination number✓	1	
1.4	Meetings.csv✓ *(Accept with or without file extension)*	1	
1.5	Activities.txt✓ OR Meetings.csv *(Accept with or without file extension)*	1	
1.6	NewBusiness.zip✓ *(Accept with or without file extension)*	1	
1.7	Rename renamed as Store✓ *(Accept with or without file extension)*	1	
1.8	ABC Bank✓	1	

1.9	All files with the word 'presentation' in the file name✓
	Moved (not copied) to the Presentations folder ✓
	5 files
	    Manager Presentation
	    Presentation of Business
	    Presentation Speech
	    Presentation Stats
	    A Stock Presentation
		2	

1.10	Oldstuff deleted✓	1	
1.11	Screenshot pasted in ✓ Sorted according to date✓ Oldest first✓ 'Date modified' field appears first✓	4	
		[15]	

QUESTION 2   **Filenames: 2Ad, 2Leaflet**

No.		Criteria	Max.	Mark
2.1	2.1.1	Double-line border on outline of table✓ Single-line border on lines inside table✓	2	
	2.1.2	Column on the left merged to form one cell✓	1	
	2.1.3	Image 2Pens inserted✓ Fits in cell✓ Watermark/washout✓(*no mark if picture moved behind text*)	3	
	2.1.4	WordArt/Text Art/Fontwork created✓ Outline thicker than default (0.75 pt) ✓(*0.01" in OpenOffice*) Fill with pattern ✓ Curved shape✓ Placed over picture✓	5	
	2.1.5	Cell alignment set to bottom✓ only in top right cell✓ *(Check the cell alignment in table properties)*	2	
	2.1.6	Logo made with arrow shape✓ and circle shape✓ Arrow filled with black OR thick black arrow✓ Arrow placed over circle✓ Arrow and circle grouped✓	5	
	2.1.7	Split cells✓ Into two rows✓ *"Useful Reference Material"* aligned to the centre✓ Text appears in the correct rows (cells) ✓	4	
2.2	2.2.1	Page break inserted✓(*body of text appears on a separate page*)	1	
	2.2.2	Date inserted as a field ✓('*update automatically*' is checked) In DD-MM-YYYY format✓ OR YYYY-MM-DD format In the footer✓	3	
	2.2.3	Endnote inserted✓ (*at the end of the document, not at the end of the page*) Based on/anchored to 'want'✓ Endnote reference = 'Jan/Feb 2009'✓	3	

	2.2.4	New style **HeadBus** created✓ 16 pt✓ blue✓	3	
	2.2.5	**Heading 1** style applied to the main headings ✓ ("Turn your hobby into a business" and "Van stokperdjie tot besigheid") *Award mark if style has been applied to either of the headings*	1	
	2.2.6	Page orientation changed to landscape✓	1	
	2.2.7	All text from page 2 ✓onwards in 2 columns✓ With a line between✓ All English text on the left and Afrikaans on the right✓	4	
	2.2.8	Bookmark created✓ Called *Good Idea*✓ Hyperlink created✓ To the bookmark *Good Idea*✓	4	
	2.2.9	Autoshape/drawing object inserted✓ Dotted border✓ Text added to box✓ Konnexions in bold✓ Text in box centred vertically✓ and horizontally✓ Autoshape/drawing object centered✓ at the bottom of page✓	8	
			[50]	

     Please turn over

QUESTION 3   **Filenames: 3Map, 3Survey**

No.		Criteria	Max.	Mark
3.1	3.1.1	Paper size is A5✓	1	
	3.1.2	Paragraph spacing set to 6 pt (0.21 cm) ✓ before 12 pt (0.42 cm) ✓ after	2	
	3.1.3	Animation/text/font effect applied to words 'map for your journey'✓	1	
	3.1.4	Outline numbering applied to first level✓ Second-level numbering is correct✓ in the correct paragraphs of the text body ✓ Tab space after number ✓ is 1 cm (*check format bullets and numbering and then to customise*)	4	
	3.1.5	Top border double line✓ Side and bottom borders single lines✓ Symbol inserted✓ Correct 'Talking head' symbol inserted✓ No lines around the talking head✓	5	
3.2		5 cm tab placed ✓(*to position first text box*) 8 cm tab placed ✓(*to position second text box*) 16 cm right tab placed ✓(*to position the line*) Two different types of leaders used✓ Checkboxes added✓ Drop down box added✓✓ Options included in right order✓ Text field added for e-mail address✓	9	
			[22]	

QUESTION 4   Filename: 4Timesheets

No.		Criteria	Max.	Mark
4.1	4.1.1	Alignment set to "wrapped" ✓	1	
	4.1.2	Cells in row 1, merged over columns A to I ✓	1	
	4.1.3	Row height large enough to show the whole title ✓	1	
4.2		E.g. G6 =F6 ✓* ✓F4 ✓ Formulae copied to all relevant cells in column G✓ Absolute cell references used ($)✓	5	

4.3		Condition:
		        Greater than✓ 2✓
		Format:
		        Red font✓
		        Border around the cell✓
			4	

4.4	4.4.1	In E21 =SUM ✓(E6:E19) ✓ *Do not accept (E6+E7+E8+ … E19);* *Also accept Sum(E6:E20)*	2	
	4.4.2	In B23 =MIN ✓(F6:F19) ✓ OR =SMALL(F6:F19,1)	2	
	4.4.3	In B24 =LARGE ✓(E6:E19,2) ✓	2	
	4.4.4	In B27 =SUMIF ✓(D6:D19 ✓, "Elaine Black" ✓, E6:E19 ✓) OR = SUMIF ✓(D6:D19 ✓, A27 ✓, E6:E19 ✓)	4	
	4.4.5	In B34 =COUNTIF ✓(D6:D19 ✓, "Khumalo Nkosi" ✓) OR COUNTIF ✓(D6:D19 ✓, A30✓)	3	
	4.4.6	In B36 =COUNTA ✓(A6:A19) ✓ (*Accept COUNTA for any text column and COUNT for any* *numerical column using a range from row 6 to 19*)	2	
4.5		Pie chart made ✓ Title provided ✓ Legend shown ✓ Percentages shown ✓ Biggest slice pulled out ✓	5	
			[32]	

