DEPARTMENT OF BASIC EDUCATION

2011 -11- 0 2
PRIVATE BAG X 1
PRETORIA 0001

PUBLIC EXAMINATIONS

2011 -10- 3 1

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2011

MEMORANDUM

MARKS: 200

FINAL MARK	

CENTRE NUMBER									

SPEED ENDORSEMENT		WPM

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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	11	34	30	30	35	42	18	200
CANDIDATE'S MARK								
MARKER'S CODE/ SIGNATURE								
MODERATED MARK								
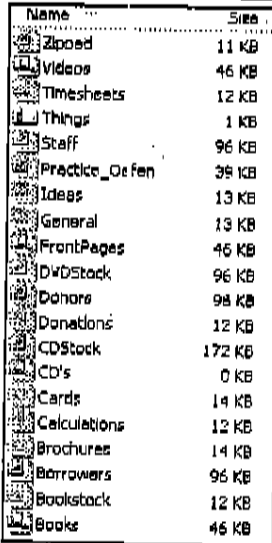
This memorandum consists of 14 pages.

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QUESTION 1: Folder: Question1_Vraag1   TOTAL Q1: 11

Check all answers against candidate's actual work.

No.	Criteria	Max. Mark		Candidate Mark
1.1	• Subfolder called **Data** appears ✓ (accept spelling errors) *(Note to marker: The subfolder must appear in the **General_Algemeen** folder to obtain the mark.)*	1	1	
1.2	• A shortcut is created which links to the file called **Practice_Oefen** ✓ in the **General_Algemeen** folder. • Placed in **Question 1_Vraag1** folder ✓ *(Note to marker: The shortcut must appear in the **Question 1_Vraag1** folder to obtain the second mark.)*	1 1	2	
1.3	• All four spreadsheet files (*Bookstock, Calculations, Donations* and *Timesheets*) appear in **Question1_Vraag1** folder ✓ • No spreadsheet files appear in **General_Algemeen** ✓	1 1	2	
1.4	• Bitmap image **Head_Kop.jpg** saved as a JPEG image (under any name) ✓ *(Note to marker: Original file size was 577 KB. File should be smaller.)*	1	1	
1.5	• Things**.zip** ✓ *(Note to marker: Do not penalise if file extension .zip is not given.)*	1	1	
1.6	• Number of lower case 'e' = 39 ✓	1	1	
1.7	• Screenshot appears ✓ • Files are sorted according to descending order of Name ✓ • Only Name and Size fields are displayed ✓ *(Note to marker: Only accept if the screenshot consists of a single image)* *(Assuming QUESTION 1.3 was answered correctly)* <table><tr><td>Name</td><td>Size</td></tr><tr><td>Zipped</td><td>11 KB</td></tr><tr><td>Videos</td><td>46 KB</td></tr><tr><td>Timesheets</td><td>12 KB</td></tr><tr><td>Things</td><td>1 KB</td></tr><tr><td>Staff</td><td>96 KB</td></tr><tr><td>Practice_Oefen</td><td>39 KB</td></tr><tr><td>Ideas</td><td>13 KB</td></tr><tr><td>General</td><td>13 KB</td></tr><tr><td>FrontPages</td><td>46 KB</td></tr><tr><td>DvDStock</td><td>96 KB</td></tr><tr><td>Donors</td><td>98 KB</td></tr><tr><td>Donations</td><td>12 KB</td></tr><tr><td>CDStock</td><td>172 KB</td></tr><tr><td>CD's</td><td>0 KB</td></tr><tr><td>Cards</td><td>14 KB</td></tr><tr><td>Calculations</td><td>12 KB</td></tr><tr><td>Brochures</td><td>14 KB</td></tr><tr><td>Borrowers</td><td>96 KB</td></tr><tr><td>Bookstock</td><td>12 KB</td></tr><tr><td>Books</td><td>46 KB</td></tr></table>	1 1 1	3	
	Total for QUESTION 1		**[11]**	
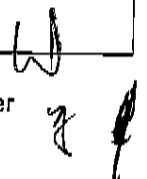
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QUESTION 2: File name: 2MediaW

