basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/
NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2022

MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER

FINAL MARK

EXAMINATION NUMBER

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	22	23	25	15	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 12 pages.

EXAM NUMBER													

Check the accuracy and skill required before awarding a mark throughout.

QUESTION 1   **File name: 1Types**   **Total Q1: 22**

No	Criteria	Maximum Mark		Candidate Mark
1.1	**Style: *Island Types*** • Title style applied ✓	1	1	
1.2	**Image grouping** • Five images grouped ✓	1	1	
1.3	**Paragraph formatting: *Continental islands … volcanic origin.*** • Paragraph border: Shadow border ✓ • Border width: 3 pt ✓	1 1	2	
1.4	**Drop Cap: *O of Oceanic*** • Lines to drop: 3 ✓ • Distance from text: 1 cm ✓	1 1	2	
1.5	**Columns: *How many islands … island formation.*** • Text placed in two columns ✓ • Alignment: Justified ✓ • Hyphenation applied ✓	1 1 1	3	
1.6	**Image inserted and formatted** • Image: 1Seychelles inserted ✓ • Picture style: Soft Edge Oval ✓ • Layout option: Through or Tight text wrap ✓ • Position: Top left: **'*calmness and',*** Bottom left: **'*sediment,'*,** Bottom right**: 'which …'** ✓	1 1 1 1	4	
1.7	**Endnote: *Magma*** • Endnote numbering: I, II, III … ✓ • Endnote text: 'Dangerous' ✓	1 1	2	
1.8	**References: Manage Sources: *Tarbuck*** • City field: New Jersey ✓ • Comments field: Island Structure ✓ *(Show All Bibliography Fields)*	1 1	2	
1.9	**Edit Citation** • Author and Year displays ✓ *(Only Title suppressed)* • Pages: 130-140 ✓	1 1	2	
1.10	**Find and Replace** • Find: Island – Match case used ✓ • Find: Island – Find whole words ✓ • Replace with: Symbol ⚓ (Webdings, Character code 74) ✓ *(Expect 6 or 7 occurrences)*	1 1 1	3	
	Total for QUESTION 1		**[22]**	

EXAM NUMBER														

Check the accuracy and skill required before awarding a mark throughout.

QUESTION 2 **File name: 2Top10, 2Confidential** **Total Q2: 23**

No	Criteria		Maximum Mark		Candidate Mark
2Top10					
2.1	**Cover Page** • Title (Top 10 …) moved (not copied) into Title control ✓ • Abstract (The world's …) moved into Abstract control ✓ • Page break removed ✓	1 1 1		3	
2.2	**Image:** below *9. TASMANIA (AUSTRALIA)* • Height: 5 cm ✓ • Width: 10 cm ✓ • Alignment: Centred ✓	1 1 1		3	
2.3	**Hyperlink:** on heading *8. BALI (INDONESIA) (Alt+F9)* • Hyperlink created on heading ✓ • Linked to: Top of the Document ✓	1 1		2	
2.4	**Page Orientation: Last page** • Orientation: Landscape ✓ • Last page only ✓	1 1		2	

2.5	**SmartArt graphics**
	• 1st level shape: Text inserted: Islands ✓
	                            Font colour: White ✓
	• 2nd level shape: Shape added: Coral islands ✓
	                            Shape position: Bottom right ✓
		1
		1
		1
		1
				4	

2.6	**Field: *(Alt+F9) { FILENAME * Upper * MERGEFORMAT }*** • FileName field inserted: 2Top10 ✓ • Field format: Uppercase ✓ /Capital letters	1 1		2	
2.7	**Page numbering** • Automatic page numbering inserted in the footer ✓ • No page numbering on the first two pages ✓ • Page numbering starts with 1 on third page and continues ✓ • Odd page numbers: Right aligned ✓ } *(If Odd/even selected)* • Even page numbers: Left aligned ✓	1 1 1 1 1		5	
2Confidential					
2.8	**Unzip file** • File unzipped ✓ • Watermark: Confidential ✓ (*Accept diagonal or horizontal Confidential watermark*)	1 1		2	
	Total for QUESTION 2			**[23]**	

