



# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## NATIONAL SENIOR CERTIFICATE

**GRADE 12**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**FEBRUARY/MARCH 2012**

**MEMORANDUM**

**MARKS: 200**

<b>CENTRE NUMBER</b>							
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<b>FINAL MARK</b>		
<b>SPEED ENDORSEMENT</b>		<b>WPM</b>














<b>EXAMINATION NUMBER</b>													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	10	40	17	38	22	52	21	200
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

**This memorandum consists of 12 pages.**

EXAMINATION NUMBER															
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**QUESTION 1: Folder: Question1\_Vraag1****TOTAL Q1: 10***Check all answers against candidate's actual work.*

No.	Criteria	Max Mark			Candidate Mark	
1.1	<b>Newsletter</b> folder renamed as <b>Data</b> ✓ <i>(Note to marker: Do not allocate the mark if the folder <b>Newsletter</b> still appears)</i>	1		1		
1.2	No PDF files appear in <b>Question1_Vraag1</b> folder ✓	1		1		
1.3	<b>Pets</b> saved as .dot file ✓ <i>(Open Office/Libre Office: .ott file)</i> <i>(Note to marker: There should be two <b>Pet</b> files)</i>	1		1		
1.4	<b>Valid:</b> Password 'N' added ✓ <i>(Note to marker: Allocate the mark if the password is requested when file is opened. Not necessary to test the actual password.)</i>	1		1		
1.5	Jump.mp3 ✓ <i>(Note to marker: Ignore .mp3)</i>	1		1		
1.6	15 233 characters ✓	1		1		
1.7	Screenshot of <b>Question1_Vraag1</b> folder: <ul style="list-style-type: none"><li>• Screenshot appears ✓</li><li>• Files sorted according to <b>Type</b> field ✓ <i>(Note to marker: Accept in ascending/descending order according to type)</i></li><li>• <b>Name</b> ✓ and <b>Authors</b> ✓ fields appear</li></ul> <i>(Layout of screenshot may vary depending on type and version of operating system.)</i>	<div><div><div>Name</div><div>Authors</div></div><div><div><div> Data</div><div> Images</div><div> Roundmail</div><div> Report</div><div> Book1</div><div> Feasibility</div><div> Valid</div><div> Pets</div><div> Proposal</div><div> Secretaries</div><div> Sport</div><div> Pets</div><div> Jump</div></div><div><div>Library</div><div>NSC553</div><div>SPCA</div><div>Zama</div><div>Khanyisile</div><div>SPCA</div><div>RINGO</div></div></div></div>	1		4	
<b>Total for QUESTION 1</b>					<b>[10]</b>	

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**QUESTION 2: File name: 2Newsletter\_Nuusbrief****TOTAL Q2: 40**

No.	Criteria	Max Mark			Candidate Mark
2.1	<b>Left margin</b> <ul style="list-style-type: none"> <li>Set to 1 cm/0.39 inch ✓</li> </ul>	1		1	
2.2	<b>Justification</b> <ul style="list-style-type: none"> <li>Text is fully justified ✓</li> </ul>	1		1	
2.3	<b>Text box</b> <ul style="list-style-type: none"> <li>Text box appears ✓</li> <li>Bluish border line ✓ 3 pt thick ✓</li> <li>Text TECHNO HIGH SCHOOL MONTHLY NEWS MARCH 2012 centred ✓ in text box</li> </ul>	1 2 1		4	
2.4	<b>Columns</b> <ul style="list-style-type: none"> <li>3 columns ✓</li> <li>Vertical line between columns ✓</li> <li>1 cm spacing between columns ✓</li> </ul>	1 1 1		3	
2.5	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>Page numbers are right aligned ✓</li> <li>No tab leader ✓</li> <li>Not shown as hyperlinks ✓</li> <li>Only level 1 and level 2 headings are displayed ✓</li> </ul>	1 1 1 1		4	
2.6	<b>Column Break</b> <ul style="list-style-type: none"> <li>Inserted before 'School Health Programme.' ✓</li> </ul>	1		1	
2.7	<b>Drop Cap</b> <ul style="list-style-type: none"> <li>'C' of 'Congratulations' appears as a Drop Cap ✓</li> <li>5 lines deep ✓</li> </ul>	1 1		2	
2.8	<b>Photo: 2Hike_Staptoer</b> <ul style="list-style-type: none"> <li>Inserted under '... a healthy lifestyle' ✓</li> <li>Text wrapping set to top and bottom ✓</li> <li>Distance from text 0.3 cm (top and bottom) ✓</li> </ul>	1 1 1		3	
2.9	<b>Paragraph indentation</b> <ul style="list-style-type: none"> <li>First line paragraph indentation set ✓ to 0.5 cm/0.2 inches ✓ on paragraph starting with 'We welcome any parents ...'</li> </ul>	1 1		2	
2.10	<b>Comment</b> <ul style="list-style-type: none"> <li>Removed – no comment appears on the text 'Semester's' ✓</li> </ul>	1		1	