TOTAL Q2: 34

No.	Criteria	Max. Mark		Candidate Mark
2.1	• Title style applied to main heading (on page 2) ✓	1	1	
2.2	• All the text in the heading appears in upper case ✓	1	1	
2.3	• Dropped cap created on letter T ✓ (Note to marker: Do not give this mark if dropped cap appears in the margin.)	1	2	
	• Dropped over five lines (13 pt in reveal formatting) ✓ (Note to marker: Accept if the dropped cap was placed on another letter.)	1		
2.4	• Paragraph spacing after paragraph set to 12 pt ✓	1	1	
2.5	• Automatic page numbers are inserted ✓ (Accept any type of page numbering in either the header or footer.)	1	4	
	• Page numbers appear in the footer ✓	1		
	• Format is lowercase Roman Numerals (i, ii, iii) ✓	1		
	• Page numbering is aligned to the right ✓ (Note to marker: Do not penalise if number of pages has also been added.)	1		
2.6	• Text watermark added ✓ (Accept any text/ignore spelling)	1	3	
	• Horizontally aligned ✓	1		
	• Size 80 pt ✓	1		
2.7	• Alignment matched so that the second heading is aligned to the left margin (indented at 0 cm) ✓	1	2	
	• Space between the number and the text is the same as the first heading (hanging indent of 0.63 cm) ✓	1		
2.8	• Automatic table of contents is created ✓	1	3	
	• All (eight) headings formatted with the style Heading 2 appear ✓	1		
	• No other headings appear ✓ (Note to marker: Do not penalise if a different style for the table of contents has been used or if page numbering differs.)	1		

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2.9	• Correct text appears in two columns ✓ • With 1 cm/ 0.39 inches spacing applied ✓ • Borders appear around both columns ✓ • Paragraph borders are 'rectangular' (not cut off) ✓ • Paragraph c) starts at top of the 2nd column ✓ • Column break is inserted ✓ *(Note to marker: No marks are awarded for the last two bullets if use of the 'Enter key' has been made to effect the 'break'.)*	1 1 1 1 1 1		6	
2.10	Image				
2.10.1	• Image is flipped horizontally ✓ *('Darker half of image' appears on left)*	1		1	
2.10.2	• Image is set to greyscale ✓ *(Note to marker: Do not accept black and white.)*	1		1	
2.10.3	• Image appears against right-hand margin ✓ • All text flows to left of image ✓	1 1		2	
2.11	• Endnote inserted ✓ • On or alongside the text 'Oprah's Book Club' ✓ • Wingdings symbol 38 (📖) used as a custom mark ✓ • Text 'Launched 17 September 1996' added ✓ *(Note to marker: Do not penalise for minor spelling errors, etc.)*	1 1 1 1		4	
2.12	• Outline numbering has been applied to fix the numbering ✓ • Numbering appears correctly as 8.1, 8.2 and 8.3 ✓ • Has been applied to all 3 instances ✓ *(Note to marker: Only 1 mark in total can be awarded if the candidate has 'manually typed in the numbering'.)*	1 1 1		3	
	Total for QUESTION 2			**[34]**	

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QUESTION 3: File name: 3Doc_Dok

