



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2018

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER							
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FINAL MARK

EXAMINATION NUMBER													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	36	14	28	22	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 15 pages.

DBE Stamp

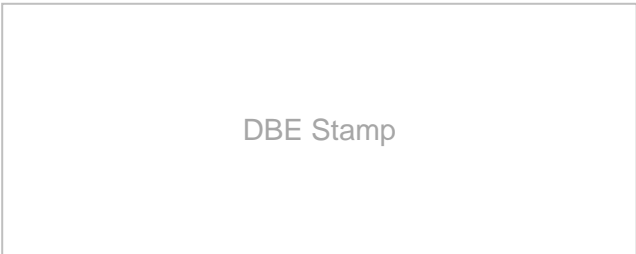
EXAMINATION NUMBER															
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1.8	Image <ul style="list-style-type: none"> Second image's height 5.5 cm ✓ and width 8.2 cm ✓ Second image moved to the right of the first image ✓ Automatic caption added to second image ✓ above ✓ Caption correctly appears above second image ✓ 	2 1 2 1		6	
1.9	Page layout/columns <ul style="list-style-type: none"> Orientation changed to Landscape ✓ of selected text only Remaining text in Portrait ✓ Text displays in two columns ✓ Column break inserted before 'En Plein Air – The Passing Moment' ✓ 	1 1 1 1		4	
1.10	Page numbering <ul style="list-style-type: none"> Section breaks inserted after text ✓ Automatic page numbering added in footer ✓ Page number format a, b, c, etc. ✓ Page number restarted ✓ at 'a' Page numbers do not display on previous pages ✓ 	1 1 1 1 1		5	
1.11	Table of figures <ul style="list-style-type: none"> Automatic table of figures inserted ✓ 	1		1	
1.12	Index <ul style="list-style-type: none"> Index updated ✓ (10 entries) 	1		1	
	Total for QUESTION 1			[36]	

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This page is empty to facilitate accurate marking for side-by-side booklet printout.



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QUESTION 2**File name: 2Vote****Total Q2: 14**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Text direction • Text direction changed to 270° ✓ (<i>bottom to top</i>)	1		1	
2.2	Footnote • Footnote inserted on text 'works' ✓ • 'Impression.org' as footnote text ✓	1 1		2	
2.3	Bullets • Bullets replaced with 2Pic image ✓	1		1	
2.4	Form fields • 'Name' text form field format set to uppercase ✓ • Text 'Current date here' replaced with a text form field (date) ✓ • Current date set as data type ✓ • Date in the format yy/MM/dd ✓ • 'Critic' option added to combo box ✓	1 1 1 1 1		5	
2.5	Tabs • Left tab set to 4 cm ✓ • Right tab set to 11 cm ✓ • Tab setting applied ✓	1 1 1		3	
2.6	Tables • Two tables merged into one table ✓ (<i>hard return removed</i>) • Shading applied to first row ✓	1 1		2	
	Total for QUESTION 2			[14]	

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QUESTION 3**File name: 3Paintings****Total Q3: 28**

- Mark the questions 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 response).
- Candidate may use multiple formulae or cells as 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
Impress worksheet					
3.1	Cells A1:J1: <ul style="list-style-type: none">• Border colour changed to red ✓• Fill colour set to black ✓	1		2	
		1			
3.2	Cell G3: =MIN(C9:C120) OR SMALL(C9:C120,1) <ul style="list-style-type: none">• MIN function OR SMALL(...,1) ✓• Range: (C9:C120) ✓	1		2	
		1			
3.3	Cell G4: =COUNTBLANK(G9:G120) OR COUNTIF(G9:G120,"") <ul style="list-style-type: none">• COUNTBLANK/COUNTIF(...,"") function ✓• Range: (G9:G120) ✓	1		2	
		1			
3.4	Cell G5: =ROUNDUP(AVERAGE(F9:F120),1) <ul style="list-style-type: none">• ROUNDUP ✓• ,1 ✓	1		2	
		1			
3.5	Cell G6: =SUMIFS(J9:J120,C9:C120,"<1900",I9:I120,"Chicago") OR =SUMIFS(J9:J120,I9:I120,"Chicago",C9:C120,"<1900") <ul style="list-style-type: none">• SUMIFS(J9:J120, ✓• Criteria range: C9:C120, ✓• Criteria: "<1900", ✓• Criteria range: I9:I120, ✓• Criteria: "Chicago") ✓ <i>(Note to marker: If two SUMIF functions were used, mark only the criteria and criteria range of the first function.)</i>			5	
		1			
		1			
		1			
		1			

