



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2018

MARKS: 180

TIME: 3 hours

**This question paper consists of 17 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 drive 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/flash drive has been issued to you, you must write your examination number and centre number on the CD/DVD/flash drive. 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 drive 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 and 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 drive 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.

• 1Artists	Word processing file
• 1Daniella	Image file
• 2Art	Image file
• 2Top15SA	Word processing file
• 3Sales	Spreadsheet file
• 4Novice	Spreadsheet file
• 5ArtData	Database
• 6Expensive	HTML file
• 6No1	Image file
• 6No3	Image file
• 7ForSale	Spreadsheet file
• 7Global	Word processing file
• 7Ruga	Word processing file
• 7Watercolour	Database

SCENARIO

South Africa has a wealth of artistic talent. You were asked to research some of the artists and their work.

QUESTION 1: WORD PROCESSING

Open the **1Artists** word processing document, which contains background information on the ten top young South African artists. Insert your examination number in the header or the footer.

- 1.1 Change the top margin of the document to 2.5 cm. (1)
- 1.2 Format the heading 'Ten young artists of South Africa' as follows: (3)
- Centre the heading.
 - Expand the character spacing by 2 pt.
- 1.3 Add the following to the source 'Culture Trip (2017)': (3)
- 'S Keam' as the author
 - 'South Africa's 10 Young Artists' as the name of the web page
- NOTE:** If a warning appears, select 'Yes'. (3)
- 1.4 Format the paragraph that starts with 'South Africa boasts ...' and ends with '... in South Africa' with the same paragraph spacing as the rest of the paragraphs in the document. (1)
- 1.5 Find the last sentence in the first paragraph that starts with 'We discover ...' and ends with '... citation here)'. Make the following changes:
- 1.5.1 Display only the year in the citation 'Webb, 2017'. (1)
- Do NOT change the source.
- 1.5.2 Replace the text 'insert citation here' with a citation to the source 'Young Talent (2017)'. (1)
- 1.6 Insert a text box above the text 'Athi Patra-Ruga' and add the text 'DID YOU KNOW?' (2)
- 1.7 Find the numbered text below the heading 'Athi Patra-Ruga'. (2)
- Replace the automatic numbers with bullets using the '☐' symbol (Webdings character code 162).
- 1.8 Use a word processing feature to display ALL occurrences of the word 'culture' in small caps. (2)

- 1.9 Insert the image **1Daniella** found in the examination folder as follows:
- The image should appear to the right of the paragraph with the heading 'Daniella Mooney'.
 - The size of the image should be exactly the same as the image of 'Athi Patra-Ruga' in the previous paragraph. (5)
- 1.10 Add the caption above the last image in the document to appear as 'Figure 5: Destinies'. (2)
- 1.11 Insert a table of figures below the text 'Table of Figures' at the end of the document.
- Display the table of figures in the 'Simple' format. (2)
- 1.12 Insert a text watermark as follows:
- Insert the text 'Top Ten' as the watermark text.
 - Do NOT display the watermark on the first page. (4)
- Save and close the **1Artists** document. [29]

QUESTION 2: WORD PROCESSING

Open the **2Top15SA** word processing document, which contains a list of 15 of the most famous South African artists.

2.1 Edit the cover page as follows:

- Insert your examination number as the author.
- Change the image on the first page to the **2Art** image found in the examination folder.
- Find the text that starts with 'Although it is impossible ...' and ends with '... no particular order).' on the third page. Move this text to the abstract on the cover page.

(5)

2.2 Change the page numbers of the document as follows:

- Start the numbering on the page after the table of contents with 1.
- Change the page numbering format to 'Page X of Y'.
- The cover page and the table of contents page should NOT be numbered.

(3)

2.3 Find the heading 'Marlene Dumas', the paragraph about Marlene Dumas and the image of Marlene Dumas.

Change the paragraph setting to display the heading, paragraph and image together and not split over two pages.

(2)

2.4 Find the table under the heading 'Explore our Art Galleries' and change the whole table as follows:

- Apply shading to the row containing headings in any colour of your choice.
- Sort the table alphabetically, first by location and then by gallery name.

The first four rows of the table should appear as below:

Province	Gallery Name	Location
KwaZulu-Natal Art Galleries	Imbizo Gallery	Ballito
Western Cape Art Galleries	Magpie Art Collective Gallery	Barrydale
Gauteng Art Galleries	Afrinova	Braamfontein
Gauteng Art Galleries	Wits Art Museum	Braamfontein

(4)

2.5 Find the table under the heading 'Most famous works'. Insert a formula in the first cell in the last row to display the total number of artists listed in the table.

(2)

2.6 Display only the text that starts with the heading 'Photo credits ...' and ends with '... cross reference here)' on a landscape page.