EXAM NUMBER														

QUESTION 3   **File name: 3Population**   **Total Q3: 25**

- *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, cells or '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	Maximum Mark			Candidate Mark
Islands worksheet					
3.1	**Column B: Formatting** • Column Width: 40 pt ✔ • Wrap text: applied to B8:B55 ✔	1 1		2	
3.2	**Cell C3:** **=AVERAGE(E8:E55)** • Function: AVERAGE ✔ • Range: E8:E55 ✔	1 1		2	
3.3	**Cell C4:** **=COUNTIF(B8:B55,"*part*")** • Function: COUNTIF ✔ • Range: B8:B55 ✔ • Criteria: part ✔ *…* (both wildcards) ✔ *(Expected answer: 10)*	1 1 2		4	
3.4	**Cell C5:** **=SUMIFS(E8:E55,C8:C55,"Oceanic",D8:D55,">1000")** **OR** **=SUMIFS(E8:E55, D8:D55,">1000",C8:C55,"Oceanic")** • Sum range: E8:E55 ✔ • Criteria range 1: C8:C55 ✔ • Criteria 1: "Oceanic" ✔ • Criteria range 2: D8:D55 ✔ • Criteria 2: >1000 ✔	1 1 1 1 1		5	

EXAM NUMBER													

3.5	**Column D: Conditional Formatting** • Icon set: 3 Flags ✓ • Green flag icon: >=280000 ✓ • Orange flag icon: >=30001 ✓ **OR** >30000 • Value Type: Number ✓	 1 1 1 1		4	
3.6	**Cell F9:** **=E9/D9** • E9 ✓ /D9 ✓ • Formatted to zero decimal places ✓	 2 1		3	
Polynesia worksheet					
3.7	**Chart** • *Density (in millions) Digtheid (in miljoene)* data series graph type: Column chart ✓ • Primary axis display units: Millions ✓ • *Area (km2) Oppervlakte (km2)* data series: Secondary axis ✓ • Legend added ✓ • Legend appears below – no overlap ✓	 1 1 1 1 1		5	
	Total for QUESTION 3			**[25]**	

EXAM NUMBER													

QUESTION 4 **File name: 4Bookings** **Total Q4: 15**

- *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, cells or '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	Maximum Mark			Candidate Mark
Travellers worksheet					
4.1	**Background** • 4Logo inserted as background ✔	1		1	
4.2	**Gridlines** • Gridlines do not display ✔	1		1	

4.3	**Column B:**
	=MID(A10,FIND(" ",A10)+1,LEN(A10)) OR
	=MID(A10,FIND(" ",A10)+1,LEN(A10)-FIND(" ",A10)) OR
	=RIGHT(A10,LEN(A10)-FIND(" ",A10))
	
	• Function to find space: FIND(" " ✔
	• Extract from cell: A10 ✔
	• Function to copy text from space onwards:
	    • MID ✔+1 ✔ **OR**
	    • RIGHT subtract text before space
	• Function to copy text from space to end of text: LEN ✔
		1
		
		1
		
		2
		
		1
				5	

4.4	**Cell I15**: **=VLOOKUP(F15,Cost!$A$3:$D$18,Travellers!H15+1) OR** **=VLOOKUP(F15,Cost!A1:D18,IF(Travellers!H15="1",2,** **IF(Travellers!H15="2",3,4)))** • Function: VLOOKUP ✔ • Lookup value: F15 ✔ • Array table: Cost!$A$3:$D$18 ✔ **OR** Cost!$A$1:$D$18 • Column index: H15 ✔+1 ✔	1 1 1 2		5	
Style worksheet					
4.5	**Subtotal feature** *(Mark by inspection)* • At each change in: Travel Style Reisstyl ✔ • Function: Max ✔ • Subtotal added to: Group Cost Groepkoste ✔	1 1 1		3	
	Total for QUESTION 4			**[15]**	

