

## basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

## NATIONAL SENIOR CERTIFICATE

**GRADE 12** 

## COMPUTER APPLICATIONS TECHNOLOGY P1

**NOVEMBER 2016 (2)** 

MEMORANDUM/MARKING GUIDELINES

**MARKS: 180** 

CENTRE NUMBER					FINA	L MARK		
EXAMINATION NUMBER								
		_		_				
QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	25	27	23	26	39	21	19	180
MARKER								
SM								
СМ								
IM/EM								

This memorandum/marking guideline consists of 17 pages.

NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							

## IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.

QUESTION 1 File name: 1Gold\_Goud Total Q1: 25

No	Criteria	ľ	Maximu Mark		Candidate Mark
1.1	Page size  • Page size changed to A4 ✓	1		1	
1.2	<ul> <li>Margin</li> <li>Top margin set to 2 cm ✓</li> <li>Gutter position set to left ✓</li> </ul>	1 1		2	
1.3.1	<ul> <li>Style</li> <li>New style 'Love Gold' created ✓</li> <li>Based on the 'Heading 1' style ✓</li> <li>Text centred horizontally ✓</li> <li>Any border applied ✓</li> <li>New style applied to heading ✓</li> </ul>	1 1 1 1		5	
1.3.2	<ul> <li>Citation</li> <li>'Pinn&amp;Co, J' citation inserted after the heading ✓</li> <li>Page number 3 displayed ✓</li> <li>Year (2012) displayed ✓</li> </ul>	1 1 1		3	
1.4.1	<ul> <li>Line spacing</li> <li>First paragraph line spacing set to multiple ✓</li> <li>At 1.2 ✓</li> </ul>	1 1		2	
1.4.2	<ul> <li>Spacing</li> <li>First line indent applied to second paragraph ✓</li> <li>Set at 2 cm ✓</li> </ul>	1 1		2	
1.5	<ul> <li>Find and replace</li> <li>Text 'nano' replaced with 'NANO' in small caps ✓</li> <li>4 occurrences of 'nano' replaced ✓</li> </ul>	1		2	
1.6	<ul> <li>Thesaurus</li> <li>'Alchemist' replaced with word from suggested list: experimenters, transformers, pseudoscientists, etc. ✓</li> </ul>	1		1	

Computer Applications Technology/P1 3 NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							

1.7	<ul> <li>SmartArt</li> <li>Last shape filled with picture 1Gold_Goud ✓</li> <li>Text added to the last shape ✓ ('Gold Bricks')</li> <li>Layout changed to 'Closed Chevron Process' ✓</li> <li>Automatic caption inserted ✓ ('Processing Gold') (ignore if caption is centred)</li> </ul>	1 1 1	4	
1.8	<ul><li>Bibliography</li><li>Any automatic bibliography inserted ✓</li></ul>	1	1	
1.9	<ul> <li>Watermark</li> <li>Any text watermark added on any page ✓</li> <li>Text changed to 'Love of Gold' ✓ (accept any part of text)</li> </ul>	1	2	
	Total for QUESTION 1		[25]	

4

DBE/November 2016 (2)

Total Q2: 27

NSC – Memorandum/Marking (	Guidelines
----------------------------	------------

EXAMINATION							
NUMBER							

QUESTION 2 File name: 2Resource\_Bron

No	Criteria	N	laxim Marl		Candidate Mark
2.1	<ul> <li>Table of contents</li> <li>Table of contents updated ('Index' to be included) ✓</li> <li>2 levels of headings displayed ✓</li> <li>Page number displayed with solid tab leader ✓</li> <li>'Fancy' format used ✓ (Small caps)</li> </ul>	1 1 1		4	
2.2	<ul><li>Comment</li><li>Any comment added to word 'resources' ✓</li></ul>	1		1	
2.3	<ul> <li>Cross reference</li> <li>Cross reference on text 'production is slowly declining' added (text does not display) ✓</li> <li>Entire caption is displayed 'Table 1: Year-on-year changes' ✓</li> </ul>	1		2	
2.4	<ul> <li>Text inserted</li> <li>All the text from 2Trade_Handel inserted ✓</li> <li>Text replaced in the correct position ✓</li> </ul>	1		2	
2.5	<ul> <li>Image</li> <li>Image cropped correctly ✓</li> <li>Image rotated/flipped ✓ (camel appears on left)</li> <li>Any border with any border width added to image ✓</li> </ul>	1 1 1		3	
2.6	<ul> <li>Edit table</li> <li>Table auto fitted to window ✓</li> <li>Any row height set to 1 cm ✓</li> <li>Cells in first column merged ✓</li> <li>Any content in cells centred vertically and horizontally ✓</li> <li>Argument in MIN function changed to LEFT ✓</li> </ul>	1 1 1		5	
2.7	<ul> <li>Text to table</li> <li>Text added as first row to table ✓</li> <li>Any predefined table style applied ✓</li> <li>Alternative table title text inserted ✓ ('Changes')</li> </ul> (Note to marker: Check table properties to see if changes were made in Alt Text.)	1 1 1		3	

