



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2012

**COMPUTER APPLICATIONS TECHNOLOGY P1
MEMORANDUM**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:	200	18	25	31	38	32	31	25

This memorandum consists of 9 pages.

QUESTION 1

Folder: q1DATA File: q1AnswerSheet

No.	Criteria	Max.	✓	Mark	
Open the q1DATA folder					
1.1	<ul style="list-style-type: none"> The Subjects Code folder is moved to appear as a subfolder of Census 2012 folder✓ 	1			
1.2	<ul style="list-style-type: none"> A subfolder Students is created in the Purpose folder✓ 	1			
1.3	<ul style="list-style-type: none"> The image file Netball in the subfolder Netball (that appears in the Sports folder) has been deleted✓ 	1			
1.4	<ul style="list-style-type: none"> The presentation file called Census Presentation is compressed and appears in the q1DATA folder✓ 	1			
1.5	<ul style="list-style-type: none"> The learner's name appears as Author for the file Rules✓ 	1			
1.6	<ul style="list-style-type: none"> A password has been added to the file Presentation✓ The file cannot be opened without the password 22x✓ 	2			
1.7	<ul style="list-style-type: none"> The file imageCAY is copied to Background folder✓ 	1			
1.8	<ul style="list-style-type: none"> A <i>Shortcut</i> to the Access file is created✓ and appears in the Transport folder✓ 	2			
1.9	<ul style="list-style-type: none"> A <i>Rich Text File</i> has been created ✓ and it is saved as School.rtf in the q1DATA folder✓ 	2			
1.10	<ul style="list-style-type: none"> The folder Transport is renamed to Mode of Transport✓ 	1			
Open the q1AnswerSheet file					
1.11	1.11.1	<ul style="list-style-type: none"> Words: 288✓ 	1		
	1.11.2	<ul style="list-style-type: none"> Files sorted by Name in descending order✓ Only the Date Modified and Name fields appear✓ Date Modified appears before Name✓ Screen shot pasted in the q1AnswerSheet file✓ 	4		
			[18]		

QUESTION 2

File: q2CensusAtSchool

No.	Criteria	Max.	✓	Mark
Open the file q2CensusAtSchool				
2.1	<ul style="list-style-type: none"> Entire document: Justified✓ 	1		
2.2	Main heading " CensusAtSchool " formatted as follow: <ul style="list-style-type: none"> Font size 27 pt✓ Outline effect applied✓ 	2		
2.3	<ul style="list-style-type: none"> Image Logo Census@school inserted✓ The image appears behind the heading✓ The image has been changed to washout✓ 	3		
2.4	<ul style="list-style-type: none"> Left and Right margins changed to 3 cm✓ and Top and Bottom margins changed to 2 cm✓ 	2		
2.5	<ul style="list-style-type: none"> Paper size is A4✓ and Page Orientation is Portrait✓ 	2		
2.6	Picture of foot: <ul style="list-style-type: none"> resized to 60% of original Height✓ and rotated 90°✓ rotated left✓ 	3		
2.7	First paragraph edited as follows: <ul style="list-style-type: none"> Indented 2 cm on the left and right hand side✓ 18 pt line spacing✓ Drop Cap effect added to the letter I✓ Drop Cap runs over 4 lines✓ 	4		
2.8	Paragraph spacing for entire document set as follows: <ul style="list-style-type: none"> Before: 3 pt✓ After: 12 pt✓ 	2		
2.9	<ul style="list-style-type: none"> Bullets inserted to the paragraph under the heading "Method"✓ The bullets are red✓ Wingdings 231 ◀ was used as bullets✓ 	3		
2.10	<ul style="list-style-type: none"> Page break inserted so that "Interpreting questions" appears on a separate page✓ 	1		
2.11	<ul style="list-style-type: none"> Section Breaks inserted✓ Second last page appears in Landscape orientation✓ (Give this mark only if the rest of the document is in Portrait orientation.) 	2		
			[25]	

