

Computer Applications Technology P1 Memo 2021		Q1	Q2	Q3	Q4	Q5	Q6	Q7	180		
Question totals		17	36	17	41	13	40	16	180		
Candidate totals		x	x	x	x	x	x	x	0	0%	
Status check		x	x	x	x	x	x	x			

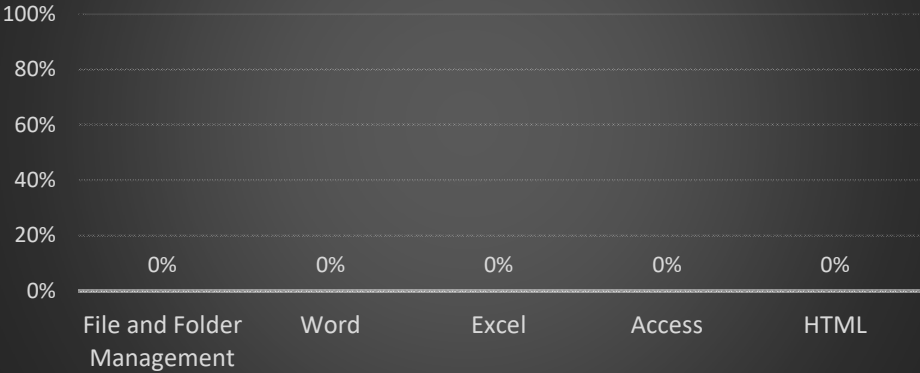
INCOMPLETE

x



File and Folder Management	#VALUE!
Word	0%
Excel	0%
Access	#VALUE!
HTML	#VALUE!

Computer Applications Technology  
P1 Memo 2021



QUESTION 1		x	/17	Candidate:		Candidate totals		
Incomplete!				Marker:				
				Moderator:				
				0		0	0	
				Marker		Mod	Final	Comments
1.1.1	Screenshot taken			1			x	
1.1.2	placed in Q1_Answers document			1			x	
1.1.3	Appropriately cropped. Just the area showing the information.			1			x	
1.2	Files sorted by size			1			x	
	Sorted ascending (smallest first, going upwards)			1			x	
1.3	The Album Artist of NeverBeenToMars.mp3 is NOISIA			1			x	
1.4	The file size, in MB, of the Q1MIP.docx file is 1.07MB			1			x	
1.5	Example: D:\...\EXAMS\CAT\450454877\Question1 Or This PC > E > Exams > 450454877\Question 1  {Path is dependent on where the file is located. Look for folders and \. As long as it's a path from a root folder or network drive to the Question1 folder. The file name may be left out.}			1			x	
1.6	Sub-Folder Images created			1			x	
1.7	Images moved to the Images sub-folder. No mark if copied.			1			x	
	All four images (must include MarsPlanet.svg in the folder)			1			x	
1.8	Q1Articles.zip extracted into Q1Articles folder.			1			x	
	{Default folder is created when the file is unzipped.}							
1.9	Q1Articles.zip file deleted.			1			x	
1.10	Q1MIP.docx zipped up as Q1MIP.zip			1			x	
1.11	Shortcut to the Q1_Answers.docx file created			1			x	
1.12	Shortcut renamed to Answers_Doc			1			x	
1.13	PowerPoint file properties Read only attribute ticked			1			x	

QUESTION 2		x	/36	Candidate:	Candidate totals		
Incomplete!				Marker:			
				Moderator:			
				0	0	0	
				Marker	Mod	Final	Comments
2.21	Document opens with "Marked as Final" message at the top.	1				x	
2.1	Page 1 Page margins set to 'Normal', 2,54 cm all around.	1				x	
2.20	No page number appears on page 1.	1				x	
2.2	"Living on Mars" heading formatted with MainArticleHeader style	1				x	
2.3	Image under heading formatted with 'Rounded Diagonal Corner, White" style	1				x	
2.17	Page 2 Automatic Table of Contents generated	1				x	
	Uses and shows two levels -- Heading 1 and MySubTitle styles.	1				x	
2.18	Page 3 Table of Tables updated to show Table 1 caption. {Must be a field}	1				x	
2.4	Page 4 Letter "T" in first paragraph. Drop cap effect added. {Ignore margin placement}	1				x	
	Drop caps over 2 lines.	1				x	
2.5	Caption underneath image reads "Figure 1 Colonisers on Mars"	1				x	
2.6	New style created called MySubTitle	1				x	
	Times New Roman, size 14, Bold, Underlined	1				x	
2.7	12 Instances of headings formatted with MySubTitle. {Select 1 heading, right-click on style in ribbon, choose 'Select all xx instances' Note it could also be 13 instances}	1				x	
2.8	Page 5 (Bookmarked text may be on page 6 though) Bookmark "DFE" created.	1				x	

