

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 FEBRUARY/MARCH 2013 MEMORANDUM

MARKS: 200					FINAL	MARK		
CENTRE NUMBER					SPEED ENDOR	SEMENT		WPM
EXAMINATION NUMBER								
QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	41	21	46	18	40	29	5	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum consists of 17 pages.

EXAMINATION							
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QUESTION 1 File names: 1Complete_Voltooi, 1Safe_Veilig

Total Q1: 41

No.	Criteria	N	lax Ma	ark	Candidate Mark
1.1	Italics • 'Arrive Alive Campaign' is in italics ✓	1		1	
1.2	 Title Style: 'Bicycles: Transport for Health?' Black font colour ✓ Small caps/small capital letters ✓ 	1		2	
1.3	 Style Both instances of Heading 3 style changed ✓ to Heading 2 style ✓ (Note to marker: Right click on Heading 2 to see the occurrences or Check for the text: ADVANTAGES OF BICYCLE COMMUTING PREVENT A COLLISION BETWEEN A BICYCLE AND A MOTOR CAR) 	1 1		2	
1.4	 Find and Replace bike' is replaced with 'bicycle' ✓ 42 occurrences ✓ (17 replacements plus the original 24 occurrences of the whole word 'bike'.) 	1		2	
1.5	 Spell check 'dietting' has been corrected to 'dieting' ✓ on page 3 second paragraph 	1		1	

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1.6	 Table of contents Automatic table of contents appears ✓ at top of page 2 2 levels used ✓ Without hyperlinks ✓ No page numbers ✓ (Note to marker: Expected output: ADVANTAGES OF BICYCLE COMMUTING HERE ARE 12 COMMON EXCUSES AND 12 ANSWERS PREVENT A COLLISION BETWEEN A BICYCLE AND A MOTOR CAR SUGGESTIONS or Accept the output below, if question 1.3 was not correctly answered: HERE ARE 12 COMMON EXCUSES AND 12 ANSWERS SUGGESTIONS) 	1 1 1 1	4	
1.7	 Cross Reference Reference type is Bookmark (Suggest_Voorstel) ✓ Insert reference to: set to Bookmark text (hyperlinked) ✓ In the brackets after 'safety' ✓ (Note to marker: Check the cross reference by hovering over ('Suggestions') to see the hyperlink.) 	1 1 1	3	
1.8	 Automatic numbering Second level added and applied ✓ Numbering starts at 5.1 and ends at 5.5 ✓ 	1	2	
1.9	 Table The text starting with 'lt's too far to ride.' to ' to the petrol pump.' converted to table ✓ 2 columns ✓ (Note to marker: Ignore the number of rows.) 	1 1	2	

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1.12	 Bullets Text below 'Suggestions' is a bulleted list ✓ Green ball bullets ✓ 	1	2	
1.13.1	 Image Round autoshape inserted ✓ for back wheel Any fill colour added to oval shape ✓ for seat Image grouped ✓ (Note to marker: Accept round autoshape in front or behind existing image.) 	1 1 1	3	
1.13.2	 Image pasted in new document Bicycle image from 1Complete_Voltooi pasted into 1Safe_Veilig document ✓ (Note to marker: Accept even if the bicycle image is not a complete bicycle.) 	1	1	
	Total for QUESTION 1		[41]	

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QUESTION 2 File names: 2Cards_Kaarte, 2Quiz_Vasvra, 2Post_Pos, 2Bicycle_Fiets

Total Q2: 21

No.	Criteria	М	ax Mark	Candidate Mark
2.1	Paper size		1	
	Changed to A4 ✓	1		
Labels	5			
2.2.1	Height set to 6 cm ✓	1	5	
	Width set to 8 cm ✓	1		
	 Top and side margins set to 1 cm ✓ 	1		
	 Horizontal pitch set to 9 cm ✓ 	1		
	 Vertical pitch set to 7 cm ✓ 	1		
2.2.2	Labels applied to the page ✓	1	1	
2.3.1	WordArt/Fontwork		4	
	 Curved WordArt/Fontwork ✓ 	1		
	No fill ✓	1		
	 WordArt/Fontwork appears in a 1.5 pt ✓ 	1		
	blue ✓outline	1		
	(Note to marker: Accept any bluish colour.)			
2.3.2	Image		2	
	 Image from 2Bicycle_Fiets inserted ✓ 	1		
	Image set to exactly 2 cm x 2 cm ✓	1		
2.3.3	Text wrapping		1	
	Applied to WordArt/Fontwork and/or image to place Applied to WordArt/Fontwork	4		
Mail m	image below WordArt/Fontwork ✓	1		
2.4.1	Correct data from 2Quiz_Vasvra spreadsheet is		1	
۷.٦.١	used ✓	1	'	
2.4.2	Filtered data	•	2	
2. 1.2	'Bicycles_Fietse' selected ✓	1		
	False selected ✓	1		
2.4.3	 Merge field Question_Vraag inserted ✓ 	1	3	
	 Below the image inside the label ✓ 	1		
	Settings applied to all labels ✓	1		
2.4.4	 Mail merge applied ✓ and saved as 2Post_Pos (Expect 5 records.) 	1	1	
	Total for QUESTION 2		[21]	

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QUESTION 3 File name: 3Learner_Leerder Total Q3: 46

- 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.