(2)

2.7 Insert a cross reference to the caption 'Figure 3: Irma Stern' to replace the text '(Insert cross reference here)' at the end of the document.

(2)

Save and close the **2Top15SA** document.

[20]

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 **3Sales** spreadsheet, which includes a summary of the gallery's sales. Work in the **Summary_Opsomming** worksheet.

- 3.1 Change the vertical alignment of **row 1** to centre. (1)
- 3.2 Insert a function in **cell K3** to determine the average selling price of all the art pieces sold (**column G**). (2)
- 3.3 Insert a COUNTIFS function in **cell K4** to determine the number of art pieces sold in 30 days or less (**column F**) AND sold for an amount of more than R2 000 (**column G**). (5)
- 3.4 Insert a function in **cell K5** to determine the total value of all the art pieces sold (**column G**), for experience code 1 (**column D**). (4)
- 3.5 Each art piece must have a selling code.

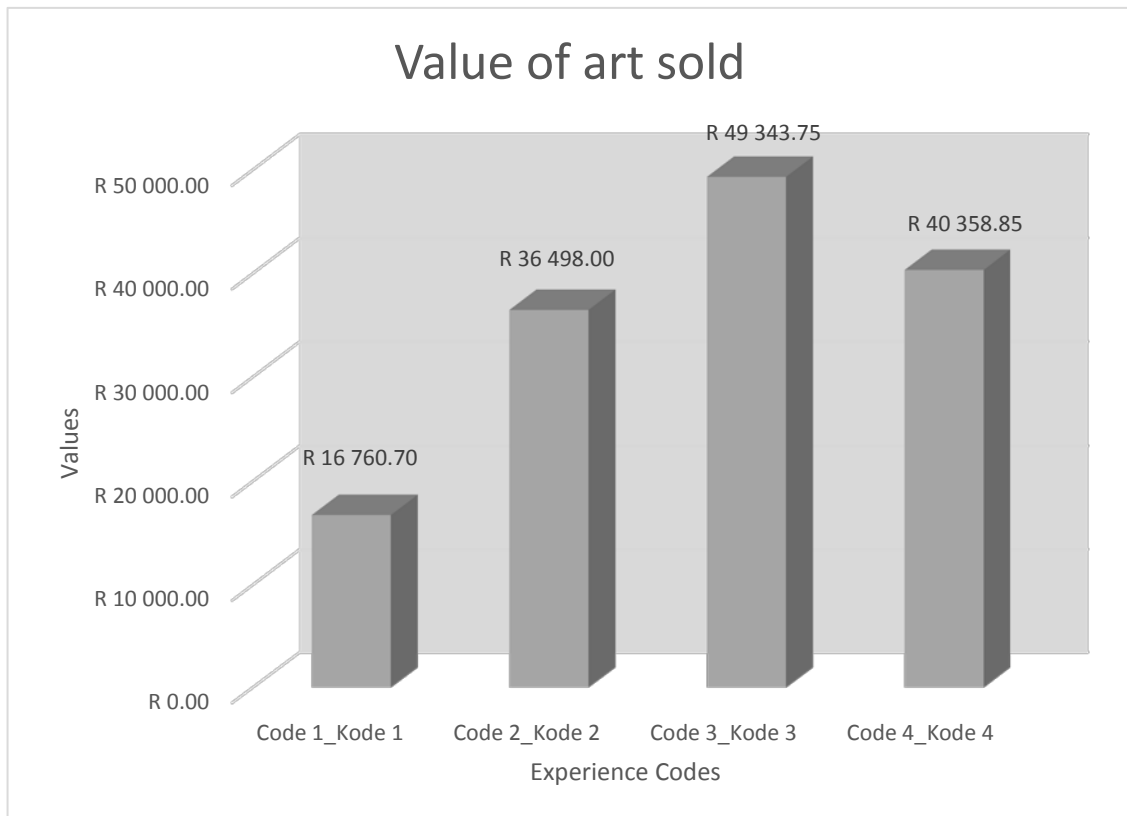
Insert a combination of functions in **cell H3** to create the code as follows:

- The artist's surname (**column B**)
- Followed by the first two letters of the artist's name (**column A**)
- Followed by a random three-digit number (7)

Work in the **Chart_Grafiek** worksheet.

3.6 Change the chart in the worksheet to appear as shown below:

- Insert data labels for the amounts of each code. Ignore the position of the data labels.
- Remove the legend.
- Set the major axis units to 10 000.
- Fill only the back wall of the chart with any colour of your choice.



(4)

Save and close the **3Sales** spreadsheet.

[23]

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 **4Novice** spreadsheet, which contains information about new artists' work displayed in a gallery. Work in the **Artist_Kunstenaar** worksheet.

