

**NATIONAL**

**SENIOR CERTIFICATE**

**GRADE 11**

**NOVEMBER 2019**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**MEMORANDUM**

**NAME OF CANDIDATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ GRADE: \_\_\_\_\_\_\_\_\_**

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

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|  | **TOTAL** |  | **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** |
|  |  |  |  |  |  |  |  |  |
| **MARKS:** | **180** |  | **37** | **17** | **57** | **40** | **20** | **09** |

**This memorandum consists of 13 pages.**

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

| **No** | **Criteria** | **Maximum Mark** | | | **Candidate Mark** |
| --- | --- | --- | --- | --- | --- |
| 1.1.1 | **Cover Page**   * Cover page Ion (Dark) inserted. ✓ | 1 |  |  |  |
| 1.1.2 | **Cover Page**   * World Food Day inserted in document name field ✓ * 2019 entered in the Year field. ✓ | 1  1 |  | 2 |  |
|  |
| 1.2.1 | **Style**   * Style ‘Main Heading created. ✓ * With font size 20 and bold. ✓ * With red font colour. ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 1.2.2 | **Style**   * Main Heading style applied to the main heading. ✓ | 1 |  | 1 |  |
| 1.3 | **Formatting**   * Paragraph is justified. ✓ * Paragraph is 1.5 line spacing. ✓ * Tahoma is applied as font. ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 1.4 | **Find and Replace**   * All occurrences of ‘poverty’ are found. ✓ * ‘poverty’ is underlined. ✓   *(Note to marker: only 1 occurrence)* | 1  1 |  | 2 |  |
|  |
| 1.5 | **References**   * Reference added ✓ * in the correct place ✓ * Added as a report✓ * Correct information included✓ | 1  1  1  1 |  | 4 |  |
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|  |
| 1.6 | **Number and formatting**   * Multilevel or outline numbering used. ✓ * Level 1 number style = 1 ✓ * Level 2 number style = 1.1 ✓ * Level 3 number style = 1.1.1 ✓ * Alignment and indentation as per example. ✓ | 1  1  1  1  1 |  | 5 |  |
|  |
|  |
|  |
|  |
| 1.7 | **Caption**   * Caption label changed (No new caption created). ✓ * Caption label changed to picture. ✓ * Position changed to above picture. ✓ | 1  1  1 |  | 3 |  |
|  |
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| --- | --- | --- | --- | --- | --- |
| 1.8 | **Hyperlink**   * Hyperlink added to text ‘Go to Africa’. ✓ * Linking to the bookmark ‘Africa’. ✓ * Screen tip ‘See how Africa commemorates WFD’ added. ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 1.9 | **Sorting paragraphs**   * Paragraphs sorted. ✓ * In descending order. ✓ (Ghana to Angola) | 1  1 |  | 2 |  |
|  |
| 1.10 | **Footnote**   * Footnote added with a,b,c format.✓ * Footnote text:‘This is a non-profit organization.’ ✓ * Footnote below text. ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 1.11 | **Page numbering**   * Automatic page numbering inserted in footer. ✓ * Stacked Pages 1 page numbering style used. ✓ * Odd and even checked. ✓ * Consistent page numbering style added to both odd and even pages. ✓ | 1  1  1  1 |  | 4 |  |
|  |
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|  |
| 1.12 | **Bibliography**   * Automatic bibliography inserted on last page. ✓ | 1 |  | 1 |  |
|  | **Total for QUESTION 1** |  |  | **[37]** |  |

