



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2019

MARKS: 180

TIME: 3 hours

**This question paper consists of 17 pages, an HTML tag sheet,
an input mask character sheet and an 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. If you are working on the network, or the data files have been preloaded, you must follow the instructions provided by the invigilator/educator. Alternatively, the invigilator will give you a CD/DVD/flash drive containing all the files needed for the examination. 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.
3. 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 the CD/DVD/flash drive, OR you should make sure that ALL the answer files are saved on the network/computer as explained to you by the invigilator/educator.
4. Make absolutely sure that all files can be read. Do NOT save unnecessary files/folders and **do NOT hand in duplicate answer files/folders. Do NOT delete any original files that you did not work on.**
5. 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.
6. 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.
7. This question paper consists of SEVEN questions. Answer ALL the questions.
8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
9. Read the question carefully as accuracy will be taken into account.
10. 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.
11. You may NOT use any resource material.
12. Ensure that the regional settings are set to South Africa; date and time settings, number settings and currency settings must be set correctly.

13. 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. Use centimetres as the unit of measurement.
14. Formulae and/or functions must be used for ALL calculations in questions involving spreadsheets. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.
- NOTE:** All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if changes are made to the existing data.
15. You may NOT use a word processing program such as Word to answer the HTML question.
16. 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.

• 1Mahal	Word processing file
• 1Town	Word processing file
• 2Back	Image
• 2Time	Spreadsheet
• 2Visit	Word processing file
• 3Stats	Spreadsheet
• 3Taj	Image
• 4Tourists	Spreadsheet
• 5Survey	Database
• 6_1Wonder	HTML file
• 6_2Tourism	HTML file
• 6City	Image
• 7Calculations	Spreadsheet
• 7Half	HTML file
• 7Numbers	Database
• 7Protect	Word processing file

SCENARIO

The Taj Mahal, an example of Mughal architecture, is a UNESCO World Heritage Site in the city Agra.

You are required to finalise documents about the Taj Mahal.

QUESTION 1: WORD PROCESSING

Open the **1Mahal** word processing document, which contains information for tourists about the Taj Mahal. Insert your examination number in the header.

1.1 Make the following changes to the first page:

1.1.1 Find the text 'A Marvel' and apply the following text effect:

- Set a red text outline.
- Set the width of the text outline to 1.5 pt. (3)

1.1.2 Change the size of the picture by setting the scale height to 60% and the scale width to 40%. (2)

1.1.3 Vertically centre the contents of the first page only. (1)

1.2 Insert any automatic table of contents below the heading 'Table of Contents' on the second page. (1)

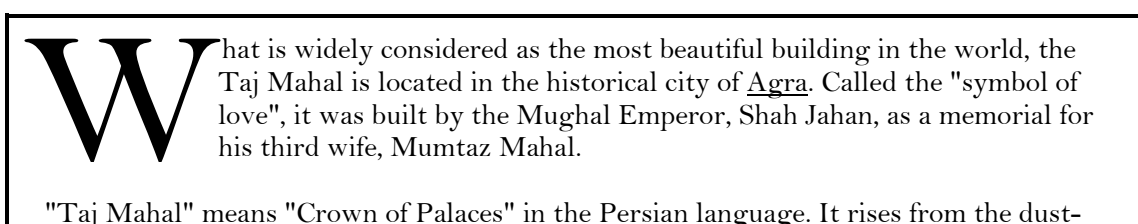
1.3 Modify the Heading 1 style to appear as follows:

**NOTE:**

- Add the ❖ (Wingdings, character code 118) bullet to the style.
- Display the left indent of the bullets, as above.
- Update all occurrences of the Heading 1 style. (4)

1.4 Find the paragraph that starts with the text 'What is widely ...'.

Format the first letter of the paragraph to appear exactly as shown below:



1.5 Change the hyperlink on the text 'Agra' in the first paragraph so that it links to the **1Town** document, found in your examination folder. (1)

1.6 Add the text 'Indian poet' to the footnote found on the text 'Rabindranath Tagore'. (1)

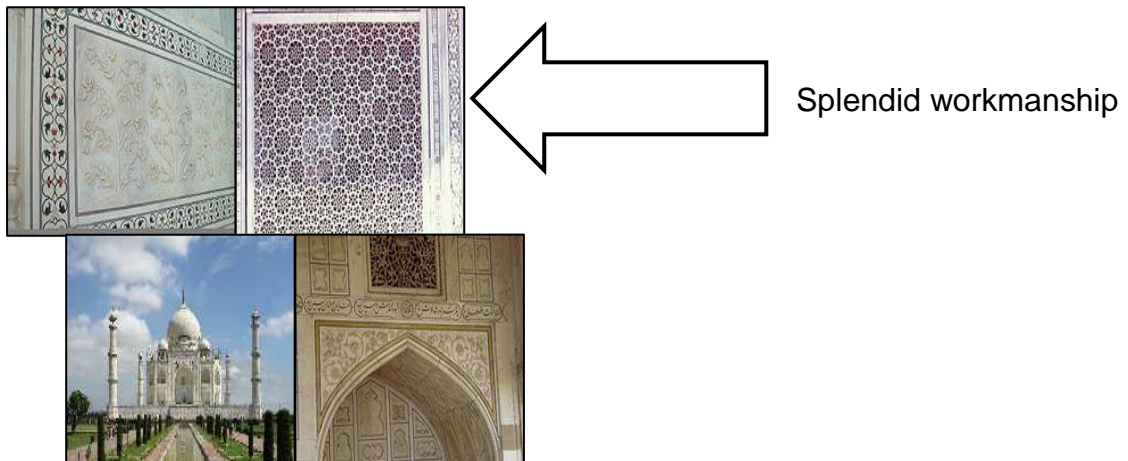
1.7 Find the paragraph that starts with 'Over 20 000 people ...' and ends with '... early 20th century'.

