



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2009

CANDIDATE MARK SHEET

CENTRE NUMBER							
------------------	--	--	--	--	--	--	--

FINAL MARK		
SPEED ENDORSEMENT		WPM

EXAMINATION NUMBER													
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	15	50	22	32	17	40	24	200
CANDIDATE MARK								
MARKER CODE/INITIAL								
MODERATED MARK								

This mark sheet consists of 10 pages.

QUESTION 1

Folder: Konnexions

- Please search carefully for the answer file due to the late erratum. Markers will have to check and open all possible 'Poster' or 'Answer' files.
- Incorrect spelling is not penalised unless otherwise stipulated.
- All answers must be checked against the actual files on disk.

No.	Criteria	Max.	✓	Mark
1.1	Folder called Tips created in Konnexions folder✓ (Accept folder Tips created anywhere)	1		
1.2	Shortcut to Shop created and placed in Presentations folder✓ (Accept shortcut to Shop created anywhere)	1		
1.3	The author property of the Clients file has been set as the examination number✓ (Accept author property changed even if exam number is wrong)	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 (all or some) (not copied) to the Presentations folder ✓ 5 files: <div> Manager Presentation (.doc) Presentation of Business (.ppt) Presentation Speech (.ppt) Presentation Stats (.ppt) A Stock Presentation (.xls) </div>	2		
1.10	Oldstuff file deleted✓	1		
1.11	Screenshot pasted in ✓ 'Date modified' field appears first✓ Sorted according to date✓ Oldest first✓ (Learner will still earn the last two marks if ALL files have the same date - folder can be sorted if the folder Tips was created or Clients saved correctly in question 1.3)	4		
		[15]		

--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 2

Filename: 2Ad, 2Leaflet

No.	Criteria	Max.	✓	Mark
2.1	Open the file 2Ad			
2.1.1	Double-line border on outline of table✓ Single-line border on lines inside table✓ (Borders do not have to be an exact match)	2		
2.1.2	All cells in the 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 any pattern/texture/gradient ✓ Any 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) OR select <i>Konnexions</i> >right click>cell alignment (Accept use of <i>Enter</i> key to achieve the alignment)	2		
2.1.6	Logo made with an arrow shape✓ and circle shape✓ Arrow filled with black OR thick black arrow✓ Arrow placed over circle✓ Arrow and circle grouped✓ (Orange shading may only appear to fill half the cell.)	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	Open the file 2Leaflet			
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✓ (Accept any delimiter such as '/' instead of '-')	3		

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

No.	Criteria	Max.	✓	Mark
2.2.3	Endnote inserted✓ <i>(At the end of the document, not at the end of the page)</i> Based on/anchored to 'want'✓ Endnote reference = 'Jan/Feb 2009'✓ <i>(any format)</i> <i>(Do not accept Footnote)</i>	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") <i>(Award mark if style has been applied to either of the headings)</i>	1		
2.2.6	Page orientation changed to landscape✓	1		
2.2.7	All text from page 2 ✓ onwards ✓ in two columns✓ With a line between✓ <i>(Accept a table – with centre vertical line visible)</i> <i>Also accept drawn line)</i>	4		
2.2.8	Bookmark created✓ Called <i>Idea</i> ✓ Hyperlink created✓ To the bookmark <i>Idea</i> ✓	4		
2.2.9	Autoshape/drawing object inserted✓ Dotted border✓ <i>(may need to zoom to see dotted line effect)</i> Text added to box✓ Konnexions in bold✓ Text is centred horizontally ✓and has the appearance of being centred vertically✓ Autoshape/drawing object centred✓ Located at the bottom of page✓	8		
		[50]		

--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 3

Filenames: 3Map, 3Survey

No.	Criteria	Max.	✓	Mark
3.1	Open the file 3Map			
3.1.1	Paper size is A5✓	1		
3.1.2	Paragraph spacing set to <i>(even if not applied to all paragraphs)</i> 6 pt (0.21 cm) ✓ before 12 pt (0.42 cm) ✓ after	2		
3.1.3	Any animation/text/font effect applied to words 'map for your journey'✓ <i>(Everyone is allocated this mark as Office 2007 does not have this feature)</i>	1		
3.1.4	Outline numbering applied to first level✓ Second-level outline numbering is correct✓ in the correct paragraphs of the text body ✓ Tab space after number is 1 cm✓ <i>(Check format bullets and numbering and then go to customise)</i>	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	Open the file 3Survey			
	5 cm tab placed ✓ <i>(to position first text box)</i> 8 cm tab placed ✓ <i>(to position second text box)</i> 16 cm right tab placed ✓ <i>(to position the line)</i> Two different types of leaders used✓ Checkboxes added✓ <i>(accept the VB checkbox but <u>do not</u> accept special symbols)</i> Drop down box added✓✓ Options included in right order✓: <i>(Accommodation, General business, Restaurants)</i> Text field added for e-mail address✓ <i>(Form does not need to be locked)</i>	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 ✓ (Title must be visible)	1		
4.2	In G6 =F6 ✓ * ✓ \$F\$4 ✓ (mark allocated to reference for F4) Formulae copied to all relevant cells in column G ✓ (even if formula is wrong) Absolute cell references used (\$) ✓ (\$F\$4)		5		
4.3	Condition: Greater than ✓ 2 ✓ Format: Red (reddish) font ✓ Any border around the cell ✓		4		
4.4	4.4.1	In E21 =SUM ✓ (E6:E19) ✓ Also accept =Sum ✓ (E6:E20) ✓ Do not accept (E6+E7+E8+ ... E19);	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 (or D6 or any other reference for Elaine Black) ✓, E6:E19 ✓)	4		
	4.4.5	In B34 =COUNTIF ✓ (D6:D19 ✓, "Khumalo Nkosi" ✓) OR =COUNTIF ✓ (D6:D19 ✓, A30 (or any other reference for Khumalo Nkosi) ✓)	3		
	4.4.6	In B36 =COUNTA ✓ (A6:A19) ✓ (Accept COUNTA for any of columns B – I any text column and COUNT for any numerical column (A, E, F or G) using a range from row 6 to 19)	2		
4.5	Pie chart made using correct data range ✓ Title provided ✓ Legend shown ✓ Percentages shown ✓ Biggest slice pulled out ✓ (Mpho Manyama)(Does not work in Open Office) (Do not penalise if Q 4.4.4 not done correctly)		5		
			[32]		

