



# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## NATIONAL SENIOR CERTIFICATE

**GRADE 12**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**NOVEMBER 2015**

**MEMORANDUM/MARKING GUIDELINE**

**MARKS: 180**

<b>CENTRE NUMBER</b>																			
--------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>FINAL MARK</b>	
-------------------	--

<b>EXAMINATION NUMBER</b>																				
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	31	17	22	31	38	21	20	180
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

**This memorandum/marking guideline consists of 15 pages.**



EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.5.2	<p><b>Minimum % column</b></p> <ul style="list-style-type: none"> <li>• =AVERAGE(above) <b>OR</b> =MEAN(B3:B8) ✓</li> <li>• Average formatted to 1 decimal place ✓</li> </ul> <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <li>• No mark should be awarded for typing in the answer. Answer should be 7.2.</li> <li>• Accept if answer is divided by 100.</li> <li>• Accept if ROUND function used.)</li> </ul>	1 1		2	
1.5.3	<ul style="list-style-type: none"> <li>• Repeat header rows feature used ✓</li> <li>• Both headers of the rows repeated ✓</li> </ul> <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <li>• Do not accept if the headers of the rows have been copied to the second page.</li> <li>• Ensure that the 'Repeat header row' feature has been used.)</li> </ul>	1 1		2	
1.6	<p><b>Footnote</b></p> <ul style="list-style-type: none"> <li>• Footnote added to 'Distiller says' text ✓</li> <li>• Footnote position: below text ✓</li> <li>• All or part of footnote text added 'Director of CDE' ✓</li> </ul> <p><i>(Note to marker: Verify by checking footnote setting.)</i></p>	1 1 1		3	
1.7	<p><b>Image/SmartArt</b></p> <ul style="list-style-type: none"> <li>• Any text entered into the diagram (not textbox) ✓</li> <li>• Correct position ✓</li> </ul>	1 1		2	
1.8	<p><b>Object inserted</b></p> <ul style="list-style-type: none"> <li>• Textbox OR shape OR table inserted to the right of picture ✓</li> <li>• Text 'What's your number?' inserted in textbox ✓</li> <li>• Text rotated to read bottom to top ✓</li> </ul> <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <li>• Accept if text was added to a shape instead of a textbox.</li> <li>• Accept if any text was added in the textbox.)</li> </ul>	1 1 1		3	
1.9	<p><b>Citation</b></p> <ul style="list-style-type: none"> <li>• Electronic reference citation inserted ✓</li> <li>• Citation text: (Health 24, 2014) ✓</li> </ul> <p><i>(Note to marker: Accept Health 24, 2014 in any format.)</i></p>	1 1		2	
1.10	<p><b>Automatic bibliography</b></p> <ul style="list-style-type: none"> <li>• Automatic bibliography inserted ✓</li> </ul> <p><i>(Note to marker: Allocate mark for automatic bibliography even if no sources appear.)</i></p>	1		1	
	<b>Total for QUESTION 1</b>			<b>[31]</b>	

EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**QUESTION 2**

**File names: 2Diagnos**

**Total Q2: 17**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	<p><b>'Pretest' style</b></p> <ul style="list-style-type: none"> <li>Shading changed to reddish ✓</li> <li>Font size changed to 18 pt ✓</li> <li>All occurrences of this style updated ✓</li> </ul> <p><i>(Note to marker: 4 occurrences.)</i></p>	1		3	
		1			
		1			
2.2	<p><b>Synonyms</b></p> <ul style="list-style-type: none"> <li>Word 'sweet' replaced with any one of the available synonyms found: sugary, syrupy, saccharine, sweetened, honeyed, sweet-smelling, fragrant ✓</li> </ul> <p><i>(Note to marker: Accept any synonym (not antonym) given by the word processor.)</i></p>	1		1	
2.3	<p><b>Reviewing</b></p> <ul style="list-style-type: none"> <li>Comment added ✓</li> <li>To 'Preventing Type 2 Diabetes' ✓</li> <li>Text 'Stop' or any other text appears in comment ✓</li> </ul>	1		3	
		1			
		1			
2.4	<p><b>Find and Replace</b></p> <ul style="list-style-type: none"> <li>Only the prefix 'pre' have been replaced (not represent) ✓</li> <li>In capital letters ✓</li> <li>All occurrences replaced (not heading 'Prediabetes') ✓</li> </ul>	1		3	
		1			
		1			
2.5	<p><b>Table of figures/graphics</b></p> <ul style="list-style-type: none"> <li>Automatic table of figures/graphics added ✓ (contains 3 entries: Figure 1, Figure 2 and Figure 3)</li> </ul> <p><i>(Note to marker: Do not accept manually inserted table.)</i></p>	1		1	
2.6	<p><b>Text form field: Name</b></p> <ul style="list-style-type: none"> <li>Text form field: Format set on uppercase ✓</li> </ul> <p><b>Check box</b></p> <ul style="list-style-type: none"> <li>Check box form field inserted in the correct position ✓</li> <li>Default value set to checked ✓</li> </ul> <p><b>Combo box</b></p> <ul style="list-style-type: none"> <li>One of the 3 options removed from combo box ✓</li> </ul>	1		4	
		1			
		1			
		1			
2.7	<p><b>Page border</b></p> <ul style="list-style-type: none"> <li>Page border applied ✓</li> <li>Only to last page (section breaks included) ✓</li> </ul>	1		2	
		1			
	<b>Total for QUESTION 2</b>			<b>[17]</b>	

EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**QUESTION 3**

**File names: 3Online\_Aanlyn**

**Total Q3: 22**

- 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
<b>Types_Tipes worksheet</b>				
3.1.1	<b>Row 1:</b> <ul style="list-style-type: none"> <li>• Row height changed to 35 pt exactly ✓</li> </ul> <i>(Note to marker: Accept 1.22 cm in page layout view.)</i>	1	1	
3.1.2	<b>Cell A1:</b> <ul style="list-style-type: none"> <li>• Border inserted around whole title in <b>cell A1</b> ✓</li> <li>• Border colour added, any colour besides black ✓</li> </ul> <i>(Note to marker: Ignore thickness of border.)</i>	1 1	2	
3.2.1	<b>Cell B4:</b> <b>=SUM(B9:B56)</b> <ul style="list-style-type: none"> <li>• SUM function ✓</li> <li>• Range: (B9:B56) ✓</li> </ul> <i>(Note to marker: Expected answer is 386023.)</i>	1 1	2	
3.2.2	<b>Cell B5:</b> <b>=MODE(B9:B56)</b> <ul style="list-style-type: none"> <li>• MODE function ✓</li> <li>• Range: (B9:B56) ✓</li> </ul> <i>(Notes to marker:</i> <ul style="list-style-type: none"> <li>• Expected answer is 1.</li> <li>• Also accept <i>MODE.SNGL</i> and <i>MODE.MULT</i> function.)</li> </ul>	1 1	2	
3.2.3	<b>Cell B6:</b> <b>=COUNTBLANK(B9:B56)</b> <ul style="list-style-type: none"> <li>• COUNTBLANK function ✓</li> <li>• Range: (B9:B56) ✓</li> </ul> <hr style="border-top: 1px dashed black;"/> <b>OR</b> <b>B6:=COUNTIF(B9:B56,"")</b> <ul style="list-style-type: none"> <li>• COUNTIF function ✓</li> <li>• Range: (B9:B56,"") ✓</li> </ul> <i>(Note to marker: Expected answer is 4.)</i>	1 1	2	



EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**QUESTION 4**

**File name: 4Surv\_Opn**

**Total Q4: 31**

- 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
<b>Data worksheet</b>					
4.1	<p><b>Cell E3:</b>                      =AVERAGE(J8:J207) OR =AVERAGE(J:J)</p> <ul style="list-style-type: none"> <li>• AVERAGE function ✓</li> <li>• Range: (J8:J207) ✓</li> </ul> <p><i>(Note to marker: Expected answer is 4.72.)</i></p>	1 1	2		
4.2	<p><b>Cell E4:</b>                      =COUNTIF(I8:I207,"Type 2*")                      OR =COUNTIF(I:I,"Type 2*")</p> <ul style="list-style-type: none"> <li>• COUNTIF function ✓</li> <li>• Range: (I8: I207) ✓</li> <li>• Criteria: "Type 2 ✓ * ✓" OR "*"2*"</li> </ul> <p><i>(Notes to marker:</i>                      • Expected answer is 144.                      • Candidates may use any method to count the cells that contain a '2'.)</p>	1 1 2	4		
4.3	<p><b>Cell E5:</b>                      =SUMIF(H8:H207,"Male",K8:K207)</p> <p><b>OR</b>                      =SUMIF(H8:H207, "&lt;&gt; Female",K8:K207)</p> <p><b>OR</b>                      =SUMIFS(K8:K207,H8:H207,"Male")</p> <p><b>OR</b>                      =SUMIF(H:H,"Male",K:K)</p> <ul style="list-style-type: none"> <li>• SUMIF function ✓</li> <li>• Criteria range: (H8:H207) ✓</li> <li>• Criteria: "Male" ✓</li> <li>• Sum range: (K8:K207) ✓</li> </ul> <p><i>(Note to marker: Expected answer is 53901793.)</i></p>	1 1 1 1	4		

EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4.4.1	<p><b>Cell C8:</b>  <b>=LEFT(A8,FIND(" ",A8))</b></p> <p><b>OR</b>  <b>=MID(A8,1,FIND(" ",A8))</b></p> <p><b>OR</b>  <b>=LEFT(A8,SEARCH(" ",A8,1))</b></p> <ul style="list-style-type: none"> <li>• To determine the space:             <ul style="list-style-type: none"> <li>○ FIND/SEARCH function ✓</li> <li>○ Used to determine position of space ✓</li> <li>○ In the correct cell ✓</li> </ul> </li> <li>• Extracting the first name:             <ul style="list-style-type: none"> <li>○ Function to extract (LEFT OR MID) ✓</li> <li>○ Correct cell extracted from ✓</li> <li>○ From first character to space OR space -1 ✓</li> </ul> </li> </ul> <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <li>• <i>Accept absolute cell referencing if used.</i></li> <li>• <i>Check for building blocks.</i></li> <li>• <i>Expected answer is 'Yardley'.)</i></li> </ul>	1 1 1 1 1 1 1	6	
4.4.2	<p><b>Cell D9:</b>  <b>=CONCATENATE(C9," ",B9)</b></p> <p><b>OR</b>  <b>=C9&amp;" "&amp;B9</b></p> <ul style="list-style-type: none"> <li>• Concatenation of strings:             <ul style="list-style-type: none"> <li>○ CONCATENATE OR &amp; function ✓</li> <li>○ Space between first name and surname ✓</li> <li>○ Name and Surname (correct 2 cells) any order ✓</li> </ul> </li> </ul> <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <li>• <i>Accept reference to A9 instead of C9.</i></li> <li>• <i>Expected answer is 'Austin Allison'.)</i></li> </ul>	1 1 1	3	
4.5.1	<p><b>Cell F11:</b>  <b>=MONTH(E11)</b></p> <ul style="list-style-type: none"> <li>• MONTH ✓ (E11) ✓ <b>OR =TEXT(E11,"M")</b></li> </ul>	2	2	
4.5.2	<p><b>Cell G12:</b>  <b>=VLOOKUP(F12,Months_Maande!\$A\$2:\$B\$13,2)</b></p> <ul style="list-style-type: none"> <li>• Lookup value: F12 ✓</li> <li>• Lookup range: Months_Maande!A2:B13 <b>OR</b>                  Months_Maande!A1:B13 ✓</li> <li>• Absolute cell reference ✓</li> <li>• Correct column: 2 ✓</li> </ul> <p><i>(Note to marker: Accept if False added as the fourth parameter.)</i></p>	1 1 1 1	4	







