



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2018

MARKS: 180

TIME: 3 hours

This question paper consists of 18 pages,
an HTML tag sheet, an input mask character sheet and a separate information sheet.

INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this practical examination, it is important to note that, even if you complete the examination early, you will NOT be permitted to leave the examination room until all the administrative functions associated with the examination have been finalised. During the examination, normal rules regarding leaving the examination room apply.
2. Enter your examination number in the header or footer of EVERY document that you create or save, where applicable.
3. The invigilator will give you a CD/DVD/flash disk containing all the files needed for the examination OR you will be told where the files can be found on the network or computer. If a CD/DVD has been issued to you, you must write your examination number and centre number on the CD/DVD. If you are working on the network, you must follow the instructions provided by the invigilator/educator.
4. A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator.
5. This question paper consists of SEVEN questions.
6. Answer ALL the questions.
7. Ensure that you save each document using the file name given in the question paper. Save your work at regular intervals as a precaution against possible power failures.
8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
9. At the end of the examination, you must hand in the CD/DVD/flash disk given to you by the invigilator with ALL your answer files saved onto it, OR you should make sure that ALL your answer files are saved on the network/computer as explained to you by the invigilator/educator. Make absolutely sure that all files can be read. Do NOT save unnecessary files/folders. Do NOT hand in duplicate answer files/folders.
10. The information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION**. Hand it to the invigilator at the end of the examination.
11. During the examination, you may consult the offline help functions of the programs that you are using. You may NOT use any other resource material.

12. Unless instructed otherwise, use formulae and/or functions for ALL calculations in spreadsheet questions. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.
13. **NOTE:** All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if the data changes.
14. If data is derived from a previous question that you could not answer, you should still proceed with the questions that follow.
15. In all questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise.
16. Ensure that the regional settings are set to South Africa and date and time settings, number settings and currency settings are set correctly.
17. The examination folder/CD/DVD/flash disk that you receive with this question paper contains the files listed below. Ensure that you have all the files before you begin with this examination.

• 1Luck	Image file
• 1Pat	Word processing file
• 1StPat	Image file
• 2Place	Word processing file
• 3Cost	Spreadsheet file
• 4Dublin	Spreadsheet file
• 5Data	Database file
• 6Button	Image file
• 6Eye	Image file
• 6Flag	Image file
• 6Lep	Image file
• 6Quiz	HTML file
• 6Rip	Image file
• 6Three	Image file
• 7New	Database file
• 7Old	Database file
• 7St	Word processing file
• 7Top	Word processing file

SCENARIO

All countries have festivals to celebrate special events. The St. Patrick's Day festival is celebrated all over the world.

Your class was asked to research facts about the St. Patrick's Day celebrations.

QUESTION 1: WORD PROCESSING

Open the **1Pat** word processing document, which contains background information about St. Patrick's Day, and insert your examination number in the header or the footer.

1.1 Change the font size of the whole document to 12 pt AND fully justify the text. (2)

1.2 Make the following changes to the heading 'ST. PATRICK'S DAY HISTORY AND TRADITIONS' at the top of the first page:

- Change this heading to any WordArt.
- Fill the text with any green colour.
- Change the text outline to 3 pt. (3)

1.3 Certain words in the document contain the symbols '婁', which is not English text.

Replace these symbols every time they occur with the letters 'fi' to make the words meaningful. (3)

1.4 Find the text 'insert citation' in the second paragraph. Replace this text with a citation as follows:

- The citation must refer to the existing website source 'Happy St. Patrick's Day'. Select 'Yes' if a warning message appears.
- Display only the title of the website. (3)

1.5 Find the text 'soda bread' in the second paragraph.

Insert a footnote at this text as follows:

- Use the '♣' symbol (Symbol, character code 167) as the footnote custom mark.
- Insert the text 'Bread without yeast' as the footnote text. (3)

- 1.6 Find the text on the first page that begins with 'Parades ...' and ends with '... (prime pea-planting conditions).' and apply bullets to this text as follows:
- Insert the **1StPat** image as a bullet.
 - Align the bullet 0.5 cm from the margin.
 - Set the text indent at 2 cm.
- (3)
- 1.7 Find the text that begins with 'Boston ...' and ends with '... streets.' below the heading 'Worldwide St. Patrick's Day Parades and Celebrations' and do the following:
- Convert the selected text to a table with 2 columns.
 - Change the width of the first column to 3 cm.
 - Change the paragraph setting of the table to prevent the table from flowing over to the next page.
- (3)
- 1.8 Modify the 'Heading 1' style as follows:
- Change the font to small caps AND the font colour to any shade of green.
 - Change the paragraph spacing to set the spacing 'after' to the same value as the spacing 'before'.
 - Apply the changes automatically to all the cases where 'Heading 1' is used in the document.
- (4)
- 1.9 Use a word processing feature to replace the word 'celebrations' at the end of the document with a synonym from the word processor's list of suggestions.
- (1)
- 1.10 Insert a link to the **1Luck** file in the examination folder so that it appears as an icon at the end of the document.
- (2)
- 1.11 Change the date format of the current date field in the footer to *dd MMM yyyy*.
- (1)
- Save and close the **1Pat** document. **[28]**

QUESTION 2: WORD PROCESSING

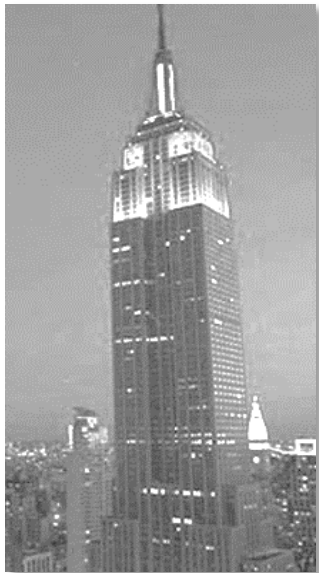
Open the **2Place** word processing document that contains tourist attractions that turn green for St. Patrick's Day and insert your examination number in the header or the footer.

