



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 FEBRUARY/MARCH 2012 MEMORANDUM

MARKS: 200

CENTRE NUMBER											
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FINAL MARK		
SPEED ENDORSEMENT		WPM

EXAMINATION NUMBER																		
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	10	40	17	38	22	52	21	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

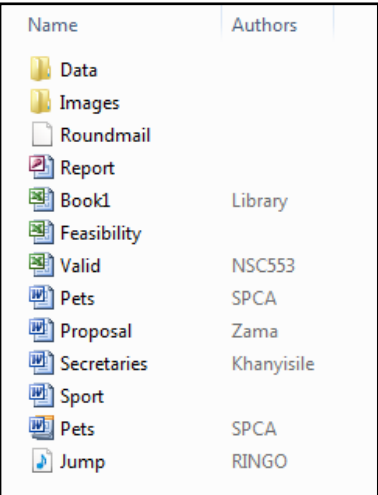
This memorandum consists of 12 pages.

EXAMINATION NUMBER																			
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QUESTION 1: Folder: Question1_Vraag1

TOTAL Q1: 10

Check all answers against candidate's actual work.

No.	Criteria	Max Mark			Candidate Mark				
1.1	Newsletter folder renamed as Data ✓ <i>(Note to marker: Do not allocate the mark if the folder Newsletter still appears)</i>	1		1					
1.2	No PDF files appear in Question1_Vraag1 folder ✓	1		1					
1.3	Pets saved as .dot file ✓ <i>(Open Office/Libre Office: .ott file)</i> <i>(Note to marker: There should be two Pet files)</i>	1		1					
1.4	Valid: Password 'N' added ✓ <i>(Note to marker: Allocate the mark if the password is requested when file is opened. Not necessary to test the actual password.)</i>	1		1					
1.5	Jump.mp3 ✓ <i>(Note to marker: Ignore .mp3)</i>	1		1					
1.6	15 233 characters ✓	1		1					
1.7	Screenshot of Question1_Vraag1 folder: <ul style="list-style-type: none"> • Screenshot appears ✓ • Files sorted according to Type field ✓ <i>(Note to marker: Accept in ascending/descending order according to type)</i> • Name ✓ and Authors ✓ fields appear <i>(Layout of screenshot may vary depending on type and version of operating system.)</i>		1	1	1	1	4		
Total for QUESTION 1								[10]	

EXAMINATION NUMBER															

QUESTION 2: File name: 2Newsletter_Nuusbrief**TOTAL Q2: 40**

No.	Criteria	Max Mark			Candidate Mark
2.1	Left margin • Set to 1 cm/0.39 inch ✓	1		1	
2.2	Justification • Text is fully justified ✓	1		1	
2.3	Text box • Text box appears ✓ • Bluish border line ✓ 3 pt thick ✓ • Text TECHNO HIGH SCHOOL MONTHLY NEWS MARCH 2012 centred ✓ in text box	1 2 1		4	
2.4	Columns • 3 columns ✓ • Vertical line between columns ✓ • 1 cm spacing between columns ✓	1 1 1		3	
2.5	Table of Contents • Page numbers are right aligned ✓ • No tab leader ✓ • Not shown as hyperlinks ✓ • Only level 1 and level 2 headings are displayed ✓	1 1 1 1		4	
2.6	Column Break • Inserted before 'School Health Programme.' ✓	1		1	
2.7	Drop Cap • 'C' of 'Congratulations' appears as a Drop Cap ✓ • 5 lines deep ✓	1 1		2	
2.8	Photo: 2Hike_Staptoer • Inserted under '... a healthy lifestyle' ✓ • Text wrapping set to top and bottom ✓ • Distance from text 0.3 cm (top and bottom) ✓	1 1 1		3	
2.9	Paragraph indentation • First line paragraph indentation set ✓ to 0.5 cm/0.2 inches ✓ on paragraph starting with 'We welcome any parents ...'	1 1		2	
2.10	Comment • Removed – no comment appears on the text 'Semester's' ✓	1		1	

