



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2013

**COMPUTER APPLICATIONS TECHNOLOGY P1
MEMORANDUM**

MARKS: 200

CANDIDATE'S MARKS

CANDIDATE NAME								
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	37	29	12	44	32	40	6	200
CANDIDATE MARK								

**FINAL
MARK**

This memorandum consists of 13 pages.

QUESTION 1

File: q1Thermo_Rec

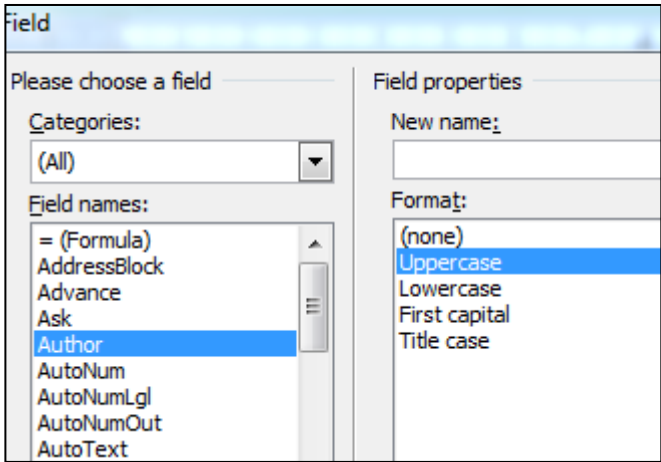
No.	Criteria	Max.	✓	Mark
1.	Open the file q1Thermo-Rec			
1.1	Paragraph spacing <ul style="list-style-type: none"> Paragraph spacing set to 10 pt/2 lines/0.35 after✓ entire document✓ 	2		
1.2	Margin <ul style="list-style-type: none"> Right-hand margin set to 1.3 cm for the entire document✓ 	1		
1.3	Document layout <ul style="list-style-type: none"> Full justification – whole document✓ Automatic hyphenation zone changed to 0.5 cm✓ 	2		
1.4	Heading: WordArt/Fontworks <ul style="list-style-type: none"> WordArt style 1 applied to “THERMO-REC”✓ 3D Parallel style 1✓ Curved Right Arrow and the Curve Left Arrow inserted in correct position✓ Group WordArt and Arrows✓ Grouped logo - Width 10 cm✓ Grouped logo - Height 3 cm✓ Grouped logo - Centred horizontally✓ Centred relative to page✓ 	8		
1.5	Image <ul style="list-style-type: none"> Correct image inserted✓ Displays centred horizontally✓ Border 3 pt wide✓ Border blue✓ Picture background set to appear transparent✓ 	5		
1.6	Styles <ul style="list-style-type: none"> Heading 2 style modified to appear in a red font colour✓ Automatically updated✓ 	2		
1.7	Page Numbering in Header <ul style="list-style-type: none"> Page numbering changed to a, b, c etc. format✓ Different Odd and Even Pages selection removed✓ The same format and continuous page numbering appear in the header throughout the document✓ 	3		
1.8	Drop Cap “T” <ul style="list-style-type: none"> Drop Cap appears in margin✓ Drops over two lines✓ 	2		
1.9	Watermark <ul style="list-style-type: none"> Correct spelling✓ “ Recycling” Semi-transparent✓ Runs diagonally✓ 	3		

1.10	Find and Replace – All occurrences of “Thermo Rec” appear in: <ul style="list-style-type: none"> • Small caps✓ • Outline effect✓ and • Thermo Rec – both words changed throughout✓ 	3		
1.11	Columns <ul style="list-style-type: none"> • Three columns created✓ • First column is 6 cm wide✓ • Second and third columns are 4.5 cm wide✓ • Vertical line between columns✓ • Column breaks ensure that every paragraph starts at the top of a new column✓ 	5		
1.12	Line spacing <ul style="list-style-type: none"> • Entire document line spacing is set to 14 pt✓ 	1		
		[37]		

QUESTION 2

File: q2Waste

No.	Criteria	Max.	✓	Mark
2.	Open the file q2Waste			
2.1	Date <ul style="list-style-type: none"> Date field inserted in the page header✓ Automatic update selected✓ 	2		
2.2	Page Setup <ul style="list-style-type: none"> Gutter position changed to left and 1 cm✓ Paper size changed to A4✓ 	2		
2.3	Table of Contents <ul style="list-style-type: none"> Automatic Table of contents inserted✓ Only the Heading style "NEW" is used in the table of contents✓ 	2		
2.4	Bullets <ul style="list-style-type: none"> Bullets applied to the correct text✓ Garbage.jpg image is used to define the bullets✓ Bullets centre aligned✓ Bullets appear at the left hand margin✓ 	4		
2.5	Hyperlink removed <ul style="list-style-type: none"> Hyperlink removed from the word "SCOPING"✓ 	1		
2.6	Spelling errors corrected <ul style="list-style-type: none"> Spelling error corrected✓ 	1		
2.7	Bookmark <ul style="list-style-type: none"> Bookmark named "First" is added to the picture on the first page✓ 	1		
2.8	Table <ul style="list-style-type: none"> Correct text is converted to a table✓ Heading in the first row is in uppercase✓ First row is merged✓ The first two rows are centred vertically and horizontally✓ Text direction is vertical in the second row✓ Height of the second row is 3 cm✓ First row is shaded grey✓ Borders are added as shown in the example✓ 	8		
2.9	Formula in Table: =Count(Above) <ul style="list-style-type: none"> Sum is changed to Count✓ 	1		
2.10	Chart <ul style="list-style-type: none"> Chart is moved to the correct position✓ ("FEEDSTOCK" columns) Text is wrapped around chart✓ 	2		
2.11	Hyperlink added to link to bookmark <ul style="list-style-type: none"> The word "FIRST" is hyperlinked to the bookmark "First"✓ 	1		