Computer Applications Technology/P1 5
NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							

2.8	Link  ■ Document 2Predict_Voorspel inserted ✓  ■ Displays as icon ✓	1	2	
	(Note to marker: Award one mark only if learner used a hyperlink with no icon.)			
2.9	<ul><li>Table of figures</li><li>Table of figures updated (2 automatic entries) ✓</li></ul>	1	1	
2.10	Index  Index inserted ✓ Appears as one column ✓	1	2	
2.11	<ul> <li>Page numbers</li> <li>Automatic page numbers inserted in header/footer ✓</li> <li>Display vertically in left or right margin ✓</li> </ul>	1	2	
	Total for QUESTION 2		[27]	

NSC - Memorandum/Marking Guidelines

QUESTION 3 File name: 3Mine\_Myn Total Q3: 23

- 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 reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No	Criteria	Ma	aximu Mark		Candidate Mark						
Stats	ats worksheet										
3.1	<ul> <li>Cells A1:G1:</li> <li>Cells A1:G1 merged and centred ✓</li> <li>Text wrapped ✓</li> </ul>	1 1		2							
3.2	<ul> <li>Number formatting (B3:B14):</li> <li>Number formatting used ✓</li> <li>Negative values displayed in red font colour (any number format) ✓</li> <li>(Note to marker: Do not award any marks if conditional formatting was used.)</li> </ul>	1		2							
3.3	<ul> <li>Conditional formatting:</li> <li>Conditional formatting applied to columns B to F ✓</li> <li>Cells with lowest ten values appear shaded (not font colour) ✓</li> <li>(Note to marker: The top '10 negative numbers' will be shaded.)</li> </ul>	1		2							
3.4	Cell B15: =AVERAGE(B3:B14) • AVERAGE function ✓ • Correct range (B3:B14) ✓	1 1		2							
3.5	Cell B16: =LARGE(Five,2) • LARGE function ✓ • Named range 'Five' ✓ • 2 ✓	1 1 1		3							

Computer Applications Technology/P1 7
NSC – Memorandum/Marking Guidelines

							_
EXAMINATION							
NUMBER							

3.6	Cell G3: =IF(F3>=0,A3,"*")		4	
	OR =IF(F3<0,"*",A3)			
	<ul> <li>IF function ✓</li> <li>Test: F3&gt;=0 OR F3&lt;0 ✓</li> <li>"*" displayed if cell F3 is negative ✓</li> <li>Month displayed if cell F3 is positive or 0 ✓</li> <li>(Note to marker: Accept if only &gt; or &lt; is used in the condition.)</li> </ul>	1 1 1 1		
3.7	<ul> <li>Graph/chart:</li> <li>Column graph/chart inserted ✓</li> <li>Correct data =Stats!\$A\$3:\$A\$14,Stats!\$F\$3:\$F\$14 used ✓</li> <li>Chart title inserted ✓ ('Production 2015') below the chart ✓</li> <li>Data labels ✓ displayed inside ✓ data series</li> <li>Month names (horizontal axis labels) displayed in 8.5 pt font size ✓</li> <li>'August' series filled with green colour ✓</li> <li>(Note to marker: Ignore if the legend appears on the graph/chart.)</li> </ul>	1 1 1 1 2 1 1	8	
	Total for QUESTION 3		[23]	