Apply a word processing feature to the paragraph to ensure that it does not split across a page. (1)

1.8 Select the text 'Paradise Garden' below the heading 'Taj Mahal Garden'. This text already contains an index.

Mark this text with a subentry, 'Multiples of 4'. (2)

1.9 Find the image below the heading 'Photos of Taj Mahal' and add the objects, as shown below, next to the image.



1.10 Hide the text 'Adapted from <https://www.holidify.com/>', found at the end of the document.

NOTE: Do NOT delete this text. (1)

1.11 Insert the text 'Taj Mahal' in the footer of only the last page of the document. (3)

Save and close the **1Mahal** document. [27]

QUESTION 2: WORD PROCESSING

Open the **2Visit** word processing document containing survey data about visitor satisfaction after visiting the Taj Mahal. Insert your examination number in the footer.

- 2.1 Change the line spacing of the first paragraph to double. (1)
- 2.2 Apply automatic hyphenation to the document. (1)
- 2.3 Change the style of the page number to any Accent Bar style. (1)
- 2.4 Replace the text 'crowds' on the first page with a cross reference to the heading 'Tourist influx at the Taj Mahal'. (2)
- 2.5 Add the text 'India Tourism' as the corporate author to the source 'Visit Wonderful India (2018)'. (2)
- 2.6 Find the citation at the end of the first paragraph below the heading 'Tourist influx at the Taj Mahal'.
Edit the citation to include the pages referred to, '43–49'. (1)
- 2.7 Find the table below the heading 'Short facts about the Taj Mahal' and edit the table to display as follows:

Interesting facts	
1	The false tombs are the only non-symmetrical aspects of the Taj Mahal.
2	The Taj Mahal was declared a World Heritage Site in 1983.
3	The influx of tourists poses many challenges for the upkeep of the site.

NOTE: The table should fit across the page. (4)

2.8 Find the numbered list below the heading 'Taj Mahal Timings and Tickets'.

Define a new multilevel list, based on the numbered list, so that it appears exactly as follows:

- | |
|---|
| <ol style="list-style-type: none">1) Agra Taj Mahal<ol style="list-style-type: none">a) Adult – INR 750b) Child – INR 350c) Family of 4 – INR 20002) Agra Fort3) Akbar's Tomb4) Fatehpur Sikri |
|---|

NOTE:

- Do NOT change the indent and text position of the first-level numbering.
- Set the alignment of the second-level numbering to 0.7 cm.
- Indent the text of the second-level numbering on 1.5 cm. (5)

2.9 Insert a pie chart in the space provided on the last page as follows:

- Use the data in the **2Time** spreadsheet, found in your examination folder.
- Ensure that the chart title 'Time spent at the Taj Mahal' appears. (4)

2.10 Change the page colour so that the **2Back** picture, found in your examination folder, appears as the background.

NOTE: Do NOT use a watermark. (2)

Save and close the **2Visit** document. [23]

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).
- Insert formulae and/or functions in such a manner that the correct results will still be obtained, even if changes are made to the existing data.
- Use the allocated space in the spreadsheet, should you need to use building blocks.

Open the **3Stats** spreadsheet, which contains information about foreign tourists who visited the Taj Mahal.

Work in the **Foreign** worksheet.

3.1 Format **cells A1:I3** as follows:

- Merge **cells A1** to **I3**. Do NOT centre the heading.
- Increase the font size of the heading to 26. (2)

3.2 Change the tab colour of the **Foreign** worksheet to the standard purple colour. (1)

3.3 One can exchange 1 South African rand for 5 Indian rupees.

Insert a formula in **cell B17** to convert the amount in rupees in **cell C17** to an amount in South African rand. (2)

3.4 Modify the function in **cell C74** to correctly calculate the 'Grand Total' earned from tourism by adding the total income per continent/subcontinent in **column C**. (1)

3.5 Insert a formula in **cell D8** to determine how many tourists from the USA visited the Taj Mahal in 2016. (2)

3.6 **Columns G** and **H** contain the change in the number of tourists from each country from one year (e.g. 2016) to the next (e.g. 2017) displayed as a percentage.

Apply conditional formatting to only **cells H17:H32** to automatically display the number in a green font if the 2017/2018 percentage (**column H**) change is greater than the 2016/2017 percentage (**column G**) change. (5)

3.7 India Tourism will implement an advertising campaign in other countries, based on the number of tourists that visited the Taj Mahal in 2016 (**column D**), 2017 (**column E**) and 2018 (**column F**).

