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Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2017 (2)

MARKING GUIDELINES

MARKS: 180								
CENTRE NUMBER					FINA	L MARK		
EXAMINATION NUMBER								
QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	27	24	24	26	41	19	19	180
MARKER								
SM								
СМ								
IM/EM								

These marking guidelines consist of 16 pages.

EXAMINATION							
NUMBER							

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

QUESTION 1 File name: 1Rio Total Q1: 27

No.	Criteria	M	aximı Mark		Candidate Mark
1.1	 Cover page Text 'Rio Carnival' or any other text inserted in 'Title' control ✓ Text 'Rio Carnival is the Mother of All Brazilian Carnival Parties' moved (not copied) into 'Subtitle' control (ignore formatting but no marks allocated if text also appears in original position) ✓ 'Company' control removed ✓ 	1 1 1 1		3	
1.2	Style • 'Heading 1' style renamed to 'Rio' ✓	1		1	
1.3	 Table of contents Table of contents updated ✓ ('The Carnival Original' does not appear) 	1		1	
1.4	 Page numbers Section break inserted ✓ Page number from 'Table of Contents' page removed ✓ Page after 'Table of Contents' page numbered as 1 ✓ 	1 1 1		3	
1.5	Superscript • 'Adapted from www.dobrazilrigth.com' appears in superscript ✓ (Accept all or part of text)	1		1	
1.6	 Line spacing Paragraph 'Carnival is on' line spacing changed to 'Multiple' ✓ At 1.2 ✓ 	1 1		2	
1.7	Footnote • Footnote removed from the word 'Portuguese' ✓	1		1	

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1.8	Columns		3	
	 Text inserted into 2 columns ✓ 	1		
	 First column width set to 5 cm ✓ 	1		
	Second column width set to 10 cm ✓	1		
1.9	Leader tabs		3	
	Tab set on 10 cm ✓	1		
	Right-aligned ✓	1		
	Dotted leader tab set ✓	1		
1.10	WordArt/Picture		3	
	Picture 1Mask.jpg inserted ✓	1		
	Wrapping changed to Square/Tight/Through/Behind			
	Text/In Front of Text ✓ (Mask appears to the right of Rio	1		
	and above the WordArt)			
	 Picture adjusted and moved to resemble example ✓ 	1		
1.11	Find and replace		2	
	All occurrences (5 changes/6 occurrences) ✓ (accept 7)	1		
	occurrences if original is still in document)			
	 ao replaced with ão ✓ 	1		
1.12	Hyperlink screentip		1	
	Screentip 'Read more' inserted on hyperlink ✓ (Accept	1		
	any text for the screentip)			
1.13	Source		2	
	 Website source inserted ✓ 	1		
	 URL OR name of website inserted ✓ 	1		
1.14	Bibliography		1	
	• Automatic bibliography inserted ✓	1		
	Total for QUESTION 1		[27]	

EXAMINATION							
NUMBER							

QUESTION 2 File name: 2Party Total Q2: 24

No.	Criteria	N	/laximum Mark	Candidate Mark
2.1	 Page footer File path inserted as a field ✓ (File name will be included) Appear in page footer ✓ (not header) 	1	2	
2.2	 Widow/Orphan control Widow/Orphan control checked ✓ for paragraph that starts with 'Blocos are groups' 	1	1	
2.3	 Caption Automatic caption inserted on picture either above or below ✓ 'Figure 1: Orguestra' (accept any text) ✓ 	1 1	2	
2.4	 Indentation Number position set at 0 cm ✓ Text indent set at 1.4 cm ✓ 	1 1	2	
2.5	Antonym • 'Successors' replaced with 'predecessors' ✓	1	1	
2.6	Comment • Comment inserted on '2010' with text 'Since 2000' ✓	1	1	
2.7	 Cross-reference Cross-reference added ✓ on 'ref' Moves to '9.Other Blocos' ✓ 	1 1	2	
2.8	Bullets • Bullets changed ✓ • To 2Maraca.jpg ✓	1 1	2	
2.9	 Table Table style changed to any other table style ✓ Repeat row header selected ✓ (not for whole table) Textbox form control type changed to 'Date' ✓ Displays in date format 'dd Mmm' OR 'dd mmm' OR 'dd MMM' ✓ First five cells in last row merged ✓ (Accept any number of cells merged) Formula entered: =SUM ✓ (Above) ✓ 	1 1 1 1 1 2	7	

