



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2012

**COMPUTER APPLICATIONS TECHNOLOGY P1
MEMORANDUM/MARKING GUIDELINE**

MARKS: 200

CANDIDATE MARKS

CANDIDATE NAME								
----------------	--	--	--	--	--	--	--	--

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	19	27	21	36	30	45	22	200
CANDIDATE MARK								

FINAL MARK	
------------	--

This memorandum consists of 9 pages.

QUESTION 1

Folder: q1Data

File: q1Answer Sheet.doc

No.	Criteria	Max.	✓	Mark
1	Open the q1Data folder			
1.1	<ul style="list-style-type: none"> Subfolder called Latest created in the INFO folder✓ 	1		
1.2	<ul style="list-style-type: none"> All the Word processing files <i>moved</i>✓ to the ZA Destinations subfolder✓ 	2		
1.3	<ul style="list-style-type: none"> All the GIF files in q1Data folder and subfolders deleted✓ (0 if all not deleted) 	1		
1.4	<ul style="list-style-type: none"> Password code added to the spreadsheet Stock.xls✓ so that the worksheet Details cannot be edited✓ and only the cells that are shaded yellow are unprotected✓ 	3		
1.5	<ul style="list-style-type: none"> The format of the Destinations file in the ZA Destinations folder is changed to Rich Text✓ 	1		
1.6	<ul style="list-style-type: none"> A shortcut to the ZA Destinations folder✓ appears in the Image folder✓ 	2		
1.7	<ul style="list-style-type: none"> The text file Cities is renamed to SA Cities✓ 	1		
1.8	<ul style="list-style-type: none"> The Subject in the properties of Marathon.xls file appears as holiday✓ 	1		
1.9	<ul style="list-style-type: none"> Picture appears on the folder of the Image folder✓ Picture used is Sydney.jpg✓ (to view select the Properties of the folder and click on the custom tab) 	2		
	Open the q1Answer Sheet file			
1.10.1	<ul style="list-style-type: none"> Files sorted in descending order by Name✓ The Date modified and Name fields are the only fields that appear in the screenshot✓ The Date modified field appears before the Name field in the screenshot✓ Extensions of the files are visible✓ Screenshot is pasted in the q1Answer Sheet file✓ 	5		
		[19]		

QUESTION 2

File: q2Travel Info.doc

No.	Criteria	Max.	✓	Mark
2	Open the file q2Travel Info.doc			
2.1	<ul style="list-style-type: none"> Top gutter of 1 cm added✓ Page size set to A4✓ 	2		
2.2	<ul style="list-style-type: none"> All paragraphs Justified✓ 	1		
2.3	<ul style="list-style-type: none"> Heading: "Contents" typed at top of page 2✓ font Arial Black✓ font size 14pt✓ 	3		
2.4	<ul style="list-style-type: none"> Heading 1 style applied to "How a Travel Agent Can Help you"✓ 	1		
2.5	<ul style="list-style-type: none"> Automatic Table of contents inserted✓ on page 2 Heading 1 & 2 are the only styles used✓ 	2		
2.6	<ul style="list-style-type: none"> Insert a page break or a section break (next page) above the heading "References"✓ 	1		
2.7	<p>The paragraph below the heading "A travel agent needs to be ready to:" is formatted as follows:</p> <ul style="list-style-type: none"> bullets inserted✓ bullet customized to ⚡ (Wingdings 39) ✓ bullet appears in a red font colour✓ 	3		
2.8	<p>All occurrences of the word "ZA-Travel" formatted:</p> <ul style="list-style-type: none"> in a blue font colour✓ and in Small Caps✓ (10 replacements) 	2		
2.9	<p>Paragraph below the heading "About ZA-Travel" changed into:</p> <ul style="list-style-type: none"> two columns✓ of 7 cm each✓ with a column line between the columns✓ 	3		
2.10	<ul style="list-style-type: none"> Endnote inserted after the heading: "What ZA-Travel's clients Say"✓ referenced with the symbol †(Wingdings 85) ✓ endnote reads: "Collected from satisfied clients"✓ 	3		
2.11	<ul style="list-style-type: none"> Orientation of the last page changed to Landscape✓ 	1		
2.12	<ul style="list-style-type: none"> Line numbers added✓ to all the lines of the document✓ Continuous line numbering used✓ 	3		
2.13	<ul style="list-style-type: none"> Hyperlink added to the words: "http://www.fasterinfo.com/Travel/Travel_Agents"✓ hyperlink set to the above website address✓ 	2		
		[27]		

