

IM/EM

basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2016

MEMORANDUM/MARKING GUIDELINES

MARKS: 180 FINAL MARK CENTRE NUMBER EXAMINATION NUMBER QUESTION 1 2 3 4 5 6 7 **TOTAL POSSIBLE MARK** 30 22 25 25 38 20 20 180 **MARKER** SM CM

This memorandum/marking guideline consists of 15 pages.

ISC -	Memorandum/	Marking	Guidelines
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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: 1Metal Total Q1: 30

No	Criteria	M	aximı Mark		Candidate Mark
1.1.1	First page: 'Precious Metals' • Font type changed to 'Verdana' ✓ • Strikethrough effect removed ✓	1		2	
1.1.2	Picture ■ First image flipped for text to read from left to right ✓	1		1	
1.1.3	 Picture Height and width set to exactly 5 cm x 5 cm (or 4.57 x 5 or 5 x 5.47 if aspect ratio still checked) ✓ Aspect ratio unchecked (if 5 cm x 5 cm allocate mark) ✓ 	1		2	
1.1.4	First page • Cover page/some pages/all pages are vertically aligned as 'center' ✓	1		1	
1.2	'Metal' style • 'Coin' style changed to 'Metal' ✓	1		1	
1.3	 Table of contents Table of contents updated (see heading 'Bullion') ✓ Four levels display (see 'Annexure A' headings) ✓ 	1		2	
1.4	Hyperlink • Hyperlink removed from the word 'nuggets' ✓ (Note to marker: Do not award mark if the word 'nuggets' is	1		1	
1.5	 Table Row 2 merged ✓ and text centred ✓ Palladium shape filled with 'Gold, Accent, Lighter 60%' or '80%' (OR one shade lighter (blue or gold)) ✓ Any column border changed to double line/thick border line ✓ Formula field insert: =SUM(Above) ✓ Formula formatted to display comma separator 000,000,000 OR ###,###,### OR #,##0 ✓ Metals measured in tons sorted ✓ In descending order ✓ according to number 	2 1 1 1 1 1		8	

Computer Applications Technology/P1 3
NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							

1.6	Index entries {XE "Precious Metals:silver"} • 'silver' marked as a sub-entry for the marked index entry 'Precious Metals' ✓	1	1	
1.7	 Spelling of 'totaling' Spelling of the word 'totaling' corrected to 'totalling' ✓ 	1	1	
1.8	 Find and Replace: Word 'platinum' Replaced with symbol ∴ OR □ ✓ and letters 'Pt' (OR 'pt' OR '▷ ✓) ✓ Symbol ∴, space AND 'Pt' correct ✓ 7 occurrences of lowercase 'platinum' have been replaced ✓ 	1 1 1	4	
1.9	 Automatic numbering Automatic numbering (1., 2., 3.) applied to subheading 'A question of value investing' ✓ 'Continue numbering' applied to the second sub-heading (rest of numbering automatically adjusted) ✓ Number position set consistently against margin/to approximately 0 ✓ Text indent of subheading set consistently (to approximately 1.25 cm) ✓ Text alignment under one or more subheadings is justified ✓ 	1 1 1 1	5	
1.10	Index ■ Index updated ('commodity markets' appear in Index) ✓	1	1	
	Total for QUESTION 1		[30]	