2.1 Insert an automatic table of contents on the first page of the document as follows:

- Display only one level.
- Ensure that the heading '2. The Leaning Tower of Pisa, Italy' is included in the table of contents.

(4)

2.2 Change the picture below the heading '1. The Empire State Building ...' as follows:



- Edit the picture to display similar to the one shown above.
- Add any shadow effect of your choice to the picture.

(2)

2.3 Find the picture below the heading '6. Selfridges Department Store, ...' and do the following:

- Use the information in the comment as a caption for the picture.
- Delete the comment from the heading.

NOTE: The label of the caption should be 'Figure 4'.

(3)

- 2.4 Find the text starting with the heading '7. Table Mountain, Cape ...' and ending with '... Table Mountain National Park.' and do the following:
- Change only the selected text to landscape orientation AND let it appear on a separate page.
 - Insert the text 'Table Mountain' in the footer of the landscape page only. (4)
- 2.5 Insert a hyperlink on the text 'Day' in the last paragraph of the document to link to the bookmark 'March'. (2)
- 2.6 Change the bibliography under the heading 'Bibliography' towards the end of the document as follows:
- Edit the source 'History of St. Patrick's Day' so that the month in which the website was accessed is July instead of August.
 - Remove the source 'Tourism Ireland announces Global Greening line-up for St. Patrick's Day' from the document.
 - Update the bibliography. (3)
- 2.7 Find the heading 'Table of figures' and do the following below the heading:
- Insert an automatically generated table of figures.
 - Do not display the labels and figure numbers in the table of figures. (2)
- 2.8 Find the text 'Total number of words:' at the end of the document.
- Insert a field next to the text to display the number of words in the document. (2)
- Save and close the **2Place** document. [22]

QUESTION 3: SPREADSHEET**NOTE:**

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where necessary to ensure that formulae are correct when you copy them to other cells in the same column (copy down).
- All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if the existing data changes.

Open the **3Cost** spreadsheet showing the spending habits of people celebrating St. Patrick's Day.

Work in the **Spending** worksheet.

3.1 Centre the data in **cell A1** vertically. (1)

3.2 Change the page setup as follows: (3)

- Change the left margin to 2 cm.
- Centre the worksheet horizontally on the page.
- Repeat **row 2** at the top of each page.

3.3 **Column A** contains an identification code for each participant, where the first participant's identification code will be 'STP 1', the second participant's identification code will be 'STP 2', et cetera.

Use a spreadsheet feature to continue the identification code numbering in **column A** so that every participant will have an identification code. (1)

3.4 The rand/dollar exchange rate (number of rands that buy 1 dollar) for December 2017 is indicated in **cell I1**. The value provided in **column G** is in dollars.

Insert a formula in **cell H3** to determine the rand value of the items purchased (**cell G3**).

- Ensure that the correct answers will be displayed if the formula is copied to the rest of the cells in **column H**.
- Display the amount in **cell H3** in the South African currency. (5)

3.5 Insert a function in **cell I4** to display the word 'Green' only if a participant celebrated the day by wearing green clothes (**column D**) AND spent money on accessories (**column E**), otherwise nothing should be displayed. (6)

3.6 Insert a function in **cell M3** to calculate the average amount spent (**column G**) by the participants.

NOTE: The amount displays in dollars. (2)

3.7 Insert a function in **cell M4** to determine the total amount spent (**column G**) by the participants on snacks (**column E**) during the St. Patrick's Day celebrations.

NOTE: The amount displays in dollars. (4)

3.8 A function was inserted in **cell M5** in an attempt to calculate the number of participants who attended a party (a private party or a party in a bar/restaurant) on St. Patrick's Day.

The function does not give the correct answer. Correct the function. (2)

3.9 Copy all the information of participants who bought products online (**column F**) to celebrate St. Patrick's Day to the **Green** worksheet.

NOTE: Do NOT delete any data from the **Spending** worksheet. (2)

Save and close the **3Cost** spreadsheet. [26]

QUESTION 4: SPREADSHEET**NOTE:**

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references **ONLY** where necessary to ensure that formulae are correct when you copy them to other cells in the same column (copy down).
- All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if the existing data changes.

Open the **4Dublin** spreadsheet that shows a group of St. Patrick's Day visitors who attended the 2017 Dublin celebrations.

Work in the **List** worksheet.

4.1 Insert a formula in **cell E3** to calculate the number of days Miriam Paterno spent in Dublin for the St. Patrick's Day celebrations. (2)

4.2 The two letters in an e-mail address, which indicate the country from which the e-mail originated, commonly known as the domain extension, appear in the **Codes** worksheet.

Use the country in **column G** and insert an appropriate LOOKUP function in **cell H4** to determine the domain extension for Korea. (4)

4.3 Modify the formula in **cell I5** to create a lower case e-mail address for Lucian Bradford by combining the following:

- The first letter of her name in **column B**
- Followed by the last four letters of her surname in **column A**
- Followed by the text '@stp.co.' (this has already been placed in the formula in **cell I5**)
- Followed by the domain in **column H**

EXAMPLE: Miriam Paterno will be merno@stp.co.uk. (6)

Work in the **Summary** worksheet.

