



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2018

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER									
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FINAL MARK	
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EXAMINATION NUMBER														
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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																			
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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 ✓ (<i>Title and Author are suppressed</i>)	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' ✓ (<i>5 occurrences</i>)(<i>do not award this mark if 'cultures' also changed</i>) • Font effect: Small caps ✓	1 1		2	

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1.9	<p>Image</p> <ul style="list-style-type: none"> • 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 ✓ <p><i>(Note to marker: If the aspect ratio was not unchecked, the 4th or the 5th mark will not be allocated.)</i></p>	1		5	
		1			
		1			
		1			
		1			
1.10	<p>Caption</p> <ul style="list-style-type: none"> • Automatic caption inserted ✓ • Caption 'Figure 5: Destinies' appears above the image ✓ 	1		2	
		1			
1.11	<p>Table of figures</p> <ul style="list-style-type: none"> • Automatic table of figures inserted ✓ • Simple format ✓ <i>(bold, no leader dots, left-aligned)</i> 	1		2	
		1			
1.12	<p>Watermark</p> <ul style="list-style-type: none"> • Text watermark inserted ✓ • Text 'Top Ten' ✓ <i>(accept only if in header or footer)</i> • Section break inserted/Different first page ✓ • Watermark does not appear on first page ✓ 	1		4	
		1			
		1			
		1			
Total for QUESTION 1				[29]	

EXAMINATION NUMBER																			
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QUESTION 2

File name: 2Top15SA

Total Q2: 20

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Cover page <ul style="list-style-type: none"> Examination number appears in 'Author' control ✓ Image on cover page replaced ✓ 2Art image inserted ✓ Paragraph appears as abstract ✓ Paragraph moved not copied ✓ (<i>does not appear on page 3</i>) 	1		5	
2.2	Page numbering <ul style="list-style-type: none"> 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		3	
2.3	Paragraph pagination <ul style="list-style-type: none"> 'Keep lines together' checked ✓ 'Keep with next' checked ✓ (<i>do not allocate this mark if heading, paragraph and picture does not appear on one page</i>) 	1		2	
2.4	Table <ul style="list-style-type: none"> Shading applied to first row ✓ (<i>accept text or paragraph shading</i>) Whole table sorted ✓ (<i>do not accept if only by 'Province'</i>) By 'Location' ✓ Then by 'Gallery Name' ✓ (<i>check 'Durban' location</i>) 	1		4	
2.5	Table <ul style="list-style-type: none"> Formula =COUNT (Above) ✓ -1 ✓ inserted 	2		2	
2.6	Page orientation <ul style="list-style-type: none"> Text from 'Photo credits ...' displays in landscape orientation ✓ Rest of the document in portrait orientation ✓ 	1		2	
2.7	Cross-reference (Figure 3: Irma Stern) <ul style="list-style-type: none"> Cross reference replaces text '(Insert cross reference here)' ✓ Reference to the figure 'Irma Stern' ✓ 	1		2	
	Total for QUESTION 2			[20]	

EXAMINATION NUMBER													
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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		2	
		1			
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		5	
		2			
		1			
		1			
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		4	
		1			
		1			
		1			

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3.5	<p>Cell H3: =B3&LEFT(A3,2)&RANDBETWEEN(0,9) &RANDBETWEEN(0,9)&RANDBETWEEN(0,9) OR =B3&LEFT(A3,2)&RIGHT(RAND(),3)</p> <p>Accept: =CONCATENATE(B3,LEFT(A3,2), RANDBETWEEN(100,999)) OR =B3&LEFT(A3,2)&RANDBETWEEN(100,999)</p> <ul style="list-style-type: none"> • CONCATENATE or & ✓ • B3 ✓ • LEFT ✓ (A3,2) ✓ • RANDBETWEEN ✓ (100 ✓,999 ✓) 			7	
Chart_Grafiek worksheet					
3.6	<ul style="list-style-type: none"> • 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]	

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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: <ul style="list-style-type: none"> • 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		3	
		1			
		1			
4.2	Column D =LOWER(C3) <ul style="list-style-type: none"> • LOWER(C3) ✓ • Function copied to rest of cells in column ✓ 	1		2	
		1			
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) <ul style="list-style-type: none"> • 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) 			4	
		1			
		1			
		1			
		1			

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4.4	<p>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%))</p> <ul style="list-style-type: none"> • Criteria 1: check for first code ✓ • Criteria 2: check for second code ✓ • Correct output for code 1 = 33% ✓ (<i>accept if percentages are in inverted commas</i>) • 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	<p>Cell K5: =DATE(YEAR(J5),MONTH(J5)+I5,DAY(J5)) OR =EDATE(J5,I5) (<i>allocate all marks for correct function</i>)</p> <ul style="list-style-type: none"> • DATE function ✓ • YEAR(J5) ✓ • MONTH(J5) ✓ + I5 ✓ • DAY(J5) ✓ 	1 1 2 1		5	
4.6	<p>Cells L3:L202 • Format changed to any currency ✓</p>	1		1	
4.7	<p>Cell M6: =L6*H6+L6 OR =L6+L6*H6 OR =(1+H6)*L6</p> <ul style="list-style-type: none"> • L6 ✓ * H6 ✓ + L6 ✓ 	3		3	
4.8	<p>Conditional formatting: Column K =\$K3<TODAY() OR \$K3<NOW()</p> <ul style="list-style-type: none"> • Criteria: \$K3 OR K3 OR Cell value ✓ • <TODAY() OR <NOW() ✓ • Any shading applied ✓ 	1 1 1		3	
	Total for QUESTION 4			[27]	

