

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2020

**COMPUTER APPLICATIONS TECHNOLOGY P1
MARKING GUIDELINE
(EXEMPLAR)**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5
MARKS:						
	150	30	20	53	34	13

This marking guideline consists of 10 pages.

QUESTION 1

File Name: 1WildCoast

Total Q1: 30

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	Cover Page <ul style="list-style-type: none"> Size exactly 5 cm x 5 cm ✓ Lock aspect ratio unchecked ✓ 	1 1		2	
1.1.2	Cover Page <ul style="list-style-type: none"> Picture position set to Middle Centre ✓ 	1		1	
1.1.3	Cover Page <ul style="list-style-type: none"> Learner name and surname inserted in author control ✓ 	1		1	
1.2	Page Numbering <ul style="list-style-type: none"> Border left page numbering used ✓ Zero on first page removed (different first page) ✓ 	1 1		2	
1.3	Breaks <ul style="list-style-type: none"> Page break used ✓ 	1		1	
1.4.	Styles <ul style="list-style-type: none"> New Style Eastern Cape Coasts created ✓ Based on Heading 1 style ✓ New style horizontally centred ✓ Font colour of style is red ✓ Style applied to heading ✓ 	1 1 1 1 1		5	
1.5.1	Table of Contents <ul style="list-style-type: none"> Table of content inserted ✓ Modern style format used ✓ Ensure that heading 'Wild Coast Region, Eastern Cape' appears in TOC ✓ 	1 1 1		3	
1.5.2	Table of Figures <ul style="list-style-type: none"> Picture captioned ✓ Table of figures updated ✓ 	1 1		2	
1.6	Footnote <ul style="list-style-type: none"> Footnote inserted ✓ Below the text ✓ Wingdings character code 0046 or 70 ☞ used ✓ Text '(www.wildcoast.com/xolobeni)' added ✓ 	1 1 1 1		4	
1.7	Find and Replace <ul style="list-style-type: none"> Transkei replaced with Former Transkei ✓ All five occurrences replaced ✓ 	1 1		2	

1.8	Citation <ul style="list-style-type: none"> Web site chosen source ✓ Wild Coast inserted as website name ✓ <u>www.wildcoast.com</u> inserted as the URL ✓ 	1 1 1		3	
1.9	Shapes <ul style="list-style-type: none"> Horizontal scroll shape inserted ✓ Correct text added/Copied ✓ Shape style changed to Subtle effect – Blue Accent 1 ✓ Yellow text highlight removed from inserted text ✓ 	1 1 1 1		4	
	Total for QUESTION 1			[30]	

QUESTION 2**File Name: 2Form****Total Q2: 20**

No.	Criteria	Maximum Mark			Candidate Mark
2.1.1	WordArt <ul style="list-style-type: none"> WordArt changed ✓ Changed / transformed to Warped Ring Inside. ✓ 	1		2	
		1			
2.1.2	Grouping <ul style="list-style-type: none"> Any picture inserted. ✓ Picture 2Form.jpg inserted. ✓ Picture and WordArt grouped. ✓ 	1		3	
		1			
		1			
2.2	Page background <ul style="list-style-type: none"> Page background inserted. ✓ Vertical gradient fill used. ✓ Two colours, blue and white, used. ✓ 	1		3	
		1			
		1			
2.3	Watermark <ul style="list-style-type: none"> Watermark inserted ✓ 2Watermark.jpg image used ✓ Image scaled to 120% ✓ 	1		3	
		1			
		1			
2.4	Tabs <ul style="list-style-type: none"> Tabs set to Surname ✓ First tab set at 6 cm centred. ✓ Second tab set at 14 cm right align. ✓ 	1		3	
		1			
		1			
2.5.1	<ul style="list-style-type: none"> Surname text form field 20 characters ✓ 	1		6	
2.5.2	<ul style="list-style-type: none"> Gender changed to dropdown form field ✓ Male and Female entered. ✓ 	1			
		1			
2.5.3	<ul style="list-style-type: none"> The check box form field set to 14 pt ✓ exactly ✓ and BnB field checked. ✓ 	1			
		1			
		1			
	Total for QUESTION 2			[20]	