No.	Criteria	М	ax M	ark	Candidate Mark
Resu	Its_Uitslae worksheet				
3.1	Row 1			2	
	 Headings are bold ✓ 	1			
	80° orientation ✓	1			
3.2	Row 1 and row 2			3	
	 Double line border above cells A2:N2 ✓ 	1			
	 Double line border below cells A2:N2 ✓ 	1			
	 No borders between cells in row 2 ✓ 	1			
3.3	Cell C3			6	
	=CONCATENATE(MID(A3,2,2),LEFT(B3,1))				
	Or MID(A2.2.2) SI EET(B2.4)				
	=MID(A3,2,2)&LEFT(B3,1)				
	 CONCATENATE function ✓ or & operator Function MID ✓ 	1 1			
	 Correct parameters for MID (A3,2, ✓ 2) ✓ 	2			
	• Function LEFT ✓	1			
	Correct parameters for LEFT (B3,1) ✓	1			
3.4	Cell G3 =(SUM(D3:F3)/180*100)			4	
0. 1	or				
	Cell G3 =(SUM(D3:F3)/1.8)				
	Function SUM ✓	1			
	Correct range (D3:F3) ✓	1			
	Divide by cell G2 ✓ or 180 or SUM(D2:F2)	1			
	Multiply by 100 ✓ (Do not accept format %)	1			
	(Expected answer: 93)				
3.5	Cell H3 =IF(G3>=85,"Merit","") and copied down			4	
	column H				
	Or				
	Cell H3 =IF(G3<85,"","Merit") and copied down column H				
	Correct criteria ✓	1			
	Merit for values >=85 ✓ Plant for values >=85 ✓ Plant for values >=85 ✓ Plant for values >=85 ✓	1			
	Blank cell for values <85 for False option ✓ Figure ties against decrease the formula of the second	1			
	 Function copied down column H ✓ 	1			

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3.6	NESTED IF - Cell I3 =IF(F3>69, "Voucher", IF(F3="", "Re-register", IF(F3<60, "Repeat","")))		8	
	or			
	=IF(F3>=70, "Voucher", IF(F3="", "Re-register", IF(F3<60, "Repeat","")))			
	 Function IF ✓ Level 3 score is >=70 ✓ or >69 True option is VOUCHER ✓ Level 3 not completed/blank ✓ or LEN(F3)=0 or ISBLANK, etc. True option is RE-REGISTER ✓ Level 3 score is <60 ✓ True option is REPEAT ✓ False option is an empty cell ✓ 	1 1 1 1 1 1 1		
	 (Note to marker: Accept any other valid variations of the NESTED IF-statement. Answer may appear in any order, BUT must test for blank ('Re-register') before testing for <60 ('Repeat').) 			
3.7	Cell J4 =VLOOKUP (G4,Data_Data!\$A\$2:\$B\$8,2)		6	
	 Function VLOOKUP ✓ Correct lookup cell G4 ✓ Correct lookup sheet ✓ and range ✓ Absolute cell references ✓ 2nd column ✓ 	1 1 2 1 1		
3.8	Cell M3 =L3-K3 or =(L3-K3)+1 or		2	
	=ABS(K3-L3) or =ABS(K3-L3)+1			
	 Subtraction ✓ Correct cells ✓ 	1		
	(Note to marker: +1 will include the first day.)			

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3.9	Cell N3=ROUND(N2,0)		2	
	or			
	=ROUND(AVERAGE(G3:G111),0)			
	• Function ROUND ✓ (Accept: TRUNC)	1		
	 Zero (0) decimal places ✓ 	1		
3.10	Column G conditional formatting		3	
	 Conditional formatting applied in column G ✓ 	1		
	 Correct criterion in cell N2 (above average or 62) ✓ 	1		
	to display in a red font ✓ `	1		
Graph	_Grafiek worksheet			
3.11	Graph/Chart		6	
	 Type changed to any X Y (scatter) graph/chart ✓ 	1		
	 Major unit on the X-axis changed to 50 ✓ 	1	-	
	 Title 'Number of learners' added to X-axis ✓ 	1		
	 Plot area has gradient fill ✓ in green colour ✓ 	2		
	 Trend line added to graph ✓ 	1		
	Total for QUESTION 3		[46]	

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QUESTION 4 File name: 3Learner_Leerder Total Q4: 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.