EXAMINATION							
NUMBER							

**QUESTION 4** File name: 4Extra\_Ekstra **Total Q4: 26** 

- 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	N	laxim Marl		Candidate Mark
4_1 w	orksheet				
4.1	<ul> <li>Data sort:</li> <li>All data sorted by date of birth (column C) ✓</li> <li>Youngest to oldest ✓ (newest to oldest)</li> </ul>	1 1		2	
Shift_	Skof worksheet				
4.2	Cell A3: =CONCATENATE(LEFT(B3,3),RANDBETWEEN(1,250))			5	
	OR =LEFT(B3,3)&INT(RAND()*(250)+1)				
	<ul> <li>CONCATENATE OR &amp; ✓</li> <li>LEFT ✓ (B3,3) ✓</li> <li>RANDBETWEEN ✓ (1,250) ✓</li> </ul>	1 2 2			
	(Note to marker: If RAND was used accept any correctly used function to round off the number, such as INT, TRUNC or ROUND.)				
4.3	Cell G3: =F3+H3/24			2	
	<ul><li>F3 ✓</li><li>+H3/24 ✓</li></ul>	1 1			

EXAMINATION							
NUMBER							

Sum_	Ops worksheet			
4.4	Cell D3: =COUNTIF(Shift_Skof!D3:D252,"AR001")		3	
	<ul> <li>COUNTIF function ✓</li> <li>Criteria range: Shift_Skof!D3:D252 ✓</li> <li>Criteria: "AR001" ✓ (not name or surname)</li> </ul>	1 1 1		
4.5	Cell E4: =SUMIF(Shift_Skof!D3:D252,"BD002", Shift_Skof!H3:H252)		4	
	<ul> <li>SUMIF function ✓</li> <li>Criteria range: Shift_Skof!D3:D252 ✓</li> <li>Criteria: "BD002" ✓</li> <li>Sum range: Shift_Skof!H3:H252 ✓</li> </ul>	1 1 1		
	(Note to marker: Allocate marks only if name AND surname columns were correctly used.)			
4.6	Column F: =VLOOKUP(D3,Scale_Skaal!\$A\$2:\$B\$8,2)  OR =VLOOKUP(D3,Scale_Skaal!A\$2:B\$8,2)		5	
	<ul> <li>Lookup Value: D3 ✓</li> <li>Table array: Scale_Skaal!\$A\$2:\$B\$8 ✓ OR Table array: Scale_Skaal!A\$2:B\$8</li> <li>Absolute cell referencing applied correctly ✓</li> <li>Column index number: 2 ✓</li> <li>Copied to other cells ✓</li> </ul>	1 1 1 1		
	(Note to marker: Accept A1:B8 as lookup range.)			

Computer Applications Technology/P1 10
NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							

4.7	Cell I5: =IF(E5>60,"Experienced",IF(H5>20,"Experienced", ""))		5	
	OR =IF(OR(E5>60,H5>20),"Experienced","")			
	OR =IF((E5>60)+(H5>20),"Experienced"," ")			
	<ul> <li>Syntax of IF function is correct ✓</li> <li>Criteria E5&gt;60 ✓</li> <li>Criteria H5&gt;20 ✓</li> <li>"Experienced" shows if either of the criteria is true ✓</li> <li>" " OR "False" ✓</li> </ul>	1 1 1 1		
	Total for QUESTION 4		[26]	

gy/P1 11 NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							

**QUESTION 5** File name: 5Work\_Werk **Total Q5: 39** 

No	Criteria	N	laximu Mark	m	Candidate Mark
Table:	tbEmploy				
5.1.1	Field: Name  • Field size set to 15 ✓	1		1	
5.1.2	Field: Surname  • Required set to 'Yes' ✓	1		1	
5.1.3	Field: Gender  • Default value set to 'Male' OR 'M' ✓	1		1	
5.1.4	Field: YearsEmployed Validation Rule  • >0 ✓ and ✓ <50 ✓ OR >=1 and <=49 OR Between 1 and 49	3		4	
	Validation text     Any suitable message that refers to range between 1 and 49 ✓	1			
5.1.5	Field: IDNum Input Mask: 000000 0000 000 will appear as 000000\ 0000\ 000;  OR 000000\ 0000\ 000  OR 000000" "0000" "0000"			3	
	<ul> <li>Correct character 0 ✓</li> <li>Two spaces correctly placed ✓</li> <li>Thirteen valid placeholders ✓</li> </ul>	1 1 1			