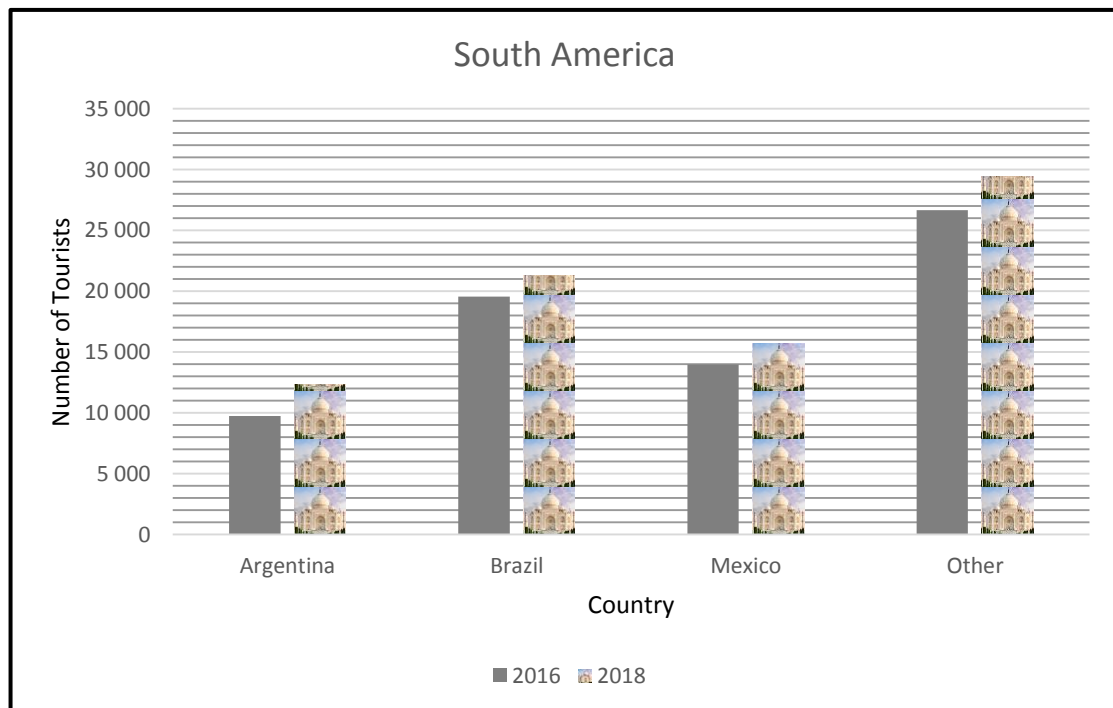
The advertising campaign will be implemented as follows:

- 'REGULAR' if there was an **increase** in the number of tourists between 2016 and 2017 **AND** between 2017 and 2018
- 'STRONG' if there was a **decrease** in any of the years

Insert a nested IF function in **cell I7** to determine whether a 'Regular' or 'Strong' advertising campaign should be implemented in Canada. (5)

Work in the **Country** worksheet.

3.8 Change the chart/graph in the worksheet to appear as follows:



- Delete the 2017 series.
- Format the minor gridlines to a transparency of 60%.
- Change the legend text 'Series1' to '2016'.
- Fill and stack the 2018 series with the **3Taj** picture stored in the examination folder. (6)

Save and close the **3Stats** spreadsheet. [24]

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).
- Insert formulae and/or functions in such a manner that the correct results will still be obtained, even if changes are made to the existing data.
- Use the allocated space in the spreadsheet, should you need to use building blocks.

Open the **4Tourists** spreadsheet. This spreadsheet contains data obtained from a survey completed by tourists who stay in Agra and visit the Taj Mahal.

Work in the **Info** worksheet.

- 4.1 Wrap the column headings in **row 6**. (1)
- 4.2 Insert a function in **cell E2** to determine the most days (**column F**) that any tourist stayed in Agra to visit the Taj Mahal. (2)
- 4.3 Insert a function in **cell E3** to determine the number of tourists who indicated the kind of reaction they had (**column J**) when they saw the Taj Mahal. (2)
- 4.4 The gender code for a tourist is stored in **column K** as follows:
- 2 for female
 - 3 for male
- The amount each tourist spent is stored in **column L**.
- Insert a function in **cell E4** to determine the total amount spent by all female tourists. (4)
- 4.5 Insert a function in **cell E5** to determine how many tourists from Spain (**column D**) indicated that they would return (**column M**) to visit the Taj Mahal. (5)
- 4.6 Use the HOUR function in **cell I7** to display only the number of hours between the time tourists checked in (**column H**) and the arrival time (**column G**). (2)

- 4.7 The results of the survey showed that tourists generally spent different amounts per person, depending on their gender and country of origin.

The lookup table in the **Countries** worksheet indicates the estimated amount male and female tourists from the various countries spent per day per country of origin.

Insert a formula/function in **cell L7** to calculate the total estimated amount spent by the tourist, Nelle Moran, for the number of days (**column F**) he stayed in Agra.

HINT: Use a VLOOKUP function to determine the estimated amount that male or female tourists spent per day, based on their country of origin.

The gender code for a tourist is stored in **column K**:

- 2 for female
- 3 for male

The formula must work correctly if it is copied down to the other cells. (5)

- 4.8 Tourists to the Taj Mahal need to get permission to visit the site three months before their arrival.

The date that a tourist arrives at the Taj Mahal appears in **column E**.

Modify the function in **cell N7** to calculate the date on which the tourist obtained permission. (5)

Save and close the **4Tourists** spreadsheet. [26]

QUESTION 5: DATABASE

Open the **5Survey** database, which contains data obtained from a survey completed by visitors to Agra.

5.1 Edit the **tblInfo** table in Design View as follows:

5.1.1 Move the primary key from the *Code* field to the *SurveyNo* field. (1)

5.1.2 Move the *Name* field so that it appears after the *Surname* field. (1)

5.1.3 Create an input mask on the *Code* field to ensure that the user inserts a code in the required format.

NOTE: Study the data in the *Code* field in Datasheet View before creating the input mask. (4)

5.1.4 A validation rule was set on the *DateIn* field.

Insert appropriate validation text for the *DateIn* field. (2)

5.1.5 The *Days* field contains a calculation that attempts to determine the number of days a tourist spent in Agra.

Correct the calculation so that the days are NOT negative. (1)

5.1.6 Change the format of the *WillReturn* field to 'True/False'. (1)

Save and close the **tblInfo** table.