No.	Criteria	M	ax Ma	ark	Candidate Mark
Sheet	3 worksheet				
4.1	Sheet3 worksheet ■ Deleted/does not appear ✓	1		1	
Sheet	4 worksheet	•		•	
4.2	Sheet4 worksheet • Renamed to Pie_Sirkel ✓ (Note to marker: Ignore any spelling errors.)	1		1	
Prizes	s_Pryse worksheet				
4.3	 Cell B3 =MIN(Results_Resultate!M3:M111) Function = MIN ✓ Correct worksheet and range ✓ 	1		2	
4.4	Cell B6 =COUNTBLANK(Results_Resultate!D3:F111) or =COUNTIF(Results_Uitslae!D3:F111,"") or =SUM(COUNTBLANK(Results_Resultate!D3:D111), COUNTBLANK(Results_Resultate!E3:E111), COUNTBLANK(Results_Resultate!F3:F111)) • Function COUNTBLANK ✓ or COUNTIF • Correct range(s) ✓	1 1		2	
4.5	 Cell B9 = Darryn Abrahams ✓ Cell B10 = Zinzi Zakuza ✓ Cell B11 = Gillian Da Silva ✓ (Note to marker: Candidate may have sorted or filtered data to get the correct answers.) 	1 1 1		3	

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4.6	Graph/Chart	4	9	
	 Column graph/chart ✓ appears 	1		
	Between cells A26:B42 ✓	1		
	(Note to marker: Accept approximate placement.)			
	Data range: cells A17:B24 ✓	1		
	• The title 'Frequency' is displayed ✓ above ✓ the graph/chart	2		
	 Major vertical gridlines are displayed ✓ 	1		
	 Data labels are displayed as values ✓ in the bottom of 	1		
	each column ✓	1		
	X-axis labels appear vertically ✓	1		
	(Note to marker:			
	Major horizontal gridlines are displayed by default.)			
	Total for QUESTION 4		[18]	

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QUESTION 5 File name: 5Quiz_Vasvra Total Q5: 40

No.	Criteria	M	ax Mark	Candidate Mark
Table:	Results_Uitslae			
5.1.1	Name_Naam field		1	
	 Field size is 40 ✓ 	1		
5.1.2	Date_Datum field		3	
	 Default value added√ 	1		
	 =date () ✓ or =now() 	1		
	 Field type is Date/Time ✓ 	1		
	(Note to marker: LibreOffice settings			
	 Default value is set as the current date 			
	Field type is 'Date' [TIMESTAMP]Required.)			
5.1.3	Mark Punt field		3	
0.1.0	 New field added ✓ 	1		
	 Between Name_Naam and Date_Datum fields ✓ 	1		
	 Any number type ✓ 	1		
	· · · · · · · · · · · · · · · · · · ·			
5.1.4	LearnerID_LeerderID field	1	2	
	Primary key added ✓ The American Definition of the American Definiti	1 1		
	 To LearnerID_LeerderID field ✓ 	'		
5.1.5	Code_Kode field: Input mask		3	
	 Format is 000\-000 √ 	1		
	 Hyphen ✓ 	1		
	 7 characters ✓ 	1		
	LibreOffice: User defined formatting code			
	• Length is 7			
	'Format code' is ###"-"###			
	Hyphen is in quotation marks			
	Questions_Vrae			
5.2.1	Level_Vlak field		1	
	 Required property set to Yes ✓ 	1		
5.2.2	Date_Datum field		2	
	Customised value appears in the format option of the			
	field properties ✓	1		
	Correct value 'dd/MMM/yyyy' ✓	1		
	(Note to marker: MMM must appear in upper case.)			

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Query:	qryNew_Nuut			
5.3	 Only Question_Vraag and Level_Vlak fields show ✓ Criterion for Level_Vlak is C ✓ Sorted ✓ according to the Question_Vraag field ✓ 	1 1 2	4	
Query:	qryBicycle_Fiets			
5.4	 Criterion for Topic_Onderwerp field is "Bicycles_Fietse" 'OR' "Busses_Busse"√ (Note to marker: Microsoft Office users may use wild card characters (*) in the criterion, for example 'LIKE' "Bi*" OR 'LIKE' "Bu*") 	1	3	
	The check box in the show line of Level_Vlak field is deselected ✓ Ordering for the Month of Columnity field in cotton. Follow (1		
	 Criterion for the Used_Gebruik field is set to False ✓ 	1		
	(Expect 12 records.)			
Query:	qryNumber_Getal			
5.5	 Field is changed ✓ Total line appears: ✓ Count ✓ 	1 2	3	
	or			
	New field was created			
	New field was created (Note to marker: If a new field is created, allocate this			
	 New field was created (Note to marker: If a new field is created, allocate this mark if only one field is shown) Total: Count ([Level_Vlak]) (Note to marker: 			
	 New field was created (Note to marker: If a new field is created, allocate this mark if only one field is shown) Total: Count ([Level_Vlak]) 			

