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basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2021

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	30	20	25	25	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 15 pages.

EXAMINATION NUMBER															
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1.6	Synonym for 'intercepted' <ul style="list-style-type: none"> Any one synonym (interrupted, stopped, seized, captured, caught, diverted, cut-off) ✓ appears 	1		1	
1.7	Columns (<i>Mark in dialog box</i>) <ul style="list-style-type: none"> Text appears in two columns ✓ Vertical line between columns ✓ Column Break inserted before 'MEDICAL ACHIEVEMENTS ...' ✓ 	1 1 1		3	
1.8	Last page <ul style="list-style-type: none"> Clipboard image flipped horizontally ✓ (<i>Tick appears correctly</i>) Right aligned tab inserted ✓ At 13 cm ✓ Dotted (leader) line ✓ Tab settings applied to both lines of text ✓ Check Box Form Field control inserted ✓ Drop Down Form Field inserted ✓ with options: Doctor/Nurse/Surgeon ✓ Shape/textbox/table surrounding the image ✓ inserted With any dashed line border ✓ 	1 1 1 1 1 1 1 1 1 1		10	
	Total for QUESTION 1			[30]	

EXAMINATION
NUMBER

QUESTION 2

File name: 2History

Total Q2: 20

No	Criteria	Maximum Mark			Candidate Mark
2.1	Hyperlink <ul style="list-style-type: none"> Hyperlink inserted on the whole text 'Doctors Without Borders' ✓ below the heading 'Introduction' Linked to bookmark 'Legends' ✓ (<i>Allocate if first mark is lost because of accuracy and the correct bookmark is hyperlinked</i>) 	1		2	
		1			
2.2	Manage Sources <ul style="list-style-type: none"> Type of source: Report ✓ Title: Year in Review ✓ Corporate Author: MSF ✓ 	1		3	
		1			
		1			
2.3	Table (Use Alt+F9) <ul style="list-style-type: none"> Table is split/last 3 rows appears as a separate own table ✓ Row above inserted ✓ (<i>Above row containing '1980'</i>) Formula inserted =SUM ✓ (ABOVE) *15 ✓ Format set to currency ✓ (<i>€/ \$ appears inside formula</i>) Euro € symbol inserted before the amount ✓ 	1		6	
		1			
		2			
		1			
		1			
2.4	Page Numbering <ul style="list-style-type: none"> 'Different First Page' selected ✓ (<i>OR 'Link to previous' and numbering removed</i>) Second page number set to 1 or A ✓ Page number format appears in format 1,2,3 ✓ 	1		3	
		1			
		1			
2.5	Table of Figures/Caption (Use Alt+F9) <ul style="list-style-type: none"> Picture 10: Caption inserted (<i>above/below</i>) ✓ New label: Picture ✓ Caption text (from text box): Displaced people ✓ Table of Figures updated ✓ to show 9 or 10 entries 	1		4	
		1			
		1			
		1			
2.6	Page Border <ul style="list-style-type: none"> Page border inserted ✓ Page border appears only on last page ✓ 	1		2	
		1			
	Total for QUESTION 2			[20]	

EXAMINATION
NUMBER

3.4	<p>Cell P13: (Check for building blocks) =COUNTIFS(B5:B75,">=1980", B5:B75 , "<=1989")</p> <p>OR =COUNTIF(B5:B75,">=1980")- COUNTIF(B5:B75,">1989")</p> <p>OR =COUNTA(B5:B75)-COUNTIF(B5:B75,"<1980")- COUNTIF(B5:B75 , ">1989")</p> <p>OR =COUNT(B5:B75)-COUNTIF(B5:B75;"<1980")- COUNTIF(B5:B75;">1989")</p> <ul style="list-style-type: none"> • COUNTIFS ✓ (Accept COUNTIF/COUNT)) • Criteria range 1: B5:B75 ✓ • Criteria 1: ">=1980" ✓ OR >1979 • Criteria range 2: B5:B75 ✓ • Criteria 2: "<=1989" ✓ OR <1990 • Correct subtraction order ✓ (Allocate this mark if COUNTIFS was used correctly) <p>(Expected answer: 24)</p>	1 1 1 1 1 1 1		6	
3.5	<p>Cells M5:M75: Data Validation</p> <ul style="list-style-type: none"> • Validation applied to cell range: M5:M75 ✓ • Validation criteria: list ✓ • Source: \$O\$5:\$O\$7/'Disastrous, Critical, Moderate' ✓ 	1 1 1		3	
3.6	<p>Cell P15: =H32/H76</p> <p>OR =H32/SUM(H5:H75)</p> <ul style="list-style-type: none"> • Treatments in India H32 ✓ / ✓ • Total treatments for DR-TB H76 ✓ OR SUM(H5:H75) 	2 1		3	
3.7	<p>Cell P17:</p> <ul style="list-style-type: none"> • 5 ✓ 	1		1	

