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# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

### COMPUTER APPLICATIONS TECHNOLOGY P1

2022

### MARKING GUIDELINES

**MARKS: 150**

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	22	23	25	15	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 12 pages.

EXAM NUMBER													
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**Check the accuracy and skill required before awarding a mark throughout.**

**QUESTION 1**

File name: 1Types

Total Q1: 22

No	Criteria	Maximum Mark			Candidate Mark
1.1	<b>Style: Island Types</b> • Title style applied ✓	1		1	
1.2	<b>Image grouping</b> • Five images grouped ✓	1		1	
1.3	<b>Paragraph formatting: Continental islands ... volcanic origin.</b> • Paragraph border: Shadow border ✓ • Border width: 3 pt ✓	1 1		2	
1.4	<b>Drop Cap: O of Oceanic</b> • Lines to drop: 3 ✓ • Distance from text: 1 cm ✓	1 1		2	
1.5	<b>Columns: How many islands ... island formation.</b> • Text placed in two columns ✓ • Alignment: Justified ✓ • Hyphenation applied ✓	1 1 1		3	
1.6	<b>Image inserted and formatted</b> • Image: 1 Seychelles inserted ✓ • Picture style: Soft Edge Oval ✓ • Layout option: Through or Tight text wrap ✓ • Position: Top left: 'calmness and', Bottom left: 'sediment', Bottom right: 'which ...' ✓	1 1 1 1		4	
1.7	<b>Endnote: Magma</b> • Endnote numbering: I, II, III ... ✓ • Endnote text: 'Dangerous' ✓	1 1		2	
1.8	<b>References: Manage Sources: Tarbuck</b> • City field: New Jersey ✓ • Comments field: Island Structure ✓ (Show All Bibliography Fields)	1 1		2	
1.9	<b>Edit Citation</b> • Author and Year displays ✓ (Only Title suppressed) • Pages: 130-140 ✓	1 1		2	
1.10	<b>Find and Replace</b> • Find: Island – Match case used ✓ • Find: Island – Find whole words ✓ • Replace with: Symbol ☞ (Webdings, Character code 74) ✓ (Expect 6 or 7 occurrences)	1 1 1		3	
	<b>Total for QUESTION 1</b>			<b>[22]</b>	

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**Check the accuracy and skill required before awarding a mark throughout.**

**QUESTION 2**

File name: 2Top10, 2Confidential

Total Q2: 23

No	Criteria	Maximum Mark			Candidate Mark
2Top10					
2.1	<b>Cover Page</b> <ul style="list-style-type: none"><li>Title (Top 10 ...) moved (not copied) into Title control ✓</li><li>Abstract (The world's ...) moved into Abstract control ✓</li><li>Page break removed ✓</li></ul>	1		3	
		1			
		1			
2.2	<b>Image:</b> below <b>9. TASMANIA (AUSTRALIA)</b> <ul style="list-style-type: none"><li>Height: 5 cm ✓</li><li>Width: 10 cm ✓</li><li>Alignment: Centred ✓</li></ul>	1		3	
		1			
		1			
2.3	<b>Hyperlink:</b> on heading <b>8. BALI (INDONESIA) (Alt+F9)</b> <ul style="list-style-type: none"><li>Hyperlink created on heading ✓</li><li>Linked to: Top of the Document ✓</li></ul>	1		2	
		1			
2.4	<b>Page Orientation: Last page</b> <ul style="list-style-type: none"><li>Orientation: Landscape ✓</li><li>Last page only ✓</li></ul>	1		2	
		1			
2.5	<b>SmartArt graphics</b> <ul style="list-style-type: none"><li>1<sup>st</sup> level shape:      Text inserted: Islands ✓                                     Font colour: White ✓</li><li>2<sup>nd</sup> level shape:      Shape added: Coral islands ✓                                     Shape position: Bottom right ✓</li></ul>	1		4	
		1			
		1			
		1			
2.6	<b>Field: (Alt+F9) { FILENAME \* Upper \* MERGEFORMAT }</b> <ul style="list-style-type: none"><li>FileName field inserted: 2Top10 ✓</li><li>Field format: Uppercase ✓ /Capital letters</li></ul>	1		2	
		1			
2.7	<b>Page numbering</b> <ul style="list-style-type: none"><li>Automatic page numbering inserted in the footer ✓</li><li>No page numbering on the first two pages ✓</li><li>Page numbering starts with 1 on third page and continues ✓</li><li>Odd page numbers: Right aligned ✓</li><li>Even page numbers: Left aligned ✓ } (If Odd/even selected)</li></ul>	1		5	
		1			
		1			
		1			
		1			
2Confidential					
2.8	<b>Unzip file</b> <ul style="list-style-type: none"><li>File unzipped ✓</li><li>Watermark: Confidential ✓</li></ul> (Accept diagonal or horizontal Confidential watermark)	1		2	
		1			
	<b>Total for QUESTION 2</b>			<b>[23]</b>	