<b>EXAMINATION NUMBER</b>																				
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Form: frm5_2</b>																									
5.2	<ul style="list-style-type: none"> <li>Background colour of <i>ParticipantId</i> field light red/pinkish ✓</li> <li>Picture <b>5Diabetes</b> ✓ inserted in form header ✓</li> <li>Format of <i>Income</i> field changed to currency ✓</li> <li>Button created ✓ in the detail section ✓</li> <li>Button moves to next record ✓</li> <li>Date and time inserted in the form footer ✓</li> </ul> <p>(Notes to marker:  <ul style="list-style-type: none"> <li>Accept any currency format.</li> <li>Accept only date or only time in form footer or header.)</li> </ul> </p>	1 2 1 2 1 1		8																					
<b>Query: qry5_3</b>																									
5.3	<ul style="list-style-type: none"> <li>Gender criteria: F ✓</li> <li><i>InsulinDevice</i> criteria: "None" OR "Syringe" or "None" OR NOT Like "Insulin*" ✓</li> </ul> <p>(Note to marker: 28 or 50 records expected.)</p>	1 1		2																					
<b>Query: qry5_4 (Deelnemer_Participant)</b>																									
5.4	<ul style="list-style-type: none"> <li>Displays <i>EducationLevel</i>, <i>Type</i>, <i>SumOfNoTests</i> fields ✓</li> <li>Total (Group by) row displayed ✓</li> <li>SUM selected for <i>NoTests</i> field in the Total row ✓</li> </ul> <p>(Notes to marker:  <ul style="list-style-type: none"> <li>16 records expected.</li> <li>Accept if <i>NoTests</i> displays instead of <i>SumOfNoTests</i>.)</li> </ul> </p> <table border="1" style="font-size: small;"> <tr> <td>Field:</td> <td>EducationLevel</td> <td>Type</td> <td>Sum Of NoTests: NoTests</td> </tr> <tr> <td>Table:</td> <td>Participant_Deelneme</td> <td>Participant_Deelneme</td> <td>Participant_Deelnemer</td> </tr> <tr> <td>Total:</td> <td>Group By</td> <td>Group By</td> <td>Sum</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> </table>	Field:	EducationLevel	Type	Sum Of NoTests: NoTests	Table:	Participant_Deelneme	Participant_Deelneme	Participant_Deelnemer	Total:	Group By	Group By	Sum	Sort:				Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1 1 1		3	
Field:	EducationLevel	Type	Sum Of NoTests: NoTests																						
Table:	Participant_Deelneme	Participant_Deelneme	Participant_Deelnemer																						
Total:	Group By	Group By	Sum																						
Sort:																									
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																						
<b>Query: qry5_5</b>																									
5.5	<ul style="list-style-type: none"> <li>Criteria in <i>Race</i> field: Indian ✓</li> <li><i>DOB</i> field inserted ✓</li> </ul> <p>(Note to marker: 42 records expected.)</p>	1 1		2																					
<b>Query: qry5_6</b>																									
5.6	<ul style="list-style-type: none"> <li>Calculated field: Paid: [NoTests] * [TestFee]  <i>Paid</i> field ✓ : [NoTests] ✓ * ✓ [TestFee] ✓                      Displays <i>Names</i>, <i>NoTests</i> and <i>Paid</i> fields ✓</li> </ul> <p>(Note to marker: Formatting of <i>Paid</i> field is not required.)</p>	4 1		5																					
<b>Report: rpt5_7</b>																									
5.7	<ul style="list-style-type: none"> <li>Report shows only <i>EducationLevel</i>, <i>Type</i>, <i>Names</i>, <i>Race</i> and <i>NoTests</i> fields ✓</li> <li>Report firstly grouped according to <i>EducationLevel</i> ✓</li> <li>Report secondly grouped by <i>Type</i> ✓</li> <li>Function in <i>Type</i> group footer/group header ✓                      =Count ✓ ([Names]) ✓ OR [<i>Race</i>] [<i>NoTests</i>] OR Count(*)</li> </ul> <p>(Note to marker: Allocate the marks for the function even if it appears in the wrong place.)</p>	1 1 1 1 2		6																					
<b>Total for QUESTION 5</b>				<b>[38]</b>																					



EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.4.1	<p><b>Image</b>  <code>&lt;img src="6Ado.jpg" height="100" align="right" alt="Type 1"&gt;</code></p> <ul style="list-style-type: none"> <li>Image tags ✓</li> <li>Correct source file: <code>src = "6Ado.jpg"</code> ✓</li> </ul> <p><i>(Note to marker: Mark this from the HTML code.)</i></p>	1 2	3	
6.4.2	<p><b>Height and Alignment</b></p> <ul style="list-style-type: none"> <li>Picture height set to 100 <code>height="100"</code> ✓</li> <li>Picture alignment set to right <code>align="right"</code> ✓</li> </ul> <p><i>(Note to marker: Mark this from the HTML code.)</i></p>	1 1	2	
6.4.3	<p><b>Alternative text</b></p> <ul style="list-style-type: none"> <li>Text to display if picture does not display <code>alt="Type 1"</code> ✓</li> </ul> <p><i>(Note to marker: Some browsers will display alt text if mouse is hovered over image.)</i></p>	1	1	
6.5	<p><b>Bulleted list</b>  <code>&lt;ol type = "i"&gt;</code>  <code>&lt;li&gt;Junk food&lt;/li&gt;</code>  <code>&lt;li&gt;Oily food&lt;/li&gt;</code>  <code>&lt;/ol&gt;</code></p> <ul style="list-style-type: none"> <li>Ordered list ✓</li> <li>Bullet number type: <code>type = "i"&gt;</code> ✓</li> <li>Applied list to both items ✓</li> </ul> <p><i>(Note to marker: Allocate marks if at least one item appears in the list.)</i></p>	1 1 1	3	
6.6	<p><b>Anchor (Target location)</b>  <code>&lt;a name="Balance"&gt;Balancing Act&lt;/a&gt;</code></p> <ul style="list-style-type: none"> <li>Anchor created ✓</li> <li>To correct position "Balance" ✓</li> <li>Anchor appears on heading 'Balancing Act' ✓</li> </ul>	1 1 1	3	
	<b>Closing tag(s) or triangular brackets omitted</b>	-1		
	<b>Total for QUESTION 6</b>		<b>[21]</b>	



