



# education

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Department:  
Education  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 11**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**EXEMPLAR 2007**

**MEMORANDUM**

**This memorandum consists of 9 pages.**

**QUESTION 1: TOTAL 8 marks**

<b>Item/Criteria</b>	<b>Max</b>	<b>Marks</b>	<b>Comment</b>
1.1 No. of spreadsheet files	2	2	38 files initially ✓✓ – need to check in case files have been deleted by learner.
1.2 No. of files in 2007 folder	2	1 2	38 if only 2007 folder and no sub-folders were searched 106 files (sub-folders included) ✓✓
1.3 Delete files of 0 KB	2	1 2	Some files of 0 KB deleted All 18 files of 0 KB deleted ✓✓
1.4 Move folder Archive	2	1 1	Folder moved not copied ✓ Sub-folder of 2007 folder ✓  Award 1 mark if copied or not moved to correct location.
<b>Total</b>	<b>8</b>		

**QUESTION 2: TOTAL 35 marks**

Item/Criteria	Max	Marks	Comment
2.1.1 Adjust Logo	3	1 1 1	Flip CAREFREE logo vertically ✓ Flip TRAVEL logo horizontally ✓ Move carefree on top of travel ✓
2.1.2 Group & size logo	4	1 1 1 1	Logo grouped ✓ Height 5 cm ✓ Width 5 cm ✓ Correctly positioned with appropriate options so that the Word Art is not moved ✓
2.2 Set tabs	4	1 1 1 1	Centre tab set ✓ Decimal tab set ✓ Tabs set for both lines ✓ Tabs applied in both lines ✓
2.3 Outline Numbering	4	1 1 1 1	Outline numbering used ✓ Correct numbering of main paragraphs ✓ Correct numbering of 'sub points' ✓ Indentation of 'sub points' ✓
2.4 Alignment fully justified	2	1 1	only first page ✓ justified ✓
2.5 Paragraph Spacing	3	1 1 1	Applied to whole document ✓ Set to 3 pt before each paragraph ✓ Set to 3 pt after each paragraph ✓
2.6 Find & Replace	4	2 1 1 1	All 11 changed ✓✓ At least 6 changed Tourist not changed (whole word selection) ✓ Bold ✓
2.7 Red border	3	1 1 1	red ✓ border added ✓ to selected text only ✓.
2.8 Drop Cap & Columns etc	8	1 1 1 1 1 1 1	Correct text selected ✓ Drop cap used ✓ Drop cap runs over 2 lines ✓ Two columns ✓ No line added between columns ✓ Hyperlink removed from e-mail address ✓ Last line appears in smaller font in italics ✓✓
<b>Total</b>	<b>35</b>		

**QUESTION 3: TOTAL 51 marks**

Item/Criteria	Max	Marks	Comment
3.1 Wrap and centre headings	3	1 1 1	Text in row 5 wrapped and ✓ centered vertically and ✓ centered horizontally. ✓
3.2 Rotate Text	1	1	Text rotated to horizontal position ✓
3.3 Hide column B	1	1	Column B Hidden ✓
3.4.1 Age	6	6	=ROUND((\$F\$1-E6)/365.25,0) ✓ ✓ ✓ ✓ ✓ (1 mark for absolute addressing)
3.4.2 Levy	5	5	=IF(F6>=60 , 0 , 7.5%*G6) ✓ ✓ ✓ ✓ ✓ OR =IF(F6<60 , 7.5%*G6 , 0)
3.4.3 Total Due	5	5	=14%*G6+G6+H6-C6 ✓ ✓ ✓ ✓ ✓
3.5 Copy formulae	1	1	Formulas copied down for remaining customers
3.6 Average Age	2		=AVERAGE(F6:F18) ✓ ✓
3.7 2 <sup>nd</sup> lowest deposit	3		=SMALL(C6:C18,2) ✓ ✓ ✓
3.8 Percentage	3	3	=C20/I20*100 ✓ ✓ ✓ OR =SUM(C6:C19) / SUM(I6:I19) * 100
3.9 No. of deposits	3	3	=COUNTIF (C6:C11,"<800") ✓ ✓ ✓
3.10 Sum of Sun City deposits	4	4	=SUMIF(D6:D18,"Sun City",C6:C18) ✓ ✓ ✓ ✓
3.11 Format values in columns H – I	3	1 1 1	Correct Cells Correct format– Accounting (R) 2 decimals Columns widened / all figures visible