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**QUESTION 3****File name: 3Population****Total Q3: 25**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae, 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
Islands worksheet					
3.1	<b>Column B: Formatting</b> <ul style="list-style-type: none"><li>Column Width: 40 pt ✓</li><li>Wrap text: applied to B8:B55 ✓</li></ul>	1 1		2	
3.2	<b>Cell C3:</b> <b>=AVERAGE(E8:E55)</b> <ul style="list-style-type: none"><li>Function: AVERAGE ✓</li><li>Range: E8:E55 ✓</li></ul>	1 1		2	
3.3	<b>Cell C4:</b> <b>=COUNTIF(B8:B55,"*part*")</b> <ul style="list-style-type: none"><li>Function: COUNTIF ✓</li><li>Range: B8:B55 ✓</li><li>Criteria: part ✓ *...* (both wildcards) ✓</li></ul> <i>(Expected answer: 10)</i>	1 1 2		4	
3.4	<b>Cell C5:</b> <b>=SUMIFS(E8:E55,C8:C55,"Oceanic",D8:D55,"&gt;1000")</b> <b>OR</b> <b>=SUMIFS(E8:E55, D8:D55,"&gt;1000",C8:C55,"Oceanic")</b> <ul style="list-style-type: none"><li>Sum range: E8:E55 ✓</li><li>Criteria range 1: C8:C55 ✓</li><li>Criteria 1: "Oceanic" ✓</li><li>Criteria range 2: D8:D55 ✓</li><li>Criteria 2: &gt;1000 ✓</li></ul>	1 1 1 1 1		5	



EXAM NUMBER													
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**QUESTION 4****File name: 4Bookings****Total Q4: 15**

- 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
Travellers worksheet					
4.1	<b>Background</b> <ul style="list-style-type: none"><li>4Logo inserted as background ✓</li></ul>	1		1	
4.2	<b>Gridlines</b> <ul style="list-style-type: none"><li>Gridlines do not display ✓</li></ul>	1		1	
4.3	<b>Column B:</b> <b>=MID(A10,FIND(" ",A10)+1,LEN(A10))</b> OR <b>=MID(A10,FIND(" ",A10)+1,LEN(A10)-FIND(" ",A10))</b> OR <b>=RIGHT(A10,LEN(A10)-FIND(" ",A10))</b>  <ul style="list-style-type: none"><li>Function to find space: FIND(" " ✓</li><li>Extract from cell: A10 ✓</li><li>Function to copy text from space onwards:<ul style="list-style-type: none"><li>MID ✓+1 ✓ OR</li><li>RIGHT subtract text before space</li></ul></li><li>Function to copy text from space to end of text: LEN ✓</li></ul>			5	
		1			
		1			
		2			
		1			
4.4	<b>Cell I15:</b> <b>=VLOOKUP(F15,Cost!\$A\$3:\$D\$18,Travellers!H15+1)</b> OR <b>=VLOOKUP(F15,Cost!A1:D18,IF(Travellers!H15="1",2,IF(Travellers!H15="2",3,4)))</b>  <ul style="list-style-type: none"><li>Function: VLOOKUP ✓</li><li>Lookup value: F15 ✓</li><li>Array table: Cost!\$A\$3:\$D\$18 ✓ OR Cost!\$A\$1:\$D\$18</li><li>Column index: H15 ✓+1 ✓</li></ul>			5	
		1			
		1			
		1			
		2			
Style worksheet					
4.5	<b>Subtotal feature</b> (Mark by inspection) <ul style="list-style-type: none"><li>At each change in: Travel Style Reisstyl ✓</li><li>Function: Max ✓</li><li>Subtotal added to: Group Cost Groepkoste ✓</li></ul>			3	
		1			
		1			
		1			
	<b>Total for QUESTION 4</b>			<b>[15]</b>	



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<b>Query: qry5_3</b>					
5.3	<ul style="list-style-type: none"> <li><i>DestinationIsland</i> field moved to be first field ✓</li> <li>Totals option: Group By applied ✓</li> <li><i>LeisureCost</i> field function: Sum ✓</li> </ul>	1		3	
		1			
		1			
<b>Query: qry5_4 / tblData Query / Query1</b>					
5.4	<ul style="list-style-type: none"> <li>Query created based on: tblData ✓</li> <li>Only <i>Name</i>, <i>Surname</i>, <i>DateOfBirth</i> and <i>DestinationIsland</i> fields displayed ✓</li> <li>Sorted by <i>Surname</i> field in ascending order ✓</li> <li><i>DestinationIsland</i> field criteria: Bora Bora Island ✓ OR ✓ Cyprus ✓</li> <li><i>LeisureActivity</i> field criteria: Fishing ✓</li> </ul> <p>(Expected number of records: 3)</p> <p>(Note to marker: Accept wild card character for Bora Bora Island, e.g. B*, Bora*, Bora Bora*)</p>	1		7	
		1			
		1			
		3			
		1			
<b>Query: qry5_5</b>					
5.5	<b>Calculated field</b> <i>60&amp;Older</i> : (Date()-[DateOfBirth])/365.25 <ul style="list-style-type: none"> <li>Field name: <i>60&amp;Older</i>: ✓</li> <li>Current date: (Date()) ✓ OR Now()</li> <li>Subtract date of birth: -[DateOfBirth] ✓</li> <li>Expressed as years: /365.25 ✓ OR /365</li> <li>Field criteria: &gt;=60 ✓</li> </ul> <p>(Expected number of records: 15)</p>			5	
		1			
		1			
		1			
		1			
		1			
<b>Report: rpt5_6</b>					
5.6	<b>Display</b> <ul style="list-style-type: none"> <li><i>TotalLeisureCost</i> field displays full values ✓</li> </ul> <b>Calculation:</b> =AVG([LeisureCost]) <ul style="list-style-type: none"> <li>Function: =AVG (...) ✓</li> <li>Field: [LeisureCost] ✓</li> </ul>	1		3	
		1			
		1			
	<b>Total for QUESTION 5</b>			<b>[35]</b>	