TOTAL Q3: 30

No.	Criteria	Max. Mark			Candidate Mark
3.1	• Date inserted <u>as a field</u> ✓ (*Do not allocate a mark if the date was manually typed in.*) • Format YYYY-MMM-DD ✓ (*Ignore case*) • Updates automatically ✓ (*Should show current date*) • At the 7 cm/2.75 inches tab stop ✓ (*Note to marker: Do not award first three marks if a field was not inserted*)	1 1 1 1		4	
3.2	• Format for Borrower Name/Lenemaam field set to title case ✓	1		1	
3.3	• Table inserted ✓ • 13 columns x 1 row ✓ • Column widths set to 0.5 cm/0.2" ✓ • Placed in same line as heading ✓ (*Note to marker: Do not penalise if not aligned at 6 cm.*)	1 1 1 1		4	
3.4	• Check box for the Afrikaans options is unchecked ✓	1		1	
3.5	• Tab set at 8 cm/3.15 inches (*Accept any tab*) ✓ • (Any) dotted/dashed leader used ✓ (*Note to marker: Do not penalise if signature line added above or below the word 'Signature/Handtekening' or alongside.*)	1 1		2	
3.6	• Mouth shape changed to a 'smile' appearance ✓ • Any shadow effect added ✓ • Text in callout added reading 'Thank you/Dankie!' ✓ (*Note to marker: Accept 'Thank you/Dankie!' on one line or wrapped.*) • Callout and autoshapes grouped as one object ✓ (*Note to marker: Ignore spelling and position of callout.*)	1 1 1 1		4	
3.7.1	• Cells merged in first row of table ✓	1		1	
3.7.2	• Autofit to Contents option applied to table ✓	1		1	
3.7.3	• Both diagonal lines added to form a 'cross' (x) in the first or second cell ✓ (*Any method acceptable*)	1		1	
3.7.4	• Magazine/Tydskrif option removed ✓ • CD option added ✓ • Options in correct order (Book_Boek. DVD, CD) ✓	1 1 1		3	
3.8	• =Sum ✓ (Below) ✓ (*Note to marker: Do not accept a manually inserted answer of 4 800 but accept = F4+F5 ... + F34.*)	2		2	
3.9	• Table has been copied onto last page ✓ • Headings appear in first row as per original table ✓ • Only media listed is Book_Boek ✓ only items with at least two items listed ✓ • **All other records have been deleted** ✓ • List sorted by Surname ✓ (also accept descending) (13 records expected – or 12 records If Q3.7.4. was incorrectly answered)	1 1 1 1 1 1		6	
	Total for QUESTION 3			**[30]**	

Please turn over

EXAMINATION
NUMBER

QUESTION 4: Filename: 4MediaS   TOTAL Q4: 30

- *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 actions.)*
- *Candidate may use multiple formulae or cells as 'building blocks' to answers.*

No.	Criteria	Max. Mark		Candidate Mark
	Resources_Bronne worksheet			
4.1	• Cells A1:H1 merged ✓ and contents centred ✓ • Text wrapping applied to headings in row 2 ✓ • Any type of cell borders applied to cells containing headings in row 2 ✓ *(Note to marker: Do not penalise if cell borders applied to whole row or if cell borders only applied around outer borders.)*	2 1 1	4	
4.2	• Conditional formatting applied to cells in column E ✓ • Values which have a value prior to 1995 ✓(<1995 or <=1994) • Are displayed in any different font colour to the rest ✓	1 1 1	3	
4.3	• Values in column F formatted as South African currency (rand) ✓ • With NO (zero) decimal places ✓	1 1	2	
4.4	**Cell L6: =ROUND(AVERAGE(F3:F109),2)** • ROUND function used ✓ • AVERAGE function used ✓ • Correct range ✓ • Correct number of decimal places specified ✓ *(Note to marker: No marks awarded for formatting cells to two zero places as opposed to rounding.)*	1 1 1 1	4	
4.5	**Cell L8: =COUNTIF(I3: I109,"B")** • COUNTIF function used ✓ • Correct range ✓ • Correct criteria used ✓	1 1 1	3	