         Please turn over

QUESTION 5 **Filename: 4Timesheets**

No.	Answer	Max.	Mark
5.1	Sheet1 deleted ✓	1	
5.2	='Time Sheet'! ✓C6 ✓	2	
5.3	Double line inserted (border) ✓ Bottom border of the headings in row 12✓ OR Double underline in font options Of the headings in row 12	2	
5.4	=VLOOKUP ✓(B14 ✓, 'Service codes table'!A2:B6 ✓,2 ✓) OR =VLOOKUP ✓(B14 ✓, 'Service codes table'!A2:C6 ✓,2 ✓)	4	
5.5	=D14 ✓* ✓'Time Sheet'!M10 ✓ *Also accept a correct Vlookup function*	3	
5.6	=E19* ✓0.14 ✓ OR =E19✓*14%✓ OR =E19 ✓*14/100✓	2	
5.7	=E19+E20 ✓ (*Do not accept the SUM function*)	1	
5.8	Column E set to currency (ZAR)✓	1	
5.9	Page setup set to fit on one page ✓ (column widths not changed)	1	
		[17]	

NOTE: OpenOffice users must replace the ! with a . in all cell references to a second worksheet.

QUESTION 6   **Filenames: 6Konnexions, 6Parties**

No.		Criteria	Max.	Mark
6.1	6.1.1	**Big businesses table** Address is a required field✓ New field added✓ – named General Information ✓ Data type for General Information is Memo or OLE✓ Validation rule added✓ "E" or "A" ✓	6	
	6.1.2	**No E-Mail query** All details displayed✓ Criterion is "is null" ✓ on E-mail address field✓ *Expected number of records: 9*	3	
	6.1.3	**Club Mykonos query** Only Name and Telephone number displayed✓ Criterion in Type field is "restaurants" ✓ Criterion in Address field is "Club Mykonos"✓ *Expected number of records: 65*	3	
	6.1.4	Query Arts and Crafts exported✓ To Arts and Crafts.rtf✓ Look in Konnexions folder *Expected number of records: 4*	2	
	6.1.5	**Accommodation query** Criterion – like "accommodation*"✓ In Type field✓ Sorted by Type field ✓ *Expected number of records: 3*	3	
	6.1.6	**Delivery report** Report is grouped according to Address field✓ In the group footer/group header✓ (*address footer/header*) Number of addresses is =count✓ (*)✓ OR =count✓ ([addresses] ✓)	4	

	6.1.7	**New Business form** In header: Langebaan Services added in label in header✓ =date()✓ (*found in header*) In details: Drop down box in place of Type field✓ Values are: Accommodation – B&B and Guest Houses Accommodation – Holiday Homes Accommodation – Hotel Accommodation – Self-Catering Arts & Crafts Conference & Events Organisers General Business & Services Health & Wellness Restaurants Tour Guides Using the table **Type of business**✓ Using the field Type✓ OR Data can be typed in as a list of values.	5	
	6.1.8	**Party Themes table** File imported ✓ Into a new table called Party Themes✓ First row as field names✓ No primary key✓ *Expected number of records: 15*	4	
6.2	6.2.1	**Butterflies stock report** Picture 6Butterfly added✓ In report header ✓	2	
	6.2.2	*Report footer* Label inserted ✓ (E.g. Total number of butterfly items in stock) = sum✓([Quantity]) ✓	3	
	6.2.3	**Stock Value query** Show all fields✓ Value:✓ [Quantity]✓*[Price]✓ Field displayed in currency ✓ *Expected number of records: 9*	5	
			[40]	

QUESTION 7   **Filenames: 7Memo, 7DTP, 7Water, 7WaterForm, 7MergedWater**

No.		Criteria	Max.	Mark
7.1	7.1.1	'MEMORANDUM' is right aligned✓ Paragraph border added above and below✓	2	
	7.1.2	Table copied and pasted✓ In the correct place✓ Text indicating text placement deleted✓ Table is linked and updates ✓ (*If the table is right-clicked the option 'update link' with a red exclamation mark appears; if clicked on, the table will update.*)	4	
	7.1.3	Graph type changed to column graph✓ Data series filled with graphic 2Pens✓ Graphic stacked in bars (1 per unit)✓ Copied and inserted into 7Memo as indicated✓	4	

7.2		Correct data source selected ✓
		Correct table in data source selected✓
		Only E in the Language field selected ✓
		
		        OR based on query to select
		        English recipients (*3 marks*)
		
		Name field inserted correctly✓
		Address field inserted correctly✓
		Form letter saved (*before the merge is performed, but with the merge fields inserted*) ✓
		Mail merge performed and saved as a new document✓called 7MergedWater✓
		                                    (*73 recipients*)
			8	

7.3		Word-processing document called 7Themes created. ✓ Contains a table/list of themes✓ Data is sorted✓ Table/list contains 52 unique entries ✓✓ The number of entries is displayed in the document✓	6	
			[24]	
		TOTAL:	**200**	