**QUESTION 2 File Name: 2\_letter Total Q2: 17**

|  |  |  |  |  |  |
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| **No** | **Criteria** | **Maximum Mark** | | | **Candidate Mark** |
| 2.1 | **Find and Replace**   * Correct word replaced. ✓ * With correct symbol (Wingdings 2 Code 63). ✓ | 1  1 |  | 2 |  |
|  |
| 2.2 | **Tabs and Date**   * Right aligned tab added ✓ * Set at 10 cm ✓ * Today’s date inserted ✓ * Date automatically updates ✓ | 1  1  1  1 |  | 4 |  |
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|  |
| 2.3.1 | **Forms**   * Name text formfield = 15 ✓ | 1 |  | 1 |  |
| 2.3.2 | **Forms**   * Check box formfield inserted before ‘Male’. ✓ | 1 |  | 1 |  |
| 2.3.3 | **Forms**   * Dropdown formfield inserted next to ‘Qualifications’ ✓ * Text added✓ * Text added in correct order ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 2.4 | **Mail Merge**   * Applicants worksheet from 2\_Judges spreadsheet used as data source✓ * Only people with degrees will receive letters. ✓ * Letters are sorted according to Name. ✓ (Cele to Symthe) * Sir / Madam replaced by the names in the ‘name’ column✓ * Mail Merge completed ✓ * Letters saved as2\_Merged letters ✓   (8 letters expected) | 1  1  1  1  1  1 |  | 6 |  |
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|  | **Total for QUESTION 2** |  |  | **[17]** |  |

**QUESTION 3 File Name: 3\_Statistics Total Q3: 55**

* *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** |
| --- | --- | --- | --- | --- | --- |
| **World Data worksheet** | | | | | | |
| 3.1.1 | **Row Height**   * Row 1 increased to 60 pt or 120 pixels. ✓ | 1 |  | 1 |  |
| 3.1.2 | **Centering**  Heading ‘Better Life Index of World Countries’ is centred both horizontally and vertically. ✓ | 1 |  | 1 |  |
| 3.1.3 | **Fill**   * Any fill is applied to merged cells. ✓ * Two colours red gradient fill is used. ✓ | 1  1 |  | 2 |  |
|  |
| 3.1.4 | **Picture**   * Insert 3\_Picture ✓ * Height 2 cm ✓ * Width 6 cm ✓ * Right aligned Row 1 ✓ | 1  1  1  1 |  | 4 |  |
|  |
|  |
|  |
| 3.2 | **Wrapping**   * Wrap text feature applied to Row 2. ✓ | 1 |  | 1 |  |
| 3.3 | **Freeze Pane**  Freeze pane feature applied to Row 3. ✓ | 1 |  | 1 |  |
| 3.4 | **Cell C42**  **=COUNTA (A3:A40)**   * Function: CountA ✓ * Correct range ✓ | 1  1 |  | 2 |  |
|  |

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| --- | --- | --- | --- | --- | --- |
| 3.5 | **Conditional formatting**   * Correct column used (Range) ✓ * Criteria: Top 5 ✓ * Red font formatting used ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 3.6 | **Cell C44**  **=LARGE (C3:C40,2)**   * Function: Large, 2 ✓ * Correct range ✓ | 1  1 |  | 2 |  |
|  |
| 3.7 | **Cell C46**  **=IF(E34>=AVERAGE(E3:E40),"Volatile","Fair")**   * Function: IF ✓ * Criteria range : (E34 ✓ >=✓ * AVERAGE(E3:E40) ✓," * "Volatile"✓,"Fair")✓ | 1  1  1  1  1  1 |  | 6 |  |
|  |
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| 3.8 | **Cell F6 Random number**  **=RANDBETWEEN (1,20)**   * Correct function ✓ * (1,20)✓ | 1  1 |  | 2 |  |
|  |
| 3.9 | **Cell C48**  **=COUNTIF (K3:K40,">=60")**   * Function: Countif ✓ * Correct range: (K3:K40, ✓ * Criteria: ">=60") ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 3.10 | **Cell Q 01 - Date**  **16 October 2019**   * Date inserted ✓ * Date: long date ✓ * Correct date ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 3.11 | **Cell M34**  **=O34**   * Spreadsheet feature used ✓ * Linking to cell O34 ✓ | 1  1 |  | 2 |  |
|  |
| 3.12 | **Cell C50**  **=SUMIF (A3:A40,"s\*”, N3:N40)**   * Function Sumif ✓ * Range: A3:A40 ✓ * Criteria: s\* ✓ * Sum range: N3:N40✓ | 1  1  1  1 |  | 4 |  |
|  |
|  |
|  |
| 3.13 | **Cell C52**  **=N34\*B52**   * Correct cells used ✓ * Multiplication sign (\*) used✓ * Currency changed to Rand ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 3.14 | **Cell C54**  **=N34/SUM (N3:N40) \*100**   * N34 ✓ * Division (/) ✓ * Sum (N3:N40) ✓ * \*100 ✓ | 1  1  1  1 |  | 4 |  |
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| 3.15 | **Graph Worksheet**   * Graph created ✓ * Graph displays the Educational attainment of the adult working-age population and Expected years in education✓ * Appropriate chart title inserted ✓ * Both axes named correctly. ✓ * Both series named with appropriate heading ✓✓ * Plot area filled ✓ * Correct picture used (3\_Pot ) ✓ * Data Callout added to highest bar ✓ * Bar with purple solid colour fill ✓ * Graph moved to a new sheet called Graph ✓ | 1  1  1  1  2  1  1  1  1 |  | 11 |  |
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|  | **Total for QUESTION 3** |  |  | **[57]** |  |

