

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1 2016

MEMORANDUM/MARKING GUIDELINE

MARKS: 180 CENTRE FINAL MARK **NUMBER EXAMINATION** NUMBER QUESTION **TOTAL** 1 2 3 5 6 7 4 **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.

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

QUESTION 1 File name: 1Effect_Effek Total Q1: 24

QULU	TION I FILE HAITIE. TETTECT_ETTEK				10tal Q1. 24
No	Criteria	N	lax Ma	ark	Candidate Mark
1.1.1	 First Page (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 Text box added (anywhere) to the first page ✓ 'Elvis High School' added as text to the text box ✓ 	1		2	
1.2	Styles • New style 'Music' created ✓ • Font size formatted to 48 pt ✓ • Text centred ✓	1 1 1		3	
1.3	 Page Border Any page border added ✓ First page only ✓ 	1		2	
1.4	 Watermark Watermark text: 'First Draft' added ✓ Watermark text added only to first page ✓ (Note to marker: Do not accept if 'Different First Page' has 	1		2	
	been selected and watermark has not been deleted from second page.)				
1.5	Comment • Comment deleted ✓	1		1	
1.6	 Text Effect Font colour orange ✓ gradient text fill effect ✓ applied to heading 'The Effect Music Has On Me' 	2		2	
	 (Notes to marker: Allocate first mark if font colour was changed. Mark from dialogue box.) 				
1.7	 Dropped Cap 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 • Second paragraph line spacing set to 'Multiple 1.15' ✓	1		1	

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1.9	 Endnote 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 2 occurrences ✓ of manual line break (soft enter) Replaced with hard enters/paragraph marks ✓ (Note to marker: Located at the end of the second and third paragraphs under the heading 'The Effect Music Has 	1	2	
	On Me'.) Total for QUESTION 1		[24]	

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QUESTION 2 File name: 2Facts Feite Total Q2: 26

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

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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	N	lax Ma	ark	Candidate Mark
Memb	per_Lid worksheet				
3.1	Range A1:M1: • Merge and centre ✓ applied to text in range A1:M1	1		1	
3.2	Cell G2: ■ =TODAY() ✓ OR NOW()	1		1	
3.3	Cell B3: =COUNTA(B5:B103) OR =COUNTIF(B5:B103,"*")			2	
	 COUNTA/COUNTIF function ✓ Range ✓: (B5:B103) 	1 1			
	(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.)				
3.4	Cell A5: =UPPER(B5) • UPPER function ✓ • Cell (B5) ✓	1		2	
3.5	Print setting: • Print area set ✓ to range B4:D103 • Print gridlines set to show ✓	1		2	
	 (Notes to marker: Accept if column A has been included. Accept if 'Headings – Print' were selected in 'Sheet Options' and range is B5:D103.) 				
3.6	Column G: • Format changed to yyyy-mm-dd ✓	1		1	
	(Note to marker: Accept if just cell G5 formatted.)				
3.7	Cell H5: =CONCATENATE("011",I5) OR ="011"& I5			3	
	 CONCATENATE (011 ,13) OR = 011 & 13 CONCATENATE function OR & ✓ "011" ✓ I5 ✓ 	1 1 1			

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

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QUESTION 4

File name: 4Club_Klub

Total Q4: 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	N	lax M	ark	Candidate Mark
Music	_Musiek worksheet				
4.1	Column B: • All data is visible in column B ✓	1		1	
4.2	 Column G: Data in column G formatted to 2 decimal places ✓ (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: =VLOOKUP(A2,Code!\$C\$2:\$D\$4,2) • Lookup value: A2 ✓ • Table array: Code_Kode!C2:D4 ✓ • Reference column: 2 ✓ or use of LOOKUP function • Absolute cell reference: Code_Kode!C\$2:D\$4 ✓ • Copied to remaining cells ✓	1 1 1 1		5	
	 (Notes to marker: Ignore 'True' or 'False'. Also accept absolute cell reference \$C\$2:\$D\$4.) 				
4.4	Cell H2: =IF(A2=1,G2*1.2,IF(A2=2,G2*1.25,G2*1.15)) OR =IF(A2=1,G2+G2*20/100,IF(A2=2,G2+G2*25/100,G2+G2*15/100)) OR			4	
	=IF(A2=1,G2*120/100,IF(A2=2,G2*125/100,G2*115/100)) OR =IF(F2="CD",G2*120/100,IF(F2="DVD",G2*125/100,G2*115/100)) • Nested IF/Function-construct is correctly used ✓ • Condition CD OR Code 1 and value G2*1.2 ✓ • Condition DVD OR Code 2 and value G2*1.25 ✓ • Condition MP3 OR Code 3 and value G2*1.15 ✓	1 1 1 1			
	(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.)				