2.12	Page Orientation <ul style="list-style-type: none"> Orientation of the last page is changed to Landscape✓ 	1		
2.13	Field inserted in footer <ul style="list-style-type: none"> Field containing the name of the Author is inserted✓ On the right hand side of the footer✓ Formatted in Uppercase✓ 	3		
		[29]		

QUESTION 3

File: q3Certificate, q3Final

No.	Criteria	Max.	✓	Mark
3.	Open the file q3Certificate			
3.1	Table converted to text <ul style="list-style-type: none"> The table shaded in yellow has been converted to text and commas were used as separators✓ 	1		
3.2	Table deleted <ul style="list-style-type: none"> The table shaded in blue has been deleted✓ 	1		
3.3	Art Page Border <ul style="list-style-type: none"> Any page border from the Art gallery has been inserted✓ 	1		
3.4	Mail Merge			
3.4.1	<ul style="list-style-type: none"> The table called DATA in the q3Details.mdb database is used as the data source✓ 	1		
3.4.2	<ul style="list-style-type: none"> The certificates are sorted in descending order according to Surname✓ 	1		
3.4.3	<ul style="list-style-type: none"> Certificates are only awarded for Dedication as Outstanding Quality✓ (3 records comply to this criteria) 	1		
3.4.4	Sections between <<>> have been replaced with the relevant merge fields: <ul style="list-style-type: none"> Name replaced✓ Surname replaced✓ 	2		
3.4.5	<ul style="list-style-type: none"> The final merged certificates are saved as q3Final.doc in the 2013 EXAM DATA folder✓ 	1		
3.5	Subfolder created <ul style="list-style-type: none"> A subfolder called "Certificate " has been created in the 2013 EXAM DATA folder✓ The q3Final.doc document is moved to this folder✓ 	2		
3.6	File saved in PDF format <ul style="list-style-type: none"> A copy of the q3Final.doc document has been saved in the Certificate subfolder in pdf format✓ 	1		
		[12]		

QUESTION 4

File: q4Calculations

No.	Criteria	Max.	✓	Mark
4.	Open the spreadsheet q4Calculations and work in the Sales worksheet			
4.1	Row 1 <ul style="list-style-type: none"> Cells A1 to I1 are merged✓ Main heading "Turning Waste into Job Opportunities" is centred horizontally and vertically✓ Font: Arial Black 27 pt ✓ 	3		
4.2	Row 2 <ul style="list-style-type: none"> Text Orientation of the headings: changed to 86°✓ Row Height: changed to 75✓ Text Wrapped✓ Blue fill colour added to cells with headings✓ 	4		
4.3	All the data is clearly visible✓	1		
4.4	Range F4:F29 <ul style="list-style-type: none"> Formatted in South African Currency✓ No decimal places✓ 	2		
4.5	Cell C4 =UPPER(D4&"/"&LEFT(E4,3)) OR =UPPER(CONCATENATE(D4,"/",LEFT(E4,3))) <ul style="list-style-type: none"> =UPPER✓ CONCATENATE or & operator✓ Cell D4✓ "/"✓ LEFT(E4,3)✓ 	5		
4.6	Cell F9 =VLOOKUP(E9,VLOOKUP!\$B\$2:\$C\$27,2,FALSE) <ul style="list-style-type: none"> Correct Cell E9✓ Correct sheet Range Absolute referenced✓ 2nd Column✓ FALSE✓ 	4		
4.7	Cell F30 =MODE(F4:F29) <ul style="list-style-type: none"> =MODE✓ Correct Range✓ 	2		
4.8	Cell F31 =ROUND(AVERAGE(F4:F29),0) <ul style="list-style-type: none"> =ROUND✓ AVERAGE✓ Correct Range✓ Rounded to 0 decimal places and correct use of brackets✓ 	4		
4.9	Cell F33 =COUNTIFS(A4:A29,"Mr",D4:D29,"DBN") <ul style="list-style-type: none"> COUNTIFS✓ Correct Range A4:A29✓ Criteria "Mr"✓ 2nd Correct Range D4:D29✓ Criteria "DBN"✓ 	5		

