



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATION TECHNOLOGY P1 FEBRUARY/MARCH 2011 MEMORANDUM

MARKS: 200

FINAL MARK		
SPEED ENDORSEMENT		WPM

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

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

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	12	43	17	34	30	42	22	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum consists of 13 pages.

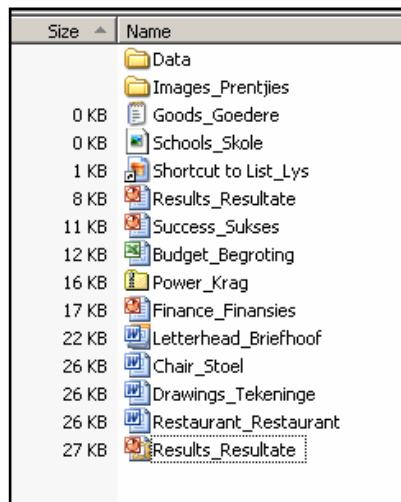
EXAMINATION NUMBER																			
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 1: Folder: Question1_Vraag1

TOTAL Q1: 12

- Check all answers against candidates' actual work

No	Criteria	Max Mark			Candidate Mark
1.1	<ul style="list-style-type: none"> • 5 image files ✓ (6 image files in total as List_Lys was already in the folder) • moved (not copied) into the Images_Prentjies folder ✓ 	1		2	
		1			
1.2	A password is added ✓ to Payment_Betaling file (Unnecessary to check whether the password is correct, accept if the dialog box requesting the password appears)	1		1	
1.3	Results_Resultate.ppt is saved as a .htm or .html or .mhtml file ✓ i.e. Results_Resultate.htm or Results_Resultate.html (Two files called Results_Resultate will appear, one .ppt and one .htm or .html or .mhtml)	1		1	
1.4	Author property changed to examination number in Budget_Begroting.xls	1		1	
1.5	40	1		1	
1.6	Power_Krag.zip ✓	1		1	
1.7	Schools_Skole.pdf ✓ (Accept with/without file extension)	1		1	
1.8	<ul style="list-style-type: none"> • Sort by size (smallest to largest) ✓ • Only Size field and Name field appear ✓ • Size field appears before Name field ✓ • Screenshot/screendump is placed on the answer sheet ✓ 	1		4	
		1			
		1			
		1			
Total for QUESTION 1				[12]	



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

QUESTION 2: File name: 2Choice_Keuse

TOTAL Q2: 43

No	Criteria	Max Mark			Candidate Mark
2.1	Paper size is changed to A4 ✓	1		1	
2.2	Bottom page margin set to 2.5 cm or 0.98"✓	1		1	
2.3	<ul style="list-style-type: none"> • 3-D effect applied to the jigsaw object ✓ • Orange puzzle piece is moved away from other 3 puzzle pieces ✓ • All 4 puzzle pieces regrouped to form one object ✓ <p><i>(Do not allocate any marks if the object was not manipulated)</i></p>	1		3	
		1			
		1			
2.4	<ul style="list-style-type: none"> • 'Choice' changed to vertical ✓ • 'Guide' moved to bottom of page ✓ • Puzzle pieces resized ✓ 	1		3	
		1			
		1			
2.5	<ul style="list-style-type: none"> • Automatic Table of Contents appears ✓ • Heading 1 and Heading 2 styles are used ✓ • Formal style is used ✓ 	1		3	
		1			
		1			
2.6	<hr style="border: 0.5px solid black;"/> <p style="text-align: left; margin-left: 20px;">Career Choice Guide</p> <div style="text-align: right; border: 1px solid black; padding: 2px; display: inline-block;">Page 1</div> <ul style="list-style-type: none"> • Must be a footer ✓ • Horizontal line inserted ✓ • Text 'Career Choice Guide' inserted ✓ • Arial 10 pt ✓ • Automatic numbering appears ✓ • Reflects as Page 1 ✓ <i>(and not page 3)</i> • Page number appears in a border ✓ <p><i>(Do not penalise if horizontal line cuts through border around page number)</i></p>	1		7	
		1			
		1			
		1			
		1			
		1			
		1			
		1			
2.7	<ul style="list-style-type: none"> • Paragraph style Idea created ✓ • Box border ✓ • Green shading✓ <p><i>(Based on any style)</i></p>	1		3	
		1			
		1			
2.8	Paragraph style <i>Parahead</i> applied to 'You are your choices. Seneca' ✓ <i>(See page 3)</i>	1		1	
2.9	<ul style="list-style-type: none"> • Paragraph spacing is set to 18 pt ✓ • after ✓ <p><i>(The number of paragraphs changed is irrelevant)</i></p>	1		2	
		1			

