basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATION TECHNOLOGY P1

FEBRUARY/MARCH 2011

MEMORANDUM

MARKS: 200

FINAL MARK								
SPEED ENDORSEMENT								WPM

CENTRE NUMBER													
EXAMINATION NUMBER													

QUESTION	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**TOTAL**
POSSIBLE MARK	**12**	**43**	**17**	**34**	**30**	**42**	**22**	**200**
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

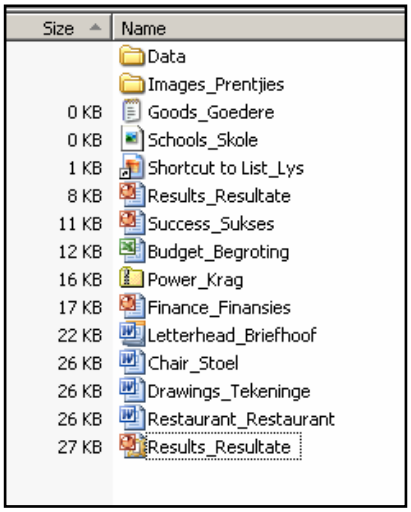
This memorandum consists of 13 pages.

Copyright reserved

EXAMINATION NUMBER													

QUESTION 1: Folder: Question1_Vraag1 **TOTAL Q1: 12**

- *Check all answers against candidates' actual work*

No	Criteria	Max Mark			Candidate Mark
1.1	• 5 image files ✓ *(6 image files in total as **List_Lys** was already in the folder)* • moved *(not copied)* into the **Images_Prentjies** folder ✓	1 1		2	
1.2	A password is added ✓ to **Payment_Betaling** file *(Unnecessary to check whether the password is correct, accept if the dialog box requesting the password appears)*	1		1	
1.3	**Results_Resultate.ppt** is saved as a .htm or .html or .mhtml file ✓ i.e. **Results_Resultate.htm** or **Results_Resultate.html** *(Two files called **Results_Resultate** will appear, one .ppt and one .htm or.html or .mhtml)*	1		1	
1.4	Author property changed to examination number in **Budget_Begroting.xls**	1		1	
1.5	40	1		1	
1.6	**Power_Krag.zip** ✓	1		1	
1.7	**Schools_Skole**.pdf ✓ *(Accept with/without file extension)*	1		1	
1.8	• Sort by size (smallest to largest) ✓ • Only Size field and Name field appear ✓ • Size field appears before Name field ✓ • Screenshot/screendump is placed on the answer sheet ✓ 	1 1 1 1		4	
	Total for QUESTION 1			**[12]**	

EXAMINATION NUMBER													

QUESTION 2: File name: 2Choice_Keuse **TOTAL Q2: 43**

No	Criteria	Max Mark			Candidate Mark
2.1	Paper size is changed to A4 ✓	1		1	
2.2	Bottom page margin set to 2.5 cm or 0.98"✓	1		1	
2.3	• 3-D effect applied to the jigsaw object ✓ • Orange puzzle piece is moved away from other 3 puzzle pieces ✓ • All 4 puzzle pieces regrouped to form one object ✓ *(Do not allocate any marks if the object was not manipulated)*	1 1 1		3	
2.4	• 'Choice' changed to vertical ✓ • 'Guide' moved to bottom of page ✓ • Puzzle pieces resized ✓	1 1 1		3	
2.5	• Automatic Table of Contents appears ✓ • Heading 1 and Heading 2 styles are used ✓ • Formal style is used ✓	1 1 1		3	
2.6	Career Choice Guide Page 1 • Must be a footer ✓ • Horizontal line inserted ✓ • Text 'Career Choice Guide' inserted ✓ • Arial 10 pt ✓ • Automatic numbering appears ✓ • Reflects as Page 1 ✓ *(and not page 3)* • Page number appears in a border ✓ *(Do not penalise if horizontal line cuts through border around page number)*	 1 1 1 1 1 1 1		7	
2.7	• Paragraph style Idea created ✓ • Box border ✓ • Green shading✓ *(Based on any style)*	1 1 1		3	
2.8	Paragraph style ***Parahead*** applied to 'You are your choices. Seneca' ✓ *(See page 3)*	1		1	
2.9	• Paragraph spacing is set to 18 pt ✓ • after ✓ *(The number of paragraphs changed is irrelevant)*	1 1		2	