QUESTION 3

Filename: q3Trips

No.	Criteria	Max.	✓	Mark
3	Open the file q3Trips			
3.1	<ul style="list-style-type: none"> Type missing data ✓ (0 if any errors) Tab stop position: 9 cm centre aligned ✓ Leader 4 line allocated to 9 cm and 16 cm tab ✓ Second tab stop 16 cm right aligned ✓ 	4		
3.2	<ul style="list-style-type: none"> Lines removed ✓ line spacing changed to 1.5 lines ✓ 	2		
3.3	<ul style="list-style-type: none"> Format the logo "ZA-TRAVEL" so that the Text Wrapping is changed to In Line with text. ✓ 	1		
3.4	<ul style="list-style-type: none"> All the data on the page centred. ✓ 	1		
3.5	<ul style="list-style-type: none"> Symbol of the telephone moved to the left hand side of the telephone number. ✓ 	1		
3.6	<ul style="list-style-type: none"> Format of the heading "Affordable Bus Trip" in Outline Effect. ✓ 	1		
3.7	<ul style="list-style-type: none"> "VeriSign" logo inserted at the bottom centre of page ✓ Logo changed to Greyscale ✓ 	2		
3.8	<ul style="list-style-type: none"> Any green Page Border inserted ✓ Border width 6 pt ✓ Only on the left and at the bottom of the page ✓ 	3		
3.9	<ul style="list-style-type: none"> Paragraph border added ✓ above and below the Bus trip information ✓ 	2		
3.10	<ul style="list-style-type: none"> Bookmark removed from the word "Bus" ✓ 	1		
3.11	<ul style="list-style-type: none"> Picture of the light bulb removed from the page ✓ 	1		
3.12	<ul style="list-style-type: none"> Hyperlink added to the word "Affordable" ✓ Linked to the q4Travel.xls document ✓ 	2		
		[21]		

QUESTION 4

Filename: q4Travel

No.	Criteria	Max.	✓	Mark
4.	Open the spreadsheet q4Travel and work in the Holiday worksheet			
4.1	Cell I3: heading Total Cost added✓	1		
4.2	Row 1: <ul style="list-style-type: none"> • cells A1:L1 merged✓ • main heading "ZA-Travel" centred horizontally✓ • Font type of row 1 - Bradley Hand ITC ✓ • Font size 47 pt✓ 	4		
4.3	Row 3: <ul style="list-style-type: none"> • Text Alignment of the headings 90° vertically✓ • Headings centred horizontally and vertically✓ • row height 60 pt✓ • text wrapped✓ • a blue fill colour added to the heading cells✓ 	5		
4.4	All the data is clearly visible. ✓	1		
4.5	Column I: =G4*F4 <ul style="list-style-type: none"> • correct cell reference✓ • correct calculation✓ 	2		
4.6	Cell G2: =ROUND(AVERAGE(G4:G28),0) <ul style="list-style-type: none"> • =ROUND✓ • AVERAGE✓ • Correct cell reference: G4:G28✓ • Rounded to ,0 decimals and correct use of brackets✓ 	4		
4.7	Column K: =J4-TODAY() <ul style="list-style-type: none"> • =J4 (must appear first) and correct calculation: - ✓ • TODAY()✓ • Properties changed so that it appears as a number ✓ 	3		
4.8	Column L: =I4/\$L\$2 <ul style="list-style-type: none"> • Correct cell reference✓ • Correct calculation✓ • Absolute referencing✓ • Euro currency with 2 decimal places✓ 	4		
4.9	Cell I30: =LARGE(I4:I28,2) <ul style="list-style-type: none"> • =LARGE✓ • Cell reference and brackets✓ • Second largest indicated ,2✓ 	3		
4.10	Cell J4 displayed as a date✓	1		
4.11	<ul style="list-style-type: none"> • Bar Chart created✓ • On a new worksheet (not copied to worksheet) ✓ • Total Cost in Column I and the Cost per person per day in Column G used✓ • Only AfriTour Packages are used.✓ • Package name appears next to the vertical axis✓ • Chart title reads "ZA-Travel Packages" ✓ • Legend indicates Total Cost and Cost per person per day✓ • Legend moved to below the chart✓ 	8		
		[36]		