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Form:	frmInput_Toevoer			
5.6.1	 Any background colour is added to the form header ✓ (other than the original greenish colour) 	1	1	
5.6.2	 Dividing lines property set to 'YES' ✓ (Note to marker: Mark by inspection and accept any horizontal lines.) 	1	1	
5.6.3	 Field Level_Vlak added in the Details section ✓ Label has been updated to read Easy?_Maklik? ✓ 	1	2	
Repor	t: rptQ_V			
5.7.1	 Based on qryQuestionnaire_Vraestel ✓ Only Question_Vraag and Topic_Onderwerp fields are displayed ✓ Grouped according to Topic_Onderwerp field ✓ 	1 1 1	3	
Repor	: rptAnswers_Antwoorde		'	
5.7.2	 Group footer Function placed in the group footer ✓ (Accept in group header) Function =count ✓ ([Answer_Antwoord]) ✓ or count(*) 	1 2	8	
	 Page footer - date Examination number appears in label ✓ in the page footer ✓ Report footer 	1		
	 The date of this examination ✓ appears in a label ✓ in the report footer ✓ and not the page footer 	2 1		
	Total for QUESTION 5		[40]	

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QUESTION 6 File names: 6Progress_Vordering, 6Data_Data Total Q6: 29

No.	Criteria	N	lax M	ark	Candidate Mark
6Prog	ress_Vordering	ı			
6.1	Page border			3	
	 Page border inserted ✓ 	1			
	 Art border ✓ (LibreOffice: pattern border) 	1			
	8 pt wide border ✓	1			
6.2.1	Indentation			1	
	 Indentation set at 10 cm ✓ 	1			
6.2.2	Drop Cap			3	
	 Drop cap applied to 'B' of 'Brilliant' 	1			
	Over 5 lines ✓	1			
	0.1 cm from text ✓	1			
6.3	Paragraph spacing			2	
	 Paragraph spacing is set to <u>12 pt before</u> ✓ 	1			
	 Applied to all the text below the address ✓ 	1			
6.4	Form field			3	
	 Drop down form field control inserted ✓ 	1			
	 'Select a name' in the first position ✓ 	1			
	All 3 names follow: G Ally, Z Mdaka, G Abrahams ✓	1			
	(Note to marker:				
	 Accept 'Select a name' with or without a full stop. 				
	 Ignore spelling of the names.) 				
6.5.1	Columns			3	
	 Text placed in columns ✓ 	1			
	 Four equally spaced columns ✓ 	1			
	 Vertical lines appear between columns ✓ 	1			
6.5.2	Shape			3	
	 Rounded corners ✓ 	1			
	 Placed behind the text ✓ (Accept any text) 	1			
	 Filled with any colour ✓ 	1			
	(Note to marker: Accept text with/without columns in				
	front of/in the shape.)				

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6.6.1	Table caption		2	
	 Caption 'Table 1: Number of Learners' is inserted ✓ 	1		
	 Caption appears below the table ✓ 	1		
	(Note to marker:			
	 Ignore spelling errors, but 'Table 1' must appear. 			
	 Accept a text box <u>below</u> the table instead of a caption.) 			
6.6.2	Formula in table		2	
	=average ✓ (above) ✓	2		
	(Expected answer: 87)			
6.7	Graph from 6Data_Data		2	
	 Graph from 6Data_Data pasted in 			
	6Progress_Vordering document ✓	1		
	 Pasted as a linked object ✓ 	1		
6.8	Field added		3	
	 The file name is displayed ✓ 	1		
	 The file path is displayed ✓ 	1		
	 As a field ✓ 	1		
6.9	Integration		2	
	Database table Value_Waarde has been pasted in			
	the 6Progress_Vordering document ✓	1		
	 In the correct position/at the end of the document ✓ 	1		
	Total for QUESTION 6		[29]	

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QUESTION 7 Folder: Images_Prente

File names: 7Road_Pad.xlt, Folder: Walk_Loop

Total Q7: 5

No.	Criteria	M	lax M	Candidate Mark	
7.1	 7Road_Pad saved as a spreadsheet template ✓ (Note to marker: Accept any format of a spreadsheet template.) 	1		1	
7.2	 Folder Walk_Loop created ✓ (Accept any location) In the Images_Prente folder ✓ 	1		2	
7.3	 Shortcut to 2Bicycle_Fiets.jpeg file is created ✓ Appears in the Images_Prente folder ✓ 	1 1		2	
	Total for QUESTION 7			[5]	
	GRAND TOTAL				[200]