



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2010

**COMPUTER APPLICATIONS
TECHNOLOGY – PAPER 1
(Practical)
MEMORANDUM**

MARKS: 200

TIME: 3 hours

This memorandum consists of 12 pages.

QUESTION 1

Folder: AnimalCare; File: Question 1

No.	Criteria	Max.	✓	Mark
	AnimalCare folder			
1.1	Sub-folder called Adoptions✓ created in folder AnimalCare✓	2		
1.2	Database file Volunteers.mdb deleted in folder AnimalCare✓	1		
1.3	Shortcut to Animal Action created✓ and placed in Needs and Requests folder✓	2		
1.4	Adoptable Pets protected with password A2c✓	1		
1.5	Compress Help and Volunteers.doc✓ (do not subtract marks if original file is not deleted) (check that the file extension has simply not been changed to .zip)	1		
1.6	Cats and dogs (text file) changed to Web Page format✓ (Cats and dogs.htm OR Cats and dogs.mht etc.) (do not subtract marks if cats and dogs.txt is not deleted)	1		
1.7	Open the file Question 1.doc			
1.7.1	All picture files moved✓ into Photos folder✓ (10 files) Files sorted according to size (large – small) ✓ (Fox Terrier → bont hond)	3		
1.7.2	397 KB ✓	1		
1.7.3	Picture pasted in✓ Picture resized✓ 2 cm x 3 cm ✓	3		
1.7.4	View of Photo folder changed to tiles ✓ Screenshot pasted in✓	2		
		[17]		

QUESTION 2**Filename: q2petition; q2form**

No.	Criteria	Max.	✓	Mark
2.1	Open the file q2petition			
2.1.1	WordArt created✓ Similar shape✓ Filled with a green colour ✓ Heart AutoShape created✓ AutoShape filled with image called LOGO✓ Outline thickness 2 pt and colour of outline green✓ (no ½ mark) WordArt and AutoShape grouped✓	7		
2.1.2	Paper size changed to Letter✓ Page Alignment changed to 'centre'✓	2		
2.1.3	Paragraph spacing set to 12 pt after the first paragraph✓	1		
2.1.4	Footnote inserted✓ Based on 'PETTAX'✓ Footnote referenced with symbol ♥✓ Text reference: 'Tax Reduction Campaign For Pets'✓	4		
2.1.5	Horizontal line inserted above the heading "PETITION".✓	1		
2.1.6	Word "Petition" has an outline effect✓	1		
2.1.7	Table is centred horizontally across the page✓	1		
2.2	Open the file q2form			
2.2.1	Check boxes added✓ at 12.5 cm and 15 cm✓	2		
2.2.2	Drop-down box added✓ Data inserted in drop-down box✓ Data/Options inserted in right order and accurately✓	3		
2.2.3	Text fields added✓ Right tab stops✓ with leader dots used✓ On 8 cm and 16 cm✓ (no ½ mark)	4		
		[26]		

QUESTION 3

Filename: q3information

No.	Criteria	Max.	✓	Mark
3.	Open the file q3information			
3.1	Border inserted around main heading✓ (not text box) Font colour changed to yellow✓ Background shaded to black✓	3		
3.2	Date inserted as a field✓ In dddd-dd-MMMM-yyyy format✓ Placed between main heading and heading 'Table of Contents'✓ Aligned right ✓	4		
3.3	New style ANIMAL created✓ Comic Sans MS 12 pt✓ Small caps✓	3		
3.4	ANIMAL style applied to the first 2 underlined headings✓ (If 3.3 was not done: Heading 2 style)	1		
3.5	Automatic Table of Contents inserted ✓ using only the ANIMAL Style Headings✓	2		
3.6	Text box inserted underneath picture✓ (width approximately same as picture) 2 pt thick dotted border ✓ Words ' PLEASE insure me! Inserted ✓	3		
3.7	Section break inserted underneath text box on first page✓ First page – page border✓	2		
3.8	Hyperlink added to the word 'insurance'✓ To the document q2form✓	2		
3.9	Text under heading 'Frequently ...' in two columns✓ Spacing between columns 2.5 cm✓ (learner is not penalised if a line is inserted between the columns)	2		
3.10	☛ bullet inserted to the correct text✓ bullet position 1 cm✓	2		

3.11	Outline numbering applied✓ First level applied to correct text and correct format✓ Second and third level is right aligned✓ Second and third level is applied to correct text and is the correct format✓	4		
3.12	First row of table shaded light grey as indicated✓ Text direction of text in first row vertical✓ Table split at the correct place✓ Extra row deleted✓ Outside border changed to a 3 line, 1½ pt thick border as example✓	5		
3.13	Last sentence moved✓ to the footer✓	2		
		[35]		

QUESTION 4

Filename: q4fundraising

No.	Criteria	Max.	✓	Mark
4.	Open the worksheet Competition			
4.1	Row height of row 1 increased to 55 pt✓	1		
4.2	Picture brightness changed to 80%✓ Moved to below the data on the Donations worksheet✓	2		
4.3	Competition worksheet sorted descending✓ according to the class column✓	2		
4.4	Row 3 Text alignment changed to 90° vertical✓ centred horizontally✓	2		
4.5	Column D formatted to South African currency✓ (<i>ignore decimal places</i>)	1		
4.6	E38 =SUM(E4:E36) ✓ ✓ (if row 37 is included mark correct)	2		
4.7	Column F =D4/E4✓✓	2		
4.8	Column C hidden✓	1		
4.9	Column D Condition: greater than R1 000✓ Format: red shading✓ Condition: less than R200✓ Format: blue border✓ (<i>any blue</i>)	4		
4.10	Column G =IF(D4>=1000,"cooldrink","no") ✓ ✓ ✓ OR =IF(D4<1000,"no","cooldrink") (filled down) ✓	4		
4.11	Tab name inserted in right section of footer✓ (<i>0 mark if typed in</i>)	1		
4.12	Sheet3 renamed to Chart✓	1		
	Open the worksheet Sheet 3 (Chart)			
4.13	Titles provided for 2 axes✓ (<i>If one omitted give 0</i>) Legend NOT shown✓ All classes appear on x-axes✓ Minimum of 0 and maximum of 1500 scale on y-axis✓ Highest column colour is red✓ Title provided for chart✓	6		
		[29]		

