



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2016

MEMORANDUM/MARKING GUIDELINE

MARKS: 180

CENTRE NUMBER										
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FINAL MARK

EXAMINATION NUMBER														
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	35	16	28	22	40	20	19	180
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/marking guideline consists of 15 pages.

EXAMINATION NUMBER																			
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IGNORE SPELLING IN CASES WHERE IT WOULD NOT HAVE AN IMPACT ON THE ANSWER.

QUESTION 1

File name: 1Effect_Effek

Total Q1: 35

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	Text box control <ul style="list-style-type: none"> Examination number appears in content control ✓ 	1		1	
1.1.2	Picture control <ul style="list-style-type: none"> Picture 1Climate_Klimaat inserted on cover page ✓ Any picture appears in picture control ✓ 	1 1		2	
1.1.3	Styles <ul style="list-style-type: none"> 'Global' style applied to the title ✓ 	1		1	
1.2	Styles and Table of contents <ul style="list-style-type: none"> Style of the quote 'One of the ...' changed ✓ Any style besides 'Heading 1' applied ✓ Entire table of contents has been updated ✓ <p><i>(Note to marker: '6. Disease' must appear in the table of contents.)</i></p>	1 1 1		3	
1.3	Outline style <ul style="list-style-type: none"> Any text outline style applied to text 'global warming' ✓ <p><i>(Notes to marker:</i> <ul style="list-style-type: none"> Accept any type of text outline. Do not accept WordArt/Fontworks.) </p>	1		1	
1.4	Automatic numbering <ul style="list-style-type: none"> Automatic numbering applied to '1. Rising Sea Levels' ✓ <p><i>(Note to marker: Accept if original '1' remains.)</i></p>	1		1	
1.5	Hyphenation <ul style="list-style-type: none"> Automatic hyphenation applied to paragraph under heading '1. Rising Sea Levels' ✓ 	1		1	
1.6	Bookmark <ul style="list-style-type: none"> Bookmark created to heading '2. Heat Waves' ✓ Called 'Heat' ✓ 	1 1		2	
1.7	Image <ul style="list-style-type: none"> Border added around image ✓ Weight of border set to 3.5 pt ✓ Any shadow appears around image ✓ 	1 1 1		3	

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1.8	Index <ul style="list-style-type: none"> Index entry 'Wars' added ✓ To image after '8. Wars' heading ✓ 	1 1		2	
1.9	Find and Replace <ul style="list-style-type: none"> All occurrences of the '&' have been replaced with the word 'and' ✓ <i>(Note to marker: Expect 32 appearances of the word 'and'.)</i>	1		1	
1.10.1	Landscape <ul style="list-style-type: none"> Only page with heading '10. Ecosystem Failure' appears in landscape orientation (section breaks included) ✓ 	1		1	
1.10.2	Grouping <ul style="list-style-type: none"> 'Soil' shape added to the rest of the group ✓ 	1		1	
1.11	Bullets <ul style="list-style-type: none"> Automatic bullets applied to text ✓ ☼ character used ✓ <i>(Note to marker: Award the marks if only one bullet has been added.)</i>	1 1		2	
1.12	Image <ul style="list-style-type: none"> Additional shape has been inserted ✓ Text 'Equality' has been inserted in shape ✓ Shape set to a similar size to that of the other shapes ✓ All text must be visible ✓ <i>(Note to marker: Ignore the positioning of the shapes.)</i>	1 1 1 1		4	
1.13	Index <ul style="list-style-type: none"> Automatic index inserted ✓ Appears in one column ✓ Grouped under letters of the alphabet ✓ Tab leaders added to page numbers ✓ <i>(Note to marker: 'Wars' may not appear depending on 1.8.)</i>	1 1 1 1		4	

EXAMINATION NUMBER																			
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QUESTION 2