4.4 The function to determine the total number of visitors from all the cities appears in **cell C1**.

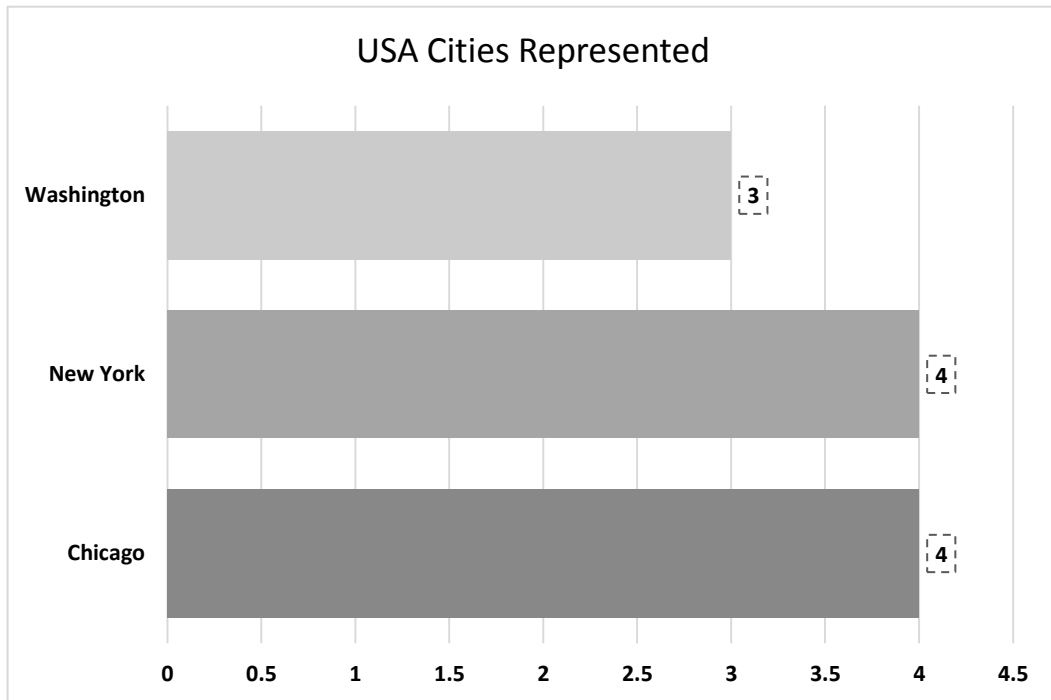
Change the function in **cell C1** to display 'True' if the total number of visitors to all the cities in **cells A2:B21** is the same as the total number of all the visitors in the **List** worksheet, otherwise display 'False'. (5)

4.5 The total number of visitors for each country is displayed in **cells A23:E43**. Some of the countries and their totals are repeated.

Use a spreadsheet feature to remove all the extra entries.

(1)

4.6 Change the 'USA Cities Represented' chart/graph to appear as shown below.



- Change the chart/graph type to the one shown in the example above.
- Display only the USA cities (Chicago, New York and Washington).
- Change the gap width between the data sets to 40%.
- Use a chart feature to vary the colours by city.
- Display the data labels with any dashed line border.

(6)

Save and close the **4Dublin** spreadsheet.

[24]

QUESTION 5: DATABASE

Open the **5Data** database which stores music and artists for St. Patrick's Day.

- 5.1 Information about artists available for bookings for the St. Patrick's Day celebrations is stored in the **tbGroups** table.

Open the **tbGroups** table.

- 5.1.1 Rename the *ID* field to *GroupID*. (1)

- 5.1.2 Change the field properties of the *Artist* field to display a drop-down list with the following options: (2)
- Soloist
 - Group
 - Band

- 5.1.3 Set the field properties of the *Manager* field so that it always displays in upper case. (1)

- 5.1.4 Change the field properties of the *CellNo* field to accept data in the following format only: (3)
- '+27'
 - Followed by TWO numbers and a space
 - Followed by SEVEN numbers

- 5.1.5 Change the *Available* field to a more suitable data type. (1)

- 5.1.6 Set the field properties of the *DateBooked* field so that: (4)
- The user may only enter dates from 14 March 2018 to 17 March 2018
 - The user is forced to enter data for this field

Save and close the **tbGroups** table.

- 5.2 Open the **frm5_2** form. Modify the form as follows:

- Format the *Artist* field to display in bold.
- Insert a label next to the *ReleaseDate* field to guide the user to enter data for the *ReleaseDate* field in the format MMM-yy.
- Remove the *NoOfCDsInShop* field AND its label.

Save and close the **frm5_2** form. (4)

5.3 Open the **qry5_3** query.

- Sort the data in alphabetical order according to the title.
- Display only those records that do NOT have a release date OR display all the records where no copies of the CD are available in the shop.

Save and close the **qry5_3** query.

(5)

5.4 Open the **qry5_4** query.

Change the query to display as the example below.

- Display artists who released more than one title.
- Display the artist, the number of titles released and the LAST release date on which an artist released a title.

NOTE:

- The *CountOfTitle* field uses the *Title* field and the *LastOfReleaseDate* field uses the *ReleaseDate* field. These fields will be calculated by using functions.
- The names of the fields *CountOfTitle* and *LastOfReleaseDate* may differ.