5.2 Open the **frm5_2** form, based on the **tblInfo** table in Design View, and do the following:

- Add your examination number to the form header.
- Ensure that the *DateIn* field does NOT display a DatePicker in Form View.
- Insert a combo box to display the traveller types:
 - Use the options stored in table **tblOptions**.
 - Link the combo box to the *TravellerType* field.
 - Ignore the text in the label.
- Do NOT display the page header and the page footer.

Save and close the **frm5_2** form. (7)

5.3 Open the **qry5_3** query in Design View and modify it as follows:

- Display only ratings of '5'.
- Group the query on the average of the *EstimateAmount* field.
- Ensure that the amounts in the *EstimateAmount* field display TWO decimal places.

Save and close the **qry5_3** query.

(5)

5.4 Open the **qry5_4** query in Design View and do the following:

Display the records of the tourists whose:

- Code starts with the letter 'S' and ends with the number 0; and
- Reaction was anything other than 'Unmoved'

Save and close the **qry5_4** query.

(5)

5.5 Open the **qry5_5** query in Design View and do the following:

- Display only female tourists.
- Modify the *Reaction* field in the query to become a calculated field called *CodeLetter*. This calculated field should display only the first character of the *Reaction* field.
- Display only the *Name* and *Surname* fields and the calculated field *CodeLetter*.

Save and close the **qry5_5** query.

(7)

5.6 Open the **rpt5_6** report in Design View and do the following:

- Remove the *EstimateAmount* grouping.
- Insert a function in the *TravellerType* group footer to determine the total estimated amount per *TravellerType*.
- Add a suitable label for the function.
- Change the font of the *EstimateAmount* field to italic.

Save and close the **rpt5_6** report.

(6)

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

[40]

QUESTION 6: WEB DESIGN (HTML)**NOTE:**

- An HTML tag sheet has been attached for reference.
- All files needed to complete this question can be found in the examination folder.

ONE mark will be allocated for the correct closing of all tags and the correct nesting of both the web pages. (1)

- 6.1 Open the incomplete **6_1Wonder** web page in a web browser and also in a text/HTML editor (**NOT a word processing program such as Word**).

NOTE: Question numbers appear as comments in the coding to indicate where you should insert the answer(s). DO NOT delete these comments.

Agra



Agra is the city where the Taj Mahal is located. Agra is in the state of Uttar Pradesh, but is not the capital of the state. The Red Fort is also found in Agra. Although the city is well known for these exceptional World Heritage Sites, it does not have the appeal of other Indian cities and is not, in itself, a travel destination. It is only visited so frequently because of these two monuments. Its population is 1 700 000, many of which are young people.

Some of the attractions in Agra:

1. The Taj Mahal - The tomb of Shah Jahan and Mumtaz Mahal, a World Heritage Site.
2. The Red Fort - Very nice stronghold of Agra, also of global reach.
3. Le Sikandra - This is the tomb of Akbar, it is a mausoleum in red sandstone.
4. Fatehpur Sikri - This ancient imperial city is 37 km west of Agra.

NOTE: Use the example on the previous page as a guide when answering this question.

6.1.1 Set the background colour of the web page to beige. (1)

6.1.2 Format the heading 'Agra' as follows:

- Change the font size to 50.
- Change the font to 'Century'. (2)

6.1.3 Insert the **6City.jpg** picture, found in your examination folder, after the heading 'Agra'.

Set the height of the picture to 350 and the width to 600.

Ensure that the picture appears below the heading, as shown in the example on the previous page. (5)

6.1.4 Change the list at the end of the web page to display as shown in the example on the previous page. (1)

Save and close the **6_1Wonder** web page.

6.2 Open the incomplete **6_2Tourism** web page in a web browser and also in a text/HTML editor (**NOT a word processing program such as Word**).

Complete the web page to look exactly like the example below.



Foreign Visitors to the Taj Mahal

2018 Figures		
Year	Arrival	%
2018	10.04	14.0

[Click for more information: www.tajmahal.in](http://www.tajmahal.in)

Save and close the **6_2Tourism** web page.

(10)
[20]

QUESTION 7: GENERAL

The conservation of the Taj Mahal is an urgent priority.

7.1 Open the **7Protect** word processing document and do the following:

7.1.1 Add an automatic caption to the picture.

Use the sentence below the picture as the caption text. (2)

7.1.2 Accept only the changes made by author ABC. (2)

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

7.2 Open the **7Calculations** spreadsheet.

7.2.1 Work in the **Countries** worksheet.

Insert a formula/function in **cell B2** to determine if there are two or more words in a country's name (**column A**).

- Words are separated by a # character.
- Display the message 'More' if there are two or more words in a country's name.
- Display the message 'One' if the name of the country is only one word.

HINT: Use a function to determine the position of the first # character. (7)

7.2.2 Work in the **Sub** worksheet.

Use the SUBTOTAL feature to display the data as follows:

NOTE: The data is sorted according to *Traveller Type* and *Gender*.

