



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 12**

**SEPTEMBER 2015**

**COMPUTER APPLICATIONS TECHNOLOGY P1  
MEMORANDUM**

NAME OF CANDIDATE: \_\_\_\_\_ GRADE: \_\_\_\_\_

SIGNATURE OF EDUCATOR: \_\_\_\_\_

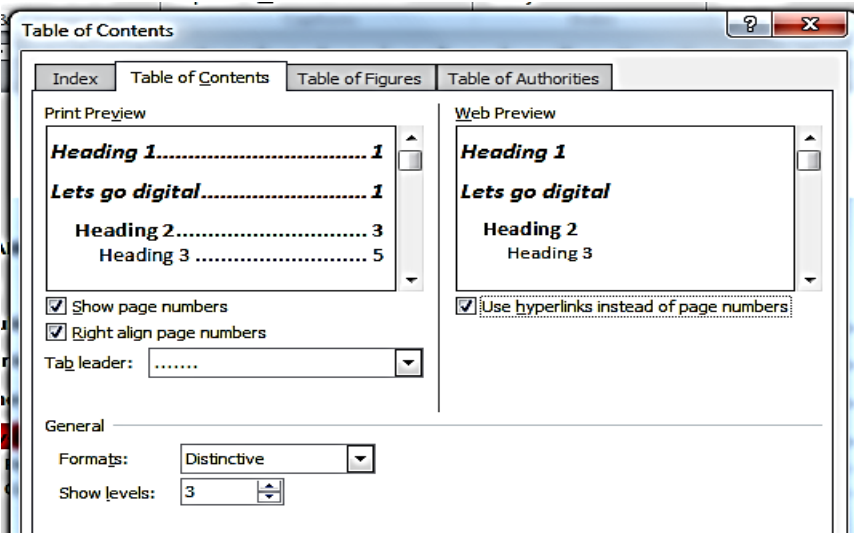
	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:								
	180	35	15	42	8	40	22	18

\_\_\_\_\_  
This memorandum consists of 11 pages.  
\_\_\_\_\_

## QUESTION 1


File: Q1Newsletter\_Nuusbrief

No.	Criteria	Max.	✓	Mark
1.1	<b>Margins</b> Top-and bottom margins 1.5cm✓	1		
1.2	1.2.1 <b>Font Formatting:</b> Heading 'The cost saving' formatted to: <ul style="list-style-type: none"> <li>Garamond font✓</li> <li>12pt.✓</li> </ul>	2		
	1.2.2 <b>Line Spacing</b> <ul style="list-style-type: none"> <li>Line spacing set to Exactly✓</li> <li>14pt✓</li> </ul>	2		
	1.2.3 <b>Bulleted list</b> <ul style="list-style-type: none"> <li>Text under heading 'Resource Library' is a bulleted list✓</li> <li>Bullets are customised with the image <b>tablet vs textbooks</b>✓</li> </ul>	2		
1.3	<b>Find and Replace</b> <ul style="list-style-type: none"> <li>2 occurrences of 'TRAIN YOUR BRAIN' with 'TYB'✓</li> <li>Displayed in bright green font✓</li> </ul> <i>(Note to marker. Total occurrences of TYB is 2)</i>	2		
1.4	<b>Columns</b> <ul style="list-style-type: none"> <li>Correct text selected✓</li> <li>In three columns✓</li> <li>Line appears✓</li> <li>Text in columns fully justified✓</li> </ul>	4		
1.5	1.5.1 <b>Styles</b> <ul style="list-style-type: none"> <li>New style called <b>Lets go digital</b> created✓based on heading style 1✓</li> <li>Surrounded by a shadow border✓</li> <li>Paragraph spacing after 2.5 pt✓</li> </ul>	4		
	1.5.2 <ul style="list-style-type: none"> <li><b>Lets go digital</b> style applied to headings highlighted in red: 'How it all works'✓</li> </ul>	1		

