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							

FINAL MARK	

EXAMINATION NUMBER													

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

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EXAMINATION NUMBER													

IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.

QUESTION 1 **File name: 1Impression** **Total Q1: 36**

No.	Criteria	Maximum Mark			Candidate Mark
1.1	**Font ('Welcome to Impressionism')** • Font changed to 'Wide Latin' ✓	 1		1	
1.2.1	**Justification** • First paragraph justified ✓	 1		1	
1.2.2	**Paragraph spacing** • Paragraph spacing **after** changed (not 12 pt) ✓ • Set to 0 pt ✓	 1 1		2	
1.3	**Bookmark** • Bookmark inserted on text 'history' ✓ • Bookmark named 'Monet' ✓	 1 1		2	
1.4	**Indents** • Left indent set to 2 cm ✓ • Right indent set to 2 cm ✓ *(15 cm on the ruler)*	 1 1		2	
1.5	**SmartArt** • 'Futurism' shape added ✓ • Sub-art form 'Analytical' added to 'Cubism' shape (demoted) ✓ *(mark from text pane)* • 'Post-Impressionism' shape appears after 'Cubism' shape ✓ • Design style changed to any colourful range ✓	 1 1 1 1		4	
1.6	**Find and Replace** • Text 'colours' replaced with symbol: ✓ ⌘ **OR** ☐ • In a red font ✓ • Symbol ⌘ correct ✓ • 10 *(or 11)* occurrences ✓ *(only if attempted)*	 1 1 1 1		4	
1.7	**'Artistic' style** • Font changed to small caps ✓ • Border width set to 3 pt ✓ • 4 *(or 5)* instances updated ✓ *(only if attempted)*	 1 1 1		3	

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1.8	**Image** • 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** • 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** • 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** • Automatic table of figures inserted ✓	1		1	
1.12	**Index** • Index updated ✓ *(10 entries)*	1		1	
	Total for QUESTION 1			**[36]**	

EXAMINATION NUMBER													

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

EXAMINATION NUMBER													

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

No.	Criteria	Maximum Mark			Candidate Mark
2.1	**Text direction** • Text direction changed to 270° ✓*(bottom to top)*	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 ✓ *(hard return removed)* • Shading applied to first row ✓	1 1		2	
	Total for QUESTION 2			**[14]**	

EXAMINATION NUMBER													

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:** • Border colour changed to red ✓ • Fill colour set to black ✓	 1 1		2	
3.2	**Cell G3:** **=MIN(C9:C120) OR SMALL(C9:C120,1)** • MIN function **OR** SMALL(…,1) ✓ • Range: (C9:C120) ✓	 1 1		2	
3.3	**Cell G4:** **=COUNTBLANK(G9:G120) OR COUNTIF(G9:G120,"")** • COUNTBLANK/COUNTIF(...,"") function ✓ • Range: (G9:G120) ✓	 1 1		2	
3.4	**Cell G5:** **=ROUNDUP(**AVERAGE(F9:F120)**,1)** • ROUNDUP ✓ • ,1 ✓	 1 1		2	
3.5	**Cell G6:** **=SUMIFS(J9:J120,C9:C120,"<1900",I9:I120,"Chicago")** **OR** **=SUMIFS(J9:J120,I9:I120,"Chicago",C9:C120,"<1900")** • SUMIFS(J9:J120, ✓ • Criteria range: C9:C120, ✓ • Criteria: "<1900", ✓ • Criteria range: I9:I120, ✓ • Criteria: "Chicago") ✓ *(Note to marker: If two SUMIF functions were used, mark only the criteria and criteria range of the first function.)*	 1 1 1 1 1		5	

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3.6	**Conditional formatting: Cells B9:B120** • 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** • YEAR function correctly used ✓ • TODAY() **OR** NOW() function ✓ • -C9 ✓	 1 1 1		3	
Dupl worksheet					
3.8	• Duplicates removed from list ✓ *(45 artists remain)*	1		1	
Chart_Grafiek worksheet					
3.9	**Chart/Graph** • Data from L to P display ✓ *(15 locations)* • 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]**	

EXAMINATION NUMBER													

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** • Text vertically centred ✓ *(ignore if horizontal alignment is changed)*	1		1	
4.2	**Cell H3:** **=SUM(K8:K57)** • 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** • 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_Kode!$A$2:$B$7,2)** **OR** **=VLOOKUP(MID(I8,1,1),Code_Kode!$A$2:$B$7,2)** • LEFT **OR** MID ✓ • (I8) **OR** (I8,1) **OR** (I8,1,1) ✓ • Table array: Code_Kode!A1:B7 **OR** Code_Kode!A2:B7 **OR** Code_Kode!$A$1:$B$7 **OR** Code_Kode!$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","")** • 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]**	

