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SENIOR CERTIFICATE EXAMINATIONS/
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COMPUTER APPLICATIONS TECHNOLOGY P1

2019

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER									FINAL MARK	

EXAMINATION NUMBER															

QUESTION	1		2		3		4		5		6		7		TOTAL	
POSSIBLE MARK	30		20		30		21		40		20		19		180	
MARKER																
SM																
CM																
IM/EM																

These marking guidelines consist of 13 pages.

EXAMINATION NUMBER														

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

QUESTION 1   **File name: 1Street**   **Total Q1: 30**

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	**Title content control** • Text 'Street' added to 'Title' content control ✓	1		1	
1.1.2	**Font size** • Font size of the 'A' changed to 200 pt ✓	1		1	
1.1.3	**Table borders** • Inside borders only ✓ • In a red colour ✓	1 1		2	
1.1.4	**Picture (3rd row, 1st cell)** • Centred vertically ✓	1		1	
1.2	**Table of contents** • Style of 'http://www.widewalls.ch/defining-street-art/' changed to anything besides 'Heading 1' ✓ • Table of contents updated ✓ (*includes 'The Origins of Street Art'*)	1 1		2	
1.3	**Margin** • Bottom margin changed to 2 cm ✓ • From page 3 onwards ✓	1 1		2	
1.4.1	**Line spacing** • At least ✓ • 20 pt ✓	1 1		2	
1.4.2	**Indentation** • Left indent set to 1 cm ✓ • Right indent set to 3 cm ✓ (*14 cm on the ruler*)	1 1		2	
1.5	**Find and replace** • 's replaced ✓ • with s ✓ • Only years changed ✓ (*all 4 occurrences should be replaced*)	1 1 1		3	
1.6	**Bookmark** • Some bookmark text formatted ✓ (*location of the bookmark*) • All text highlighted ✓ (*'It began with graffiti'*)	1 1		2	

EXAMINATION NUMBER													

1.7	**Caption** • New caption label 'Art' created ✓ *(Accept if more text appears)* • Caption 'Vhils process' inserted ✓ *(Do not allocate mark if 'Vhils process' appears as part of label)* • Appears above image ✓	1 1 1		3	
1.8	**Bullets** • Bullets inserted ✓ • '✼' Wingdings 2, character code 147 ✓	1 1		2	
1.9	**Table of figures** • Automatic table of figures inserted on the last page ✓ • Display 'Figure' entries ✓ *(7 or 8 entries)*	1 1		2	
1.10	**References** • 'Banksy, J.R.; Just Google it' source removed				
1.11	**Bibliography** • Automatic bibliography inserted on the last page ✓	1		1	
1.12	**Page numbering** • Automatic page numbers inserted in footer ✓ • Any Mosaic page numbering style used ✓ • Odd and even checked ✓ • Consistent page numbering style applied to both odd (left) and even (right) pages ✓	1 1 1 1		4	
	Total for QUESTION 1			**[30]**	

EXAMINATION NUMBER														

QUESTION 2　　　　**File names: 2Donations, 2Merged**　　　　**Total Q2: 20**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	**Spelling *(In paragraph 1)*** • Spelling error corrected ✓ *(intressting)*	1		1	
2.2	**Date form control** • Control type changed to <u>current</u> date ✓ *(Accept current time if a date is displayed)* • Format set to 'dd MMMM yyyy' ✓	1 1		2	
2.3	**Columns** • Text converted to four columns ✓ *(Check ruler)* • Column break inserted before '4. Help others in need' ✓ *(Accept with/without an open line above)*	1 1		2	
2.4	**Endnote** • Endnote inserted next to 'Utopia'✓ • Capital Roman numerals used ✓ • Text 'Perfect world' ✓ • Added to the end of the section ✓	1 1 1 1		4	
2.5.1	**Table style** • Any table style applied ✓ *(Besides Table Grid)*	1		1	
2.5.2	**Check box form field** • Any form field/control inserted ✓ • Check box form field inserted ✓	1 1		2	
2.5.3	**Help text for textbox form field** • Help text inserted 'Enter amount' ✓ • On F1 key ✓	1 1		2	
2.5.4	**Formula =SUM(Above)** • Field inserted ✓ • Field formula: =SUM(Above) ✓	1 1		2	
2.6	**Mail merge** *(Select * FROM 'Donors$' WHERE 'Amount' >=50000)* • Merge fields *Name* and/or *Surname* inserted ✓ • Data source filtered/selected >=50 000 ✓ *(Amount >= 50 000)* • Roland Lewis removed from recipient list ✓ *(Check for 13 letters after merge completed)* • Mail merge completed ✓ (**2Merged**)	1 1 1 1		4	
	Total for QUESTION 2			**[20]**	