4.1 Format **row 1** as follows:

- Merge **cells A1:M1**, but DO NOT centre the text.
- Increase the font size to 32.
- Apply any gradient fill to **cells A1:M1**. (3)

4.2 The e-mail addresses in **column C** should NOT include upper case letters.

Use an appropriate function in **column D** to display the data only in lower case.

Copy the function to the rest of the cells in the column. (2)

4.3 Use an appropriate LOOKUP function in **cell F3** to determine the description in the **Code_Kode** worksheet by using the 'Type code' in **column E**. (4)

4.4 The percentage of the commission depends on the artist's experience code in **column G**.

Use a function in **cell H4** to determine the commission percentage as follows:

CODE	PERCENTAGE
3	20%
2	25%
1	33%

(6)

4.5 The art gallery will display the art pieces for a certain number of months, as given in **column I**.

The date on which the display of the art piece starts appears in **column J**.

Use a function in **cell K5** to determine the date at which the artist's art pieces will be removed. (5)

- 4.6 Change the format of the values in **column L** to currency. (1)
- 4.7 Each artist sets a price (**column L**) for his/her art piece. The gallery's commission is calculated by using the artist's price and adding the commission percentage (**column H**).
- Insert a formula in **cell M6** to calculate the selling price of an art piece by adding the percentage of the gallery's commission to the artist's price. (3)
- 4.8 All art pieces in the spreadsheet are exhibited in the art gallery currently.
- If the date in **column K** is BEFORE the current date, the art piece should have been removed.
- Use conditional formatting to shade the cells in **column K** with any colour of your choice to show which art pieces should be removed.
- NOTE:** This feature must work on any day. (3)
- Save and close the **4Novice** spreadsheet. [27]

QUESTION 5: DATABASE

Open the **5ArtData** database, which stores data of new artists at the gallery.

5.1 Edit the **tblArtists** table as follows:

5.1.1 Remove the *ID* field. (1)

5.1.2 Change the data type of the *Name* field to a more suitable data type. (1)

5.1.3 Set the field properties of the *Cellnumber* field so that the user is forced to enter data in this field. (1)

5.1.4 Set the field properties of the *StreetName* field so that it will not accept more than 25 characters. (1)

5.1.5 Insert a field named *PostalCode* between the *City* field and the *E-mail* field. (2)

5.1.6 Change the format of the *E-mail* field to display the address in lower case. (1)

5.1.7 The *Genre* field allows the user to choose only one option from a list of options.

Change a property of the *Genre* field to allow the user to choose more than one genre.

NOTE: If a warning appears, select 'Yes'. (1)

5.1.8 Create an input mask on the *ArtistCode* field to ensure that the user inserts a code for the artist in the following format:

- ONE compulsory letter
- Followed by ONE compulsory letter or digit
- Followed by at least ONE digit, but possibly TWO digits

Example of a valid *ArtistCode* include: x35, Aa3, gg52 (4)

Save and close the **tblArtists** table.

5.2 Create a new form called **frm5_2** based on the **tblArtists** table.

- Include ALL the fields.
- Add your examination number in the form header.
- Change the font colour of the *Name* field so that ALL names display in red.

Save and close the **frm5_2** form.

(5)

5.3 Open the **qry5_3** query based on the **tblData** table.

- Modify the query so that it displays the total amount of each *TypeDescription*, as shown below.
- Sort the values from the highest to the lowest on the *ArtistPrice* field to display as follows:

TypeDescription	SumOfArtistPrice
Drawing	R 73 441.00
Watercolour	R 70 690.00
Architecture	R 67 903.00
Sculpture	R 57 224.00
Crafts	R 56 767.00
Painting	R 54 935.00
Ceramics	R 45 480.00
Design	R 45 061.00
Printmaking	R 43 103.00
Filmmaking	R 37 141.00

Save and close the **qry5_3** query.

(5)

5.4 An error was made in the database when dates were captured incorrectly.

Open the **qry5_4** query and do the following:

- Add a calculated field called *NoDays*, which will determine for how many days the work of art has been exhibited, using the *DateIn* field and the *DateOut* field. Errors will show as a negative value.
- Display only the error records where the *DateIn* value is after the *DateOut* value.
- Display only the *DateIn* field, the *DateOut* field and the new calculated field, *NoDays*.

Save and close the **qry5_4** query.

(7)

5.5 Open the **qry5_5** query and do the following:

Display only the records of those artists whose price (*ArtistPrice*) was more than R2 500 AND whose art pieces were sold (*Sold*).

Save and close the **qry5_5** query.

(4)

5.6 Open the **rpt5_6** report and turn on 'Group & Sort', if it is not already displayed.

- Add the current date and time in the report footer.
- Insert a function to determine the total *ArtistPrice* for art pieces per *TypeDescription*.
- Change the grouping of the *DateOut* field to display per month instead of per year.
- Ensure that the text box in the *DateOut* header displays the month.

