## basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

## SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1
2016
MEMORANDUM/MARKING GUIDELINE

MARKS: 180

| CENTRE |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |
| NUMBER |$\quad$| FINAL MARK |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |


| EXAMINATION <br> NUMBER |  |  |  |  |  |  |  |  |  |  |  |  |  |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |


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

This memorandum/marking guideline consists of 14 pages.

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 <br> - (Any) picture added to first page $\checkmark$ <br> - Correct picture 1Music_Musiek added $\checkmark$ <br> - Picture wrapping/alignment changed to appear at top right-hand corner of page $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \\ & 1 \end{aligned}$ | 3 |  |
| 1.1.2 | First Page <br> - Text box added (anywhere) to the first page $\checkmark$ <br> - 'Elvis High School' added as text to the text box $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 1.2 | Styles <br> - New style 'Music' created $\checkmark$ <br> - Font size formatted to $48 \mathrm{pt} \checkmark$ <br> - Text centred $\checkmark$ | 1 1 1 | 3 |  |
| 1.3 | Page Border <br> - Any page border added $\checkmark$ <br> - First page only | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 1.4 | Watermark <br> - Watermark text: 'First Draft' added $\checkmark$ <br> - Watermark text added only to first page $\checkmark$ <br> (Note to marker: Do not accept if 'Different First Page' has been selected and watermark has not been deleted from second page.) | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 1.5 | Comment <br> - Comment deleted $\checkmark$ | 1 | 1 |  |
| 1.6 | Text Effect <br> - Font colour orange $\checkmark$ gradient text fill effect $\checkmark$ applied to heading 'The Effect Music Has On Me' <br> (Notes to marker: <br> - Allocate first mark if font colour was changed. <br> - Mark from dialogue box.) | 2 | 2 |  |
| 1.7 | Dropped Cap <br> - Dropped cap effect applied to the 'M' of 'Music' $\checkmark$ <br> - Over 2 lines $\checkmark$ <br> - $0.6 \mathrm{~cm} / 16$ pt away from text $\checkmark$ | 1 1 1 | 3 |  |
| 1.8 | Line Spacing <br> - Second paragraph line spacing set to 'Multiple 1.15' $\checkmark$ | 1 | 1 |  |

SCE - Memorandum/Marking Guideline

| 1.9 <br>  <br>  <br> 1.10 | Endnote <br> - Endnote inserted $\checkmark$ on text 'Rap and Rock' <br> - Appears in capital Roman number format 'I' $\checkmark$ <br> - Text entered in endnote $\checkmark$ ('Adapted from an article by S Mariam') | $\begin{aligned} & 1 \\ & 1 \\ & 1 \end{aligned}$ |  | 3 |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 1.10 | Find and Replace <br> - 2 occurrences $\checkmark$ of manual line break (soft enter) <br> - Replaced with hard enters/paragraph marks <br> (Note to marker: Located at the end of the second and third paragraphs under the heading 'The Effect Music Has On Me'.) | 1 1 |  | 2 |  |
|  | Total for QUESTION 1 |  |  | 24] |  |

File name: 2Facts_Feite
QUESTION 2

| QUE | STION 2 File name: 2Facts_Feite | Total Q2: 26 |  |  |
| :---: | :---: | :---: | :---: | :---: |
| No | Criteria | Max Mark |  | Candidate Mark |
| 2.1 | Page numbering <br> - Page numbering (any style) inserted in the footer $\checkmark$ <br> - Automatic page numbering inserted (as a field) <br> - Page numbers are centred $\checkmark$ <br> - First page is not numbered $\checkmark$ <br> - Numbering starts as page 1 on the second page (after the table of contents page) $\checkmark$ <br> (Note to marker: Ignore if the numbering on the landscape pages from Question 2.6 onwards differs.) | $\begin{aligned} & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ | 5 |  |
| 2.2 | Table of Contents <br> - Automatic table of contents inserted $\checkmark$ <br> - Fancy style used (Small caps) $\checkmark$ <br> - Two levels of headings appear $\checkmark$ <br> - Solid line leader tab appears for page numbers $\checkmark$ <br> (Note to marker: Ignore if ToC appears twice.) | $\begin{aligned} & 1 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ | 4 |  |
| 2.3 | Styles and Table of Contents <br> - 'Heading 1' style applied to the heading $\checkmark$ <br> - Table of contents reflects new entry (any style) $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 2.4 | Citations <br> - New interview source added <br> - 'Steve Johnson' inserted $\checkmark$ as interviewee <br> - Text 'Placeholder1' replaced with automatic citation $\checkmark$ | 1 1 1 | 3 |  |
| 2.5 | Columns <br> - Text appears in 3 columns $\checkmark$ <br> - Spacing between columns is set at $1.1 \mathrm{~cm} \checkmark$ <br> - Column break $\checkmark$ applied to each sub-heading <br> - Text justified $\checkmark$ <br> (Note to marker: Award third mark for any column break.) | 1 1 1 1 | 4 |  |
| 2.6 | Page Orientation <br> - Page containing text in landscape orientation $\checkmark$ <br> - All other pages remain portrait orientation $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 2.7 | Numbered and Bulleted List <br> - Level 1 numbering set to 1.2.3. $\checkmark$ <br> - Level 1 numbering aligned to $1 \mathrm{~cm} \checkmark$ <br> - Level 1 text relatively aligned/indented to $2 \mathrm{~cm} \checkmark$ <br> - Level 2 set to - $\checkmark$ <br> - Level 2 bullet relatively aligned/indented to $2 \mathrm{~cm} \checkmark$ (Note to marker: Ignore if 1., 1 or 1) and type of • bullet.) | 1 1 1 1 1 | 5 |  |
| 2.8 | Table <br> - Function inserted =AVERAGE(Above) $\checkmark$ | 1 | 1 |  |
|  | Total for QUESTION 2 |  | [26] |  |

