

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2019

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER					FINA	L MARK		
EXAMINATION NUMBER								
QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	27	23	24	26	40	20	20	180
MARKER								
SM								
СМ								
IM/EM								

These marking guidelines consist of 15 pages.

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EXAMINATION							
NUMBER							

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

QUESTION 1 File name: 1Mahal Total Q1: 27

No	Criteria	M	aximı Mark		Candidate Mark
1.1.1	Text outline • Any red text outline set ✓ • Width: 1.5 pt ✓ • Applied to 'A Marvel' ✓	1 1 1		3	
1.1.2	 Picture scale Height set to 60% ✓ (4.73 cm OR 4.74 cm) Width set to 40% ✓ (6.23 cm) 	1 1		2	
1.1.3	 Vertical page alignment: First page Vertical page alignment set to centre ✓ 	1		1	
1.2	 Table of contents (below heading 'Table of Contents') Any automatic table of contents inserted ✓ (ignore if the text 'Contents' OR 'Table of Contents' appear twice) 	1		1	
1.3	 Style modified: Heading 1 Any bullet added to heading ✓ Correct bullet ❖ ✓ Bullet indent set at 0 ✓ (mark from Reveal Formatting) All occurrences of 'Heading 1' style updated ✓ (7 occurrences) 	1 1 1 1		4	
1.4	 Drop cap Dropped cap option applied to 'W' of 'What' ✓ Appears over 4 lines ✓ (allocate second mark if appears as example) 	1 1		2	
1.5	Hyperlink ('Agra') ■ Hyperlink links to 1Town OR 1town file ✓	1		1	
1.6	Footnote text • Text 'Indian poet' added to original footnote ✓ (do not allocate mark if * symbol was changed)	1		1	
1.7	Pagination options ('Over 20 000 people') • 'Keep lines together' checked ✓	1		1	

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1.8	 Index subentry ('Taj Mahal Garden') Subentry <u>added</u> to 'Paradise Garden' ✓ (2 entries appear if Show/Hide is switched on {XE "Paradise Garden: Multiples of 4"}{XE "Paradise Garden Timurid Style"}) 	1	2	2
	'Multiples of 4' added as text to subentry ✓	1		
1.9	 Shape and textbox ('Photos of Taj Mahal') Left arrow shape added ✓ Fill of shape removed/white ✓ Text 'Splendid workmanship' added ✓ Outline of textbox removed/wrapping applied ✓ Shape and textbox/text appear similar to the screenshot ✓ 	1 1 1 1		5
1.10	 Hidden text (font effect) Text 'Adapted from https://www.holidify.com/' hidden ✓ (at the end of the document) (switch on Show/Hide setting to mark) 	1		1
1.11	 Page footer Section break/Next Page (break) added on the second last page ✓ Text 'Taj Mahal' appears in footer ✓ Text appears only on last page ✓ 	1 1 1		3
	Total for QUESTION 1		[2	27]

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Com	puter	Appl	lications	Techno	logy/P

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This page is empty to facilitate accurate marking for side-by-side booklet printout.

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Total Q2: 23 **QUESTION 2** File name: 2Visit Maximum Candidate No Criteria Mark Mark 2.1 Line spacing 1 1 Line spacing set to Double OR set to 2 ✓ 2.2 **Hyphenation** 1 1 Automatic hyphenation applied ✓ 2.3 Page numbering 1 1 Numbering style changed to any 'Accent Bar' ✓

2.4 2 **Cross-reference** 1 Cross reference replace text 'crowds' ✓ (Alt+F9) {REF_ Ref......\h}) 1 Moves to heading 'Tourist influx at Taj Mahal' ✓ 2.5 Source - Corporate author ('Visit Wonderful India') 2 • 'India Tourism' added to source ✓ (anywhere) 1 1 As 'Corporate author' ✓ 2.6 **Edit citation** 1 1 Citation pages '43-49' inserted ✓ (pp. 43-49) 2.7 **Table** 4 1 First row merged ✓ • Fitted across page ✓ (preferred width 100%) 1 1 Any outside border added ✓ 1 Outside thick-thin border added ✓ 2.8 Multi-level list 5 1 First level number set to 1) ✓ Second number set to a) ✓ 1 1 ○ Alignment of second level set to 0.7 cm ✓ 1 Text indent of second level set to 1.5 cm ✓ 1 Multi-level list applied ✓ 2.9 Chart/Graph Any chart inserted on the last page ✓ 1 1 Pie chart ✓ inserted 1 Data from 2Time used ✓ 1 Chart title appears: 'Time spent at (the) Taj Mahal' ✓ 2.10 Page colour/background 2 • Page colour changed ✓ (not light yellow) 1 • Picture 2Back used ✓ (do not allocate second mark if 1 inserted as a watermark) **Total for QUESTION 2** [23]

