NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2017

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER								

FINAL MARK	

EXAMINATION NUMBER														

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	34	16	31	19	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 15 pages.

EXAMINATION NUMBER														

IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.

QUESTION 1   **File name: 1Harvest**   **Total Q1: 34**

No.	Criteria	Maximum Mark		Candidate Mark
1.1.1	**Heading (HARVEST FOOD FESTIVAL)** • Any WordArt applied to heading ✓ • WordArt rotated by 90° or 270° ✓	1 1	2	
1.1.2	**Picture** • Picture cropped to display only the basket and grapes ✓ • Height set to 10 cm ✓ • Width set to 12 cm ✓ • Any oval-like picture style or shape applied ✓	1 1 1 1	4	
1.1.3	**Table** • Default top cell margin set to 0.1 cm ✓ *(check table or cell options)* • No borders display ✓	1 1	2	
1.2	**Page break** • Page break or section break (next page) inserted ✓	1	1	
1.3.1	**Styles** *(Mark from Styles Gallery)* • Display1 style removed ✓	1	1	
1.3.2	**Display2 style modified** • Numbering added in format 1., 2., ✓ *(Accept 1), 2),)* • Any border added ✓ • Left indent set to 0 cm ✓ • All occurrences of the style updated ✓	1 1 1 1	4	
1.4	**Cross reference (Figure 3: Gourmet Meals)** • Cross reference inserted within brackets ✓ *(Accept hyperlink/ bookmark)* • Reference to label 'Figure 3: Gourmet Meals' ✓	1 1	2	
1.5	**Language** • Word 'explore' language changed to English (South Africa) ✓ *(mark from task bar)*	1	1	

EXAMINATION NUMBER													

1.6	**Tabs** • Tab set at 2 cm ✔ • Left aligned ✔ • Tab set at 10 cm ✔ • Right aligned ✔ • Solid leader tab set ✔ • Tab settings applied to all lines ✔	1 1 1 1 1 1		6	
1.7	**Citation (Ward)** • Citation to 'Jean Ward' source inserted ✔ • Year does not display ✔	1 1		2	
1.8.1	**Caption (Figure 6: Jumping Castle)** *(Alt + F9)* • Automatic figure caption added ✔ to correct picture • Text 'Jumping Castles' inserted ✔ for caption	1 1		2	
1.8.2	**Table of figures** • Table of figures updated ✔ *(see 'Figure 5: Wine Shop')*	1		1	
1.9	**Bibliography** Book, A. (2015). Too little too late. Entertainment All. Business To All. (2016, July). Retrieved from Biz Communities: 　　　www.biz_com.com Sousher, P. L. (2014). Marketing South Africa. Business Journal, 61-62. Ward, J. (2005). Coetzenburg: A Tourist Site. • Automatic bibliography inserted ✔ • Appears in APA style ✔	1 1		2	
1.10	**Page numbering and section numbering** • Page number does not appear on first page ✔ • Section 2/Last page formatted with i, ii, iii, … format ✔ 　starts from i ✔ • Style of page number with 'i' not changed ✔	1 1 1 1		4	
	Total for QUESTION 1			**[34]**	

EXAMINATION NUMBER													

QUESTION 2   **File name: 2Stay**   **Total Q2: 16**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	**Page layout** • Page size set to 'Legal' (21.59 cm x 35.56 cm) ✔ • Multiple pages set to 'Book fold' ✔	1 1		2	
2.2	**Comment** • Any comment added ('New'/'Reply'/Edited) ✔ • Any relevant response added ✔	1 1		2	
2.3	**Watermark** • Any watermark added ✔ • Image '2Pic.jpg' used ✔ • Scale set to 200% ✔	1 1 1		3	
2.4	**Check box: Special Shopper** • Default value set to checked ✔ **Combo box: Type of Accommodation** • Option 'B and B' added to combo box ✔ • 'B and B' appears first ✔ **Text form field: Total** • Type: Number ✔ • Number format: R# ##0.00;(R# ##0.00) ✔ • Help text inserted on F1 key ✔ • Any text entered ✔ *(Days*Rate) (Allocate this mark if text is in status bar)*	1 1 1 1 1 1 1		7	
2.5	**SaveDate field** *(Alt + F9)* • Any date field added ✔ *(Accept any date field in any format)* • SaveDate field added ✔	1 1		2	
	Total for QUESTION 2			**[16]**	