3.12	Conditional formatting	4	1 1 1 1	Second set of conditional formatting (>550) removed ✓ Condition changed from <= 550 to < 550 ✓ Formatting of red cell borders added ✓ Blue font removed from original formatting ✓
3.13	Bar chart	7	1 1 1 1 1 1 1	Correct data selected ✓ Bar chart ✓ Heading of Deposits added ✓ All entries on both axes visible ✓ Chart background formatted ✓ with a textured fill effect ✓ Bar of customer with highest deposit highlighted ✓
Total		<b>51</b>		

**QUESTION 4: TOTAL 28 marks**

Item/Criteria	Max	Marks	Comment
4.1.1 Alter structure of table	4	1 1 1 1	Tour field precedes days ✓ Tour field length altered to 20 ✓ Customer field added ✓ as auto number (long integer format ) ✓
4.1.2 Primary key set	2	2	Customer code ✓ field set as primary key ✓
4.1.3 Default value set	2	2	Default value set for Days field ✓ of 5 ✓
4.1.4 Validation	3	1 1 1	Validation rule added to Days field ✓ Rule set to > 1 ✓ also accept >=2 Validation error message entered correctly ✓
4.1.5 Mandatory field	2	2	Departure field made mandatory ✓✓
4.2 Create Form	4	1 2 } 1 } 1	Form created ✓ Form displays all fields ✓✓ Only one field is missing ✓ Saved as <b>TourForm</b> ✓
4.3.1 Find replace	4	2 } 1 } 2 } 1 }	Some occurrences replaced ✓✓ All 36 occurrences of 2007/12/12 (Sun City A) replaced by: 2007/12/19 ✓✓ another date  Should be for the following 'tours': Cape Town A ; Durban B Kruger Park A ; Kruger Park B Sabie A
4.3.2 Export data:	4	1 1 1 1	Contains data from database ✓ Data exported not pasted ✓ Spreadsheet Sun City exists ✓ Only Sun City data is exported ✓ (no sorting required) - should include 36 Sun City A and 36 Sun City B bookings
4.3.3 Sorting	3	1 1 1	Sorted by <b>Days</b> ✓ then by <b>Tour</b> ✓ both in ascending order ✓
Total	<b>28</b>		

**QUESTION 5: TOTAL 33 marks**

Item/Criteria	Max	Marks	Comment
5.1 Delete Bush camp Big Five	1	1	Correct record deleted
5.2 Query MealsInc	2	1 1	Query <b>MealsIncl</b> created ✓ Shows only resorts that offer meals ✓
5.3 Query Prices	5	1 1 3	Query shows only the name of the resort, the rate and location ✓ in that order ✓ [Rate] >= 300 and [Rate] <= 400 ✓          ✓          ✓ (can also use Between operator)
5.4 Query Coastal	4	2 1 1	Both AND's swapped to OR's ✓✓ Spelling of <i>Easten</i> corrected to Eastern ✓ 'Show' option selected ✓
5.5.1 Based on query	1	1	Report based on the query ReportQuery ✓
5.5.2 Correct fields, order.	2	1 1	Report shows resort, location, resort type and rate ✓ (in that order) ✓
5.5.3 Sorting of records	2	1 1	Sorted in ascending order of location ✓ and then in descending order of rate ✓
5.5.4 Landscape	1	1	Page orientation changed to landscape ✓
5.5.6 Footer	2	1 1	Date/ Time removed from footer ✓ Replaced by word Accommodation ✓
5.6 Importing of records	4	4	All records imported ✓✓✓✓ Award 2 marks if only some are imported
5.7 Report document	9	1 1 1 1 1 1 1 2	Attention Mr Columbus documents exists ✓ Contains table ✓ Includes KZN venues ✓ Includes Western Cape venues ✓ Venues have rate less than R 400 ✓ Table includes location and respective rates ✓ Table sorted in alphabetical order of resort Average rate calculated correctly ✓✓
Total	<b>33</b>		