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**QUESTION 3: Filenames: 3Certificate\_Sertifikaat, 3Award\_Toekenning,  
3Finished\_Klaar**

**TOTAL Q3: 17**

No.	Criteria	Max Mark			Candidate Mark
3.1	<ul style="list-style-type: none"> <li>Any rectangular shape appears on the left of the certificate ✓</li> <li>Filled with a solid purplish colour ✓</li> <li>Shadow style 2 effect applied ✓</li> </ul>	1		3	
		1			
		1			
3.2	<ul style="list-style-type: none"> <li>Right tab ✓</li> <li>Inserted at 10 cm/4 inches ✓</li> <li>With a solid leader ✓</li> </ul>	1		3	
		1			
		1			
3.3	<ul style="list-style-type: none"> <li>Text &lt;&lt; <i>Place the date here</i> &gt;&gt; does not appear ✓</li> <li>Replaced by date field showing the current date ✓</li> <li>Date updates automatically ✓</li> </ul>	1		3	
		1			
		1			
3.4	<ul style="list-style-type: none"> <li>WordArt/Fontwork is resized ✓ to approximately 2 cm/0.79 inches cm x 14 cm/5.51 inches</li> <li>Transparency set to 80% or above ✓</li> </ul> <p><i>(Note to marker: Check in Format Picture, colours and lines, transparency)</i></p> <ul style="list-style-type: none"> <li>Logo moved ✓</li> <li>Text wrapping on logo is set to 'behind text' ✓</li> </ul> <p><i>(Open Office/Libre Office: In Background)</i></p>	1		4	
		1			
		1			
		1			
3.5.1	<b>Mail merge: 3Award_Toekenning</b> <ul style="list-style-type: none"> <li>Hours_Ure greater than or equal to 60 specified ✓</li> </ul>	1		1	
3.5.2	Merge fields inserted ✓	1		1	
3.5.3	<ul style="list-style-type: none"> <li>Connects to data source ✓ <b>3Award_Toekenning</b></li> <li>Merge performed ✓</li> </ul> <p><i>(12 records expected)</i></p>	1		2	
		1			
	<b>Total for QUESTION 3</b>			<b>[17]</b>	

EXAMINATION NUMBER																	
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**QUESTION 4: Filename: 4Learner\_Leerder****TOTAL Q4: 38**

- Mark the answers from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (Cell references may differ, depending on the candidate's actions.)
- Do not accept constant values where formulae/functions are required.
- Candidate may use multiple formulae or cells as 'building blocks' to answers.

No.	Criteria	Max Mark			Candidate Mark
<b>Data worksheet</b>					
4.1	<b>Cells B1 to E3</b> <ul style="list-style-type: none"> <li>• Merged ✓</li> <li>• Border placed around cells ✓</li> </ul> <i>(Note to marker: Any type of border acceptable)</i>	1 1		2	
4.2	<ul style="list-style-type: none"> <li>• WordArt/FontWork inserted ✓</li> <li>• Over cells B1 to E3 ✓</li> <li>• Blue font colour ✓</li> <li>• Tydskrifte appears below Magazines ✓</li> </ul> <i>(Note to marker: Ignore spelling of Magazine/Tydskrif)</i>	1 1 1 1		4	
4.3	<b>Cell F2 =UPPER("Total_Totaal")</b> <ul style="list-style-type: none"> <li>• UPPER function ✓</li> <li>• Text is in quotes ✓</li> </ul>	1 1		2	
4.4	<b>Row 4:</b> <ul style="list-style-type: none"> <li>• Column headings centred vertically ✓</li> <li>• Background colour of cells containing headings changed, i.e. A4 to H4 ✓</li> </ul> <i>(Note to marker: Do not allocate the mark if the whole row is shaded; accept any background colour)</i>	1 1		2	
4.5	<b>Cell C35: = C36-Sum(C6:C33)</b> <ul style="list-style-type: none"> <li>• SUM function used ✓</li> <li>• Correct cells used ✓</li> <li>• Difference is calculated correctly ✓</li> </ul> <i>(Answer: 1662)</i>	1 1 1		3	