4.10	Cell F36 =LARGE(G4:G29,2) <ul style="list-style-type: none"> • =LARGE✓ • Correct Range G4:G29✓ • Criteria 2 ✓ 	3		
4.11	Cell F37 =COUNTBLANK(I4:I29) <ul style="list-style-type: none"> • =COUNTBLANK✓ • Correct Range✓ 	2		
4.12	Cell K4 =(F4*\$K\$3)+F4 OR =F4+(F4*\$K\$3) <ul style="list-style-type: none"> • Correct calculation F4*\$K\$3 ✓ • Absolute reference✓ • Correct Cell added: +F4✓ 	3		
4.13	Cell M4 =AND(G4>250,L4>8) OR =IF(L4>8,IF(G4>250,"TRUE","FALSE")) <ul style="list-style-type: none"> • Brackets and use of =AND function✓ • Criteria G4>250✓ • Criteria L4>8 ✓ 	3		
4.14	Cell G31 <ul style="list-style-type: none"> • Comment removed 	1		
4.15	Cell F38 =LEN(I20) <ul style="list-style-type: none"> • LEN function✓ • Correct Cell✓ 	2		
		[44]		

QUESTION 5

File: q5Quarterly

No.	Criteria	Max.	✓	Mark
5.	Work in the Data worksheet			
5.1	Range C3:H3 <ul style="list-style-type: none"> Diagonal borders have been added✓ 	1		
5.2	Row 1 <ul style="list-style-type: none"> Picture moved from the Image worksheet to the left of the heading in Row 1 of the Data worksheet✓ 	1		
5.3	Cell B12 =SUMIF(A4:A9,"B",C4:C9) <ul style="list-style-type: none"> 1st Correct Range A4:A9✓ 2nd Correct Range C4:C9✓ Correct criteria "B"✓ 	3		
5.4	Range C4:H9 <ul style="list-style-type: none"> Original Conditional Formatting for this range is removed✓ New condition added: >R65 000✓ Formatting for new condition: filled with a yellow colour✓ 	3		
5.5	Range A4:H9 Sorting <ul style="list-style-type: none"> First sorted by District✓ In descending order✓ Secondly sorted by Branches✓ In ascending order✓ 	4		
	Work in the Totals worksheet that is renamed to Sales			
5.6	Cell B2 =SUM(Data!C9:H9) <ul style="list-style-type: none"> Correct function✓ Correct Cell Range✓ 	2		
5.7	Worksheet – Totals renamed <ul style="list-style-type: none"> Renamed to Sales✓ Tab colour red✓ 	2		
5.8	Cell C2 =IF(B2>=400000,"Excellent",IF(B2>=300000,"Good"," ")) <ul style="list-style-type: none"> Nested IF constructed used correctly✓ Criteria for Excellent is correct✓ Criteria for Good is correct✓ Criteria for empty cell is correct✓ Function filled down for the Range C2:C7✓ 	5		
	Work in the Password worksheet			
5.9	Password worksheet <ul style="list-style-type: none"> Password removed from the worksheet✓ 	1		

	Work in the Graph worksheet			
5.10	Graph edited <ul style="list-style-type: none"> Graph appears in a new sheet called Chart (not as an object in the sheet)✓ Chart title above the chart reading: "Total Sales"✓ Chart changed to a Pie chart✓ The Legend appears above the chart✓ Data labels - percentages✓ Data labels - position of percentages Inside End✓ Data labels - font size 36 pt✓ Data labels – font colour white✓ The largest segment/slice has been exploded/pulled out✓ The largest segment/slice is filled with the image named Green✓ 	10		
		[32]		