EXAMINATION NUMBER																				
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2.11	<p>Find and Replace – Virtual School Network with VSN</p> <ul style="list-style-type: none"> • First occurrence of Virtual School Network (middle column on page 2) not changed ✓ and is highlighted in red ✓ • All 10 other occurrences changed ✓ (Do not award mark if VSN's has <u>not</u> been changed) • Occurrences appear in red ✓ and bold ✓ <p>(10 replacements)</p>	1 1 1 2		5	
2.12	<p>Style heading 3 modified - 'TopTen' heading style (heading 3 modified)</p> <ul style="list-style-type: none"> • Comic Sans MS ✓16 pt ✓and bluish colour ✓ • The text must have a shadowed ✓ border around it ✓ • Style updates automatically ✓ • Renamed as 'TopTen' ✓ 	3 1 1 1 1		7	
2.13	<p>Numbered list</p> <ul style="list-style-type: none"> • Grade 12 top ten results appear as a numbered list ✓ and not a bulleted list 	1		1	
2.14	<p>Synonyms used for 'oversight'</p> <ul style="list-style-type: none"> • <i>Microsoft Office Word</i>: Any one of the following nouns selected: mistake, failure to notice, slip, omission, misunderstanding, error, lapse, supervision. ✓ • <i>Open Office/Libre Office</i>: Any one of the following nouns selected: inadvertence, omission, supervision, supervising, superintendence, management, direction. 	1		1	
2.15	<p>Text to table</p> <ul style="list-style-type: none"> • HOCKEY FIXTURES appear in a table ✓ <p>(Note to marker: Ignore format of table)</p>	1		1	
2.16	<ul style="list-style-type: none"> • Automatic page numbers appear bottom right ✓ <p>(Note to marker: Accept any format. Automatic page numbers appear in the footer.)</p>	1		1	
2.17	<p>Footer on last page</p> <ul style="list-style-type: none"> • 'Hockey Fixtures' appears in footer ✓ • On the last page only ✓ 	1 1		2	
	Total for QUESTION 2				[40]

EXAMINATION NUMBER																			
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**QUESTION 3: Filenames: 3Certificate_Sertifikaat, 3Award_Toekenning,
3Finished_Klaar**

TOTAL Q3: 17

No.	Criteria	Max Mark			Candidate Mark
3.1	<ul style="list-style-type: none"> Any rectangular shape appears on the left of the certificate ✓ Filled with a solid purplish colour ✓ Shadow style 2 effect applied ✓ 	1		3	
		1			
		1			
3.2	<ul style="list-style-type: none"> Right tab ✓ Inserted at 10 cm/4 inches ✓ With a solid leader ✓ 	1		3	
		1			
		1			
3.3	<ul style="list-style-type: none"> Text << <i>Place the date here</i> >> does not appear ✓ Replaced by date field showing the current date ✓ Date updates automatically ✓ 	1		3	
		1			
		1			
3.4	<ul style="list-style-type: none"> WordArt/Fontwork is resized ✓ to approximately 2 cm/0.79 inches cm x 14 cm/5.51 inches Transparency set to 80% or above ✓ <p><i>(Note to marker: Check in Format Picture, colours and lines, transparency)</i></p> <ul style="list-style-type: none"> Logo moved ✓ Text wrapping on logo is set to 'behind text' ✓ <i>(Open Office/Libre Office: In Background)</i> 	1		4	
		1			
		1			
		1			
3.5.1	Mail merge: 3Award_Toekenning <ul style="list-style-type: none"> Hours_Ure greater than or equal to 60 specified ✓ 	1		1	
3.5.2	Merge fields inserted ✓	1		1	
3.5.3	<ul style="list-style-type: none"> Connects to data source ✓ 3Award_Toekenning Merge performed ✓ <p><i>(12 records expected)</i></p>	1		2	
		1			
Total for QUESTION 3				[17]	

EXAMINATION NUMBER																				
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QUESTION 4: Filename: 4Learner_Leerder

TOTAL Q4: 38

- Mark the answers 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 actions.)
- Do not accept constant values where formulae/functions are required.
- Candidate may use multiple formulae or cells as 'building blocks' to answers.