Artist	CountOfTitle	LastOfReleaseDate
Abbey Ceili Band	3	2011-02-01
Brian Boru Ceili Band	2	2012-02-01
Ceili Time	2	
Heather Breeze	4	
Matt Cunningham Ceili Band	22	2016-01-01
Michael Sexton Ceili Band	2	2004-01-01
Michéal Sexton and Pat Walsh	2	2005-01-01
PJ HERNON	2	2006-01-01
Rise The Dust	2	2015-07-01
Shaskeen	4	2004-01-01
Swallow's Tail	2	2011-09-01
Temple House Ceili Band	2	2003-01-01
Tommy McCarthy	5	1998-01-01
Various Artists	4	2002-01-01

Save and close the **qry5_4** query.

(5)

5.5 Open the **qry5_5** query.

- Modify the query to show all titles that are in 'Tape' or 'DVD' format.
- Display only the *Title*, *Format* and *Price* fields.
- Use a function in datasheet view to display the total of the prices as shown below.

Title	Format	Price
Irish Set Dancing Made Easy Volume 1	DVD	€ 9.00
Buail Cois A	Tape	€ 4.00
Buail Cois Eile Air	Tape	€ 5.00
House At Home	Tape	€ 12.00
Set Dances of Ireland Vol 1	Tape	€ 8.00
Set Dances of Ireland Vol 2	Tape	€ 7.00
Set Dances of Ireland Vol 3	Tape	€ 6.00
Set Dances of Ireland Vol 4	Tape	€ 6.00
Total		€ 57.00

Save and close the **qry5_5** query.

(6)

5.6 Open the **rpt5_6** report and modify the report as follows:

- Change the data source of the report from the **tbCD** table to the **qry5_6** query.
- Insert the *ZARPrice* field in the detail section of the report.
- Display the label 'ZARPrice' at the top of every page.
- Group the report by artist.
- Insert a function to determine the total number of titles per group.

Save and close the **rpt5_6** report.

(8)

Save and close the **5Data** database.

[40]

QUESTION 6: WEB DESIGN (HTML)

A website was created for a quiz about St. Patrick's Day.

Open the incomplete **6Quiz** web page in a web browser and also in a text/HTML editor (NOT a word processing program such as Word).




NOTE:

- Question numbers are inserted as comments in the coding as guidelines to show approximately where the answer(s) should be inserted.
- An HTML tag sheet has been attached for reference.

Your final web page should look like the example below.

St. Patrick's Day

Quiz for St. Patrick's Day

QUESTION	POSSIBLE ANSWERS	ANSWER	HINT
1. St. Patrick's Day is celebrated to commemorate which of the following events?	A. It's the day St. Patrick was born. B. It's the day St. Patrick drove snakes out of Ireland. C. It's the day St. Patrick died.	<input style="width: 100%; height: 20px;" type="text"/>	Look
2. Where was St. Patrick born?	<ul style="list-style-type: none"> • Iceland • Ireland • England 	<input style="width: 100%; height: 20px;" type="text"/>	
3. What does the shamrock signify on St. Patrick's Day?	<ul style="list-style-type: none"> • Aforestation • The coming of spring • The Trinity 	<input style="width: 100%; height: 20px;" type="text"/>	
4. What does leprechaun mean?	<ul style="list-style-type: none"> • A goblin • A fairy • An imp 	<input style="width: 100%; height: 20px;" type="text"/>	
5. Which of the following is the official language of Ireland?	<ul style="list-style-type: none"> • Irish • English • Gaelic 	<input style="width: 100%; height: 20px;" type="text"/>	Neither English nor Irish
6. According to legend, what should you never do if you catch a leprechaun?	<ul style="list-style-type: none"> • Kiss him • Take your eyes off him • Tell your friends 	<input style="width: 100%; height: 20px;" type="text"/>	



NOTE: Use the example on the previous page to help you with this question.

- 6.1 Change the font of the heading 'St. Patrick's Day' to 'Forte' AND the font size to 10 pt. (3)
- 6.2 Change the top row of the table which contains the text 'Quiz for St. Patrick's Day' as follows:
- Merge the cells over the four columns.
 - Vertically align the data to the top of the cell. (2)
- 6.3 Change the shading of the column headings in the second row to white. (2)
- 6.4 Change the bullets of the answers to the first question, '1. St. Patrick's Day is celebrated ...', to numbering in the format A, B and C. (2)
- 6.5 The tag `<input type="text">` is used to provide a space to enter data.
- A space to enter answers is provided for every question, except the first question.
- Enter the tags to provide a space to enter the answer to the first question. (2)
- 6.6 Insert a hyperlink on the word 'Look' in the third row and fourth column to link to the **6Rip** image in the examination folder. (1)
- 6.7 Modify the HTML code for the second question, '2. Where was St. Patrick born?', to appear in the same format as all the other questions. (2)
- 6.8 Correct the tags for the image in the fourth column of the fourth question, '4. What does leprechaun mean?', to display correctly. (2)
- 6.9 Even though all the elements for the sixth question have been added to the HTML file, they do not display in the browser.
- Add the necessary tags to display the sixth question correctly. (2)
- 6.10 Find the **6Button** image at the bottom of the web page. Set the height and width of the image to 30. (2)
- Save and close the **6Quiz** web page. [20]

QUESTION 7: GENERAL

7.1 Open the **7St** word processing document, which contains many interesting St. Patrick's Day traditions, and do the following:

7.1.1 Reject ALL track changes in the document. (1)

7.1.2 Insert a comment on the word 'Biography'. The comment must read 'See Source'. (2)

7.1.3 Find the picture on the third page, which is made up of seven images, and do the following:

- Edit the picture so that only six images appear as a single picture, as shown below.
- Save the remaining seventh image as a file called **Saint** in your examination folder and remove this image from the document.