DBE/November 2016

EXAMINATION							
NUMBER							

OUESTION 2 File name: 2Pall **Total Q2: 22**

QUE	STION 2 File name: 2Pall				Total Q2: 22
No	Criteria	N	laxim Marl		Candidate Mark
2.1	 Page border/Watermark Any page border added to the document ✓ 2PalMetal ✓ image inserted as washout watermark ✓ Scaling of watermark/picture is set to 150% ✓ 	1 1 1		4	
2.2	 Bookmark 'History of Palladium' linked to 'History' bookmark ✓ Bookmark 'Applications' removed ✓ (Note to marker: Do not award second mark if the text has been deleted.) 	1 1		2	
2.3	 Text box and callout shape Text box changed to any callout shape ✓ Text in shape/text box reads from bottom to top ✓ All text clearly visible ✓ Position of shape/text box fixed to its position page ✓ (Note to marker: 'Move object with text box' should be unchecked to allocate fourth mark.) 	1 1 1 1			
2.4	 Caption Caption label 'Picture' used (do not accept typed text) ✓ Caption added with caption text ✓ ('Beautiful rings') Caption placed above image ✓ 	1 1 1		3	
2.5	 Form controls Page break/Section break (Next page)/Page break before inserted before 'Quiz' ✓ 'Full Name' text form field maximum length set to 12 ✓ 'Full Name' text form field format set to 'First capital' ✓ Any checkbox form field added ✓ Any dropdown form field added ✓ Option values set to Russia, South Africa, Ethiopia (accept if only some options entered) ✓ 	1 1 1 1		6	
2.6	 Table of figures (Use Alt + F9 to mark) Any automatic table of figures inserted ✓ 'Simple' format used for table of figures ✓ (sentence case, in bold) Page numbers don't display in table of figures ✓ 	1 1		3	
	Total for QUESTION 2			[22]	

NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							

QUESTION 3 File name: 3Platinum Total Q3: 25

- 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	M	aximu Mark		Candidate Mark
Platin	um/Sheet1 worksheet				
3.1	Rename worksheet • 'Sheet1' renamed to 'Platinum' ✓	1		1	
3.2	 Cells A1:E1: Cells A1:E1 merged ✓ Font size is 16 ✓ Any gradient fill added to cells A1:E1 (not normal fill) ✓ 	1 1 1 1		3	
3.3	Cell E2: • Comment removed from cell E2 ✓	1		1	
3.4	Cell B6: =SUM(B3:B5) (accept only if a function was used) ✓	1		1	
3.5	Cell E3: =(D3-B3)/B3*100 • Correct cells: D3-B3 OR B3-D3 • Correct use of brackets • Division: /B3 OR D3 relative to 1 st bullet • *100 • (accept formatting as a percentage instead)	1 1 1 1		4	
3.6	 Conditional formatting: Cells B8:D11 Conditional formatting applied to cells B8:D11 ✓ Top/Bottom rule ✓ set to 40 ✓ % ✓ (or values that rank in top 4) Any border applied ✓ 	1 3		5	

EXAMINATION							
NUMBER							

3.7	 Chart/Graph Data selection extended to cells A3:D5 OR A2:D5 ✓ Data for 'South Africa' filled with 3Platinum image ✓ Any stacked effect applied ✓ Legend moved to bottom ✓ Vertical axis display years (2014, 2015 and 2016) ✓ 	1 1 1 1	5	
Qual_	Kwal worksheet			
3.8	Cell D10: (Check for building blocks) =LEFT(B1,TRUNC(B10/550))		5	
	OR =LEFT(B1,INT(B10/550))			
	OR =LEFT(B1,ROUNDDOWN(B10/550),0)			
	OR =RIGHT(B1,TRUNC(B10/550))			
	OR =MID(B1,1,(TRUNC(B10/550)))			
	OR =IF(B10/550>=5,"*****",IF(B10/550>=4,"****", IF(B10/550>=3,"***",IF(B10/550>=2,"**","*"))))			
	 Function(s) used correctly ✓ Used weight ✓ to determine the correct number of stars ✓ Extract correct number of stars for all possibilities ✓ Display stars for all possibilities ✓ 	1 1 1 1		
	 (Notes to marker: Accept any valid variation of the nested IF or LOOKUP functions. (Nested IF ✓, division/values ✓✓, conditions ✓, outcomes ✓) Check for building blocks.) 			
	Total for QUESTION 3		[25]	