1.6	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>• Page break inserted✓</li> <li>• Heading Table of Contents displayed✓</li> <li>• Format change to Distinctive✓</li> <li>• Contents display with tab leaders✓</li> <li>• TOC levels changed to displayed the correct order✓</li> </ul> <i>(According to the screen shot below)</i> 	5		
1.7	<b>Watermark</b> <ul style="list-style-type: none"> <li>• Picture watermark applied (correct image 1Chart used)✓</li> <li>• Scale set to 150%✓</li> </ul>	2		
1.8	<b>Page numbering</b> <ul style="list-style-type: none"> <li>• Odd and Even page numbering✓</li> <li>• In the footer/header of the document✓</li> <li>• Odd left ✓and Even right aligned✓</li> <li>• Start from number 10 (using ms word function)✓</li> </ul>	5		
1.9	<b>Date 31 March 2001</b> Two hard spaces inserted (one mark for each)  <b>31°March°2001</b>	2		
1.10	<b>Character spacing</b> <ul style="list-style-type: none"> <li>• Character spacing expanded to 3 pt</li> <li>• Text appears in upper case (capital letters)</li> <li>• Is right-aligned</li> </ul>	3		
<b>Total for QUESTION 1:</b>		<b>[35]</b>		

## QUESTION 2

File: Q2SubjectChoice\_Vakkeuse

No.	Criteria	Max.	✓	Mark
2.1	<b>Hyperlink</b> • Removed✓	1		
2.2	<b>Symbol inserted</b> Windows symbol  correctly inserted between 'Subject Choices' and 'Vakkeuse' ✓	1		
2.3	<b>Paragraph border</b> • Paragraph border added✓ • Only top and bottom borders appear✓ (Do not accept text boxes, tables or any drawing shapes)	2		
2.4	<b>Drop-down control added</b> Drop-down control for Group 2 label has the options Accounting/Geography/Business Studies✓ (Do not penalise if not in correct order)	1		
2.5	<b>Check box added</b> • Check box control added for the Mathematics/Mathematical Literacy option✓ • Align with tab stop at 8 cm✓ (Do not accept the use of default tab stops)	2		
2.6	Properties of Surname/Van field set to allow 10 characters✓	1		
2.7	<b>Table properties</b> • Table inserted with 1 row and 10 columns✓ • Table/columns set to 'AutoFit to contents'✓ • Row height set to 0.8 cm✓ (Do not penalise incorrect positioning)	3		
2.8	<b>Signature line added</b> • Signature line added using a tab stop✓ with any tab leader✓	2		
2.9	<b>Password</b> • Password 'Help' inserted✓ • Editing option: <b>Filling in form</b> ✓	2		
<b>Total for QUESTION 2:</b>		<b>[15]</b>		

## QUESTION 3

File: Q3Staff\_Personeel

No.	Criteria	Max.	✓	Mark
3.1	<b>Row 1</b> • Merge and centre cells A1 to P1✓	1		
3.2	<b>Cells A1 to P1</b> • Fill colour changed✓	1		
3.3	<b>Cells A3 to P3</b> Headings align to 90° angle✓	1		
3.4	<b>Cell F12</b> Date formatted in dd-mmm-yy format, eg. 20-Jan-80✓	1		
3.5	<b>Cell D4 = UPPER(CONCATENATE(A4,RIGHT(B4,1),"*",LEFT(C4,3)))</b> <b>OR</b> <b>Cell D4 = UPPER(A4 &amp; RIGHT(B4,1) &amp; "*" &amp; LEFT(C4,3))</b> • CONCATENATE or & operator✓ • A4✓ • asterisk "*"✓ • RIGHT (B4,1)✓ • LEFT (C4,3)✓ • UPPER✓	6		
3.6	3.6.1 <b>Columns H3 to J3</b> <b>=COUNTA(H4:H21)</b> • COUNTA✓ • H4:H21✓ <b>OR</b> • =COUNTIF✓ (H4:H21,"Laptop")✓	2		
	3.6.2 <b>Columns H3 to J3</b> <b>=COUNTIFS(H4:H21,"Laptop",I4:I21,"Smartphone")</b> • COUNTIFS✓ • H4:H21 Laptop✓ • I4:I21 Smartphones✓	3		
3.7	<b>Cell K4</b> <b>=ROUND(((TODAY()-G4)/365),0)</b> • (TODAY)✓ • - G4✓ • / 365 days✓ • ROUND✓ • 0 decimals✓	5		
3.8	<b>Cell L4</b> <b>=IF(K4&gt;=30,"Gold",IF(K4&gt;=20,"Silver","No Certificate"))</b> • IF✓ • K4>=30,"Gold" ✓ • K4>=20,"Silver"✓ • "No Certificate"✓	4		
3.9	<b>Cell C22=LEN(C16)</b> • LEN function used✓ • Correct cell range✓	2		