Save and close the **rpt5_6** report.

(7)

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

[40]

QUESTION 6: WEB DESIGN (HTML)

Open the incomplete **6Expensive** 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.
- Your web page may display differently depending on the web browser used.
- An HTML tag sheet has been attached for reference.

Your final web page should look like the example below.


Most Expensive Artworks Ever sold

*Adapted from article written by Marceline Modjin - 4 Jan 2017

Artworks today are fetching incredible, mind-boggling prices.
From Rembrandt to Picasso, we take a look at some of the most expensive artworks ever sold.

- **Nafea Faa Ipoipo (When Will You Marry?) — Paul Gauguin**

Known for his love of Tahiti Paul Gauguin painted Nafea Faa Ipoipo (When Will You Marry?) in 1892. Fast-forward over 120 years and this work depicting two women among a colourful landscape was sold in a private sale for about \$300 million, making it the most expensive work ever sold.


- **The Card Players — Paul Cézanne**

Paul Cézanne painted five versions of The Card Players throughout his career, with the majority of them in world-renowned museum collections. In 2012, the world learned that one version was sold in 2011 at an astonishing price of over \$250 million, which, at the time, was the most expensive painting ever sold.
- **No. 6 (Violet, Green and Red) — Mark Rothko**

The abstract work No 6. (Violet, Green and Red) by American painter Mark Rothko sold in a private sale for \$186 million. Depicting Rothko's classic boldly coloured rectangular shapes, the painting was purchased by Russian billionaire Dmitry Rybolovlev through art dealer Yves Bouvier in 2014. However, No. 6 has since been part of a legal dispute as Rybolovlev believes Bouvier misled him about the price of the work.
- **Portrait of Marten Soolmans and Portrait of Oopjen Coppit — Rembrandt**

A pair of paintings that most agree should always be displayed together, the Portrait of Marten Soolmans and Portrait of Oopjen Coppit, a couple, was painted by Rembrandt in 1634. Owned by the Rothschild family, the Rijksmuseum and the Louvre will be jointly purchasing these two works for approximately \$180 million. Paris and Amsterdam will each take turns displaying these beautiful, treasured artworks.
- **Les Femmes D'Alger (Version 'O') — Pablo Picasso**

Sold in May 2015 at a Christie's auction, Pablo Picasso's Les Femmes D'Alger (Version 'O') fetched a whopping \$179.3 million. Inspired by Delacroix's Les Femmes D'Alger, Picasso painted 15 different versions, with 'O' being the last in 1955. Rumours have it that the former prime minister of Qatar, Hamad bin Jassim bin Jabar Al Thani, owns it.

List of the original 10 Most Expensive Artworks sold:

No	Artist	Painting	Price
1	Paul Gauguin	Nafea Faa Ipoipo	\$300 million
2	Paul Cézanne	The Card Players	\$250 million
3	Mark Rothko	No. 6 (Violet, Green and Red)	\$186 million
4	Rembrandt	Portrait of Marten Soolmans and Portrait of Oopjen Coppit	\$180 million
5	Pablo Picasso	Les Femmes D'Alger (Version 'O')	\$179.3 million
6	Amedeo Modigliani	Nu couché	\$170.4 million
7	Jackson Pollock	No. 5, 1948	\$140 million
8	Willem de Kooning	Woman III	\$137.5 million
9	Gustav Klimt	Portrait of Adele Bloch-Bauer I	\$135 million
10	Pablo Picasso	Le Rêve	\$155 million

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

- 6.1 Insert tags to ensure that the text 'Most Expensive Artworks!' displays in the browser tab. (1)
- 6.2 Change the font of the entire web page to 'Calibri'. (2)
- 6.3 Change the text 'Most Expensive Artworks Ever sold' as follows: (2)
- Display the text as a 'Heading 1' style heading.
 - Centre the heading.
- 6.4 Find the text that starts with '*Adapted from article ...' and ends with '... 4 Jan 2017'. (1)
- Insert tags to display this text in italics. (1)
- 6.5 Insert tags to set the size of the horizontal line to 10. (1)
- 6.6 Add an attribute to the image to display the text 'Painting by Paul Gauguin' if the image cannot be displayed. (2)
- 6.7 Insert tags so that the text 'Nafea Faa Ipoipo (When Will You Marry?) – Paul Gauguin' appears as a bulleted point. (1)
- 6.8 Modify the table as follows: (7)
- Set the colour of the table to orange.
 - Change the border to 5.
 - Set the cell spacing of the table to 10.
 - Insert tags to display the 1st artist correctly.
- 6.9 An attempt was made to create a link on the text 'No. 6 (Violet, Green and Red)' in the fourth row of the table to link to the image **6No3.jpg** in the examination folder. (2)
- Modify the HTML code so that the image can be opened when the user clicks on the text 'No. 6 (Violet, Green and Red)' in the web browser. (2)
- Save and close the **6Expensive** web page. [19]

QUESTION 7: GENERAL

Contemporary South African artists have started using new media technologies.