EXAMINATION								
EXAMINATION								
NUMBER								
NUMBER								

Form:	frm5_2			
5.2.1	<ul> <li>Form properties record source changed to qry5_2 ✓</li> </ul>	1	1	
	(Note to marker: Check in Property Sheet (Data) for record source.)			
5.2.2	<ul> <li>Form header background changed to any colour ✓</li> </ul>	1	1	
5.2.3	Function: =(Date() ✓- [Birthdate]) ✓ /365 ✓	3	6	
	OR =(Now()-[Birthdate])/365.25			
	OR =(Year(Now())-Year([Birthdate])			
	<ul> <li>Fixed/Standard ✓</li> <li>Age field formatted to zero decimal places ✓</li> <li>Suitable label relating to age inserted ✓</li> </ul>	1 1 1		
	(Note to marker: Accept the function =Round ✓ ((Now() ✓-[Birthdate] ✓)/365.25 ✓,0 ✓) for the first 5 marks.)			
5.2.4	<ul> <li>Examination number inserted in form footer ✓</li> </ul>	1	1	
Query	: qry5_3			
5.3	<ul> <li>Only Name, Surname and ContactNum fields display         ✓</li> <li>Additional fields added (ContactNum, Gender,         Permanent) ✓</li> <li>Gender criteria: "F" ✓ and ✓ Permanent criteria:         "No" OR FALSE OR 0 ✓</li> </ul>	1 1 2 1	5	
	(Note to marker: 34 records expected.)			
Query	: qry5_4			
5.4	<ul> <li>New field Salary created ✓</li> <li>Calculation: [Notch] ✓ *1200 ✓</li> <li>Calculated field Salary formatted to currency ✓</li> </ul>	1 2 1	4	

EXAMINATION							
NUMBER							

Query	r: qry5_5			
5.5	<ul> <li>Sorted in ascending order according to Surname and Name fields ✓</li> <li>Surname field appears before the Name field ✓</li> <li>Notch criteria 12 ✓</li> <li>OR operator (or separate criteria line) used ✓</li> <li>Birthdate criteria &lt;#01/01/1956# OR &lt;=#31/12/1955# OR YEAR([Birthdate])&lt;1956 ✓ (ignore format of year)</li> <li>(Note to marker: 9 records expected.)</li> </ul>	1 1 1 1	5	
Repor	t: rpt5_6			
5.6	<ul> <li>5Mine_Myn picture ✓ inserted in report header ✓</li> <li>Function inserted in the <i>Permanent</i> group footer/header ✓</li> <li>Function: =Count(*) ✓ OR =Count([Name]) or on any other field</li> <li>Average function moved to report footer ✓</li> <li>Replaced AVERAGE with AVG in function ✓</li> </ul>	2 1 1 1	6	
	Total for QUESTION 5		[39]	

1

NSC – Memorandum/Marking Guidelines

<b>EXAMINATION</b>							
NUMBER							

QUESTION 6 File name: 6Gold\_Goud Total Q6: 21

- This question should be marked from the HTML code.
- Numerical attribute values do not need to be in inverted commas.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.

No	Criteria	N	laxim Marl		Candidate Mark
6.1	Heading <h1 align="center"><font color="yellow">Jewellery Design</font></h1>			2	
	<ul> <li>Heading alignment set to centre ✓</li> <li>Heading font colour changed to yellow ✓</li> </ul>	1 1			
6.2	Horizontal line <hr size="8" width="60%"/>			3	
	<ul> <li>Horizontal line inserted ✓</li> <li>Line width set to 60% ✓</li> <li>Line size set to 8 ✓</li> </ul>	1 1 1			
6.3	Open lines                			2	
	<ul> <li>Break tag inserted   ✓ Two open lines inserted ✓</li> </ul>	1			
6.4	Bold  <			1	
	<ul> <li>Bold tags applied to correct paragraph ✓</li> </ul>	1			
6.5.1	Image <img src="6J.png"/>			3	
	'src' attribute inserted ✓	1			
	<ul> <li>Correct file used "6J" ✓</li> <li>Image displays correctly ✓ (correct extension used)</li> </ul>	1			
6.5.2	Alternative text <img alt="Jewellery" src="6J.png"/>			2	
	<ul> <li>Alternative text tag inserted ✓</li> <li>Correct text inserted "Jewellery" ✓</li> </ul>	1			

