



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 12**

**SEPTEMBER 2011**

**COMPUTER APPLICATIONS TECHNOLOGY P1  
MEMORANDUM  
(MARKING BOOK)**

NAME OF CANDIDATE \_\_\_\_\_ GRADE 12 \_\_\_\_\_

SIGNATURE OF TEACHER \_\_\_\_\_

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:	200	22	30	26	49	34	19	20

---

This memorandum (marking book) consists of 8 pages.

---

**QUESTION 1 Folder: Health Club; Filename: q1Answer Sheet**

No.	Criteria	Max	✓	Mark
<b>Health Club folder</b>				
1.1	Move <b>Eating Plan</b> folder✓ to <b>Balance diet</b> folder✓	2		
1.2	Create sub-folder called <b>Hockey</b> in <b>Sport code</b> folder✓	1		
1.3	Compress (zip) file called <b>Exercise Plan</b> ✓	1		
1.4	Delete the image file called <b>Obese</b> in <b>Exercise folder</b> ✓	1		
1.5	Password <b>4me</b> ✓ added to the file called <b>Diabetes</b> ✓	2		
1.6	Copy the <b>imagesCAZ</b> image from the folder <b>Exercise</b> to <b>Disease</b> folder✓	1		
1.7	Rename the file <b>GoodHealth</b> to <b>Life</b> ✓	1		
1.8	Create a Shortcut of a file called <b>Search Engines</b> ✓ Place the Shortcut in <b>Balance Diet1</b> folder✓	2		
1.9	Change the format of the text file <b>Club</b> to <i>web page (htm or html)</i> format✓	1		
1.10	Move✓ all image file from <b>Health Club</b> folder to <b>Photos</b> folder✓ (all 3 moved to Photos folder)	2		
Open the <b>q1Answer Sheet.doc</b> file				
1.11	1.11.1	Enter the size of the largest file: <b>397_GirlsExercising.png</b> 216 kb✓	1	
	1.11.2	Screenshot pasted✓ with file extensions visible✓	2	
	1.11.3	Sort files by Date modified✓ from the oldest to the newest✓ with Date modified field appearing first✓ screenshot pasted✓	4	
	1.11.4	Change the attribute of <b>Balance Diet2</b> folder so that it is <b>read only</b> ✓ (screenshot as proof pasted in <b>q1Answer Sheet</b> )	1	
			<b>[22]</b>	

## QUESTION 2 Filename: q2BMI

No.	Criteria	Max	✓	Mark
<b>q2BMI</b> Word Processing file				
2.1	Change language of whole document to <i>English (South Africa)</i> ✓	1		
2.2	Correct spelling error: measure✓ Correct spelling error: colour✓	2		
2.3	7 Replacements of: <b>Body Mass Index</b> ✓ with <b>BMI</b> in italics✓	2		
2.4	Styles:			
	2.4.1 Change style of "What is it?" to <i>DocHeading1</i> ✓	1		
	2.4.2 Change style of "BMI-for-age" to <i>DocHeading2</i> ✓	1		
2.5	Change <i>Normal</i> style font size to 11 pt✓	1		
2.6	Font colour red for the " <b>Table of Contents</b> "✓	1		
2.7	Comment inserted at " <b>Table of Contents</b> " heading✓ Text: "Update"✓	2		
2.8	Insert automatic table of contents ✓ Remove all other styles✓ Use <i>DocHeading1</i> as only style✓ No page numbers displayed✓	4		
2.9	Solid border lines added ✓ Above✓ and below the table of content✓ Text centred between the border lines✓	4		
2.10	Superscript the "2" to get "kg/m <sup>2</sup> "✓	1		
2.11	2.11.1 "Categories" on separate page (section break)✓	1		
	2.11.2 "Application" at the top of the page (section break)✓	1		
	2.11.3 Landscape the "Categories" page✓	1		
	2.11.4 Text (excluding heading "Categories") in 4 columns✓	1		
2.12	Any footnote symbol inserted at correct position ("Allowance <sup>1</sup> ")✓ Text ("RDA") entered in footnote✓	2		
2.13	Page Break above "References" - on new page✓	1		
2.14	Any hanging indent for reference list✓	1		
2.15	Star symbol (Webdings 108) ✦ in front of hyperlink✓ Source changed to hyperlink to the given URL✓	2		
		<b>[30]</b>		