QUESTION 6

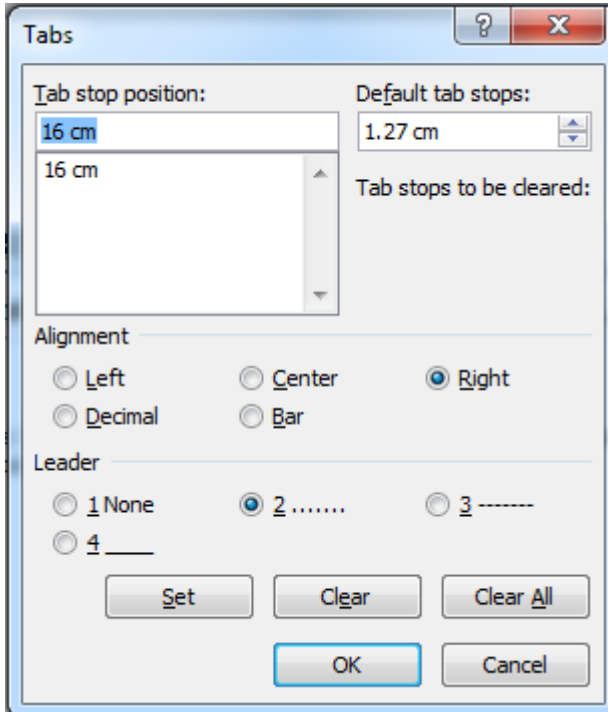
File: q6Branches

No.	Criteria	Max.	✓	Mark
6.	Work in the RecycledStock table			
6.1	ItemImage field <ul style="list-style-type: none"> Data type changed to OLE object✓ (OR Hyperlink) Image Green.bmp added to the Norwood branch in Cape Town✓ 	2		
6.2	InStock field <ul style="list-style-type: none"> Field Size changed to <i>Double</i>✓ 	1		
6.3	Field added <ul style="list-style-type: none"> New field named Title is added✓ The Title field appears above the PersonResponsible field✓ 	2		
6.4	Title field <ul style="list-style-type: none"> List Box added✓ (OR Combo Box) Value list✓ Correct Raw Source data: Mr; Mrs; Ms✓ 	3		
6.5	City field <ul style="list-style-type: none"> Sorted in descending order✓ 	1		
6.6	City field <ul style="list-style-type: none"> Field properties: ➤ added to format✓ 	1		
6.7	InStock field >=1 And <=9000 OR Between 1 And 9000 <ul style="list-style-type: none"> Validation Rule: Correct conditions✓ Validation Rule: And✓ Any relevant Validation Text e.g.: "Stock must be any number from 1 to 9000"✓ 	3		
6.8	BranchCode field - Input Mask ???0000"-REC" <ul style="list-style-type: none"> ??? (optional letters)✓ 0000 (required numbers)✓ "-REC"✓ 	3		
6.9	BranchCode field <ul style="list-style-type: none"> Required: Yes selected ✓ 	1		
6.10	Table gridlines <ul style="list-style-type: none"> Only the vertical gridlines show✓ Vertical gridline colour is Red✓ 	2		

	Work in the NewValue query																					
6.11	NewValue query has been modified as follows: <ul style="list-style-type: none">Hidden fields Unhide✓CurrentValue field is sorted in Ascending order✓ Calculated field: NewValue:[CurrentValue]+([CurrentValue]*0.2) <ul style="list-style-type: none">New field name: NewValue: ✓Correct field multiplied by 20%: [CurrentValue]*0.2✓Correct field added and correct use of brackets✓NewValue field is displayed in South African currency✓	6																				
	Work in the Stock query																					
6.12	Stock query: <table border="1"><tr><td>Field:</td><td>City</td><td>Colour</td></tr><tr><td>Table:</td><td>Recycled Stock</td><td>Recycled Stock</td></tr><tr><td>Sort:</td><td></td><td></td></tr><tr><td>Show:</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Criteria:</td><td>Like "JHB"</td><td>"Blue"</td></tr><tr><td>or:</td><td>"Cape Town"</td><td>"Red"</td></tr></table> <ul style="list-style-type: none">Query called Stock is created✓Following fields are displayed: City; Colour✓1st Correct criteria✓ (give mark even if wild card is left out)Use of wild card * in the first criteria✓2nd Correct criteria✓	Field:	City	Colour	Table:	Recycled Stock	Recycled Stock	Sort:			Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:	Like "JHB"	"Blue"	or:	"Cape Town"	"Red"	5		
Field:	City	Colour																				
Table:	Recycled Stock	Recycled Stock																				
Sort:																						
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																				
Criteria:	Like "JHB"	"Blue"																				
or:	"Cape Town"	"Red"																				
	Work in the RecycledStock form																					
6.13	RecycledStock form: <ul style="list-style-type: none">Green logo inserted to the <i>Form Header</i>✓Date added as a function in <i>Form Footer</i> = Date()✓Background colour of Branch field name is change to any colour✓Combo box inserted for Colour field✓Correct list added: Blue, Yellow, Green, Red and Black✓	5																				
	Work in the Branches report																					
6.14	Branches report <ul style="list-style-type: none">Grouped according to the City field✓New field Label created in the <i>Page Header</i>. TotalValue✓Correct calculation in Detail area: *✓Text box used for the formula✓Correct fields used : =[InStock]*[CurrentValue]✓	5																				
		[40]																				

