



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 12**

**SEPTEMBER 2018**

**COMPUTER APPLICATIONS TECHNOLOGY P1  
MARKING GUIDELINE**

NAME OF CANDIDATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

SIGNATURE OF EDUCATOR: \_\_\_\_\_

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:	180	37	13	53	41	20	12	04

\_\_\_\_\_  
This marking guideline consists of 13 pages.  
\_\_\_\_\_

**QUESTION 1****File Name: 1\_Triathlon****Total Q1: 37**

<b>No.</b>	<b>Criteria</b>	<b>Maximum Mark</b>			<b>Candidate Mark</b>
1.1	<b>Margin</b> <ul style="list-style-type: none"> <li>Top and bottom margins set to 2 cm ✓</li> </ul>	1		1	
1.2.1	<b>First Page</b> <ul style="list-style-type: none"> <li>Cover page Ion (Dark) inserted ✓</li> </ul>	1		1	
1.2.2	<b>Title Control</b> <ul style="list-style-type: none"> <li>Triathlon added in title text box ✓</li> </ul>	1		1	
1.2.3	<b>Year Control</b> <ul style="list-style-type: none"> <li>2018 added in the Year textbox ✓</li> </ul>	1		1	
1.3	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>Table of contents inserted ✓</li> </ul>	1		1	
1.4.1	<b>Style</b> <ul style="list-style-type: none"> <li>Font colour changed to red ✓</li> <li>Set to Underline ✓</li> </ul>	1 1		2	
1.4.2	<b>Style</b> <ul style="list-style-type: none"> <li>Modified style applied to all Heading 2 headings ✓</li> </ul>	1		1	
1.5	<b>Dropped Cap</b> <ul style="list-style-type: none"> <li>Dropped cap applied on 'A' ✓</li> <li>Applied over 3 lines ✓</li> <li>Spacing set to 0.5 cm from text ✓</li> </ul>	1 1 1		3	
1.6	<b>Paragraph formatting</b> <ul style="list-style-type: none"> <li>Line spacing set to 1.5 pt ✓</li> <li>Paragraph is justified ✓</li> </ul>	1 1		2	
1.7	<b>Hyperlink</b> <ul style="list-style-type: none"> <li>Hyperlink set ✓</li> <li>Linked to the heading History of Triathlon in South Africa ✓</li> </ul>	1 1		2	
1.8	<b>Bullets</b> <ul style="list-style-type: none"> <li>1_Picture.jpg used as a bullet ✓</li> <li>List indents set to a space after number ✓</li> </ul>	1 1		2	
1.9	<b>Table</b> <ul style="list-style-type: none"> <li>Text converted to table ✓</li> <li>Table has 4 columns ✓</li> <li>Table style Grid Table 4 Accent 2 applied ✓</li> <li>Change row height of all rows ✓</li> <li>To exactly 1 cm ✓</li> <li>Contents of the table centred vertically ✓</li> </ul>	1 1 1 1 1 1		6	
1.10	<b>Picture</b> <ul style="list-style-type: none"> <li>1_Triathlon.png inserted ✓</li> <li>Correct caption applied ✓</li> <li>Table of figures updated ✓</li> </ul>	1 1 1		3	

1.11	<b>Footnote</b> <ul style="list-style-type: none"> <li>Footnote added ✓</li> <li>Footnote added below text ✓</li> <li>Footnote text is 'www.triathlonsa.co.za' ✓</li> </ul>	1 1 1		3	
1.12	<b>Numbering</b> <ul style="list-style-type: none"> <li>Automatic numbering applied to References ✓</li> <li>Alphabets are used in numbering ✓</li> </ul>	1 1		2	
1.13	<b>Page numbering</b> <ul style="list-style-type: none"> <li>Page numbers inserted in the footer ✓</li> <li>Page numbers are centre aligned ✓</li> <li>Numbering starts as 1 on the Table of Contents page ✓</li> <li>Formatted as Page1 of 1 style ✓</li> <li>Odd page numbers aligned on the left ✓</li> <li>Even page numbers aligned on the right ✓</li> </ul>	1 1 1 1 1 1		6	
	<b>Total for QUESTION 1</b>			<b>[37]</b>	