**QUESTION 3**      **Filename: q3Poster**

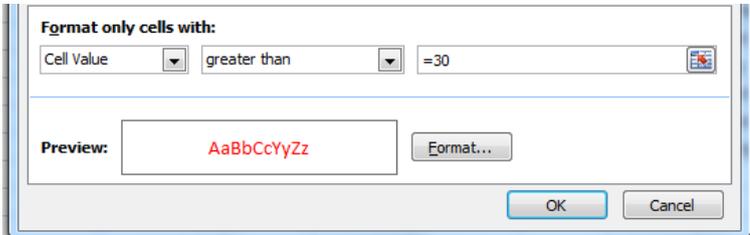
No.	Criteria	Max	✓	Mark
q3Poster.doc				
3.1	Orientation changed to landscape✓	1		
3.2	Text moved into header✓ “Our bodies ...sizes” Header text centred and Font size 10 pt✓	2		
3.3	Changed “Body Mass Index” to WordArt✓ Centre and change it to 32 pt font size✓	2		
3.4	Image moved to below heading✓ Centred✓ 2.5 cm high✓	3		
3.5	Convert text to table✓	1		
	3.5.1    16 pt font used in table✓ Remove unwanted rows✓ Merge the cell on left column✓ Change the text direction✓	4		
	3.5.2    Centred (vertically and horizontally)✓ in cell	1		
	3.5.3    Merge the top row✓ Text centred “BMI Range”✓	2		
	3.5.4    Heading cells shaded yellow✓	1		
	3.5.5    Apply 6 pt before and after paragraph spacing✓	1		
	3.5.6    2 <sup>nd</sup> Column: 10 cm wide with text left aligned✓ Leader tabs inserted✓	2		
	3.5.7    1 <sup>st</sup> and 3 <sup>rd</sup> Columns: neatly sized and content centred✓	1		
	3.5.8    3 pt solid border around outside✓ Thin solid lines inside the table as indicated✓ Remove the other inside borders as indicated✓	3		
	3.5.9    Table centred horizontally on page✓	1		
3.6	Centre the document vertically on the page✓	1		
		<b>[26]</b>		

## QUESTION 4 Filename: q4GYM Database

No.	Criteria	Max	✓	Mark
Open the table <b>tblGYM</b>				
4.1	<b>Surname</b> field: Field Size - 50✓ <b>Date of Birth</b> field: Data Type – Date/Time✓ <b>Date of Birth</b> field: Short Date✓, <b>Weight</b> field: 1 Decimal Place✓ <b>Health condition</b> field: Data Type - Memo✓	5		
4.2	4.2.1 <b>Gender</b> field added✓ <ul style="list-style-type: none"> <li>• Between <b>Date of Birth</b> and <b>Weight</b>✓</li> <li>• Data Type: Text AND Field Size: 1✓</li> <li>• Validation Rule added: "B" Or "G"✓</li> <li>• Default Value: B✓</li> <li>• Validation Text added: Only the letter B or G must be entered✓ (any appropriate message)</li> </ul>	6		
	4.2.2 <b>Main Goal</b> field added✓ <ul style="list-style-type: none"> <li>• Lookup Wizard used✓</li> <li>• Correct options added to drop down list: ✓               <ul style="list-style-type: none"> <li>○ Become fit</li> <li>○ Stay fit</li> <li>○ Lose weight</li> <li>○ 1st Team Play</li> <li>○ Tone and firm</li> </ul> </li> </ul>	3		
	4.2.3 <b>Nr</b> field added with Field Type: AutoNumber✓ Field appears at the top of the list✓ Set as <b>Primary Key</b> ✓	3		
4.3	Enter: Main Goal data✓ and Gender data ✓ (for each member)	2		
4.4	Add field <b>Medical</b> ✓ <ul style="list-style-type: none"> <li>• Field Type: Yes/No✓</li> <li>• Change to <b>Yes</b> for all (Asthma and Diabetes) members✓</li> </ul>	3		
4.5	Change the fieldname of <b>Health condition</b> to <b>Illnesses</b> ✓	1		
4.6	Add the <b>record</b> : Philander Solly✓ All data captured correctly✓	2		
4.7	Change the field widths to the best fit the data✓	1		
4.8	<b>Telephone</b> Field <ul style="list-style-type: none"> <li>• Input Mask added to correct field✓</li> <li>• Correct Input Mask: 000-000 0000✓</li> </ul>	2		
4.9	<b>qryGYM</b> query <ul style="list-style-type: none"> <li>• Display fields: <b>Surname, Name, Weight, Height</b>✓</li> <li>• Criteria added to <b>Gender</b>: "B" ✓</li> <li>• Sort Descending according to <b>Weight</b>✓</li> <li>• Criteria added to <b>Weight</b>: &lt;60 Or &gt;90✓ (accept any alternative answer that is correct)</li> </ul> (5 records)	4		

4.10	<b>frmGYM</b> form	<ul style="list-style-type: none"> <li>Fields displayed: <b>Surname, Name, Date of Birth, Weight, Illnesses</b>✓</li> <li>Justified Layout ✓</li> </ul>	2		
4.10.1	<b>frmGYM</b> form continue	<ul style="list-style-type: none"> <li>Combo Box added to <b>Illnesses</b> field✓</li> <li>Options added to list: Asthma, Diabetes, None✓</li> <li>Link Control Source to <b>Illnesses</b> field in table✓</li> <li>Background colour changed of <b>Illnesses</b> label✓</li> </ul>	4		
4.11	<b>rptGYM</b> report	<ul style="list-style-type: none"> <li>Fields displayed: <b>Surname, Name, Date of Birth, Weight, Height, Gender</b>✓</li> <li>Grouped: by <b>Gender</b>✓</li> <li>Sort by <b>Height</b> in descending order✓</li> </ul>	3		
4.11.1	<b>rptGYM</b> report continue	<ul style="list-style-type: none"> <li>Report Header Title: Health Conditions✓</li> <li>Image <i>Logo Club</i> inserted – below the heading✓</li> <li>Title and Logo centred in Report Header✓</li> <li><b>Gender</b> footer used for function✓ <ul style="list-style-type: none"> <li>Text Box used for function✓</li> <li>Suitable label: e.g. Total✓</li> <li>Function used: =Count([Surname]) <i>any relevant field may be used</i>✓ OR =Count(*)</li> </ul> </li> <li><b>Report</b> footer <ul style="list-style-type: none"> <li>Label used for examination number✓</li> </ul> </li> </ul>	8		
			<b>[49]</b>		