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3.6	Conditional formatting: Cells B9:B120 <ul style="list-style-type: none"> Conditional formatting applied ✓ to cells B9:B120 ✓ Unique value rule ✓ Any fill colour applied ✓ 	2 1 1		4	
3.7	Cell D9: =YEAR(TODAY())-C9 OR =YEAR(NOW())-C9 <ul style="list-style-type: none"> YEAR function correctly used ✓ TODAY() OR NOW() function ✓ -C9 ✓ 	1 1 1		3	
Dupl worksheet					
3.8	<ul style="list-style-type: none"> Duplicates removed from list ✓ (<i>45 artists remain</i>) 	1		1	
Chart_Grafiek worksheet					
3.9	Chart/Graph <ul style="list-style-type: none"> Data from L to P display ✓ (<i>15 locations</i>) Vertical axis display units displayed in billions ✓ Horizontal axis title displays 'Location' ✓ Any trendline inserted ✓ 'Moving Average' trendline displayed ✓ Legend text as 'Value' ✓ Plot area background set to 3Flowers image ✓ 	1 1 1 1 1 1 1		7	
	Total for QUESTION 3			[28]	

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QUESTION 4**File name: 4Famous****Total Q4: 22**

- Mark the questions 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 response).
- Candidate may use multiple formulae or cells as 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
Art_Kuns worksheet					
4.1	Row 7: Vertical alignment <ul style="list-style-type: none">Text vertically centred ✓ (ignore if horizontal alignment is changed)	1		1	
4.2	Cell H3: =SUM(K8:K57) <ul style="list-style-type: none">SUM function ✓Range: K8:K57 ✓	1 1		2	
4.3	Cell H4: CHECK FOR BUILDING BLOCKS =COUNTIF(H8:H57,"<>French")/ COUNTA(H8:H57)*100 OR =(COUNTA(H8:H57)-COUNTIF(H8:H57,"French"))/ (COUNTA(H8:H57))*100 <ul style="list-style-type: none">Count ✓ Non-French artists ✓ Correct range ✓Division ✓All artists/records ✓ (accept columns A,B,C,F,G,H,I, for COUNTA and K,L,M for COUNT)Multiplied by 100 OR Formatted to percentage ✓	3 1 1 1		6	

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4.4	Cell J8: CHECK FOR BUILDING BLOCKS =VLOOKUP(LEFT(I8,1),Code_Code!\$A\$2:\$B\$7,2) OR =VLOOKUP(MID(I8,1,1),Code_Code!\$A\$2:\$B\$7,2) <ul style="list-style-type: none"> • LEFT OR MID ✓ • (I8) OR (I8,1) OR (I8,1,1) ✓ • Table array: Code_Code!A1:B7 OR Code_Code!A2:B7 OR Code_Code!\$A\$1:\$B\$7 OR Code_Code!\$A\$2:\$B\$7 ✓ absolute cell reference ✓ OR named range = two marks • Column index number: 2 ✓ 	1 1 2 1		5	
4.5	Cell N8: CHECK FOR BUILDING BLOCKS =IF(L8>=LARGE(\$L\$8:\$L\$57,3),"Top3", "") OR =IF(L8>LARGE(\$L\$8:\$L\$57,4),"Top3", "") OR =IF(LARGE(\$L\$8:\$L\$57,3)<=L8,"Top3", "") OR =IF(L8=LARGE(\$L\$8:\$L\$57,1),"Top3", IF(L8=LARGE(\$L\$8:\$L\$57,2),"Top3", IF(L8=LARGE(\$L\$8:\$L\$57,3),"Top3", ""))) OR =IF(OR(L8=LARGE(\$L\$8:\$L\$57,1),L8= LARGE(\$L\$8:\$L\$57,2),L8=LARGE(\$L\$8:\$L\$57,3)), "Top3", "") <ul style="list-style-type: none"> • IF function ✓ • Criteria: Check that the 'Votes For' are equal or greater than the third largest value: L8 ✓ >= ✓ LARGE(L8:L57 ✓,3 ✓) • Correct output if true: "Top3" ✓ • Correct output if false: "" ✓ • Absolute cell address: \$L\$8:\$L\$57 ✓ (accept named range) 	1 4 1 1 1		8	
	Total for QUESTION 4			[22]	

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EXAMINATION
NUMBER

Query: qry5_3					
5.3	<ul style="list-style-type: none"> Total row: Group By applied ✓ Gender criteria: "Male" ✓ NumberOfPaintings: Total: Sum ✓ (Note to marker: 11 records expected.)	1 1 1		3	
Query: qry5_4					
5.4	ID criteria: Like "??????" OR LEN([ID]) >="6" OR Like "?????" or Like "?????" (1 criteria) OR Like "*##" (allocate first three marks) <ul style="list-style-type: none"> Correct character: ? ✓ (OR LEN([ID])) 6 characters: ?????? ✓ Or more: * ✓ (OR >=) Place criteria: Is Null ✓ (OR NOT Like "**") (Note to marker: 23 records expected.)	1 1 1 1		4	
Query: qry5_5					
5.5	Calculated field and Nationality criteria: Diff: [For]-[Against] <ul style="list-style-type: none"> New field Diff. ✓ [For] - [Against] Correct fields ✓ Correctly subtracted from each other ✓ (correct order) Nationality criteria: <ul style="list-style-type: none"> NOT ✓ (Like "French" ✓ OR ✓ Like "American") ✓ (Penalise first mark if brackets are not included) OR <> (✓) "French" (✓) AND (✓) <> "American" (✓) OR NOT "French" AND NOT "American" OR NOT IN ("French","American") (Note to marker: 15 records expected.)	1 1 1 4		7	
Report: rpt5_6					
5.6	<ul style="list-style-type: none"> Fields inserted: Born and/or Born by Year, BirthCountry, ArtistName, ArtistSurname ✓ Grouping on Born field ✓ Grouping on BirthCountry field ✓ Grouping intervals of Born field set to years ✓ Function: =COUNT(*) ✓ (can be counted on any field) In BirthCountry group footer/group header ✓ 	1 1 1 1 1 1		6	
	Total for QUESTION 5			[40]	