EXAMINATION

Character used to separate '#' ✓

Total for QUESTION 2

[24]

1

NSC – Marking Guidelines

	NUMBER		J	
2.10	 Spreadsheet inserted Data from spreadsheet 2Carnival inserted as table ✓ As linked object ✓ (Verify by checking 'Edit Links to Files' or checking that 'Update Link' appears on the right-click menu) 	1 1	2	
2.11	Table to text ■ Table converted to text ✓	1	2	

EXAMINATION							
NUMBER							

QUESTION 3 File name: 3Stat Total Q3: 24

- 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	N	laxim Mark		Candidate Mark						
Visit_	Visit_Besoek worksheet										
3.1	Foreign worksheet: • Foreign worksheet shows ✓	1		1							
3.2	Cell D4: • =VALUE(C4) ✓	1		1							
3.3	Cell E89: =SUM(E4:E88)			1							
	E89 changed to E88 ✓	1									
3.4	Cell F89: =LARGE(F4:F88,7)			3							
	 LARGE function ✓ F4:F88 ✓ ,7 ✓ 	1 1 1									

EXAMINATION							
NUMBER							

3.5	Cell G4: =RIGHT(A4,3)&LEN(B4)&RANDBETWEEN(100,200)		6	
	OR =CONCATENATE(RIGHT(A4,3),LEN(B4), RANDBETWEEN(100,200))			
	OR =RIGHT(A4,3)&LEN(B4)&TRUNC(RAND()*(200- 100)+100)			
	 RIGHT function ✓ (A4,3) ✓ LEN(B4) ✓ RANDRETWEEN function ((TRUNC(RAND()))) 	1 1 1 1		
	 RANDBETWEEN function/(TRUNC(RAND()) ✓ (100,200)/(200-100)+100 ✓ & OR CONCATENATE ✓ 	1 1		
3.6	Conditional formatting:		3	
	 Conditional formatting applied to cells B4:B88 ✓ Format all unique values ✓ Font colour set to red ✓ 	1 1 1		
Summ	nary_Opsom worksheet	•		
3.7	 Cell C2: Hyperlink set in cell C2 ✓ Links to cell F4 ✓ in the Visit_Besoek worksheet ✓ 	1 2	3	
3.8	 Graph/Chart: Graph/Chart title inserted 'Visitors' ✓ Column graph/chart created for 'National' and 'Foreign' ✓ and line graph with or without markers for 'Total' ✓ Legend displayed on left of chart/graph ✓ 3Brazil set as plot/chart area background ✓ 'National' data series filled with any pattern ✓ 	1 1 1 1 1	6	
	Total for QUESTION 3		[24]	

EXAMINATION							
NUMBER							

QUESTION 4 File name: 4Tickets Total Q4: 26

- 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	N	laxim Marl	-	Candidate Mark
Sales	_Verkoop worksheet				
4.1	Page orientation • Page orientation changed to landscape ✓	1		1	
4.2.1	Row 1 height • Row height changed from 78.75 to 135 pt ✓	1		1	
4.2.2	Picture • Picture stretched to approximately fit into cell A1 ✓	1		1	
4.3	 Cells A2:K2: Headings appear in bold ✓ Background shaded to any colour ✓ 	1		2	
4.4	Cell K1: =DATE(2018,2,1)			4	
	 Year: 2018 ✓ Month: 2 ✓ Day: 1 ✓ Custom format: dd MMMM yyyy ✓ (Accept dd-MMM-yyyy) 	1 1 1 1			
4.5	Cell G4: =(F4-E4)*24			3	
	 (F4-E4) ✓ *24 ✓ Cell's number format changed to number or general ✓ 	1 1 1			