Computer Applications Technology/P1 15

NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							

6.6	Table		5	
	Jewellers use:			
	Precious stones			
	Jewellers work with:			
	<			
	<ul><li><ul><li>Via Disastination</li></ul></li></ul>			
	<ii>Plastic</ii>			
	<ii>Enamel</ii>			
	<ii>Perspex</ii>			
	</td <td></td> <td></td> <td></td>			
	Jewellers create their own			
	beads and jewellery made from ostrich			
	eggshell, leather and wood			
	Tubio.			
	The table consists of three rows and two columns ✓	1		
	<ul> <li>Correct text appears in each cell ✓</li> </ul>	1		
	<ul> <li>Unordered list inserted ✓</li> </ul>	1		
	<ul> <li>Correct tags identify items in list ✓</li> </ul>	1		
		1		
	Last row: cell (colspan) spans 2 columns ✓	_		
6.7	Hyperlink		3	
	<a href="http://www.southafrica.net.za">Go to Jewellery</a>			
	design website			
	Hyperlink tags inserted <a href=""></a> ✓	1		
	Tags inserted to link to the correct file			
	"http://www.southafrica.net.za" ✓	1		
	Hyperlink inserted on correct text 'Go to Jewellery			
	design website' ✓	1		
	Closing tag(s) or triangular brackets omitted or			
	multiple closing tags in the incorrect order	-1		
	Total for QUESTION 6	<del>                                     </del>	[21]	
	TOTAL TOT WOLDTION U		[41]	

NSC – Mer	no	raı	ndı	ım.	/Ma	ark	ing	g G	uic	deli	ine	S	
EXAMINATION													

QUESTION 7 Total Q7: 19 File names: 7Statem\_Staat, 7Graph\_Grafiek, 7Invest\_Belê, 7Answ\_Antw

No	Criteria	N	laxim Mar		Candidate Mark
7State	em_Staat				
7.1.1	<ul> <li>Mail Merge</li> <li>Source table Clients linked with 7Statem_Staat ✓</li> <li>Merge fields Initials and Surname added in the correct place (accept if only one field) ✓</li> <li>Space inserted between two fields (do not allocate if only one field inserted) ✓</li> </ul>	1 1 1		3	
7.1.2	<ul> <li>Form controls</li> <li>'Date' form field set to 'Current date' ✓</li> <li>'Amount Due' form field set to display in 'Number' and 'Currency' ✓</li> <li>and default value set to zero ✓</li> <li>'Cash' option added to drop down form field ✓</li> </ul>	1 1 1		4	
7Grap	h_Grafiek				
7.2	Insert graph/chart data  • 'Gold fields' mine name appears ✓  • Value '211' inserted correctly for Newmont Mining ✓	1		2	
	st_Belê ⊤_			T .	T
7.3.1	<ul> <li>Page orientation</li> <li>Page orientation of only indicated text changed to landscape ✓</li> </ul>	1		1	
7.3.2	<ul> <li>Header</li> <li>Text 'Choices' inserted in header on any/all pages ✓</li> <li>Applied to landscape pages only ✓ (Link to previous removed)</li> </ul>	1		2	
7.4	<ul> <li>Line breaks</li> <li>• 'Keep lines together' setting applied to all paragraphs in document ✓</li> </ul>	1		1	
7.5	<ul> <li>Hyphenation</li> <li>Automatic hyphenation applied to text ✓</li> <li>Hyphenation limit set to 2 consecutive lines ✓</li> </ul>	1		2	

Computer Applications Technology/P1 17
NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							

7Answ	v_Antw			
7.6.1	What is the size of the spacing AFTER the paragraph in the 'Title' style?		1	
	Auto ✓ (Accept any paragraph spacing)	1		
7.6.2	How many times does the EXACT word 'Gold' appear in this document?		1	
	• 8 ✓	1		
7.6.3	What is the alternative text title of the picture found at the end of the document?		1	
	Gold Nugget ✓	1		
7.6.4	What is the name of the artistic effect applied to the picture at the end of the document?		1	
	• Film Grain ✓	1		
	Total for QUESTION 7		[19]	
	TOTAL		180	