## QUESTION 3

File name: 3Learners_Leerders
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: <br> - Merge and centre $\checkmark$ applied to text in range A1:M1 | 1 | 1 |  |
| 3.2 | ```Cell G2: - =TODAY() \checkmark OR NOW()``` | 1 | 1 |  |
| 3.3 | Cell B3: <br> =COUNTA(B5:B103) <br> OR =COUNTIF(B5:B103,"*") <br> - COUNTA/COUNTIF function $\checkmark$ <br> - Range $\checkmark$ : ( $\mathrm{B} 5: \mathrm{B} 103$ ) <br> (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.) | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 3.4 | Cell A5: =UPPER(B5) <br> - UPPER function $\checkmark$ <br> - Cell (B5) $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 3.5 | Print setting: <br> - Print area set $\checkmark$ to range B4:D103 <br> - Print gridlines set to show $\checkmark$ <br> (Notes to marker: <br> - Accept if column A has been included. <br> - Accept if 'Headings - Print' were selected in 'Sheet Options' and range is B5:D103.) | 1 | 2 |  |
| 3.6 | Column G: <br> - Format changed to yyyy-mm-dd $\checkmark$ <br> (Note to marker: Accept if just cell G5 formatted.) | 1 | 1 |  |
| 3.7 | Cell H5: <br> =CONCATENATE("011",I5) OR ="011"\& I5 <br> - CONCATENATE function OR \& $\checkmark$ <br> - "011" $\checkmark$ <br> - I5 $\checkmark$ | 1 1 1 | 3 |  |

SCE - Memorandum/Marking Guideline

| 3.8 | Cell K5: =IF(J5="","Yes","No") OR =IF(ISBLANK(J5),"Yes","No") OR =IF(J5<>"","No","Yes") <br> OR =IF(COUNTA(J5)=0,"Yes","No") OR =IF(LEN(J5)=0,"Yes","No") <br> - Testing if J5 is "blank" $\checkmark$ <br> - If cellphone is not available: "Yes" $\checkmark$ <br> - If cellphone is available: "No" $\checkmark$ <br> - Function copied to cells K6:K103 <br> (Note to marker: Accept any suitable variations and if " $Y$ " and " N " used instead of "Yes" or "No".) | $\begin{aligned} & 1 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ |  | 4 |  |
| :---: | :---: | :---: | :---: | :---: | :---: |
| 3.9 | Cell M5: <br> =MID(L5,FIND("@",L5,1)+1,LEN(L5)) <br> OR =RIGHT(L5,LEN(L5)-FIND("@",L5)) <br> - To determine the position of the '@': <br> - FIND function $\checkmark$ <br> - '@' character $\checkmark$ <br> - In the correct cell: L5 $\checkmark$ <br> - Extracting the domain: <br> - Function to extract (MID or RIGHT) $\checkmark$ <br> - Correct cell used to extract from: L5 $\checkmark$ <br> - From after the position of the '@' sign $\checkmark$ <br> - To the end of the text/domain: LEN(L5), etc. $\checkmark$ <br> (Note to marker: Check for 'building blocks' in other columns.) | $\begin{aligned} & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ |  | 7 |  |
| Dec_Des worksheet |  |  |  |  |  |
| 3.10 | Extract and copy: <br> - Two members born in the month of December $\checkmark$ <br> - Copied to the Dec_Des worksheet $\checkmark$ <br> (Notes to marker: <br> - 2 members expected (Killian $R$ and Hassim T). <br> - Accept if not all the information was copied.) | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ |  | 2 |  |
|  | Total for QUESTION 3 |  |  | [25] |  |