QUESTION 5

Filename: q5remuneration

No.	Criteria	Max.	✓	Mark
5.	Open the worksheet Time Sheet			
5.1	Rows 6 and 7 Rows 6 and 7 shaded blue ✓	1		
5.2	D3 =VLOOKUP(D2,Salary!L6:M11,2,FALSE) ✓ ✓ ✓ ✓ OR =VLOOKUP("Cleaner",Salary!L6:M11,2,FALSE)	4		
5.3	C9 (B9-A9)*24 ✓ ✓	2		
5.4				
5.4.1	D9 C9*✓\$D\$3 ✓ (filled down to D14) ✓	3		
5.4.2	D16 D15*0.07 OR D15*7/100 OR 7%*D15 OR C16*D15 ✓ ✓	2		
5.4.3	D17 Bottom border of D17 ✓ is a double line ✓	2		
	Open the worksheet Salary			
5.5	Column A =CONCATENATE(RIGHT(D2,3),(LEFT(B2,3)) ✓ ✓ ✓ ✓ (filled down) ✓	5		
5.6	Column I =IF(G2>0,G2*\$M\$13,"zero") ✓ ✓ ✓ ✓ If absolute cell reference used and filled down ✓	5		
5.7	Column J No decimal places visible ✓	1		

5.8	E34 (7) =COUNTIF(E2:E32,"Admin") ✓ ✓ ✓	3		
5.9	E36 (19) =COUNTBLANK(G2:G32) or COUNTIF(I2:I32,0) ✓ ✓	2		
5.10	E38 (R10,750.00) =LARGE(H2:H32,3) ✓ ✓ ✓	3		
		[33]		

QUESTION 6**Filenames: q6staff; q6donation**

No.	Criteria	Max.	✓	Mark
	Open the table Staff Members			
6.1.1	Field property of ID Number changed to text✓ ID Number field moved to appear immediately after the Staff Code field✓	2		
6.1.2	Staff Code field size 10✓ Staff Code is a primary key✓	2		
6.2	Input Mask for Staff Code✓ 000LLL ✓	2		
6.3	New field added – named PHOTO✓ Data type for PHOTO field is OLE✓	2		
6.4	Overtime query Only Surname and Name fields displayed (<i>fields may be hidden</i>)✓ Criterion is “Is Not Null” on Overtime field✓ OR <>0 OR >0 (Expected number of records: 12)	2		
6.5	Drivers query Criterion is “Driver” in Job Description field✓ Sorted descending according to Surname✓ (Expected number of records: 4)	2		
6.6	Form Staff Data			
6.6.1	Justified layout✓ (<i>any style may be used</i>) Fields from Staff Members table: Staff Code, Surname, Name and ID Number✓ (<i>if order not correct accept</i>)	2		
6.6.2	Combo box exists for Job Description✓ (<i>list box accepted</i>) Values are: Manager, Admin, Technician, Driver, Carer, Cleaner✓ All records previously entered in the table appear correctly in the combo boxes of the various staff members. (Job Description chosen as Control Source)✓	3		
6.6.3	Background changed✓ on the label of the Staff Code field✓	2		
6.7	Report AnimalCare Staff			
6.7.1	Fields Surname, Name, ID Number, Job Description and Hours Worked is displayed✓ (<i>any order</i>) Group the report by Job Description. ✓ Sort the report by Hours Worked in descending order. ✓	3		

QUESTION 7**Filename: q7care; q7donation; q7merged; q7flyer**

No.	Criteria	Max.	✓	Mark
7.1	Open the file q7care			
	Table created in word processing document✓ Using correct data from q6staff database✓ (<i>only cleaner and carers appear</i>) Table displays columns Surname, Name, Job description and Hours worked✓ Row inserted at bottom of table✓ Formula: Sum✓ (Above) ✓ (643) (<i>Acceptable if proof is available that this was first created in Excel</i>)	6		
7.2	Open the file q7donation			
	Correct data source selected✓ Only R200 and more donations in the Amount column selected✓ Title, Name, Surname and Amount fields inserted correctly✓ X's are removed✓ Mail merge performed and individual letters saved as new document called q7merged ✓ (9 recipients)	5		
7.3	Open the file q7flyer			
7.3.1	Logo copied from q2petition and pasted in flyer as indicated✓	1		
7.3.2	Convert table to text✓ (<i>do not give mark if the borders of the table are only removed</i>)	1		
7.3.3	Change the colour of the megaphone to black✓ and resize it to a smaller size ↶, as indicated✓	2		
7.3.4	Table copied and pasted✓ In the correct place and placeholder words are deleted✓ Table is linked and updates✓	3		
7.3.5	Flyer fits to one page✓ Page border with 3 lines✓	2		
		[20]		

SEPTEMBER TRIAL 2010 GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY – PAPER 1 (Practical)

CANDIDATE MARK SHEET

CANDIDATE NAME								
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	17	26	35	29	33	40	20	200
CANDIDATE MARK								

FINAL MARK	
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