EXAMINATION NUMBER													

QUESTION 3   **File name: 3Acc**   **Total Q3: 31**

- *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.*
- *The answers must still be correct even if changes are made to the existing data.*

No.	Criteria	Maximum Mark			Candidate Mark
Accom_Verblyf worksheet					
3.1	**Row 6:** • Row 6 height changed to exactly 45 pt ✔ • Row 6 headings wrapped ✔	1 1		2	
3.2	**Cell H7:** **=G7-F7** **OR** **=DAYS(G7,F7)** **OR** **=DAY(G7)-DAY(F7)** • Correct cells used ✔ • To determine difference correctly ✔	 1 1		2	
3.3	**Cell I8:** **VLOOKUP(D8,Rate_Tarief!$B$3:$C$23,2)** **OR** **=VLOOKUP(D8,Rate_Tarief!$B$4:$C$23,2)** • Lookup value: D8 ✔ • Lookup range: Rate_Tarief!$B$3:$C$23 **OR** Rate_Tarief!$B$4:$C$23 ✔ *(accept named range)* • Absolute cell references correctly used ✔ *(allocate mark if named range was used)* • Correct column: 2 ✔	 1 1 1 1		4	
3.4	**Cell J9:** **=H9*I9 OR =PRODUCT(H9,I9) OR =(G9-F9)*I9** • Correct cells used ✔ • Multiplication ✔ • Format changed to any currency format ✔	 1 1 1		3	

EXAMINATION NUMBER														

| 3.5 | **Cell L10:** *(Check for building blocks)*
 =LEN(K10)/100*J10
 OR
 =J10*LEN(K10)/100
 OR
 =J10*LEN(K10)%
 OR
 =LEN(K10)*1%*J10
 OR
 =J10*("0.0"&LEN(K10))

 • LEN ✔ (K10) ✔
 • /100 ✔ *(Accept decimals instead of percentages)*
 • * J10 ✔

 (Notes to marker:
 • *Accept any method that will yield the correct answer.*
 • *=IF(LEN(K10)=5,J10*5%,IF(LEN(K10)=4,J10*4%, IF(LEN(K10)=3,J10*3%,IF(LEN(K10)=2,J10*2%, J10*1%))))*
 • *=IF(K10="*****",J10*5%,IF(K10="****",J10*4%, IF(K10="***",J10*3%,IF(K10="**",J10*2%,J10*1%))).*
 • *Mark allocation for nested if: test K10 for correct number of stars✔, J10 used to calculate discount✔, identified correct %✔, nested if correctly applied for all options✔.)* | 2
 1
 1 | | 4 | |
| 3.6 | **Cell M7:** *(Check for building blocks)*
 =IF(VALUE(MID(C7,7,1))>=5,"Male","Female")

 OR
 =IF(VALUE(MID(C7,7,1))<5,"Female","Male")

 • IF function ✔
 • Criteria: VALUE **OR** NUMBERVALUE function ✔
   ((MID(C7,7,**1** ✔))
   >=5 ✔ **OR** >4 *(OR >="5" if VALUE was not used)*
 • Value if true: "Male" **OR** "M" ✔
 • Value if false: "Female" **OR** "F" ✔

 (Notes to marker:
 • *Evaluate the candidates answer against the bulleted options e.g. CODE function.*
 • *Penalise only the second mark if VALUE was not used.)* | 1
 1
 1
 1
 1
 1 | | 6 | |

EXAMINATION NUMBER													

3.7	**Cell G2:** **=SMALL(I7:I66,3) OR =SMALL(I:I,3)** • SMALL function ✔ • Range: I7:I66 ✔ • Third smallest: 3 ✔	 1 1 1		3	
3.8	**Cell G3:** **=MODE(I7:I66) OR =MODE(I:I)** • MODE function **OR** MODE.MULT **OR** MODE.SNGL function ✔ • Range: I7:I66 ✔	 1 1		2	
3.9	**Cell G4:** **=SUMIF(E7:E66,"Country*",J7:J66)** **OR** **=SUMIF(E7:E66,"*Country*",J7:J66)** **OR** **=SUMIF(E7:E66,"Country House",J7:J66)+SUMIF (E7:E66,"Country Inn",J7:J66)** • SUMIF(S) function ✔ • Criteria range: E7:E66 ✔ • Criteria**:** Country **OR** C ✔ * ✔ *(accept * in front, allocate both marks if "Country House" and "Country Inn" was used)* • Sum range: J7:J66 ✔ *(Note to marker: =SUMIFS(J7:J66,E7:E66,"Country*")*	 1 1 2 1		5	
	Total for QUESTION 3			**[31]**	