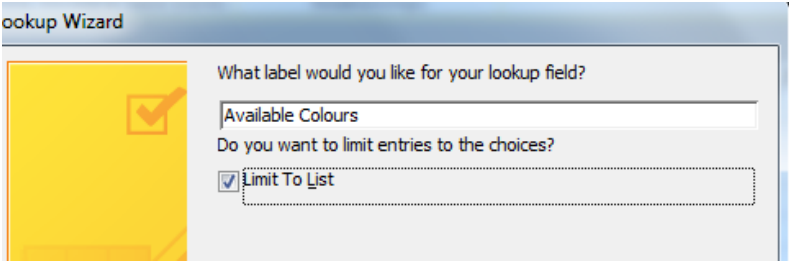
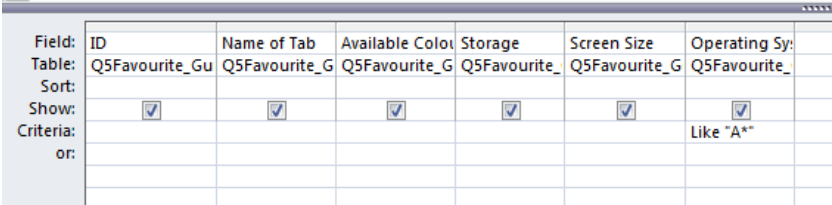
3.10	<b>Column M22</b> <b>=COUNTBLANK(M4:M21)</b> <ul style="list-style-type: none"> <li>COUNTBLANK ✓</li> <li>(M4:M21) ✓</li> </ul>	2		
3.11	<b>Cell O9</b> <b>=N9*120</b> <ul style="list-style-type: none"> <li>N9 ✓</li> <li>* 120 ✓</li> <li>O9 formatted to currency ✓</li> </ul>	3		
3.12	<b>Cell O22</b> <b>=SUMIF(E4:E21,"F",O4:O21)</b> <ul style="list-style-type: none"> <li>SUMIF ✓</li> <li>E4:E21 ✓</li> <li>"F" ✓</li> <li>O4:O21 ✓</li> </ul>	4		
3.13	<b>Sheet 1</b> renamed to <b>Invoice</b> ✓	1		
3.14	<b>Cell C20:</b> <b>VLOOKUP(B20,Costs_Lookup!A\$2:\$D\$12,2,TRUE)</b> <ul style="list-style-type: none"> <li>VLOOKUP ✓</li> <li>B20 ✓</li> <li>Costs_Lookup!A\$2:\$D\$12 ✓</li> <li>Absolute cell reference used ✓</li> <li>Copied to C20:C30 ✓</li> <li>2,TRUE ✓</li> </ul>	6		
3.15	<b>Cell D15</b> <b>=Now()</b> ✓	1		
<b>Total for QUESTION 3:</b>		<b>42</b>		