- 7.1 Open the **7Global** word processing document.
- 7.1.1 Fill the background of the WordArt shape with a colour pattern of your choice. (2)
- 7.1.2 Find the text 'Insert linked object'.
- Insert the document **7Ruga**, found in the examination folder, to display as an icon. (3)
- 7.1.3 Modify the 'Intense Quote' style as follows:
- Set the numbering format to 1), 2), 3), etc.
 - Apply the 'Intense Quote' style to all 'Heading 2' headings. (2)
- 7.1.4 Insert a comment on the text 'Resources' at the top of the last page of the document with the text 'Media resources'. (2)

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

- 7.2 Open the **7Watercolour** database.
- 7.2.1 Add the data in the **tbIA** table and the **tbIB** table to the **tbIColours** table. (2)
- 7.2.2 Export the data in the **tbIA** table to a pdf format file and save it as **7WColour** in die examination folder. (2)

Save and close the **7Watercolour** database and the **7WColour** pdf document.

7.3 Open the **7ForSale** spreadsheet.

This question requires you to SHOW the steps/method/formula/function in the 7ForSale spreadsheet that you used to obtain the answer.

7.3.1 Work in the **7.3.1** worksheet.

Determine how many artworks are on the list.

Type the answer in **cell A1** of the **7.3.1** worksheet. (1)

7.3.2 Work in the **7.3.2** worksheet.

Determine how many artworks with lithograph as medium are on the list.

Type the answer in **cell A1** of the **7.3.2** worksheet. (2)

7.3.3 Work in the **7.3.3** worksheet.

Determine how many artworks have data for BOTH the framed categories and the unframed categories.

Type the answer in **cell A1** of the **7.3.3** worksheet. (2)

7.3.4 Work in the **7.3.4** worksheet.

Determine the number of different artists that appear on the list.

Type the answer in **cell A1** of the **7.3.4** worksheet. (2)

7.3.5 Work in the **7.3.5** worksheet.

Determine in how many different mediums the artworks of the artist 'Kentridge, William' appears on the list.

Type the answer in **cell A1** of the **7.3.5** worksheet. (2)

Save and close the **7ForSale** spreadsheet. [22]

TOTAL: 180

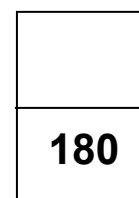
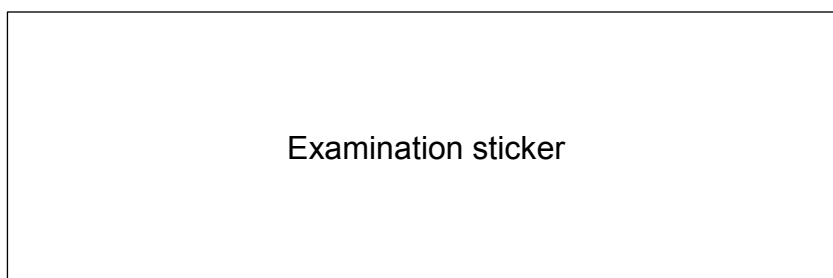
HTML TAG SHEET

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 on the type of list selected
	Adds an image
	Aligns an image: can be "left", "right", "bottom", "top"
<align="center">	Aligns an image in the "center", can also be "middle"
	Sets the 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 the 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 cellpadding="1">	Sets the space between the table cells
<table cellspacing="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 the 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 (e.g. \A is displayed as just A)



COMPUTER APPLICATIONS TECHNOLOGY P1 – 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))	Microsoft Office 2010	Microsoft Office 2013	Microsoft Office 2016	Office 365
WEB BROWSER USED (Mark appropriate box with a cross (X))	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	1Artists			29					
2	2Top15SA			20					
3	3Sales			23					
4	4Novice			27					
5	5ArtData			40					
6	6Expensive			19					
7	7Global			22					
	7Watercolour								
	7WColour								
	7ForSale								
TOTAL				180					

Comment (for office/marker use only)



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2018

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER										
---------------	--	--	--	--	--	--	--	--	--	--

FINAL MARK	
------------	--

EXAMINATION NUMBER															
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	29	20	23	27	40	19	22	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 14 pages.