EXAMINATION NUMBER												

QUESTION 4   **File name: 4Quest**   **Total Q4: 19**

- *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.*
- *The answers must still be correct even if changes are made to the existing data.*

No.	Criteria		Maximum Mark		Candidate Mark
Respons worksheet					
4.1	**Cell H3:** **=COUNTBLANK(H6:H115)** **OR** **=COUNTIF(H6:H115,"")** • COUNTBLANK function ✓ • Range: (H6:H115) ✓	 1 1		2	
4.2	**Cell K6:** **=TIME(HOUR(J6),MINUTE(J6)+20,0)** **OR** **=J6+TIME(0,20,0)** **OR** **=SUM(TIME(0,20,0),J6)** **OR** **=J6+TIMEVALUE("0:20")** • J6 ✓ • Any time function ✓ • 20 minutes ✓ • Added ✓	 1 1 1 1		4	

EXAMINATION NUMBER														

4.3	**Cell K3:** **=COUNTA(H6:H115)/K2*100** **OR** **=COUNTA(H6:H115)/K2** **OR** **=COUNTIF(H6:H115,"*")/K2** **OR** **=(K2-H3)/K2*100** **OR** **=(K2-H3)/K2** **OR** **=100*(1-H3/K2)** **OR** **=((K2-COUNTBLANK(H6:H115))/K2*100)/100** • COUNTA function **OR** K2-H3 ✓ • Range: (H6:H115) **OR** Correct use of brackets ✓ • /K2 ✓ *(Accept COUNTA of columns A, B, C, D or G)* • *100 **OR** format changed to percentage ✓		1 1 1 1		4	
4.4	**Columns A and B: Conditional formatting** • Conditional formatting applied to A6:B115 ✓ • =$B$3=$G6 ✓ **OR** =$B$3=$G6:$G115 *(Ignore absolute cell reference)* • Absolute cell reference correctly applied ($G6 **OR** G6 **OR** $G6:$G115 **OR** G6:G115) ✓ • Format style: Any fill colour ✓		1 1 1 1		4	
Earn_Verdien worksheet						

4.5	**Chart/Graph:**
	• Vertical axis title inserted 'Amount' ✓
	• 4Coin image inserted ✓ and stacked and scaled in units of 100 000 ✓ *(8 coins display)*
	• Horizontal axis labels:
	   ○ Alignment set to: Rotate all text 270° or 90° ✓
	   ○ Major units set to 2 days ✓
			1
			1
			1
			
			1
			1
					5	

	Total for QUESTION 4				**[19]**	

EXAMINATION NUMBER													

QUESTION 5   **File name: 5Visit**   **Total Q5: 40**

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbAccom					
5.1.1	**Field: Name** • Field size changed to 30 ✓		1	1	
5.1.2	**Field: Surname** • Set as required field ✓		1	1	
5.1.3	**Field: IdentityNumber** Input Mask: 0000000000000 • Compulsory digit used: 0 ✓ • 13 characters ✓		1 1	2	
5.1.4	**Field: Province** • Option 'EC' added to drop down list ✓ • Added as first option in drop down list ✓		1 1	2	
5.1.5	**Field: DateIn** • **Validation Rule:** >= #2017/11/18# ✓ **AND** ✓<= #2017/11/28 # ✓ **OR** >#2017/11/17# **AND** <#2017/11/29# **OR** Between #2017/11/18# **AND** #2017/11/28# **OR** Between "2017/11/18" **AND** "2017/11/28" • **Validation text** Any appropriate validation text that refers to the range of dates ✓	3	1	4	
5.1.6	**Field: Code** • Expression modified as: LEFT([Surname] ✓ • ,3 ✓)		1 1	2	
Form: frm5_2					
5.2	• Form header text changed ✓ to examination number *(accept if examination number was added)* • Show date picker for *DateIn* field set to never ✓ • Format of *Rate* field changed to any currency ✓ • Date field inserted **OR** DATE() ✓ • Time field inserted **OR** TIME() ✓ • In the form footer ✓ *(Note to marker: Allocate Date and Time mark if =NOW() was used.)*	1 1 1 1 1 1		6	