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## QUESTION 7

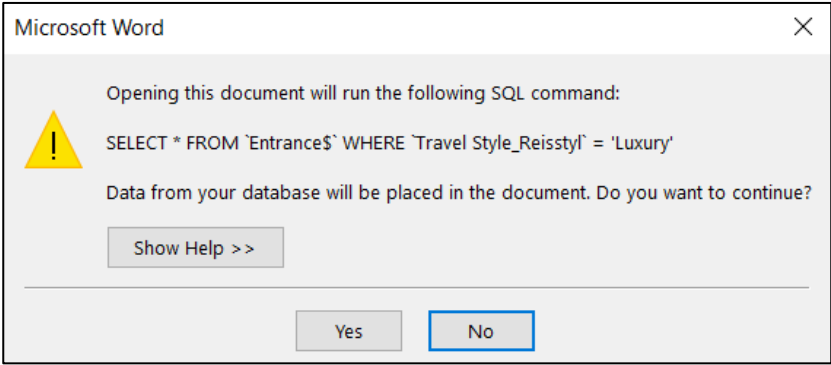
File name: 7Discount, 7Card, 7MergedCard

Total Q7: 15

No	Criteria	Maximum Mark			Candidate Mark	
7Discount Code worksheet						
7.1.1	<b>Cell D2: Nested IF(AND =IF(AND(YEAR(B2)&lt;1960,C2="Mid-Range"), 5, IF(AND(YEAR(B2)&lt;1960,C2="Luxury"),4,0))</b>  <b>OR</b> <b>=IF((AND(YEAR(B2)&lt;1960,C2="Mid-Range"),"5",IF(AND (YEAR(B2)&lt;1960,C2="Luxury"),"4","0")))</b>  <ul style="list-style-type: none"><li>• Function: YEAR(B2) ✓</li><li>• Criteria 1: Check Date of Birth &lt;1960 AND travel style Mid-Range ✓</li><li>• Output for Criteria 1: Discount code is 5 ✓</li><li>• Criteria 2: Check year &lt;1960 AND travel style is Luxury ✓</li><li>• Output for Criteria 2: Discount code is 4 ✓</li><li>• Output for all other values: 0 ✓</li></ul> <b>Alternative answer: Cell D2: Nested IF =IF(YEAR(B2)&lt;1960,IF(C2="Mid-range",5,IF(C2="Luxury",4,0)),0)</b>  <b>OR</b> <b>=IF(YEAR(B2)&gt;=1960,0,IF(C2="Budget",0,IF(C2="Mid-Range",5,4)))</b>  <ul style="list-style-type: none"><li>• Function: YEAR(B2)</li><li>• Logical test: Date of Birth &gt;=1960 then travel style Budget</li><li>• Output: Discount code is 0</li><li>• Criteria: Travel style is Mid-Range</li><li>• Output: Discount code is 5</li><li>• Output for all other values: 4</li></ul>			6		
		1				
		1				
		1				
		1				
		1				
		1				
List worksheet						
7.1.2	<b>Filter</b> <ul style="list-style-type: none"><li>• Filter option switched on ✓</li><li>• Filter criteria: 1979 ✓</li><li>• Filter sub-criteria: January, February, March ✓ (3 records)</li></ul>	1		3		
		1				
		1				

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**7Card and 7MergedCard**

7.2	<b>Mail merge</b> <ul style="list-style-type: none"> <li>Recipients' list is filtered to: Travel Style = Luxury ✓</li> <li>Merge field: <i>Name Naam</i> ✓</li> <li>Merge field: <i>Entrance Code Toegangskode</i> ✓</li> <li>Labels updated ✓</li> <li>Mail merge completed ✓</li> <li>Saved as <b>7MergedCard</b> ✓</li> </ul> 	1 1 1 1 1 1 1		6	
				[15]	
	<b>TOTAL</b>			<b>150</b>	