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Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2018

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER									

FINAL MARK

EXAMINATION NUMBER															

QUESTION	1		2	3	4	5	6	7	TOTAL
POSSIBLE MARK	29		20	23	27	40	19	22	180
MARKER									
SM									
CM									
IM/EM									

These marking guidelines consist of 14 pages.

DBE Stamp

EXAMINATION NUMBER														

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

QUESTION 1   **File name: 1Artists**   **Total Q1: 29**

No.	Criteria	Maximum Mark			Candidate Mark
1.1	**Margin** • Top margin set to 2.5 cm ✔	1		1	
1.2	**Heading** • Heading centred ✔ • Character spacing expanded ✔ to 2 pt ✔	1 1 1		3	
1.3	**Source (Culture Trip)** • Author 'S Keam' added to the correct source ✔ • Name of web page added ✔ • Web page name 'South Africa's 10 Young Artists' ✔	1 1 1		3	
1.4	**Paragraph spacing** • Paragraph spacing after changed to 8 pt ✔	1		1	
1.5.1	**Edit citation** • 'Webb' citation displays only the year ✔ *(Title and Author are suppressed)*	1		1	
1.5.2	**Insert citation** • 'Young Talent, 2017' citation inserted ✔	1		1	
1.6	**Text box** • Text box inserted above the text ✔ • Text 'DID YOU KNOW?' added ✔	1 1		2	
1.7	**Bullets** • Automatic numbers replaced ✔ • With bullet '▨' symbol ✔	1 1		2	
1.8	**Find and replace** • All occurrences of 'culture' changed to 'CULTURE' ✔ *(5 occurrences)(do not award this mark if 'cultures' also changed)* • Font effect: Small caps ✔	1 1		2	

EXAMINATION NUMBER													

1.9	**Image** • Image 1Daniella inserted ✔ • Text wrapping set to Square, Tight or Through ✔ • Image moved to the right of the paragraph ✔ • Height set to 4 cm ✔ • Width set to 3 cm ✔ *(Note to marker: If the aspect ratio was not unchecked, the 4th or the 5th mark will not be allocated.)*	1 1 1 1 1		5	
1.10	**Caption** • Automatic caption inserted ✔ • Caption 'Figure 5: Destinies' appears above the image ✔	1 1		2	
1.11	**Table of figures** • Automatic table of figures inserted ✔ • Simple format ✔ *(bold, no leader dots, left-aligned)*	1 1		2	
1.12	**Watermark** • Text watermark inserted ✔ • Text 'Top Ten' ✔ *(accept only if in header or footer)* • Section break inserted/Different first page ✔ • Watermark does not appear on first page ✔	1 1 1 1		4	
	Total for QUESTION 1			**[29]**	

EXAMINATION NUMBER														

QUESTION 2   File name: 2Top15SA   Total Q2: 20

No.	Criteria	Maximum Mark		Candidate Mark
2.1	**Cover page** • Examination number appears in 'Author' control ✔ • Image on cover page replaced ✔ • 2Art image inserted ✔ • Paragraph appears as abstract ✔ • Paragraph moved not copied ✔ *(does not appear on page 3)*	1 1 1 1 1	5	
2.2	**Page numbering** • Page numbers removed from first and second page ✔ • Page after table of contents numbered as 1 ✔ • Page format changed to 'Page X of Y' format ✔	1 1 1	3	
2.3	**Paragraph pagination** • 'Keep lines together' checked ✔ • 'Keep with next' checked ✔ *(do not allocate this mark if heading, paragraph and picture does not appear on one page)*	1 1	2	
2.4	**Table** • Shading applied to first row ✔ *(accept text or paragraph shading)* • Whole table sorted ✔ *(do not accept if only by 'Province')* • By 'Location' ✔ • Then by 'Gallery Name' ✔ *(check 'Durban' location)*	1 1 1 1	4	
2.5	**Table** • Formula =COUNT (Above) ✔ -1 ✔ inserted	2	2	
2.6	**Page orientation** • Text from 'Photo credits ...' displays in landscape orientation ✔ • Rest of the document in portrait orientation ✔	1 1	2	
2.7	**Cross-reference (Figure 3: Irma Stern)** • Cross reference replaces text '(Insert cross reference here)' ✔ • Reference to the figure 'Irma Stern' ✔	1 1	2	
	Total for QUESTION 2		**[20]**	

