



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2016

**COMPUTER APPLICATIONS TECHNOLOGY P1
MEMORANDUM**

NAME OF CANDIDATE: _____ GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:								
	180	32	18	50	15	33	20	12

This memorandum consists of 9 pages.

QUESTION 1

File Name: 1_Heart Info

No	Criteria		Max	✓	Mark
1.1	1.1.1	• Small caps effect added to the abstract on the cover page.✓	1		
	1.1.2	• Soft edge rectangular picture style given to the picture on the cover page. ✓	1		
1.2	• 6pt spacing added before and after ✓ for the whole document.		1		
1.3	• Condensed spacing applied to the heading ' What Is Heart Attack... ' ✓		2		
	• Spacing is 1pt ✓				
1.4	• Inserted a non-breaking hyphen between the numbers instead of an ordinary hyphen. ✓		2		
	• Inserted two times i.e. between 9-1-1.✓				
1.5	• Automatic caption added for the image. ✓ • Placed above the image. ✓		2		
1.6	• Footnote inserted with any symbol. ✓		2		
	• Footnote reads as ' Prescribed '. ✓				
1.7	• ' Happy Heart ' style applied. ✓		2		
	• To all the three paragraph headings shaded in green. ✓				
1.8	• Multilevel numbering used✓		3		
	• Level 1 is 1) ... ✓				
	• Level 2 is a) ... ✓				
1.9	• Three paragraphs placed in 3 columns✓		4		
	• With a line between✓				
	• Equal column width of 0.5 cm✓				
	• Applied column breaks to paragraph headings to start from the top. ✓				
1.10	• Name of the author inserted as ' James Beckerman ' in the citation. ✓		2		
	• Citation updated in the document to include the name of the author as well. ✓				
1.11	• Section break included and changed the page layout to landscape. ✓		1		
1.12	• Table of Contents inserted on the second page of the document. ✓		3		
	• Format used is ' Distinctive '✓				
	• Only the three styles ' Love Heart ', ' Heart Care ', and ' Happy Heart ' included in the TOC. ✓				
1.13	• Automatic page numbering inserted in the footer✓		5		
	• In any format✓				
	• No page numbers appear in the first✓ and last page✓				
	• Page numbering starts from 1 onwards✓				
1.14	• Left and bottom margins set to 1.5 cm. ✓		1		
TOTAL FOR QUESTION 1			[32]		

QUESTION 2

File Name: 2_Heart Aware

No	Criteria	Max	✓	Mark
2.1	<ul style="list-style-type: none"> Text shading added to the heading 'Am I aware'✓ Any colour✓ 	2		
2.2	Text form field for the heading ' Surname ' formatted <ul style="list-style-type: none"> To accommodate 20 characters✓ And to display in CAPITAL letters ✓ 	2		
2.3	Age field formatted so that <ul style="list-style-type: none"> It accepts 2 digits✓ Help text added to the F1 key✓ The message reads 'Enter numbers between 20 and 70' ✓ 	3		
2.4	<ul style="list-style-type: none"> Check box form added to Male and Female option✓ Check box size is exactly 15 pt. ✓ 	2		
2.5	<ul style="list-style-type: none"> Smoking option added to the existing list. ✓ And moved to the top of the list. ✓ 	2		
2.6	<ul style="list-style-type: none"> Smoking and Fatty Diet grouped✓ as a single object with the rest of the shapes✓ 	2		
2.7	<ul style="list-style-type: none"> 10 cm tab set✓ Dashed line leader tab set for 4 lines✓ 	2		
2.8	Formula inserted as follows $Body\ Mass\ Index\checkmark = \frac{Weight\checkmark}{Height^2\checkmark}$	3		
TOTAL FOR QUESTION 2		[18]		

QUESTION 3

File Name: 3_Heart Stat

No	Criteria	Max	✓	Mark
Patient Details worksheet				
3.1	Cell O1: <ul style="list-style-type: none"> Cell O1 formatted to display only the current time. ✓ 	1		
3.2	<ul style="list-style-type: none"> Cells A1:L1 merged and centred. ✓ 	1		
3.3	Cell A2: <ul style="list-style-type: none"> 3_Heart Beat.jpg inserted in cell A2✓ Height is 1 cm✓ Width is 15 cm✓ 	3		
3.4	Cell A5: =CONCATENATE(LEFT(B5,1),LEN(C5),E5) OR =LEFT(B5,1)&LEN(C5)&E5 <ul style="list-style-type: none"> CONCATENATE function OR & sign✓ LEFT ✓ (B5,1) ✓ LEN ✓ (C5) ✓ E5 ✓ 	6		
3.5	Cell H5: =G5/((H5/\$O\$2)*(H5/\$O\$2)) OR =G5/POWER((H5/\$O\$2),2) <ul style="list-style-type: none"> G5 ✓ (H5/\$O\$2)*(H5/\$O\$2) OR POWER Function ✓✓ Absolute cell reference used ✓ Formatted to zero decimal places✓ <i>(Note to marker: Accept any other suitable method.)</i>	5		
3.6	Conditional formatting: <ul style="list-style-type: none"> Top three values shaded✓ Thin horizontal crosshatch pattern style applied✓ Yellow pattern colour used✓ 	3		
3.7	Cell N5: =VLOOKUP(I5,'BMI Category'!\$A\$5:\$B\$12,2,TRUE) <ul style="list-style-type: none"> LOOKUP value: I5✓ Table array: 'BMI Category'!\$A\$5:\$B\$12✓ Absolute cell reference ✓ Column index number: 2✓ Range_Lookup: TRUE✓ Copied down for the rest of the cells✓ 	6		

