



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2016

MEMORANDUM/MARKING GUIDELINE

MARKS: 180

CENTRE NUMBER									
---------------	--	--	--	--	--	--	--	--	--

FINAL MARK	
------------	--

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

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	24	26	25	25	42	19	19	180
CANDIDATE'S MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum/marking guideline consists of 14 pages.

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

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

QUESTION 1

File name: 1Effect_Effek

Total Q1: 24

No	Criteria	Max Mark			Candidate Mark
1.1.1	First Page <ul style="list-style-type: none"> (Any) picture added to first page ✓ Correct picture 1Music_Musiek added ✓ Picture wrapping/alignment changed to appear at top right-hand corner of page ✓ 	1 1 1		3	
1.1.2	First Page <ul style="list-style-type: none"> Text box added (anywhere) to the first page ✓ 'Elvis High School' added as text to the text box ✓ 	1 1		2	
1.2	Styles <ul style="list-style-type: none"> New style 'Music' created ✓ Font size formatted to 48 pt ✓ Text centred ✓ 	1 1 1		3	
1.3	Page Border <ul style="list-style-type: none"> Any page border added ✓ First page only ✓ 	1 1		2	
1.4	Watermark <ul style="list-style-type: none"> Watermark text: 'First Draft' added ✓ Watermark text added only to first page ✓ <p><i>(Note to marker: Do not accept if 'Different First Page' has been selected and watermark has not been deleted from second page.)</i></p>	1 1		2	
1.5	Comment <ul style="list-style-type: none"> Comment deleted ✓ 	1		1	
1.6	Text Effect <ul style="list-style-type: none"> Font colour orange ✓ gradient text fill effect ✓ applied to heading 'The Effect Music Has On Me' <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> <i>Allocate first mark if font colour was changed.</i> <i>Mark from dialogue box.)</i> 	2		2	
1.7	Dropped Cap <ul style="list-style-type: none"> Dropped cap effect applied to the 'M' of 'Music' ✓ Over 2 lines ✓ 0.6 cm/16 pt away from text ✓ 	1 1 1		3	
1.8	Line Spacing <ul style="list-style-type: none"> Second paragraph line spacing set to 'Multiple 1.15' ✓ 	1		1	

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

1.9	Endnote <ul style="list-style-type: none"> • Endnote inserted ✓ on text 'Rap and Rock' • Appears in capital Roman number format 'I' ✓ • Text entered in endnote ✓ ('Adapted from an article by S Mariam') 	1 1 1		3	
1.10	Find and Replace <ul style="list-style-type: none"> • 2 occurrences ✓ of manual line break (soft enter) • Replaced with hard enters/paragraph marks ✓ <p><i>(Note to marker: Located at the end of the second and third paragraphs under the heading 'The Effect Music Has On Me'.)</i></p>	1 1		2	
	Total for QUESTION 1			[24]	

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

QUESTION 3

File name: 3Learners_Leorders

Total Q3: 25

- 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' response).
- Candidates may use multiple formulae or cells as 'building blocks' to answers.
- Named ranges can be used instead of cell references.

No	Criteria	Max Mark			Candidate Mark
Member_Lid worksheet					
3.1	Range A1:M1: <ul style="list-style-type: none"> • Merge and centre ✓ applied to text in range A1:M1 	1		1	
3.2	Cell G2: <ul style="list-style-type: none"> • =TODAY() ✓ OR NOW() 	1		1	
3.3	Cell B3: =COUNTA(B5:B103) OR =COUNTIF(B5:B103,"*") <ul style="list-style-type: none"> • COUNTA/COUNTIF function ✓ • Range✓: (B5:B103) (Note to marker: Accept COUNTA function on columns C, D, E, F, G, I or L OR COUNT function on columns D, E, F, G or I.)	1 1		2	
3.4	Cell A5: =UPPER(B5) <ul style="list-style-type: none"> • UPPER function ✓ • Cell (B5) ✓ 	1 1		2	
3.5	Print setting: <ul style="list-style-type: none"> • Print area set ✓ to range B4:D103 • Print gridlines set to show ✓ (Notes to marker: <ul style="list-style-type: none"> • Accept if column A has been included. • Accept if 'Headings – Print' were selected in 'Sheet Options' and range is B5:D103.) 	1 1		2	
3.6	Column G: <ul style="list-style-type: none"> • Format changed to yyyy-mm-dd ✓ (Note to marker: Accept if just cell G5 formatted.)	1		1	
3.7	Cell H5: =CONCATENATE("011",I5) OR ="011"& I5 <ul style="list-style-type: none"> • CONCATENATE function OR & ✓ • "011" ✓ • I5 ✓ 	1 1 1		3	