No.	Criteria	Max Mark			Candidate Mark
Data worksheet					
4.1	<p>Cells B1 to E3</p> <ul style="list-style-type: none"> • Merged ✓ • Border placed around cells ✓ <p><i>(Note to marker: Any type of border acceptable)</i></p>	1 1		2	
4.2	<ul style="list-style-type: none"> • WordArt/FontWork inserted ✓ • Over cells B1 to E3 ✓ • Blue font colour ✓ • Tydskrifte appears below Magazines ✓ <p><i>(Note to marker: Ignore spelling of Magazine/Tydskrif)</i></p>	1 1 1 1		4	
4.3	<p>Cell F2 =UPPER("Total_Totaal")</p> <ul style="list-style-type: none"> • UPPER function ✓ • Text is in quotes ✓ 	1 1		2	
4.4	<p>Row 4:</p> <ul style="list-style-type: none"> • Column headings centred vertically ✓ • Background colour of cells containing headings changed, i.e. A4 to H4 ✓ <p><i>(Note to marker: Do not allocate the mark if the whole row is shaded; accept any background colour)</i></p>	1 1		2	
4.5	<p>Cell C35: = C36-Sum(C6:C33)</p> <ul style="list-style-type: none"> • SUM function used ✓ • Correct cells used ✓ • Difference is calculated correctly ✓ <p><i>(Answer: 1662)</i></p>	1 1 1		3	

EXAMINATION NUMBER																				
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4.6	<p>Cell G6: =CONCATENATE(B6, ",", LEFT(A6,1)) OR Cell G6: = B6 & "," & LEFT(A6,1)</p> <ul style="list-style-type: none"> • & operator or CONCATENATE function used ✓ • Cell B6 and comma used ✓ • LEFT function used ✓ • Correct cell (A6) used for LEFT function ✓ • Correct character (1) used for LEFT function ✓ <p><i>(Note to marker: No marks if answer is simply typed into the cell)</i></p>	1 1 1 1 1	5	
4.7	<p>Cell H12: =IF(C12>18,"Prize","No Prize")</p> <ul style="list-style-type: none"> • IF function used ✓ • Correct condition used ✓ • Correct true/false values supplied in correct order ✓ 	1 1 1	3	
4.8	<p>Cell D9: =IF(C9>20,"10",IF(C9>15,"7.5",IF(C9>10,"5",0))) OR =IF(C9>20,10,IF(C9>15,7.5,IF(C9>10,5,IF(C9<=10,0))))</p> <ul style="list-style-type: none"> • Condition for more than 20 set to 10 ✓ • Condition for more than 15 set to 7.5 ✓ • Condition for more than 10 set to 5 ✓ • Condition for less than 10 set to 0 ✓ • Cells D9 to D12 filled ✓ <p><i>(Note to marker: Accept formula with or without quotes/percentage symbol)</i></p>	1 1 1 1 1	5	
4.9	<p>Graph/Chart</p> <ul style="list-style-type: none"> • Graph/chart is line chart ✓ • Correct range: Surname_Van and Sold_Verkoop ✓ • All the surnames are displayed ✓ • Chart title: SALES/VERKOPE ✓ • Y-axis labelled "Number/Hoeveelheid" ✓ • Major unit scale set to 10 ✓ • Data labels are shown as labels ✓ • A trendline appears ✓ <p><i>(Note to marker: Accept any trendline; ignore legend)</i></p>	1 1 1 1 1 1 1 1	8	
Sort_Sortering worksheet				
4.10	<p>Data sorted according to 'Grade 12_Graad 12' classes ascending ✓ (A then B then C) Then sorted by Gender_Geslag ascending ✓ Row headers remain in row 1 ✓</p>	1 1 1	3	
4.11	A column graph/chart is selected ✓	1	1	
Total for QUESTION 4			[38]	