EXAMINATION NUMBER													

Query: qry5_3				
5.3	• *Province* criteria: LP ✔ **OR** ✔ MP ✔ **OR** In("LP","MP") • Data sorted ascending by *Surname* ✔ *(Note to marker: 11 records expected.)*	3 1		4

Query: qry5_4				
5.4	• Total (Group by) row displayed ✔ • SUM selected for *NumberOfNights* field in Total row ✔	1 1		2

Query: qry5_5				
5.5	• Only *Name* and *Surname* fields are displayed ✔ • *NumberOfNights* criteria: <=5 ✔ *(OR <6)* • *Amount* field criteria: <800 ✔ OR ✔ >2000 ✔ • *DOB* criteria: IS NULL **OR** Not Like "*"✔ • **AND** operator for all field criteria ✔	1 1 3 1 1		7

NumberOfNights	Amount	DOB		NumberOfNights	Amount	DOB
tbAccom	tbAccom	tbAccom		tbAccom	tbAccom	tbAccom
☐	☐	☐		☐	☐	☐
<=5	<800 Or >2000	Is Null		<=5	<800 Or >2000	Is Null
				<=5	<800 Or >2000	Is Null

(Note to marker: 2 records expected.)

Query: qry5_6				
5.6	**Calculated field:** **Discount:[Amount]-[Amount]*10/100 OR** **Discount:[Amount]-[Amount]*0.1 OR** **Discount:[Amount]*0.9 OR** **Discount:[Amount]*90/100** • New calculated field *Discount* added ✔ • 10% calculated ✔ • On the original *Amount* ✔ • Subtract to get the difference ✔	 1 1 1 1		4

Report: rpt5_7				
5.7	• Shading applied to *Province* <u>field</u> ✔ (in *Province* group header) • *Amount* field sorted ✔ in descending (largest to smallest) order • Function in *Accommodation* group footer/header ✔ =SUM ✔ ([*Amount*]) ✔ *(Note to marker: Allocate the marks for the function even if it appears in the wrong place.)*	1 1 1 2		5
	Total for QUESTION 5			**[40]**

EXAMINATION NUMBER													

QUESTION 6   **File name: 6Viti**   **Total Q6: 20**

- *NO marks should be allocated for answering this question using Word.*
- *This question should be marked from the HTML code.*
- *Numerical attribute values do not need to be in inverted commas.*
- *A maximum of 1 mark will be deducted if one or more closing tags are omitted.*

No.	Criteria	Maximum Mark			Candidate Mark
6.1	**Font Type** ** • Font type set to 'Arial' ✓	1		1	
6.2	**Heading 1: 'Growing Grapes'** *<h1 **align="center"**>Growing Grapes</h1>* **OR** *<h1><center>Growing Grapes</center></h1>* • Text 'Growing Grapes' alignment set to centre ✓ **align="center" OR <center></center>** • Text 'Growing Grapes' font colour set to blue ✓ ****	1 1		2	
6.3	**Horizontal line** *<hr size="3"> OR <hr size="3"/>* • Horizontal line inserted ✓ • Size set to 3 ✓	1 1		2	

6.4	**Bulleted list**
	<ul type="circle">
	    * - the composition of the soil *
	    * - the climate *
	    * - situation of vineyard *
	* *
	
	• Unordered list ✓
	• Bullet circle type: **type="circle"** applied to all list items ✓
	• List item applied to at least one item ✓ *(if list items are not closed, check line 1 for <<!DOCTYPE html>>)*
		1
		
		1
		1
				3	

EXAMINATION NUMBER												

6.5	**Image: Height and width**
	<img src="6Hectare.png" height="250" width="350">
	
	• Img tag ✓
	• Correct source file: ***src = "6Hectare.png"*** ✓
	• Height set to 250 ✓
	   height="250"
	• Width set to 350 ✓
	   width="350"
		
		1
		1
		1
		
		1
				4	

6.6	**Table**
	*<table border="**5**" width="60%">*
	   <tr>
	      *<td **colspan="2"**>*
	      Variety of grapes</td>
	   </tr>
	
	   …
	
	   <tr>
	      <td>Currants</td>*
	      <td>987 125</td>
	   </tr>
	   <tr>
	      <td>Sultana</td>
	      <td>148 759 871</td>
	   </tr>
	</table>
	