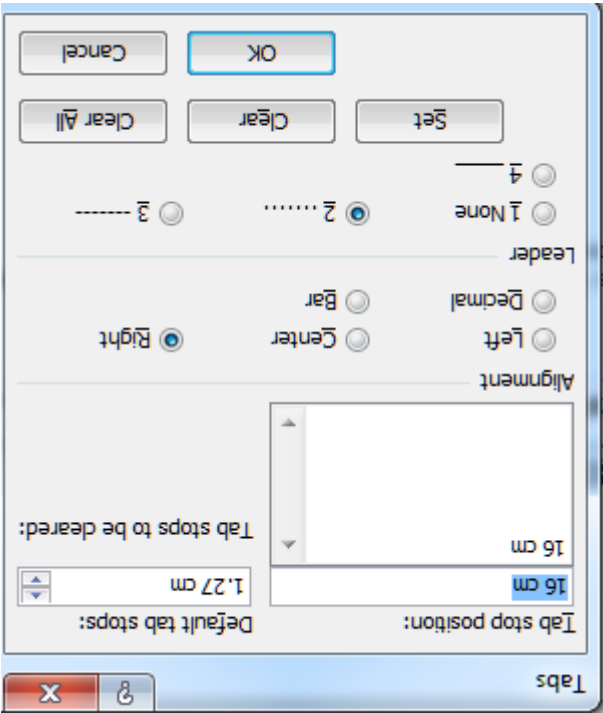
QUESTION 7

File: q7Answers

No.	Criteria	Max.	✓	Mark
7.1	<ul style="list-style-type: none"> 20 pt✓ 	1		
7.2	<ul style="list-style-type: none"> Lewis✓ 	1		
7.3	<ul style="list-style-type: none"> Recycling✓ 	1		
7.4	<ul style="list-style-type: none"> 10660✓ 	1		
7.5	<ul style="list-style-type: none"> Footnote✓ 	1		
7.6		1		
		[6]		
TOTAL:				200

VRAAG 7

Lêer: q7Answers

Nr.	Kriteria				
7.1	• 20 pt✓	1			
7.2	• Lewis✓	1			
7.3	• Recycling✓	1			
7.4	• 10660 ✓	1			
7.5	• Footnote✓	1			
7.6		1			
					
[6]					
TOTAL:	200				

[illegible]

VRAG 6

Lêr: q6Branches

Nr.	Kriteria	Maks.	✓	Punt
6.	Werk in die RecycledStock-tabel			
6.1	ItemImage veld <ul style="list-style-type: none"> • Datatype verander na "OLE object" (OF Hiperskakei) • Prent Green.bmp by Norwood tak in Kaapstad ingevoeg ✓ 	2		
6.2	InStock-veld <ul style="list-style-type: none"> • Veldgrootte verander na "Double" ✓ 	1		
6.3	Veld bygevoeg <ul style="list-style-type: none"> • Nuwe veld genaamd Title is bygevoeg ✓ • Die Title-veld is bokant die PersonResponsible-veld ✓ 	2		
6.4	Title-veld <ul style="list-style-type: none"> • "List Box" gebruik ✓ (OF "Combo Box") • "Value list" ✓ • Korrekte "Raw Source" data: Mr; Mrs; Ms ✓ 	3		
6.5	City-veld <ul style="list-style-type: none"> • In dalende orde gesorteer ✓ 	1		
6.6	City-veld <ul style="list-style-type: none"> • Veldienskappe: > ingevoeg by formaat ✓ 	1		
6.7	InStock-veld " >=1 And <=9000" OF "Between 1 And 9000" <ul style="list-style-type: none"> • Valideringsreeël: Korrekte voorwaarde ✓ • Valideringsreeël: And ✓ • Enige relevante Valideringsboodskap bv.: "Voorraad kan enige getal van 1 tot 9000 wees" ✓ 	3		
6.8	BranchCode-veld – toevoermasker ("Input Mask") ???0000"-REC" <ul style="list-style-type: none"> • ??? (opsionele letters) ✓ • 0000 (verpligte nommers) ✓ • "-REC" ✓ 	3		
6.9	BranchCode-veld <ul style="list-style-type: none"> • Vereiste veld ("Required"): "Yes" is geselekteer ✓ 	1		
6.10	Tabel-gidslyne <ul style="list-style-type: none"> • Slegs die vertikale gidslyne word vertoon ✓ • Vertikale gidslyne is 'n Rooi kleur ✓ 	2		

	Werk in die Graph -werkblad		
5.10	Grafiek geredigeer <ul style="list-style-type: none"> Grafiek is in 'n nuwe werkblad genaamd Chart ("not as an object in the sheet") ✓ Grafiektitel bokaan die grafiek lees: "Total Sales" ✓ Verander na 'n sirkelgrafiek "Pie-chart" ✓ Die verklaring ("Legend") is bokaan die grafiek ✓ Data waardes – persentasies ✓ Data waardes – posisie "Inside End" ✓ Data waardes – fontgrootte 36 pt ✓ Data waardes – fontkleur wit ✓ Die grootste segment is uitgetrek "exploded" ✓ Die grootste segment is gevul met die Green-prent ✓ 	10	[32]