**QUESTION 6: TOTAL 45 marks**

Item/Criteria	Max	Marks	Comment
6.1.1 Date field inserted	4	1 1 1 1	Current date inserted ✓ in format yyyy-MM-dd ✓ in correct place at the top of the fax ✓ updates automatically - is a field ✓
6.1.2 Urgent ticked	1	1	Urgent checkbox selected ✓
6.1.3 Cells copied from spreadsheet	2	1 1	Correct cells copied ✓ Pasted as link ✓ (can check under Edit Links)
6.1.4 Amount changed	1	1	Flight from Durban increased to R498.00 ✓
6.1.5 Template created	2	2	Save the document in a template format ✓ as FaxQuote ✓
6.2.1 Flight formula	2	2	=2/3*C3 ✓ ✓
6.2.2 Accommodation	2	2	=A6*A8 ✓ ✓
6.2.3 Airport Tax	4	4	=17.5%*(C3+C4) ✓ ✓ ✓ ✓ ( 1 mark for use of brackets)
6.2.4 VAT	3	3	=14%*SUM(C3:C5) - can also (C3+C4+C5) ✓ ✓ ✓
6.2.5 Total	2	2	=C7+C8 ✓ ✓ or =SUM(C3:C6)+C8
6.2.6 Formatting	3	2 1	Cells A9:B9 merged ✓ and centered ✓ Shaded in light green ✓



6.3.1 Table	8	1 1 1 1 1 1 1 1	All borders changed 'thick' appearance ✓ Row heights changes to make text visible ✓ All text centered vertically in cells ✓ Five rows of first column merged ✓ Symbol of airplane added ✓ Airplane points vertically ✓ Airplane fits most of cell ✓ Cell containing airplane shaded ✓																																				
6.3.2 Split table	2	1 1	Tables split ✓ Accommodation details in one table and details of the return flight in the other table ✓																																				
6.3.4 Convert to text	2	1 1	Third table converted to text ✓ Separated with paragraph marks ✓																																				
6.4 Matching venues	7	2 2 2 1	Any by method may be used to get the list. all types except luxury hotels removed limited to only the four requested provinces correct price range $\leq 800$ (only 1 if $< 800$ ) sorted by price (any order)																																				
			<table border="1"> <tr><td>Sabie Summit</td><td>Mpumalanga</td><td>R 650.00</td></tr> <tr><td>The Rock</td><td>Mpumalanga</td><td>R 650.00</td></tr> <tr><td>Mack's Lodge</td><td>North West</td><td>R 650.00</td></tr> <tr><td>Kimberlee's Inn</td><td>Limpopo</td><td>R 750.00</td></tr> <tr><td>The Game Range</td><td>North West</td><td>R 750.00</td></tr> <tr><td>Diamond Lodge</td><td>Limpopo</td><td>R 778.00</td></tr> <tr><td>Northern Vista Lodge</td><td>Limpopo</td><td>R 778.00</td></tr> <tr><td>The Hunting Lodge</td><td>Limpopo</td><td>R 778.00</td></tr> <tr><td>Shamwizi</td><td>North West</td><td>R 778.00</td></tr> <tr><td>Barnato's</td><td>Limpopo</td><td>R 789.00</td></tr> <tr><td>Miners' Inn</td><td>North West</td><td>R 789.00</td></tr> <tr><td>African Skies</td><td>Gauteng</td><td>R 800.00</td></tr> </table>	Sabie Summit	Mpumalanga	R 650.00	The Rock	Mpumalanga	R 650.00	Mack's Lodge	North West	R 650.00	Kimberlee's Inn	Limpopo	R 750.00	The Game Range	North West	R 750.00	Diamond Lodge	Limpopo	R 778.00	Northern Vista Lodge	Limpopo	R 778.00	The Hunting Lodge	Limpopo	R 778.00	Shamwizi	North West	R 778.00	Barnato's	Limpopo	R 789.00	Miners' Inn	North West	R 789.00	African Skies	Gauteng	R 800.00
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Question	Mark Allocation
1	8
2	35
3	51
4	28
5	33
6	45
	203