QUESTION 3

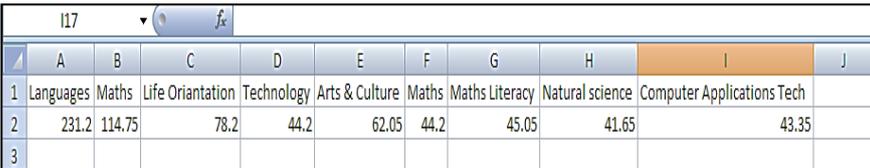
File: q3Population

No.	Criteria	Max.	✓	Mark
Open the file q3Population				
3.1	<ul style="list-style-type: none"> Language English(South Africa)✓ 	1		
3.2	<ul style="list-style-type: none"> Spelling errors checked✓ All 3 errors corrected✓ 	2		
3.3	<p>Main Heading changed as follows:</p> <ul style="list-style-type: none"> Border applied to text (placed around the main heading of the document)✓ The border has a shadow✓ The border line is 2¼ pt thick✓ The border is a dotted line✓ The heading has yellow background shading✓ 	5		
3.4	<ul style="list-style-type: none"> All occurrences of the word "HIV" changed✓ to a green highlight✓ 	2		
3.5	<ul style="list-style-type: none"> Two columns inserted using correct text✓ Column line inserted between the columns✓ Space between columns 2 cm✓ Column break inserted so that heading 3 appears on the right✓ 	4		
3.6	<ul style="list-style-type: none"> Cells merged as indicated✓ Content centred horizontally and vertically in the table✓ Two rows at the bottom of the table deleted✓ Correct content sorted in descending order✓ Borders added as indicated✓ Shading added✓ Text direction changed✓ First column is exactly 3 cm✓ Formula used to calculate the total: =sum(above) ✓ 	9		
3.7	<ul style="list-style-type: none"> Date inserted at the end of the of the document✓ Date format: YYYY-MM-DD✓ Date set to update automatically✓ 	3		
3.8	<ul style="list-style-type: none"> Watermark: Census added✓ Watermark: Font type Arial✓ Watermark: Font size 38 pt✓ 	3		
3.9	<ul style="list-style-type: none"> Text converted to table (must not include comma) ✓ The correct text converted✓ 	2		
		[31]		

QUESTION 4

File: q4Favourite Subjects

No.	Criteria	Max.	✓	Mark
Open the file q4Favourite Subjects				
4.1	<ul style="list-style-type: none"> Cells A1:G1 merged✓ Text centred vertically and horizontally✓ 	2		
4.2	<ul style="list-style-type: none"> Font size of the heading in Row 1 is 14 pt✓ Green border in Row 1✓ Borders above and below the merged cell✓ 	3		
4.3	Row 3: <ul style="list-style-type: none"> Alignment 45°✓ Headings wrapped✓ 	2		
4.4	<ul style="list-style-type: none"> Row 3: Borders added✓ 	1		
4.5	<ul style="list-style-type: none"> Data on the worksheet must be clearly visible✓ 	1		
4.6	<ul style="list-style-type: none"> Cell A2: =TODAY()✓ 	1		
4.7	<ul style="list-style-type: none"> Delete Sheet 2✓ 	1		
4.8	<ul style="list-style-type: none"> Rename Sheet 1 to "Subjects"✓ Tab colour changed to blue✓ 	2		
4.9	<ul style="list-style-type: none"> Page Orientation of Subjects worksheet changed to Landscape✓ 	1		
4.10	Cell F4: =B4+D4 <ul style="list-style-type: none"> Correct cells used✓ Correct calculation✓ Formula filled down for all the remaining subjects✓ 	3		
4.11	Column F:  <ul style="list-style-type: none"> Conditional Formatting used✓ Condition: Greater than 150✓ Condition: Less than 100✓ Format: Red and Green fill used correctly✓ 	4		
4.12	Column G: =F4/\$I\$3 <ul style="list-style-type: none"> Correct cells used✓ Correct calculation✓ Absolute cell reference used✓ Cells formatted to show %✓ 	4		
4.13	<ul style="list-style-type: none"> Row inserted above Row 22 ✓ 	1		

4.14	Sheet 3 <ul style="list-style-type: none"> • Correct columns copied and pasted✓ • on Sheet 3 and transposed✓ • only values pasted✓ 		3		
4.15	4.15.1	Cell B15: =ROUND(AVERAGE(B4:B12),0) <ul style="list-style-type: none"> • Round function used✓ • Average function used✓ • Correct cell reference✓ • Rounded to correct unit✓ 	4		
	4.15.2	Cell B16: =MAX(D4:D12) <ul style="list-style-type: none"> • Max function used✓ • Correct cell reference✓ 	2		
	4.15.3	Cell B18: =LARGE(F4:F12,2) <ul style="list-style-type: none"> • Large function used✓ • Correct cell reference✓ • Correct number (2) indicated✓ 	3		
			[38]		