3.8	Cell G26: =COUNTIFS(F5:F24,F5,M5:M24,M21) <ul style="list-style-type: none"> COUNTIFS function ✓ Range: F5:F24 ✓ Criteria: F5 OR 'Male' ✓ Range: M5:M24 ✓ Criteria: M21 OR 'YES' ✓ <i>(Note to marker: Accept any other suitable method.)</i>	5		
3.9	Cell G28: =COUNTBLANK(K5:K24) <ul style="list-style-type: none"> COUNTBLANK ✓ (K5:K24) ✓ 	2		
3.10	Cell G30: =ROUND(AVERAGE(O5:O24),0) <ul style="list-style-type: none"> ROUND function ✓ Average function ✓ Range (O5:O24) ✓ Zero decimal places ✓ 	4		
3.11	Cell G32: =SUMIF(F5:F24,F6,O5:O24) OR =SUMIF(F5:F24,"Female",O5:O24) <ul style="list-style-type: none"> SUMIF function ✓ Range F5:F24 ✓ Criteria Female or any cell number that contains the value female ✓ Sum range O5:O24 ✓ 	4		
3.12	Cell P5: =IF(J5>=120,"Most Likely",IF(J5<80,"Not Likely","Least Likely")) <ul style="list-style-type: none"> IF function ✓ Condition J5>=120 and value ✓ Condition J5<80 and value ✓ Value if all conditions are false ✓ Correct use of open and closing brackets ✓ 	5		
3.13	Graph <ul style="list-style-type: none"> Data label added to the highest value in the graph. ✓ Highest data bar filled with the image 3_Overweight.jpg ✓ Black outline applied to this data bar ✓ X axis values displayed in the reverse order. ✓ Vertical gridlines displayed for both major and minor units. ✓ 	5		
TOTAL FOR QUESTION 3		[50]		

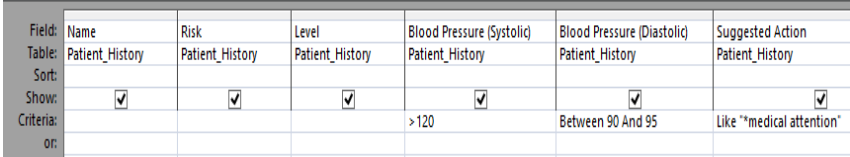
QUESTION 4

File Name: 4_Heart Patients

No	Criteria	Max	✓	Mark
Table: Patient Details				
4.1	<ul style="list-style-type: none"> Row height changed to 20 pt. ✓ 	1		
4.2	<ul style="list-style-type: none"> Vertical gridlines are visible. ✓ 	1		
4.3	Customised alternate row colour <ul style="list-style-type: none"> Colour level for Red is 200 ✓ Colour level for Green is 210 ✓ Colour level for Blue is 220 ✓ 	3		
4.4	Age column <ul style="list-style-type: none"> Average of ages found at the bottom of the age column. ✓ Corrected to zero decimal places. ✓ 	2		
4.5	Input mask on the Patient Code field: >LL-009-"LPH" <ul style="list-style-type: none"> > ✓ LL ✓ - ✓ 00 ✓ 9 ✓ LPH ✓ 	6		
4.6	<ul style="list-style-type: none"> Patient code field made as the primary key. ✓ 	1		
4.7	<ul style="list-style-type: none"> Data type for 'Money spent on junk food' field changed to currency. ✓ 	1		
TOTAL FOR QUESTION 4		[15]		