QUESTION 3

File Name: 3Wild Coast Visitors

Total Q3: 53

No.	Criteria	Maximum Mark			Candidate Mark
Information worksheet					
3.1.1	Merge and Centre <ul style="list-style-type: none">Cells A1 to Q1 are merged ✓and centred ✓	1 1	<div></div> <div></div>	2	
3.1.2	Shading <ul style="list-style-type: none">Shading applied on merged cell ✓“From Corner” shading style used ✓use 2 colours ✓namely yellow and blue. ✓	1 1 1 1	<div></div> <div></div> <div></div> <div></div>	4	
3.2	Date <ul style="list-style-type: none">D2: Today’s date inserted ✓Date format changed to dd-mm-yyyy ✓	1 1	<div></div> <div></div>	2	
3.3	Wrap text <ul style="list-style-type: none">Text in row 4 wrapped ✓	1	<div></div>	1	
3.4	Freeze Panes <ul style="list-style-type: none">Row 4 frozen ✓All other text moves under row 4 when user scrolls down ✓	1 1	<div></div> <div></div>	2	
3.5	Printing <ul style="list-style-type: none">Row 1 to row 4 to repeat ✓at the top of each page ✓Gridlines inserted (ticked) ✓	1 1 1	<div></div> <div></div> <div></div>	3	
3.6	Conditional formatting <ul style="list-style-type: none">Conditional formatting applied in correct column (column G) ✓Criteria only hotels ✓Reddish fill colour used ✓	1 1 1	<div></div> <div></div> <div></div>	3	
3.7	Column I <ul style="list-style-type: none">Rand Currency or Accounting ✓Zero decimal places ✓	1 1	<div></div> <div></div>	2	
3.8	Cell D67 =MAX(H5:H64) / =LARGE((H5:H64),1) <ul style="list-style-type: none">Correct cells used ✓Max / large function used ✓	1 1	<div></div> <div></div>	2	
3.9	Cell D69 =SUMIF(E5:E64,"China",L5:L64) <ul style="list-style-type: none">Sumif function correctly used ✓Criteria range E5:E64 ✓Sum range L5:L64 ✓Criteria – China ✓	1 1 1 1	<div></div> <div></div> <div></div> <div></div>	4	

3.10	Cell D71 =(H5*J5)*K5 <ul style="list-style-type: none"> H5 and J5 used ✓ * sign used ✓ K5 ✓ 	1 1 1		3	
3.11	Cell D73 =COUNTBLANK(L5:L64) <ul style="list-style-type: none"> Correct function used ✓ Correct range used ✓ 	1 1		2	
3.12	Cell D75 =COUNTA(N5:N64) <ul style="list-style-type: none"> Correct function used ✓ Correct range used ✓ 	1 1		2	
3.13	Cell D77 =IF(L5>=3000,"Type A Accommodation","Regular Accommodation") <ul style="list-style-type: none"> Correct function used ✓ Correct condition specified ✓ Value if true is correct ✓ Value if false is correct ✓ 	1 1 1 1		4	
3.14	Cell D79 =L5/G2 <ul style="list-style-type: none"> Countif function used ✓ Correct range ✓ 	1 1		2	
3.15	Cell Q5 =IF(COUNTA(M5:P5)>3;(0,3*H5);IF(COUNTA(M5:P5)=3;(0,15*H5);" ")) <ul style="list-style-type: none"> Function = IF ✓ First condition: (COUNTA(M5:P5) >3 ✓ 1,3*H5 ✓ Second condition: COUNTA(M5:P5)=3 ✓ 1,15*H5 ✓ Value false condition: " " or Blank ✓ Function copied to all cells ✓ 	1 1 1 1 1 1 1		7	
Lodge worksheet					
3.16	Tab colour <ul style="list-style-type: none"> Tab colour of Lodge worksheet set to blue ✓ 	1		1	
3.17	Filtering <ul style="list-style-type: none"> Filtering used ✓ on Type of Accommodation column ✓ 	1 1		2	

