



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 FEBRUARY/MARCH 2014 MEMORANDUM/MARK SHEET

MARKS: 200

CENTRE NUMBER										
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FINAL MARK		
SPEED ENDORSEMENT		WPM

EXAMINATION NUMBER																			
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	16	46	19	46	47	18	8	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/mark sheet consists of 14 pages.

EXAMINATION NUMBER																			
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QUESTION 2 File name: 2Info_Inlig

Total Q2: 46

No	Criteria	Max Mark			Candidate Mark
2.1.1	Header <ul style="list-style-type: none"> Examination number is highlighted in a yellowish colour ✓ <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <i>Ignore the alignment of the examination number as the left alignment is the default.)</i> 	1		1	
2.1.2	The text 'Rules' right aligned ✓ in the header	1		1	
2.1.3	Horizontal line added below the text of the header ✓ <i>(Note to marker:</i> <ul style="list-style-type: none"> <i>Ignore spelling.</i> <i>Ignore the weight/position of the horizontal line.)</i> 	1		1	
2.2	WordArt/Fontwork <ul style="list-style-type: none"> Any wave shape applied ✓ (MSWord) Favorite 2 style applied (LibreOffice) WordArt/Fontwork is a bluish colour ✓ WordArt/Fontwork reads from bottom to top (90°) ✓ Appears on left of the page without overlapping/hiding any other objects ✓ Stretched from bottom to top of page ✓ 	1		5	
2.3	Images <ul style="list-style-type: none"> Absolute Position set to exactly 8 cm ✓ below the top margin ✓ Excess red background of photo is removed ✓ Photo is resized and fits inside the picture frame ✓ Caption '2013 Winner' added ✓ below the photo frame <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <i>Ignore if a label is included with the caption.</i> <i>Accept any horizontal alignment of the caption below the picture frame.)</i> 	1		5	
2.4	Style: Title <ul style="list-style-type: none"> Title style applied ✓ to Table of Contents at the top of page 2 	1		1	

EXAMINATION NUMBER																			
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2.5	<p>Style: Contest</p> <ul style="list-style-type: none"> Contest style is modified to a), b), c) numbering format ✓ All 8 instances (sub-paragraph headings) updated ✓ <p>(Note to marker:</p> <ul style="list-style-type: none"> Check that the automatic update is checked. Accept if numbering does not start at a). Accept first mark only if the numbering style includes brackets.) 	1 1		2	
2.6	<p>Table of Contents</p> <ul style="list-style-type: none"> Table of contents shows two levels ✓ Updated to include Contest style as level 2 ✓ <p>(Note to marker:</p> <ul style="list-style-type: none"> Accept even if the Contest style has not been modified.) 	1 1		2	
2.7	<p>Page footer</p> <ul style="list-style-type: none"> Page number inserted in Page footer ✓ from third page onwards ✓ (Section break appears on second page) Different odd ✓ and even page numbers ✓ Third page is numbered as 'Page 1' ✓ <p>(Note to marker:</p> <ul style="list-style-type: none"> Award the first mark if only the number 1 appears without the word 'Page'.) 	1 1 2 1		5	
2.8.1	<p>Customised bullets</p> <ul style="list-style-type: none"> Bullets applied ✓ Heart-shaped symbols ✓ Greenish colour ✓ 	1 1 1		3	
2.8.2	<p>Bullet position and Text distance</p> <ul style="list-style-type: none"> Indent at/Text distance 1.5 cm ✓ Bullet position/aligned at 0.5 cm ✓ 	1 1		2	
2.9	<p>Font effect</p> <ul style="list-style-type: none"> Emboss effect is applied ✓ to 'Who may enter?' 	1		1	
2.10	<p>Indent paragraphs</p> <ul style="list-style-type: none"> First line indent ✓ is set (LibreOffice: First line indent) by 2 cm ✓ 	1 1		2	
2.11	<p>Paragraph spacing</p> <ul style="list-style-type: none"> 15 pt after spacing ✓ 'Don't add space between paragraphs of the same style' is unchecked ✓ 	1 1		2	

EXAMINATION NUMBER																			
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2.12	Bookmark: CD <ul style="list-style-type: none"> Bookmark CD created ✓ (on the fourth page) 	1		1	
2.13	Hyperlink: on Fantastic Evening Creation <ul style="list-style-type: none"> Hyperlink inserted on Fantastic Evening Creation ✓ Links to the bookmark Fantastic ✓ 	1		2	
		1			
2.14	First table: Table borders <ul style="list-style-type: none"> No table borders appear ✓ 	1		1	
2.15.1	Second table: First row <ul style="list-style-type: none"> First row merged ✓ 	1		1	
2.15.2	Second table: Text in first row <ul style="list-style-type: none"> The text 'Order of appearance of contestants' has been moved ✓ to top row of the table Text is horizontally centred in the row ✓ <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <i>Do not allocate the 1st mark if text is copied, not moved.)</i> 	1		2	
		1			
2.15.3	Second table: Table border <ul style="list-style-type: none"> 3 pt ✓ dotted ✓ outside border only ✓ <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> <i>Do not allocate the 3rd mark if the inside borders were changed.)</i> 	3		3	
2.16	Line and page breaks <ul style="list-style-type: none"> Widow/orphan control is unchecked ✓ Line and page break > keep with next ✓ is checked Line and page break > keep lines together ✓ is checked 	1		3	
		1			
		1			
	Total for QUESTION 2			[46]	

EXAMINATION NUMBER																			
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QUESTION 4

File name: 4Results_Resultate

Total Q4: 46

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (The cell reference may differ depending on the candidate's response).
- Candidate may use multiple formulae or cells as 'building blocks' to answer the questions.