EXAMINATION NUMBER													

2.10	Alignment of the first paragraph is set to left ✓	1		1	
2.11	• Endnote anchored/based on first main heading 'Career choices' ✓ • Contains a custom mark: © (copyright symbol) ✓ • Referenced as www.careerchoices ✓	1 1 1		3	
2.12	• Bookmark called Understand inserted ✓ • Bookmark anchored to 'Understand yourself' ✓	1 1		2	
2.13	• Hyperlink is inserted on 'Careers Personality Tests' ✓ • Links to bookmark called 'Test' ✓ *(Mouse-over to check hyperlink properties)*	1 1		2	
2.14	• List is bulleted ✓ • Bullets appear as 'hand' symbols ✓ • Bullets aligned against the left margin ✓ • Tab space after the symbol/bullet position ('text position') is set at 1 cm or 0.39"✓ • The indent is at 1.5 cm or 0.59"✓ *(Accept any hand symbol/character)*	1 1 1 1 1		5	
2.15	• Automatic numbering ✓ is applied on page 8 • in the format (1. 2. … 8.) ✓	1 1		2	
2.16	• Numbered paragraphs appear in two equal columns ✓ • Vertical line separating the two columns ✓	1 1		2	
2.17	• Borders added ✓ • Applied to text (not the whole paragraph) ✓	1 1		2	
	Total for QUESTION 2			**[43]**	

EXAMINATION NUMBER													

QUESTION 3: File name: 3Form_Vorm **TOTAL Q3: 17**

No	Criteria	Max Mark			Candidate Mark
3.1	• Left tab is set at 8 cm or 3.15"✓ • Leader tab ✓ • is set at 6 cm or 2.16"✓	1 1 1		3	
3.2	• Date field inserted ✓ • Date format is yyyy-mm-dd ✓ • Date field automatically updates ✓	1 1 1		3	
3. 3	• Text field inserted for name ✓ • Help message displays on status bar ✓ *(Check properties of the text field control)* • Message reads 'Insert name' ✓	1 1 1		3	
3.4	• 10x1 table inserted ✓ • Table set to 'AutoFit to Contents' ✓ • Table positioning is aligned at 7 cm or 2.76" ✓ • Relative to margin ✓	1 1 1 1		4	
3.5	• Drop-down list inserted ✓ • Items in the drop-down ✓ list added: Male_Manlik Female_Vroulik *(Ignore spelling – both genders must be entered)*	1 1		2	
3.6	• Sciences checkbox is resized to exactly 15 pt ✓ • Subject names are aligned at 8 cm or 3.15 " ✓	1 1		2	
	Total for QUESTION 3			**[17]**	

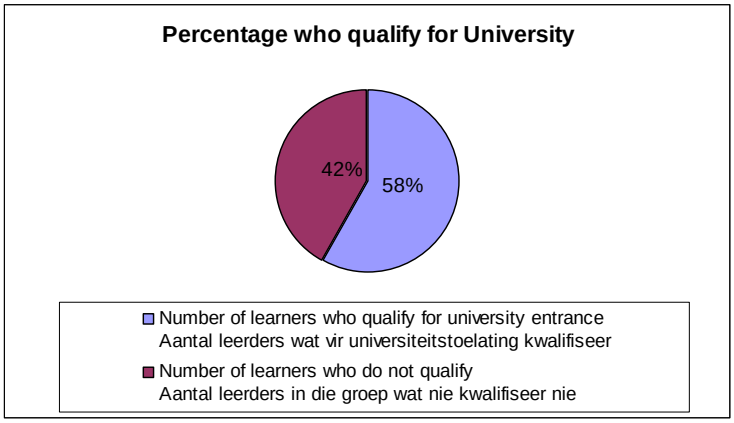
EXAMINATION NUMBER													

QUESTION 4: Filename: 4Info_Inlig **TOTAL Q4: 34**

- *Mark the questions from the formulae and not the values/answers in the cell.*
- *Check against candidates' actual work (Cell references may differ, depending on the candidates' actions).*
- *Candidates may use multiple formulae or cells as 'building blocks' to answers.*

No	Criteria	Max Mark			Candidate Mark
Learners_Leerders worksheet					
4.1	• Sequence Learner1, Learner2 … fills cells A3:A310 ✓ • Copied down ✓	1 1		2	
4.2	Cells A1:J1 merged and centred ✓	1		1	
4.3	Text orientation changed to 45° ✓ in row 2	1		1	
4.4	• Surnames copied from column K and pasted in column B using paste special ✓ *(all surnames must appear in upper case)* • Column K deleted ✓	1 1		2	
4.5	• Column E chosen ✓ • Cells with a value greater or equal to 70 ✓*(or cells with a value greater than 69)* • Fill colour green ✓ *(Also accept a green font)*	1 1 1		3	
4.6	**F3** =IF ✓ (E3>=60 ✓,"Yes" ✓,"" ✓) **OR** **F3** =IF(E3 <60,"","Yes")	4		4	
4.7	**J4** =LARGE ✓ (E3:E310 ✓,2 ✓) *(Answer is 99)*	3		3	
4.8	**J5** =COUNTIF ✓ (D3:D310 ✓,"Physical Science" ✓) + COUNTIF✓ (D3:D310,"Natural Science" ✓) *(Answer is 29)*	3 2		5	
4.9	Page scaling set to 1 page wide ✓ by 4 pages tall ✓	2		2	
4.10	Data is sorted according to column D✓ descending in Column E ✓	1 1		2	