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QUESTION 3 File name: 3Stats Total Q3: 24

- 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, cells or '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	M	laximun Mark	n	Candidate Mark
Forei	gn worksheet				
3.1	 Cells A1:I3: Correct cells merged ✓ (do not allocate the mark if the heading was centred) Font size changed to 26 ✓ 	1		2	
3.2	Foreign tab colour:Tab colour changed to any purple colour ✓	1		1	
3.3	 Cell B17 (Expected answer: R 9 397 276): Coll B17 (Expected answer: R 9 397 276): Rand currency/Accounting/Custom (ZAR) format applied ✓ 	1		2	
3.4	Cell C74 (Expected answer: ₹ 10 030 329 040): =SUM(C9,C15,C33,C42,C52,C63,C73) • Cell C52 included anywhere in function ✓	1		1	
3.5	Cell D8 (Expected answer: 1 118 983): =D9-D7 OR E8-(E8*G8/100)			2	
	 Correct cells used (D9,D7 OR E8,G8) ✓ Calculated correctly ✓ 	1 1			
3.6	 Conditional formatting: Cells H17:H32 Conditional formatting applied to cells H17:H32 ✓ Formula: =H17 ✓ > G17 ✓ OR H17:H32>G17:G32 (ignore the position of the absolute cell reference) Absolute cell reference applied to column only OR removed ✓ (=\$H17>\$G17 OR \$H17:\$H32>\$G17:\$G32 OR =H17>G17) 	1 2		5	
	 \$H17:\$H32>\$G17:\$G32 OR =H17>G17) Cells formatted to green font ✓ 	1			

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	Cell I7: (CHECK FOR BUILDING BLOCKS) =IF(E7>D7,IF(F7>E7,"Regular","Strong"),"Strong")		5	
	OR =IF(D7>E7,"Strong",IF(E7>F7,"Strong","Regular"))			
	OR =IF(D7 <e7,if(e7<f7,"regular","strong"),"strong")< td=""><td></td><td></td><td></td></e7,if(e7<f7,"regular","strong"),"strong")<>			
	OR =IF(D7>E7,"Strong",IF(E7 <f7,"regular","strong"))< td=""><td></td><td></td><td></td></f7,"regular","strong"))<>			
	OR =IF(G7>0,IF(H7>0,"Regular","Strong"),"Strong")			
	OR =IF(G7<=0,"Strong",IF(H7<=0,"Strong","Regular"))			
=	OR =IF((E7-D7)<0,"Strong",IF((F7-E7)<0,"Strong", "Regular"))			
	Accept =IF(AND(E7>D7,F7>E7),"Regular","Strong")			
	OR =IF(AND(D7 <e7,e7<f7),"regular","strong")< td=""><td></td><td></td><td></td></e7,e7<f7),"regular","strong")<>			
	OR =IF(AND(G7>0,H7>0),"Regular","Strong")			
=	OR =IFS(AND(G7>0,H7>0),"Regular",OR(G7<0, H7<0),"Strong")			
	 Criteria 1: Check for increase from 2016 to 2017 ✓ Criteria 2: Check for increase from 2017 to 2018 ✓ Output 1: "Regular" ✓ if both conditions true ✓ Output 2: "Strong" for any other combinations ✓ 	1 1 2 1		
Country	y worksheet			
	 Chart/Graph 2017 series deleted ✓ Minor gridlines formatted to 60% transparency ✓ 'Series 1' changed to 2016 ✓ 2018 series filled ✓ with 3Taj image ✓ and stacked ✓ 	1 1 1 3	6	
-	Total for QUESTION 3		[24]	