VRAAG 5

Lêer: q5Quarterly

Nr.	Kriteria	Maks.	✓	Punt
5.	Werk in die Data werkblad			
5.1	Reeks C3:H3 <ul style="list-style-type: none"> Diagonale lyne ("borders") is ingevoeg✓ 	1		
5.2	Ry 1 <ul style="list-style-type: none"> Prent is geskuif van die Image-werkblad na die linkerkant van die opskrif in Ry 1 van die Data-werkblad✓ 	1		
5.3	Sei B12 =SUMIF(A4:A9,"B",C4:C9) <ul style="list-style-type: none"> 1^{ste} Korrekte Reeks A4:A9✓ 2^{de} Korrekte Reeks C4:C9✓ Korrekte Kriteria "B"✓ 	3		
5.4	Reeks C4:H9 <ul style="list-style-type: none"> Oorspronklike voorwaardelike formatering verwyder✓ Nuwe voorwaarde ingevoeg: > R65 000✓ Formatering van nuwe voorwaarde: geel vultkleur✓ 	3		
5.5	Reeks A4:H9 Sorting <ul style="list-style-type: none"> Eerstens volgens "District" gesorteer✓ In dalende ("descending") volgorde✓ Tweedens volgens "Branches" gesorteer✓ In stygende ("ascending") volgorde✓ 	4		
Werk in die Totals -werkblad wat hernoem is na Sales				
5.6	Sei B2 =SUM(Data!C9:H9) <ul style="list-style-type: none"> Korrekte funksie✓ Korrekte Selreks✓ 	2		
5.7	Werkblad – Totals is hernoem <ul style="list-style-type: none"> Herbenoem na Sales✓ "Tab" kleur rooi✓ 	2		
5.8	Sei C2 =IF(B2>=400000,"Excellent",IF(B2>=300000,"Good","")) <ul style="list-style-type: none"> "Nested IF" korrek saamgestel✓ Kriteria vir "Excellent" is korrek✓ Kriteria vir "Good" is korrek✓ Kriteria vir lê sel is korrek✓ Funksie ondertoe gekopieer na die Reeks C2:C7✓ 	5		
Werk in die Password -werkblad				
5.9	Password-werkblad <ul style="list-style-type: none"> Wagwoord is verwyder van die werkblad✓ 	1		

4.10	<p>Sei F36 =LARGE(G4:G29,2)</p> <ul style="list-style-type: none"> =LARGE✓ Korrekte Reeks G4:G29✓ Kriteria 2 ✓ 	3			
4.11	<p>Sei F37 =COUNTBLANK(14:129)</p> <ul style="list-style-type: none"> =COUNTBLANK✓ Korrekte Reeks✓ 	2			
4.12	<p>Sei K4 =(F4*\$K\$3)+F4 OF =F4+(F4*\$K\$3)</p> <ul style="list-style-type: none"> Korrekte berekening F4*\$K\$3 ✓ Absolute selverwysing✓ Korrekte Sei bygetel: +F4✓ 	3			
4.13	<p>Sei M4 =AND(G4>250,L4>8) OF</p> <p>=IF(L4>8,IF(G4>250,"TRUE","FALSE"))</p> <ul style="list-style-type: none"> Hakkies en =AND funksie✓ Kriteria G4>250✓ Kriteria L4>8 ✓ 	3			
4.14	<p>Sei G31</p> <ul style="list-style-type: none"> Kommentaar verwyder 	1			
4.15	<p>Sei F38 =LEN(120)</p> <ul style="list-style-type: none"> LEN funksie✓ Korrekte Sei✓ 	2			