DBE Stamp

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

QUESTION 1

File name: 1Artists

Total Q1: 29

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Margin • Top margin set to 2.5 cm ✓	1		1	
1.2	Heading • Heading centred ✓ • Character spacing expanded ✓ to 2 pt ✓	1 1 1		3	
1.3	Source (Culture Trip) • Author 'S Keam' added to the correct source ✓ • Name of web page added ✓ • Web page name 'South Africa's 10 Young Artists' ✓	1 1 1		3	
1.4	Paragraph spacing • Paragraph spacing after changed to 8 pt ✓	1		1	
1.5.1	Edit citation • 'Webb' citation displays only the year ✓ (<i>Title and Author are suppressed</i>)	1		1	
1.5.2	Insert citation • 'Young Talent, 2017' citation inserted ✓	1		1	
1.6	Text box • Text box inserted above the text ✓ • Text 'DID YOU KNOW?' added ✓	1 1		2	
1.7	Bullets • Automatic numbers replaced ✓ • With bullet '■' symbol ✓	1 1		2	
1.8	Find and replace • All occurrences of 'culture' changed to 'CULTURE' ✓ (5 occurrences)(do not award this mark if 'cultures' also changed) • Font effect: Small caps ✓	1 1		2	

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.9	<p>Image</p> <ul style="list-style-type: none"> • Image 1Daniella inserted ✓ • Text wrapping set to Square, Tight or Through ✓ • Image moved to the right of the paragraph ✓ • Height set to 4 cm ✓ • Width set to 3 cm ✓ <p><i>(Note to marker: If the aspect ratio was not unchecked, the 4th or the 5th mark will not be allocated.)</i></p>	1		5	
		1			
		1			
		1			
		1			
1.10	<p>Caption</p> <ul style="list-style-type: none"> • Automatic caption inserted ✓ • Caption 'Figure 5: Destinies' appears above the image ✓ 	1		2	
		1			
1.11	<p>Table of figures</p> <ul style="list-style-type: none"> • Automatic table of figures inserted ✓ • Simple format ✓ <i>(bold, no leader dots, left-aligned)</i> 	1		2	
		1			
1.12	<p>Watermark</p> <ul style="list-style-type: none"> • Text watermark inserted ✓ • Text 'Top Ten' ✓ <i>(accept only if in header or footer)</i> • Section break inserted/Different first page ✓ • Watermark does not appear on first page ✓ 	1		4	
		1			
		1			
		1			
Total for QUESTION 1				[29]	

EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 2

File name: 2Top15SA

Total Q2: 20

No.	Criteria	Maximum Mark			Candidate Mark
2.1	<p>Cover page</p> <ul style="list-style-type: none"> Examination number appears in 'Author' control ✓ Image on cover page replaced ✓ 2Art image inserted ✓ Paragraph appears as abstract ✓ Paragraph moved not copied ✓ (<i>does not appear on page 3</i>) 	1		5	
		1			
		1			
		1			
		1			
		1			
2.2	<p>Page numbering</p> <ul style="list-style-type: none"> Page numbers removed from first and second page ✓ Page after table of contents numbered as 1 ✓ Page format changed to 'Page X of Y' format ✓ 	1		3	
		1			
		1			
2.3	<p>Paragraph pagination</p> <ul style="list-style-type: none"> 'Keep lines together' checked ✓ 'Keep with next' checked ✓ (<i>do not allocate this mark if heading, paragraph and picture does not appear on one page</i>) 	1		2	
		1			
2.4	<p>Table</p> <ul style="list-style-type: none"> Shading applied to first row ✓ (<i>accept text or paragraph shading</i>) Whole table sorted ✓ (<i>do not accept if only by 'Province'</i>) By 'Location' ✓ Then by 'Gallery Name' ✓ (<i>check 'Durban' location</i>) 	1		4	
		1			
		1			
		1			
2.5	<p>Table</p> <ul style="list-style-type: none"> Formula =COUNT (Above) ✓ -1 ✓ inserted 	2		2	
2.6	<p>Page orientation</p> <ul style="list-style-type: none"> Text from 'Photo credits ...' displays in landscape orientation ✓ Rest of the document in portrait orientation ✓ 	1		2	
		1			
2.7	<p>Cross-reference (Figure 3: Irma Stern)</p> <ul style="list-style-type: none"> Cross reference replaces text '(Insert cross reference here)' ✓ Reference to the figure 'Irma Stern' ✓ 	1		2	
		1			
	Total for QUESTION 2			[20]	

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

3.5	<p>Cell H3: =B3&LEFT(A3,2)&RANDBETWEEN(0,9) &RANDBETWEEN(0,9)&RANDBETWEEN(0,9) OR =B3&LEFT(A3,2)&RIGHT(RAND(),3)</p> <p>Accept: =CONCATENATE(B3,LEFT(A3,2), RANDBETWEEN(100,999)) OR =B3&LEFT(A3,2)&RANDBETWEEN(100,999)</p> <ul style="list-style-type: none"> • CONCATENATE or & ✓ • B3 ✓ • LEFT ✓ (A3,2) ✓ • RANDBETWEEN ✓ (100 ✓,999 ✓) 			7	
Chart_Grafiek worksheet					
3.6	<ul style="list-style-type: none"> • Data labels inserted ✓ • Legend removed ✓ • Major axis units set to 10 000 ✓ • Only back wall of chart filled with any colour ✓ 	1 1 1 1		4	
Total for QUESTION 3				[23]	