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EXAMINATION NUMBER

QUESTION 4 File name: 4Tourists Total Q4: 26

- 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, cells or '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	N	laxim Mark	-	Candidate Mark
Info w	orksheet				
4.1	Row 6: Wrap text • Column headings wrapped ✓	1		1	
4.2	Cell E2 (Expected answer: 21): =MAX(F7:F206) OR LARGE(F7:F206,1)			2	
	 MAX function OR LARGE(,1) inserted in cell E2 ✓ Range: F7:F206 ✓ 	1			
4.3	Cell E3 (Expected answer: 193): =COUNTA(J7:J206)			2	
	 COUNTA function inserted in cell E3 ✓ Range: J7:J206 ✓ 	1			
4.4	Cell E4 (Expected answer: 2 971 918.00): =SUMIF(K7:K206,"2",L7:L206)			4	
	OR =SUMIFS(L7:L206,K7:K206,"2")				
	 SUMIF/S function inserted in cell E4 ✓ Criteria range: K7:K206 ✓ 	1 1			
	 Criteria: "2" ✓ (accept without "") Sum range: L7:L206 ✓ 	1 1			
4.5	Cell E5 (Expected answer: 3): =COUNTIFS(D7:D206,"Spain",M7:M206,"Yes")			5	
	OR				
	 =COUNTIFS(M7:M206,"Yes",D7:D2016,"Spain") COUNTIFS function inserted in cell E5 ✓ 	1			
	 Criteria range 1: D7:D206 ✓ Criteria 1: "Spain" ✓ 	1 1			
	 Criteria range 2: M7:M206 ✓ Criteria 2: "Yes" ✓ 	1 1			

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4.6	Cell I7: =HOUR(H7-G7) Accept =HOUR(H7)-HOUR(G7)		2	
	 HOUR function used for both values (G7,H7) ✓ Subtracted correctly ✓ 	1		
4.7	Cell L7: =VLOOKUP(D7,Countries!\$A\$3:\$C\$65,K7)*F7		5	
	OR =IF(K7=2,VLOOKUP(D7,Countries!\$A\$3:\$C\$65,2), VLOOKUP(D7,Countries!\$A\$2:\$C\$65,3)*F7			
	OR =VLOOKUP(D7,Countries!\$A\$3:\$C\$65,IF(K7=2,2,3)) *F7			
	 Lookup value: D7 ✓ Table array: Countries!\$A\$3:\$C\$65 ✓ OR Countries!\$A\$2:\$C\$65 	1 1		
	 Absolute cell referencing ✓ (also accept on rows) Return column: K7 ✓ (OR IF(K7=2)) * F7 ✓ 	1 1 1		
4.8	Cell N7: =DATE(YEAR(E7),MONTH(E7)-3,DAY(E7))		5	
	OR =EDATE(E7,-3)			
	 MONTH function ✓ and DAY function ✓ (allocate 2 marks for EDATE) 	2		
	 Correct cell reference on MONTH and DAY (E7) ✓ Subtract ✓ 3 months ✓ 	1 1 1		
	Total for QUESTION 4		[26]	

EXAMINATION							
NUMBER							

QUESTION 5 File name: 5Survey Total Q5: 40

QULU	TION 5 File name: 5Survey			Total Q5: 40
No	Criteria	M	laximum Mark	Candidate Mark
Table:	tblinfo			
5.1.1	Field: SurveyNo • Primary key set on SurveyNo field ✓	1	1	
5.1.2	Field: Name • Moved to after Surname field ✓	1	1	
5.1.3	Field: Code Input Mask: >L0000C All caps		4	
		1		
		1		
	• 0000 ✓	1		
	Optional or required character or space • C ✓ OR &	1		
5.1.4	 Field: DateIn Appropriate validation text inserted that refers to correct dates from 2017/12/31 ✓ to 2019/10/10 ✓ (do not allocate marks if validation rule was copied) 	2	2	
5.1.5	Field: Days • Order of fields swopped [DateOut]-[DateIn] ✓ OR Abs([DateIn]-[DateOut]) OR -([DateIn]-[DateOut])	1	1	
5.1.6	Field: WillReturn • Format changed to 'True/False' ✓	1	1	
Form:	frm5_2			
5.2	 Examination number and the original data displays in form header ✓ Show DatePicker set to 'Never' for <i>DateIn</i> ✓ Field inserted ✓ Combo box inserted ✓ Control source: <i>TravellerType</i> field ✓ Row source: tblOptions OR SELECT [tblOptions].[Options] FROM [tblOptions] ✓ Page header and page footer does not display ✓ 	1 1 1 1 1	7	

