basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/
NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2021

MARKING GUIDELINES

MARKS: 180

These marking guidelines consist of 15 pages.

EXAMINATION NUMBER													

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

QUESTION 1   **File name: 1Review**   **Total Q1: 30**

No	Criteria	Maximum Mark			Candidate Mark
1.1.1	**WordArt** • Any WordArt applied ✓ /Text Box containing text • Green ✓ fill WordArt • Any transformation applied ✓ (*Mark by inspection*)	1 1 1		3	
1.1.2	**Wrap Text** • Wrapping of WordArt/Text Box that places text in front of the image/Image wrapping set to behind text ✓ Heading stretches across the top of image ✓	1 1		2	
1.2	**Footnote/Endnote** • Endnote changed to footnote ✓	1		1	
1.3	**Indent** • 'First line indent' applied ✓ • Set at 2 cm on the ruler ✓ *(Accept 'by 1 cm' in the Special Indentation of the dialog box)* • Right indent is set to 14.5 cm ✓ on ruler *(1.42 cm in the dialog box)*	1 1 1		3	
1.4	**Style** *(Mark in the dialog box)* • New style created ✓ *(Display **OR** Style1)* • New style named 'Display' ✓ • Character spacing set to 'Expanded' ✓ *(Ignore if new style is applied to any text)*	1 1 1		3	
1.5	**Find and Replace: 'care'** • Replace ('care' not found in the document) ✓ • A symbol or ▯ appears in the place of the word 'care' ✓ • Correct symbol ▣ ✓ displays • 'Find Whole words only' ✓ selected (Healthcare NOT replaced)	1 1 1 1		4	

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1.6	**Synonym for 'intercepted'** • Any one synonym (interrupted, stopped, seized, captured, caught, diverted, cut-off) ✓ appears	1		1	
1.7	**Columns** *(Mark in dialog box)* • Text appears in two columns ✓ • Vertical line between columns ✓ • Column Break inserted before 'MEDICAL ACHIEVEMENTS … ✓	1 1 1		3	
1.8	**Last page** • Clipboard image flipped horizontally ✓ *(Tick appears correctly)* • Right aligned tab inserted ✓ • At 13 cm ✓ • Dotted (leader) line ✓ • Tab settings applied to both lines of text ✓ • Check Box Form Field control inserted ✓ • Drop Down Form Field inserted ✓ with options: Doctor/Nurse/Surgeon ✓ • Shape/textbox/table surrounding the image ✓ inserted • With any dashed line border ✓	1 1 1 1 1 1 1 1 1 1		10	
	Total for QUESTION 1			**[30]**	

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QUESTION 2   **File name: 2History**   **Total Q2: 20**

No	Criteria	Maximum Mark			Candidate Mark
2.1	**Hyperlink** • Hyperlink inserted on the whole text 'Doctors Without Borders' ✓ below the heading 'Introduction' • Linked to bookmark 'Legends' ✓ *(Allocate if first mark is lost because of accuracy and the correct bookmark is hyperlinked)*	1 1		2	
2.2	**Manage Sources** • Type of source: Report ✓ • Title: Year in Review ✓ • Corporate Author: MSF ✓	1 1 1		3	
2.3	**Table** (*Use Alt+F9*) • Table is split/last 3 rows appears as a separate own table ✓ • Row above inserted ✓ *(Above row containing '1980')* • Formula inserted =SUM ✓ (ABOVE) *15 ✓ • Format set to currency ✓ *(€/$ appears inside formula)* • Euro € symbol inserted before the amount ✓	1 1 2 1 1		6	
2.4	**Page Numbering** • 'Different First Page' selected ✓ *(OR 'Link to previous' and numbering removed)* • Second page number set to 1 or A ✓ • Page number format appears in format 1,2,3 ✓	1 1 1		3	
2.5	**Table of Figures/Caption** (*Use Alt+F9*) • Picture 10: Caption inserted (*above/below*) ✓ • New label: Picture ✓ • Caption text (from text box): Displaced people ✓ • Table of Figures updated ✓ to show 9 or 10 entries	1 1 1 1		4	
2.6	**Page Border** • Page border inserted ✓ • Page border appears only on last page ✓	1 1		2	
	Total for QUESTION 2			**[20]**	

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QUESTION 3   **File name: 3Countries**   **Total Q3: 25**