EXAMINATION NUMBER													

QUESTION 5 **File name: 5ArtWorld** **Total Q5: 40**

No.	Criteria	Maximum Mark			Candidate Mark
Table: tblPaintings					
5.1.1	**Field: *Painting*** • Format set to > ✓	1		1	
5.1.2	**Field: *YearPainted*** • **Validation rule** >=1494 ✓ AND ✓ <=1970 ✓ **OR** >1493 AND <1971 **OR** BETWEEN 1494 (✓) AND (✓) 1970 (✓) **OR** [YearPainted]>=1494 AND [YearPainted]<=1970 • **Validation text** Appropriate validation text that refers to correct range (for example Any year from 1494 to 1970, inclusive) ✓	3 1		4	
5.1.3	**Field: *ID*** Input mask: "IMP"&099 • IMP **OR** >imp ✓ • & ✓ • 0 ✓ • 99 ✓	1 1 1 1		4	
5.1.4	**Field: *Area*** • New field added: *Area* ✓ • Data type: Calculated ✓ • Expression: [Height] ✓ * [Width] ✓	1 1 2		4	
5.1.5	**Field: *Age*** • *Age* field unhidden ✓and displays in Datasheet view	1		1	
Form: frm5_2					
5.2	• 5Girl ✓ image displayed in form header ✓ • Image size mode property set to stretch ✓ • Detail background shaded ✓ to any colour ✓ • Rating combo box: 'Poor' added to existing items ✓	2 1 2 1		6	

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Query: qry5_3					
5.3	• 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)* • 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]** • New field *Diff*: ✓ [*For*] - [*Against*] Correct fields ✓ Correctly subtracted from each other ✓ *(correct order)* • *Nationality* criteria: 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	• 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]**	

EXAMINATION NUMBER													

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** * Weird Personal Quirks of Historical Artists * • Font face set to 'Vivaldi' ✓	1		1	
6.2	**Horizontal line** *<hr* ***width="60%" align="right"*** *color="Crimson"/>* • Line width set to 60% ✓ • Line aligned right ✓	1 1		2	
6.3	**Heading 2 and italics** *** ****Believe it or Not!!!**** *** • Heading 2 added ✓ • Heading 2 in italics ✓	1 1		2	
6.4	**Link to target location** *******ECCENTRICITY******* • Link on text ECCENTRICITY ✓ • Link href added correctly ✓ • Target location: #Weird ✓	1 1 1		3	
6.5	**Ordered list** ***<ol type="A">*** *** ****Stealing pens**** *** *** ****Carrying around guns**** *** *** ****Making time capsules**** *** *** *** • Numbered list added ✓ *** *** • Numbered type: 'A' for list ✓ ***<type="A">*** • ... tags added to all list items ✓	1 1 1		3	

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6.6	**Table** *<table align="center" bgcolor="Coral" border="4"* ***cellspacing="6"*** *>* *<tr>* ***<td rowspan="3">****Weird Quirks****</td>*** *<td>…<td>* *<td><img* ***src****="6Michelangelo.****jpg****" height="200" width="200"></td>* *<td>…</td>* *</tr>* *<tr align="center">* *<td>Dali</td>* *<td>Michelangelo </td>* *<td>Picasso </td>* ***</tr>*** ***<tr>*** *<td>Stole pens</td>* *<td>Never bathed</td>* *<td>Carried a gun</td>* *</tr>* • Cellspacing set to 6 ✓ • First cell/heading added ✓ and rowspan = 3 ✓ • Image source tag changed to src ✓ *(Michelangelo)* • Image extension .jpg added ✓ *(Michelangelo)* • Third row created with text 'Stole pens', 'Never bathed' and 'Carried a gun' ✓	1 2 1 1 1		6	
6.7	**Closing table tag and bold** ***</table>*** * * *******SHOCKING BUT TRUE******** * • Closing table tag added ✓ • Text displays in bold ✓	1 1		2	
	Closing tag(s) and triangular brackets correct and nesting correct (Question: .....)	1		1	
	Total for QUESTION 6			**[20]**	

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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** • WordArt applied to heading 'Lecture on Impressionism' ✓ • Comment removed ✓	 1 1		2	
7.1.2	**Track changes** • 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** • 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** • Mail merge completed ✓ *(Note to marker: 4 letters expected; Africa, Hageman, Sabelo, Viljoen.)*	1		1	
7ArtForm					
7.2	**Convert text to columns** • Text divided into more than one column ✓ • Text appears correctly in 3 columns ✓	 1 1		2	
7Summary					
7.3	**Subtotal feature** • 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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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.)*	1 1 1 1 1 1		6	
	Total for QUESTION 7			**[20]**	
	TOTAL			**180**	

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