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4.6	**Cell C3 =VLOOKUP(D3,Data!\$F\$2:\$H\$76,3)** • Correct lookup cell used ✓ • Correct lookup range specified ✓ • Correct lookup column specified ✓ • Absolute addressing correctly used for lookup table or if a named range was correctly used✓ *(Note to marker: Do not penalise if an extra fourth parameter of False is added.)*	1 1 1 1		4	
4.7	**Column G: =IF(C3="Bookworld",F3+10%*F3,F3)** • Correct condition (e.g. C3="Bookworld" • or D3 = 9) ✓ • Correct mark up of 10% ✓ added to original price ✓ • Original value (F3) specified for other publishers ✓ *(Note to marker: The expected answer is R757.90. Accept any other valid solutions, e.g.* • =IF(C3="Bookworld",1.1*F3,F3) • =IF(C3<>"Bookworld",F3,10%*F3+F3) • =IF(C3<>"Bookworld", F3,1.1*F3) • =IF(D3=9, 10%*F3+F3, F3) etc.) *(Do not deduct a mark if formula not copied to rest of cells in the column.)*	1 2 1		4	
4.8.1	• Chart type changed to column graph ✓	1		1	
4.8.2	• Suitable title provided ✓ *(The title must address the different type of media in the worksheet, e.g. Types of Media)* • Displayed below the graph ✓	1 1		2	
4.8.3	Legend removed ✓	1		1	
4.8.4	Units added as title on the Y-axis ✓	1		1	
4.8.5	Major unit on the Y-axis changed from 5 to 10 ✓	1		1	
	Total for QUESTION 4			**[30]**	

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QUESTION 5: Filename: 5Users_Gebruikers   TOTAL Q5: 35

- *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 actions.)*
- *Candidate may use multiple formulae or cells as 'building blocks' to answers.*

No.	Criteria	Max. Mark		Candidate Mark
Helpers worksheet				
5.1	Any fill colour applied to cell A1 ✓	1	1	
5.2	**Cell L3: =LARGE(G3:G42,2)** • LARGE function used ✓ • Correct range specified ✓ • Correct number (2) specified ✓	1 1 1	3	
5.3	**Cell D3: =UPPER(B3) & LEFT(C3,1) or** **=CONCATENATE (UPPER (B3), LEFT(C3,1))** • UPPER function applied correctly ✓ • Surname appears (cell B3) ✓ • & operator or CONCATENTATE function used ✓ • LEFT function used ✓ • Correct cell used for LEFT function ✓ *(Note to marker: No marks if user name is simply typed into the cell.)*	1 1 1 1 1	5	
5.4	**Cell F3 =(NOW ( )- E3) / 365.25** (Note to marker: accept 365) • Correct terms subtracted ✓ • Brackets added to enforce correct division ✓ • Multiplication changed to division ✓ *(Note to marker: Do not penalise candidate who used the TODAY function instead of the NOW function.* *Accept if terms were not swopped and /-365 or ABS was used.)*	1 1 1	3	
5.5	**Cell H3 =IF(G3>9,"A",IF(G3>=5, "B", "C"))** • Nested IF construct used correctly ✓ • First criteria specified is correct, e.g. G3>9 ✓ • Second criteria specified is correct, e.g. G3>=5 ✓ • All 3 values (A, B and C) correctly match the criteria ✓✓ *(Award one mark if only two criteria match.)* *(Note to marker: Accept any other valid solution such as:* **=IF(G3<5,"C",IF(G3>=10, "A","B"))** **=IF(G3>=10,"A",IF(G3>=5, "B", "C")),** *etc.)*	1 1 1 2	5	

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5.6	**Cell L4: =SUMIF(H3:H42,"A",G3:G42)**			4	
	• SUMIF function used ✓	1			
	• Correct criterion range specified ✓	1			
	• Correct criteria specified ✓	1			
	• Correct summing range specified ✓	1			
5.7	**Cell L5: answer is 9**			2	
	• LEN function has been used ✓	1			
	• Correct answer of 9 appears ✓	1			
5.8	**Time_Tyd worksheet: Cell D4**			1	
	• Cell format set to number/general (displays as 4 or 4.0) ✓ *(Ignore decimals)*	1			
5.9	**Time_Tyd worksheet: Cell L5 = D5+G5+J5**			2	
	• Correct cells included (D5, G5, J5) ✓	1			
	• Addition operator used ✓ *(Note to marker: Do not award the second mark if the SUM function was used as the question asked for a formula.)*	1			
5.10	**Graph in Graph worksheet**			9	
	• The data is set for the first four helpers only (cells A4:A7) (PODILE, MARX, SERUMULA and PUDIKABEKOA) ✓	1			
	• Pie chart has any 3D effect. Ignore rotation ✓	1			
	• Data labels set as percentages ✓	1			
	• Data labels formatted to show one decimal place ✓	1			
	• The legend appears below the chart ✓	1			
	• Names in legend are split over 2 lines ✓	1			
	• Largest segment/slice has been exploded/pulled out ✓	1			
	• The largest segment/slice is filled with the picture **6BkPic_BkPrent** ✓ *(Note to marker: Allocate mark to OpenOffice users.)*	1			
	• The graph appears in a separate worksheet ✓ *(Do not penalise if worksheet not named correctly)*	1			
	Total for QUESTION 5			**[35]**	