- *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
Services worksheet				
3.1	**Cell C2:** • Border changed to a thicker border ✓ • Border line is red ✓	1 1	2	
3.2	**Cell P9:** **=AVERAGE(C5:C75)** **OR** **=C76/COUNTA(C5:C75)** **OR** **=SUM(C5:C75)/COUNTA(C5:C75)** • Average determined ✓ in cell P9 • Cell range: C5:C75 ✓ • Number Format: Zero/No decimal places ✓ *(Do not accept a function to remove decimal places)*	1 1 1	3	
3.3	**Cell P11:** **=COUNT(C20:L20)** **OR** **=COUNTA(C20:L20)** • Function: COUNT ✓ function in cell P11 • Cell range: C20:L20 ✓ *(Note to marker:* *Accept any correct formula that contains a function such as =10-COUNTBLANK(C20:L20))*	1 1	2	

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3.4	**Cell P13:** *(Check for building blocks)* **=COUNTIFS(B5:B75,">=1980", B5:B75 ,"<=1989")** **OR** **=COUNTIF(B5:B75,">=1980")-** **COUNTIF(B5:B75,">1989")** **OR** **=COUNTA(B5:B75)-COUNTIF(B5:B75,"<1980")-** **COUNTIF(B5:B75 ,">1989")** **OR** **=COUNT(B5:B75)-COUNTIF(B5:B75;"<1980")-** **COUNTIF(B5:B75;">1989")** • COUNTIFS ✓ *(Accept COUNTIF/COUNT))* • Criteria range 1: B5:B75 ✓ • Criteria 1: ">=1980" ✓ **OR** >1979 • Criteria range 2: B5:B75 ✓ • Criteria 2: "<=1989" ✓ **OR** <1990 • Correct subtraction order ✓ *(Allocate this mark if COUNTIFS was used correctly)* *(Expected answer: 24)*		1 1 1 1 1 1		6	
3.5	**Cells M5:M75: Data Validation** • Validation applied to cell range: M5:M75 ✓ • Validation criteria: list ✓ • Source: $O$5:$O$7/'Disastrous, Critical, Moderate' ✓		1 1 1		3	
3.6	**Cell P15:** **=H32/H76** **OR** **=H32/SUM(H5:H75)** • Treatments in India H32 ✓ **/** ✓ • Total treatments for DR-TB H76 ✓ **OR** SUM(H5:H75)		2 1		3	
3.7	**Cell P17:** • 5 ✓		1		1	

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ServiceChart worksheet					
3.8	**Chart/Graph** • Chart <u>moved</u> to worksheet **ServiceChart** ✓ • Only displays categories: Outpatients_Buite-pasiënte, Malaria, Births_Geboortes ✓ • Data labels displays Service names & percentage ✓ • Doughnut explosion ✓ set to 5% ✓ *(Note to marker: Check towards row 90 for the chart in the Services or ServiceChart worksheets.)*	1 1 1 2		5	
	Total for QUESTION 3			**[25]**	

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QUESTION 4   **File name: 4Donate**   **Total Q4: 25**

- *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
Details worksheet				
4.1	**Cell F3:** **=MODE(D8:D107)** • MODE function in cell F3 ✓ • Cell range: D8:D107 ✓	1 1	2	
4.2	**Cell F4:** *(Check for building blocks)* **=SUMIF(D8:D107,MAX(D8:D107),D8:D107)** **OR** **=SUMIF(D8:D107,LARGE(D8:D107,1))** **OR** **=(COUNTIF(D8:D107,MAX(D8:D107)))*MAX(D8:D107)** • Correct function used in cell F4 ✓ (SUMIF/COUNTIF) • Correct range: D8:D107 ✓ • Correct function used to determine the largest value: MAX/LARGE ✓ • Correct use of the above chosen function ✓	1 1 1 1	4	
4.3	**Cell F5:** **=SUMIFS(D8:D107,C8:C107,"Single",E8:E107,">=01/01/2019")** • Criteria 1: "Single" ✓ • Criteria range 2: E8:E107 ✓ • Criteria 2: ">= ✓ 01/01/2019" ✓ **OR** ">31/12/2018"	1 1 2	4	