	Bookmark <b>inserted before "Differences between Mars and Earth"</b> {May be on page 6}  Bookmark just before the heading, close.	1			x	
2.9.1	"Check out the differences from Earth" - <b>Text links to DFE bookmark</b>  The link may also be a link to the Heading.	1			x	
2.9.2	<b>Screentip</b> (when mouse hovers over link) reads "What is different about Mars?"	1			x	
2.10	<b>Footnote created</b> at end of first bullet point	1			x	
	<b>Footnote text</b> obtained from <b>Sources.txt file</b> {Should read "Badescu, Viorel (2009). Mars: Prospective Energy and Material Resources (illustrated ed.). Springer Science & Business Media. p. 600. ISBN 978-3-642-03629-3. Extract of page 600"}  2.11 <b>Page 7</b>	1			x	
	<b>Caption placed above table.</b> {Grammar/spelling do not count here}	1			x	
	<b>Table caption</b> , not Figure caption	1			x	

2.12	<b>Page 8 (or 9, dependent on previous question formatting)</b> Transportation heading appears on new page <b>without the use of the Enter key, spaces or manual page break.</b>  <i>Use the "Find" feature to search for the word if necessary</i>	1			x	
	Widow/Orphan control. ' <b>Page break before</b> ' ticked.	1			x	
2.13	<b>Page 11 (dependent on previous question formatting)</b> Text <b>converted to bullets</b> <i>Check that it's real list.</i>	1			x	
	Bullets are the <b>rocketship.png image</b>	1			x	
2.14.1	Bulleted list : <b>1st line indent at 1 cm</b>	1			x	
2.14.2	Bulleted list : <b>hanging indent at 2 cm</b> {2cm in the ruler. It will say 1cm in paragraph properties.}	1			x	
2.15	<b>Page 13 (dependent on previous question formatting)</b> Rover.jpg <b>inserted</b>  <i>Image below heading "Robotic precursors"</i>	1			x	
2.16.1	Rover.jpg <b>width = 5 cm</b>	1			x	
2.16.2	Rover.jpg <b>height = 4 cm</b>	1			x	
2.16.3	Rover.jpg text wrap set to <b>Square</b>	1			x	
2.19	<b>Last page</b> "Do you want to go to Mars?" converted to WordArt.	1			x	
2.20	Automatic page numbering on all pages	1			x	
	Odd/Even numbers must be selected	1			x	
	<b>Even numbers appear on the right</b> <b>Odd numbers appear on the left</b>	1			x	

QUESTION 3		x	/17	Candidate:		Candidate totals		
Incomplete!				Marker:				
				Moderator:				
				0	0	0		
				Marker	Mod	Final	Comments	
3.1	Page 1			1			x	
	Page border created			1			x	
	Only appears on first page			1			x	
3.2	Page 2			1			x	
	Appropriate section break before page 2 {Section break(Next Page) or any break that works correctly}			1			x	
	Page 2 is landscape orientation			1			x	
	All other pages are portrait orientation			1			x	
3.3.1	Page 3			1			x	
	Centre Tab inserted on the ruler			1			x	
	Centre Tab is at the 8 cm mark.			1			x	
3.3.2	Paragraph border applied to heading.			1			x	
	Check that it is a paragraph border and not a table cell or shape			1			x	
	Paragraph border is double-lined.			1			x	
3.4	Contents from MarsFacts.txt inserted			1			x	
	Converted into a table {Formatting irrelevant}			1			x	
	3 columns, 11 rows Allow 1 row less			1			x	
3.5	"Kilometers" changed to "Kilometres" (in 1st paragraph of 1st column)			1			x	
3.6.1	Both paragraphs under "The Martian Moons" heading placed into two columns. {Columns, not tables}			1			x	
3.6.2	Column break at word "And" (coloured red) so it appears at top of 2nd column			1			x	
3.7	Paragraph "How the Mars Moons ..." shaded any colour. {Shaded, not highlighted. Full paragraph background colour, no gaps}			1			x	
3.8	Page 4			1			x	
	Non-breaking space inserted between solar and system in point number 1 under the heading "How much do you know about the Red Planet?"			1			x	