EXAMINATION NUMBER																			
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QUESTION 5: Filename: 5Distribution_Versprei

TOTAL Q5: 22

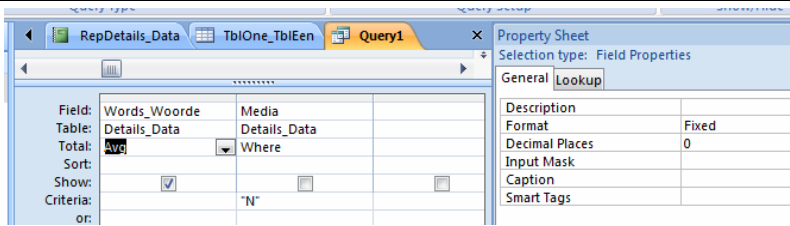
- Mark the answers from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (Cell references may differ, depending on the candidate's actions.)
- Candidates may use multiple formulae or cells as 'building blocks' to answers.

No.	Criteria	Max Mark			Candidate Mark
Advertisements_Advertensies worksheet					
5.1	Row 2: Orientation of text changed to vertical ✓	1		1	
5.2	Cell J3: = F3 * ✓ H3 ✓	2		2	
5.3	Column H Conditional formatting applied ✓ Column H cells >=4 ✓ are a green background colour ✓ with black border ✓	1		4	
		1			
		1			
		1			
5.4	Cell L3: =COUNTIF (C3:C113,"Parent") • COUNTIF function used ✓ • Correct range used ✓ • Correct criterion used e.g. "Parent" ✓	1		3	
		1			
		1			
5.5	Cell F4 =VLOOKUP (E4, Lookup_Opsoek! A2:D11,4) (Do not penalise if absolute values applied) • VLOOKUP function used ✓ • Correct lookup cell used (E4) ✓ • Correct table used (Lookup_Opsoek!A2:D11) ✓ • Correct lookup column used (4) ✓	1		4	
		1			
		1			
		1			
Summary_Opsomming worksheet					
5.6	Cell B8 =SUMIF(Advertisements_Advertensies!A3:A113,"R Makgoba", Advertisements_Advertensies!\$J\$3:\$J\$113) • SUMIF function used ✓ • Correct 'search' range (A3:A113) ✓ • Correct criteria specified ("R Makgoba") ✓ or cell A8 on Advertisement_Advertensie worksheet • Correct 'sum' range (J3:J113) ✓	1		4	
		1			
		1			
		1			
5.7	Graph/Chart • Graph/Chart appears as an exploded pie chart ✓ • Percentages are placed on the slices of pie chart ✓ • Graph/Chart placed in a new worksheet ✓ • New worksheet is named as Graph_Grafika ✓	1		4	
		1			
		1			
		1			
Total for QUESTION 5					[22]