QUESTION 5

Filename: q5Lookup

No.	Criteria	Max.	✓	Mark
5.	Work in the Packages worksheet			
5.1	A double line ✓ border around the heading "Travel Packages" ✓	2		
5.2	Column I: =L4-K4 <ul style="list-style-type: none"> • Correct cell reference ✓ • Correct calculation ✓ • Cell properties changed to NUMBER or GENERAL ✓ 	3		
5.3	Column O: =IF(D4>=4,"Discount","No Discount") <ul style="list-style-type: none"> • =IF with correct use of brackets ✓ • D4>=4, ✓ • "Discount","No Discount" ✓ OR =IF(D4<4,"No Discount","Discount")	3		
5.4	Column A: =UPPER(RIGHT(C4,3)&LEFT(B4,2)) OR =UPPER(CONCATENATE(RIGHT(C4,3),LEFT(B4,2))) <ul style="list-style-type: none"> • UPPER ✓ • RIGHT(C4,3) ✓ • LEFT(B4,2) ✓ • & OR CONCATENATE and correct use of brackets ✓ 	4		
5.5	Cell E32: =COUNTIF(E4:E28,"BEA Inc") <ul style="list-style-type: none"> • =COUNTIF ✓ • E4:E28 ✓ • ,"BEA Inc" and correct use of brackets ✓ 	3		
5.6	Column H:  <ul style="list-style-type: none"> • equal to Fly ✓ • red font colour ✓ • border ✓ 	3		
5.7	Cell N30: =SUMIF(E4:E28,"BEA Inc",N4:N28) <ul style="list-style-type: none"> • =SUMIF ✓ • E4:E28 ✓ • ,"BEA Inc", and correct use of brackets ✓ • N4:N28 ✓ 	4		
Work in the New Income worksheet				
5.8	Cells B11 to D11: =VLOOKUP(B10,\$A\$2:\$B\$4,2,TRUE) <ul style="list-style-type: none"> • =VLOOKUP ✓ • Lookup_value: "BEA Inc" ✓ • Table_array: \$A\$2:\$B\$4 ✓ • Col_index_num: 2 ✓ • Range_lookup: TRUE ✓ • Absolute referencing ✓ 	6		
5.9	Cells B12 to D12: =B11*B10 <ul style="list-style-type: none"> • Correct cell reference ✓ • Correct calculation ✓ (no mark if function used) 	2		
		[30]		

QUESTION 6

Filename: q6Packages

No.	Criteria	Max.	✓	Mark
6.	Open the q6Table1			
6.1	Code field is defined as primary key✓	1		
6.2	Number of people field: <ul style="list-style-type: none"> Data type changed to Number✓ Field Size is <i>Double</i> with✓ 0 decimal places✓ 	3		
6.3	<ul style="list-style-type: none"> Confirm field added✓ <i>Data Type</i> set as Yes/No✓ Move the field to below Cost (pps) field✓ 	3		
6.4	<ul style="list-style-type: none"> Lookup Wizard use for the Mode field✓ items appear in the drop down list✓ Correct items added: Fly; Drive; Cruise; Fly-Drive; Fly-Cruise✓ 	3		
6.5	<ul style="list-style-type: none"> Client field sorted✓ in descending order✓ 	2		
6.6	<ul style="list-style-type: none"> Background colour of table red✓ Alternative rows green✓ Only vertical gridlines show✓ 	3		
6.7	Client field properties edited: <ul style="list-style-type: none"> > added to the Format option✓ 	1		
6.8	Properties of the Number of people field changed: <ul style="list-style-type: none"> <i>Default Value</i> changed to 2✓ 	1		
6.9	<ul style="list-style-type: none"> Validation rule with validation text added to the Cost (pps) field. Validation Rule: <=✓10500✓ Validation Text: May not exceed 10500✓ 	3		
6.10	<ul style="list-style-type: none"> Field properties of the Company field changed to required✓ 	1		
Open Query1				
6.11	<ul style="list-style-type: none"> Query created using q6Table1✓ Criteria Cost (pps) field: ,<=4000✓ Criteria Destination field: "Kruger Park" Or "Victoria Falls"✓ Show only the Company, Package Name, Mode, Duration and Cost (pps) fields✓ Query sorted by the Duration field✓ 	5		
Open Query2				
6.12	<ul style="list-style-type: none"> Query created showing all the fields✓ Add a calculated field: FinalCost:[Cost (pps)]*[Number of people] <ul style="list-style-type: none"> Field name✓ Correct fields and use of brackets✓ Correct operator used✓ Field displayed in South African Currency✓ 	5		