EXAMINATION NUMBER														

QUESTION 3   **File name: 3Comp**   **Total Q3: 30**

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

No.	Criteria	Maximum Mark			Candidate Mark
Entries_Inskrywing worksheet					
3.1	**Heading** • Cells A1:M1 merged ✓ • Data vertically centred ✓ *(Ignore if horizontally centred)*	1 1		2	
3.2	**Cells A1:M1** • Blue colour ✓ • Pattern fill ✓	1 1		2	
3.3	**Autofill** • Numbering continues to rest of column A ✓ *(Do not allocate the mark if the column is partly filled)*	1		1	
3.4	**Cell D3:** *(Check for building blocks)* **=RIGHT(B3,LEN(B3)-LEN(C3)-1)** **OR** **=MID(B3,FIND(" ",B3)+1,LEN(B3))** **OR** **=RIGHT(B3,LEN(B3)-FIND(" ",B3))** **OR** **=MID(B3,LEN(C3)+2,LEN(B3)-LEN(C3))** • RIGHT/MID function ✓ • B3 ✓ • Determine length of text in B3 ✓ • Determine position of space ✓ *(FIND **OR** SEARCH)* • Subtract position for space from length ✓ *(Note to marker: Ignore if there is a 3rd parameter in the FIND function.)*	1 1 1 1 1		5	

EXAMINATION NUMBER													

3.5	**Cell F4:** **=A4&E4&RANDBETWEEN(0,9)&RANDBETWEEN(0,9)** • & **OR** CONCATENATE function ✔ • A4 ✔ • E4 ✔ • RANDBETWEEN functions ✔ • (0,9) **OR** (1,9) ✔ *(Note to marker: Also accept correct use of the RAND function e.g. =A4&E4&RIGHT(RAND(),2).)*	1 1 1 1 1		5	
3.6	**Cell G5:** **=VLOOKUP(E5,Province_Provinsie!$A$2:$B$10,2)** • VLOOKUP function ✔ • Lookup value: E5 ✔ • Lookup range: Province_Provinsie!$A$2:$B$10 **OR** Province_Provinsie!$A$1:$B$10 ✔ *(Check for Named Range)* • Column index: 2 ✔ • Absolute cell reference ✔	1 1 1 1 1		5	
3.7	**Cell M3:** **=AVERAGE(J3:L3)** • AVERAGE function ✔ • (J3:L3) ✔ • Formatted to no decimal places ✔	1 1 1		3	
3.8	**Cell P2:** **=DATE(YEAR(P1),MONTH(P1)+1,DAY(P1))** • YEAR(P1) ✔ • MONTH(P1) ✔ + 1 ✔ *(Allocate second mark if 31 has been added to DAY)* • DAY(P1) ✔	1 2 1		4	
Subtotal worksheet					
3.9	**Subtotal:** • Change in/Grouped by: Category_Kategorie ✔ • Function: MAX ✔ • Subtotal added to Total score_Totale punte ✔	1 1 1		3	
	Total for QUESTION 3			**[30]**	

EXAMINATION NUMBER														

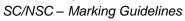**QUESTION 4**   **File name: 4Entries**   **Total Q4: 21**

- *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
Provinces_Provinsies worksheet					
4.1	**Chart_Grafiek tab:** • Tab colour changed to yellow ✓	1		1	
4.2	**Chart_Grafiek tab:** • Chart_Grafiek worksheet moved to after Provinces_Provinsies ✓	1		1	
4.3	**Cell M7 *(Check in other cells)*:** **=COUNTIF(C3:C188,"LP")** • COUNTIF function ✓ • Range C3:C188 ✓ • "LP" ✓	1 1 1		3	
4.4	**Sort: Cells L3:M11** • Sorted on column L ✓ • Descending ✓	1 1		2	
4.5	**Conditional formatting: Column E** • All duplicate values ✓ • Any background colour ✓	1 1		2	
4.6	**Cell J3: *(Check for building blocks)*** **=IF(I3=MAX($I$3:$I$188),A3,"")** • IF function ✓ • Criteria: I3 ✓ • =MAX ✓ • ($I$3:$I$188) **OR** (I3:I188) ✓ *(MAX(I3:I188) could be a building block)* • Correct use of absolute cell reference ✓ • Value if true: A3 ✓ • Copied down ✓	1 1 1 1 1 1 1		7	