**QUESTION 4 File Name: 4\_Poverty Total Q4: 42**

| **No** | **Criteria** | **Maximum Mark** | | **Candidate Mark** | |
| --- | --- | --- | --- | --- | --- |
| **Table: Essay Registration** | | | | | |
| 4.1.1 | **Field: IDNo/ StudentNo**   * Set as Primary Key ✓ | 1 |  | 1 |  |
| 4.1.2 | **Field: IDNo field**   * Input mask created ✓ * 0 used to represent numbers ✓ * 13 0’s used (0000000000000) ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 4.1.3 | **Name of School field**   * Name of School field moved between IDNo and School Logo ✓ | 1 |  | 1 |  |
| 4.1.4 | **School Logo field**   * Data type changed to OLE Object ✓ | 1 |  | 1 |  |
| 4.1.5 | **Size of family field**   * Default value set to 3 ✓ | 1 |  | 1 |  |
| 4.1.6 | **Town field**   * Data type changed to Lookup Wizard ✓ * PE, EL and KWT used ✓ * In alphabetical order (EL; KWT and PE) ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 4.1.7 | **Rural / Urban School field**   * Validation rule used ✓ * R or U ✓ * Use R for Rural and U for Urban ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 4.1.8 | **Essay field**   * Required field. ✓ | 1 |  | 1 |  |

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| **Form** | | | | | |
| 4.2 | **Form: frm4\_2**   * Display only Provinces; Households in Agriculture; % in National GDP; Average Household Size; Main Source of Income and Source of Employment fields. ✓ * Form heading changed to Provinces of SA. ✓ * Data sorted descending according to Households in Agriculture field. ✓ * Red fill colour applied to all labels in the detail section. ✓ * Table layout set to stacked. ✓ * Red line inserted at the top of form footer. ✓ * Today’s date added. ✓ * Date added in form footer. ✓ | 1  1  1  1  1  1  1  1 |  | 8 |  |
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| **Queries** | | | | | |
| 4.3 | **Qry4\_3**   * Query created from using Province Data table with the following fields: Province, % in National GDP and Source of employment. ✓ * Criteria % in National GDP: >=10 ✓ * Criteria Majority of people working: Yes ✓ * Sorted: % in National GDP ✓ * In ascending order    **(3 Records)** | 1  1  1  1  1 |  | 5 |  |
|  |
|  |
|  |
|  |
| 4.4 | **Qry4\_4**  Difference: ([Poverty Gap 2006]) - ([Poverty Gap 2015])   * / replaced by – (minus) sign * Criteria in Calculated field ✓ * < ✓ * 0 ✓ | 1  1  1  1 |  | 4 |  |
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| --- | --- | --- | --- | --- | --- |
| **Report** | | | | | |
| 4.5 | **Report4\_5**   * Report is created ✓ * Fields: Province, Main Source of income, Source of employment; Poverty Gap 2015, % of National GDP and Average household. ✓ * Grouping according to Main Source of Income field. ✓ * Sorted according to the Source of Employment field. ✓ * Page orientation set to landscape ✓ * Calculation on the group footer of the Main Source of Income field: ✓ * =count([Province]) ✓✓ | 1  1  1  1  1  2 |  | 7 |  |
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| 4.6 | **Data export**   * All data from Query Export has been exported. ✓ * Saved in Spreadsheet Data Export. ✓ | 1  1 |  | 2 |  |
|  |
|  | **Total for QUESTION 4** |  |  | **[40]** |  |