EXAM NUMBER														

QUESTION 5   **File name: 5Details**   **Total Q5: 35**

No	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	**Field:** *Name* • Field size set to 20 ✔	1		1	
5.1.2	**Field:** *StartDate* Validation Rule: >= #15/03/2012# **OR** >#14/03/2012# • >= ✔ **OR** > • #15/03/2012# ✔	1 1		2	
5.1.3	**Field:** *AccessCode* Input Mask: LL\@0009 **OR** LL"@"0009 • LL ✔ • @ ✔ • 000 ✔ • 9 ✔ **OR** #	1 1 1 1		4	
5.1.4	**Field:** *Position* • Display control: Combo box ✔ • Row source type: Value list ✔ • Row source: Manager; Administrator; Accountant ✔	1 1 1		3	
5.1.5	**Field:** *IDPhoto* • Field inserted: *IDPhoto* ✔ • Data type: OLE object ✔ **OR** Attachment	1 1		2	
Form: frm5_2					
5.2	• Rectangle control added around the last four fields ✔ • (Any) Command button control added ✔ • Button Action: Go to Next Record ✔ • Date displays in medium date format ✔ • Date appears in form footer ✔	1 1 1 1 1		5	

EXAM NUMBER													

Query: qry5_3				
5.3	*DestinationIsland* field moved to be first field ✓ - Totals option: Group By applied ✓ *LeisureCost* field function: Sum ✓	1 1 1		3
Query: qry5_4 / tblData Query / Query1				
5.4	- Query created based on: tblData ✓ - Only *Name, Surname, DateOfBirth* and *DestinationIsland* fields displayed ✓ - Sorted by *Surname* field in ascending order ✓ *DestinationIsland* field criteria: Bora Bora Island ✓ OR ✓ Cyprus ✓ *LeisureActivity* field criteria: Fishing ✓ *(Expected number of records: 3)* *(Note to marker: Accept wild card character for Bora Bora Island, e.g. B*, Bora*, Bora Bora*)*	1 1 1 3 1		7
Query: qry5_5				
5.5	**Calculated field** *60&Older:* **(**Date()–[*DateOfBirth*]**)**/365.25 - Field name: *60&Older:* ✓ - Current date: **(**Date() ✓ **OR** Now() - Subtract date of birth: –[*DateOfBirth*]**)** ✓ - Expressed as years: /365.25 ✓ **OR** /365 - Field criteria: >=60 ✓ *(Expected number of records: 15)*	1 1 1 1 1		5
Report: rpt5_6				
5.6	**Display** *TotalLeisureCost* field displays full values ✓ **Calculation:** **=AVG([*LeisureCost])* - Function: =AVG (…) ✓ - Field: [*LeisureCost*] ✓	1 1 1		3
	Total for QUESTION 5			**[35]**

EXAM NUMBER														

QUESTION 6   **File name: 6_1Win, 6_2Expensive**   **Total Q6: 15**

- *This question should be marked from the HTML code.*
- *Numerical attribute values and single words do not need to be in inverted commas.*

No	Criteria	Maximum Mark			Candidate Mark
6_1Win					
6.1.1	**Font** *<font **face**="Tempus Sans ITC" size="5">* • Font attribute: face ✓		1	1	
6.1.2	**Horizontal line** ***<hr color="black" size="5"/>*** **OR** ***<hr size="5" color="black"/>*** **OR** ***<hr size="5" color="#000000"/>*** • Tag: <hr .../> ✓ • Attribute: color="black" ✓ • Attribute: size="5" ✓	1 1 1		3	
6.1.3	**Hyperlink** *<center>****<img src="6_1Button.png">****</center>* • Anchor tags <a …>… correctly inserted ✓ • Hyperlink created to website ✓	1 1		2	
6.1.4	**Heading** *<center>** Fun things to do **</center>* • Heading: … ✓ • Text inserted: Fun things to do ✓	1 1		2	

6.1.5	**Ordered List**
	    * *
	        *** **Visit Port Louis** ***
	        * - Try Deep Sea Fishing *
	        * - Head to Caudan Waterfront *
	        * - Shop at Chinatown *
	    * *
	
	• Ordered list tags: … ✓
	• First list tags inserted: - Visit Port Louis ✓
		1
		1
				2	

EXAM NUMBER													

6_2 Expensive				

6.2	*<body>*
	①*<center>*
	
	   …
	  ②*<img src="6_2Cocoa.jpg" width="250 "height="150">*
	   <img src="6_2Fregate.jpg" width="250" height="150">
	   <img src="6_2Mustique.jpg" width="250"height="150">
	*
	*
	*
	*
	  ③*<table **border="1"** width="50%">*
	   <tr>
	     <th>Island</th>
	     <th>Country</th>
	     <th>Language 1</th>
	     <th>Language 2</th>
	   </tr>
	   <tr>
	     <td>Cocoa Island</td>
	     <td>Maldives</td>
	     <td align="center">Divehi </td>
	    ④*<td align="center" **rowspan="5">**English</td>*
	   </tr>
	  </table>
	①*<center>*
	