No	Criteria	Max Mark			Candidate Mark	
4Results_Resultate spreadsheet						
4.1	Delete a worksheet <ul style="list-style-type: none"> • Sheet1 deleted ✓ 	1		1		
4Winners_Wenners worksheet						
4.2	Cell E4: =ROUNDUP((D4/\$D\$2)*100,0) <ul style="list-style-type: none"> • ROUNDUP function used ✓ • Division operator used ✓ correct cells, ✓ i.e. D4/D2 • Absolute cell reference applied to D2 ✓ (\$D\$2 or D\$2) • Multiply by 100 ✓ (*100) • No decimal places ✓ <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> • Ignore if any brackets are left out.) 	1		6		
		2				
		1				
		1				
		1				
4.3.1	Cell I5: =(SUM(E5:H5)+H5)/5 or =(SUM(E5:G5)+2*H5)/5 <ul style="list-style-type: none"> • Add the final marks SUM(E5,F5,G5,H5) ✓ or (E5+F5+G5+H5) or SUM(E5:H5) • H5 added a second time ✓ • Divide by 5 ✓ <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> • Ignore if any brackets are left out.) 	1		3		
		1				

EXAMINATION NUMBER																			
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QUESTION 5 File names: 5Final_Finaal, 5Vote_Stem

Total Q5: 47

No	Criteria	Max Mark		Candidate Mark
Table: 51Tbl				
5.1	<ul style="list-style-type: none"> New table called 51Tbl created ✓ <i>ID</i> field exists ✓ 	1	1	2
Table: 52Planning_Beplanning				
5.2.1	Primary key <ul style="list-style-type: none"> Primary key is set on the <i>Code_Kode</i> field ✓ 	1	1	1
5.2.2	Field: Leader_Leier <ul style="list-style-type: none"> Required property is set to Yes ✓ 	1	1	1
5.2.3	Field: Task-Taak <ul style="list-style-type: none"> Data type changed to Memo ✓ (LibreOffice: Accept OTHER) 	1	1	1
5.2.4	Field: Date_Datum <ul style="list-style-type: none"> New field called <i>Date_Datum</i> inserted ✓ Data type set to Date format ✓ <p>(Note to marker: • Accept any placement of the <i>Date_Datum</i> field in the table.)</p>	1	1	2
5.2.5	Field: Cost_Koste <ul style="list-style-type: none"> The data type is set to Currency ✓ format 	1	1	1
5.2.6	Field: Cost_Koste: Validation Rule <ul style="list-style-type: none"> >0 ✓ and ✓<500 ✓ <p>Or any other valid response, e.g. Between 1 and 499 >=1 and <=499</p>	3	3	3
LibreOffice: Mark allocation shown as <input checked="" type="checkbox"/> <ul style="list-style-type: none"> Filter is applied <input checked="" type="checkbox"/> Condition 1: Age_Oud field is <19 <input checked="" type="checkbox"/> Condition 2: District_Distrik field is 'District 1' <input checked="" type="checkbox"/> 				
Table: 53Contestants_Deelnemers				
5.3	Record deleted <ul style="list-style-type: none"> Record of Bonisile Xhasa does not exist ✓ 	1	1	1
5.4	Insert (Copy and Paste) <ul style="list-style-type: none"> Values from 5Final_Finaal ✓ appear in the <i>Score_Punt</i> field ✓ 	1	1	2
LibreOffice: Mark allocation shown as <input checked="" type="checkbox"/> <p>New table created <input checked="" type="checkbox"/> Only values from Column A (Surnames) and Column G (Final Scores) appear <input checked="" type="checkbox"/></p>				

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Query: MyQry					
5.5	<ul style="list-style-type: none"> Query called MyQry created ✓ <i>District_Distrik</i>, <i>Name_Naam</i>, <i>Surname_Van</i> fields are displayed ✓ <i>District_Distrik</i> field is sorted in ascending order ✓ <i>Surname_Van</i> field is sorted in ascending order ✓ <i>InTime_Betyds</i> field: False ✓ or No <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> Expect 6 records but accept 7 records if the record for Bonisile Xhasa (question 5.3) was not removed.) 	1		5	
		1			
		1			
		1			
		1			
		1			
Query: Qry56					
5.6	<ul style="list-style-type: none"> New field created called <i>Owe_Skuld</i> ✓ (<i>Award the mark irrespective of the field name.</i>) <i>Owe_Skuld</i>: 200 ✓ - ✓ [<i>Amount_Bedrag</i>] ✓ Criterion: > 0 ✓ Only the <i>Name_Naam</i>, <i>Surname_Van</i> and <i>Owe_Skuld</i> fields are displayed ✓ <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> Expect 21 records.) 	1		6	
		3			
		1			
		1			
Form: Frm57					
5.7	<ul style="list-style-type: none"> The <i>IDnumber_IDnommer</i> field does not display ✓ Picture Type property of image control is set to 'stretch' ✓ (LibreOffice: The scale property of the image button control is set to Keep Ratio/Fit to size.) The heading reads 'Contest_Kompetisie' ✓ in the header (LibreOffice: Display print layout to see the header) Allow Deletions set to No ✓ Filter applied ✓ to <i>Amount_Bedrag</i> field ✓ set on R200 ✓ Examination number is entered in a label ✓ in the form footer ✓ <p><i>(Note to marker:</i></p> <ul style="list-style-type: none"> Expect 17 records.) 	1		9	
		1			
		1			
		1			
		3			
		1			
		1			