NSC - Memorandum/Marking Guidelines

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EXAMINATION							
NUMBER							

QUESTION 4 File name: 4Jewel_Juweel Total Q4: 25

- 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	N	laxim Mark		Candidate Mark
Jewel	_Juweel worksheet				
4.1	Row 3: Formatting • Any text wrapped ✓	1		1	
4.2	Cell A5: =CONCATENATE(MID(C5,2,3),B5)			4	
	OR =MID(C5,2,3)&B5				
	CONCATENATE function OR & ✓	1			
	 MID ✓ (C5,2,3) OR appropriate arguments ✓ B5 ✓ 	2			
4.3	Cell D5: (Check for building blocks) =VLOOKUP(C5,Qual_Kwal!\$A\$1:\$E\$6, RANDBETWEEN(1,4)+1)			5	
	OR =VLOOKUP(C5,Qual_Kwal!\$A\$3:\$E\$6, RANDBETWEEN(1,4)+1)				
	OR =VLOOKUP(C5,Qual_Kwal!\$A\$3:\$E\$6,(RAND()* 3+1)+1)				
	OR =VLOOKUP(C5,Qual_Kwal!\$A\$1:\$E\$6, RANDBETWEEN(2,5))				
	Lookup value: C5 ✓	1			
	 Table array: Qual_Kwal!A1:E6 OR Qual_Kwal!\$A\$1:\$E\$6 ✓ (A3:E6 can also be used) 	1			
	 Column index number OR RAND() OR RANDBETWEEN ✓ 	1			
	 Upper boundary (2) OR (1)+1√ Lower boundary (5) OR (4)+1√ 	1 1			

Computer Applications Technology/P1 8

NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							

4.4	Cell F4: =IF(C4="Silver",IF(H4<>"","*",""),"")		6	
	OR =IF(C4="Silver",IF(H4="","","*"),"")			
	OR =IF(AND(C4="Silver",H4<>""),"*","")			
	OR =IF(C4="Silver",IF(LEN(H4)>0,"*",""),"")			
	OR =IF(AND(C4="Silver",H4>0),"*","")			
	 Criteria 1: Check that the precious metal is silver: C4="Silver" ✓ 	1		
	 Criteria 2: Check if a value appears in column H OR column I: H4<>"" ✓ Correct output ("") if metal is not silver ✓ 	1 1		
	 Correct output ("") if metal is silver and no value appear in column H OR column I ✓ 	1		
	 Correct output ('*') if metal is silver and value appears in column H OR column I ✓ Function copied to cells below (any function) ✓ 	1 1		
	(Notes to marker:			
	 Accept any valid test for blank cell including COUNTBLANK(H4) and LEN(H4)=0. Accept any other correct test if the correct 			
4.5	corresponding output is displayed.) Cell M6:		4	
	=SUMIF(B4:B53,"*ring*",J4:J53)			
	OR =SUMIF(B4:B53,"Ring",J4:J53)+SUMIF(B4:B53, "Earrings",J4:J53)			
	OR =SUMIFS(J4:J53,B4:B53,"*ring*")			
	 SUMIF/SUMIFS function ✓ Criteria range: B4:B53 ✓ Criteria: "*ring*", OR "Ring" AND "Earrings" ✓ Sum range: J4:J53 ✓ 	1 1 1		

Computer Applications Technology/P1 9
NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							
HOMBEN							

4.6	Cell M7: =COUNTIF(C4:C53,"Gold")		3	
	 COUNTIF function ✓ Range: C4:C53 ✓ 	1 1		
	Criteria: "Gold" ✓	1		
4.7	Cell M8: =COUNTA(H4:H53)		2	
	OR =COUNT(E4:E53)-COUNTBLANK(H4:H53)			
	OR =COUNTA(B4:B53)-COUNTBLANK(H4:H53)			
	OR =COUNTIF(H4:H53,"*")			
	Correct function ✓	1		
	Correct range (accept column 1) ✓	1		
	(Note to marker: If COUNTA(range)- COUNTBLANK(range) structure is used accept columns (B,C,D,E,G,J) as correct range for COUNTA and columns (H or I) as correct range for COUNTBLANK.)			
	Total for QUESTION 4		[25]	