EXAMINATION NUMBER																			
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FrmDetails_FrmData form		/																																												
6.2.1	Media field <ul style="list-style-type: none"> • Combo Box (Drop-down list) used ✓ • M, N, W are listed ✓ as options • Linked to the <i>Media</i> field ✓ 	1 1 1		3																																										
6.2.2	Words_Woorde field <ul style="list-style-type: none"> • Conditional formatting ✓ • Set to a red colour ✓ • <i>Words_Woorde</i> field is greater than 150 ✓ 	1 1 1		3																																										
6.2.3	<ul style="list-style-type: none"> • =date() ✓ OR = now() • Entered in footer ✓ 	1 1		2																																										
Query New		/																																												
6.3	<ul style="list-style-type: none"> • <i>Article_Artikel</i> and <i>Month_Maand</i> fields only are displayed ✓ • Criteria "Jan" OR "Jan*" or Like "Jan", etc., set on the <i>Month_Maand</i> field ✓ • Query saved as New ✓ <p>(14 records expected)</p>	1 1 1		3																																										
Query Q1		/																																												
6.4.1	<ul style="list-style-type: none"> • <i>Page_Bladsy</i> field unselected or removed ✓ 	1		1																																										
6.4.2	<ul style="list-style-type: none"> • <i>Type_Tipe</i> criteria set to A ✓ or AP ✓ • <i>Media</i> criteria set to W ✓ • <i>Articles_Artikels</i> criteria set to like ✓ S* ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Field:</td> <td>Article_Artikel</td> <td>Media</td> <td>Words_Woord</td> <td>Month_Maand</td> <td>Type_Tipe</td> <td>Colour_Kleur</td> </tr> <tr> <td>Table:</td> <td>Details_Data</td> <td>Details_Data</td> <td>Details_Data</td> <td>Details_Data</td> <td>Details_Data</td> <td>Details_Data</td> </tr> <tr> <td>Sort:</td> <td colspan="6">Descending</td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td>Like "S*"</td> <td>"W"</td> <td></td> <td></td> <td>"A"</td> <td></td> </tr> <tr> <td>or:</td> <td>Like "S*"</td> <td>"W"</td> <td></td> <td></td> <td>"AP"</td> <td></td> </tr> </table> <p>(5 records expected)</p>	Field:	Article_Artikel	Media	Words_Woord	Month_Maand	Type_Tipe	Colour_Kleur	Table:	Details_Data	Details_Data	Details_Data	Details_Data	Details_Data	Details_Data	Sort:	Descending						Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:	Like "S*"	"W"			"A"		or:	Like "S*"	"W"			"AP"		2 1 2		5
Field:	Article_Artikel	Media	Words_Woord	Month_Maand	Type_Tipe	Colour_Kleur																																								
Table:	Details_Data	Details_Data	Details_Data	Details_Data	Details_Data	Details_Data																																								
Sort:	Descending																																													
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																								
Criteria:	Like "S*"	"W"			"A"																																									
or:	Like "S*"	"W"			"AP"																																									
Query Q2		/																																												
6.5	<ul style="list-style-type: none"> • Fields <i>Media</i> and <i>Type_Tipe</i> selected but not shown ✓ • Declaration of new field: Field Cost: ✓ [Words_Woorde] ✓ * 0.5 ✓ • Criteria for <i>Media</i> = 'M' ✓ <p>(8 records expected)</p>	1 1 2 1		5																																										

EXAMINATION NUMBER																				
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Query Q3						
6.6	 <ul style="list-style-type: none"> • <i>Words_Woorde</i>: Total set to avg ✓ • Format set to Fixed ✓ • Decimal places set to 0 ✓ <p>(Answer: 192)</p>	1	1	1	3	
MyReport						
6.7	<ul style="list-style-type: none"> • Based on query qryReport ✓ • <i>Words_Woorde</i> and <i>Article_Artikel</i> fields only ✓ • <i>Words_Woorde</i> field appears before <i>Article_Artikel</i> field ✓ • Sorted on <i>Article_Artikel</i> field ✓ (in any order) • Landscape format ✓ 	1	1	1	1	5
RepDetails_Data						
6.8.1	<ul style="list-style-type: none"> • Heading changed to 'School Publications' ✓ • Font size 16 pt ✓ 	1	1		2	
6.8.2	<ul style="list-style-type: none"> • Image inserted ✓ into report header ✓ 	2			2	
6.8.3	<ul style="list-style-type: none"> • Grouped according to <i>Page_Bladsy</i> field ✓ • Sorted according to <i>Month</i> ✓ 	1	1		2	
6.8.4	<ul style="list-style-type: none"> • COUNT formula should be in group footer ✓ <p>(Note to marker: Do not penalise if formula is duplicated)</p>	1			1	
6.8.5	<ul style="list-style-type: none"> • Page number label removed ✓ • Label containing examination number inserted in page footer ✓ 	1	1		2	
Total for QUESTION 6						[52]