Tourist No_ Toerisno	Name_ Naam	Surname_ Van	Traveller Type_ Reisigertipe	Gender_ Geslag	Country_Land	Days_ Dae	Amount_ Bedrag
1194	Mpho	Babela	Budget	Female	South Africa	219	374709
1046	Odette	Beasley	Budget	Female	Ireland	344	829040
1061	Farah	Becker	Budget	Female	Japan	89	257744
1097	Jael	Bender	Budget	Female	United Kingdom	207	602163
1051	Dora	Mohale	Budget	Female	Zimbabwe	392	558600
1000	Nelle	Moran	Budget	Female	New Zealand	488	923784
1077	Irma	Scott	Budget	Female	Thailand	200	512800
1110	Rhoda	Walters	Budget	Female	Russian Federation	221	638911
1136	Linda	Watkins	Budget	Female	Iraq	291	628560
1159	Dacey	Wood	Budget	Female	Nepal	664	1716440
			Budget Count	10			
1059	Hannah	Baker	Luxury	Female	Russian Federation	171	494361
1177	Adrienne	Barnett	Luxury	Female	Kenya	169	257894
1102	Leandra	Benton	Luxury	Female	Germany	73	129502
1117	Leila	Brennan	Luxury	Female	Italy	410	756860
1075	Eugenia	Diaz	Luxury	Female	Republic of Korea	367	884837
1076	Dorothy	Forbes	Luxury	Female	Brazil	26	38402
1053	Adena	Skinner	Luxury	Female	Nepal	425	1098625
1164	Brittany	Sutton	Luxury	Female	Denmark	215	637260
1004	Veda	Talley	Luxury	Female	Egypt	417	645933
1154	Jasmine	Terrell	Luxury	Female	Afghanistan	159	363633
			Luxury Count	10			

(3)

Save and close the **7Calculations** spreadsheet.

7.3 Open the **7Numbers** database and do the following:

- Import the data stored in the **7Half** HTML file into a new table named **In** in the database.
- Use the first row of the data as the field names.
- Do not create a primary key.
- Set an appropriate field size for the first field.

Save and close the **7Numbers** database.

(6)
[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"
	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", "middle"
<align="center">	Aligns an image to the "center"
	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 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 the Windows Control Panel.)
<	Causes all characters to be converted to lowercase
>	Causes all characters to be converted to uppercase
!	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).

Examination sticker

180**COMPUTER APPLICATIONS TECHNOLOGY P1 – NOVEMBER 2019****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 2013	Microsoft Office 2016	Microsoft Office 2019	Office 365
WEB BROWSER USED (Mark appropriate box with a cross (X))	Mozilla Firefox	Google Chrome	Internet Explorer	Other (Specify)

FOLDER NAME _____

Candidate to tick file names if saved and/or attempted.

Question number	File name	Saved (✓)	Attempted (✓)	Maximum Mark	Marker	SM	CM	IM/EM
1	1Mahal			27				
2	2Visit			23				
3	3Stats			24				
4	4Tourists			26				
5	5Survey			40				
6.1	6_1Wonder			20				
6.2	6_2Tourism							
7	7Calculations			20				
	7Numbers							
	7Protect							
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 NOVEMBER 2019 MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER									
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FINAL MARK	
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EXAMINATION NUMBER														
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	27	23	24	26	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 15 pages.

DBE Stamp

EXAMINATION
NUMBER

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

QUESTION 1

File name: 1Mahal

Total Q1: 27

No	Criteria	Maximum Mark			Candidate Mark
1.1.1	Text outline <ul style="list-style-type: none"> Any red text outline set ✓ Width: 1.5 pt ✓ Applied to 'A Marvel' ✓ 	1		3	
		1			
		1			
1.1.2	Picture scale <ul style="list-style-type: none"> Height set to 60% ✓ (4.73 cm OR 4.74 cm) Width set to 40% ✓ (6.23 cm) 	1		2	
		1			
1.1.3	Vertical page alignment: First page <ul style="list-style-type: none"> Vertical page alignment set to centre ✓ 	1		1	
1.2	Table of contents (below heading 'Table of Contents') <ul style="list-style-type: none"> Any automatic table of contents inserted ✓ (<i>ignore if the text 'Contents' OR 'Table of Contents' appear twice</i>) 	1		1	
1.3	Style modified: Heading 1 <ul style="list-style-type: none"> Any bullet added to heading ✓ Correct bullet ❖ ✓ Bullet indent set at 0 ✓ (<i>mark from Reveal Formatting</i>) All occurrences of 'Heading 1' <u>style</u> updated ✓ (7 occurrences) 	1		4	
		1			
		1			
		1			
1.4	Drop cap <ul style="list-style-type: none"> Dropped cap option applied to 'W' of 'What' ✓ Appears over 4 lines ✓ (<i>allocate second mark if appears as example</i>) 	1		2	
		1			
1.5	Hyperlink ('Agra') <ul style="list-style-type: none"> Hyperlink links to 1Town OR 1town file ✓ 	1		1	
1.6	Footnote text <ul style="list-style-type: none"> Text 'Indian poet' added to original footnote ✓ (<i>do not allocate mark if * symbol was changed</i>) 	1		1	
1.7	Pagination options ('Over 20 000 people ...') <ul style="list-style-type: none"> 'Keep lines together' checked ✓ 	1		1	

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EXAMINATION
NUMBER**QUESTION 2**