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4.5	Cell L2:		2	
	=COUNTIF(\$D\$2:\$D\$612,K2)			
	Absolute cell reference D\$2:D\$612 ✓	1		
	 '1990' replaced with cell reference K2 ✓ 	1		
	(Note to marker: Accept (\$D\$2:\$D\$612) as range.)			
4.6	Cell L21:		4	
	=SUMIF(E2:E612,"POP",G2:G612)			
	SUMIF function ✓	1		
	Criteria range: (E2:E612) ✓	1		
	Criteria: "POP" OR K21 ✓	1		
	Sum range: (G2:G612) ✓	1		
Сору_	Kopieer worksheet			
4.7	Cell J2:		3	
	Expected answer: 101 ✓	1		
	·			
	Method J3:	2		
	Removed duplicate ✓ owners ✓	2		
	OR			
	 Sorted, deleted duplicate owners ✓ and counted ✓ 			
	OR			
	 Sorted owners ✓ and counted unique owners ✓ 			
	(Notes to marker:			
	Accept any other correct method e.g.			
	=SUMPRODUCT((G2:G636<>"")/COUNTIF(G2:G636,			
	G2:G636)).			
	Allocate all three marks if the correct answer			
	displays.)			
Graph	_Grafiek worksheet			
4.8	Chart:		5	
	 Horizontal axis title ('Years') inserted ✓ 	1		
	Horizontal axis labels changed to display years 2000 -			
	2005 ✓	1		
	 Legend changed to 'Number of songs' ✓ 	1		
	 Vertical axis label major unit set to fixed 50 ✓ 	1		
	 Data labels set (any position) to show values ✓ 	1		
	Total for QUESTION 4		[25]	

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QUESTION 5 File name: 5Music_Musiek Total Q5: 42

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

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Query	: qry5_3			
5.3	 Fields displayed: Title_Titel, Artist_Kunstenaar, Year_Jaar and Genre ✓ Year_Jaar criteria: 1996 ✓ Genre criteria: 'DANCE' ✓ Title_Titel field sorted ascending ✓ (Note to marker: 1 record expected.) 	1 1 1	4	
Query	: qry5_4	1		
5.4	 Cost_Koste field added ✓ and format set to any currency ✓ Calculated field added: Inc: ✓ [Cost_Koste] ✓ * 2 ✓ award two marks if *2 is omitted OR Inc: [Cost_Koste]+[Cost_Koste] 	1 1 2 1	5	
Query	: qry5_5			
5.5	 Total row displayed ✓ Grouped by Genre ✓ Cost_Koste field: Total property set to Sum ✓ Field: Genre Cost_Koste Music_Musick Music_Musick Group By Sum Sort: Show: ✓ (Note to marker: 3 records for three genres expected.) 	1 1 1	ω	
Query	: qry5_6			
5.6	 Address_Adres field criteria: Like "13 *Crescent" 13 ✓ Compulsory space after 13 ✓ *Crescent/*Cre* ✓ (Note to marker: 3 records expected. Accept any alternative method.) 	1 1 1	3	
Ranor	t: rpt5_7			
5.7	 Report display fields: Artist_Kunstenaar, Title_Titel, Year_Jaar, Cost_Koste and Genre ✓ Report grouped according to Year_Jaar field ✓ Sorted on Artist_Kunstenaar field ✓ Report heading changed to 'Year released' ✓ Function in Year_Jaar footer/header ✓: =SUM([Cost_Koste]) ✓ and suitable label added ✓ Function in report footer/header ✓: =MAX([Cost_Koste]) ✓ (Note to marker: Do not penalise if label in the report footer is not given or not suitable.) 	1 1 1 1 2 1	9	
	Total for QUESTION 5		[42]	