EXAMINATION NUMBER													

QUESTION 3 **File name: 3Sales** **Total Q3: 23**

- *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.*
- *Any function that works consistently for the data should be accepted.*

No.	Criteria	Maximum Mark		Candidate Mark
Summary_Opsomming worksheet				
3.1	**Row 1** • Vertical alignment changed to centre ✓	1	1	
3.2	**Cell K3:** **=AVERAGE(G3:G43)** • AVERAGE function ✓ • Range: G3:G43 ✓	1 1	2	
3.3	**Cell K4:** **=COUNTIFS(F3:F43,"<=30",G3:G43,">2000")** **OR** **=COUNTIFS(G3:G43,">2000",F3:F43,"<=30")** • Criteria range 1: F3:F43 ✓ • Criteria 1: "<= ✓ 30" **OR** <31✓ • Criteria range 2: G3:G43 ✓ • Criteria 2: ">2000" **OR** >=2001✓	1 2 1 1	5	
3.4	**Cell K5:** **=SUMIF(D3:D43,"1",G3:G43)** **OR** **=SUMIFS(G3:G43,D3:D43,"1")** • SUMIF/S function ✓ • Criteria range: D3:D43 ✓ • Criteria: "1" **OR** "=1" **OR** 1 ✓ • Sum range: G3:G43 ✓	1 1 1 1	4	

EXAMINATION NUMBER												

3.5	**Cell H3:** **=B3&LEFT(A3,2)&RANDBETWEEN(0,9)** **&RANDBETWEEN(0,9)&RANDBETWEEN(0,9)** **OR** **=B3&LEFT(A3,2)&RIGHT(RAND(),3)** **Accept:** **=CONCATENATE(B3,LEFT(A3,2),** **RANDBETWEEN(100,999))** **OR** **=B3&LEFT(A3,2)&RANDBETWEEN(100,999)** • CONCATENATE or & ✔ • B3 ✔ • LEFT ✔ (A3,2) ✔ • RANDBETWEEN ✔ (100 ✔,999 ✔)			7	
		1 1 2 3			
Chart_Grafiek worksheet					
3.6	• Data labels inserted ✔ • Legend removed ✔ • Major axis units set to 10 000 ✔ • Only back wall of chart filled with any colour ✔	1 1 1 1		4	
	Total for QUESTION 3			**[23]**	

EXAMINATION NUMBER													

QUESTION 4   **File name: 4Novice**   **Total Q4: 27**

- *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
Artist_Kunstenaar worksheet					
4.1	**Row 1:** • Cells A1:M1 merged and NOT centred ✓ *(do not allocate mark if centred)* • Font size changed to 32 ✓ • Any gradient fill applied to cells A1:M1 ✓	1 1 1		3	
4.2	**Column D** **=LOWER(C3)** • LOWER(C3) ✓ • Function copied to rest of cells in column ✓	1 1		2	
4.3	**Cell F3:** **=HLOOKUP(E3,Code_Kode!\$A\$1:\$K\$2,2)** **OR** **=HLOOKUP(E3,Code_Kode!A1:K2,2)** **OR** **=HLOOKUP(E3,Code_Kode!\$B\$1:\$K\$2,2)** **OR** **=LOOKUP(E3,Code_Kode!B1:K2)** • HLOOKUP function ✓ *(accept if columns are vertical and VLOOKUP was used)* • Lookup value: E3 ✓ • Table array: Code_Kode!A1:K2 **OR** Code_Kode!\$A\$1:\$K\$2 **OR** Code_Kode!B1:K2 **OR** Code_Kode!\$B\$1:\$K\$2 ✓ • Row index number: 2 ✓ *(allocate this mark for the lookup value if a LOOKUP function has been used)*	 1 1 1 1		4	