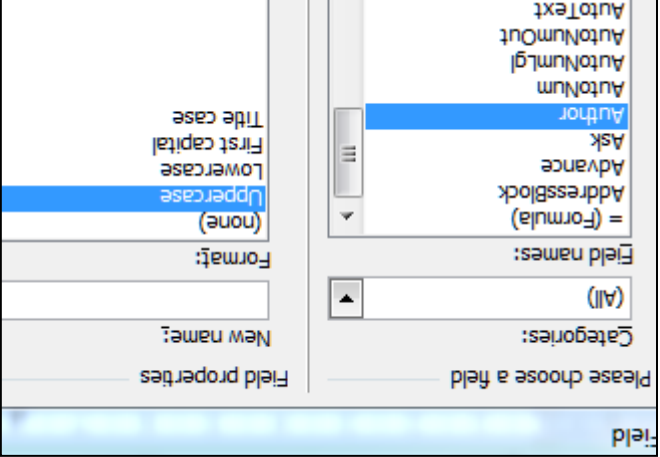
VRAAG 4

Lêër: q4Calculations

Nr.	Kriteria	Maks.	✓	Punt
4.	Maak die sigblad q4Calculations oop en werk in die Sales -werkblad			
4.1	<ul style="list-style-type: none"> Ry 1 Selle A1 tot I1 saamgesmelt ✓ Hoofopskrif "Turning Waste into Job Opportunities" is horisontaal en vertikaal gesentreerd ✓ Font: Arial Black 27 pt ✓ 	3		
4.2	<ul style="list-style-type: none"> Ry 2 Teks oriëntering van opskrifte: verander na 86° ✓ Ry hoogte: verander na 75 ✓ Woordomvou toegepas ("Wrapped") ✓ Blou vul-kleur vir selle met opskrifte ingevoeg ✓ 	4		
4.3	Alle data is duidelik sigbaar ✓	1		
4.4	<ul style="list-style-type: none"> Reeks F4:F29 Geformateer in Suid-Afrikaanse geldeenheid ✓ Geen desimale plekke ✓ 	2		
4.5	<ul style="list-style-type: none"> Sel C4 =UPPER(D4&"/"&LEFT(E4,3)) OF =UPPER(CONCATENATE(D4,"/",LEFT(E4,3))) =UPPER ✓ CONCATENATE of & operator ✓ Sel D4 ✓ " / " ✓ LEFT(E4,3) ✓ 	5		
4.6	<ul style="list-style-type: none"> Sel F9 =VLOOKUP(E9,VLOOKUPIB\$B\$2:\$C\$27,2,FALSE) Korrekte Sel E9 ✓ Korrekte werkblad-Reeks met Absolute selverwysing ✓ 2^{de} Kolom ✓ FALSE ✓ 	4		
4.7	<ul style="list-style-type: none"> Sel F30 =MODE(F4:F29) =MODE ✓ Korrekte Reeks ✓ 	2		
4.8	<ul style="list-style-type: none"> Sel F31 =ROUND(AVERAGE(F4:F29),0) =ROUND ✓ AVERAGE ✓ Korrekte Reeks ✓ Afgerond na 0 desimale plekke en korrekte gebruik van hakkie's ✓ 	4		
4.9	<ul style="list-style-type: none"> Sel F33 =COUNTIFS(A4:A29,"M",D4:D29,"DBN") COUNTIFS ✓ Korrekte Reeks A4:A29 ✓ Kriteria "M" ✓ 2nd Korrekte Reeks D4:D29 ✓ Kriteria "DBN" ✓ 	5		

Lêer: q3Certificate, q3Final

Nr.	Kriteria	Maks.	✓	Punt
3.	Maak die q3Certificate lêer oop			
3.1	<ul style="list-style-type: none"> Die tabel wat in geel uitgelig is, is omgeskakel na teks - kommas is gebruik om die teks te skei. 	1		
3.2	Tabel verwyder <ul style="list-style-type: none"> Die tabel wat in blou uitgelig is, is verwyder 	1		
3.3	Kuns/patroon Bladsyraam <ul style="list-style-type: none"> Enige bladsyraam van die "Art gallery" is ingevoeg 	1		
3.4	Possamevoeging ("Mail Merge")			
3.4.1	<ul style="list-style-type: none"> Die tabel genaamd DATA in die q3Details.mdb databasis is gebruik as databron 	1		
3.4.2	<ul style="list-style-type: none"> Die sertifikaat is in dalende orde volgens van ("Surname") gesorteer 	1		
3.4.3	<ul style="list-style-type: none"> Sertifikaat is slegs aan lede wat "Dedication" as hulle uitstaande kenmerk het, uitgereik (3 rekords voldoen aan kriteria) 	1		
3.4.4	Die gedeeltes tussen <>> is vervang met die geskikte samevoegingsvelde: <ul style="list-style-type: none"> "Name" vervang "Surname" vervang 	2		
3.4.5	<ul style="list-style-type: none"> Die finale saamgevoegde sertifikaat is gestoor as q3Final.doc in die 2013 EXAM DATA-lêergids 	1		
3.5	Sublêergids geskep <ul style="list-style-type: none"> Sublêergids genaamd "Certificate" is in die 2013 EXAM DATA-lêergids geskep Die q3Final.doc dokument is geskui na die lêergids 	2		
3.6	Lêer gestoor in PDF formaat <ul style="list-style-type: none"> 'n Kopie van die q3Final.doc dokument is gestoor in die Certificate-sublêergids in pdf formaat 	1		

2.12	Bladsyëntasie <ul style="list-style-type: none">• Laaste bladsy is in "Landscape" oriëntasie✓	1		
2.13	<ul style="list-style-type: none">• Veld wat die outeurnaam ("Author") aandui is ingevoeg✓• Aan die regterkant van die bladsyonderskrif✓• Bokasformaat is geselekteer✓	3		[29]

VRAG 2

Lêr: q2Waste

Nr.	Kriteria	Maks.	✓	Punt
2.	Maak die lêer q2Waste oop			
2.1	Datum <ul style="list-style-type: none"> • Datum as veld in bladsyboskriif✓ • Gestel om outomaties op te dateer✓ 	2		
2.2	Bladsy Uiteensetting <ul style="list-style-type: none"> • "Gutter" posisie verander na links en 1 cm✓ • Papiergrootte is verander na A4✓ 	2		
2.3	Inhoudsopgawe <ul style="list-style-type: none"> • Outomatiese Inhoudsopgawe ingevoeg✓ • Siegs die Heading-styl genaamd "NEW" is in die Inhoudsopgawe gebruik✓ 	2		
2.4	Kolpunte <ul style="list-style-type: none"> • Kolpunte by die korrekte teks gebruik✓ • Garbage.jpg prent is gebruik as kolpunte✓ • Kolpunte is gesentreerd✓ • Kolpunte verskyn by die linkerkantlyn✓ 	4		
2.5	Skakel ("Hyperlink") verwyder <ul style="list-style-type: none"> • Skakel van die woord "SCOPING" verwyder✓ 	1		
2.6	Spelfoute gekorrigeer <ul style="list-style-type: none"> • Spelfout is gekorrigeer✓ 	1		
2.7	Boekmerk <ul style="list-style-type: none"> • Boekmerk genaamd "First" is aan die prent op die eerste bladsy geheg✓ 	1		
2.8	Tabel <ul style="list-style-type: none"> • Korrekte teks is in 'n tabel omgeskakel✓ • Opskriif in die eerste ry is in bokas✓ • Eerste ry is saamgesmelt✓ • Die eerste twee rye is vertikaal en horisontaal gesentreer✓ • Teksrigting is vertikaal in die tweede ry✓ • Hoogte van die tweede ry is 3 cm✓ • Eerste ry is gevul met 'n grys kleur✓ • Omrappings is soos in die voorbeeld ingevoeg✓ 	8		
2.9	Formule in Tabel: =Count(Above) <ul style="list-style-type: none"> • "Sum" is verander na "Count"✓ 	1		
2.10	Grafiek <ul style="list-style-type: none"> • Grafiek is geskuiif na die korrekte posisie✓ ("FEEDSTOCK" kolomme) • Teks vou om die grafiek✓ 	2		
2.11	Skakel ("Hyperlink") na boekmerk <ul style="list-style-type: none"> • Die woord "FIRST" is geskakel met die boekmerk "First"✓ 	1		