EXAMINATION							
NUMBER							

 EstimateAmount field inserted ✓ Rating criteria 5 ✓ Total row switched on ✓ EstimatedAmount: Total: AVG ✓ and format changed to 'Currency' ✓ (2 decimal places) OR 'Fixed' (Note to marker: 3 records expected.) Query: qry5_4 Criteria Code: S????0 OR S*0 OR Like "S*" AND Like "*0" S ✓ 	
Query: qry5_4 5.4 • Criteria Code: S????0 OR S*0	
5.4	
OR Like "S*" AND Like "*0" ○ S ✓ 1	
 O * OR ????? ✓ O √ Criteria Reaction Criteria Reaction OR NOT "Unmoved" ✓ OR NOT "Unmoved" OR NOT "Unm*" OR "Amused" OR "Angry" OR "Excited" OR "Happy" OR "Sad" (if Reaction criteria are on separate lines, Code criteria should be repeated for all lines) 	
(Note to marker: 3 records expected.)	
Query: qry5_5	
 Displays Name, Surname and/or CodeLetter ✓ 1	
Report: rpt5_6	
 5.6 • EstimateAmount grouping removed ✓ • Function: =Sum (✓ [EstimateAmount] ✓) in TravellerType group footer ✓ • Suitable label (must refer to function used) ✓ • EstimateAmount field font changed to italics ✓ (also accept in calculated field) 	
Total for QUESTION 5 [40]	

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QUESTION 6

File name: 6_1Wonder, 6_2Tourism

Total Q6: 20

- This question should be marked from the HTML code.
- Numerical attribute values and single words do not need to be in inverted commas.

No	Criteria	M	laxim Marl		Candidate Mark
6_1W	onder				
6.1.1	Background colour body bgcolor="beige">			1	
	Background colour set to beige ✓	1			
6.1.2	Font <pre>Agra</pre>			2	
	 Font size set to 50 ✓ Font type set to 'Century' ✓ 	1			
6.1.3	Line break and picture 			5	
	 Line break/Paragraph tags added before the picture ✓ tags inserted ✓ 6City.jpg inserted ✓ Height set to 350 ✓ Width set to 600 ✓ 	1 1 1 1			
6.1.4	Ordered list !i> !i> !i> !i>			1	
	Ordered list tags added ✓	1			

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NUMBER							

6_2To	urism			
6.2	<pre><html></html></pre>	1 1 1 1 1	10	
		1 1 1		
	Closing tag(s), triangular brackets and nesting correctly used	1	1	
	Total for QUESTION 6		[20]	

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QUESTION 7 File names: 7Protect, 7Calculations, 7Numbers **Total Q7: 20** Maximum Candidate No Criteria Mark Mark 7Protect 7.1.1 Caption 2 1 Automatic caption inserted ✓ 1 Caption text 'Unobstructed view of Tai Mahal' ✓ (ignore if original text still appears) 7.1.2 Reviewing 2 At least one change accepted ✓ 1 Only changes made by author ABC accepted ✓ 1 ((ASI) inserted, fourth paragraph removed. DEF left unchanged **OR** rejected (1,000 has a comma).) 7Calculations 7.2.1 Cell B2: (CHECK FOR BUILDING BLOCKS) 7 =IF(FIND("#",A2)<>LEN(A2),"More","One") OR =IF(FIND("#",A2)=LEN(A2),"One","More") OR =IF(LEN(A2)>FIND("#",A2),"More","One") OR =IF(FIND("#",A2)<LEN(A2),"More","One") OR =IF(MID(A2,FIND("#",A2)+1,LEN(A2)-FIND("#",A2))="","One","More") OR =IF(LEN(MID(A2.FIND("#".A2)+1.LEN(A2)-FIND("#",A2)))>0,"More","One") OR =IF(LEN(RIGHT(A2,LEN(A2)-FIND("#",A2)))>0, "More", "One") **OR** =IF(FIND("#",A2)<LEN(A2),"More","One") OR =IF(MID(A2,FIND("#",A2)+1,LEN(A2))="","One","More") OR =IF(LEN(MID(A2,FIND("#",A2)+1,LEN(A2)))>0,"More", "One") Determine position of the first # character o Find ✓ # character ✓ 2 o In correct cell ✓ (cell A2) 1 Determine if there is text after the # character Search for any characters after first # character (Len(A2)) **OR** Extract remaining characters **OR** Find second # character ✓ Test ✓ (IF and correct logical operator) 1 Output in correct cell 1 One' displays if only one word ✓ 'More' displays if more than one word ✓ 1

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7.2.2 7Num	Subtotal feature (Mark by inspection) • Change added to: Traveller Type_Reisigertipe ✓ • Entries counted ✓ (SUBTOTAL(3,)) • Subtotal added to: Gender_Geslag ✓ bers	1 1 1	3	
7.3	 Importing data from HTML file (table In OR tblOut) New table created named 'In' ✓ Correct data ✓ (7Half) Appears in database ✓ (6 records) Field names correct ✓ (Month, 2016, 2017, 2018) No primary key created ✓ Month field size changed to acceptable size ✓ (8–50) 	1 1 1 1 1	6	
	Total for QUESTION 7		[20]	
	TOTAL		180	