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

2.10	Alignment of the first paragraph is set to left ✓	1		1	
2.11	<ul style="list-style-type: none"> • Endnote anchored/based on first main heading 'Career choices' ✓ • Contains a custom mark: © (copyright symbol) ✓ • Referenced as www.careerchoices ✓ 	1 1 1		3	
2.12	<ul style="list-style-type: none"> • Bookmark called Understand inserted ✓ • Bookmark anchored to 'Understand yourself' ✓ 	1 1		2	
2.13	<ul style="list-style-type: none"> • Hyperlink is inserted on 'Careers Personality Tests' ✓ • Links to bookmark called 'Test' ✓ (<i>Mouse-over to check hyperlink properties</i>) 	1 1		2	
2.14	<ul style="list-style-type: none"> • List is bulleted ✓ • Bullets appear as 'hand' symbols ✓ • Bullets aligned against the left margin ✓ • Tab space after the symbol/bullet position ('text position') is set at 1 cm or 0.39" ✓ • The indent is at 1.5 cm or 0.59" ✓ <p><i>(Accept any hand symbol/character)</i></p>	1 1 1 1 1		5	
2.15	<ul style="list-style-type: none"> • Automatic numbering ✓ is applied on page 8 • in the format (1. 2. ... 8.) ✓ 	1 1		2	
2.16	<ul style="list-style-type: none"> • Numbered paragraphs appear in two equal columns ✓ • Vertical line separating the two columns ✓ 	1 1		2	
2.17	<ul style="list-style-type: none"> • Borders added ✓ • Applied to text (not the whole paragraph) ✓ 	1 1		2	
	Total for QUESTION 2			[43]	

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

QUESTION 3: File name: 3Form_Vorm

TOTAL Q3: 17

No	Criteria	Max Mark			Candidate Mark
3.1	<ul style="list-style-type: none"> Left tab is set at 8 cm or 3.15" ✓ Leader tab ✓ is set at 6 cm or 2.16" ✓ 	1		3	
		1			
		1			
3.2	<ul style="list-style-type: none"> Date field inserted ✓ Date format is yyyy-mm-dd ✓ Date field automatically updates ✓ 	1		3	
		1			
		1			
3.3	<ul style="list-style-type: none"> Text field inserted for name ✓ Help message displays on status bar ✓ <i>(Check properties of the text field control)</i> Message reads 'Insert name' ✓ 	1		3	
		1			
		1			
3.4	<ul style="list-style-type: none"> 10x1 table inserted ✓ Table set to 'AutoFit to Contents' ✓ Table positioning is aligned at 7 cm or 2.76" ✓ Relative to margin ✓ 	1		4	
		1			
		1			
		1			
3.5	<ul style="list-style-type: none"> Drop-down list inserted ✓ Items in the drop-down ✓ list added: Male_Manlik Female_Vroulik <i>(Ignore spelling – both genders must be entered)</i> 	1		2	
		1			
3.6	<ul style="list-style-type: none"> Sciences checkbox is resized to exactly 15 pt ✓ Subject names are aligned at 8 cm or 3.15 " ✓ 	1		2	
		1			
Total for QUESTION 3				[17]	

EXAMINATION NUMBER																

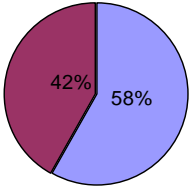
QUESTION 4: Filename: 4Info_Inlig**TOTAL Q4: 34**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidates' actual work (Cell references may differ, depending on the candidates' actions).
- Candidates may use multiple formulae or cells as 'building blocks' to answers.

No	Criteria	Max Mark			Candidate Mark
Learners_Leeders worksheet					
4.1	<ul style="list-style-type: none"> • Sequence Learner1, Learner2 ... fills cells A3:A310 ✓ • Copied down ✓ 	1 1		2	
4.2	Cells A1:J1 merged and centred ✓	1		1	
4.3	Text orientation changed to 45° ✓ in row 2	1		1	
4.4	<ul style="list-style-type: none"> • Surnames copied from column K and pasted in column B using paste special ✓ (<i>all surnames must appear in upper case</i>) • Column K deleted ✓ 	1 1		2	
4.5	<ul style="list-style-type: none"> • Column E chosen ✓ • Cells with a value greater or equal to 70 ✓ (<i>or cells with a value greater than 69</i>) • Fill colour green ✓ (<i>Also accept a green font</i>) 	1 1 1		3	
4.6	F3 =IF ✓ (E3>=60 ✓, "Yes" ✓, "" ✓) OR F3 =IF (E3 <60, "", "Yes")	4		4	
4.7	J4 =LARGE ✓ (E3:E310 ✓, 2 ✓) <i>(Answer is 99)</i>	3		3	
4.8	J5 =COUNTIF ✓ (D3:D310 ✓, "Physical Science" ✓) + COUNTIF ✓ (D3:D310, "Natural Science" ✓) <i>(Answer is 29)</i>	3 2		5	
4.9	Page scaling set to 1 page wide ✓ by 4 pages tall ✓	2		2	
4.10	Data is sorted according to column D ✓ descending in Column E ✓	1 1		2	