File name: 2Visit

Total Q2: 23

No	Criteria	Maximum Mark			Candidate Mark
2.1	Line spacing • Line spacing set to Double OR set to 2 ✓	1		1	
2.2	Hyphenation • Automatic hyphenation applied ✓	1		1	
2.3	Page numbering • Numbering style changed to any 'Accent Bar' ✓	1		1	
2.4	Cross-reference • Cross reference replace text 'crowds' ✓ (<i>Alt+F9</i> {REF_ Ref..... \h}) • Moves to heading 'Tourist influx at Taj Mahal' ✓	1		2	
2.5	Source – Corporate author ('Visit Wonderful India') • 'India Tourism' added to source ✓ (<i>anywhere</i>) • As 'Corporate author' ✓	1		2	
2.6	Edit citation • Citation pages '43-49' inserted ✓ (<i>pp. 43-49</i>)	1		1	
2.7	Table • First row merged ✓ • Fitted across page ✓ (<i>preferred width 100%</i>) • Any outside border added ✓ • Outside thick-thin border added ✓	1		4	
2.8	Multi-level list • First level number set to 1) ✓ • Second number set to a) ✓ ○ Alignment of second level set to 0.7 cm ✓ ○ Text indent of second level set to 1.5 cm ✓ • Multi-level list applied ✓	1		5	
2.9	Chart/Graph • Any chart inserted on the last page ✓ • Pie chart ✓ inserted • Data from 2Time used ✓ • Chart title appears: 'Time spent at (the) Taj Mahal' ✓	1		4	
2.10	Page colour/background • Page colour changed ✓ (<i>not light yellow</i>) • Picture 2Back used ✓ (<i>do not allocate second mark if inserted as a watermark</i>)	1		2	
Total for QUESTION 2				[23]	

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EXAMINATION NUMBER																			
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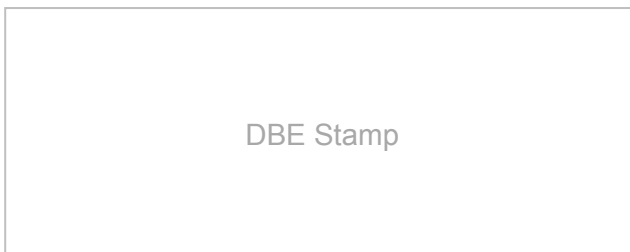
QUESTION 3

File name: 3Stats

Total Q3: 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, cells or '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
Foreign worksheet					
3.1	Cells A1:I3: <ul style="list-style-type: none"> • Correct cells merged ✓ (do not allocate the mark if the heading was centred) • Font size changed to 26 ✓ 	1		2	
		1			
3.2	Foreign tab colour: <ul style="list-style-type: none"> • Tab colour changed to any purple colour ✓ 	1		1	
3.3	Cell B17 (Expected answer: R 9 397 276): <ul style="list-style-type: none"> • =C17/5 ✓ • Rand currency/Accounting/Custom (ZAR) format applied ✓ 	1		2	
		1			
3.4	Cell C74 (Expected answer: ₹ 10 030 329 040): =SUM(C9,C15,C33,C42,C52,C63,C73) <ul style="list-style-type: none"> • Cell C52 included anywhere in function ✓ 	1		1	
3.5	Cell D8 (Expected answer: 1 118 983): =D9-D7 OR E8-(E8*G8/100) <ul style="list-style-type: none"> • Correct cells used (D9,D7 OR E8,G8) ✓ • Calculated correctly ✓ 	1		2	
		1			
3.6	Conditional formatting: Cells H17:H32 <ul style="list-style-type: none"> • Conditional formatting applied to cells H17:H32 ✓ • Formula: =H17 ✓ > G17 ✓ OR H17:H32>G17:G32 (ignore the position of the absolute cell reference) • Absolute cell reference applied to column only OR removed ✓ (= \$H17>\$G17 OR \$H17:\$H32>\$G17:\$G32 OR =H17>G17) • Cells formatted to green font ✓ 	1		5	
		2			
		1			
		1			



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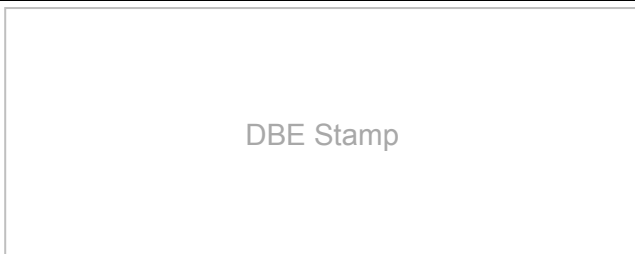
QUESTION 4

File name: 4Tourists

Total Q4: 26

- 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, cells or '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
Info worksheet				
4.1	Row 6: Wrap text <ul style="list-style-type: none"> • Column headings wrapped ✓ 	1	1	
4.2	Cell E2 (Expected answer: 21): =MAX(F7:F206) OR LARGE(F7:F206,1) <ul style="list-style-type: none"> • MAX function OR LARGE(,1) inserted in cell E2 ✓ • Range: F7:F206 ✓ 	1 1	2	
4.3	Cell E3 (Expected answer: 193): =COUNTA(J7:J206) <ul style="list-style-type: none"> • COUNTA function inserted in cell E3 ✓ • Range: J7:J206 ✓ 	1 1	2	
4.4	Cell E4 (Expected answer: 2 971 918.00): =SUMIF(K7:K206,"2",L7:L206) OR =SUMIFS(L7:L206,K7:K206,"2") <ul style="list-style-type: none"> • SUMIF/S function inserted in cell E4 ✓ • Criteria range: K7:K206 ✓ • Criteria: "2" ✓ (accept without "") • Sum range: L7:L206 ✓ 	1 1 1 1	4	
4.5	Cell E5 (Expected answer: 3): =COUNTIFS(D7:D206,"Spain",M7:M206,"Yes") OR =COUNTIFS(M7:M206,"Yes",D7:D206,"Spain") <ul style="list-style-type: none"> • COUNTIFS function inserted in cell E5 ✓ • Criteria range 1: D7:D206 ✓ • Criteria 1: "Spain" ✓ • Criteria range 2: M7:M206 ✓ • Criteria 2: "Yes" ✓ 	1 1 1 1 1	5	