EXAMINATION NUMBER													

Chart_Grafiek worksheet				
4.7	**Chart/Graph:** • Chart/graph changed to a bar chart ✓ • NW data does not display ✓ *(Do not accept if data removed from spreadsheet)* • Any glow applied to data series ✓ *(Do not accept shadow. Mark from the panel)* • Gap width of series changed to 50% ✓ • Colour of major vertical gridlines changed to red ✓	1 1 1 1 1		5
	Total for QUESTION 4			**[21]**

　　　　　　　　　　　　　　　　　　　　　　Please turn over

EXAMINATION NUMBER														

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

No	Criteria	Maximum Mark			Candidate Mark
Table: tblExhibit					
5.1.1	**Field: *City*** • Field size set to 50 ✓	1		1	
5.1.2	**Field: *GalleryName*** • Field format changed to > ✓	1		1	
5.1.3	**Field: *PostCode*** • Data type changed to Short Text/Text ✓ Input mask: 0000 • 0 character used ✓ • Four of the same characters inserted ✓ **OR** • Validation Rule added (✓) • LEN([PostCode]) (✓) • =4 (✓) *(Do not allocate this mark if the data type is not Number)*	1 1 1		3	

5.1.4	**Field: *Insure***
	 • New field *Insure* inserted ✓
	 • Field type Calculated ✓
	 • [*TotalValue*] ✓ * ✓ 1.25 ✓
	   OR ([*TotalValue*]*25/100)+[*TotalValue*]
	   OR ([*TotalValue*]*0.25)+[*TotalValue*]
	   OR ([*TotalValue*]*125/100)
		1
		 1
		 3
				5	

Form: frm5_2					
5.2	• Form named frm5_2 ✓ created • Form based on qry5_2 ✓ • All fields included ✓ *(5 fields)* • Form heading changed to 'Street Art' ✓ • 5Street ✓ image added as form background ✓ • Data sorted ascending ✓ according to *GalleryName* ✓ *(Check Form Properties, Data, Order by **OR** check sorting in qry5_2 query)*	1 1 1 1 2 2		8	

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Query: qry5_3					
5.3	• *Province*: Group By applied ✔ • *Province* criteria:<>"0" ✔ **OR** Not Is Null **OR** Is Not Null **OR** <>"" **OR** "EC" OR "GP" OR "KZN" OR "WC" • *StockValue*: Total: Sum ✔ *(Note to marker: 4 records expected.)*	1 1 1		3	
Query: qry5_4					

5.4	• Only *GalleryName* and *NoInStock* fields appear ✔
	  (Allocate the mark even if other fields are deleted)
	• *GalleryName* criteria: * ✔ gallery ✔ * ✔
	• *TypeOfArt* criteria*:* "Street Art" ✔
	• *Province* criteria: Is Null ✔ **OR** Not Like "*"
	  OR Not Like '*'
	• All inserted criteria on the same line AND ✔
	
	(Note to marker: 5 records expected.)
		1
		
		3
		1
		1
		
		1
				7	

Query: qry5_5					

5.5	**Calculated field:**
	End: [*Date*]+30
	
	• New field *End* created ✔
	• [*Date*] ✔ + 30 ✔
	• *NoInStock* criteria: > ✔ 150 ✔
	• *Town* criteria: "Johannesburg" ✔
	• *Date* criteria*:* Year([*Date*])=2019
	  OR >=#01/01/2019# AND <=#31/12/2019#
	  OR >#31/12/2018# AND <#01/01/2020#
	  OR BETWEEN #01/01/2019# AND <=#31/12/2019#
	  OR Like "2019/*/*" *(dependent on computer settings)*
	  ○ Correct year ✔ *(2019)*
	  ○ Limited to full year ✔
	
	(Note to marker: 6 records expected.)
		