	• **Web page centred** ①
	  • Center tags inserted correctly ✓
	• **Image** ②
	  • Image inserted with correct width and height ✓
	• **Table** ③ & ④
	  • Table attribute: border="1" ✓
	  • Cell attribute: rowspan="5" ✓
		
		1
		
		1
		
		1
		1
				4	

	Close tag(s) or triangular brackets and nesting correctly used. ✓	1		1	
	Total for QUESTION 6			**[15]**	

EXAM NUMBER														
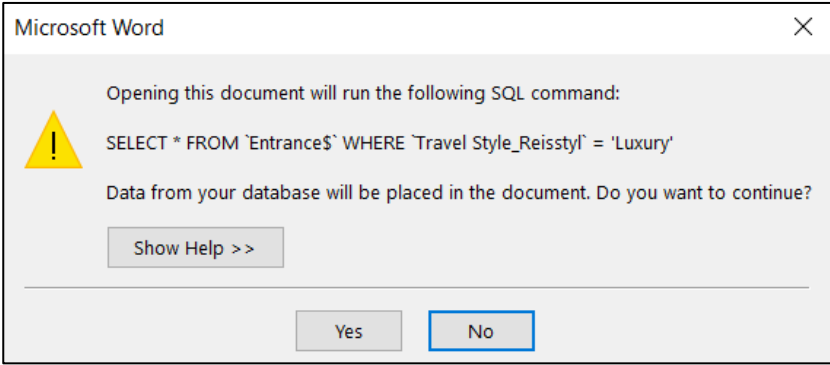
QUESTION 7   **File name: 7Discount, 7Card, 7MergedCard**   **Total Q7: 15**

No	Criteria	Maximum Mark			Candidate Mark
7Discount **Code worksheet**					
7.1.1	**Cell D2: Nested IF(AND** **=IF(AND(YEAR(B2)<1960,C2="Mid-Range"), 5, IF(AND(YEAR(B2)<1960,C2="Luxury"),4,0))** **OR** **=IF((AND(YEAR(B2)<1960,C2="Mid-Range"),"5",IF(AND (YEAR(B2)<1960,C2="Luxury"),"4","0")))** • Function: YEAR(B2) ✓ • Criteria 1: Check Date of Birth <1960 AND travel style Mid-Range ✓ • Output for Criteria 1: Discount code is 5 ✓ • Criteria 2: Check year <1960 AND travel style is Luxury ✓ • Output for Criteria 2: Discount code is 4 ✓ • Output for all other values: 0 ✓ **Alternative answer: Cell D2: Nested IF** **=IF(YEAR(B2)<1960,IF(C2="Mid-range",5,IF(C2= "Luxury",4,0)),0)** **OR** **=IF(YEAR(B2)>=1960,0,IF(C2="Budget",0,IF(C2= "Mid-Range",5,4)))** • Function: YEAR(B2) • Logical test: Date of Birth >=1960 then travel style Budget • Output: Discount code is 0 • Criteria: Travel style is Mid-Range • Output: Discount code is 5 • Output for all other values: 4	1 1 1 1 1 1		6	
List worksheet					
7.1.2	**Filter** • Filter option switched on ✓ • Filter criteria: 1979 ✓ • Filter sub-criteria: January, February, March ✓ *(3 records)*	1 1 1		3	

EXAM NUMBER															

7Card and 7MergedCard				
7.2	**Mail merge** • Recipients' list is filtered to: Travel Style = Luxury ✔ • Merge field: *Name Naam* ✔ • Merge field: *Entrance Code Toegangskode* ✔ • Labels updated ✔ • Mail merge completed ✔ • Saved as **7MergedCard** ✔ Microsoft Word ✕ ⚠ Opening this document will run the following SQL command: SELECT * FROM \`Entrance$\` WHERE \`Travel Style_Reisstyl\` = 'Luxury' Data from your database will be placed in the document. Do you want to continue? Show Help >> Yes No	1 1 1 1 1 1		6	
			[15]	
	TOTAL		**150**	