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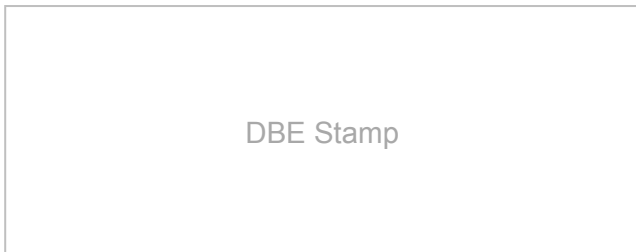
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QUESTION 5

File name: 5Survey

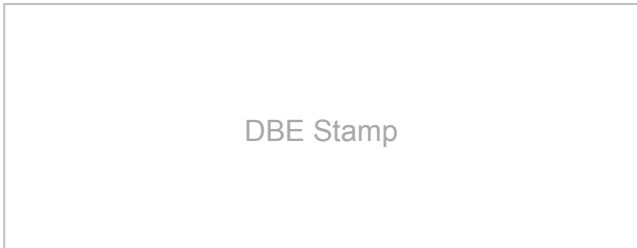
Total Q5: 40

No	Criteria	Maximum Mark			Candidate Mark
Table: tblInfo					
5.1.1	Field: SurveyNo • Primary key set on <i>SurveyNo</i> field ✓	1		1	
5.1.2	Field: Name • Moved to after <i>Surname</i> field ✓	1		1	
5.1.3	Field: Code Input Mask: >L0000C All caps • > ✓ Compulsory letter • L ✓ 4 compulsory digits • 0000 ✓ Optional or required character or space • C ✓ OR &	1		4	
		1			
		1			
		1			
5.1.4	Field: DateIn • Appropriate validation text inserted that refers to correct dates from 2017/12/31 ✓ to 2019/10/10 ✓ (<i>do not allocate marks if validation rule was copied</i>)	2		2	
5.1.5	Field: Days • Order of fields swapped [<i>DateOut</i>]-[<i>DateIn</i>] ✓ OR Abs([<i>DateIn</i>]-[<i>DateOut</i>]) OR -([<i>DateIn</i>]-[<i>DateOut</i>])	1		1	
5.1.6	Field: WillReturn • Format changed to 'True/False' ✓	1		1	
Form: frm5_2					
5.2	<ul style="list-style-type: none"> • Examination number and the original data displays in form header ✓ • Show DatePicker set to 'Never' for <i>DateIn</i> ✓ • Field inserted ✓ <ul style="list-style-type: none"> ○ Combo box inserted ✓ ○ Control source: <i>TravellerType</i> field ✓ ○ Row source: tblOptions OR SELECT [tblOptions].[Options] FROM [tblOptions] ✓ • Page header and page footer does not display ✓ 	1		7	
		1			
		1			
		1			
		1			
		1			
		1			
		1			



EXAMINATION NUMBER																				
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Query: qry5_3					
5.3	<ul style="list-style-type: none"> • <i>EstimateAmount</i> field inserted ✓ • <i>Rating</i> criteria 5 ✓ • Total row switched on ✓ • <i>EstimatedAmount</i>: Total: AVG ✓ and format changed to 'Currency' ✓ (2 decimal places) OR 'Fixed' OR 'Standard' <p>(Note to marker: 3 records expected.)</p>	1		5	
		1			
		1			
		1			
		1			
		1			
Query: qry5_4					
5.4	<ul style="list-style-type: none"> • Criteria Code: S????0 OR S*0 OR Like "S*" AND Like "*0" <ul style="list-style-type: none"> ○ S ✓ ○ * OR ???? ✓ ○ 0 ✓ • Criteria Reaction <ul style="list-style-type: none"> ○ <> ✓ "Unmoved" ✓ OR NOT "Unmoved" OR NOT "Unm*" OR "Amused" OR "Angry" OR "Excited" OR "Happy" OR "Sad" <p>(if Reaction criteria are on separate lines, Code criteria should be repeated for all lines)</p> <p>(Note to marker: 3 records expected.)</p>	1		5	
		1			
		1			
		1			
		2			
Query: qry5_5					
5.5	<ul style="list-style-type: none"> • Displays Name, Surname and/or CodeLetter ✓ • Gender criteria: "Female" ✓ OR "F**" • Calculated field: CodeLetter: ✓ Left ✓ ([Reaction], ✓ 1) ✓ OR MID([Reaction],1,1) Reaction field appears only in calculated field ✓ <p>(Note to marker: 100 records expected.)</p>	1		7	
		1			
		1			
		1			
		3			
		1			
Report: rpt5_6					
5.6	<ul style="list-style-type: none"> • <i>EstimateAmount</i> grouping removed ✓ • Function: =Sum (✓ [<i>EstimateAmount</i>] ✓) in <i>TravellerType</i> group footer ✓ • Suitable label (must refer to function used) ✓ • <i>EstimateAmount</i> field font changed to italics ✓ (also accept in calculated field) 	1		6	
		2			
		1			
		1			
		1			
		1			
Total for QUESTION 5				[40]	



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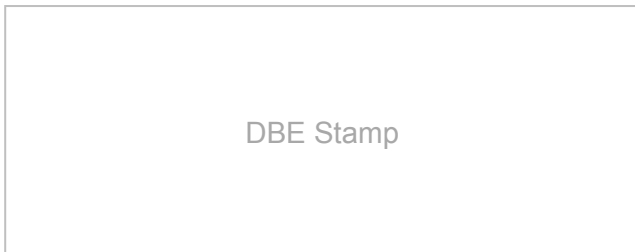
QUESTION 6

File name: 6_1Wonder, 6_2Tourism

Total Q6: 20

- This question should be marked from the HTML code.
- Numerical attribute values and single words do not need to be in inverted commas.