QUESTION 5

File Name: 5_Heart

No	Criteria	Max	✓	Mark
Table: Patient_History				
5.1	Patient_History table: <ul style="list-style-type: none"> Applied a black gridline and ✓ Sunken cell effect to the table. ✓ 	2		
5.2	5.2.1 Validation rule to gender field: <ul style="list-style-type: none"> Male ✓ or Female ✓ Validation message to gender field: <ul style="list-style-type: none"> Any appropriate message ✓ 5.2.2 Change the Indexed field properties to Yes (Duplicates OK) ✓	3		
5.3	Age field made a required field. ✓	1		
5.4	<ul style="list-style-type: none"> Name, Age, Height (in cm), Body Mass (in kg) and BMR fields are displayed. ✓ Calculated field name: BMR: ✓ BMR: $655.0955\sqrt{+ (9.5634 * [\text{body mass (in kg)] } \sqrt{) + (1.8496 * [\text{height (in cm)] } \sqrt{) - (4.6756 * [\text{age}] } \sqrt{)}$ All the signs used correctly. ✓ 	7		
5.5	 <ul style="list-style-type: none"> Criteria Blood Pressure (Systolic) field: >✓120 ✓ OR >=119 Criteria Blood Pressure (Diastolic) field: Between 90✓ And✓ 95 Criteria Suggested Action field: "*✓medical attention"✓ 	6		
5.6	<ul style="list-style-type: none"> Name, Gender, Sugar Level and Risk fields inserted ✓ Heading changed to Patient Sugar Levels✓ Dividing lines are visible. ✓ Default form view changed to continuous✓ 5_Sugar Level.jpg inserted in the detail section✓ Height and width of the image is 5 cm ✓ 	6		
5.7	<ul style="list-style-type: none"> Report created based on qry5_7 ✓ Report grouped based on Sugar Level (mmol/L) field. ✓ Grouping intervals set to 10s✓ Conditional formatting applied to Risk field with patients with Very High ✓ risk shaded in red colour ✓ =count(*)✓ calculation used in the group footer Proper label given for the calculation.✓ 	7		
TOTAL FOR QUESTION 5		[33]		

QUESTION 6 File Name: 6_Healthy Heart

This question should be marked from the browser as far as possible, unless otherwise indicated or if it cannot be seen on the browser.

- A maximum of 1 mark will be deducted if one or more closing tags are omitted.

No	Criteria	Max	✓	Mark
6.1	Title <title>Healthy Heart</title> <ul style="list-style-type: none"> • 'Healthy heart' appears ✓ • In the browser tab ✓ 	2		
6.2	Font tag <ul style="list-style-type: none"> • font face is century gothic ✓ • font size is 3 ✓ 	2		
6.3	Heading style <h1 align="center">Heart Disease & You</h1> <ul style="list-style-type: none"> • Heart Disease & You appear as heading 1 ✓ 	1		
6.4	Bold and Italics formatting <i>Cardiovascular Disease</i> <ul style="list-style-type: none"> • Cardiovascular Disease made Bold ✓ • Cardiovascular Disease made <i>Italics</i> ✓ NOTE: Reduce 1 mark if tags are not closed in the reverse order.	2		
6.5	Horizontal line size and colour <hr color="black" size=3 /> <ul style="list-style-type: none"> • Line size set to 3 ✓ • Line color set to black ✓ 	2		
6.6	Table Row and Column: <tr bgcolor="White"> <th> Blood Pressure Category </th> <th> Systolic mm Hg (Upper #) </th> <th> </th> <th> Diastolic mm Hg (Lower #) </th> </tr> <ul style="list-style-type: none"> • Image appears as the third heading in the first row ✓ • Image displays correctly ✓ <tr bgcolor="red"> <td>Hypertensive Crisis (Emergency care needed)</td> <td>Higher than 180</td> <td>or</td> <td>Higher than 110</td> </tr> <ul style="list-style-type: none"> • Row added at the bottom of the table. ✓ • All the relevant text entered correctly in the row. ✓ • Background colour of the row changed to red. ✓ • All the tags used correctly. ✓ 	6		

6.7	Ordered List <code><ol type="A"> </code> <ul style="list-style-type: none"> Existing unordered list changed to ordered list. ✓ List numbers appears as uppercase alphabets, e.g. A, B. ✓ 	2		
6.8	Link <code></code> Click here to view the TIPS on how to live a Healthy Life Style provided by THE HEART AND STROKE FOUNDATION SOUTH AFRICA <code></code> <ul style="list-style-type: none"> Link moves to ' Healthy life style.pdf ' ✓ Link works correctly ✓ 	2		
6.9	Center tag <code><center> Have Your Heart In The Right Place </center></code> <ul style="list-style-type: none"> The text is centred using the centre tag ✓ 	1		
TOTAL FOR QUESTION 6		[20]		

QUESTION 7

File Name: 7_Food Diary

7_CHD Death Rates

7_Awareness

No	Criteria	Max	✓	Mark
7_Food Diary (Word processing document)				
7.1	7.1.1	1		
	7.1.2	2		
	7.1.3	2		
7.2	7.2.1	2		
	7.2.2	2		
7_Awareness (Word processing document)				
7.3	Mail Merge: <ul style="list-style-type: none"> Patient Details table in 4_Heart Patients database used as the data source. ✓ Name and Surname fields added. ✓ Mail merge completed and saved as 7_AwarenessInvitation ✓ (22 letters expected) 	3		
TOTAL FOR QUESTION 7		[12]		
TOTAL:		180		