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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	M	lax Ma	ark	Candidate Mark
6.1	Title <head> <title>'60s Music</title> </head> Title with title tags moved to head section of			1	
	web page ✓	1			
6.2	<pre>Image </pre>			2	
	 Tags added for image source ✓ Image 6Sixty_Sestig.jpg named/used correctly ✓ 	1			
6.3	Alignment <h1 align="center">Music</h1>			1	
	'Music' heading centred ✓	1			
6.4	Horizontal line <hr size="3" width="70%"/>			2	
	 Size of horizontal line set to 3 ✓ Width of horizontal line set to 70% ✓ 	1			
6.5	Heading style <h2>Before 1963</h2>			1	
	 Heading 2 style applied to text ✓ 	1			
6.6	Bold The Beatles			1	
	Bold applied to text 'The Beatles' ✓	1			
6.7	Italics <i>To mention a few</i>			2	
	 Text 'To mention a few' appears in italics ✓ In a separate paragraph ✓ 	1 1			

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6.8	Table Artist Hits		4	
	Table's background colour changed to orange ✓	1		
	 Row added at the top of the table ✓ Two cell heading tags added ✓ Cells contain headings 'Artist' and 'Hits' respectively ✓ 	1 1 1		
	 (Notes to marker: Allocate last mark if only one heading appears. Do not accept instead of .) 			
6.9	Numbered list		2	
	 Surfin' USA Good Vibrations 			
	 The text 'Surfin' USA' and 'Good Vibrations' appear in a numbered list ✓ Two list tags/items ✓ 	1		
	(Note to marker: Allocate mark if only one list item appears. Accept ordered or unordered list.)			
6.10	Link Back to top		3	
	Text inserted 'Back to top' ✓	1		
	 Link created on the text 'Back to top' ✓ Link moves to 'Top' ✓ 	1		
	Closing tag(s) or triangular brackets omitted	-1		
	Total for QUESTION 6		[19]	

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

No	Criteria	N	lax M	Candidate Mark						
7Form_Vorm										
7.1	Document properties • Comment property reads 'CAT Exam' ✓	1		1						
7.2.1	Name: Form field control ■ Text form field inserted next to text 'Name' ✓	1		1						
7.2.2	Surname: Text form field ■ Text form field property set to display in uppercase ✓	1		1						
7.2.3	 Drop down list Drop down form field inserted ✓ Options: Beatles, Elvis Presley, The Beach Boys ✓ (Note to marker: Accept at least two options to allocate the second mark.) 	1 1		2						
7Com	pet_Kompet, 7Data									
7.3	 Mail Merge 7Data used as the data source for the mail merge ✓ Name_Naam and DOB_Geboortedatum fields inserted in correct positions ✓ Merge completed ✓ (7Data) (Note to marker: 99 letters expected.)	1 1 1		3						
7Sixti	es_Sestigs									
7.4	 Tables New table ✓ created called 7Comb Records from both tables combined (33 records) ✓ Records sorted in descending order according to Name_Naam field ✓ 	1 1 1		3						
	(Note to marker: Do not penalise if data in Code_Kode field has changed.)									

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- 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 ✓ 	1		2					
 Method: ✓ Filter on <i>Date</i> and <i>Year</i> Filter search 1964-08-01 Sort on <i>Date</i>, <i>Year</i>, <i>Chart</i> 	1							
7.5.2 How many different or unique titles by Elvis Presley reached the charts?● 9 ✓	1		2					
 Method: ✓ Filter on Artist, count only unique values Remove duplicate songs, count on Artist COUNTIF and count unique values 								
7.5.3 Which chart featured the most titles?• American ✓ (178)	1		2					
 Method: ✓ COUNTIF British and American charts and compare Filter both and compare total on scroll bar Sort and count 	1							
 7.5.4 Which year featured the most titles on the charts? • 1964 ✓ (100) 	1		2					
 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							
Total for QUESTION 7			[19]					
TOTAL				180				