File names: 2Nature_Natuur

Total Q2: 16

No.	Criteria	Maximum Mark			Candidate Mark
2.1	<p>Indenting</p> <ul style="list-style-type: none"> Left indentation set to 3 cm ✓ Right indentation set to 3 cm ✓ <p><i>(Note to marker: Accept if indentation set to a part of the document.)</i></p>	1 1		2	
2.2	<p>Drop cap</p> <ul style="list-style-type: none"> Drop cap effect applied to heading ✓ Appears in margin ✓ Drop over 2 lines ✓ 	1 1 1		3	
2.3	<p>Endnote</p> <ul style="list-style-type: none"> Endnote added to heading ✓ Endnote custom mark is # ✓ Text 'Reflection after a camp' appears as endnote ✓ <p><i>(Notes to marker:</i> <ul style="list-style-type: none"> Allocate third mark if only part of text appears. Ignore if highlighted text still appears at the end.) </p>	1 1 1		3	
2.4	<p>Line spacing</p> <ul style="list-style-type: none"> Line spacing changed to multiple 1.15 ✓ <p><i>(Note to marker: Accept if line spacing has not been set for whole document and if multiple but not 1.15.)</i></p>	1		1	
2.5	<p>Centred</p> <ul style="list-style-type: none"> Text vertically centred ✓ Text horizontally centred ✓ <p><i>(Note to marker: Accept if only some of the text has been centred horizontally.)</i></p>	1 1		2	
2.6	<p>Hyperlink</p> <ul style="list-style-type: none"> Hyperlink created on picture ✓ Links to 'crying.com' ✓ <p><i>(Note to marker: Accept if only part of website has been typed in.)</i></p>	1 1		2	
2.7	<p>Page colour</p> <ul style="list-style-type: none"> Page colour changed to any colour ✓ 	1		1	
2.8	<p>Date field</p> <ul style="list-style-type: none"> Date inserted in footer ✓ Date field automatically updates ✓ <p><i>(Notes to marker:</i> <ul style="list-style-type: none"> Accept any date format. Accept if date appears in header.) </p>	1 1		2	
Total for QUESTION 2				[16]	

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QUESTION 3**File names: 3Extreme_Ekstrem****Total Q3: 28**

- 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.

No.	Criteria	Maximum Mark			Candidate Mark
Ex_Eks worksheet					
3.1.1	Cell A1: <ul style="list-style-type: none"> • Background colour of cell changed to any colour ✓ 	1		1	
3.1.2	Cells A1:J1: <ul style="list-style-type: none"> • Cells merged ✓ 	1		1	
3.1.3	Row 2: <ul style="list-style-type: none"> • Headings rotated to 90 degrees ✓ <p>(Note to marker: Also accept -90 degrees.)</p>	1		1	
3.1.4	Cells A2:J2: <ul style="list-style-type: none"> • Only bottom borders changed ✓ • Reddish colour ✓ 	1 1		2	
3.2	Cells C7:C32: <ul style="list-style-type: none"> • 'Number' or 'Custom data' format selected ✓ • Negative numbers appear in red ✓ • Numbers appear with two decimal places ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> • Accept any data format that displays negative numbers in red. • Ignore if the negative sign displays or not. • Do not accept conditional formatting.) 	1 1 1		3	
3.3	Conditional formatting in column D: <ul style="list-style-type: none"> • Conditional formatting applied to column D ✓ • Condition: Cell with highest value ✓ • Condition: Cell with lowest value ✓ • Appear in bold ✓ 	1 1 1 1		4	

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3.4	<p>Cell D4: =MID(C4,FIND(" ",C4)+1,LEN(C4))</p> <p>OR</p> <p>=MID(C4,FIND(" ",C4),LEN(C4))</p> <p>=MID(C4,FIND(" ",C4,1),LEN(C4)-FIND(" ",C4,1)+1)</p> <p>=RIGHT(C4,LEN(C4) - FIND(" ",C4))</p> <p>=RIGHT(C4,LEN(C4) - FIND(" ",C4)+1)</p> <p>=RIGHT(C4,LEN(C4) - (FIND(" ",C4)-1))</p> <p>=RIGHT(C4,LEN(C4) - FIND(" ",C4,1))</p> <ul style="list-style-type: none"> • FIND function used correctly ✓ • Determine space ✓ in the correct cell (C4) ✓ • MID/RIGHT function used correctly ✓ • Extract the text after the space ✓ • LEN ✓ (C4) ✓ 	1 2 1 1 2		7	
3.5	<p>Cell D7:</p> <p>=C7*9/5+32</p> <ul style="list-style-type: none"> • C7 ✓ • *9/5+32 ✓ 	1 1		2	
3.6	<p>Cell G4:</p> <p>=ROUNDDOWN(NOW()-F4,0)</p> <p>OR</p> <p>=ROUNDDOWN(TODAY()-F4,0)</p> <ul style="list-style-type: none"> • ROUNDDOWN function ✓ • To the nearest whole number ✓ • Date in F4 ✓ • Subtracted from the current date ✓ • Format changed to display a number with no decimal places (Number, General, etc.) ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> • <i>Accept TRUNC and INT in place of ROUNDDOWN.</i> • <i>Expected answer will vary depending on the date of marking.)</i> 	1 1 1 1 1		5	
3.7	<p>Page setup</p> <ul style="list-style-type: none"> • Print area set to A2:D32 ✓ • Fit to 1 page wide by 1 page tall option checked ✓ <p><i>(Note to marker: Check the setting of the print area in page setup.)</i></p>	1 1		2	
	Total for QUESTION 3			[28]	