7.1.4 Find the 'Entry form' on the last page of the document and edit it as follows:

- Find the text form field next to the text 'Name and Surname' and set the maximum length to 30.
- Find the drop-down form field next to the text 'Category'. Add the option 'Dance' and display the list in alphabetical order.
- Change the default value of the check box form field next to the text 'Male' to be unchecked.
- Insert a text form field next to the text 'Date of Birth' so that it accepts a date of birth in any date format. (6)

Save and close the **7St** document.

7.2 Open the **7New** and **7Old** databases.

Import the data from the **tbDanceArticles** table in the **7Old** database to the **7New** database.

Save and close the **7New** and **7Old** databases.

(2)

7.3 The **7Top** document contains a table with information about St. Patrick's Day organisers who collect money for charity.

Open the **7Top** document and do the following:

- Determine the TOP TEN FEMALE charity collectors younger than 30 who collected the largest amount.
- Display ONLY the records of the top ten female charity collectors, ranked from the largest amount to the smallest amount.

NOTES:

- You may use any method/application to obtain the information.
- The information of the top ten female charity collectors must be saved in the **7Top** document.

Save and close the **7Top** document.

(5)
[20]

TOTAL: 180

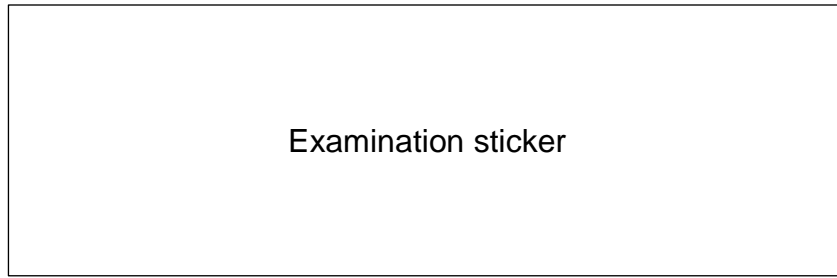
HTML TAG SHEET

Basic Tags	
Tag	Description
<body></body>	Defines the body of the web page
<body bgcolor="pink">	Sets the background colour of the web page
<body text="black">	Sets the colour of the body text
<head></head>	Contains information about the web page
<html></html>	Creates an HTML document – starts and ends a web page
<title></title>	Defines a title for the web page
 	Inserts a line break
<!-- -->	Comment
Text Tags	
Tag	Description
<h1></h1>	Creates the largest heading
<h6></h6>	Creates the smallest heading
	Creates bold text
<i></i>	Creates italic text
	Sets size of font, from "1" to "7"
	Sets font colour
	Sets font type
Links Tags	
Tag	Description
	Creates a hyperlink
	Creates an image link
	Creates a target location in the document
	Links to a target location created somewhere else in the document
Formatting Tags	
Tag	Description
<p></p>	Creates a new paragraph
<p align="left">	Aligns a paragraph to the "left" (default), can also be "right", or "center"
 	Inserts a line break
	Creates a numbered list
<ol type="A","a","I","i","1">	Defines the type of numbering used
	Creates a bulleted list
<ul type="disc","square","circle">	Defines the type of bullets used

Formatting Tags continued	
Tag	Description
	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
	Adds an image
	Aligns an image: can be "left", "right", "bottom", "top", "middle"
<p align="center"></p>	Aligns an image to the "center"
	Sets size of the border around an image
	Sets the height and width of an image
	Displays alternative text when the mouse hovers over the image or when the image is not found
<hr/>	Inserts a horizontal line
<hr size="3"/>	Sets size (height) of a line
<hr width="80%"/>	Sets width of a line, in percentage or absolute value
<hr color="ff0000"/>	Sets the colour of the line
Table Tags	
Tag	Description
<table></table>	Creates a table
<tr></tr>	Creates a row in a table
<td></td>	Creates a cell in a table
<th></th>	Creates a table header (a cell with bold, centred text)
<table width="50">	Sets the width of the table
<table border="1">	Sets the width of the border around the table cells
<table cellspacing="1">	Sets the space between the table cells
<table cellpadding="1">	Sets the space between a cell border and its contents
<tr align="left">	Sets the alignment for cell(s) ("left", can also be "center" or "right")
<tr valign="top">	Sets the vertical alignment for cell(s) ("top", can also be "middle" or "bottom")
<td colspan="2">	Sets the number of columns a cell should span
<td rowspan="4">	Sets the number of rows a cell should span

INPUT MASK CHARACTER SHEET

CHARACTER	DESCRIPTION
0	Digit (0 to 9, entry required; plus [+] and minus [-] signs not allowed)
9	Digit or space (entry not required; plus and minus signs not allowed)
#	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus and minus signs allowed)
L	Letter (A to Z, entry required)
?	Letter (A to Z, entry optional)
A	Letter or digit (entry required)
a	Letter or digit (entry optional)
&	Any character or a space (entry required)
C	Any character or a space (entry optional)
.,:;- /	Decimal placeholder and thousand, date, and time separators (The actual character used depends on the settings in the Regional Settings Properties dialog box in Windows Control Panel.)
<	Causes all characters to be converted to lower case
>	Causes all characters to be converted to upper case
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask.
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A)



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COMPUTER APPLICATIONS TECHNOLOGY P1 – FEBRUARY/MARCH 2018

INFORMATION SHEET (to be completed by the candidate AFTER the 3-hour session)

CENTRE NUMBER _____

EXAMINATION NUMBER _____

WORK STATION NUMBER _____

SUITE USED
(Mark appropriate box with a cross (X))
WEB BROWSER USED
(QUESTION 6)
(Mark appropriate box with a cross (X))

Microsoft Office 2010	Microsoft Office 2013	Microsoft Office 2016	Office 365
Mozilla Firefox	Google Chrome	Internet Explorer	Other (Specify)

FOLDER NAME _____

Tick if saved and/or attempted.