Open q6frmClients				
6.13	<ul style="list-style-type: none"> Form created based on the q6Table1✓ Use the COLUMNAR layout✓ 	2		
6.13.1	<ul style="list-style-type: none"> Name and surname added to the header of the form in a label✓ Date added as a function to the footer of the form✓ =Date() Date formatted so that it appears as a short date format✓ Background colour of the label of the Code field changed✓ Combo Box (linked to the table) inserted for the Destination field✓ Correct list added: Victoria Falls, Cape Town, Kruger Park, Europe, Knysna, Asia, Mozambique, Buenos Aires and Egypt✓ 	6		
Open q6Package				
6.14	<ul style="list-style-type: none"> Records grouped according to Destination✓ Records sorted in ascending order according to the Duration✓ Picture Logo inserted in the Report Header✓ Suitable formula in Group Header or Footer:✓=Count(*) Suitable label for formula✓ e.g. <i>Total number</i> Conditional formatting used to change the font colour of amounts in the Cost (pps) field to red, for the packages that cost more than R5 000 (pps) ✓ 	6		
		[45]		

QUESTION 7 Filenames: q7Specials; q7Letter; q7Addresses; q7Merge and Sydney

No.	Criteria	Max.	✓	Mark	
Open q7Letter					
7.1	<ul style="list-style-type: none"> Heading converted to <i>Arch Up (curve)</i> WordArt✓ The font type is <i>Tempus Sans ITC</i>✓ The font is Bold✓ The font size is <i>48 pt</i>✓ The image Sydney.jpg is inserted below the WordArt and is resized to 2 cm by 2 cm✓ The image and the WordArt is grouped✓ The grouped image is moved to the top centre of the page✓ 	7			
7.2	<ul style="list-style-type: none"> The date is inserted as a field✓ Date updates automatically✓ 	2			
7.3	<ul style="list-style-type: none"> The table that is shaded in blue has been converted to text and the comma is used as separator✓ 	1			
7.4	<ul style="list-style-type: none"> The table that is shaded in red has been deleted from the letter✓ 	1			
7.5	Reply slip at the bottom of the letter edited as follow: <ul style="list-style-type: none"> Properties of the <i>Text Form Field</i> next to Name - Text format is Uppercase ✓ and the Maximum length is 30 ✓ Properties of the <i>Check Box Form Field</i> next to Other - default value is Checked. ✓ 	3			
7.6	<ul style="list-style-type: none"> Worksheet from the q7Specials file inserted✓ Linked to the spreadsheet. ✓ 	2			
7.7	<ul style="list-style-type: none"> A custom watermark reading "NEW WEBSITE" is inserted✓ 	1			
7.8	7.8.1	<ul style="list-style-type: none"> Table called Addresses in the q7Addresses.mdb Database is used as data source✓ 	1		
	7.8.2	<ul style="list-style-type: none"> Sections between << >> have been replaced with the relevant merge fields✓ 	1		
	7.8.3	<ul style="list-style-type: none"> The letters is sorted according to Last Name ✓ In descending order✓ 	2		
	7.8.4	<ul style="list-style-type: none"> Final merged letters saved as q7Merge.doc in the 2012 EXAM DATA folder. ✓ 	1		
			[22]		

TOTAL: 200