EXAMINATION							
NUMBER							

4.6.1	Cell N3: =ROUNDDOWN(AVERAGE(H3:H80),0)		4	
	OR =INT(AVERAGE(H3:H80)			
	OR =INT(AVERAGE(H:H)			
	 ROUNDDOWN function ✓ AVERAGE function ✓ Range: (H3:H80) ✓ (OR H:H) 	1 1 1		
4.6.2	• ,0 ✓ Cell J3: =IF(H3>=\$N\$2,IF(H3<=\$N\$3, "TRUE","FALSE"),"FALSE")	•	5	
	OR =IF(AND(H3>=\$N\$2,H3<= \$N\$3),"TRUE","FALSE")			
	OR =(H3-\$N\$2)*(H3-\$N\$3)<=0			
	OR =IF(AND(H3>\$N\$3,H3>\$N\$2),"FALSE",IF(AND(H3<\$N \$3,H3<\$N\$2),"FALSE","TRUE"))			
	OR =AND(H3>=\$N\$2,H3<=\$N\$3)	1 1 1		
	 IF H3 ✓ >=N2 ✓ (Ignore absolute cell reference) AND <=N3 ✓ (Ignore absolute cell reference) TRUE if between ✓ FALSE if not between ✓ 	1 1 1		

EXAMINATION							
NUMBER							

4.7	Cell K3: =VLOOKUP(I3,Places_Plekke!A2:C7,3,False)*H3		5	
	OR =VLOOKUP(I3,Places_Plekke!A2:C7,3)*H3			
	OR =VLOOKUP(I3,Places_Plekke!\$A\$1:\$C\$7,3)*H3			
	 VLOOKUP function ✓ Lookup value: I3 ✓ Lookup array Places_Plekke!A2:C7 OR Places Plekke!A1:C7 ✓ (Ignore absolute cell 	1 1 1		
	reference) • Column index: 3 ✓ • *H3 ✓	1		
	Total for QUESTION 4		[26]	

EXAMINATION							
NUMBER							

QUESTION 5

File names: 5Samba, 5_7Gender.pdf

Total Q5: 41

No.	Criteria	N	laxim Mar		Candidate Mark
Table:	tbComp				
5.1.1	Field: Entry • Field size changed to 15 ✓	1		1	
5.1.2	Field: PerformanceDay Input Mask: >L?09 • > ✓ • L ✓ • ? ✓ • 0 ✓ • 9 ✓	1 1 1 1		5	
5.1.3	Field: Class Validation rule: "A" or "B" or "C" or "D" or "E" or "F" • AND operator changed to OR operator ✓ • Suitable validation text entered that refers to characters A–F to be entered ✓	1		2	
5.1.4	 New field New field added with suitable name (should refer to sound clips) ✓ Data type set to OLE object /attachment /hyperlink ✓ 	1		2	
5.1.5	 Field: Year Moved to appear last in field list ✓ (Check in datasheet view and design view) 	1		1	
5.1.6	 Sorting Database sorted according to school names ✓ (Check in datasheet view and design view) 	1		1	