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QUESTION 6: Filename: 6Club_Klub   TOTAL Q6: 42

No.	Criteria	Max. Mark		Candidate Mark
Donors_Skenkers table				
6.1.1	**DOB_GebDat field** • Data type should be set to Date/time format ✓	1	1	
6.1.2	**Surname_Van field** • Field size changed (to any value not original of 255) ✓	1	1	
6.1.3	**Donors_skenkers table** • All 8 records imported into the database from **6Don_Sken** text file ✓ • Into **Donors_Skenkers** table ✓ • Original field names retained (still appear) in table ✓ *(Note to marker: Do not penalise if the date field does not appear.)*	1 1 1	3	
6.1.4	**DonorID_SkenkerID input mask: >L09** • > (uppercase) ✓ • L (compulsory letter) ✓ • O (compulsory digit) ✓ • 9 (optional digit) ✓	1 1 1 1	4	
6.2.1	**ItemList_ItemLys table** • Primary key set ✓ • On MediaID field ✓ *(Note to marker: Automatically award these marks to Openoffice users.)*	1 1	2	
6.2.2	**Year_Jaar field – validation rule >1960 AND <=2011** • >1960 ✓ (also accept >=1961) • AND ✓ • <=2011 ✓ (also accept <2012) *(Note to marker: Also accept BETWEEN 1961 AND 2011)* Year_Jaar – validation text • Any suitable message which refers to range of values required ✓ (e.g. 'The year must be between 1960 and 2011')	1 1 1 1	4	

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6.3.1	Form **frmITEMS** • Examination number typed in form footer ✓		1		1
6.3.2	Form **frmITEMS** • **6BkPic_BkPrent** image inserted ✓ • In the header of the form ✓		1 1		2
6.4	**Query qry6_4** • Only *Title_Titel* and *Author_Skrywer* fields are displayed ✓ • Sorted in descending order of *Type_Tipe* field ✓		1 1		2
6.5	**Query qry6_5** • Price_Prys criterion: >=250 ✓ • Type_Tipe criterion: <>"B" ✓ or NOT "B" *(Note to marker: Also accept "C" or "D" as criteria in the same line. If C and D are in separate lines >=250 must be repeated in the OR line.)*		1 1		2

<table>
<tr><th>Title_Titel</th><th>Price_Prys</th><th>Type_Tipe</th></tr>
<tr><td>Harry Potter and the Chamber of Secrets</td><td>R 250.00</td><td>D</td></tr>
<tr><td>Harry Potter and the Prisoner of AzKaban</td><td>R 265.00</td><td>D</td></tr>
<tr><td>MS Excel 2000/Visual Basic for Applications</td><td>R 340.95</td><td>C</td></tr>
<tr><td>White Wedding</td><td>R 345.00</td><td>D</td></tr>
</table>

6.6	**Query qry6_6** Title_Titel criterion: Like "*Mathematics*" • One for correct use of <u>both</u> wild cards (*) ✓ • Mathematics ✓ • Calculated field: ✓ Criteria:VAT_BTW: 0.14*[Price_Prys] • 0.14 (or 14/100) ✓ • *[Price_Prys] ✓ • Formatted as currency ✓		1 1 1 1 1 1		6
6.7.1	**Report RepItems** • Data for the Title_Titel field ✓ (not the heading) • Placed in different font colour to data of other fields ✓		1 1		2
6.7.2	**Report RepItems** • Date appears in text box provided in header ✓ • Current date implemented as function =now() or date() ✓ *(Note to marker: Do not penalise if time also appears.)*		1 1		2