EXAMINATION NUMBER																			
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**QUESTION 7: Filename: 7Circular_Omsend, 7Donors_Skenkers,
7Existing_Bestaande**

TOTAL Q7: 21

No.	Criteria	Max Mark			Candidate Mark																								
7.1	<ul style="list-style-type: none"> Table imported/copied from the spreadsheet and placed in the database 7Existing_Bestaande ✓ All data included ✓ <p>(111 records in table Existing_Bestaande)</p>	1		2																									
7.2	Content of table New_Nuut appears in 7Circular_Omsend ✓ below '... below:', before 'Click here' <table border="1" data-bbox="252 779 970 1037"> <thead> <tr> <th colspan="3">New_Nuut</th> </tr> <tr> <th>Surname_Van</th> <th>Name_Naam</th> <th>E-mail_E-pos</th> </tr> </thead> <tbody> <tr> <td>MSIMEKI</td> <td>Linda</td> <td>prettylinda@magigmm.co.za</td> </tr> <tr> <td>WIESEMAN</td> <td>Owen</td> <td>Owenw@ggl.com</td> </tr> <tr> <td>SERUMULA</td> <td>Mohamed</td> <td>Mseru@ggm.com</td> </tr> <tr> <td>MANTSINA</td> <td>Jannie</td> <td>janniem108@remb.co.za</td> </tr> <tr> <td>PUDI KABEKO A</td> <td>Dzuni</td> <td>Info@pudi.co.za</td> </tr> <tr> <td>ESTERHUIZEN</td> <td>Jan</td> <td>esterhj@vklm.co.za</td> </tr> </tbody> </table>	New_Nuut			Surname_Van	Name_Naam	E-mail_E-pos	MSIMEKI	Linda	prettylinda@magigmm.co.za	WIESEMAN	Owen	Owenw@ggl.com	SERUMULA	Mohamed	Mseru@ggm.com	MANTSINA	Jannie	janniem108@remb.co.za	PUDI KABEKO A	Dzuni	Info@pudi.co.za	ESTERHUIZEN	Jan	esterhj@vklm.co.za	1		1	
New_Nuut																													
Surname_Van	Name_Naam	E-mail_E-pos																											
MSIMEKI	Linda	prettylinda@magigmm.co.za																											
WIESEMAN	Owen	Owenw@ggl.com																											
SERUMULA	Mohamed	Mseru@ggm.com																											
MANTSINA	Jannie	janniem108@remb.co.za																											
PUDI KABEKO A	Dzuni	Info@pudi.co.za																											
ESTERHUIZEN	Jan	esterhj@vklm.co.za																											
7.3	<ul style="list-style-type: none"> Hyperlink applied ✓ To the words 'Click here' ✓ Links to 7Existing_Bestaande ✓ 	1		3																									
7.4	<ul style="list-style-type: none"> Outline numbering applied ✓ 2 levels displayed ✓ 2nd level is indented ✓ 	1		3																									
7.5.1	<ul style="list-style-type: none"> Double-headed arrow ✓ Placed right across the page ✓ Correct position ✓ 	1		3																									
7.5.2	<ul style="list-style-type: none"> Scissors symbol appears ✓ next to words 'Tear off slip'. 	1		1																									
7.5.3	<ul style="list-style-type: none"> Top row of table merged ✓ 	1		1																									
7.5.4	<ul style="list-style-type: none"> Only inside lines of table are changed ✓ Dotted lines ✓ 	1		2																									
7.5.5	<ul style="list-style-type: none"> Bottom row of table set to exactly ✓ 1.2 cm/0.48 inches high ✓ 	1		2																									
7.5.6	<ul style="list-style-type: none"> Endnote inserted ✓ Marked by custom mark Ω ✓ Text at end reads 'Includes all' ✓ 	1		3																									
	Total for QUESTION 7	[21]																											