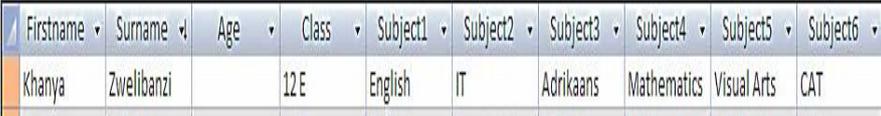
QUESTION 5

File: q5Samples

No.	Criteria	Max.	✓	Mark
Work in the School worksheet				
5.1	5.1.1	1		
	5.1.2	3		
5.2	<ul style="list-style-type: none"> Cell A4 shaded blue✓ 	1		
5.3	<ul style="list-style-type: none"> Picture moved to Cell A3✓ Picture resized so that it is the exact size of the cell✓ 	2		
5.4	Column G: =IF(F7>=250,"Large","Small") OR =IF(F7<250, "Small", "Large") <ul style="list-style-type: none"> IF(F7✓ >=250, ✓ "Large", "Small")✓ 	3		
5.5	Cell B17: =COUNTA(A7:A15) <ul style="list-style-type: none"> =COUNTA✓ (A7:A15) ✓ 	2		
5.6	Cell B18: =COUNTBLANK(B7:E15) OR =COUNTIF(B7:E15, "") <ul style="list-style-type: none"> =COUNTBLANK✓ B7:E15)✓ 	2		
5.7	Cell B19: =COUNTIF(G7:G15,"Small") <ul style="list-style-type: none"> =COUNTIF✓ (G7:G15, ✓ "Small")✓ 	3		
5.8	<ul style="list-style-type: none"> Correct data sorted✓ in descending order according to Column F✓ 	2		
5.9	<ul style="list-style-type: none"> Column Chart is created✓ Using correct data✓ 	2		
	5.9.1	1		
	5.9.2	2		
	5.9.3	1		
	5.9.4	1		
	5.9.5	3		
	5.9.6	2		
5.10	Chart saved in a new worksheet✓	1		
		[32]		

QUESTION 6

File: q6Learners

No.	Criteria	Max	✓	Mark	
Open the table Subjects					
6.1	<ul style="list-style-type: none"> • Firstname field changed to Text✓ • Firstname and Surname field sizes changed to 15 and 25✓ 	2			
6.2	<ul style="list-style-type: none"> • Record for Peter Marhala in 10E deleted✓ 	1			
6.3	<ul style="list-style-type: none"> • Field added and placed after the Surname field✓ • Field Name: Age✓ • Data Type: Date/Time✓ • Format: Long Date✓ 	4			
6.4	<ul style="list-style-type: none"> • Data entered as shown✓ • No errors in data✓ 	2			
6.5	<ul style="list-style-type: none"> • Table sorted according to the Surname field✓ • Sorted in descending order ✓ 	2			
6.6	<ul style="list-style-type: none"> • Only vertical gridlines show✓ 	1			
Open the query CAT Learners					
6.7	<ul style="list-style-type: none"> • Query saved as CAT Learners✓ • Criteria for Subject 6 field: "CAT"✓ • Only fields showing: ID, Firstname, Surname, Class ✓ 	3			
Open the query Maths					
6.8	<ul style="list-style-type: none"> • Criteria for Class field: "12 E"✓ • Criteria for Subject 2 field: "Mathematics"✓ (all criteria on same line) • Sorted according to the Surname field✓ 	3			
Open the form Subjects					
6.9	<ul style="list-style-type: none"> • Form created by using all fields✓ • Justified layout✓ • Date inserted in the <i>Form Footer</i>✓ • Date inserted as a function: =Date() and in a Text Box✓ 	4			
Open the report 2012Subjects					
6.10	6.10.1	<ul style="list-style-type: none"> • Learner name added to the <i>Report Footer</i> in a <i>Label</i>✓ 	1		
	6.10.2	<ul style="list-style-type: none"> • Heading in the <i>Report Header</i> reads: "2012 Census"✓ • Font colour of the heading is blue✓ • Heading centred in the <i>Header</i> of the Report✓ 	3		
	6.10.3	<ul style="list-style-type: none"> • Report grouped according to the Class field✓ 	1		
	6.10.4	<ul style="list-style-type: none"> • Function added to the <i>Class Footer</i>✓ • =Count✓ • (*)✓ OR ([Surname]) etc. • Label for the function reads: "Number of students"✓ 	4		
			[31]		

QUESTION 7

File: q7Form

No.	Criteria	Max.	✓	Mark
Open the word processing document q7Form				
7.1	<ul style="list-style-type: none"> Section Break removed✓ 	1		
7.2	<ul style="list-style-type: none"> The heading "Census Form 2012" is converted to WordArt style 1✓ Length image used to fill WordArt✓ WordArt centred at the top of the page✓ WordArt changed to be exactly 2 cm high by 13 cm wide✓ Striped Right Arrow shape added✓ Striped Right Arrow shape behind WordArt and grouped with WordArt✓ 	6		
7.3	Tab stops inserted as follows: <ul style="list-style-type: none"> Centre Tab: 7 cm✓ Right Tab: 14.5 cm✓ 	2		
7.4	<ul style="list-style-type: none"> Horizontal line inserted ✓ (border line used and in correct position) 	1		
7.5	<ul style="list-style-type: none"> Symbol (Wingdings 168) □ inserted✓ Next to Boy? and Girl?✓ Font size 20 pt✓ 	3		
7.6	<ul style="list-style-type: none"> Border around the heading Section B removed✓ 	1		
7.7	<ul style="list-style-type: none"> Text moved to the table✓ Correct text moved✓ 	2		
7.8	<ul style="list-style-type: none"> Page colour changed to grey✓ 	1		
7.9	<ul style="list-style-type: none"> Table added✓ Next to the text: What is your date of birth?✓ Columns resized to AutoFit Contents✓ Text added correctly to table✓ 	4		
7.10	<ul style="list-style-type: none"> Image inserted on the right hand side of <u>Section B</u> ✓ Image resized✓ 	2		
7.11	<ul style="list-style-type: none"> Leader tabs added to the appropriate text in the table✓ Leader tabs set to right align✓ 	2		
		[25]		

TOTAL: 200