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Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2021

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER									
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FINAL MARK	
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EXAMINATION NUMBER														
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	30	20	25	25	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 15 pages.

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

QUESTION 1

File name: 1Review

Total Q1: 30

No	Criteria	Maximum Mark			Candidate Mark
1.1.1	WordArt <ul style="list-style-type: none"> Any WordArt applied ✓ /Text Box containing text Green ✓ fill WordArt Any transformation applied ✓ (<i>Mark by inspection</i>) 	1		3	
		1			
		1			
1.1.2	Wrap Text <ul style="list-style-type: none"> Wrapping of WordArt/Text Box that places text in front of the image/Image wrapping set to behind text ✓ Heading stretches across the top of image ✓ 	1		2	
		1			
1.2	Footnote/Endnote <ul style="list-style-type: none"> Endnote changed to footnote ✓ 	1		1	
1.3	Indent <ul style="list-style-type: none"> 'First line indent' applied ✓ Set at 2 cm on the ruler ✓ (<i>Accept 'by 1 cm' in the Special Indentation of the dialog box</i>) Right indent is set to 14.5 cm ✓ on ruler (<i>1.42 cm in the dialog box</i>) 	1		3	
		1			
		1			
1.4	Style (<i>Mark in the dialog box</i>) <ul style="list-style-type: none"> New style created ✓ (<i>Display OR Style1</i>) New style named 'Display' ✓ Character spacing set to 'Expanded' ✓ (<i>Ignore if new style is applied to any text</i>) 	1		3	
		1			
		1			
1.5	Find and Replace: 'care' <ul style="list-style-type: none"> Replace ('care' not found in the document) ✓ A symbol or ☐ appears in the place of the word 'care' ✓ Correct symbol ☐ ✓ displays 'Find Whole words only' ✓ selected (<i>Healthcare NOT replaced</i>) 	1		4	
		1			
		1			
		1			

EXAMINATION NUMBER																				
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QUESTION 2

File name: 2History

Total Q2: 20

No	Criteria	Maximum Mark			Candidate Mark
2.1	<p>Hyperlink</p> <ul style="list-style-type: none"> Hyperlink inserted on the whole text 'Doctors Without Borders' ✓ below the heading 'Introduction' Linked to bookmark 'Legends' ✓ (<i>Allocate if first mark is lost because of accuracy and the correct bookmark is hyperlinked</i>) 	1		2	
		1			
2.2	<p>Manage Sources</p> <ul style="list-style-type: none"> Type of source: Report ✓ Title: Year in Review ✓ Corporate Author: MSF ✓ 	1		3	
		1			
		1			
2.3	<p>Table (Use Alt+F9)</p> <ul style="list-style-type: none"> Table is split/last 3 rows appears as a separate own table ✓ Row above inserted ✓ (<i>Above row containing '1980'</i>) Formula inserted =SUM ✓ (<i>ABOVE</i>) *15 ✓ Format set to currency ✓ (<i>€/ \$ appears inside formula</i>) Euro € symbol inserted before the amount ✓ 	1		6	
		1			
		2			
		1			
		1			
2.4	<p>Page Numbering</p> <ul style="list-style-type: none"> 'Different First Page' selected ✓ (<i>OR 'Link to previous' and numbering removed</i>) Second page number set to 1 or A ✓ Page number format appears in format 1,2,3 ✓ 	1		3	
		1			
		1			
2.5	<p>Table of Figures/Caption (Use Alt+F9)</p> <ul style="list-style-type: none"> Picture 10: Caption inserted (<i>above/below</i>) ✓ New label: Picture ✓ Caption text (from text box): Displaced people ✓ Table of Figures updated ✓ to show 9 or 10 entries 	1		4	
		1			
		1			
		1			
2.6	<p>Page Border</p> <ul style="list-style-type: none"> Page border inserted ✓ Page border appears only on last page ✓ 	1		2	
		1			
	Total for QUESTION 2			[20]	