	• Table border changed to 5: ***border="5"*** ✓
	• Spans two columns: ***colspan="2"*** ✓
	• Last row added to table: ***<tr> … </tr>*** ✓
	• Two cells added to last row: ***<td> … </td>*** ✓
	• Any required text added in at least one cell ✓
		
		1
		1
		1
		1
		1
				5	

6.7	**Hyperlink** ******<img src=6More.jpg>****** • Hyperlink created: ***<a href>*** ✓ • On image ✓ • To correct file: ***"6SAStats.docx">*** ✓	 1 1 1		3	
	Closing tag(s) or triangular brackets omitted or incorrect nesting	-1			
	Total for QUESTION 6			**[20]**	

EXAMINATION NUMBER													

QUESTION 7   **File names: 7Calc, 7Rep**   **Total Q7: 20**

No.	Criteria	Maximum Mark			Candidate Mark
7Calc: Num_Nom worksheet					
7.1	**Cell A3:** **RANDBETWEEN (100,999)** **OR** **=RAND()*(999-100)+100** **OR** **=RANDBETWEEN(1,9)&RANDBETWEEN(0,9)&** **RANDBETWEEN(0,9)** • RANDBETWEEN **OR** RAND function ✓ • Lower boundary (Any 3-digit number) ✓ • Upper boundary (Any 3-digit number) ✓ *(Should be larger than lower boundary)* **Cell B3:** **=LEFT(A3,1) OR TRUNC(A3/100) OR MID(A3,1,1) OR INT(A3/100) OR LEFT(A3)** • LEFT function ✓ *(OR TRUNC OR MID)* • Extract one character from cell A3 ✓ **Cell C3:** **=RIGHT(A3,1) OR MID(A3,3,1) OR MID(A3,LEN(A3),1) OR A3-INT(A3/10)*10 OR RIGHT(A3)** • RIGHT function ✓ *(OR MID)* • Extract one character from cell A3 ✓ **Cell D3:** **=IF(B3=C3,"YES","NO") OR** **=IF(EXACT(B3,C3),"YES","NO")** • Check that B3=C3 ✓ *(OR (B3<>C3))* • Value if true: "YES" ✓ • Value if false: "NO" ✓	1 1 1 1 1 1 1 1 1 1		10	

EXAMINATION NUMBER													

	7Calc: Vouch_Bewys worksheet				
7.2.1	**Cell E2**: *(Check for building blocks)* **=TODAY()<=DATE(YEAR(NOW()),MONTH(D2),DAY(D2))** **OR** **=IF(TODAY()>=DATE(2017,MONTH(D2),DAY(D2)), "FALSE","TRUE")** **OR** **=IF(TODAY()<DATE(YEAR(TODAY()),MONTH(D2),DAY(D2)), "TRUE","FALSE")** **OR** **=IF(DATE(YEAR(TODAY()),MONTH(D2),DAY(D2))>=TODAY(),"TRUE", "FALSE")** **OR** **=OR(AND(MONTH(D2)=MONTH(TODAY()),DAY(D2)>=DAY(TODAY())),MONTH(D2)>MONTH(TODAY()))** **OR** **=OR(IF(MONTH(D2)>MONTH(TODAY()),TRUE), AND(MONTH(D2)=MONTH(TODAY()),DAY(D2)>=DAY(TODAY())))** **OR** **=IF(MONTH(D2)>MONTH(TODAY()),"TRUE", IF(MONTH(D2)=MONTH(TODAY()),IF(DAY(D2)>=DAY(TODAY()),"TRUE","FALSE"),"FALSE"))**			7	
	• Criteria 1: Check if birth month is greater than current month ✓	1			
	• Correct output (TRUE) if birth month/date is greater than current month/date ✓	1			
	• Criteria 2: Check if current month is equal to birth month ✓ AND current day is greater or equal to birth day ✓	1 1			
	• Correct output (TRUE) if both aspects in criteria 2 are true ✓	1			
	• Correct output (FALSE) if criteria 2 is false ✓	1			
	• Function copied to cells E3:E111 ✓	1			
	(Note to marker: Award the output mark if the second criteria is wrong but the output is correct.)				
7.2.2	**rpt7_2 report in 7Rep database** • 7Calc data imported to 7Rep ✓ (110 records) • Any report created ✓ with 4 or 5 correct fields ✓	1 2		3	
	Total for QUESTION 7			**[20]**	
	TOTAL			**180**	