1.10	Vervang ("Find and Replace") voorvalle van "Thermo Rec"	<ul style="list-style-type: none"> • Klein hoofletters✓ • Buiteilyn-effek✓ en • "Thermo Rec" – albei woorde is deurgaans vervang✓ 	3		
1.11	Kolomme	<ul style="list-style-type: none"> • Tekse vertoon in drie kolomme✓ • Eerste kolom is 6 cm wyd✓ • Tweede en derde kolom is 4.5 cm wyd✓ • Vertikale lyne kom tussen die kolomme voor✓ • Kolombreuke verseker dat elke paragraaf bo aan 'n nuwe kolom begin✓ 	5		
1.12	Lynspasïering	<ul style="list-style-type: none"> • Hele dokument se lynspasïering is 14 pt✓ 	1		

Nr.	Kriteria			Maks.	✓	Punt
1.	Maak die lêer q1Thermo_Rec oop					
1.1	Paragraaf spasiering	<ul style="list-style-type: none"> Paragraaf spasiering gestel 10 pt/2 lines/0.35 na✓ hele dokument✓ 	2			
1.2	Kantlyn	<ul style="list-style-type: none"> Regterkantlyn gestel op 1.3 cm vir die hele dokument✓ 	1			
1.3	Uitleg van dokument	<ul style="list-style-type: none"> Volnlyn gestel – hele dokument✓ Automatiese woordbreking "zone" verander na 0.5 cm✓ 	2			
1.4	Opskri: WordArt/Fontworks	<ul style="list-style-type: none"> WordArt-styl 1 toegepas op "THERMO-REC"✓ 3D Parallel-styl 1✓ "Curved Right Arrow" en "n "Curved Left Arrow" ingevoeg in die korrekte posisie✓ WordArt en pyle ("Arrows") is gegroepeer✓ Saamgevoegde logo - 10 cm wyd✓ Saamgevoegde logo - 3 cm hoog✓ Saamgevoegde logo – Horizontaal gesentreerd✓ Relatief tot bladsy gesentreerd✓ 	8			
1.5	Prent	<ul style="list-style-type: none"> Korrekte prent ingevoeg✓ Vertoon horisontaal gesentreerd✓ Omraming 3 pt wyd✓ Blou omraming✓ Prent se agtergrond is deurskynend ("transparent")✓ 	5			
1.6	Style	<ul style="list-style-type: none"> "Heading 2"-styl se fontkleur is verander na rooi✓ Die styl is gestel om outomaties op te dateer✓ 	2			
1.7	Bladsynommering in die boskri	<ul style="list-style-type: none"> Bladsynommering formaat is verander na a, b, c ens.✓ Verskillende "Odd and Even Pages" seleksie is afgehaal✓ Die bladsynommers verskyn in dieselfde formaat en is deurloup op al die bladsye van die dokument✓ 	3			
1.8	Vergrote hoofletter ("Drop Cap"), "T"	<ul style="list-style-type: none"> Vertoon in die kantlyn✓ Strek oor twee lyne✓ 	2			
1.9	Watermerk	<ul style="list-style-type: none"> Spelling korrek, "Recycling"✓ Semi-deursigtig ("Semi-transparent")✓ Vertoon diagonaal✓ 	3			



NASIONALE SENIOR SERTIFIKAAT

GRAAD 12

SEPTEMBER 2013

**REKENAARTOEPAASSINGSTEKNOLOGIE V1
MEMORANDUM**

PUNTE: 200

KANDIDAAT SE PUNTE

KANDIDAAT NAAM								

VRAAG	1	2	3	4	5	6	7	TOTAAL
MOONTLIKE PUNT	37	29	12	44	32	40	6	200
KANDIDAAT SE PUNT								

FINALE PUNT	
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Hierdie memorandum bestaan uit 13 bladsye.