Question Number	File name	Saved (✓)	Attempted (✓)	Maximum mark	Mark achieved	Marker	SM	CM	IM/EM
1	1Pat			28					
2	2Place			22					
3	3Cost			26					
4	4Dublin			24					
5	5Data			40					
6	6Quiz			20					
7	7St			20					
	7New								
	7Top								
TOTAL				180					

Comment (for office/marker use only)



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1
FEBRUARY/MARCH 2018
MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER									
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FINAL MARK	
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EXAMINATION NUMBER													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	28	22	26	24	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 14 pages.

EXAMINATION NUMBER														

1.8	Heading 1 style <ul style="list-style-type: none"> Font changed to small caps ✓ in green ✓ Paragraph spacing 'after' set to 12 pt ✓ All 4 changes automatically applied ✓ 	2 1 1		4	
1.9	Synonym <ul style="list-style-type: none"> Word 'celebrations' replaced by any word from list (<i>revels, revelries, merriments, festivities, partying, carousing, parties, fetes</i>) ✓ 	1		1	
1.10	Linked object <ul style="list-style-type: none"> Link to 1Luck image file inserted ✓ (<i>Alt+F9, accept hyperlink</i>) Appears as an icon ✓ 	1 1		2	
1.11	Date and format <ul style="list-style-type: none"> Format of date changed to <i>dd MMM yyyy</i> ✓ 	1		1	
	Total for QUESTION 1			[28]	

EXAMINATION NUMBER															

QUESTION 2

File name: 2Place

Total Q2: 22

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Table of contents <ul style="list-style-type: none"> Automatic table of contents inserted ✓ Displays only one level ✓ (<i>no Bibliography/Table of figures</i>) Style of second heading changed to 'Heading 1' ✓ '2. The leaning tower of Pisa, Italy' appears in the table of contents ✓ 	1		4	
		1			
		1			
		1			
2.2	Crop and format picture <ul style="list-style-type: none"> Picture cropped OR colour changed to black ✓ Any shadow effect added to the picture ✓ 	1		2	
		1			
2.3	Caption and comment (Picture below 6. Selfridges) <ul style="list-style-type: none"> Figure caption added to picture ✓ Caption text 'Photograph by Nala Rewop' ✓ Comment deleted ✓ 	1		3	
		1			
		1			
2.4	Orientation <ul style="list-style-type: none"> Any/All pages appear in landscape orientation ✓ Only selected text in landscape orientation ✓ Text entered in any footer ✓ (<i>'Table mountain'</i>) on specific page only ✓ 	1		4	
		1			
		1			
		1			
2.5	Bookmark and hyperlink <ul style="list-style-type: none"> Hyperlink inserted on 'Day' ✓ Hyperlink linked to bookmark March ✓ 	1		2	
		1			
2.6	Sources and bibliography <ul style="list-style-type: none"> 'Month Accessed' changed to July ✓ (<i>'History' source</i>) Source 'Tourism Ireland announces Global Greening line-up for St Patrick's Day' removed ✓ Bibliography updated ✓ (<i>see 'Big Becky'</i>) 	1		3	
		1			
		1			
2.7	Table of figures <ul style="list-style-type: none"> Automatic table of figures inserted ✓ Labels and figure numbers excluded ✓ 	1		2	
		1			
2.8	NumWords field <ul style="list-style-type: none"> Number of words field inserted ✓ (<i>NumWords</i>) Total number of words shown ✓ <i>(Note to marker: Number of words may differ depending on what was done previously in the question. Accept any number between 1075 and 1150.)</i>	1		2	
		1			
	Total for QUESTION 2			[22]	

QUESTION 3

File name: 3Cost

Total Q3: 26

EXAMINATION NUMBER																				
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- 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
Spending worksheet					
NOTE: Sort the worksheet on column B before marking.					
3.1	Cell A1: • Data vertically centred ✓	1		1	
3.2	Page setup: • Left margin set to 2 cm ✓ • Worksheet horizontally centred on page ✓ • Row 2 set to repeat on top of pages ✓	1 1 1		3	
3.3	Column A: • All or some identifying codes continued ✓	1		1	
3.4	Cell H3: =G3*\$I\$1 • G3 ✓ • * ✓ • I1 ✓ (OR \$I\$1) • Displays in South African currency ✓ • Absolute cell reference used ✓	1 1 1 1 1		5	