				•					
EXAMINATION									
NUMBED		l	l						

frm5_2				
 Form created with all fields from tbComp table ✓ Heading 'Entries' inserted in form header ✓ (May appear with default heading) Class field changed to combo box ✓ Row source: "A";"B";"C";"D";"E";"F" ✓ Row source type: "Value list" ✓ Label with examination number ✓ added in form footer ✓ 	1 1 1 1 1 1 1		7	
: qry5_3				
 Sorted first by Surname ✓ then by School ✓ Criteria on Position: 1 ✓ School, Surname, Name fields displayed ✓ 	1 1 1		4	
	1			
 Criteria in PerformanceDay: Between #2017/03/02# ✓ AND #2017/03/03# ✓ OR >=#2017/03/02# AND <=#2017/03/03# OR #2017/03/03# OR Day([PerformanceDay])=2 OR Day([PerformanceDay])=3 AND	2		/	
 Calculated field: [TotalPoints]*110/100 OR ([TotalPoints]*0.1) + [TotalPoints] OR [TotalPoints] *1.1 OR ([TotalPoints]*10/100) + [TotalPoints] NewPoints field name: ✓ [TotalPoints]* ✓ Calculation of 10% ✓ Added to [TotalPoints] ✓ * * TotalPoints* criteria: >265 ✓ (Notes to marker: * 17 records expected. * The format of the date may differ.) 	1 1 1 1			
	 Heading 'Entries' inserted in form header ✓ (May appear with default heading) Class field changed to combo box ✓ Row source: "A";"B";"C";"D";"E";"F" ✓ Row source type: "Value list" ✓ Label with examination number ✓ added in form footer ✓ cqry5_3 Sorted first by Surname ✓ then by School ✓ Criteria on Position: 1 ✓ School, Surname, Name fields displayed ✓ (Note to marker: 6 records expected.) cqry5_4 Criteria in PerformanceDay: Between #2017/03/02# ✓ AND #2017/03/03# ✓ OR >=#2017/03/02# AND <=#2017/03/03# OR #2017/03/02# OR #2017/03/03# OR Day([PerformanceDay])=2 OR Day([PerformanceDay])=3 AND Month([PerformanceDay])=3 AND Year([PerformanceDay])=3 AND Year([PerformanceDay])=2017 Calculated field: [TotalPoints]*110/100 OR ([TotalPoints]*1.1 OR ([TotalPoints]*1.1 OR ([TotalPoints]*10/100) + [TotalPoints] NewPoints field name: ✓ [TotalPoints]* ✓ Calculation of 10% ✓ Added to [TotalPoints] ✓ TotalPoints criteria: >265 ✓ (Notes to marker: 	 Form created with all fields from tbComp table ✓ Heading 'Entries' inserted in form header ✓ (May appear with default heading) Class field changed to combo box ✓ Row source: "A","B","C","D","E","F" ✓ Row source type: "Value list" ✓ Label with examination number ✓ added in form footer ✓ criteria on Position: 1 ✓ School, Surname ✓ (Note to marker: 6 records expected.) criteria in PerformanceDay: Between #2017/03/02# ✓ AND #2017/03/03# ✓ OR >=#2017/03/02# ✓ AND =#2017/03/03# ✓ OR >=#2017/03/02# AND <=#2017/03/03# ✓ OR Day([PerformanceDay])=2 OR Day([PerformanceDay])=3 AND Month([PerformanceDay])=3 AND Year([PerformanceDay])=3 AND Year([PerformanceDay])=2017 Calculated field: [TotalPoints]*110/100 OR ([TotalPoints]*0.1) + [TotalPoints] OR [TotalPoints]*110/100) + [TotalPoints] NewPoints field name: ✓ [TotalPoints]* ✓ Calculation of 10% ✓ Added to [TotalPoints] ✓ TotalPoints criteria: >265 ✓ (Notes to marker: 17 records expected. 	 Form created with all fields from tbComp table ✓ Heading 'Entries' inserted in form header ✓ (May appear with default heading) Class field changed to combo box ✓ Row source: "A","B","C","D","E","F" ✓ Row source type: "Value list" ✓ Label with examination number ✓ added in form footer ✓ crys5_3 Sorted first by Surname ✓ then by School ✓ Criteria on Position: 1 ✓ School, Surname, Name fields displayed ✓ criteria in PerformanceDay: Between #2017/03/02# ✓ AND #2017/03/03# ✓ OR >=#2017/03/02# ✓ AND ==#2017/03/03# ✓ OR >=#2017/03/02# ✓ AND ==#2017/03/03# ✓ OR Day([PerformanceDay])=3 AND Month([PerformanceDay])=3 AND Year([PerformanceDay])=2017 Calculated field: [TotalPoints]*110/100 OR ([TotalPoints]*1.1) + [TotalPoints] OR ([TotalPoints]*1.1 OR ([TotalPoints]*1.1) Calculation of 10% ✓ Added to [TotalPoints] ✓ 1 Calculation of 10% ✓ Added to [TotalPoints] ✓ 1 TotalPoints criteria: >265 ✓ (Notes to marker: 17 records expected. 	• Form created with all fields from tbComp table ✓ • Heading 'Entries' inserted in form header ✓ (May appear with default heading) • Class field changed to combo box ✓ • Row source: "A","B","C","D","E","F" ✓ • Row source type: "Value list" ✓ • Label with examination number ✓ added in form footer ✓ • Criteria on Position: 1 ✓ • School, Surname, Name fields displayed ✓ • Criteria on Position: 1 ✓ • School, Surname, Name fields displayed ✓ • Criteria in PerformanceDay: Between #2017/03/02# ✓ AND #2017/03/03# ✓ • OR >=#2017/03/02# AND <=#2017/03/03# ✓ • OR 2017/03/02# AND <=#2017/03/03# ✓ • OR 2017/03/02# OR #2017/03/03# ✓ • OR Day([PerformanceDay])=3 AND Month([PerformanceDay])=3 AND Year([PerformanceDay])=2017 • Calculated field: [TotalPoints]*110/100 • OR ([TotalPoints]*0.1) + [TotalPoints] • OR ([TotalPoints]*110/100) + [TotalPoints] • Calculation of 10% ✓ Added to [TotalPoints] ✓ • TotalPoints criteria: >265 ✓ (Notes to marker: • 17 records expected.