EXAMINATION NUMBER													

4.4	**Cell H4:** **=IF(G4=3,20%,IF(G4=2,25%,33%))** **OR** **=IF(G4=3,20%,IF(G4=1,33%,25%))** **OR** **=IF(G4=1,33%,IF(G4=2,25%,20%))** **OR** **=IF(G4=1,33%,IF(G4=3,20%,25%))** **OR** **=IF(G4=2,25%,IF(G4=1,33%,20%))** **OR** **=IF(G4=2,25%,IF(G4=3,20%,33%))** • Criteria 1: check for first code ✓ • Criteria 2: check for second code ✓ • Correct output for code 1 = 33% ✓ *(accept if percentages are in inverted commas)* • Correct output for code 2 = 25% ✓ • Correct output for code 3 = 20% ✓ • Nested IF constructed correctly ✓		1 1 1 1 1 1		6	
4.5	**Cell K5:** **=DATE(YEAR(J5),MONTH(J5)+I5,DAY(J5))** **OR** **=EDATE(J5,I5)** *(allocate all marks for correct function)* • DATE function ✓ • YEAR(J5) ✓ • MONTH(J5) ✓ + I5 ✓ • DAY(J5) ✓		1 1 2 1		5	
4.6	**Cells L3:L202** • Format changed to any currency ✓		1		1	
4.7	**Cell M6:** **=L6*H6+L6** **OR** **=L6+L6*H6** **OR** **=(1+H6)*L6** • L6 ✓ * H6 ✓ + L6 ✓		3		3	
4.8	**Conditional formatting: Column K** **=$K3<TODAY() OR $K3<NOW()** • Criteria: $K3 **OR** K3 **OR** Cell value ✓ • <TODAY() **OR** <NOW() ✓ • Any shading applied ✓		1 1 1		3	
	Total for QUESTION 4				**[27]**	

EXAMINATION NUMBER													

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

No.	Criteria	Maximum Mark			Candidate Mark
Table: tblArtists					
5.1.1	**Field: *ID*** • *ID* field removed ✓	1		1	
5.1.2	**Field: *Name*** • *Name* data type changed to Short text/Text ✓	1		1	
5.1.3	**Field: *Cellnumber*** • Required property set to 'Yes' ✓	1		1	
5.1.4	**Field: *StreetName*** • Field size changed to 25 ✓	1		1	
5.1.5	**Field: *PostalCode*** • *PostalCode* field inserted ✓ • Between *City* and *E-mail* fields ✓	1 1		2	
5.1.6	**Field: *E-mail*** • Format property: < ✓	1		1	
5.1.7	**Field: *Genre*** • Property 'Allow multiple values' set to 'Yes' ✓	1		1	
5.1.8	**Field: *ArtistCode*** **Input Mask**: LA09 • L ✓ • A ✓ • 0 ✓ • 9 ✓	1 1 1 1		4	
Form: frm5_2					
5.2	• Based on the tblArtist table ✓ • All fields included ✓ • Examination number inserted in the form header ✓ • *Name* field ✓ font colour changed to red ✓	1 1 1 2		5	
Query: qry5_3					
5.3	• Group by: *TypeDescription* ✓ in Total row • SUM ✓ selected for *ArtistPrice* field ✓ • Sorted by: *ArtistPrice* ✓ in descending order ✓ *(accept sort in datasheet view)*	1 2 2		5	

EXAMINATION NUMBER													

Query: qry5_4					

5.4	- Calculated field*: NoDays*: ✔
	  DateIn and/or *DateOut* fields used ✔
	  Correct operation (- [*DateIn*]) ✔
	  Correct use of square brackets ✔ - Criteria in *NoDays* field: < ✔ 0 ✔
	  OR Criteria in *DateIn* field: [*DateIn*] > [*DateOut*]
	  OR Criteria in *DateIn* field >[*DateOut*]
	  OR Criteria in *DateOut* field <[*DateIn*]
	  (Note to marker: If the field order has been swopped, the condition must swop.) - Only *DateIn*, *DateOut*, (*NoDays)* fields display ✔
	  (NoDays will only display if attempted) *(Expected records: 14)*
		1
		1
		1
		1
		2
		
		1
				7	

Query: qry5_5					
5.5	- Criteria in *ArtistPrice* field: > ✔ 2500 ✔ *(>=2500.01)* *Sold* field inserted ✔ - Criteria in *Sold* field: Yes **OR** True **OR** <>Off ✔ *(Expected records: 25)*	2 1 1		4	
Report: rpt5_6					

5.6	- Grouping of *DateOut* field changed to **by month** ✔ - Text box in *DateOut* header displays in the format:
	  =Format$([*DateOut*],"**mmm**" ✔ ,0,0) *(accept "mm" OR "mmmm")* - Placed in *TypeDescription* group footer/header ✔
	  Function =Sum ✔ ([*ArtistPrice*]) ✔ - Date and time fields added ✔ to report footer ✔
	  (accept =NOW())
		1
		