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6.7.3	**Report RepItems = SUM([Price_Prys])** • SUM function used ✓ • Correct field [Price_Prys] used ✓ • Displayed as South African rand ✓	1 1 1		3	
6.7.4	**Report RepItems (Grouping)** • Records grouped ✓ • According to Pub_Uit field ✓ • Count function moved or copied to either group header or footer ✓ *(Note to marker: Do not penalise if label has not been copied or moved from report footer.)*	1 1 1		3	
6.8	**Report rep6_8** • Report based on the Itemlist_ItemLys table ✓ • Correct fields (Title_Titel, Type_Tipe, Year_Jaar) ✓ • Grouping according to Type_Tipe field ✓ • Sorted (ascending or descending) on Year_Jaar field ✓	1 1 1 1		4	
	Total for QUESTION 6			**[42]**	

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QUESTION 7: Filenames: 7Data, 7Donations_Skenkings, 7Fax_Faks, 7MergeReady,
7MergeComplete   **TOTAL Q7: 18**

No.	Criteria	Max. Mark			Candidate Mark
7Fax_Faks					
7.1.1	• Shaded table deleted ✓ (*Note to marker: Do not allocate mark if only the content of the table was deleted.*)	1		1	
7.1.2	• The word *many* in 'many businesses' deleted ✓✓ (*Note to marker: Award 1 mark if the bookmark Del has been deleted instead of the word 'many.'*)	2		2	
7.1.3	• Four or five ✓ instances of 'Media Book Club' replaced with 'Media Exchange Centre' ✓ (*Allocate 1 mark if the whole-word option has not been used and any of the 2 instances where the word book was used outside of the name has also been changed.*) • Replacements are in italics ✓	1 1 1		3	
7.1.4	• Properties of the hyperlink www.mec.org.za set to link to the website www.mec.org.za ✓ (*Note to marker: check properties of the link.*)	1		1	
7.2.1	• Data copied and pasted from spreadsheet ✓ • As a linked object in the **7Fax_Faks** document ✓ (*If table is right-clicked update link is visible*)	1 1		2	
7.2.2	• Amount of top donor in the **7Donations_Skenkings** spreadsheet ✓ (*Should be H van der Merwe but is dependent on data*)	1		1	
7.2.3	• Link in the **7Fax_Faks** document updated to reflect the change of R5 000 made in the spreadsheet ✓	1		1	

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7.3 Mail merge

(Note to Marker: Any candidate that has attempted 7.1 or 7.2 or 7.3 is automatically awarded 4 marks. In addition, allocate marks according to the criteria below to a maximum of 3 marks (i.e. a maximum of 7 marks for 7.3.))

7.3.1	**7MergeReady/7MergeComplete**		6
	• Both merge fields Name_Naam and Surname_Van added ✓	1	
	• Space added between merge fields ✓	1	
	• Data source used is query qry7_3 ✓ in **7Data** database ✓	1 1	
	(Award 1 mark if the AddressList_Adreslys table used)		
	• Recipients sorted in descending ✓ order of amount ✓	2	

7.3.2	• Sent to first three (shaded) recipients: ✓	1	1

Surname_Van	Name_Naam	Amount_Bedrag
H	Van der Merwe	R 5 000.00
Samia	Barnard	R 500.00
Craig	Lebepe	R 406.95
Jabu	Crowther	R 350.95
Licia	Msimeki	R 324.95
Jimmy	Esterhuizen	R 269.95
Steven	Barnard	R 265.00
Laura	Heyns	R 262.95
Vuyo	Malatji	R 250.00

Total for QUESTION 7   **[18]**

TOTAL: 200