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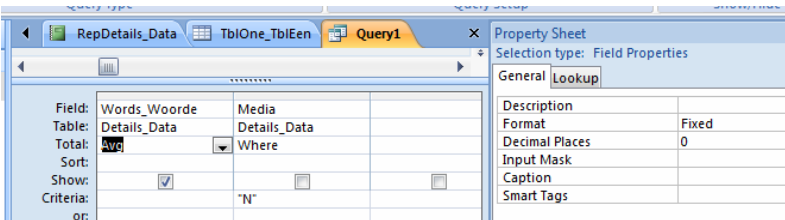
**QUESTION 6: Filename: 6Publication\_Publikasie****TOTAL Q6: 52**

No.	Criteria	Max Mark			Candidate Mark
<b>TblOne_TblEen table</b>					
6.1.1	<ul style="list-style-type: none"> <li>Primary key set ✓</li> <li>On DonorID_SkenkerID field ✓ (OR CellNo_SelNr OR EAdress_EAdres)</li> </ul>	1 1		2	
6.1.2	<ul style="list-style-type: none"> <li>Name_Naam field: size set to 20 ✓</li> </ul>	1		1	
6.1.3	<ul style="list-style-type: none"> <li>List_Lys field does not appear ✓</li> </ul>	1		1	
6.1.4	<b>DonorID_SkenkerID field</b> <ul style="list-style-type: none"> <li>Input mask ✓ - Format &gt;LLL009</li> <li>&gt;✓</li> <li>LLL ✓</li> <li>00 ✓</li> <li>9 ✓</li> </ul> <p>(Note to marker: Not possible in OO/LO: deduct 5 marks from the grand total of OO/LO candidates)</p>	1 1 1 1 1		5	
6.1.5	<b>Age_Ouderdom field</b> <ul style="list-style-type: none"> <li>Rule: &gt;20 and &lt;80</li> <li>&gt;20 ✓ and ✓ &lt;80 ✓</li> <li><b>OR</b></li> <li>&gt;=21 and &lt;=79</li> <li><b>OR</b></li> <li>Between 20 and 80</li> <li>Validation Text</li> <li>Text: Must relate to acceptable range. e.g. The age must be between 20 and 80 ✓</li> </ul> <p>(Note to marker: Not possible in OO/LO: Deduct 4 marks from the grand total of OO/LO candidates)</p>	3   1		4	