QUESTION 4		x	/41	Candidate:	Candidate totals		
Incomplete!				Marker:			
				Moderator:			
				0	0	0	
				Marker	Mod	Final	Comments
4.1	Countries worksheet						
	B1 =LEFT(A1,2)	1			x		
	=LEFT(A1,2)	1			x		
4.2	Applicants worksheet						
	Row 1 frozen. {Does not move when worksheet is scrolled.}	1			x		
4.3	=A2&C2						
	or	1			x		
	=CONCAT(A2,C2)						
4.4	=A2&C2						
	or	1			x		
	=CONCAT(A2,C2)						
4.5	=A2&C2						
	or	1			x		
	=CONCAT(A2,C2)						
4.6	=VLOOKUP(H2,Countries!\$A\$1:\$C\$240,3,FALSE)						
	or	1			x		
	=XLOOKUP(H2,Countries!\$A\$1:\$A\$240,Countries!\$C\$1:\$C\$240,"",0,1)						
4.7	OR =INDEX(Countries!\$C\$1:\$C\$240,MATCH(Applicants!H2,Countries!\$A\$1:\$A\$240),0)						
	=VLOOKUP(H2,Countries!\$A\$1:\$C\$240,3,FALSE)						
	or	1			x		
4.8	=XLOOKUP(H2,Countries!\$A\$1:\$A\$240,Countries!\$C\$1:\$C\$240,"",0,1)						
	OR =INDEX(Countries!\$C\$1:\$C\$240,MATCH(Applicants!H2,Countries!\$A\$1:\$A\$240),0)						
	=VLOOKUP(H2,Countries!\$A\$1:\$C\$240,3,FALSE)						
4.9	or	1			x		
	=XLOOKUP(H2,Countries!\$A\$1:\$A\$240,Countries!\$C\$1:\$C\$240,"",0,1)						
	OR =INDEX(Countries!\$C\$1:\$C\$240,MATCH(Applicants!H2,Countries!\$A\$1:\$A\$240),0)						

	=VLOOKUP(H2,Countries!\$A\$1:\$C\$240,3,FALSE) or =XLOOKUP(H2,Countries!\$A\$1:\$A\$240,Countries!\$C\$1:\$C\$240,"",0,1)  OR =INDEX(Countries!\$C\$1:\$C\$240,MATCH(Applicants!H2,Countries!\$A\$1:\$A\$240),0)  <i>{Last parameter for VLOOKUP could also be TRUE if the data in the Countries worksheet is sorted in alphabetical order.}</i>	1			x	
4.5	Column M resized so ### no longer displays.	1			x	



4.6	=IF(M2>=50000,M2*0.1,0) or =IF(M2>=\$Q\$1/2,M2*0.1,"0")	1			x	
	=IF(M2>=50000,M2*0.1,0) or =IF(M2>=\$Q\$1/2,M2*0.1,"0")	1			x	
	=IF(M2>=50000,M2*0.1,0) or =IF(M2>=\$Q\$1/2,M2*0.1,"0")	1			x	
4.7	=\$Q\$1-M2-N2	1			x	
	=\$Q\$1-M2-N2	1			x	
	=\$Q\$1-M2-N2	1			x	
	Column O formatted as currency	1			x	
4.8	=RANDBETWEEN(1,10)  Learner may have used RAND function and converted to integer	1			x	
	=RANDBETWEEN(1,10) {Accept answers including any method which includes a function, which will generate the same result successfully.}	1			x	
4.9.1	=SUM(\$O\$2:\$O\$501) or =SUM(O2:O501)	1			x	
	=SUM(\$O\$2:\$O\$501) or =SUM(O2:O501)	1			x	
4.9.2	=COUNTBLANK(\$M\$2:\$M\$501) or =COUNTBLANK(M2:M501) or =COUNTIF(M2:M501,"") or =COUNTIF(\$M\$2:\$M\$501,"")	1			x	
	=COUNTBLANK(\$M\$2:\$M\$501) or =COUNTBLANK(M2:M501) or =COUNTIF(M2:M501,"") or =COUNTIF(\$M\$2:\$M\$501,"")	1			x	