**QUESTION 5 File Name: 5\_World Food Day Total Q5: 20**

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

| **No** | **Criteria** | **Maximum Mark** | | | **Candidate Mark** |
| --- | --- | --- | --- | --- | --- |
| 5.1 | **Title**  **<title>**No to Hunger **</title>**   * Title in title tag spelt correctly. ✓ | 1 |  | 1 |  |
| 5.2 | **Background colour**  <body bgcolor = "lightblue">   * Correct tag and colour used. ✓ | 1 |  | 1 |  |
| 5.3 | **Centering**  **<center>**<h1>World Food Day: Action for #ZeroHunger </h1> **</center>**   * Main heading ‘World Food Day: Action for #Zero Hunger” is centred. ✓ | 1 |  | 1 |  |
| 5.4 | **Horizontal line**  **<hr color = "green" size = 10>**   * Green horizontal line added. ✓ * Size of the line is 10.✓ | 1  1 |  | 2 |  |
|  |
| 5.5 | **Table**  **<b> <font color = "red">….</b> </font>**   * Font colour set to red. ✓ * Body text set to bold. ✓ * Applied to the whole document. ✓ | 1  1  1 |  | 3 |  |
|  |
|  |
| 5.6 | **Paragraph text**  **<i><p>**Resource: Food and Agriculture Organization of the United Nations**</p></i>**   * Paragraph text set to italics. ✓ | 1 |  | 1 |  |
| 5.7 | **Lists**  **<ol type = "A">**   * Orderd list changed to letters. ✓ * Letters are in upper case. ✓ | 1  1 |  | 2 |  |
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| --- | --- | --- | --- | --- | --- |
| 5.8 | **Image**  **<center><img src = "5\_Picture.jpg" width = 200 height = 200 alt = "WFD"> </center>**   * Img tag used to insert image. ✓ * Correct picture used. ✓ * Width and height of picture set at 200. ✓ * Alt = WFD tag used. ✓ * Picture is centred. ✓ | 1  1  1  1  1 |  | 5 |  |
|  |
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|  |
| 5.9 | **Hyperlink**  **<a href** **= "http://fao.org"> For more information </a>**   * Hyperlink tags used. ✓ * To the correct text “For more information”. ✓ * Links to ’fao.org". ✓ | 1  1  1 |  | 3 |  |
|  | **Closing tag(s) or triangular brackets / correct nesting applied.** | 1 |  | 1 |  |
|  | **Total for QUESTION 5** |  |  | **[20]** |  |

**QUESTION 6 File Name: 6\_Organisers Total Q6: 09**

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| **No** | **Criteria** | **Maximum Mark** | | | **Candidate Mark** |
| 6.1.1 | * The Coordinator shape flipped horizontally. | 1 |  | 1 |  |
| 6.1.2 | * Information is added under Head Unemployment. * Information is correct and correctly added. | 1  1 |  | 2 |  |
|  |
| 6.1.3 | * New shape Head Research is added above Coordinator. | 1 |  | 1 |  |
| 6.1.4 | * SmartArt switched from left to right to resemble the picture. | 1 |  | 1 |  |
| 6.2.1 | * Graph changed to a bar graph. | 1 |  | 1 |  |
| 6.2.2 | * Sort options changed from left to right. * Cities begin with Tokyo and ends with London. | 1  1 |  | 2 |  |
|  |
| 6.2.3 | * The colours of bars vary from point to point. | 1 |  | 1 |  |
|  | **Total for QUESTION 6** |  |  | **[09]** |  |

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|  | **TOTAL** |  |  |  | **180** |