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FrmDetails_FrmData form																																															
6.2.1	<b>Media field</b> <ul style="list-style-type: none"><li>• Combo Box (Drop-down list) used ✓</li><li>• M, N, W are listed ✓ as options</li><li>• Linked to the <i>Media</i> field ✓</li></ul>	1 1 1		3																																											
6.2.2	<b>Words_Woorde field</b> <ul style="list-style-type: none"><li>• Conditional formatting ✓</li><li>• Set to a red colour ✓</li><li>• <i>Words_Woorde</i> field is greater than 150 ✓</li></ul>	1 1 1		3																																											
6.2.3	<ul style="list-style-type: none"><li>• =date() ✓ <b>OR</b> = now()</li><li>• Entered in footer ✓</li></ul>	1 1		2																																											
Query New																																															
6.3	<ul style="list-style-type: none"><li>• <i>Article_Artikel</i> and <i>Month_Maand</i> fields only are displayed ✓</li><li>• Criteria "Jan" OR "Jan*" or Like "Jan", etc., set on the <i>Month_Maand</i> field ✓</li><li>• Query saved as New ✓</li></ul> <p>(14 records expected)</p>	1 1 1		3																																											
Query Q1																																															
6.4.1	<ul style="list-style-type: none"><li>• <i>Page_Bladsy</i> field unselected or removed ✓</li></ul>	1		1																																											
6.4.2	<ul style="list-style-type: none"><li>• <i>Type_Type</i> criteria set to A ✓ or AP ✓</li><li>• <i>Media</i> criteria set to W ✓</li><li>• <i>Articles_Artikels</i> criteria set to like ✓ S* ✓</li></ul> <table><tr><td>Field:</td><td>Article_Artikel</td><td>Media</td><td>Words_Woord</td><td>Month_Maand</td><td>Type_Type</td><td>Colour_Kleur</td></tr><tr><td>Table:</td><td>Details_Data</td><td>Details_Data</td><td>Details_Data</td><td>Details_Data</td><td>Details_Data</td><td>Details_Data</td></tr><tr><td>Sort:</td><td></td><td>Descending</td><td></td><td></td><td></td><td></td></tr><tr><td>Show:</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Criteria:</td><td>Like "S*"</td><td>"W"</td><td></td><td></td><td>"A"</td><td></td></tr><tr><td>or:</td><td>Like "S*"</td><td>"W"</td><td></td><td></td><td>"AP"</td><td></td></tr></table> <p>(5 records expected)</p>	Field:	Article_Artikel	Media	Words_Woord	Month_Maand	Type_Type	Colour_Kleur	Table:	Details_Data	Details_Data	Details_Data	Details_Data	Details_Data	Details_Data	Sort:		Descending					Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:	Like "S*"	"W"			"A"		or:	Like "S*"	"W"			"AP"		2 1 2		5	
Field:	Article_Artikel	Media	Words_Woord	Month_Maand	Type_Type	Colour_Kleur																																									
Table:	Details_Data	Details_Data	Details_Data	Details_Data	Details_Data	Details_Data																																									
Sort:		Descending																																													
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																									
Criteria:	Like "S*"	"W"			"A"																																										
or:	Like "S*"	"W"			"AP"																																										
Query Q2																																															
6.5	<ul style="list-style-type: none"><li>• Fields <i>Media</i> and <i>Type_Type</i> selected but not shown ✓</li><li>• Declaration of new field: Field Cost: ✓ [Words_Woorde] ✓ * 0.5 ✓</li><li>• Criteria for <i>Media</i> = 'M' ✓</li></ul> <p>(8 records expected)</p>	1 1 2 1		5																																											

[illegible]

Query Q3					
6.6	 <ul style="list-style-type: none"> <li>Words_Woorde: Total set to avg ✓</li> <li>Format set to Fixed ✓</li> <li>Decimal places set to 0 ✓</li> </ul> <p>(Answer: 192)</p>	1 1 1		3	
<b>MyReport</b>					
6.7	<ul style="list-style-type: none"> <li>Based on query qryReport ✓</li> <li>Words_Woorde and Article_Artikel fields only ✓</li> <li>Words_Woorde field appears before Article_Artikel field ✓</li> <li>Sorted on Article_Artikel field ✓(in any order)</li> <li>Landscape format ✓</li> </ul>	1 1 1 1 1		5	
<b>RepDetails_Data</b>					
6.8.1	<ul style="list-style-type: none"> <li>Heading changed to 'School Publications' ✓</li> <li>Font size 16 pt ✓</li> </ul>	1 1		2	
6.8.2	<ul style="list-style-type: none"> <li>Image inserted ✓ into report header ✓</li> </ul>	2		2	
6.8.3	<ul style="list-style-type: none"> <li>Grouped according to Page_Bladsy field ✓</li> <li>Sorted according to Month ✓</li> </ul>	1 1		2	
6.8.4	<ul style="list-style-type: none"> <li>COUNT formula should be in group footer ✓</li> </ul> <p>(Note to marker: Do not penalise if formula is duplicated)</p>	1		1	
6.8.5	<ul style="list-style-type: none"> <li>Page number label removed ✓</li> <li>Label containing examination number inserted in page footer ✓</li> </ul>	1 1		2	
<b>Total for QUESTION 6</b>				<b>[52]</b>	