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 4

File name: 4Novice

Total Q4: 27

- 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
Artist_Kunstenaar worksheet					
4.1	Row 1: <ul style="list-style-type: none"> • Cells A1:M1 merged and NOT centred ✓ (do not allocate mark if centred) • Font size changed to 32 ✓ • Any gradient fill applied to cells A1:M1 ✓ 	1		3	
		1			
		1			
4.2	Column D =LOWER(C3) <ul style="list-style-type: none"> • LOWER(C3) ✓ • Function copied to rest of cells in column ✓ 	1		2	
		1			
4.3	Cell F3: =HLOOKUP(E3,Code_Kode!\$A\$1:\$K\$2,2) OR =HLOOKUP(E3,Code_Kode!A1:K2,2) OR =HLOOKUP(E3,Code_Kode!\$B\$1:\$K\$2,2) OR =LOOKUP(E3,Code_Kode!B1:K2) <ul style="list-style-type: none"> • HLOOKUP function ✓ (accept if columns are vertical and VLOOKUP was used) • Lookup value: E3 ✓ • Table array: Code_Kode!A1:K2 OR Code_Kode!\$A\$1:\$K\$2 OR Code_Kode!B1:K2 OR Code_Kode!\$B\$1:\$K\$2 ✓ • Row index number: 2 ✓ (allocate this mark for the lookup value if a LOOKUP function has been used) 	1		4	
		1			
		1			
		1			

EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4.4	<p>Cell H4: =IF(G4=3,20%,IF(G4=2,25%,33%)) OR =IF(G4=3,20%,IF(G4=1,33%,25%)) OR =IF(G4=1,33%,IF(G4=2,25%,20%)) OR =IF(G4=1,33%,IF(G4=3,20%,25%)) OR =IF(G4=2,25%,IF(G4=1,33%,20%)) OR =IF(G4=2,25%,IF(G4=3,20%,33%))</p> <ul style="list-style-type: none"> • Criteria 1: check for first code ✓ • Criteria 2: check for second code ✓ • Correct output for code 1 = 33% ✓ (<i>accept if percentages are in inverted commas</i>) • Correct output for code 2 = 25% ✓ • Correct output for code 3 = 20% ✓ • Nested IF constructed correctly ✓ 	1 1 1 1 1 1		6	
4.5	<p>Cell K5: =DATE(YEAR(J5),MONTH(J5)+I5,DAY(J5)) OR =EDATE(J5,I5) (<i>allocate all marks for correct function</i>)</p> <ul style="list-style-type: none"> • DATE function ✓ • YEAR(J5) ✓ • MONTH(J5) ✓ + I5 ✓ • DAY(J5) ✓ 	1 1 2 1		5	
4.6	<p>Cells L3:L202 • Format changed to any currency ✓</p>	1		1	
4.7	<p>Cell M6: =L6*H6+L6 OR =L6+L6*H6 OR =(1+H6)*L6</p> <ul style="list-style-type: none"> • L6 ✓ * H6 ✓ + L6 ✓ 	3		3	
4.8	<p>Conditional formatting: Column K =\$K3<TODAY() OR \$K3<NOW() • Criteria: \$K3 OR K3 OR Cell value ✓ • <TODAY() OR <NOW() ✓ • Any shading applied ✓</p>	1 1 1		3	
	Total for QUESTION 4			[27]	

EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 5

File name: 5ArtData

Total Q5: 40

No.	Criteria	Maximum Mark			Candidate Mark
Table: tblArtists					
5.1.1	Field: ID • ID field removed ✓	1		1	
5.1.2	Field: Name • Name data type changed to Short text/Text ✓	1		1	
5.1.3	Field: Cellnumber • Required property set to 'Yes' ✓	1		1	
5.1.4	Field: StreetName • Field size changed to 25 ✓	1		1	
5.1.5	Field: PostalCode • PostalCode field inserted ✓ • Between City and E-mail fields ✓	1		2	
		1			
5.1.6	Field: E-mail • Format property: < ✓	1		1	
5.1.7	Field: Genre • Property 'Allow multiple values' set to 'Yes' ✓	1		1	
5.1.8	Field: ArtistCode Input Mask: LA09 • L ✓ • A ✓ • 0 ✓ • 9 ✓	1		4	
		1			
		1			
		1			
Form: frm5_2					
5.2	<ul style="list-style-type: none"> Based on the tblArtist table ✓ All fields included ✓ Examination number inserted in the form header ✓ Name field ✓ font colour changed to red ✓ 	1		5	
		1			
		1			
		2			
Query: qry5_3					
5.3	<ul style="list-style-type: none"> Group by: TypeDescription ✓ in Total row SUM ✓ selected for ArtistPrice field ✓ Sorted by: ArtistPrice ✓ in descending order ✓ (accept sort in datasheet view) 	1		5	
		2			
		2			