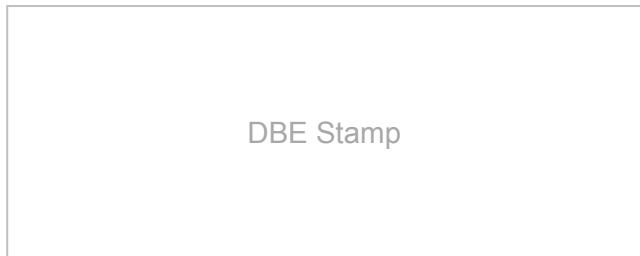
No	Criteria	Maximum Mark			Candidate Mark
6_1Wonder					
6.1.1	Background colour <code><body bgcolor="beige"></code> <ul style="list-style-type: none"> • Background colour set to beige ✓ 	1		1	
6.1.2	Font <code>Agra</code> <ul style="list-style-type: none"> • Font size set to 50 ✓ • Font type set to 'Century' ✓ 	1		2	
6.1.3	Line break and picture <code>
</code> <code></code> <ul style="list-style-type: none"> • Line break/Paragraph tags added before the picture ✓ • <code></code> tags inserted ✓ • 6City.jpg inserted ✓ • Height set to 350 ✓ • Width set to 600 ✓ 	1		5	
6.1.4	Ordered list <code></code> <code>...</code> <code>...</code> <code>...</code> <code>...</code> <code></code> <ul style="list-style-type: none"> • Ordered list tags added ✓ 	1		1	



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6_2Tourism

6.2	<pre><html> <body> <h1><i>Foreign Taj Mahal Tourist</i></h1> <table border="3"> <tr> <th colspan="3"> 2018 Figures</th> </tr> <tr> <td>Year</td> <td>Arrival</td> <td>%</td> </tr> <tr> <td>2018</td> <td>10.04</td> <td>14.0</td> </tr> </table> Click for more information: www.tajmahal.in </body> </html></pre> <ul style="list-style-type: none"> • Heading <ul style="list-style-type: none"> ○ Heading level 1 OR 2 ✓ OR Font size and/or bold ○ Italics applied to heading ✓ • Table <ul style="list-style-type: none"> ○ Table created ✓ with any border ✓ ○ Three sets of rows created ✓ (<i>accept two rows with first row th or td</i>) ○ First row <td> or <th> merged across 3 columns ✓ ○ Three sets of columns created ✓ ○ Table heading OR centred in first row and bold ✓ • Hyperlink <ul style="list-style-type: none"> ○ Hyperlink created on text 'Click for more information: www.tajmahal.in' ✓ ○ Links to 'www.tajmahal.in' ✓ (<i>mark from code</i>) 			10	
	Closing tag(s), triangular brackets and nesting correctly used	1		1	
	Total for QUESTION 6			[20]	



EXAMINATION NUMBER																			
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QUESTION 7 **File names: 7Protect, 7Calculations, 7Numbers** **Total Q7: 20**

No	Criteria	Maximum Mark			Candidate Mark
7Protect					
7.1.1	Caption <ul style="list-style-type: none"> Automatic caption inserted ✓ Caption text 'Unobstructed view of Taj Mahal' ✓ <i>(ignore if original text still appears)</i> 	1		2	
		1			
7.1.2	Reviewing <ul style="list-style-type: none"> At least one change accepted ✓ Only changes made by author ABC accepted ✓ <i>((ASI) inserted, fourth paragraph removed. DEF left unchanged OR rejected (1,000 has a comma).)</i> 	1		2	
		1			
7Calculations					
7.2.1	Cell B2: (CHECK FOR BUILDING BLOCKS) =IF(FIND("#",A2)<>LEN(A2),"More","One") OR =IF(FIND("#",A2)=LEN(A2),"One","More") OR =IF(LEN(A2)>FIND("#",A2),"More","One") OR =IF(FIND("#",A2)<LEN(A2),"More","One") OR =IF(MID(A2,FIND("#",A2)+1,LEN(A2)-FIND("#",A2))="", "One", "More") OR =IF(LEN(MID(A2,FIND("#",A2)+1,LEN(A2)-FIND("#",A2)))>0,"More","One") OR =IF(LEN(RIGHT(A2,LEN(A2)-FIND("#",A2)))>0, "More", "One") OR =IF(FIND("#",A2)<LEN(A2),"More","One") OR =IF(MID(A2,FIND("#",A2)+1,LEN(A2))="", "One", "More") OR =IF(LEN(MID(A2,FIND("#",A2)+1,LEN(A2)))>0,"More", "One")			7	
	<ul style="list-style-type: none"> Determine position of the first # character <ul style="list-style-type: none"> Find ✓ # character ✓ In correct cell ✓ <i>(cell A2)</i> Determine if there is text after the # character <ul style="list-style-type: none"> Search for any characters after first # character <i>(Len(A2))</i> OR Extract remaining characters OR Find second # character ✓ Test ✓ <i>(IF and correct logical operator)</i> Output in correct cell <ul style="list-style-type: none"> 'One' displays if only one word ✓ 'More' displays if more than one word ✓ 	2			
		1			
		1			
		1			
		1			