4.9.3	=SUMIF(\$N\$2:\$N\$501,0,\$O\$2:\$O\$501) or =SUMIF(N2:N501,0,O2:O501)	1			x	
	=SUMIF(\$N\$2:\$N\$501,0,\$O\$2:\$O\$501) or =SUMIF(N2:N501,0,O2:O501)	1			x	
	=SUMIF(\$N\$2:\$N\$501,0,\$O\$2:\$O\$501) or =SUMIF(N2:N501,0,O2:O501)	1			x	
	=SUMIF(\$N\$2:\$N\$501,0,\$O\$2:\$O\$501) or =SUMIF(N2:N501,0,O2:O501)	1			x	
	=SUMIF(\$N\$2:\$N\$501,0,\$O\$2:\$O\$501) or =SUMIF(N2:N501,0,O2:O501)	1			x	
4.10	<b>Fitness worksheet</b> Text in A1:G1, centred horizontally and vertically.	1			x	
4.11	=E2/D2^2 or =E2/(D2*D2)	1			x	
	=E2/D2^2 or =E2/(D2*D2)	1			x	
	=E2/D2^2 or =E2/(D2*D2)	1			x	
4.12	=IF(F2<=\$I\$2,\$I\$3,IF(F2<=\$J\$2,\$J\$3,\$K\$3)) =IF(F2>K2,"Overweight",IF(F2<I2,"Unhealthy","Healthy"))	1			x	
	=IF(F2<=\$I\$2,\$I\$3,IF(F2<=\$J\$2,\$J\$3,\$K\$3)) =IF(F2>K2,"Overweight",IF(F2<I2,"Unhealthy","Healthy"))	1			x	
	=IF(F2<=\$I\$2,\$I\$3,IF(F2<=\$J\$2,\$J\$3,\$K\$3)) =IF(F2>K2,"Overweight",IF(F2<I2,"Unhealthy","Healthy"))	1			x	
	=IF(F2<=\$I\$2,\$I\$3,IF(F2<=\$J\$2,\$J\$3,\$K\$3)) =IF(F2>K2,"Overweight",IF(F2<I2,"Unhealthy","Healthy"))	1			x	
	=IF(F2<=\$I\$2,\$I\$3,IF(F2<=\$J\$2,\$J\$3,\$K\$3)) =IF(F2>K2,"Overweight",IF(F2<I2,"Unhealthy","Healthy"))	1			x	
	=IF(F2<=\$I\$2,\$I\$3,IF(F2<=\$J\$2,\$J\$3,\$K\$3)) =IF(F2>K2,"Overweight",IF(F2<I2,"Unhealthy","Healthy"))	1			x	
4.13	=COUNTIF(\$G\$2:\$G\$501,I5)	1			x	
	=COUNTIF(\$G\$2:\$G\$501,I5)	1			x	

	=COUNTIF(\$G\$2:\$G\$501,I5) <i>I3 can also be used or the word "unhealthy"</i>	1			x	
4.14	Conditional formatting applied in Column G	1			x	
	Cells containing "overweight" are formatted in some way.	1			x	

<b>QUESTION 5</b>	<b>x</b>	/13
<i>Incomplete!</i>		

Candidate:	Candidate totals		
Marker:			
Moderator:			
	0	0	0
	Marker	Mod	Final

			0	0	0	Comments
			Marker	Mod	Final	
5.1	<b>Ages worksheet</b> '=(TODAY()-D2)/365.25 or =DAYS(TODAY(),D2)/365.25	1			x	
	=(TODAY()-D2)/365.25 or =DAYS(TODAY(),D2)/365.25	1			x	
5.2	<b>Mining worksheet</b> Filter has been enabled on the worksheet.	1			x	
	Filtered by "mining" to show only Mining interest in column F.	1			x	
5.3	<b>CountryInterests worksheet</b> Pivot table created	1			x	
	Country and Interest fields selected	1			x	
	Rows = Interest, Country. {Interest first, then Country}	1			x	
	Values = Count of Interest	1			x	
5.4	<b>Q5_Interviews.xlsm</b> 'Macro created {Click Developer Tab, Select Macros, you will see if a Macro exists --> THIS workbook}	1			x	
	Keyboard shortcut CTRL and i. {Also accept CTRL SHIFT I} {Easy to check, try the shortcut to see if it works}	1			x	
	Types the word "Interview" in the active cell {If keyboard shortcut is not there or not working, check the actual code}	1			x	
5.5	Button "Interview" created in cell F1	1			x	
	Interview macro runs when button clicked	1			x	