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 5

Filename: 4Timesheets

No.	Answer	Max.	✓	Mark
5.1	Sheet1 deleted ✓	1		
5.2	In A9 ='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	In C14 =VLOOKUP ✓ (B14 ✓, 'Service codes table'!A2:B6 ✓, 2 ✓) OR =VLOOKUP ✓ (B14 ✓, 'Service codes table'!A2:C6 ✓, 2 ✓)	4		
5.5	In E14 ='Service codes table'!C6 ✓ * ✓ D14 ✓ Also accept: =VLOOKUP(B14, ✓ 'Service codes table'!A2:C6, 3 ✓) * D14 ✓	3		
5.6	In E20 =E19 * ✓ 0.14 ✓ OR =E19 ✓ * 14 % ✓ OR =E19 ✓ * 14 / 100 ✓	2		
5.7	In E21 =E19 + E20 ✓ (Do not accept the SUM function)	1		
5.8	Column E set to currency (accept accounting) (ZAR or SA Rand) ✓	1		
5.9	Page setup set to fit on one page ✓ (column widths not changed) (Accept any other method e.g. if percentage is reduced/margins changed to fit print areas on one page – do a print preview to check)	1		
		[17]		

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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 6

Filename: 6Konnexions, 6Parties

No.	Criteria	Max.	✓	Mark
6.1	Open the file: 6Konnexions . Work on the Big Businesses table			
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" ✓ <i>(Give marks for validation rule as it appears in the file - was given on disk)</i>	6		
	6.1.2 No E-Mail query All details displayed✓ Criterion is "is Null" or NOT LIKE "*"✓ on E-mail address field✓ <i>(Even if criterion is incorrect)</i> Expected number of records: 9	3		
	6.1.3 Club Mykonos query Only Name and Telephone number displayed ✓ <i>(Other fields used in the query must be un-checked)</i> Criterion in Type field is "restaurants" ✓ Criterion in Address field is "Club Mykonos"✓ Expected number of records: 3	3		
	6.1.4 <i>(Look in Konnexions folder – or anywhere else)</i> Query Arts and Crafts exported✓ To Arts and Crafts.rtf✓ Expected number of records: 4	2		
	6.1.5 Accommodation query Criterion – like "accommodation*"✓ In Type field✓ Sorted by Type field ✓ <i>(Accept ascending or descending)</i> Expected number of records: 65	3		
	6.1.6 Delivery report Report is grouped according to Address field✓ In the group footer/group header✓ <i>(address footer/header)</i> Number of addresses is =count✓ (*)✓ OR =count✓ ([addresses] ✓) <i>(accept any other field except email address field)</i> <i>(Fields or label not of consequence in this question)</i>	4		

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

No.		Criteria	Max.	✓	Mark
	6.1.7	New Business form In header: Langebaan Services added in label in header✓ =date()✓ (found in header) In details: Drop down box exists for 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 Type field ✓ (Data can be typed in as a list of values. No mark given if any item is left out – but ignore spelling errors.)	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	Open the file 6Parties				
6.2	6.2.1	Butterflies stock report Picture 6Butterfly added✓ In report header ✓	2		
	6.2.2	Report footer Suitable descriptive label inserted ✓ (E.g. Total number of items in stock) = sum✓([Quantity]) ✓	3		
	6.2.3	Stock Value query Show all fields✓ Value:✓ [Quantity]✓*[Price]✓ OR Value:✓ [In Stock]✓*[Price]✓ Field displayed in currency ✓ (Accept an update query with an extra field created) Expected number of records: 9	5		
			[40]		

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 7

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

No.		Criteria	Max.	✓	Mark
7.1		Open the file 7Memo			
7.1	7.1.1	'MEMORANDUM' appears on the right ✓ <i>(do not penalise if the word MEMORANDUM is not in caps)</i> 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 ✓ <i>(If the table is right-clicked the option 'update link' with a red exclamation mark appears; if clicked on, the table will update.)</i>	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 ✓ <i>(labels do not have to be retyped or edited)</i>	4		
7.2		Open the file 7Water			
7.2	Correct data source selected ✓ Correct table in data source selected ✓ Only E in the Language field selected ✓ <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> OR based on query to select English recipients (3 marks) </div> Name field inserted correctly ✓ Address field inserted correctly ✓ Form letter saved <i>(before the merge is performed, but with the merge fields inserted)</i> ✓ Mail merge performed and saved as a new document ✓ called 7MergedWater ✓ <i>(73 recipients)</i>		8		
7.3		Open the file 7Themes			
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]		
			200		
	TOTAL:				