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QUESTION 4

File name: 4Species_Species

Total Q4: 22

- 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	Maximum Mark			Candidate Mark
Spec_Spes worksheet					
4.1	Row 1: <ul style="list-style-type: none"> • Row height changed to 30 pt ✓ 	1		1	
4.2	Cell B6: =VLOOKUP(A6,Type_Tipe!\$A\$2:\$B\$21,2,FALSE) <ul style="list-style-type: none"> • LOOKUP Value: A6 ✓ • Table array: Type_Tipe!\$A\$2:\$B\$21 ✓ OR Type_Tipe!\$A\$1:\$B\$21 • Absolute cell referencing ✓ • Column index number: 2 ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> • Ignore 'True' or 'False'. • Also accept absolute cell reference A\$1:B\$21.) 	1		4	
4.3	Cell C10: =SUM(C5:C9) <ul style="list-style-type: none"> • SUM function ✓ • Range (C5:C9) ✓ <p>-----</p> OR =C32-(C18+C26+C31) <p>OR</p> =C32-C18-C26-C31 <ul style="list-style-type: none"> • Grand total (C32) ✓ • Minus all other subtotals ✓ 	1		2	
4.4	Cell L5: =K5/C5 <ul style="list-style-type: none"> • K5 ✓ • /C5 ✓ <p><i>(Note to marker: Accept K4/C4*100 if formatting changed to 'Number'.)</i></p>	1		2	

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QUESTION 5

File name: 5Spec_Spes

Total Q5: 40

No.	Criteria	Maximum Mark			Candidate Mark
Table: Survey_Opname					
5.1.1	Field: Type <ul style="list-style-type: none"> Field size 10 ✓ 	1		1	
5.1.2	Field: ID <ul style="list-style-type: none"> Primary key on <i>ID</i> field only ✓ 	1		1	
5.1.3	Field: ID Input Mask: >LLLLL09 <ul style="list-style-type: none"> > – capital letters ✓ L – required letter ✓ 5 characters ✓ 0 – required digit ✓ 9 – optional digit ✓ 	1		5	
		2			
		1			
		1			
5.1.4	Field: Protected <ul style="list-style-type: none"> Field property 'Row Source Type' changed to 'Value list' ✓ 	1		1	
5.1.5	New field: FullStatus <ul style="list-style-type: none"> New field created <i>FullStatus</i> ✓ Display control changed to combo box or list box ✓ Row source type changed to table/query OR value list ✓ SELECT [Code_Kode].[Name] FROM Code_Kode; OR Options: Endangered, Threatened, Specific Concern, Significantly Rare ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <i>If a candidate used a table/query as a row source type, the row source will appear as SELECT [Code_Kode].[Name] FROM Code_Kode.</i> <i>If a candidate used value list as a row source, the options must appear in the row source.)</i> 	1		4	
		1			
		1			
		1			
		1			
		1			
		1			
Form: frm5_2					
5.2	<ul style="list-style-type: none"> Form created frm5_2 based on Survey_Opname table ✓ All fields included ✓ Data displayed in tabular layout ✓ Background colour of form heading changed ✓ Form heading bolded ✓ Examination number added to the form footer ✓ 	1		6	
		1			
		1			
		1			
		1			
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		1			

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Query: qry5_3				
5.3	<ul style="list-style-type: none"> Type criteria: Bird ✓ OR ✓ Plant ✓ Protected criteria: Yes/True/-1 ✓ AND operator applied for Type and Protected ✓ <p>(Note to marker: 12 records expected.)</p>	1 1 1 1 1		5
Query: qry5_4				
5.4	<ul style="list-style-type: none"> Fields inserted: SName, Status and Population ✓ CName field sorted ✓ Records sorted in ascending order ✓ <p>(Note to marker: 42 records expected.)</p>	1 1 1		3
Query: qry5_5				
5.5	<ul style="list-style-type: none"> Calculated field is NewPop: [Population]*0.99 OR *99/100 + [Population] OR [Population]-([Population]*1/100) OR [Population]-([Population]*0.01) Calculated field added correctly: NewPop ✓ Population field used correctly ✓ Calculation of 1% decrease ✓ Format set to Standard OR Fixed ✓ Decimal places set to 0 ✓ CName criteria: Is Not Null OR <>" OR "*" OR Not "Blank" ✓ <p>(Notes to marker: • 41 records expected. • Accept INT, TRUNC, ROUND, ROUNDDOWN.)</p>	1 1 2 1 1 1		7
Report: rpt5_6				
5.6	<ul style="list-style-type: none"> Fields included: SurveyDate, ID, Cname, Protected ✓ Grouped according to SurveyDate ✓ Group heading appears ✓ ('Surveys per year' OR 'SurveyDate per Year') Grouping options set to year ✓ Calculation in group header ✓ =count(*) ✓ OR counted by any other field Suitable label included with calculation ✓ 	1 1 1 1 1 1 1		7
Total for QUESTION 5				[40]