EXAMINATION NUMBER														
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ServiceChart worksheet

3.8	Chart/Graph <ul style="list-style-type: none">• Chart <u>moved</u> to worksheet ServiceChart ✓• Only displays categories: Outpatients_Buite-pasiënte, Malaria, Births_Geboortes ✓• Data labels displays Service names & percentage ✓• Doughnut explosion ✓ set to 5% ✓ <p><i>(Note to marker: Check towards row 90 for the chart in the Services or ServiceChart worksheets.)</i></p>	1		5	
		1			
		1			
		2			
	Total for QUESTION 3			[25]	

EXAMINATION
NUMBER

4.4	Cell H8 (Check for building blocks) =IF(C8="Monthly",IF(G8<\$H\$4,"Expired","Remind"),"#") OR =IF(C8="Monthly",IF(\$H\$4>=G8,"Expired","Remind"),"#") OR =IF(C8="Single","#",IF(G8<\$H\$4,"Expired","Remind")) <ul style="list-style-type: none"> Nested IF function used ✓ Criteria 1: C8="Monthly" ✓ Criteria 2: G8<\$H\$4 ✓ Correct output if both criteria are true: "Expired" ✓ Correct output if criteria 1 is false: "#" ✓ Correct output if criteria 2 is false: "Remind" ✓ Absolute cell referencing ✓ 	1 1 1 1 1 1 1 1		7	
Code worksheet					
4.5	Cell C3 (Check for building blocks) =RIGHT(A3,LEN(A3)-2)&LEFT(A3,2) OR =MID(A3,3,LEN(A3))&LEFT(A3,2) OR =MID(A3,3,LEN(A3)-2)&LEFT(A3,2) OR =CONCATENATE(RIGHT(A3,LEN(A3)-2),LEFT(A3,2)) <ul style="list-style-type: none"> Use LEFT function ✓ to extract first 2 ✓ characters from A3 ✓ Determine the length of the string (LEN ✓ (A3) ✓ Extract the rest of the (RIGHT/MID) ✓ from A3 ✓ Combine the two extracted strings: (CONCATENATE OR &) ✓ 	1 1 1 2 2 1		8	
	Total for QUESTION 4			[25]	

EXAMINATION
NUMBER

QUESTION 5

File name: 5Support

Total Q5: 40

No	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: <i>RegionId</i> <ul style="list-style-type: none">New field '<i>RegionId</i>' inserted ✓as first field of record ✓Set as primary key ✓Data Type: AutoNumber ✓'New Values' property setting changed to 'Random' ✓	1 1 1 1 1	<div></div> <div></div> <div></div> <div></div> <div></div>	5	
5.1.2	Field: <i>RegionCode</i> <ul style="list-style-type: none">Field size: 6 ✓Input Mask: >LL0099<ul style="list-style-type: none">> ✓LL ✓00 ✓99 ✓ <p>(Also accept: >LL"0"099)</p>	1 <div></div> <div></div> 1 1 1 1	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	5	
5.1.3	Field: <i>StaffAvailable</i> <ul style="list-style-type: none">Default value set to 10 ✓	1	<div></div>	1	
Form: frm5_2					
5.2	<ul style="list-style-type: none">Label ✓ with examination number ✓ added to Form HeaderLabel's 'Visible' property set to 'No' ✓Combo box:<ul style="list-style-type: none"><i>CountryToVolunteer</i> field changed to Combo Box ✓Row Source: <i>tblCountry</i> ✓ Select[<i>tblCountry</i>].[Country] from [<i>tblCountry</i>]	2 1 1 1	<div></div> <div></div> <div></div> <div></div> <div></div>	5	
Query: qry5_3					
5.3	<ul style="list-style-type: none"><i>ReturnVolunteer</i> criteria: "Yes" ✓<i>NumberofWeeks</i> criteria: >= ✓ 20 ✓<i>Surname</i> field sorted ascending ✓ <p>(Expected number of records: 3)</p>	1 2 1 <div></div>	<div></div> <div></div> <div></div> <div></div>	4	