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

3.8	<p>Cell K5: <code>=IF(J5="", "Yes", "No")</code></p> <p>OR <code>=IF(ISBLANK(J5), "Yes", "No")</code></p> <p>OR <code>=IF(J5<>"", "No", "Yes")</code></p> <p>OR <code>=IF(COUNTA(J5)=0, "Yes", "No")</code></p> <p>OR <code>=IF(LEN(J5)=0, "Yes", "No")</code></p> <ul style="list-style-type: none"> • Testing if J5 is "blank" ✓ • If cellphone is not available: "Yes" ✓ • If cellphone is available: "No" ✓ • Function copied to cells K6:K103 ✓ <p><i>(Note to marker: Accept any suitable variations and if "Y" and "N" used instead of "Yes" or "No".)</i></p>	1	1	1	1	4			
3.9	<p>Cell M5: <code>=MID(L5, FIND("@", L5, 1)+1, LEN(L5))</code></p> <p>OR <code>=RIGHT(L5, LEN(L5)-FIND("@", L5))</code></p> <ul style="list-style-type: none"> • To determine the position of the '@': <ul style="list-style-type: none"> ○ FIND function ✓ ○ '@' character ✓ ○ In the correct cell: L5 ✓ • Extracting the domain: <ul style="list-style-type: none"> ○ Function to extract (MID or RIGHT) ✓ ○ Correct cell used to extract from: L5 ✓ ○ From after the position of the '@' sign ✓ ○ To the end of the text/domain: LEN(L5), etc. ✓ <p><i>(Note to marker: Check for 'building blocks' in other columns.)</i></p>	1	1	1	1	1	1	7	
Dec_Des worksheet									
3.10	<p>Extract and copy:</p> <ul style="list-style-type: none"> • Two members born in the month of December ✓ • Copied to the Dec_Des worksheet ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> • 2 members expected (Killian R and Hassim T). • Accept if not all the information was copied.) 	1	1			2			
	Total for QUESTION 3					[25]			

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

4.5	<p>Cell L2: =COUNTIF(\$D\$2:\$D\$612,K2)</p> <ul style="list-style-type: none"> • Absolute cell reference D\$2:D\$612 ✓ • '1990' replaced with cell reference K2 ✓ <p><i>(Note to marker: Accept (\$D\$2:\$D\$612) as range.)</i></p>	1		2	
		1			
4.6	<p>Cell L21: =SUMIF(E2:E612,"POP",G2:G612)</p> <ul style="list-style-type: none"> • SUMIF function ✓ • Criteria range: (E2:E612) ✓ • Criteria: "POP" OR K21 ✓ • Sum range: (G2:G612) ✓ 	1		4	
		1			
		1			
		1			
Copy_Kopieer worksheet					
4.7	<p>Cell J2:</p> <ul style="list-style-type: none"> • Expected answer: 101 ✓ <p>Method J3:</p> <ul style="list-style-type: none"> • Removed duplicate ✓ owners ✓ <p>-----</p> <p>OR</p> <ul style="list-style-type: none"> • Sorted, deleted duplicate owners ✓ and counted ✓ <p>-----</p> <p>OR</p> <ul style="list-style-type: none"> • Sorted owners ✓ and counted unique owners ✓ <p><i>(Notes to marker:</i></p> <ul style="list-style-type: none"> • <i>Accept any other correct method e.g. =SUMPRODUCT((G2:G636<>"")/COUNTIF(G2:G636, G2:G636)).</i> • <i>Allocate all three marks if the correct answer displays.)</i> 	1		3	
		2			
Graph_Grafiek worksheet					
4.8	<p>Chart:</p> <ul style="list-style-type: none"> • Horizontal axis title ('Years') inserted ✓ • Horizontal axis labels changed to display years 2000 - 2005 ✓ • Legend changed to 'Number of songs' ✓ • Vertical axis label major unit set to fixed 50 ✓ • Data labels set (any position) to show values ✓ 	1		5	
		1			
		1			
		1			
		1			
Total for QUESTION 4				[25]	

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

QUESTION 5

File name: 5Music_Musiek

Total Q5: 42

No	Criteria	Max Mark			Candidate Mark
Table: Learners_Leerdere					
5.1.1	Field: Gender_Geslag <ul style="list-style-type: none"> Default value set to 'M' ✓ 	1		1	
5.1.2	Field: Grade_Graad <ul style="list-style-type: none"> Set as required field ✓ 	1		1	
5.1.3	Field: Class_Klas <ul style="list-style-type: none"> Display control: List box/Combo box ✓ Row source type: Value list ✓ Row source: A, B, C, D OR a, b, c, d ✓ <i>(Notes to marker:</i> <ul style="list-style-type: none"> Allocate third mark if one option added. Also accept if separate table created and used with rows/source type set to Table/Query.) 	1 1 1		3	
5.1.4	Field: DOB_Geboortedatum <ul style="list-style-type: none"> Format Set to Medium Date ✓ Input Mask symbol Placeholder changed to # via wizard: 00\->L<LL\>00;0;# ✓ 	1 1		2	
5.1.5	Field: Cell_Sel <ul style="list-style-type: none"> Validation rule: Len ✓ ([Cell_Sel]) ✓ =10 ✓ Validation text: Refers to 10 characters ✓ 	3 1		4	
Form: frm5_2					
5.2	<ul style="list-style-type: none"> Displays all 12 fields from Learners_Leerdere table ✓ Font colour of the data in the <i>Owner_Eienaar</i> field appears as reddish ✓ Combo box/List box added in details section ✓ Row source based on <i>Owner_Eienaar</i> field ✓ Row source: SELECT [Learners_Leerdere].[Owner_Eienaar] FROM Learners_Leerdere; ✓ Label 'Find what' added ✓ Horizontal line added to form footer ✓ <i>(Notes to marker:</i> <ul style="list-style-type: none"> Mark from Form view. Do not allocate fifth mark if selected record does not display. Accept any line inserted anywhere in form footer.) 	1 1 1 1 1 1 1		7	