DBE/November 2016

EVAMINATION							
EXAMINATION							
NUMBER							
HOMBEK							

10

QUESTION 5 File name: 5Inves **Total Q5: 38**

No	Criteria	M	laxim Marl		Candidate Mark
Table:	tbJewellery				
5.1.1	Field: Metal • Field size set to 33 ✓	1		1	
5.1.2	Field: Stones • Format changed to Yes/No OR Lookup ✓	1		1	
5.1.3	 Field: Grams Required property set to Yes ✓ Validation Rule: >10 ✓ and ✓ <=80 ✓ OR Between 11 and 80 Appropriate validation text inserted that refers to correct range (more than 10 and less than or equal to 80) ✓ 	1 3		5	
5.1.4	Field: JewelleryType • 'Watch' option does not appear ✓ • 'Bangle' option appears ✓ • In second position ✓	1 1 1		3	
5.1.5	Field: Jewelleryld • Input Mask: LLLA09 LLL ✓ A ✓ 0 ✓ 9 ✓	1 1 1		4	
5.1.6	Field: ValuationDate Default value: DATE()+60 OR #2016-10-19# + 60 OR NOW()+60 OR #2016/12/18#			2	
	 DATE() OR NOW() OR Actual date ✓ + 60 ✓ 	1 1			

EXAMINATION							
NUMBER							
INDIVIDEIX							ı

Form:	frm5_2				
5.2	 Label added ✓ and examination number in form header ✓ Combo box or list box added ✓ Combo box values based on tb5_2 ✓ and bound/linked to <i>InvestmentTerm</i> field ✓ (Row Source: tb5_2 OR Select[tb5_2]. [InvestmentTerm] FROM tb5_2 OR "Long"; "Medium"; "Short" AND Row Source Type: Table/Query OR Value List) 	1 1 1 1		5	
Query	: qry5_3		<u> </u>		
5.3	 InvestorCountry: Total: Group By ✓ Criteria: 'United States' ✓ (or correct variations) NumberOfCoins: Total: Sum ✓ 	1 1		3	
Query	: qry5_4	<u> </u>			
5.4	 Fields displayed: InvestorName, InvestorSurname, InvestmentDate and/or new field (CheckMatch) ✓ Criteria InvestmentDate: >=#1975-01-01# ✓ OR >#1974-12-31# AND ✓ <=#1989-12-31# ✓ OR <#1990-01-01# OR Between #1975-01-01# AND #1989-12-31# OR Year([InvestmentDate]): Between 1975 and 1989 Calculated field: CheckMatch: ✓ [InvestorCountry] ✓ = ✓ [InvestorOrigin] ✓ OR CheckMatch: IIF(✓) ([InvestorCountry]= [InvestorOrigin](✓ ✓),"True","False") 	1 1 1 1 1 3		8	
Renor	(Note to marker: 50 records expected.) t: rpt5_5				
5.5	 Grouping changed to InvestmentTerm field ✓ Field InvestmentTerm appears in group header/footer ✓ Function inserted in InvestorCountry group footer or group header ✓ =COUNT ✓ ([InvestorSurname]) ✓ or any other field OR Count(*) Suitable label (must refer to number of investors) ✓ 	1 1 1 2		6	
	Total for QUESTION 5			[38]	

EXAMINATION								
NUMBER								
HOMBER								

QUESTION 6 File name: 6Rhodium Total Q6: 20

- This question should be marked from the HTML code.
- Numerical attribute values do not need to be in inverted commas.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.

No	Criteria	M	laxim Mark		Candidate Mark
6.1	Heading, alignment and font colour <h1 align="center">Rhodium Investment: The Rarest of Precious Metals</h1>			3	
	 'Rhodium Investment: The Rarest of Precious Metals' appear as heading 1 ✓ Alignment: center ✓ Font colour: red ✓ 	1 1 1			
	(Note to marker: Accept if font changes implemented with a paragraph tag.)				
6.2	Horizontal line <hr width="90%"/>			2	
	 Horizontal line added ✓ Line width set to 90% ✓ 	1 1			
6.3	Background image 			2	
	 background="6Rh.jpg" inserted correctly ✓ In body tag ✓ 	1 1			
6.4	Unordered list and line break <ul type="square"> Diesel catalytic converters <br <="" td=""/><td></td><td></td><td>3</td><td></td></br>			3	
	<pre><ii>Non-diesel catalytic converters</ii></pre>				
	 Bulleted list added ✓ Bullet type: square ✓ Line break added between bullets (not paragraph) ✓ 	1 1 1			

Computer Applications Techn	ology/P1 NSC – Mei	mor	and	13 dum	,	ark	ing	j G	uic	leli	ne	s	
	EXAMINATION NUMBER												

