



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

EXEMPLAR 2014

MEMORANDUM

MARKS: 180

FINAL MARK

**CENTRE
NUMBER**

**EXAMINATION
NUMBER**

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	30	20	24	26	40	20	20	180
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

This memorandum consists of 14 pages.

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QUESTION 1**File name: Q1Statistics_Statistiek****Total Q1: 30**

No	Criteria	Max Mark			Candidate Mark
1.1	WordArt - Text ('Fast Food Statistics') placed in WordArt ✓ - Blue, Accent 1 style ✓ - With Inner Shadow ✓	1		3	
		1			
		1			
1.2	Find and Replace "~~fast food~~" strikethrough, italic ✓ - Replaced with not strikethrough, not italics ✓ - Bold ✓ (12 instances)	1		3	
		1			
		1			
1.3	Picture - Aspect ratio unlocked/deselected ✓ - Image size set to 3 x 3 cm ✓	1		2	
		1			
1.4	Shape - Heart shape inserted ✓ - After the word 'anyone?' – position ✓ - Filled with picture <i>1Sugar_Suiker.jpg</i> ✓	1		3	
		1			
		1			
1.5	Numbering Information of paragraph 6 swopped with paragraph 5, numbering not changed ✓	1		1	
1.6	Sentence case Both paragraphs under the heading 'AND TO TOP IT ALL OFF? ...' changed to sentence case ✓	1			
1.7	Page background colour - Page background changed on all pages ✓ - Vertical, gradient fill effect used ✓ - Blue and white used for colours ✓	1		3	
		1			
		1			
1.8	Page border - Page border added on the first page only ✓ - Border thickness set to 10 point ✓ - Border is any Art-style border ✓	1		3	
		1			
		1			
1.9	Watermark - Watermark added ✓ - Text added ('Adapted') ✓	1		2	
		1			
1.10	Cover Page - Alphabet Cover Page inserted ✓ 'Food Statistics' added as title ✓ - Rest of possible template entries removed ✓	1		3	
		1			
		1			

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1.11	Footnote - Footnote inserted on \$460.00✓ - Star symbol (*)✓ - Footnote text set to 'Equal to ±R4500.00✓	1		3	
		1			
		1			
1.12	Hyperlink - Hyperlink inserted in correct place – 'smarter'✓ - Link to correct address.✓ - Screen tip "Eat smart!"✓	1		3	
		1			
		1			
	Total for QUESTION 1			[30]	

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QUESTION 2

File name: Q2Tips_Wenke

Total Q2: 20

No	Criteria	Max Mark			Candidate Mark
2.1	Table of contents - Table of contents appears on first page✓ - Simple format✓ - Only heading style levels 1 and 2 included✓ - Numbers are right aligned✓	1		4	
		1			
		1			
		1			
2.2	Columns - Correct text in two columns.✓ - Column break used to ensure heading '2. Fresh fibre First' appears at the top of the column.✓	1		2	
		1			
2.3	Paragraph spacing Paragraph spacing set to 12 pt before✓	1		1	
2.4	Pagination - Widow/orphan control is checked✓ 'Keep with next' is checked✓	1		2	
		1			
2.5	Caption - Caption added above water picture✓ - Caption reads 'Water 1' (also accept Figure: Water 1)✓	1		2	
		1			
2.6	Page orientation - Only the last page appears in a separate section with the use of a suitable section break✓ - Page orientation of section changed to landscape✓ (No mark awarded if orientation is applied to whole document)	1		2	
		1			
2.7.1	Tables Tables split into two (red and purple parts)✓	1		1	
2.7.2	Table border Outer border only changed to (any) triple line border✓	1		1	
2.8	Tabs Tabs set and applied as follows: - Centre tab set at ±7 cm,✓ - Right tab set at ± 13 cm✓ - Right tab has solid leader set✓	1		3	
		1			
		1			
2.9	Page numbering - Right aligned page numbers in footer of odd pages✓ - Left aligned page numbers in footer of the even pages✓	1		2	
		1			
	Total for QUESTION 2			[20]	

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QUESTION 3**File name: Q3Health_Gesondheid****Total Q3: 24**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidates' actual work (Cell references may differ, depending on the candidates' response).
- Candidates may use multiple formulae or cells as 'building blocks' to reach the answer.