EXAMINATION NUMBER													

Summary_Opsomming worksheet					
4.11	A pie ✓graph is created ✓correct range chosen ✓ A suitable title appears at the top ✓ The legend appears below the graph ✓ The percentages appear ✓ <u>on</u> the segments ✓ of the graph The graph appears in the **Summary_Opsomming** worksheet ✓ *(Accept any version of the pie graph*  	3 1 1 2 1		8	
4.11	Gridlines removed ✓	1		1	
	Total for QUESTION 4			**[34]**	

EXAMINATION NUMBER													

QUESTION 5: Filename: 5Travel_Reis **TOTAL Q5: 30**

- *Mark the questions from the formulae and not the values/answers in the cell.*
- *Check against candidates' actual work (Cell references may differ, depending on the candidates' actions).*
- *Candidates may use multiple formulae or cells as 'building blocks' to answers.*

No	Criteria	Max Mark			Candidate Mark
S&T_R&V worksheet					
5.1	Text wrapped in cells **A2:L2** ✓	1		1	
5.2	Borders placed around cells with headings in row 2 ✓	1		1	
5.3	Column J displays as currency (Rand) ✓	1		1	
5.4	**B3** = Concatenate ✓ (LEFT ✓ (D3,3 ✓),MID✓(A3 ,3 ✓,3 ✓)) *(Answer is BloMAD)* *(Also accept ampersand operator '&' instead of concatenate function)*	6		6	
5.5	**E6**=VLOOKUP (D6,Distance_Afstand!$A$2:$B$18,2,FALSE) • Correct lookup value nominated (D6) ✓ • Correct lookup range nominated ✓ (Distance_Afstand!A2:B18) • Absolute addressing applied to lookup range rows and columns ($A$2:$B$18) ✓ • Correct lookup column nominated (2) ✓ *(False parameter is optional)* *(Answer is 510)*	1 1 1 1		4	
5.6	**H3** =(E3* ✓0.01 ✓) + G3 ✓ **OR** **H3** = E3/100 + G3 *(Answer is 4:00)*	3		3	
5.7	**I3**=IF ✓ (E3>1000 ✓,2 ✓,IF(E3>500 ✓,1 ✓,0 ✓)) **OR** **I3** = IF(E3 <500,0,IF(E3< 1000,1,2)) *(Accept any other valid option)* *(Answer is 1)*	6		6	

EXAMINATION NUMBER													

5.8	**J3** =E3 ✓*J1 ✓	2		2	
5.9	L4 =K4+J4 ✓ *(Answer is R 27.38)*	1		1	
ClaimsChart_Eisegrafiek					
5.10	• Column graph ✓ • Data for only 10 delegates is shown ✓ • The title 'Claims' on the y-axis ✓ • The data labels and legend have been removed ✓ • The column representing Y Madikane changed to red ✓ *(Do not allocate the mark if more than 1 column colour was changed)*	1 1 1 1 1		5	
	Total for QUESTION 5			**[30]**	

EXAMINATION NUMBER													

QUESTION 6: Filename: 6Careers_Loopbane **TOTAL Q6: 42**

No	Criteria	Max Mark			Candidate Mark
STUDENT table					
6.1	• Table named STUDENT created ✓ • *Name_Naam* ✓ field added • with a maximum size of 45 ✓ • *Studyfield_Studieveld* lookup wizard ✓ added with correct options ✓ • *Points_Punte* added as an integer field ✓ • Default value for *Points_Punte* field is set to 950 ✓ *(Check Studyfield_Studieveld by clicking on lookup)*	1 1 1 1 1 1 1		7	
Career_Beroep table					
6.2	• ID field removed ✓ • 0000 for input mask for Code_Kode field✓ • Exactly 4 ✓ (Do not accept 9 or #) • Required must be set to Yes for *Phone_Foon* field✓	1 1 1 1		4	
Query **qryCodes_Kodes**					
6.3	• 3 Correct fields Name_Naam, Code_Kode, Phone_Foon included ✓ • Criteria of *Code_Kode*: >=2000 ✓ and ✓ <=3000 ✓ *(6 records expected)*	 1 3		4	
Query **qryCost_Koste**					
6.4	• Cost field added ✓ • Cost:[Distance_Afstand] ✓ *5.5 ✓ * 2 ✓ • Formatted to currency ✓ (Accept [Distance_Afstand]*11) *(24 records expected*)	1 3 1		5	