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4.4	**Cell H8** (*Check for building blocks*) **=IF(C8="Monthly",IF(G8<$H$4,"Expired","Remind"),"#")** **OR** **=IF(C8="Monthly",IF($H$4>=G8,"Expired","Remind"),"#")** **OR** **=IF(C8="Single","#",IF(G8<$H$4,"Expired","Remind"))** • Nested IF function used ✓ • Criteria 1: C8="Monthly" ✓ • Criteria 2: G8<$H$4 ✓ • Correct output if both criteria are true: "Expired" ✓ • Correct output if criteria 1 is false: "#" ✓ • Correct output if criteria 2 is false: "Remind" ✓ • Absolute cell referencing ✓		 1 1 1 1 1 1 1		7
Code worksheet					
4.5	**Cell C3** (*Check for building blocks*) **=RIGHT(A3,LEN(A3)-2)&LEFT(A3,2)** **OR** **=MID(A3,3,LEN(A3))&LEFT(A3,2)** **OR** **=MID(A3,3,LEN(A3)-2)&LEFT(A3,2)** **OR** **=CONCATENATE(RIGHT(A3,LEN(A3)-2),LEFT(A3,2))** • Use LEFT function ✓ • to extract first 2 ✓ characters • from A3 ✓ • Determine the length of the string (LEN ✓ (A3) ✓ • Extract the rest of the (RIGHT/MID) ✓ from A3 ✓ • Combine the two extracted strings: (CONCATENATE **OR** &) ✓		 1 1 1 2 2 1		8
	Total for QUESTION 4				**[25]**

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QUESTION 5   **File name: 5Support**   **Total Q5: 40**

No	Criteria	Maximum Mark		Candidate Mark
Table: tbl5_1				
5.1.1	**Field: *RegionId*** • New field '*RegionId'* inserted ✓ • as first field of record ✓ • Set as primary key ✓ • Data Type: AutoNumber ✓ • 'New Values' property setting changed to 'Random' ✓	1 1 1 1 1	5	

5.1.2	**Field: *RegionCode***
	 • Field size: 6 ✓
	
	 • Input Mask:
	 >LL0099
	    • > ✓
	    • LL ✓
	    • 00 ✓
	    • 99 ✓
	
	 (Also accept: >LL"0"099)
		1
		
		1
		1
		1
		1
			5	

5.1.3	**Field: *StaffAvailable*** • Default value set to 10 ✓	1	1	
Form: frm5_2				

5.2	• Label ✓ with examination number ✓ added to Form Header
	 • Label's 'Visible' property set to 'No' ✓
	 • Combo box:
	    • *CountryToVolunteer* field changed to Combo Box ✓
	    • Row Source: *tblCountry* ✓
	      Select[tblCountry].[Country] from [tblCountry]
		2
		
		1
		
		1
		1
			5	

Query: qry5_3				
5.3	• *ReturnVolunteer* criteria*:* "Yes" ✓ • *NumberofWeeks* criteria*:* >= ✓ 20 ✓ • *Surname* field sorted ascending ✓ *(Expected number of records: 3)*	1 2 1	4	

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Query: qry5_4				
5.4	• Fields displayed: *Name, Surname, CountryToVolunteer* and *MedicalService* ✓ *(Ignore order of fields.)* • *MedicalService* Criteria row: NOT ✓ "HIV/Aids" ✓ **OR** <> "HIV/Aids" • *CountrytoVolunteer* Criteria row Zimbabwe ✓ OR ✓ Angola ✓ **OR** • *MedicalService* Criteria row: NOT "HIV/Aids" **OR** <> "HIV/Aids" • And in *MedicalService* 'or' row*:* NOT "HIV/Aids" **OR** <> "HIV/Aids" • *CountrytoVolunteer* Criteria row Zimbabwe *CountryToVolunteer* 'or' row Angola *(Expected number of records: 4)*	1 2 3		6	
Query: qry5_5				
5.5	• Totals feature activated ✓ • *NumberofWeeks* function inserted: SUM ✓ • *Sorted on MedicalService* ✓ • Criteria in *StartingDate*: Year*([StartingDate])* ✓ *= 2022* ✓ ***OR*** *StartingDate =* Between #2022-01-01# And #2022-12-01# **OR** Like "2022/*/*" **OR** Like "2022/*	1 1 1 2		5	
Report: rpt5_6				
5.6	• Image 5Rescue inserted ✓ and 'Size Mode' property set to 'Stretch' ✓ Resized to 2 cm wide ✓ by 1.6 cm high ✓ • Grouping applied to *ReturnVolunteer* field ✓ • Function inserted in the footer ✓ of the *MedicalService* group ✓ Function: =COUNT([Name]) ✓ **OR** =COUNT(*) • Suitable label inserted ✓ *(must refer to number of volunteers)*	1 1 2 1 1 1 1 1		9	
	Total for QUESTION 5			**[40]**	

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QUESTION 6 **File name: 6_1Sierra** **Total Q6: 20**