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QUESTION 6**File name: 6Quirks****Total Q6: 20**

- This question should be marked from the HTML code.
- Numerical attribute values do not need to be in inverted commas.

No.	Criteria	Maximum Mark			Candidate Mark
6.1	Font face <code><h1 align="center">Weird Personal Quirks of Historical Artists</h1></code> <ul style="list-style-type: none"> • Font face set to 'Vivaldi' ✓ 	1		1	
6.2	Horizontal line <code><hr width="60%" align="right" color="Crimson"/></code> <ul style="list-style-type: none"> • Line width set to 60% ✓ • Line aligned right ✓ 	1 1		2	
6.3	Heading 2 and italics <code><h2><i>Believe it or Not!!!</i></h2></code> <ul style="list-style-type: none"> • Heading 2 added ✓ • Heading 2 in italics ✓ 	1 1		2	
6.4	Link to target location <code>ECCENTRICITY</code> <ul style="list-style-type: none"> • Link on text ECCENTRICITY ✓ • Link href added correctly ✓ • Target location: #Weird ✓ 	1 1 1		3	
6.5	Ordered list <code><ol type="A"> Stealing pens Carrying around guns Making time capsules </code> <ul style="list-style-type: none"> • Numbered list added ✓ <code></code> • Numbered type: 'A' for list ✓ <code><type="A"></code> • <code>...</code> tags added to all list items ✓ 	1 1 1		3	

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QUESTION 7**Total Q7: 20****File names: 7Lecture, 7LectureMerge, 7ArtForm, 7Summary, 7Timeline**

No.	Criteria	Maximum Mark			Candidate Mark
7Lecture/7LectureMerge					
7.1.1	WordArt <ul style="list-style-type: none">WordArt applied to heading 'Lecture on Impressionism' ✓Comment removed ✓	1 1		2	
7.1.2	Track changes <ul style="list-style-type: none">All track changes rejected ✓ ('Love to see you there!!!' should not display at the end of the document)	1		1	
7.1.3	Mail merge <ul style="list-style-type: none">7Lecture linked to data source 7Guests ✓ (tblGuests)Data source: ArtForm criteria 'Painting' ✓ (ArtForm = "Painting")Data source: NumberOfPaintings criteria > 60 ✓ (NumberOfPaintings >60)<<Name>> replaced with Name-field ✓<<Surname>> replaced with Surname-field ✓	1 1 1 1 1		5	
7LectureMerge					
7.1.4	Merge completed <ul style="list-style-type: none">Mail merge completed ✓ <p>(Note to marker: 4 letters expected; Africa, Hageman, Sabelo, Viljoen.)</p>	1		1	
7ArtForm					
7.2	Convert text to columns <ul style="list-style-type: none">Text divided into more than one column ✓Text appears correctly in 3 columns ✓	1 1		2	
7Summary					
7.3	Subtotal feature <ul style="list-style-type: none">Subtotal feature used ✓Grouped on: Birth Country_Geboorteland ✓Function: MAX OR SUBTOTAL (4,...) ✓ on Number of Artworks_Aantal Kunswerke	1 1 1		3	

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EXAMINATION
NUMBER**7Timeline**

7.4

Cell D5:**=IF(B5=B4,IF((C5-C4)=1,"True","False"),"False")****OR****=IF(B5<>B4,FALSE,IF((C5-C4)=1,"True","False"))****OR****=IF(AND(B5=B4,(C5-C4)=1),"True","False")****OR****=IF(B5=B4,IF((C5-1)=C4,"True","False"),"False")****OR****=AND(B5=B4,(C5-C4)=1)****OR****=IF(B5=B6,IF((C5-C6)=-1,"True","False"),"False")****OR****=IF(B5=B4,IF((C5=C4+1),True))****OR****=IF(IF(B4=B5,1,0)+(C5-C4)=2,True,False)**

- Sorted according to artists ✓ and then according to the year completed ✓
- Criteria 1: Check that consecutive artist names are equal (for example B5=B4) ✓
- Criteria 2: Check if the difference between consecutive years painted of the same artist is equal to 1 (for example C5-C4=1, C5=C4+1) ✓
- Correct output ("True") if both criteria are met ✓
- Correct output ("False") if either one or both of the criteria is not met ✓

(Note to marker: If the candidate sorted descending, check 2 will not be against the previous row but against the next row and the difference between the years will be positive and not negative.)

6

1
1
1
1
1
1**Total for QUESTION 7****[20]****TOTAL****180**

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