No	Criteria	Max Mark			Candidate Mark
Sheet 1/Survey worksheet					
3.1.1	Cell A1:L1 Cells A1:L1 merged and centred (horizontally) ✓	1		1	
3.1.2	Shading Shading applied to row headings in row 3✓	1		1	
3.2	Cell G4 G4: =F4/E4/E4 - F4✓ /E4✓ /E4✓ OR G4: =F4/(E4*E4) - F4✓ / (E4✓ *E4) (✓ for brackets) OR G4: =F4✓/POWER(E4✓,2✓)	1		3	
		1			
		1			
3.3.1	Cell O9: =COUNTBLANK(H4:H28) =COUNTBLANK function✓ - Range: (H4:H28)✓ OR O9: =COUNTA(A4:A28)-O10 or use of the range of any of the columns (B-F, I-K) - COUNTA(A4:A28) ✓ – O10✓ OR O9: = COUNT(D4:D28) – O10 or use of the range of any of columns (D-G, L-K) =COUNT(D4:D28) ✓ – O10✓	1 1		2	

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3.3.2	Cell O5: =COUNTIF(H4:H28,"Inactive") • COUNTIF function ✓ • Range: (H4:H28) ✓ • Criteria: "Inactive" ✓ OR O5: = O10 – O7 – O6 • O10 ✓ • – O7 ✓ • – O6 ✓	1 1 1		3	
3.4	Cell D30: =MODE(D4:D28) • = MODE Function ✓ • Range (D4:D28) ✓	1 1		2	
3.5	Cell D31: =SUMIF(C4:C28,"Female",F4:F28) • SUMIF function ✓ • Criteria Range: C4:C28 ✓ • Criteria: "Female" ✓ • Sum Range: F4:F28 ✓	1 1 1 1		4	
3.6	Cell L4: =IF(H4="Inactive",IF(C4="Male","Critical","High"),"No Risk") OR =IF(H4="Inactive",IF(C4="Female","High","Critical"),"No Risk") <i>Note to marker:</i> • Nested if-construct implemented (no syntax errors) ✓ • 'Critical' correctly displayed for Male learners whose activity level is inactive ✓ • 'High' correctly displayed for Female learners whose activity level is inactive ✓ • 'No risk' correctly displayed for all other cases ✓	1 1 1 1		4	
3.7	Conditional formatting: Column G • Conditional formatting applied to column G ✓ • Correct criteria used (≥ 35) ✓ • Reddish cell borders applied ✓	1 1 1		3	
3.8	Rename Sheet Worksheet Sheet 1 renamed as Survey ✓	1		1	
	Total for QUESTION 3			[24]	

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QUESTION 4**File name: Q4Gym_Gim****Total Q4: 26**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidates' actual work (Cell references may differ, depending on the candidates' response).
- Candidates may use multiple formulae or cells as 'building blocks' to answers.

No	Criteria	Max Mark			Candidate Mark
Members_Lede worksheet					
4.1	Cell B3 • =TODAY()✓ - Accept: =NOW()	1		1	
4.2	Row 6 • Column headings wrapped✓	1		1	
4.3	Formatting • Columns G and H formatted to currency✓	1		1	
4.4	Cell G43: =SUM(G7:G41) • Function SUM ✓ • Range (G7:G41)✓	1 1		2	
4.5	Cell C7 =ROUNDDOWN((B3-B7)/365.25,0) • ROUNDDOWN function ✓ • To zero decimal places: 0 ✓ • Difference between years calculated with brackets: (B3 -B7)✓ • Convert to years : /365.25 or 365✓ OR =TRUNC ((B3-B7)/365.25) • TRUNC function ✓✓ • Difference between years calculated with brackets: (B3-B7)✓ • Convert to years : /365.25 or 365✓	1 1 1 1		4	
4.6	Cell K7: =VLOOKUP(J7,Reason!\$B\$3:\$C\$8,2) • J7 correct lookup value ✓ • Lookup Range: Reason!\$B\$3:\$C\$8✓ (Lookup range can also be \$B\$2:\$C\$8) • Absolute cell referencing✓ • Correct column value: 2 ✓ <i>(Note to marker: Do not penalise learners if the fourth parameter 'FALSE' is added to the function.)</i>	1 1 1 1		4	