EXAMINATION NUMBER																				
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3.4	<p>Cell P13: (Check for building blocks) =COUNTIFS(B5:B75,">=1980", B5:B75 , "<=1989")</p> <p>OR =COUNTIF(B5:B75,">=1980")- COUNTIF(B5:B75,">1989")</p> <p>OR =COUNTA(B5:B75)-COUNTIF(B5:B75,"<1980")- COUNTIF(B5:B75 , ">1989")</p> <p>OR =COUNT(B5:B75)-COUNTIF(B5:B75;"<1980")- COUNTIF(B5:B75;">1989")</p> <ul style="list-style-type: none"> • COUNTIFS ✓ (Accept COUNTIF/COUNT) • Criteria range 1: B5:B75 ✓ • Criteria 1: ">=1980" ✓ OR >1979 • Criteria range 2: B5:B75 ✓ • Criteria 2: "<=1989" ✓ OR <1990 • Correct subtraction order ✓ (Allocate this mark if COUNTIFS was used correctly) <p>(Expected answer: 24)</p>	1 1 1 1 1 1 1		6	
3.5	<p>Cells M5:M75: Data Validation</p> <ul style="list-style-type: none"> • Validation applied to cell range: M5:M75 ✓ • Validation criteria: list ✓ • Source: '\$O\$5:\$O\$7/'Disastrous, Critical, Moderate' ✓ 	1 1 1		3	
3.6	<p>Cell P15: =H32/H76</p> <p>OR =H32/SUM(H5:H75)</p> <ul style="list-style-type: none"> • Treatments in India H32 ✓ / ✓ • Total treatments for DR-TB H76 ✓ OR SUM(H5:H75) 	2 1		3	
3.7	<p>Cell P17:</p> <ul style="list-style-type: none"> • 5 ✓ 	1		1	

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ServiceChart worksheet					
3.8	<p>Chart/Graph</p> <ul style="list-style-type: none"> • Chart <u>moved</u> to worksheet ServiceChart ✓ • Only displays categories: Outpatients_Buite-pasiënte, Malaria, Births_Geboortes ✓ • Data labels displays Service names & percentage ✓ • Doughnut explosion ✓ set to 5% ✓ <p><i>(Note to marker: Check towards row 90 for the chart in the Services or ServiceChart worksheets.)</i></p>	1		5	
		1			
		1			
		2			
	Total for QUESTION 3			[25]	

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QUESTION 4

File name: 4Donate

Total Q4: 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 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
Details worksheet				
4.1	<p>Cell F3: =MODE(D8:D107)</p> <ul style="list-style-type: none"> • MODE function in cell F3 ✓ • Cell range: D8:D107 ✓ 	1 1	2	
4.2	<p>Cell F4: (Check for building blocks) =SUMIF(D8:D107,MAX(D8:D107),D8:D107)</p> <p>OR =SUMIF(D8:D107,LARGE(D8:D107,1))</p> <p>OR =(COUNTIF(D8:D107,MAX(D8:D107)))*MAX(D8:D107)</p> <ul style="list-style-type: none"> • Correct function used in cell F4 ✓ (SUMIF/COUNTIF) • Correct range: D8:D107 ✓ • Correct function used to determine the largest value: MAX/LARGE ✓ • Correct use of the above chosen function ✓ 	1 1 1 1	4	
4.3	<p>Cell F5: =SUMIFS(D8:D107,C8:C107,"Single",E8:E107,">=01/01/2019")</p> <ul style="list-style-type: none"> • Criteria 1: "Single" ✓ • Criteria range 2: E8:E107 ✓ • Criteria 2: ">= 01/01/2019" ✓ OR ">31/12/2018" 	1 1 2	4	

EXAMINATION NUMBER																				
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4.4	<p>Cell H8 (Check for building blocks) =IF(C8="Monthly",IF(G8<\$H\$4,"Expired","Remind"),"#")</p> <p>OR =IF(C8="Monthly",IF(\$H\$4>=G8,"Expired","Remind"),"#")</p> <p>OR =IF(C8="Single","#",IF(G8<\$H\$4,"Expired","Remind"))</p> <ul style="list-style-type: none"> • Nested IF function used ✓ • Criteria 1: C8="Monthly" ✓ • Criteria 2: G8<\$H\$4 ✓ • Correct output if both criteria are true: "Expired" ✓ • Correct output if criteria 1 is false: "#" ✓ • Correct output if criteria 2 is false: "Remind" ✓ • Absolute cell referencing ✓ 			7	
Code worksheet					
4.5	<p>Cell C3 (Check for building blocks) =RIGHT(A3,LEN(A3)-2)&LEFT(A3,2)</p> <p>OR =MID(A3,3,LEN(A3))&LEFT(A3,2)</p> <p>OR =MID(A3,3,LEN(A3)-2)&LEFT(A3,2)</p> <p>OR =CONCATENATE(RIGHT(A3,LEN(A3)-2),LEFT(A3,2))</p> <ul style="list-style-type: none"> • Use LEFT function ✓ • to extract first 2 ✓ characters • from A3 ✓ • Determine the length of the string (LEN ✓ (A3) ✓) • Extract the rest of the (RIGHT/MID) ✓ from A3 ✓ • Combine the two extracted strings: (CONCATENATE OR &) ✓ 			8	
Total for QUESTION 4				[25]	

EXAMINATION NUMBER																			
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QUESTION 6