EXAMINATION NUMBER																				
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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		2	
		1			
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		4	
		1			
		1			
		1			
Form: frm5_2					
5.2	<ul style="list-style-type: none"> Based on the tblArtist table ✓ All fields included ✓ Examination number inserted in the form header ✓ Name field ✓ font colour changed to red ✓ 	1		5	
		1			
		1			
		2			
Query: qry5_3					
5.3	<ul style="list-style-type: none"> Group by: TypeDescription ✓ in Total row SUM ✓ selected for ArtistPrice field ✓ Sorted by: ArtistPrice ✓ in descending order ✓ (accept sort in datasheet view) 	1		5	
		2			
		2			

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Query: qry5_4					
5.4	<ul style="list-style-type: none"> Calculated field: <i>NoDays</i>: ✓ <i>DateIn</i> and/or <i>DateOut</i> fields used ✓ Correct operation (- [<i>DateIn</i>]) ✓ Correct use of square brackets ✓ Criteria in <i>NoDays</i> field: < ✓ 0 ✓ OR Criteria in <i>DateIn</i> field: [<i>DateIn</i>] > [<i>DateOut</i>] OR Criteria in <i>DateIn</i> field >[<i>DateOut</i>] OR Criteria in <i>DateOut</i> field <[<i>DateIn</i>] (Note to marker: If the field order has been swapped, the condition must swap.) Only <i>DateIn</i>, <i>DateOut</i>, (<i>NoDays</i>) fields display ✓ (<i>NoDays</i> will only display if attempted) <p>(Expected records: 14)</p>	1		7	
		1			
		1			
		1			
		2			
		1			
Query: qry5_5					
5.5	<ul style="list-style-type: none"> Criteria in <i>ArtistPrice</i> field: > ✓ 2500 ✓ (>=2500.01) <i>Sold</i> field inserted ✓ Criteria in <i>Sold</i> field: Yes OR True OR <>Off ✓ <p>(Expected records: 25)</p>	2		4	
		1			
		1			
Report: rpt5_6					
5.6	<ul style="list-style-type: none"> Grouping of <i>DateOut</i> field changed to by month ✓ Text box in <i>DateOut</i> header displays in the format: =Format\$([<i>DateOut</i>],"mmm" ✓ ,0,0) (accept "mm" OR "mmmm") Placed in <i>TypeDescription</i> group footer/header ✓ Function =Sum ✓ ([<i>ArtistPrice</i>]) ✓ Date and time fields added ✓ to report footer ✓ (accept =NOW()) 	1		7	
		1			
		1			
		2			
		2			
Total for QUESTION 5				[40]	

EXAMINATION NUMBER																			
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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	<p>Title <title>Most Expensive Artworks!</title></p> <ul style="list-style-type: none"> • Text 'The 5 Most Expensive Artworks!' displays in the browser tab ✓ 	1		1	
6.2	<p>Font face <body bgcolor = "lightyellow">...</body></p> <ul style="list-style-type: none"> • Entire web page font changed ✓ • Font changed to Calibri ✓ 	1		2	
6.3	<p>Heading 1 and alignment <h1 align = "center">Most Expensive Artworks Ever sold</h1> OR <center><h1>Most Expensive Artworks Ever sold</h1></center></p> <ul style="list-style-type: none"> • Heading 1 tags inserted correctly ✓ • Tags/attribute inserted to centre heading ✓ 	1		2	
6.4	<p>Italics <sup><i>Adapted from article written by Marceline Modfin - 4 Jan 2017</i></sup></p> <ul style="list-style-type: none"> • Tags inserted to change paragraph to italics ✓ 	1		1	
6.5	<p>Horizontal rule <hr size = "10" color = "black"/> OR <hr color = "black" size = "10"/></p> <ul style="list-style-type: none"> • Line size set to 10 ✓ 	1		1	

EXAMINATION NUMBER																			
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6.6	Alternative text <ul style="list-style-type: none"> Alternative text attribute added ✓ Text "Painting by Paul Guaguin" added ✓ 	1	1	2					
6.7	Unordered list <h3>Nafea Faa Ipoipo... .. work ever sold. <ul style="list-style-type: none"> List tags inserted for first item ✓ 	1		1					
6.8	Table <table bgcolor = "orange" border = "5" cellpadding = "10"> <tr> <td>1</td> <td>Paul Gauguin</td> <td>Nafea Faa Ipoipo</td> <td>\$300 million USD</td></tr> <ul style="list-style-type: none"> 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	7	
6.9	Hyperlink <td> No. 6 (Violet, Green and Red)</td> <ul style="list-style-type: none"> 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																				
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QUESTION 7

Total Q7: 22

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

No.	Criteria	Maximum Mark		Candidate Mark		
7Global						
7.1.1	WordArt: <ul style="list-style-type: none"> Any colour fill applied to WordArt shape ✓ Pattern fill ✓ 	1	1	2		
7.1.2	Linked object <ul style="list-style-type: none"> File '7Ruga' inserted ✓ (<i>accept if text only</i>) Embedded or as a link ✓ Displayed as icon ✓ 	1	1	1	3	
7.1.3	Style: Intense Quote <ul style="list-style-type: none"> Number format set to 1), 2), 3) format ✓ Applied to all 'Heading 2' paragraph headings ✓ 	1	1		2	
7.1.4	Comment <ul style="list-style-type: none"> Comment inserted ✓ Comment text 'Media Resources' ✓ 	1	1		2	
7Watercolour/7WColour						
7.2.1	Combining table data <ul style="list-style-type: none"> Data from both tables (tblA and tblB) ✓ Added to table tblColours ✓ 	1	1		2	
7.2.2	Export to pdf <ul style="list-style-type: none"> Table tblA exported to pdf format ✓ Saved as 7WColour ✓ 	1	1		2	

EXAMINATION NUMBER																			
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- *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	