<b>QUESTION 6</b>	<b>x</b>	/40
<i>Incomplete!</i>		

Candidate:	Candidate totals		
Marker:			
Moderator:			
	0	0	0
	Marker	Mod	Final

			0	0	0	Comments
6.2	<b>Tables</b> <b>tblApplicants</b> Ten extra candidates imported into tblApplicants {From Winchester/Winear to Zylberdik} Imported from ExtraParticipants.xlsx file	1			x	
6.1	Primary key added	1			x	
	Added to AccessCode	1			x	
6.3	AccessCode input mask: >L<LLLL0000>LL	1			x	
	>L<LLLL0000>LL	1			x	
	>L<LLLL0000>LL	1			x	
	>L<LLLL0000>LL	1			x	
6.4	LastName and FirstName field sizes changed to 50 {BOTH fields changed}	1			x	
6.5	Validation rule created on Birthdate field	1			x	
	>=#01 Jan 1980# {also accept >=#1980/01/01# or >=#1979/12/31#} or Year([Birthdate])>1980	1			x	
	Meaningful validation text provided	1			x	
6.6	Email field changed to Hyperlink	1			x	
6.7	Combobox (dropdown list) on Interest field	1			x	
	Values sourced from tblInterest	1			x	
6.8	Totals activated in ribbon and SUM function used at the bottom of the FeesPaid column.	1			x	
6.9	<b>Queries</b> Query "qryNotPaid" created	1			x	
	Only LastName, FirstName and Email are displayed. {There should be 10 records.}	1			x	
	FeesPaid field criteria: Is Null	1			x	
6.10	<b>qrySurvival</b> Lastname, FirstName, Interest and Score showing. {There should be 9 records.}	1			x	
	Sorted by Score, descending or ascending {as long as sorting has been applied}	1			x	

	Criteria for interest: "survival"	1			x	
	Criteria for Score: Between 8 And 10 or >=8 and <=10	1			x	
6.11	qryProfessionsCount Totals activated in ribbon	1			x	
	Jobtitle field -> Total: Group by	1			x	
	Jobtitle field -> Total: Count	1			x	
6.12	Forms	1			x	
	Standard form created called frmApplicants	1			x	
	Contains all fields from the tblApplicants	1			x	
6.13.1	Form: frmApplicantsTrainingLevels LastName and FirstName included in the form	1			x	
6.13.2	Subform created	1			x	
	Subform data comes from TrainingLevel field {Record source is TrainingLevel}	1			x	
	Only TrainingLevel field is in the subform.	1			x	
6.14	Reports	1			x	
	rptCountryParticipation Report: Grouped by Country	1			x	
	Country footer created	1			x	
	=COUNT(*) in Country footer {could also count a field}	1			x	
	=COUNT(*) in Country footer	1			x	
6.15.1	rptPaidLessThan50% FeesPaid Label in Page header	1			x	
	FeesPaid Textbox in Detail section	1			x	
6.15.2	Conditional formatting applied	1			x	
	Amounts of less than R50 000 are highlighted/formatted differently to stand out.	1			x	

QUESTION 7		x	/16	Candidate:	Candidate totals			Comments
Incomplete!				Marker:				
				Moderator:				
					0	0	0	
					Marker	Mod	Final	
7.1	<TITLE>The Red Planet</TITLE> {Must be complete for the mark.}	1					x	
7.2	<BODY bgcolor="#BB1B1B">	1					x	
7.3	<FONT face="Arial" color="white"><U>Living on Mars</U></FONT>	1					x	
7.4	<TABLE border="0" ...	1					x	
	<TABLE width="75%" ...	1					x	
7.5	<IMG src="images/rocketship.png" width="200px"/> can also move the image into the root folder and not access images sub folder	1					x	
	<IMG src="images/rocketship.png" width="200px"/> "px" not essential	1					x	
7.6	<A HREF="https://youtu.be/123mars "><IMG src="images/mars.gif" alt="Mars in 4K" width="99%" title="Mars in 4K" align="center" /></A>	1					x	
	<A HREF="https://youtu.be/123mars "><IMG src="images/mars.gif" alt="Mars in 4K" width="99%" title="Mars in 4K" align="center" /></A>	1					x	
7.7	<IMG src="images/mars.gif" ... title="Mars in 4K"... /> {Also accept 'alt' instead of 'title'.}	1					x	
7.8	<H2 align="center">Want to live on Mars?</H2> {Must open and close H2 for the mark}	1					x	
	<H2 align="center">Want to live on Mars?</H2> {Must be an attribute of H2} Also accept <CENTER> </CENTER>	1					x	
7.9	<UL> at start of list. </UL> at end of list.	1					x	
	<LI>At beginning of at least one point </LI>At the end of the same point ALL the items	1					x	
7.10	<!-- Website updated by {Student Candidate no. here} --> {Both open and close tags must exist for the mark.}	1					x	
	<!-- Website updated by {Student Candidate no. here} --> Replaced with own exam number.	1					x	