EXAMINATION NUMBER																				
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3.5	<p>Cell I4: =IF(D4="Wear Green", IF(E4="Accessories", "Green", " "), " ")</p> <p>OR =IF(E4="Accessories", IF(D4="Wear Green", "Green", " "), " ")</p> <p>OR =IF(D4<>"Wear Green", " ", IF(E4="Accessories", "Green", " "))</p> <p>OR =IF(AND(D4="Wear Green", E4="Accessories"), "Green", " ")</p> <ul style="list-style-type: none"> • Nested IF/IF function used ✓ • Criteria 1: "Wear Green" ✓ • Criteria 2: "Accessories" ✓ • Correct result for both criteria being met: "Green" ✓ • Correct result if either/both criteria not being met: " " ✓ • Nested IF constructed correctly ✓ (OR IF/AND used correctly) 	1 1 1 1 1 1	6	
3.6	<p>Cell M3: =AVERAGE(G3:G102) OR =AVERAGE (G:G)</p> <ul style="list-style-type: none"> • AVERAGE function ✓ • Range: (G3:G102) ✓ 	1 1	2	
3.7	<p>Cell M4: =SUMIF(E3:E102, "Snacks", G3:G102) OR =SUMIF(E:E, "Snacks", "G:G) OR =SUMIFS(G3:G102, E3:E102, "Snacks")</p> <ul style="list-style-type: none"> • SUMIF(S) function ✓ • Criteria range: E3:E102 ✓ • Criteria: "Snacks" ✓ • Sum range: G3:G102 ✓ 	1 1 1 1	4	
3.8	<p>Cell M5: =COUNTIF(D3:D102, "*party*")</p> <ul style="list-style-type: none"> • Criteria: * ✓ party* ✓ 	2	2	

EXAMINATION NUMBER																				
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Green worksheet

3.9	<p>Filter and copy to new worksheet</p> <ul style="list-style-type: none"> • Filtered/sorted on column F ✓ • Filtered/sorted data ('online') displayed in Green worksheet ✓ <i>(15 items expected)</i> 	1		2	
		1			
	Total for QUESTION 3			[26]	

EXAMINATION NUMBER																				
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QUESTION 4

File name: 4Dublin

Total Q4: 24

- 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
List worksheet					
4.1	Cell E3: =D3-C3 OR =DAYS(D3,C3) OR =DAYS360(D3,C3) OR =DAY(D3)-DAY(C3) • D3 OR DAYS OR DAYS360 ✓ • -C3 OR (D3,C3) ✓	1		2	
		1			
4.2	Cell H4: =VLOOKUP(G4,Codes!\$A\$2:\$B\$10,2) OR =VLOOKUP(G4,Codes!\$A\$1:\$B\$10,2) OR =LOOKUP(G4,Codes!\$A\$2:\$B\$10) • VLOOKUP/LOOKUP function ✓ • Lookup value: G4 ✓ • Lookup table: Codes!A2:B10 ✓ (ignore absolute cell referencing) • Column index number: 2 ✓	1		4	
		1			
		1			
		1			
4.3	Cell I5: =LOWER(CONCATENATE(LEFT(B5,1),RIGHT(A5,4),"@stp.co.",H5)) OR =LOWER(LEFT(B5,1)&RIGHT(A5,4)&"@stp.co."&H5) • LOWER ✓ () • LEFT ✓ (B5,1) ✓ (accept (B5)) • RIGHT ✓ (A5,4) ✓ • "@stp.co." (no mark as it's already provided) • H5 ✓ (Note to marker: Accept any other options that will yield the correct answer.)	1		6	
		2			
		2			
		1			
Summary worksheet					

EXAMINATION NUMBER																			
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4.4	<p>Cell C1: =IF(SUM(B2:B21)=COUNTA(List!A3:A102),"True", "False")</p> <p>OR =SUM(B2:B21)=COUNTA(List!A3:A102)</p> <ul style="list-style-type: none"> • IF statement ✓ • SUM(B2:B21) = COUNTA ✓ (List!A3:A120) ✓ (columns A, B, C, D, F & G can also be used) • Value if condition true: "True" ✓ • Value if condition false: "False" ✓ 	1 2 1 1		5																			
4.5	<p>Cells A23:B43:</p> <ul style="list-style-type: none"> • Duplicates removed ✓ <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>UK</td><td style="text-align: center;">36</td></tr> <tr><td>South Africa</td><td style="text-align: center;">2</td></tr> <tr><td>USA</td><td style="text-align: center;">11</td></tr> <tr><td>Canada</td><td style="text-align: center;">12</td></tr> <tr><td>Russia</td><td style="text-align: center;">16</td></tr> <tr><td>Italy</td><td style="text-align: center;">8</td></tr> <tr><td>Korea</td><td style="text-align: center;">5</td></tr> <tr><td>Australia</td><td style="text-align: center;">6</td></tr> <tr><td>Japan</td><td style="text-align: center;">4</td></tr> </table>	UK	36	South Africa	2	USA	11	Canada	12	Russia	16	Italy	8	Korea	5	Australia	6	Japan	4	1		1	
UK	36																						
South Africa	2																						
USA	11																						
Canada	12																						
Russia	16																						
Italy	8																						
Korea	5																						
Australia	6																						
Japan	4																						
4.6	<p>Chart/Graph:</p> <ul style="list-style-type: none"> • Chart/Graph type changed to bar ✓ • Data selection changed to include only Chicago, New York and Washington ✓ • Data series gap width set to 40% ✓ • Data series fill set to vary colours by point ✓ • Data labels displayed ✓ with dash style border ✓ (Note to marker: If a new chart/graph was created do not allocate the first two marks.) 	1 1 1 1 2		6																			
Total for QUESTION 4				[24]																			

EXAMINATION NUMBER																			
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QUESTION 5