**QUESTION 5** Filename: q5GYMTable Spreadsheet

No.	Criteria	Max	✓	Mark
<b>Open the worksheet Sheet2</b>				
5.1	Import the table from the Database q4GYM to Sheet2✓ Rename as Sheet2 to DATA✓	2		
<b>Open the worksheet Sheet1</b>				
5.2	Insert a row at the top of the worksheet✓	1		
5.3	<b>A1</b> =Today( )✓	1		
5.4	<b>Column F</b> =(\$A\$1-C3)/365.25 ✓ ✓ ✓ If absolute cell reference is used✓ Filled down✓	5		
5.5	<b>Column E</b> Format cells as Number with✓ 1 decimal place✓	2		
5.6	<b>Column G</b> = D3/(E3*E3) OR =D3/POWER(E3,2) ✓ ✓ ✓ 2 decimal places visible ✓	4		
5.7	<b>Column H</b> =IF(G3>=25,1,0) OR =IF(G3<25,0,1) ✓ ✓ ✓	3		
5.8	<b>Column G</b> Conditional Formatting to column G Greater than 30✓ Font colour red✓ 	2		
5.9	<b>Column I</b> =IF(F3>=40,E3*E3*23,IF(F3>=30,E3*E3*21,E3*E3*20)) ✓ ✓ ✓ ✓ ✓ Fill down showing one decimal place. ✓	6		
5.10	<b>Column J</b> =ROUND(D3-I3,1) ✓ ✓ ✓	3		
5.11	<b>Column K</b> =CONCATENATE(LEFT(A3,3),RIGHT(B2,2)) ✓ ✓ ✓ ✓ ✓	5		
		<b>[34]</b>		

**QUESTION 6**      **Filename: q6TRIAL**

No.	Criteria	Max	✓	Mark
<b>Open the worksheet Sheet1</b>				
6.1	Create a <b>line chart</b> ✓ Use all the given measurements✓	2		
	6.1.1 Chart Title: <b>FITNESS: P. Xola</b> ✓	1		
	6.1.2 X-axis Title: <b>Date</b> ✓	1		
	6.1.3 Y-axis Title: <b>Measurements (cm)</b> ✓ <b>Rotate</b> Title Vertical✓	2		
	6.1.4 Weight Line: Red✓ 4 pt✓	2		
	6.1.5 Chart Area Background: Logo Club image✓ Image: 85% transparent✓ Plot Area: no fill✓	3		
	6.1.6 Place a chart as an Object in the worksheet✓	1		
<b>Open the worksheet Chart</b>				
6.2	Create Column chart by using <b>Date</b> and <b>Weight</b> ✓ Use only 2011 data (9 entries) ✓	2		
	6.2.1 Save the chart as sheet on its own✓	1		
	6.2.2 Remove the legend✓	1		
	6.2.3 Add Data Labels to the columns✓	1		
	6.2.4 Data Labels <b>vertical</b> and <b>12 pt</b> ✓	1		
	6.2.5 Y-axis: minor units of 1✓	1		
		<b>[19]</b>		

**QUESTION 7**      **Filenames: q7Form; q7ProgressCard; Question 7**

No.	Criteria	Max	✓	Mark
<b>Open the document q7Form.doc</b>				
7.1	Fit to one A4 page✓	1		
7.2	Inserting a Logo in the top right hand corner✓	1		
7.3	Leader tabs next to "Any other health problems?" Inserting tap stops✓ Leader tab lines✓	2		
7.4	Gender: Drop-Down Form Field✓	1		
	7.4.1 Edit Properties of Drop-Down Form Field: "M"✓ and "F"✓	2		
7.5	Add Text From Field next to "Weight"✓ Restrict the Form Field to 5 digits✓	2		
7.6	Add the Check Box Form fields as indicated✓ (5 added)	1		
7.7	Table inserted and resized✓ Correct data and borders in table are✓	2		
7.8	Protect the form Password "2011"✓ Only the Form Field areas can be edited✓	2		
<b>Open the document q7ProgressCard.doc.</b>				
7.9	Link the correct database✓ Fields inserted✓ All fields correct and the space holders <> replaced✓ Saved with fields inserted after step 6 of mail merge✓ Individual letter were created✓ Individual letters are saved as Question 7✓	6		
		<b>[20]</b>		

**TOTAL: 200**