EXAMINATION
NUMBER**QUESTION 6****File name: 6_1Sierra****Total Q6: 20**

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

No	Criteria	Maximum Mark			Candidate Mark
6.1.1	Background colour <code><body bgcolor="linen"></code> <ul style="list-style-type: none"> • Background colour is changed to 'linen' ✓ 	1		1	
6.1.2	Font colour: text 'Ebola' <code>Ebola</code> <ul style="list-style-type: none"> • Red font colour applied to the word 'Ebola' ✓ 	1		1	
6.1.3	Hyperlink to a target location <code><h3>2020 Status</h3></code> <ul style="list-style-type: none"> • Hyperlink inserted: <code><a href></code> ✓ • On text '2020 Status' ✓ • To target: "#Data2020" ✓ 	1 1 1		3	
6.1.4	Table row and data <code><tr align="center"></code> <code> <td colspan="2">2020 Status Pending!</td></code> <code></tr></code> <ul style="list-style-type: none"> • Row inserted <code><tr>...</tr></code> ✓ • Table row/cell centred <code><.. align="center"></code> ✓ OR <code><center></code> • Table cell inserted <code><td> ...</td></code> ✓ • Merge/Colspan of 2 created ✓ 	1 1 1 1		4	

EXAMINATION
NUMBER**6_2Wash****6.2 Web page duplication**

```
<body ...
<h1 align="center">WASH PROJECT IN SIERRA
LEONE</h1>
```

OR

```
<h1><center>WASH PROJECT IN SIERRA
LEONE</center></h1>
```

```
<hr size="4" color="black" width="50%">
```

```
<ol>
```

```
    <li>Waste Disposal</li>
```

```
    <li>Sanitation </li>
```

```
    <li>Hygiene </li>
```

```
</ol>
```

```

```

- Heading level 1 or any other level of heading ✓
(Accept font size larger than 4 and bold)
- Heading centred ✓
- Horizontal line colour changed to black ✓ (Accept any other dark colour)
- Horizontal line width set to 50% ✓
- Ordered list inserted ✓
- Three list items ✓
- Image 6_2Progress.jpg inserted ✓
 - Image height="500" ✓
 - Image border inserted ✓
 - Size of image border="4" ✓ (Accept any size larger than 1)

1

1

1

1

1

1

1

1

1

1

10

Closing tag(s) or triangular brackets and correct nesting ✓

1

1

Total for QUESTION 6**[20]**

EXAMINATION
NUMBER**QUESTION 7****File names: 7Distribute, 7Directory and 7Reorder****Total Q7: 20****7Distribute**

7.1.1

Mail Merge

- Link to 7Prospects spreadsheet ✓
- Filter applied:
*Prestige_Aansien = Yes ✓ AND
Amount_Bedrag >=800 ✓*
- Merged field *Surname_Van* inserted in 1st table cell ✓
- Merged field *Name_Naam* inserted in 2nd table cell ✓

(Records expected: 5)

1

1

1

1

1

5

7Directory

7.1.2

Merged Document

- Mail merge completed ✓
- Merged to a Directory ✓ *(All records on one page)*
- (Merged) file saved as 7Directory ✓

1

1

1

3

7Reorder – Subtotal worksheet

7.2

Subtotal

- Total appears at each change: *Category_Kategorie ✓
(Award this mark only if this question was attempted)*
- Function used: COUNT ✓
- SUBTOTAL of Country_Land ✓ displayed

1

1

1

3

Stock worksheet

7.3.1

Cell D4:**=VLOOKUP(B4, Order!\$A\$4:\$C\$13,2,FALSE)**

- Table array: *Order!A4:C13 ✓ (Also accept
Order!A4:B13)*
- Absolute cell reference: *\$A\$4:\$C\$13 ✓ (Also accept
\$A\$4:\$B\$13)*
- Column index number: 2 ✓
- FALSE for exact match ✓

1

1

1

1

4

EXAMINATION
NUMBER

Order worksheet

7.3.2	Cell C5: =IF(Stock!D5-Stock!C5>0,Stock!D5-Stock!C5&" "&Stock!B5," ") OR =IF(B5-Stock!C5>0,Order!B5-Stock!C5&" "&Stock!B5," ") OR =IF(B5>Stock!C5,B5-Stock!C5&" "&A5," ") <ul style="list-style-type: none"> • Condition: B5>Stock!C5 OR B5-Stock!C5>0 ✓ • Output if condition true: Calculates and displays: <ul style="list-style-type: none"> • the difference between quantity and minimum ✓ • a space ✓ • and the item name ✓ • Output if condition is false: Display space/empty string ✓ 	1			
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 7			[20]	
	TOTAL:			180	