File name: 6_1Sierra

Total Q6: 20

- 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
6.1.1	Background colour <body bgcolor="linen"> <ul style="list-style-type: none"> • Background colour is changed to 'linen' ✓ 	1		1	
6.1.2	Font colour: text 'Ebola' Ebola <ul style="list-style-type: none"> • Red font colour applied to the word 'Ebola' ✓ 	1		1	
6.1.3	Hyperlink to a target location <h3>2020 Status</h3> <ul style="list-style-type: none"> • Hyperlink inserted: <a href> ✓ • On text '2020 Status' ✓ • To target: "#Data2020" ✓ 	1		3	
6.1.4	Table row and data <tr align="center"> <td colspan="2">2020 Status Pending!</td> </tr> <ul style="list-style-type: none"> • Row inserted <tr>...</tr> ✓ • Table row/cell centred <.. align="center"> ✓ OR <center> • Table cell inserted <td> ...</td> ✓ • Merge/Colspan of 2 created ✓ 	1		4	

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6_2Wash

6.2	<p>Web page duplication</p> <pre><body ... <h1 align="center">WASH PROJECT IN SIERRA LEONE</h1> OR <h1><center>WASH PROJECT IN SIERRA LEONE</center></h1> <hr size="4" color="black" width="50%"> Waste Disposal Sanitation Hygiene </pre> <ul style="list-style-type: none"> • Heading level 1 or any other level of heading ✓ (Accept font size larger than 4 <u>and</u> bold) • Heading centred ✓ • Horizontal line colour changed to black ✓ (Accept any other dark colour) • Horizontal line width set to 50% ✓ • Ordered list inserted ✓ • Three list items ✓ • Image 6_2Progress.jpg inserted ✓ <ul style="list-style-type: none"> ○ Image height="500" ✓ ○ Image border inserted ✓ ○ Size of image border="4" ✓ (Accept any size larger than 1) 			10	
	<p>Closing tag(s) or triangular brackets and correct nesting ✓</p>	1		1	
	<p>Total for QUESTION 6</p>			[20]	

EXAMINATION NUMBER																				
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QUESTION 7 File names: 7Distribute, 7Directory and 7Reorder Total Q7: 20

7Distribute					
7.1.1	Mail Merge <ul style="list-style-type: none"> • Link to 7Prospects spreadsheet ✓ • Filter applied: <i>Prestige_Aansien = Yes ✓ AND Amount_Bedrag >=800 ✓</i> • Merged field <i>Surname_Van</i> inserted in 1st table cell ✓ • Merged field <i>Name_Naam</i> inserted in 2nd table cell ✓ <i>(Records expected: 5)</i>	1		5	
		1			
		1			
		1			
		1			
7Directory					
7.1.2	Merged Document <ul style="list-style-type: none"> • Mail merge completed ✓ • Merged to a Directory ✓ <i>(All records on one page)</i> • (Merged) file saved as 7Directory ✓ 	1		3	
		1			
		1			
7Reorder – Subtotal worksheet					
7.2	Subtotal <ul style="list-style-type: none"> • Total appears at each change: <i>Category_Kategorie</i> ✓ <i>(Award this mark only if this question was attempted)</i> • Function used: COUNT ✓ • SUBTOTAL of <i>Country_Land</i> ✓ displayed 	1		3	
		1			
		1			
Stock worksheet					
7.3.1	Cell D4: =VLOOKUP(B4, Order!\$A\$4:\$C\$13,2,FALSE) <ul style="list-style-type: none"> • Table array: <i>Order!A4:C13</i> ✓ <i>(Also accept Order!A4:B13)</i> • Absolute cell reference: <i>\$A\$4:\$C\$13</i> ✓ <i>(Also accept \$A\$4:\$B\$13)</i> • Column index number: 2 ✓ • FALSE for exact match ✓ 			4	
		1			
		1			
		1			
		1			

EXAMINATION NUMBER																				
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Order worksheet

7.3.2	<p>Cell C5: =IF(Stock!D5-Stock!C5>0,Stock!D5-Stock!C5&" "&Stock!B5," ")</p> <p>OR =IF(B5-Stock!C5>0,Order!B5-Stock!C5&" "&Stock!B5," ")</p> <p>OR =IF(B5>Stock!C5,B5-Stock!C5&" "&A5," ")</p> <ul style="list-style-type: none"> • Condition: B5>Stock!C5 OR B5-Stock!C5>0 ✓ • Output if condition true: Calculates and displays: <ul style="list-style-type: none"> • the difference between quantity and minimum ✓ • a space ✓ • and the item name ✓ • Output if condition is false: Display space/empty string ✓ 			5	
	Total for QUESTION 7			[20]	
	TOTAL:			180	