## QUESTION 4

File name: 4Club_Klub

- 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 |
| :---: | :---: | :---: | :---: | :---: |
| Music_Musiek worksheet |  |  |  |  |
| 4.1 | Column B: <br> - All data is visible in column $B \checkmark$ | 1 | 1 |  |
| 4.2 | Column G: <br> - Data in column $G$ formatted to 2 decimal places $\checkmark$ (Note to marker: Accept if only part of the column has been changed or if formatted as a currency format.) | 1 | 1 |  |
| 4.3 | Cell F2: <br> $=$ VLOOKUP(A2,Code!\$C\$2:\$D\$4,2) <br> - Lookup value: A2 $\checkmark$ <br> - Table array: Code_Kode!C2:D4 $\checkmark$ <br> - Reference column: $2 \checkmark$ or use of LOOKUP function <br> - Absolute cell reference: Code_Kode!C\$2:D\$4 <br> - Copied to remaining cells $\checkmark$ <br> (Notes to marker: <br> - Ignore 'True' or 'False'. <br> - Also accept absolute cell reference $\$ C \$ 2: \$ D \$ 4$.) | 1 1 1 1 1 | 5 |  |
| 4.4 | Cell H2: $=\mathrm{IF}(\mathrm{~A} 2=1, \mathrm{G} 2 * 1.2, \mathrm{IF}(\mathrm{~A} 2=2, \mathrm{G} 2 * 1.25, \mathrm{G} 2 * 1.15))$ <br> OR =IF(A2=1,G2+G2*20/100,IF(A2=2,G2+G2*25/100,G2+ G2*15/100)) <br> OR $=I F(A 2=1, G 2 * 120 / 100, I F(A 2=2, G 2 * 125 / 100 \text {, }$ G2*115/100)) <br> OR =IF(F2="CD",G2*120/100,IF(F2="DVD",G2*125/100, G2*115/100)) <br> - Nested IF/Function-construct is correctly used <br> - Condition CD OR Code 1 and value G2*1.2 $\checkmark$ <br> - Condition DVD OR Code 2 and value G2*1.25 $\checkmark$ <br> - Condition MP3 OR Code 3 and value G2*1.15 $\checkmark$ <br> (Note to marker: Accept if column F was used with 'MP3', etc. If the percentage was calculated without the increase, penalise conditions by one mark.) | 1 1 1 1 | 4 |  |

SCE - Memorandum/Marking Guideline

## EXAMINATION

NUMBER

| 4.5 | Cell L2: <br> =COUNTIF(\$D\$2:\$D\$612,K2) <br> - Absolute cell reference $D \$ 2: D \$ 612 \checkmark$ <br> - '1990' replaced with cell reference K2 $\checkmark$ <br> (Note to marker: Accept (\$D\$2:\$D\$612) as range.) | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| :---: | :---: | :---: | :---: | :---: |
| 4.6 | Cell L21: <br> =SUMIF(E2:E612,"POP",G2:G612) <br> - SUMIF function $\checkmark$ <br> - Criteria range: (E2:E612) $\checkmark$ <br> - Criteria: "POP" OR K21 $\checkmark$ <br> - Sum range: (G2:G612) $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ | 4 |  |
| Copy_Kopieer worksheet |  |  |  |  |
| 4.7 | Cell J2: <br> - Expected answer: $101 \checkmark$ <br> Method J3: <br> - Removed duplicate $\checkmark$ owners $\checkmark$ $\qquad$ <br> OR <br> - Sorted, deleted duplicate owners $\checkmark$ and counted $\checkmark$ $\qquad$ <br> OR <br> - Sorted owners $\checkmark$ and counted unique owners $\checkmark$ <br> (Notes to marker: <br> - Accept any other correct method e.g. =SUMPRODUCT((G2:G636<>"")/COUNTIF(G2:G636, G2:G636)). <br> - Allocate all three marks if the correct answer displays.) | 1 2 | 3 |  |
| Graph_Grafiek worksheet |  |  |  |  |
| 4.8 | Chart: <br> - Horizontal axis title ('Years') inserted $\checkmark$ <br> - Horizontal axis labels changed to display years 20002005 , <br> - Legend changed to 'Number of songs' $\checkmark$ <br> - Vertical axis label major unit set to fixed $50 \checkmark$ <br> - Data labels set (any position) to show values $\checkmark$ | 1 1 1 1 1 | 5 |  |
|  | Total for QUESTION 4 |  | [25] |  |