**QUESTION 2****File Name: 2\_Triathlon flyer****Total Q2: 13**

QUESTION 2		File Name: 2_Thamim Nye			Total: 13/13
No.	Criteria	Maximum Mark			Candidate Mark
2.1	<b>Paper size</b> <ul style="list-style-type: none"><li>Paper size set to A5 ✓</li></ul>	1		1	
2.2	<b>Watermark</b> <ul style="list-style-type: none"><li>Picture scale set to 500% ✓</li><li>Washout effect removed ✓</li></ul>	1		2	
		1			
2.3	<b>WordArt</b> <ul style="list-style-type: none"><li>Stop text effect transformation applied ✓</li><li>to the WordArt ✓</li></ul>	1		2	
		1			
2.4	<b>Picture</b> <ul style="list-style-type: none"><li>Picture centre aligned ✓</li><li>Picture is the same size as other pictures (3.3cm x 4.4 cm) ✓</li><li>Glow 18 Point Orange picture effect applied ✓</li><li>Picture effect applied to all pictures ✓</li></ul>	1		4	
		1			
		1			
2.5	<b>Shapes</b> <ul style="list-style-type: none"><li>Horizontal scroll shape inserted ✓</li><li>with Light 1 outline ✓</li><li>with Orange fill Accent 2 ✓</li><li>and text 'It's a showdown!' inserted. ✓</li></ul>	1		4	
		1			
		1			
		1			
	<b>Total for QUESTION 2</b>			<b>[13]</b>	

## QUESTION 3

File Name: 3\_Recording

Total Q3: 53

No.	Criteria	Maximum Mark			Candidate Mark
Results worksheet					
3.1.1	Row 1 and Row 2 <ul style="list-style-type: none"><li>Row 1 and 2 Merged from cell A1:O2. ✓</li></ul>	1		1	
3.1.2	Text <ul style="list-style-type: none"><li>Text Triathlon SA Results Water Park is inserted in merged cells ✓</li></ul>	1		1	
3.1.3	Fill <ul style="list-style-type: none"><li>Any gradient fill is applied to merged cells ✓</li></ul>	1		1	
3.1.4	Row 3 <ul style="list-style-type: none"><li>Row 3 is wrapped ✓</li></ul>	1		1	
3.2	Freeze panes <ul style="list-style-type: none"><li>Freeze pane effect applied ✓</li><li>Correct Row (Row 3) ✓</li></ul>	1 1		2	
3.3	Cell A4 =CONCATENATE (C4,"/", randbetween(1,999),"/",2018) Or =CONCATENATE (C4,"/", Q4,"/",2018) <ul style="list-style-type: none"><li>Function: Concatenate ✓</li><li>Cell C4 ✓</li><li>/ ✓</li><li>Randbetween(1,999) ✓</li><li>Current year 2018 ✓</li><li>Function in Cell A4 copied down ✓</li></ul> (Note to marker: Q4 or any relevant cell used for random values.)	1 1 1  1 1 1		6	
3.4	Column K : Conditional Formatting <ul style="list-style-type: none"><li>Conditional formatting applied to column K ✓</li><li>Bottom criterion used ✓</li><li>Bottom 3 athletes shaded in blue ✓</li></ul>	1  1  1		3	
3.5	Cell M5 =VLOOKUP(K5,Table!\$A\$1:\$B\$5,2) <ul style="list-style-type: none"><li>Lookup value: K5 ✓</li><li>Lookup range: Table!\$A\$1:\$B\$5 ✓</li><li>Absolute cell reference on the entire range ✓</li><li>Correct column: 2 ✓</li></ul>	1  1  1  1		4	

3.6	<b>Cell N6</b>  =IF(M6="Platinum",10000,IF(M6="Gold",8000,IF(M6="Silver",5000,IF(M6="Bronze",3000,"-"))))  <ul style="list-style-type: none"> <li>Nested IF function correctly used ✓</li> <li>Condition for Platinum and Gold ✓</li> <li>Condition for Silver and Bronze ✓</li> <li>Value false ✓</li> </ul>	1 1 1 1		4	
3.7	<b>Cell O4</b>  =K4-(G4+I4)  <ul style="list-style-type: none"> <li>=K4 Minus sign (-) ✓</li> <li>(G4+I4) ✓</li> <li>Correct use of brackets ✓</li> </ul>	1 1 1		3	
3.8	<b>Cell L72</b>  =SUMIF(C4:C70,"ZIM",L4:L70)  <ul style="list-style-type: none"> <li>Function: SUMIF ✓</li> <li>Criteria range: C4:C72 ✓</li> <li>Criteria: "ZIM" ✓</li> <li>Sum range: L4:L70 ✓</li> </ul>	1  1  1  1		4	
3.9	<b>Cell L74</b>  =(countif(C4:C70, "ZIM")*1000)-L72  <ul style="list-style-type: none"> <li>Function: Countif ✓</li> <li>Range: C4:C70 ✓</li> <li>Criteria: ZIM ✓</li> <li>*1000 ✓</li> <li>Minus sign (-) ✓</li> <li>L72 ✓</li> </ul> (Note to marker : 13000 (13 ZIM athletes X 1000))	1  1  1 1 1 1 1		6	
3.10	<b>Cell L76</b>  =COUNTBLANK(L4:L70)  <ul style="list-style-type: none"> <li>Function: Countblank ✓</li> <li>Criteria range (L4:L70) ✓</li> </ul>	1   1		2	