		1
		
		1
		2
		2
				7	

	Total for QUESTION 5			**[40]**	

EXAMINATION NUMBER													

QUESTION 6   **File name: 6Expensive**   **Total Q6: 19**

- *This question should be marked from the HTML code.*
- *Some 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	**Title** **<title>**Most Expensive Artworks!**</title>** • Text 'The 5 Most Expensive Artworks!' displays in the browser tab ✓	1		1	
6.2	**Font face** <body bgcolor = "lightyellow">**** …****</body> • Entire web page font changed ✓ • Font changed to Calibri ✓	1 1		2	
6.3	**Heading 1 and alignment** **<h1 align = "center">**Most Expensive Artworks Ever sold**</h1>** **OR** **<center><h1>**Most Expensive Artworks Ever sold**</h1></center>** • Heading 1 tags inserted correctly ✓ • Tags/attribute inserted to centre heading ✓	1 1		2	
6.4	**Italics** <sup>**<i>**Adapted from article written by Marceline Modfin - 4 Jan 2017**</i>**<sup> • Tags inserted to change paragraph to italics ✓	1		1	
6.5	**Horizontal rule** <hr **size = "10"** color = "black"/> **OR** <hr color = "black" **size = "10"**/> • Line size set to 10 ✓	1		1	

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6.6	**Alternative text** *<img src = "6No1.jpg"* **alt = "Painting by Paul Guaguin"** *height = "200" width = "200" align = "left">* • Alternative text attribute added ✓ • Text "Painting by Paul Guaguin" added ✓		1 1	2	
6.7	**Unordered list** *<h3>*** ***Nafea Faa Ipoipo… … work ever sold.*** * • List tags inserted for first item ✓		1	1	

6.8	**Table**
	<table **bgcolor = "orange"** *border =***"5"** **cellspacing ="10"***>*
	<tr>
	<td>*1</td>*
	<td>*Paul Gauguin</td>*
	<td>*Nafea Faa Ipoipo</td>*
	<td>*$300 million USD</td></tr>*
	
	• Background colour bgcolor ✓
	  set to "orange" ✓
	• Border changed to "5" ✓
	• Cell spacing attribute inserted ✓
	  as "10" ✓
	• Table cells inserted ✓ *(at least one cell)*
	• All (4) table cells inserted ✓
			1
			1
			1
			1
			1
			1
			1
				7	

6.9	**Hyperlink** *<td><a* **href = "6No3.jpg"***> No. 6 (Violet, Green and Red)******</td>* • Attribute for hyperlink changed to href ✓ • To correct image "6No3.jpg" ✓		1 1	2	
	Closing tag(s) or triangular brackets omitted or incorrect nesting	-1			
	Total for QUESTION 6			**[19]**	

EXAMINATION NUMBER														

QUESTION 7   Total Q7: 22

File names: 7Global, 7Watercolour, 7WColour, 7ForSale

No.	Criteria	Maximum Mark			Candidate Mark
7Global					
7.1.1	**WordArt:** • Any colour fill applied to WordArt shape ✔ • Pattern fill ✔	1 1		2	
7.1.2	**Linked object** • File '7Ruga' inserted ✔ *(accept if text only)* • Embedded or as a link ✔ • Displayed as icon ✔	1 1 1		3	
7.1.3	**Style: Intense Quote** • Number format set to 1), 2), 3) format ✔ • Applied to all 'Heading 2' paragraph headings ✔	1 1		2	
7.1.4	**Comment** • Comment inserted ✔ • Comment text 'Media Resources' ✔	1 1		2	
7Watercolour/7WColour					
7.2.1	**Combining table data** • Data from both tables (tblA and tblB) ✔ • Added to table tblColours ✔	1 1		2	
7.2.2	**Export to pdf** • Table tblA exported to pdf format ✔ • Saved as 7WColour ✔	1 1		2	

EXAMINATION NUMBER													

- *Allocate all marks for the correct answer.*
- *If the answer is incorrect, check the necessary worksheet and allocate one mark for any correct attempt to determine the answer, e.g. filter/appropriate function incorrectly used.*

7ForSale					
7.3.1	Number of artworks • **1053** ✓	1		1	
7.3.2	Lithograph medium artworks • **44** ✓✓ *(Accept 2)*	2		2	
7.3.3	Data in both the framed and unframed categories • **4** ✓✓	2		2	
7.3.4	Number of unique artists on list • **53** ✓✓	2		2	
7.3.5	Different mediums for 'Kentridge William' • **7** ✓✓	2		2	
	Total for QUESTION 7			**[22]**	
	TOTAL			**180**	