- *This question should be marked from the HTML code.*
- *Numerical 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
6.1.1	**Background colour** *<body **bgcolor="linen"**>* • Background colour is changed to 'linen' ✓	1		1	
6.1.2	**Font colour: text 'Ebola'** *Ebola* • Red font colour applied to the word 'Ebola' ✓	1		1	
6.1.3	**Hyperlink to a target location** * 2020 Status * • Hyperlink inserted: <a href> ✓ • On text '2020 Status' ✓ • To target: "#Data2020" ✓	1 1 1		3	
6.1.4	**Table row and data** *<tr align="center">* *<td colspan="2">2020 Status Pending!</td>* *</tr>* • Row inserted <tr>…</tr> ✓ • Table row/cell centred <.. align="center"> ✓ **OR** <center> • Table cell inserted <td> …</td> ✓ • Merge/Colspan of 2 created ✓	1 1 1 1		4	

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6_2Wash				

6.2	**Web page duplication**
	
	<body …
	*** **WASH PROJECT IN SIERRA LEONE** ***
	OR
	*** <center>**WASH PROJECT IN SIERRA LEONE**</center> ***
	
	<hr size="4" **color="black" width="50%"**>*
	*** ***
	    *** **Waste Disposal** ***
	    *** **Sanitation ** ***
	    *** **Hygiene ** ***
	*** ***
	<img src="6_2Progress.jpg" height="500" border="4">
				10	

	• Heading level 1 or any other level of heading ✔ *(Accept font size larger than 4 and bold)*
	• Heading centred ✔
	
	• Horizontal line colour changed to black ✔ *(Accept any other dark colour)*
	• Horizontal line width set to 50% ✔
	
	• Ordered list inserted ✔
	• Three list items ✔
	
	• Image 6_2Progress.jpg inserted ✔
	  o Image height="500" ✔
	  o Image border inserted ✔
	  o Size of image border="4" ✔ *(Accept any size larger than 1)*
		1
		1
		1
		1
		1
		1
		1
		1
		1
		1			

	Closing tag(s) or triangular brackets and correct nesting ✔	1		1	
	Total for QUESTION 6			**[20]**	

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QUESTION 7   **File names: 7Distribute, 7Directory and 7Reorder**   **Total Q7: 20**

7Distribute					
7.1.1	**Mail Merge** • Link to 7Prospects spreadsheet ✓ • Filter applied: *Prestige_Aansien* = Yes ✓ AND *Amount_Bedrag* >=800 ✓ • Merged field *Surname_Van* inserted in 1ˢᵗ table cell ✓ • Merged field *Name_Naam* inserted in 2ⁿᵈ table cell ✓ *(Records expected: 5)*	1 1 1 1 1		5	
7Directory					
7.1.2	**Merged Document** • Mail merge completed ✓ • Merged to a Directory ✓ *(All records on one page)* • (Merged) file saved as 7Directory ✓	1 1 1		3	
7Reorder – Subtotal worksheet					
7.2	**Subtotal** • Total appears at each change:Category_Kategorie ✓ *(Award this mark only if this question was attempted)* • Function used: COUNT ✓ • SUBTOTAL of Country_Land ✓ displayed	1 1 1		3	
Stock worksheet					
7.3.1	**Cell D4:** **=VLOOKUP(B4, Order!$A$4:$C$13,2,FALSE)** • Table array: Order!A4:C13 ✓ *(Also accept Order!A4:B13)* • Absolute cell reference: $A$4:$C$13 ✓ *(Also accept $A$4:$B$13)* • Column index number: 2 ✓ • FALSE for exact match ✓	1 1 1 1		4	

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Order worksheet					

7.3.2	**Cell C5:** **=IF(Stock!D5-Stock!C5>0,Stock!D5-Stock!C5&" "&Stock!B5," ")**
	
	 OR **=IF(B5-Stock!C5>0,Order!B5-Stock!C5&" "&Stock!B5," ")**
	
	 OR **=IF(B5>Stock!C5,B5-Stock!C5&" "&A5," ")**
	
	 • Condition: B5>Stock!C5 **OR** B5-Stock!C5>0 ✓
	 • Output if condition true: Calculates and displays:
	     • the difference between quantity and minimum ✓
	     • a space ✓
	     • and the item name ✓
	 • Output if condition is false: Display space/empty string ✓
		1
		
		1
		1
		1
		
		1
					5	

	Total for QUESTION 7			**[20]**	
			TOTAL:		**180**	