## QUESTION 4

File Name: 4\_Triathlon Records

Total Q4: 41

No.	Criteria	Maximum Mark			Candidate Mark
Table: Athletes table					
4.1.1	<b>Field: Athlete Code</b> <ul style="list-style-type: none"><li>Field size set to 08 ✓</li></ul>	1		1	
4.1.2	<b>Field: Athlete Code</b> <ul style="list-style-type: none"><li>&gt;LLL000LL;;</li><li>Capital letters: &gt; ✓</li><li>LLL – three compulsory letters ✓</li><li>000 – three compulsory digits ✓</li><li>LL – two compulsory letters ✓</li></ul>	1		4	
4.1.3	<b>Primary key</b> Primary key set to Athlete Code field or ID No field ✓	1		1	
4.1.4	<b>DOB Field</b> <ul style="list-style-type: none"><li>Date set to Medium Date ✓</li></ul>	1		1	
4.1.5	<b>Disability Field</b> <ul style="list-style-type: none"><li>Set to Yes / No or True / False ✓</li></ul>	1		1	
4.1.6	<b>Fees Field</b> Default value set to R10 000.00 ✓	1		1	
4.1.7	<b>Province Field</b> <ul style="list-style-type: none"><li>'ZIM' added in Row Source ✓</li><li>'ZIM' is first on the list ✓</li></ul>	1		1	
4.1.8	<b>Last RaceField</b> <ul style="list-style-type: none"><li>LastRace field set as required ✓</li><li>Validation rule: &gt;#2015/01/01# ✓</li><li>Appropriate validation text added ✓</li></ul>	1		3	
4.2	<b>Form: frm4_2</b> <ul style="list-style-type: none"><li>Background colour of the form changed to 'Blue' ✓</li><li>Title changed to 'Results Championship' ✓</li><li>Picture 4_Logo inserted ✓</li><li>Picture aligned on the right ✓</li><li>Action Button added ✓</li><li>Action button closes the form ✓</li></ul>	1		6	



4.3	<b>Qry4_3</b> <ul style="list-style-type: none"> <li>Criteria Age field: Between 20 And 30 ✓</li> <li>Criteria Gender field: M ✓</li> <li>Criteria Cell number field: 084* ✓</li> <li>Fields Gender and Age do not show ✓</li> <li>Sorted: Athlete Name field ✓</li> </ul>	1 1 1 1 1		5	
4.4	<b>Qry4_4</b> <ul style="list-style-type: none"> <li>Province / Nationality: Total: Grouped by ✓</li> <li>Registration Fee: Total: Sum ✓</li> <li>Criteria: ZIM ✓</li> </ul>	1 1 1		3	
4.5	<b>Qry4_5</b> Refund: [Registration Fee]*10/100+100 <ul style="list-style-type: none"> <li>Calculated field name: Refund ✓</li> <li>[Registration Fee] ✓</li> <li>* ✓</li> <li>10/100 ✓ or 0.1</li> <li>+100 ✓</li> </ul>	1 1 1 1 1		5	
4.6	<b>Report4_6</b> <ul style="list-style-type: none"> <li>Report is created with all the required fields ✓</li> <li>Report is grouped according to Province / Nationality field ✓</li> <li>Then is grouped according to Gender field ✓</li> <li>Report sorted according to the Athlete Name field ✓</li> <li>Set to landscape ✓</li> <li>Calculation on the footer of the Gender field: ✓</li> <li>=Sum([Registration Fee]) ✓</li> <li>Total amount is in any currency format ✓</li> </ul>	1 1 1 1 1 1 1 1		8	
	<b>Total for QUESTION 4</b>			<b>[41]</b>	

**QUESTION 5****File Name: 5\_Triathlon Website****Total Q5: 20**

- This question should be marked from the browser as far as possible, unless otherwise indicated or if it cannot be seen on the browser.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.