EXAMINATION							
NUMBER							

Query:	: qry5_5			
5.5	 Criteria in Entry: Like "??" OR LEN([Entry])=2 ○ ? ✓ (correct character or use of LEN function) ○ Two characters ✓ 	1 1	2	
	(Note to marker: 15 records expected.)			
Report	t: rpt5_6			
5.6	 Fields inserted PerformanceDay, Class, Surname, Name, Title, School ✓ (Ignore sequence) Report firstly grouped by PerformanceDay ✓ Performance grouping intervals set to Normal/Day ✓ Report secondly grouped by Class ✓ Function in Class group footer/group header ✓ =Max ✓ ([TotalPoints]) ✓ (Note to marker: Allocate the marks for the function even if it appears in the wrong place.) 	1 1 1 1 1 2	7	
PDF: 5	5_7Gender			
5.7	 Report exported ✓ As PDF ✓ 	1 1	2	
	Total for QUESTION 5		[41]	

EXAMINATION							
NUMBER							

QUESTION 6 File name: 6Post Total Q6: 19

- 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	N	laxim Marl		Candidate Mark
6.1	Title <title>Examination number</title>			1	
	 Examination number added as title ✓ 	1			
6.2	Body background colour dy text="#ecf8a4" bgcolor="green">			2	
	 Background of web page (bgcolor) ✓ Changed to green ✓ (ignore if text tags removed) 	1 1			
6.3	Image • Picture inserted as second image ✓ • Picture 6House.jpg inserted correctly ✓ • Width="24%" and Height="200" ✓ (copied from other images)	1 1 1		3	
6.4	images) Alignment <h3 align="center">SAMBA DANCERS FREE PAINT FREE CARNIVAL MASKS</h3> OR <center><h3>SAMBA DANCERS FREE PAINT FREE CARNIVAL MASKS</h3></center>			1	
	Text centred ✓	1			

EXAMINATION							
NUMBER							

6.5	Horizontal line <hr size="4"/>		2	
	 Horizontal line tag corrected ✓ Size set to 4 ✓ 	1 1		
6.6	Font size It starts on Friday		2	
	 Font size tags inserted ✓ Font size set to 20 pt ✓ 	1 1		
6.7	Table Facts about Brazil >GFICIAL NAME:	1 1	6	
	 First row merged (colspan=2) ✓ First row contain a heading (th) ✓ Table contains 5 rows (correct text) ✓ Table contains 2 columns (correct text) ✓ 	1 1 1 1		
6.8	Hyperlink www.riotickets.com"		2	
	 Tag completed (<a href=")" li="" ✓<=""> To correct target http://www.riotickets.com ✓ (ignore if 'http://' is left out) 	1		
	Closing tag(s) or triangular brackets omitted	-1		
	Total for QUESTION 6		[19]	

EXAMINATION							
NUMBER							

QUESTION 7 Total Q7: 19

File names: 7Travel.docx, 7Handout & 7Tickets

No.	Criteria	N	laximum Mark	Candidate Mark
7Trav	el_Toer			
7.1.1	Page border • Page border inserted ✓ • Any double line ✓ border	1 1		2
7.1.2	 Footnote Footnote (or endnote) added on the 'Redeemer' picture ✓ Any footnote text added ✓ 	1		2
7.1.3	 Picture formatting Alt Text Title inserted ✓ Alt Text Description changed to 'Photo of Hotel' ✓ 	1 1	2	2
7.1.4	Hyperlink ■ Hyperlink removed ✓	1		1
7Hand	dout			
7.2	 Handouts Slides exported to word processing document ✓ As handouts ✓ Provision for notes next to slides ✓ 	1 1 1	;	3
7Tick	ets			
7.3	 Tickets table Table created ✓ 5 (6) fields added ✓ Date set to Date data type ✓ Date field format set to any date format ✓ Section, Row set to Short Text/Text ✓ Section, Row field size changed to less than 255 ✓ (Accept if only one field size changed) Price set to Currency ✓ Price field format changed to Euro ✓ Sold field set to Yes/No ✓ 	1 1 1 1 1 1		9
	Total for QUESTION 7		[1	9]
	TOTAL		18	80