| No | Criteria | Max Mark |  | Candidate Mark |
| :---: | :---: | :---: | :---: | :---: |
| Table: Learners_Leerders |  |  |  |  |
| 5.1.1 | Field: Gender_Geslag <br> - Default value set to 'M' $\checkmark$ | 1 | 1 |  |
| 5.1.2 | Field: Grade_Graad <br> - Set as required field | 1 | 1 |  |
| 5.1.3 | Field: Class_Klas <br> - Display control: List box/Combo box $\checkmark$ <br> - Row source type: Value list $\checkmark$ <br> - Row source: A, B, C, D OR a, b, c, d $\checkmark$ <br> (Notes to marker: <br> - Allocate third mark if one option added. <br> - 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 <br> - Format <br> Set to Medium Date $\checkmark$ <br> - Input Mask symbol Placeholder changed to \# via wizard: 001->L<LLI-00;0;\# | 1 | 2 |  |
| 5.1.5 | Field: Cell_Sel <br> - Validation rule: Len $\checkmark$ ([Cell_SeЛ]) $\checkmark=10 \checkmark$ <br> - Validation text: Refers to 10 characters $\checkmark$ | $\begin{aligned} & 3 \\ & 1 \end{aligned}$ | 4 |  |
| Form: frm5_2 |  |  |  |  |
| 5.2 | - Displays all 12 fields from Learners_Leerders table $\checkmark$ <br> - Font colour of the data in the Owner_Eienaar field appears as reddish $\checkmark$ <br> - Combo box/List box added in details section $\checkmark$ <br> - Row source based on Owner_Eienaar field $\checkmark$ <br> - Row source: SELECT <br> [Learners_Leerders].[Owner_Eienaar] FROM Learners_Leerders; $\checkmark$ <br> - Label 'Find what' added $\checkmark$ <br> - Horizontal line added to form footer $\checkmark$ <br> (Notes to marker: <br> - Mark from Form view. <br> - Do not allocate fifth mark if selected record does not display. <br> - Accept any line inserted anywhere in form footer.) | $\begin{aligned} & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \\ & 1 \end{aligned}$ | 7 |  |

SCE - Memorandum/Marking Guideline


Query: qry5_3

5.4 - Cost_Koste field added $\checkmark$ and format set to any currency $\checkmark$

- Calculated field added: Inc: $\checkmark$ [Cost_Koste] $\checkmark$ * $2 \checkmark$ award two marks if *2 is omitted OR Inc: [Cost_Koste]+[Cost_Koste]



SCE - Memorandum/Marking Guideline

## 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 <br> <head> <br> <title>'60s Music</title> <br> </head> <br> - Title with title tags moved to head section of web page $\checkmark$ | 1 | 1 |  |
| 6.2 | $\begin{array}{\|l\|l} \text { Image } \\ \text { <img src ="6Sixty_Sestig.jpg"....> } \end{array}$ <br> - Tags added for image source <br> - Image 6Sixty_Sestig.jpg named/used correctly $\checkmark$ | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 6.3 | Alignment <br> <h1 align="center">Music</h1> <br> - 'Music' heading centred $\checkmark$ | 1 | 1 |  |
| 6.4 | Horizontal line <hr size="3" width = "70\%"/> <br> - Size of horizontal line set to $3 \checkmark$ <br> - Width of horizontal line set to $70 \% \checkmark$ | $\begin{aligned} & 1 \\ & 1 \end{aligned}$ | 2 |  |
| 6.5 | Heading style <h2>Before 1963</h2> <br> - Heading 2 style applied to text | 1 | 1 |  |
| 6.6 | Bold <br> <b>The Beatles</b> <br> - Bold applied to text 'The Beatles' $\checkmark$ | 1 | 1 |  |
| 6.7 | Italics <br> <p><i>To mention a few ...</i></p> <br> - Text 'To mention a few ...' appears in italics $\checkmark$ <br> - In a separate paragraph $\checkmark$ | 1 1 | 2 |  |

SCE - Memorandum/Marking Guideline


SCE - Memorandum/Marking Guideline

QUESTION 7
Total Q7: 19
File names: 7Form_Vorm, 7Compet_Kompet, 7Sixties_Sestigs, 7Data and 7Answ_Antw.


SCE - Memorandum/Marking Guideline

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