		1
		2
		2
		1
		
		1
		1
				8	

Report: rpt5_6					
5.6	• *Province* field grouping removed ✔ • *Province* textbox and label removed ✔ • Function: =AVG ✔ ([*StockValue*]) ✔	1 1 2		4	
	Total for QUESTION 5			**[40]**	

EXAMINATION NUMBER															

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

- *This question should be marked from the HTML code.*
- *Numerical attribute values do not need to be in inverted commas.*

No.	Criteria	Maximum Mark			Candidate Mark
6.1	**Title** *<title>Famous Street Art</title>* • Title tags inserted ✓ *(Accept if the <head> tags still appear OR if <head> tags have been replaced)*	1		1	

6.2	**Cell padding**
	    <table border="1" **cellpadding="8"**
	    bgcolor="PaleGoldenrod">
	
	 • Cell padding of entire table set ✓
	 • To 8 ✓
		1
		 1
				2	

6.3	**Alignment of picture**
	    <img src="6_Art.png" width="100" height="100"
	    align="right">
	
	 • 6_Art picture aligned to right ✓
		1		1	

6.4	**Font** ***** Street Art ***** • Font of heading 'Street Art' set to Calibri ✓	1		1	
6.5	**Picture size** *<img src="6_5.jpg"* **width="195" height="145"***>* • Width set to 195 ✓ • Height set to 145 ✓	1 1		2	

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6.6	**Fourth row of table** 　***<tr align="center">*** 　　***<td>****<img src="6_3.jpg" width="200" height="200">****</td>*** 　　***<td colspan="3">********<i>****3. Glasses in Russia****</i>******* 　　*** ****This photo went viral and appeared on plenty of media sites who marvelled at the 3D look that brought a simple pair of glasses to life.**** ****</td>*** 　***</tr>*** • One row inserted and centred ✔ • Two cells inserted ✔ • 'Colspan' of second cell set to 3 ✔ • Text in second cell set to italics ✔ • Font size of second cell set to 5 ✔ • Paragraph **OR** 2 breaks inserted ✔ • Left aligned ✔		1 1 1 1 1 1 1		7	
6.7	**Bullets** 　*** **** ****#Banksy**** *** 　　*** ****#List**** *** 　　*** ****#Most Famous Pieces**** *** 　　*** ****#Smates**** *** 　　*** ****#Streetart**** **** *** • Unordered list tags (bullets) inserted ✔ • 5 list items tags inserted ✔		1 1		2	
6.8	**Hyperlink** 　*******Read more******* • Hyperlink tags inserted ✔ • To correct text 'Read more' ✔ • Links to "Google.com" ✔		1 1 1		3	
	Closing tag(s) or triangular brackets and nesting correctly applied.		1		1	
	Total for QUESTION 6				**[20]**	

	EXAMINATION NUMBER															

QUESTION 7   **File names: 7Logo, 7Globe, 7Art**   **Total Q7: 19**

No.	Criteria	Maximum Mark			Candidate Mark
7Logo					
7.1	**Image manipulation** • Wrapping of images changed to enable stacking ✓ • Heart image style/shape changed to round shape ✓ • 'I Want Change' image cropped/resized ✓ • Text 'STREET ART' inserted ✓ *(Accept lower case)* • Text colour is light ✓ • Original images arranged in the correct order ✓ • Logo appears correctly as the example ✓	1 1 1 1 1 1 1		7	
7Globe					
7.2.1	**Text watermark** • Text watermark inserted ✓ • Text 'Graffiti' ✓	1 1		2	
7.2.2	**Sorting paragraphs** • Paragraphs sorted ✓ • In descending order ✓ *(Toronto ... Atlanta)*	1 1		2	
7.2.3	**Text inserted** • <u>Text</u> from 7Europe.html file inserted ✓ • Linked to original document ✓	1 1		2	
7Art					
7.3.1	**Cell G3:** **=IF(E3<=$I$2,IF(F3>100,TRUE,""),"")** **OR** **=AND(E3<=$I$2,F3>100)** • Check if E3 ✓ smaller than or equal to date in $I$2 ✓ *(Accept NOW() **OR** TODAY())* • Check if F3 ✓ greater than 100 ✓ • Display TRUE if both conditions are true ✓	2 2 1		5	
7.3.2	**Correct answer:** • WC **OR** Western Cape✓	1		1	
	Total for QUESTION 7			**[19]**	
	TOTAL			**180**	