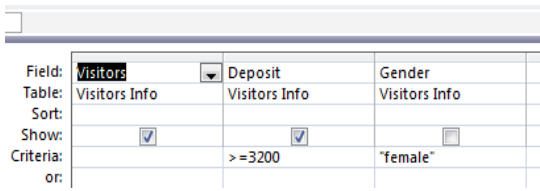
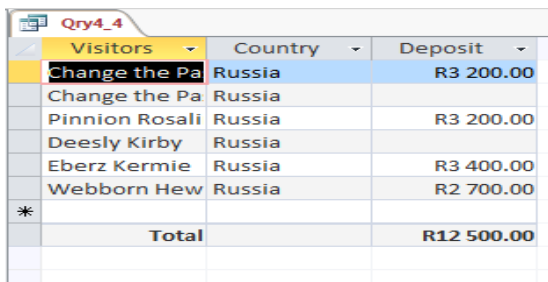
3.18	Graph Worksheet <ul style="list-style-type: none">• Sort table from Large to Small ✓• Graph created ✓• Graph title Wild Coast Lodges ✓• Both series points plotted correctly. ✓• Gap width set to 50% ✓	1 1 1 1 1		5	
	Total for QUESTION 3			[53]	

QUESTION 4

File Name: 4WildCoast

Total Q4: 34

No.	Criteria	Maximum Mark			Candidate Mark
4.1.1	Row height • Row height set at 25 pt. ✓	1		1	
4.1.2	Row colour • Alternative row colour set to red. ✓ • Background colour set to green. ✓	1 1		2	
4.1.3	Field: Cell Number • Input mask set. ✓ • Ten compulsory numbers. ✓ • Correct format 000-0000 000. ✓	1 1 1		3	
4.1.4	Field: Cell Number • Cell Number field is set to Yes. ✓	1		1	
4.1.5	Field: Age • Validation rule: Between 18 ✓ • and 60. ✓ • Suitable validation text inserted. ✓	1 1 1		3	
4.1.6	Field: Deposit Paid • Changed to currency. ✓ • With 2 decimal places. ✓	1 1		2	
4.1.7	Field: Home • Combo box created in Home Town field. ✓ • Value list added. ✓ • All towns included (Port Elizabeth/East London/Mthatha/Queenstown). ✓	1 1 1		3	
4.1.8	Field: email address • < symbol set on format ✓	1		1	
Form					
4.2	Visitors Info • Form Visitors Info created. ✓ • Only Visitor, Gender, Email address, Country, Number of people, Number of days and Deposit field appear. ✓ • Image 4WildCoast.jpg used. ✓ • Centred in form header. ✓ • Date and time inserted. ✓ • Country field sorted alphabetically. ✓ • In descending order. ✓ • Any button inserted in the form footer. ✓ • Button action is to close the form. ✓	1 1 1 1 1 1 1 1 1 1		9	

Queries				
4.3	QryFemales <ul style="list-style-type: none"> Fields used: Visitor, Deposit and Gender. ✓ Gender does not show. ✓ Gender criteria: Female. ✓ Deposit criteria: >= 3200. ✓ 	1		5
		1		
		1		
		1		
		1		
4.4	Qry4_4 <ul style="list-style-type: none"> Criteria of Country field: Russia. ✓ Design view Total function is used. ✓ From the datasheet view. ✓ Total deposits of the Russian visitors. (Sum) ✓ 	1		4
		1		
		1		
		1		
		1		
Total for QUESTION 4				[34]

QUESTION 5

File Name: 5WildCoast Resource

Total Q5: 13

No.	Criteria	Maximum Mark			Candidate Mark
5.1	Export Data <ul style="list-style-type: none"> Data exported from Spreadsheet 5WildCoast Resource. ✓ Exported to a new database – table - 5Resource. ✓ Peak Rates, Number of Days and Deposits are assigned the correct data type. ✓ Type of Accommodation moved to the first field. ✓ Table sorted by Type of Accommodation field. ✓ In descending order. ✓ 	1		6	
		1			
		1			
		1			
		1			
		1			
5.2	Graph <ul style="list-style-type: none"> Graph created using the data in Sheet 2. ✓ Countif: Females. ✓ Countif: Males. ✓ Pie Graph is used ✓ Appropriate heading – anything around percentage per gender. ✓ Graph is moved to the word document, 5MyDoc. ✓ Paste special is used when pasting the graph. ✓ 	1		7	
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 5			[13]	
	TOTAL:			150	