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

Summary_Opsomming worksheet

4.11	<p>A pie ✓ graph is created ✓ correct range chosen ✓ A suitable title appears at the top ✓ The legend appears below the graph ✓ The percentages appear ✓ <u>on</u> the segments ✓ of the graph The graph appears in the Summary_Opsomming worksheet ✓</p> <p><i>(Accept any version of the pie graph</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Percentage who qualify for University</p>  <div style="margin-top: 10px;"> <p>■ Number of learners who qualify for university entrance Aantal leerders wat vir universiteitstoelating kwalifiseer</p> <p>■ Number of learners who do not qualify Aantal leerders in die groep wat nie kwalifiseer nie</p> </div> </div>	3 1 1 2 1		8	
4.11	Gridlines removed ✓	1		1	
	Total for QUESTION 4			[34]	

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

QUESTION 5: Filename: 5Travel_Reis

TOTAL Q5: 30

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidates' actual work (Cell references may differ, depending on the candidates' actions).
- Candidates may use multiple formulae or cells as 'building blocks' to answers.

No	Criteria	Max Mark			Candidate Mark
S&T_R&V worksheet					
5.1	Text wrapped in cells A2:L2 ✓	1		1	
5.2	Borders placed around cells with headings in row 2 ✓	1		1	
5.3	Column J displays as currency (Rand) ✓	1		1	
5.4	B3 = Concatenate ✓ (LEFT ✓ (D3,3 ✓),MID✓(A3 ,3 ✓,3 ✓)) (Answer is BloMAD) (Also accept ampersand operator '&' instead of concatenate function)	6		6	
5.5	E6 =VLOOKUP (D6,Distance_Afstand!\$A\$2:\$B\$18,2,FALSE) <ul style="list-style-type: none"> • Correct lookup value nominated (D6) ✓ • Correct lookup range nominated ✓ (Distance_Afstand!A2:B18) • Absolute addressing applied to lookup range rows and columns (\$A\$2:\$B\$18) ✓ • Correct lookup column nominated (2) ✓ (False parameter is optional) (Answer is 510) 	1 1 1 1		4	
5.6	H3 =(E3* ✓0.01 ✓) + G3 ✓ OR H3 = E3/100 + G3 (Answer is 4:00)	3		3	
5.7	I3 =IF ✓ (E3>1000 ✓,2 ✓,IF(E3>500 ✓,1 ✓,0 ✓)) OR I3 = IF(E3 <500,0,IF(E3< 1000,1,2)) (Accept any other valid option) (Answer is 1)	6		6	

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

5.8	J3 =E3 ✓*J1 ✓	2		2	
5.9	L4 =K4+J4 ✓ (Answer is R 27.38)	1		1	
ClaimsChart_Eisgrafiek					
5.10	<ul style="list-style-type: none"> • Column graph ✓ • Data for only 10 delegates is shown ✓ • The title 'Claims' on the y-axis ✓ • The data labels and legend have been removed ✓ • The column representing Y Madikane changed to red ✓ (Do not allocate the mark if more than 1 column colour was changed)	1 1 1 1 1		5	
Total for QUESTION 5				[30]	

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

QUESTION 6: Filename: 6Careers_Loopbane

TOTAL Q6: 42

No	Criteria	Max Mark			Candidate Mark
STUDENT table					
6.1	<ul style="list-style-type: none"> • Table named STUDENT created ✓ • <i>Name_Naam</i> ✓ field added • with a maximum size of 45 ✓ • <i>Studyfield_Studieveld</i> lookup wizard ✓ added with correct options ✓ • <i>Points_Punte</i> added as an integer field ✓ • Default value for <i>Points_Punte</i> field is set to 950 ✓ <p><i>(Check Studyfield_Studieveld by clicking on lookup)</i></p>	1		7	
		1			
		1			
		1			
		1			
		1			
		1			
		1			
Career_Beroep table					
6.2	<ul style="list-style-type: none"> • ID field removed ✓ • 0000 for input mask for <i>Code_Kode</i> field ✓ • Exactly 4 ✓ (Do not accept 9 or #) • Required must be set to Yes for <i>Phone_Foon</i> field ✓ 	1		4	
		1			
		1			
		1			
Query qryCodes_Kodes					
6.3	<ul style="list-style-type: none"> • 3 Correct fields <i>Name_Naam</i>, <i>Code_Kode</i>, <i>Phone_Foon</i> included ✓ • Criteria of <i>Code_Kode</i>: ≥ 2000 ✓ and ≤ 3000 ✓ <p><i>(6 records expected)</i></p>	1		4	
		3			
Query qryCost_Koste					
6.4	<ul style="list-style-type: none"> • Cost field added ✓ • Cost:[<i>Distance_Afstand</i>] ✓ *5.5 ✓ * 2 ✓ • Formatted to currency ✓ <p>(Accept [<i>Distance_Afstand</i>]*11)</p> <p><i>(24 records expected)</i></p>	1		5	
		3			
		1			