EXAMINATION NUMBER													

Query **qryWebaddress_Webadres**					
6.5	• Records sorted on *Name_Naam* field ✓ • Criteria for *Webaddress_Webadres* field: Is Null ✓ • *Webaddress_Webadres* field is not displayed ✓ *(5 records expected)*	1 1 1		3	
Form **frmCareer_Beroep**					
6.6	• Heading changed ✓ • Centred ✓ • Yellow line✓ • *Phone_Foon* field added ✓ *(Phone_Foon is added as a field and not an unbound box)* • =Date() ✓ added in footer ✓	1 1 1 1 2		6	
Report **Expo** (previously called **Career_Beroep**)					
6.7	• Grouped according to *Accommodation_Verblyf* field • Sorted according to *Name_Naam* field ✓ • Formula in group footer ✓ • =count(*) ✓ *(Also accept =count[field])*	1 1 1 1 1		5	
6.8	• Name of the report **Career_Beroep** changed to Expo ✓	1		1	
Report **RepMyReport**					
6.9	• Report created using **qryCosts_Koste** ✓ • All fields display ✓ • Heading added ✓ • Page orientation is set to landscape ✓ • Formula in report footer ✓ • =MAX ✓ ([Distance_Afstand]) ✓	1 1 1 1 1 2		7	
	Total for QUESTION 6			**[42]**	

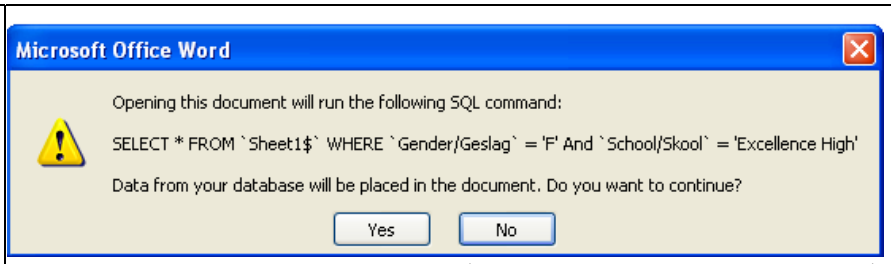
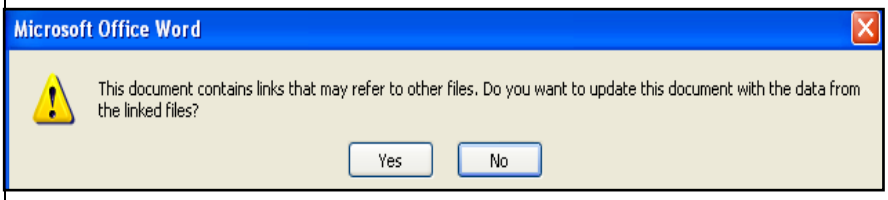
EXAMINATION NUMBER													

QUESTION 7 **TOTAL Q7: 22**

Filename: 4Info_Inlig, 7Data, 7Pic_Prentjie, 7Merge_Saamvoeg

No	Criteria	Max Mark			Candidate Mark
7Merge_ Saamvoeg					
7.1 .	• Pasted as a table ✓ • Automatically updates ✓ *(Do not penalise if the table is incorrectly placed)*	1 1		2	
7.2	• Row height exactly ✓ 0.75 cm/0.3" ✓ • Vertical alignment of table cells is centred ✓ • Merge top row of cells ✓ • Insert row at bottom of table ✓ • Removed cell borders from top row ✓ • Outside border of bottom 3 rows ✓ is a double line ✓ • Inside borders are single lines ✓	2 1 1 1 1 2 1		9	
7.3	• **7Pic_Prentjie** used ✓ • Watermark set ✓ • Scaled to 500% ✓	1 1 1		3	
7.4	• Page border inserted ✓ • 3 pt ✓ • shadow border ✓	1 1 1		3	

EXAMINATION NUMBER													

7.5	 • Name and Surname fields ✓ connected to data source ✓ *(When opening the message below appears, showing that it is connected to the data source and the filters for Gender/Geslag and School/Skool)*  • Correct School ✓ • Correct gender ✓ • Merged to **7Final_Finaal** ✓ *(Expected number of pages is 28)*	2 1 1 1		5	
	Total for QUESTION 7			**[22]**	

TOTAL: 200

Copyright reserved