**QUESTION 4****File: Q4Marks\_Punte**

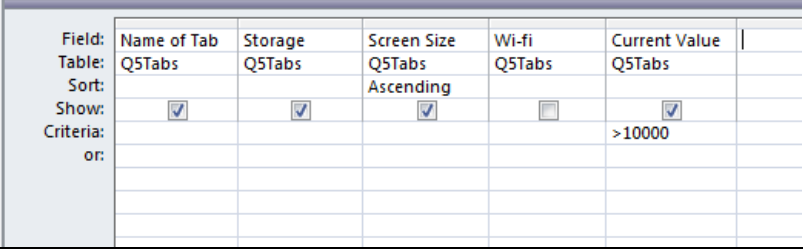
No.	Criteria	Max.	✓	Mark
4.1	<b>Graph</b> <ul style="list-style-type: none"> <li>• Correct data range used C10:I10 and C2:I2✓</li> <li>• Column chart created✓</li> <li>• Data labels centred✓</li> <li>• Legend renamed to <b>Asanda Lamani</b>✓</li> <li>• and correctly displayed✓</li> <li>• Minimum of the y-axis changed to 20✓</li> <li>• and Maximum to 100✓</li> <li>• Chart moved to Graph sheet✓</li> </ul>	8		
	<b>Total for QUESTION 4:</b>	<b>08</b>		

## QUESTION 5

## File: Q5\_Reps Info

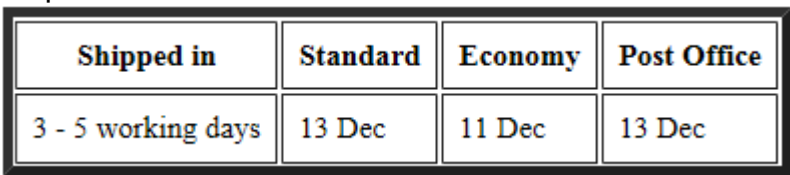
No.	Criteria	Max.	✓	Mark
5.1	5.1.1 <ul style="list-style-type: none"> <li>• <b>Name of tab</b> field appear before <b>Model</b> field✓</li> <li>• Primary key added to <b>Name of tab</b> field✓</li> </ul>	2		
	5.1.2 <ul style="list-style-type: none"> <li>• Data type of <b>DatePurchased</b> field added to Date/Time✓</li> </ul>	1		
	5.1.3 <ul style="list-style-type: none"> <li>• New field <b>Operating systems</b> ✓</li> <li>• added before <b>Screen size</b> field✓</li> <li>• Data Type: OLE Object or Hyperlink✓</li> </ul>	3		
	5.1.4 <ul style="list-style-type: none"> <li>• Field size of <b>Review</b>: Double✓</li> <li>• Decimal place: 1✓</li> </ul>	2		
	5.1.5 <ul style="list-style-type: none"> <li>• Data type for <b>Available colours</b> field set to Lookup and Colours Black, White, Grey and Red entered✓</li> <li>• Limit to list checked✓</li> </ul>  <p>(Note to marker: Accept two and more entries)</p>	2		
	5.1.6 <b>Field Name of Tab: Input mask &gt;LL\_000</b> <ul style="list-style-type: none"> <li>• Upper case and two letters &gt;LL ✓</li> <li>• Underscore and three digits \_000 ✓</li> </ul>	2		
	5.1.7 <b>Field Name of tab</b> Record no 6 spelling—from 'Goegle' to 'Google'✓ (Do not accept incorrect spelling)	1		
5.2	<b>Query: Q5Androids</b> <ul style="list-style-type: none"> <li>• Display all fields✓</li> <li>• Criteria: Like "A"✓</li> </ul> 	2		