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4.7	Cell F7: =MID(A7,FIND(" ",A7)+1,2) • FIND function used to correctly determine position of space between name and surname✓ • MID function used on correct cell (A7)✓ • Copying starts from 1 character right✓ • Of the position of the space ✓ • Two characters copied ✓	1 1 1 1 1		5	
4.8	Graph: • 2D column graph used ✓ • Correct data series: =Members!\$K\$44:\$L\$49 ✓ • The vertical axis must have a rotated title that reads 'Number of Members'✓ • Scale of the vertical axis changed to 2✓ • Legend displays 'Favourite Activities of Members'✓ • Column graph stack filled✓ • With the Q4Health-Gesond.jpg image ✓ • Graph moved to a separate worksheet called Graph✓ <i>(Note to marker: Ignore type of stacked effect.)</i>	1 1 1 1 1 1 1 1		8	
Total for QUESTION 4				[26]	

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QUESTION 5**File name: Q5Food_Voedsel****Total Q5: 40**

No	Criteria	Max Mark			Candidate Mark
Table: Recipe					
5.1.1	Field: Recipe Name - Data type changed to Text✓ - Field size 40. ✓ Field: Food Category - Data type changed to Text✓ Field: Calories per serving - Data type changed to Number✓ Field: Ingredients and Method - Data type changed to Memo✓	1		5	
		1			
		1			
		1			
		1			
5.1.2	Field: Calories per serving Changed to Number of calories per serving✓	1		1	
5.1.3	New Field: Photo - Photo field inserted✓ - Data type changed to OLE Object✓ <i>(Note to marker: Hyperlink (to the photo) or Attachment type.)</i>	1		2	
		1			
5.1.4	Primary key - Primary Key added✓ - To Recipe Name field✓	1		2	
		1			
5.1.5	Field: Number of calories per serving Validation Rule >0✓ and✓<50✓ OR >=1 and <=49 OR Between 0 and 50 Validation text Enter a number between 0 and 50 ✓ <i>(Note to marker: Accept any suitable message referring to the range of numbers that may be entered.)</i>	3		4	
		1			
5.1.6	Field: Food Category - Food category field is lookup field✓ - Has four values: Breakfast, Lunch, Snack, Supper✓ - In correct order✓	1		3	
		1			
		1			

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Form: frmInfo					
5.2.1	Form fields Correct fields Type of Food, Healthy and Protein(g) included✓	1		1	
5.2.2	Form header Heading centred ✓	1		1	
5.2.3	Form footer - Date added as a field ✓ - In the footer of the form ✓ <i>(Note to marker: Accept if date <u>and</u> time fields are added)</i>	1 1		2	
Query: qryNutVal					
5.3	- Display only Franchise, Calories and Carbohydrates(g) fields✓ Criteria: - Calories field: between 350 and 1000✓ - Carbohydrates(g) field: >20✓ - Franchise field: like✓ Bu*✓ Sort: - Type of Food: descending✓ <i>(4 records expected)</i>	1 1 1 2 1		6	
Query: qryKilojoule					
5.4	- Calculated field (Kilojoules) added ✓ - Correct calculation of Kilojoules:[Calories] ✓ *4.17 ✓ - Correct criteria entered for Franchise: Burger Queen✓ - Correct criteria entered for Calories: >0✓ <i>(Note to marker: Accept <>0 for criteria for Calories field)</i> <i>(8 records expected)</i>	1 2 1 1		5	
Report: CaloriesCounter					
5.5	- Report is based on Nutritional Value table✓ - Report shows only <i>Franchise</i>, <i>Type of Food</i> and <i>Calories</i> fields✓ - Report grouped according to the <i>Franchise</i> field per page✓ - Report group sorted (ascending or descending) according to the <i>Type of Food</i> field✓ - Formula in Group footer or Group header✓ = Round✓(Avg✓([Calories]))✓	1 1 1 1 1 3		8	
Total for QUESTION 5				[40]	