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6.6	<p>Table <code><tr></code> <code><td>Asian Elephant</td></code> <code></tr></code></p> <ul style="list-style-type: none"> • One row inserted below ✓ • With text 'Asian Elephant' ✓ <p><i>(Note to marker: Also accept row inserted above.)</i></p>	1 1		2	
6.7	<p>Heading 2 <code><h2>Physical description</h2></code></p> <ul style="list-style-type: none"> • Text 'Physical description' appears with Heading 2 style ✓ <p><i>(Note to marker: Mark this from the HTML code.)</i></p>	1		1	
6.8	<p>Italics <code><i>Proboscidea</i></code></p> <ul style="list-style-type: none"> • Text 'Proboscidea' appears in italics ✓ 	1		1	
6.9	<p>Bulleted list <code><ol type="i"></code> <code>Poaching is still a problem.</code> <code>Habitat loss is a concern.</code> <code></code></p> <ul style="list-style-type: none"> • The text appears in a numbered/ordered list ✓ • Bullet type appears as Roman numbers ✓ • Two list tags/items ✓ <p><i>(Note to marker: Allocate mark if at least one item appears in the bulleted list.)</i></p>	1 1 1		3	
6.10	<p>Link <code>Save the Elephant</code></p> <ul style="list-style-type: none"> • Link tags correctly inserted ✓ • On words 'Save the Elephant' ✓ • Link created to 6Save_Red file ✓ 	1 1 1		3	
	Closing tag(s) or triangular brackets omitted	-1			
	Total for QUESTION 6			[20]	

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QUESTION 7

Total Q7: 19

File names: 7Answ_Antw, 7Bird_Voël

No.	Criteria	Maximum Mark			Candidate Mark
7Bird_Voël					
7.1	<p>Columns</p> <ul style="list-style-type: none"> The text between 'What is Global Warming' and '...and other species' appears in two columns ✓ Column break inserted in correct position (before 'How will Global Warming affect us') ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> Ignore if a line was added between columns. Accept if columns are not equal width.) 	1		2	
		1			
7.2	<p>Tabs</p> <ul style="list-style-type: none"> Leader tab has been set ✓ Dotted leader line applied ✓ <p>(Note to marker: Accept if leader line is applied to one text line.)</p>	1		2	
		1			
7.3	<p>Watermark</p> <ul style="list-style-type: none"> Text watermark inserted ✓ Watermark text 'Birds' added ✓ <p>(Note to marker: Accept if any custom text has been added to the watermark.)</p>	1		2	
		1			
7.4	<p>Chart/Graph</p> <ul style="list-style-type: none"> Line chart/graph ✓ Lines with marker chart/graph used ✓ Created with 2000 and 2014 data ✓ Names of birds included ✓ <p>(Note to marker: Accept if chart/graph is not exactly the same.)</p>	1		4	
		1			
		1			
		1			

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- Accept any method that will yield the correct answer.
- One mark for the answer and one mark for the method. If there is only an answer and no method, allocate only one mark if correct.

7Answ_Antw					
7.5.1	How many records are there in the database? • 3350 ✓	1		1	
7.5.2	How many birds have not yet been allocated an English name? • 53 ✓ Method: ✓ • Sort according to English name and count the blank cells • Create a query with the criteria 'Is Null' • Filter on criteria 'Is Null'	1 1		2	
7.5.3	To which family does the 'Pardusco' (English name) belong? • Thraupidae ✓ Method: ✓ • Filter on English name • Search on database and then Find • Query on English name with criteria	1 1		2	
7.5.4	How many birds with the English name containing the word 'Macaw' are there in the database? • 17 ✓ Method: ✓ • Filter on English name • Search on database, Find and then COUNT • Create a query	1 1		2	
7.5.5	How many unique families are there in the database? • 104 ✓ Method: ✓ • Query grouped by <i>Family</i> -field • Filter and count filter (any method) • Copy the structure of the database only, change the primary key to the <i>Family</i> field and paste the data from the original table. No duplicates are pasted.	1 1		2	
	Total for QUESTION 7			[19]	
		TOTAL			180