No.	Criteria	Maximum Mark			Candidate Mark
5.1	<b>Title</b> <title>Triathlon</title> <ul style="list-style-type: none"> <li>• Title tag added ✓</li> <li>• Triathlon appears on the browser ✓</li> </ul>	1		2	
		1			
5.2	<b>Heading: Triathlon</b> <h1 align = "center"><font color = "red"> Triathlon</font></h1> <ul style="list-style-type: none"> <li>• Heading centred ✓</li> <li>• Font colour changed to red ✓</li> </ul>	1		2	
		1			
5.3	<b>Horizontal line</b> <hr color = "red" width =50%> <ul style="list-style-type: none"> <li>• Size of line changed to 50% ✓</li> <li>• Line colour changed to red ✓</li> </ul>	1		2	
		1			
5.4	<b>Bulleted list</b> <ul type = Square></ul> <ul style="list-style-type: none"> <li>• Unordered list &lt;ul&gt; created ✓</li> <li>• Type of bullet set to square ✓</li> </ul>	1		2	
		1			
5.5	<b>Picture and Border</b> <p align = "center" ><img src ="5_Picture.jpg" border ="5" alt = "Swimming" height = 200 width = 300></p> <ul style="list-style-type: none"> <li>• Correct picture used ✓</li> <li>• Swimming shows when the picture is not displaying (Alt=Swimming) ✓</li> <li>• Picture aligned to centred ✓</li> <li>• Border around picture 5 pt ✓</li> </ul>	1		4	
		1			
		1			
		1			

5.6	<b>Table</b> <ul style="list-style-type: none"> <li>First row added – &lt;th&gt; ✓</li> <li>Correct text added ✓</li> </ul> <pre>&lt;tr&gt;   &lt;th&gt;Time&lt;/th&gt;   &lt;th&gt;Medal&lt;/th&gt;   &lt;th&gt;Prize&lt;/th&gt; &lt;/tr&gt;</pre> <ul style="list-style-type: none"> <li>Table border set at 1 ✓</li> <li>Cellpadding set at 10 ✓</li> </ul> <pre>&lt;table border = 1 cellpadding = "10"&gt;   &lt;tr&gt;&lt;td colspan = "3" &gt; Good Luck &lt;/td&gt;&lt;/tr&gt;</pre>	1		5	
		1			
		1			
		1			
		1			
5.7	<b>Link</b> <pre>&lt;a href = "2018 Race.pdf"&gt; another race &lt;/a&gt;</pre> <ul style="list-style-type: none"> <li>&lt;a href&gt; &lt;/a&gt; ✓</li> <li>Link created on the text ‘another race’ ✓</li> <li>Link opens ‘2018 Race.pdf’ ✓</li> </ul>	1		3	
		1			
		1			
	<b>Total for QUESTION 5</b>			<b>[20]</b>	

**QUESTION 6****File Name: 6\_Letter****Total Q6: 12**

<b>No.</b>	<b>Criteria</b>	<b>Maximum Mark</b>			<b>Candidate Mark</b>
6.1.1	<b>Date</b> <ul style="list-style-type: none"> <li>• Today's date inserted ✓</li> <li>• Does not update ✓</li> </ul>	1		2	
		1			
6.1.2	<b>Comment</b> <ul style="list-style-type: none"> <li>• International changed to National ✓</li> <li>• Comment deleted ✓</li> </ul>	1		2	
		1			
6.1.3	<b>Tabs</b> <ul style="list-style-type: none"> <li>• Leader tabs/tab set to approximately 5 cm, 10 cm and 15 cm ✓</li> <li>• Only left and right tabs used ✓</li> <li>• Tab leaders added in two cases ✓</li> <li>• All tabs correctly applied ✓</li> </ul>	1		4	
		1			
		1			
		1			
6.2	<b>Mail Merge</b> <ul style="list-style-type: none"> <li>• Both Surname and Name merge fields inserted in correct positions ✓</li> <li>• Filtering applied to athletes who are from RSA ✓</li> <li>• Letters sorted in alphabetical order according to last name ✓</li> <li>• Mail Merge is completed and saved as 6_Merged Letters ✓</li> </ul> <i>(Note to marker: Expect 06 letters.)</i>	1		4	
		1			
		1			
		1			
	<b>Total for QUESTION 6</b>			<b>[12]</b>	

**QUESTION 7****File Name: 7\_Newspaper Article****Total Q7: 04**

<b>7_Newspaper Article</b>					
<b>No.</b>	<b>Criteria</b>	<b>Maximum Mark</b>			<b>Candidate Mark</b>
7.1	<b>Spell check</b> <ul style="list-style-type: none"> <li>Color replaced with colour (Spell Check changed to English South Africa)</li> </ul>	1		1	
7.2	<b>Synonym</b> <ul style="list-style-type: none"> <li>Celebrating replaced by rejoicing</li> </ul>	1		1	
7.3	<b>Font scaling</b> <ul style="list-style-type: none"> <li>Character scale set on 200%</li> </ul>	1		1	
7.4	<b>Link</b> <ul style="list-style-type: none"> <li>Pdf icon on the shape links the file" 7_Nutritional Requirements of an Athlete.pdf"</li> </ul>	1		1	
	<b>Total for QUESTION 7</b>			<b>[4]</b>	
	<b>TOTAL:</b>				<b>180</b>