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QUESTION 6

File name: Q6HomeSafe_HuisVeilig

Total Q6: 20

No	Criteria	Max Mark			Candidate Mark
6.1	Title Correct title 'Home Safety'✓ <code><title>Home Safety</title></code>	1		1	
6.2	Background colour Background colour of body is orange✓ <code><body bgcolor="orange"></code>	1		1	
6.3.1	Paragraph - Paragraph inserted✓ - Text reads 'Food Fibs'✓ <code><p ">Food Fibs</p></code>	1 1		2	
6.3.2	Font - Font changed to Forte✓ - Font size increased by 20✓ <code></code>	1 1		2	
6.3.3	Paragraph alignment Paragraph aligned to centre of page✓ <code>align="center"</code>	1		1	
6.4.1	Image - Image Q6Dirty_Vuil inserted after <i>img</i> in the first row of the table✓ - Image displays correctly✓ <code>imgsrc="Q6Dirt_Vuil.jpg"</code>	1 1		2	
6.4.2	Alternative text on image Alternative text = Dirty hands✓ <code>alt="Dirty hands"</code>	1		1	
6.5	Comment - Text from comment added as list item✓ 'Add soap.'✓ - Comment deleted✓ <code><li align="left">Add soap.</code>	2 1		3	
6.6.1	Table row - Table row inserted✓ - Colspan=3✓ <code><td>colspan="3" </td></code>	1 1		2	
6.6.2	Table height Table row height=100✓ <code>height=100</code>	1		1	
6.6.3	Table alignment Text vertically aligned in the centre of the cell✓ <code>valign="middle"</code>	1		1	

[illegible]

6.7	Hyperlink Text 'Healthy habits for healthy kids!' entered✓ Link added to text <a href ...✓ Linked to Q6HealthyKids ✓ Healthy habits for healthy kids!	1 1 1		3	
	Total for QUESTION 6			[20]	

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QUESTION 7**Total Q7: 20**

**File names: Q7Hygiene_Higiene, Q7Data, Q7Winner_Wenner,
Q7Preparation_Voorbereiding.pdf,
Q7Preparation_Voorbereiding.pptx**

No	Criteria	Max Mark			Candidate Mark
7.1	Track changes - Accept change Food hygiene ratings✓ - Reject the change of the ratings (Ratings explained should display) ✓	1		2	
		1			
7.2	Comment - Search for hygiene rating text appears in Arial✓ - Comment deleted✓	1		2	
		1			
7.3.1	Form controls Text form field size of 'Business type' is limited to 30 characters ✓	1		1	
7.3.2	- Help option set on F1 key✓ for 'Business type'✓ - Message reads "Do not enter more than 30 characters"✓	2		3	
		1			
7.3.3	Default value for 'Hygiene rating' of 1 is not checked ✓	1		1	
7.3.4	Symbol deleted and check box form field inserted next to 'Sort results'✓	1		1	
7.3.5	- Form locked for editing ✓ - Only allowed for filling in form✓	1		2	
		1			
7.3.6	No information showed when document is inspected✓	1		1	
7.4.1	- Any method used to determine the province with the highest number of 5 ratings. - E.g. sorting, subtotals, countif etc.✓ - Limpopo total rating of 5 is equal to 4 – displayed below province✓	1		2	
		1			
7.4.2	Template - Any name entered in the space provided on the template Q7Certificate_Sertifikaat✓ - Template saved as word processing document Q7Winner_Wenner✓	1		2	
		1			
7.5.1	Presentation converted to pdf Q7Preparation_Voorbereiding ✓ converted to pdf document ✓	1		2	
		1			

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7.5.2	Marked as final Q7Preparation_Voorbereiding marked as final ✓	1		1	
	Total for QUESTION 7			[20]	
	TOTAL				180