5.3	<b>Query: Device info</b> <ul style="list-style-type: none"> <li>Only <i>Name of Tab</i>, <i>Storage</i>, <i>Screen size</i> and <i>Current Value</i> fields displayed✓</li> <li>Criterion for <i>Current Value</i> field: &gt;10 000✓</li> <li>Sorted by 'screen size in alphabetical order'✓</li> <li>Saved as Q5Modified✓</li> </ul> 	4		
5.4	<b>Query: Q5Tabs Query</b> <b>Deposit: [Current Value]*0.2</b> <ul style="list-style-type: none"> <li>New field called <i>Deposit</i>✓</li> <li>[Current Value] ✓</li> <li>Multiply✓</li> <li>0.2✓</li> </ul>	4		
5.5	<b>Form: Q5Signals_Seine</b>			
5.5.1	<b>Operating system</b> field removed✓	1		
5.5.2	<ul style="list-style-type: none"> <li>Date added as a field✓</li> <li>In the footer of the form✓</li> </ul> <i>(Do not penalise if both date and time are added)</i>	2		
5.5.3	<ul style="list-style-type: none"> <li>List box control added to the form✓</li> <li>Values (Wi-Fi, 3G, and LTE) added to the control box✓</li> <li>List box controls links to <b>Connectivity_Seine</b>✓</li> <li>Suitable label linked to <b>Name/Discription</b> of the field✓</li> <li>Label formatted to resemble existing labels✓</li> </ul> <i>(If candidate used a combo box instead of a list box they will lose 1 mark)</i>	5		
5.6	5.6.1 Paper size changed to Letter ✓	1		
5.6.2	Page number inserted. <ul style="list-style-type: none"> <li>= "Page" &amp; [Page] &amp; "of" &amp; [Pages] ✓</li> <li>Right Aligned ✓</li> <li>At the Bottom of the report ✓</li> </ul>	3		
5.6.3	Date inserted =Date()✓	1		
5.6.4	=Count(*)✓✓ Any appropriate label: Total No of Tabs✓	3		
5.6.5	Report Heading: <b>Q5Favourites_Gunsteling</b> formatted to blue font colour ✓	1		
<b>Total for QUESTION 5:</b>		<b>[40]</b>		


## QUESTION 6

File: Question6.Html

No.	Criteria	Max.	✓	Mark
6.1	<title>Tablets on wheels</title>✓	1		
6.2	<ul style="list-style-type: none"> <li>• &lt;img src = "Q6_Logo.jpg" ✓</li> <li>• align = "right" ✓</li> <li>• height = "100" ✓ width= "100" ✓</li> </ul>	4		
6.3	<h1>Contact Details</h1>✓	1		
6.4	<b>Address</b>✓	1		
6.5	<font face = "Algerian" ✓ color = "red"> ✓ <font> </font> tag✓	3		
6.6	<ul type = "square">✓ ✓ <li></li>✓ <li> Acer </li> <li> Apple </li> <li> Lenovo </li> </ul>✓	4		
6.7	Shipment  <table border = "5" cellpadding = "8"> </table>✓ 6.7.1 <table border = "5" ✓ 6.7.2 cellpadding = "8" ✓ <th> Standard </th>✓ <td></td>✓	5		
6.8	<a href = "Tablets-v-textbooks.jpg"> "e-Books" </a href> <a href> </a href>✓ "Tablets-vtextbooks.jpg"✓ Linked to the word "e-Books" ✓	3		
Total for QUESTION 6:		[22]		

## QUESTION 7

Open the file **Q7Myfile**

No.	Criteria	Max.	✓	Mark
7.1	Subfolder <b>music</b> created✓	1		
7.2	MP3 Files moved into the <b>music</b> folder✓ (4 files)	1		
7.3	Types of tablets Size = 11 KB ✓	1		
7.4	<b>Selfie.docx</b> protect with password ✓ #Self12✓	2		
7.5	<ul style="list-style-type: none"> <li><b>Tables.docx</b> converted to <b>Tables.pdf</b>✓</li> <li><b>Tables.docx</b> removed✓</li> </ul>	2		
7.6	Chart <b>Staff_Personeel</b> exported✓ and linked ✓	2		
7.7	<ul style="list-style-type: none"> <li><b>Ultimate7</b> compressed✓</li> <li><b>Ultimate7</b> renamed to <b>Q7Compress</b>✓</li> </ul>	2		
7.8	<b>Q7MyFile</b> sorted descending by size✓ Screenshot added✓	2		
7.9	<b>Q7Answersheet_Antwoordblad</b> Students Name as <i>Author</i> ✓	1		
7.10	<ul style="list-style-type: none"> <li><b>Envelope correctly created</b>✓</li> <li>Delivery address correctly entered ✓</li> <li>Return address correctly entered✓</li> <li>Merge complete successful✓</li> </ul> 	4		
Total for QUESTION 7:		18		
TOTAL:		180		