File name: 5Data

Total Q5: 40

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbGroups					
5.1.1	Field: GroupID • Field <i>ID</i> renamed to <i>GroupID</i> ✓	1		1	
5.1.2	Field: Artist • Combo box/List box added ✓ • Row source: Soloist, Group, Band ✓	1 1		2	
5.1.3	Field: Manager • Format set to uppercase: > ✓	1		1	
5.1.4	Field: CellNo Input Mask: "+27"00\ 0000000 • "+27" ✓ • 00 and space ✓ (<i>do not accept 9</i>) • 0000000 ✓ (<i>allocate this mark if 9 was used</i>)	1 1 1		3	
5.1.5	Field: Available • Format changed to Yes/No ✓	1		1	
5.1.6	Field: DateBooked • Validation rule: Between #2018/03/14# ✓ AND ✓ #2018/03/17# ✓ (<i>format of the date may differ</i>) OR >=#3/14/2018# AND <=#3/17/2018# OR >#3/13/2018# AND <#3/18/2018# OR Between "2018/03/14" AND "2018/03/17" OR Between DateSerial(2018,03,14) AND DateSerial(2018,03,17) • Required property set to 'Yes' ✓	2 1 1		4	
Form: frm5_2					
5.2	• <i>Artist</i> field displays in bold ✓ • Label inserted next to <i>ReleaseDate</i> field ✓ with help for date format MMM-yy ✓ (<i>allocate second mark if in 'ControlTip Text'</i>) • <i>NoOfCDsInShop</i> field AND label deleted ✓	1 1 1 1		4	

EXAMINATION NUMBER																				
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- 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	Maximum Mark			Candidate Mark
6.1	Heading font and size: <h1 align = "center">St Patrick's Day</h1> <ul style="list-style-type: none"> • Font changed to 'Forte' ✓ • Font size set to 10 ✓ • Font tags correctly used ✓ 			3	
		1			
		1			
6.2	Table: Merge and alignment <tr Height = "80"> <!--Row--> <td colspan="4" valign="top"><h2 align="center"> <ul style="list-style-type: none"> • Row 1 vertically aligned to the top ✓ • Row 1 merged over 4 columns ✓ 			2	
		1			
6.3	Table row: Shading <tr bgcolor="white"> <ul style="list-style-type: none"> • Row 2 background colour changed ✓ • To white ✓ 			2	
		1			
6.4	Bullets and type <td> <ol type="A"> It's the day St Patrick was born It's the day St Patrick drove snakes out of Ireland It's the day St Patrick died </td> <ul style="list-style-type: none"> • Ordered list tags inserted ✓ • Numbered type: A, B ✓ 			2	
		1			
6.5	Tag copied <td><input type="text"></td> <ul style="list-style-type: none"> • Correct tag ✓ • Inserted in fourth column for question 1 (row 3) ✓ 			2	
		1			

EXAMINATION NUMBER																			
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6.6	Link <code>Look</code> <ul style="list-style-type: none"> Hyperlink tags correctly inserted ✓ 	1		1	
6.7	Bold and italic <code><td>Where was St. Patrick born?</td></code> <ul style="list-style-type: none"> <code><i></code> and <code></i></code> tags removed ✓ <code></code> and <code></code> tags inserted ✓ 	1		1	2
6.8	Image <code><td></td></code> <ul style="list-style-type: none"> <code>src</code> inserted ✓ File extension <code>.png</code> added ✓ 	1		1	2
6.9	Table: column tags <code><td>6. According to legend, what should you never do if you catch a leprechaun?</td></code> <code><td></code> <code> Kiss him</code> <code> Take your eyes of him</code> <code> Tell your friends</td></code> <code><td><input type = "text"></td></code> <code><td></td></code> <ul style="list-style-type: none"> Opening column tags <code><td></code> included ✓ Sixth question displays correctly ✓ 	1		1	2
6.10	Image editing <code><button style="background:green" type="submit">SUBMIT</button></code> <ul style="list-style-type: none"> <code>Width="30"</code> ✓ (OR 30) <code>Height="30"</code> ✓ (OR 30) 	1		1	2
	Closing tag(s) or triangular brackets omitted or tags incorrectly nested	-1			
	Total for QUESTION 6				[20]

QUESTION 7

File names: 7St, 7Old, 7New, 7Top

Total Q7: 20

No.	Criteria	Maximum	Candidate
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EXAMINATION NUMBER																		

		Mark			Mark
7St					
7.1.1	Track changes <ul style="list-style-type: none"> All track changes rejected ✓ (<i>See Irish (not bold) and heading 5</i>) 	1		1	
7.1.2	Comment <ul style="list-style-type: none"> Comment inserted on word 'Biography' ✓ Comment reads 'See source' ✓ 	1 1		2	
7.1.3	Edit picture <ul style="list-style-type: none"> Images ungrouped ✓ (<i>allocate mark even if seventh image appears but the picture is ungrouped, allocate mark if six images grouped</i>) Seventh image removed from document ✓ (<i>if seventh image is not removed, but is not grouped with the six images, allocate first two marks</i>) Regroup remaining images ✓ (<i>only six images</i>) Seventh image saved as an image file ✓ (<i>Saint</i>) 	1 1 1 1		4	
7.1.4	Form controls <ul style="list-style-type: none"> Text form field maximum length set to 30 ✓ Drop-down form field: Dance added ✓ and list displays in alphabetical order ✓ Check box default changed to unchecked ✓ Text form field inserted ✓ and type set to date ✓ 	1 2 1 1 1		6	
7New					
7.2	Import <ul style="list-style-type: none"> tbDanceArticles table imported ✓ to 7New ✓ (<i>accept if new database was created</i>) 	1 1		2	
7Top					
7.3	Sort/Filter and delete table data <ul style="list-style-type: none"> Gender: only females ✓ Age: under 30 ✓ Sorted according to amount ✓ in descending order of amounts ✓ Displays only top 10 records ✓ 	1 1 1 1 1		5	
Total for QUESTION 7				[20]	
TOTAL				180	