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

QUESTION 6

File name: 6Poster_Plakkaat

Total Q6: 19

- This question should be marked from the web browser as far as possible unless otherwise indicated or it cannot be seen in the web browser.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.
- The code of the candidates that use a word processor will contain additional unnecessary tags. Markers will need to work through the code to check for the answers provided below.

No	Criteria	Max Mark			Candidate Mark
6.1	Title <head> <title>'60s Music</title> </head> <ul style="list-style-type: none"> • Title with title tags moved to head section of web page ✓ 	1	1	1	
6.2	Image <ul style="list-style-type: none"> • Tags added for image source ✓ • Image 6Sixty_Sestig.jpg named/used correctly ✓ 	1	1	2	
6.3	Alignment <h1 align="center">Music</h1> <ul style="list-style-type: none"> • 'Music' heading centred ✓ 	1	1	1	
6.4	Horizontal line <hr size="3" width = "70%"/> <ul style="list-style-type: none"> • Size of horizontal line set to 3 ✓ • Width of horizontal line set to 70% ✓ 	1	1	2	
6.5	Heading style <h2>Before 1963</h2> <ul style="list-style-type: none"> • Heading 2 style applied to text ✓ 	1	1	1	
6.6	Bold The Beatles <ul style="list-style-type: none"> • Bold applied to text 'The Beatles' ✓ 	1	1	1	
6.7	Italics <p><i>To mention a few ...</i></p> <ul style="list-style-type: none"> • Text 'To mention a few ...' appears in italics ✓ • In a separate paragraph ✓ 	1	1	2	

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

6.8	<p>Table <code><table bgcolor="orange" align="center" border="3"></code> <code><tr></code> <code> <th>Artist</th></code> <code> <th>Hits</th></code> <code></tr></code></p> <ul style="list-style-type: none"> • Table's background colour changed to orange ✓ • Row added at the top of the table ✓ • Two cell heading tags added ✓ • Cells contain headings 'Artist' and 'Hits' respectively ✓ <p>(Notes to marker: <ul style="list-style-type: none"> • Allocate last mark if only one heading appears. • Do not accept <td> instead of <th>.))</p>	1 1 1 1		4	
6.9	<p>Numbered list <code></code> <code> Surfin' USA</code> <code> Good Vibrations</code> <code></code></p> <ul style="list-style-type: none"> • The text 'Surfin' USA' and 'Good Vibrations' appear in a numbered list ✓ • Two list tags/items ✓ <p>(Note to marker: Allocate mark if only one list item appears. Accept ordered or unordered list.)</p>	1 1		2	
6.10	<p>Link <code>Back to top</code></p> <ul style="list-style-type: none"> • Text inserted 'Back to top' ✓ • Link created on the text 'Back to top' ✓ • Link moves to 'Top' ✓ 	1 1 1		3	
	Closing tag(s) or triangular brackets omitted	-1			
	Total for QUESTION 6			[19]	

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

- Accept any method that will yield the correct answer.
- One mark for the answer and one mark for the method. If there is only an answer and no method, allocate two marks if the answer is correct.

7Answ_Antw					
7.5.1	Which song charted in both the American and British charts on 1 August 1964? • A Hard Day's Night ✓ Method: ✓ • Filter on <i>Date</i> and <i>Year</i> • Filter search 1964-08-01 • Sort on <i>Date, Year, Chart</i>	1		2	
		1			
7.5.2	How many different or unique titles by Elvis Presley reached the charts? • 9 ✓ Method: ✓ • Filter on <i>Artist</i> , count only unique values • Remove duplicate songs, count on <i>Artist</i> • COUNTIF and count unique values	1		2	
		1			
7.5.3	Which chart featured the most titles? • American ✓ (178) Method: ✓ • COUNTIF British and American charts and compare • Filter both and compare total on scroll bar • Sort and count	1		2	
		1			
7.5.4	Which year featured the most titles on the charts? • 1964 ✓ (100) Method: ✓ • Filter each and see count on scroll bar • Filter, copy and count • COUNTIF • Sort, select years and see count on scroll bar • Use SUBTOTAL function	1		2	
		1			
	Total for QUESTION 7			[19]	
	TOTAL				180