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

Query qryWebaddress_Webadres				
6.5	<ul style="list-style-type: none"> • Records sorted on <i>Name_Naam</i> field ✓ • Criteria for <i>Webaddress_Webadres</i> field: Is Null ✓ • <i>Webaddress_Webadres</i> field is not displayed ✓ <p><i>(5 records expected)</i></p>	1 1 1		3
Form frmCareer_Beroep				
6.6	<ul style="list-style-type: none"> • Heading changed ✓ • Centred ✓ • Yellow line ✓ • <i>Phone_Foon</i> field added ✓ <i>(Phone_Foon is added as a field and not an unbound box)</i> • =Date() ✓ added in footer ✓ 	1 1 1 1 2		6
Report Expo (previously called Career_Beroep)				
6.7	<ul style="list-style-type: none"> • Grouped according to <i>Accommodation_Verblyf</i> field • Sorted according to <i>Name_Naam</i> field ✓ • Formula in group footer ✓ • =count(*) ✓ <i>(Also accept =count[field])</i> 	1 1 1 1 1		5
6.8	<ul style="list-style-type: none"> • Name of the report Career_Beroep changed to Expo ✓ 	1		1
Report RepMyReport				
6.9	<ul style="list-style-type: none"> • Report created using qryCosts_Koste ✓ • All fields display ✓ • Heading added ✓ • Page orientation is set to landscape ✓ • Formula in report footer ✓ • =MAX ✓ ([Distance_Afstand]) ✓ 	1 1 1 1 1 2		7
Total for QUESTION 6				[42]

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

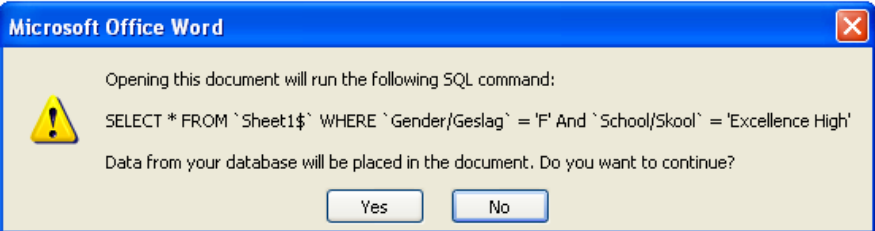
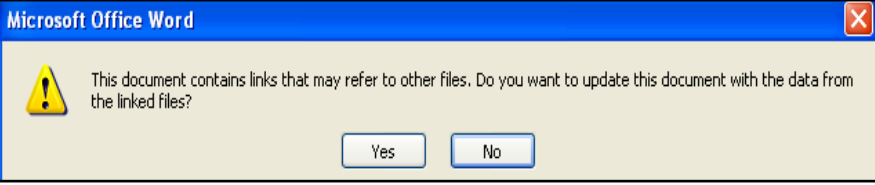
QUESTION 7

TOTAL Q7: 22

Filename: 4Info_Inlig, 7Data, 7Pic_Prentjie, 7Merge_Saamvoeg

No	Criteria	Max Mark			Candidate Mark
7Merge_ Saamvoeg					
7.1	<ul style="list-style-type: none"> Pasted as a table ✓ Automatically updates ✓ <p><i>(Do not penalise if the table is incorrectly placed)</i></p>	1 1		2	
7.2	<ul style="list-style-type: none"> Row height exactly ✓ 0.75 cm/0.3" ✓ Vertical alignment of table cells is centred ✓ Merge top row of cells ✓ Insert row at bottom of table ✓ Removed cell borders from top row ✓ Outside border of bottom 3 rows ✓ is a double line ✓ Inside borders are single lines ✓ 	2 1 1 1 1 2 1		9	
7.3	<ul style="list-style-type: none"> 7Pic_Prentjie used ✓ Watermark set ✓ Scaled to 500% ✓ 	1 1 1		3	
7.4	<ul style="list-style-type: none"> Page border inserted ✓ 3 pt ✓ shadow border ✓ 	1 1 1		3	

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

7.5	 <ul style="list-style-type: none"> Name and Surname fields ✓ connected to data source ✓ (When opening the message below appears, showing that it is connected to the data source and the filters for Gender/Geslag and School/Skool)  <ul style="list-style-type: none"> Correct School ✓ Correct gender ✓ Merged to 7Final_Finaal ✓ <p>(Expected number of pages is 28)</p>	2		5	
		1 1 1			
Total for QUESTION 7				[22]	

TOTAL: 200