6.5	Image: height, width and border 		3	
	 Height = 100 ✓ Width = 200 ✓ Border = 5 ✓ 	1 1 1		
6.6	Formatting: Bold and italics <i>>South Africa</i> OR <i>South Africa</i>		2	
	 Bold applied to 'South Africa' ✓ Italics applied to 'South Africa' ✓ 	1 1		
6.7	Link www.ResourceInvestor.com		2	
	 Link text 'www.ResourceInvestor.com' inserted OR 'http://www.ResourceInvestor.com' ✓ Link 'href' added correctly ✓ 	1 1		
	(Note to marker: The link will work correctly if the web browser opens and the address displays in the address bar. No Internet access is needed.)			
6.8	Table: Cell spacing and colspan Rhodium Prices Metal		3	
	Year Year Price Rhodium <			
	 Cellspacing = 10 ✓ First row: colspan = 3 ✓ (appears as a 'merged' cell) Text appears in the first row ('Rhodium Prices') ✓ 	1 1 1		
	Closing tag(s) or triangular brackets omitted	-1		
	Total for QUESTION 6		[20]	

NSC – Memorandum/Marking Guidelines

EXAMINATION							
NUMBER							

QUESTION 7 Total Q7: 20 File names: 7Data, 7DataImp, 7Gem_Edel, 7GemMerge, 7DOB, 7Answ_Antw

No	Criteria	N	laxim Marl	Candidate Mark	
7Data		1			•
7.1.1	Print Area • Print area set ✓	1		1	
7.1.2	 Data validation: G2:G101 Allow: Whole numbers ✓ Data greater than or equal to 0 ✓ 	1 1		2	
7Data	lmp				
7.2	 Data imported All data (100 records) imported ✓ to Clients table in database Column headings of worksheet used as field names ✓ Table named as Clients ✓ 	1 1 1		3	
7Gem	_Edel/7GemMerge	1	I		1
7.3.1	 Track changes All track changes accepted ✓ ('Birthstone Chart appears as 16 pt and bold) 	1		1	
7.3.2	Footnote • Endnote converted to footnote ✓ (Note to marker: No marks awarded if a footnote is added in addition to the existing endnote.)	1		1	
7.3.3	Paragraph spacing • Spacing after set to 3 pt after ✓	1		1	
7.3.4	Tab setting: < <birthstone_geboortesteen>> • Any leader tab set ✓ • To 8 cm ✓</birthstone_geboortesteen>	1 1		2	
7.3.5	 Mail merge Text '<investorname_beleggernaam>' replaced with the field <<investorname_beleggernaam>> ✓</investorname_beleggernaam></investorname_beleggernaam> Data source: Month criteria set to 10 ✓ 	1 1		2	
7Gem	Merge				
7.3.6	 Merge completed Mail merge completed ✓ (see letters in 7GemMerge) 	1		1	

Accept any method that will yield the correct answer.

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EXAMINATION							
NUMBER							

- Allocate two marks for only the correct answer.
- If nothing appears in **7Answ_7Antw** or the answer is incorrect, check **7Coin_Munt** for the method/answer.

7Answ	_Antw, 7Coin_Munt			
7.4.1	How many investors bought coins in any dollar currency? • 77 ✓ Method: ✓ • Filter on CoinFaceValue: Criteria: contains '\$' • OR Filter on CoinCurrency: Criteria: contains 'Dollar' • =COUNTIF(M2:M101,"*Dollar*") • Sort and count	1	2	
7.4.2	How many long term investors have a start date in September? • 3 ✓ Method: ✓ • Filter on InvestmentTerm: 'Long' AND Filter on StartDate: Dates in periods: 'September' • OR add =MONTH(E2) in an extra column – in this case done in column P and use function =COUNTIFS(D2:D101,"Long",P2:P101,"9")	1	2	
7.4.3	 What is the name of the most popular occurring coin? Maple Leaf OR Eagle ✓ Method: ✓ 7 COUNTIF/SUMIF for every coin name e.g.=COUNTIF(J2:J101,"Maple Leaf") First sort the data according to the coin name, and then use of the SUBTOTAL function to get a subtotal for each coin name Pivot table Use outline and get subtotal on CoinName 	1	2	
	Total for QUESTION 7 TOTAL		[20] 180	
	IOTAL		100	