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Query: qry5_4					
5.4	<ul style="list-style-type: none"> Calculated field: <i>NoDays</i>: ✓ <i>DateIn</i> and/or <i>DateOut</i> fields used ✓ Correct operation (- [<i>DateIn</i>]) ✓ Correct use of square brackets ✓ Criteria in <i>NoDays</i> field: < ✓ 0 ✓ OR Criteria in <i>DateIn</i> field: [<i>DateIn</i>] > [<i>DateOut</i>] OR Criteria in <i>DateIn</i> field >[<i>DateOut</i>] OR Criteria in <i>DateOut</i> field <[<i>DateIn</i>] (Note to marker: If the field order has been swapped, the condition must swap.) Only <i>DateIn</i>, <i>DateOut</i>, (<i>NoDays</i>) fields display ✓ (<i>NoDays</i> will only display if attempted) <p>(Expected records: 14)</p>	1		7	
		1			
		1			
		1			
		2			
		1			
Query: qry5_5					
5.5	<ul style="list-style-type: none"> Criteria in <i>ArtistPrice</i> field: > ✓ 2500 ✓ (>=2500.01) <i>Sold</i> field inserted ✓ Criteria in <i>Sold</i> field: Yes OR True OR <>Off ✓ <p>(Expected records: 25)</p>	2		4	
		1			
		1			
Report: rpt5_6					
5.6	<ul style="list-style-type: none"> Grouping of <i>DateOut</i> field changed to by month ✓ Text box in <i>DateOut</i> header displays in the format: =Format\$([<i>DateOut</i>],"mmm" ✓ ,0,0) (accept "mm" OR "mmmm") Placed in <i>TypeDescription</i> group footer/header ✓ Function =Sum ✓ ([<i>ArtistPrice</i>]) ✓ Date and time fields added ✓ to report footer ✓ (accept =NOW()) 	1		7	
		1			
		1			
		2			
		2			
Total for QUESTION 5				[40]	

EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 6

File name: 6Expensive

Total Q6: 19

- This question should be marked from the HTML code.
- Some 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	<p>Title <title>Most Expensive Artworks!</title></p> <ul style="list-style-type: none"> • Text 'The 5 Most Expensive Artworks!' displays in the browser tab ✓ 	1		1	
6.2	<p>Font face <body bgcolor = "lightyellow">...</body></p> <ul style="list-style-type: none"> • Entire web page font changed ✓ • Font changed to Calibri ✓ 	1		2	
6.3	<p>Heading 1 and alignment <h1 align = "center">Most Expensive Artworks Ever sold</h1> OR <center><h1>Most Expensive Artworks Ever sold</h1></center></p> <ul style="list-style-type: none"> • Heading 1 tags inserted correctly ✓ • Tags/attribute inserted to centre heading ✓ 	1		2	
6.4	<p>Italics <sup><i>Adapted from article written by Marceline Modfin - 4 Jan 2017</i></sup></p> <ul style="list-style-type: none"> • Tags inserted to change paragraph to italics ✓ 	1		1	
6.5	<p>Horizontal rule <hr size = "10" color = "black"/> OR <hr color = "black" size = "10"/></p> <ul style="list-style-type: none"> • Line size set to 10 ✓ 	1		1	

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 7

Total Q7: 22

File names: 7Global, 7Watercolour, 7WColour, 7ForSale

No.	Criteria	Maximum Mark		Candidate Mark		
7Global						
7.1.1	WordArt: <ul style="list-style-type: none"> Any colour fill applied to WordArt shape ✓ Pattern fill ✓ 	1	1	2		
7.1.2	Linked object <ul style="list-style-type: none"> File '7Ruga' inserted ✓ (<i>accept if text only</i>) Embedded or as a link ✓ Displayed as icon ✓ 	1	1	1	3	
7.1.3	Style: Intense Quote <ul style="list-style-type: none"> Number format set to 1), 2), 3) format ✓ Applied to all 'Heading 2' paragraph headings ✓ 	1	1		2	
7.1.4	Comment <ul style="list-style-type: none"> Comment inserted ✓ Comment text 'Media Resources' ✓ 	1	1		2	
7Watercolour/7WColour						
7.2.1	Combining table data <ul style="list-style-type: none"> Data from both tables (tblA and tblB) ✓ Added to table tblColours ✓ 	1	1		2	
7.2.2	Export to pdf <ul style="list-style-type: none"> Table tblA exported to pdf format ✓ Saved as 7WColour ✓ 	1	1		2	

