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Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2023

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	21	24	18	22	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 17 pages.

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

QUESTION 1

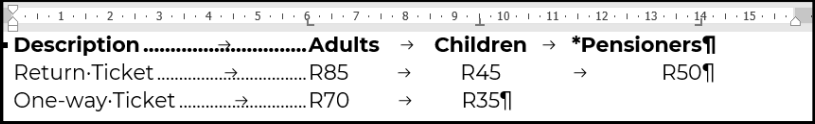
File name: 1CapePoint

Total Q1: 21

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Header <ul style="list-style-type: none"> Double strikethrough removed ✓ Position: Header from Top/From edge: 1 cm ✓ 	1		2	
		1			
1.2	Hyphenation <ul style="list-style-type: none"> Hyphenate words in CAPS: Unchecked ✓ 	1		1	
1.3	Footnote: <i>Reasons</i> <ul style="list-style-type: none"> Footnote inserted on the word 'Reasons' ✓ Custom mark: @ ✓ Text added: 'Elements of life' ✓ (<i>Ignore spelling</i>) 	1		3	
		1			
		1			
1.4	Columns: <i>The Cape Peninsula ... 5 reasons why.</i> <ul style="list-style-type: none"> Line between ✓ First column width: 6 cm ✓ Spacing between columns: 1 cm ✓ 	1		3	
		1			
		1			
1.5	Citation: <i>Interesting fact according ...</i> <i>(Mark from the Dialog box)</i> <ul style="list-style-type: none"> Citation: Sterne ✓ Suppress: Year ✓ ALT+F9: { CITATION Ste16 ly V }	1		2	
		1			
1.6	Comment: <i>Two oceans</i> <ul style="list-style-type: none"> Reply: sometimes ✓ 	1		1	
1.7	Watermark <ul style="list-style-type: none"> Font: Arial Narrow ✓ WordArt: Shape: Arch Down (Curve) ✓ 	1		2	
		1			

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1.8	Tab Stops: <i>Funicular Tickets</i> <ul style="list-style-type: none"> First tab stop <ul style="list-style-type: none"> Position: 6 cm AND Alignment: Left ✓ Leader: <u>2</u> ✓ Second tab stop <ul style="list-style-type: none"> Position: 9.5 cm AND Alignment: Centre ✓ Tabs applied (<i>Inspect rows 2 and 3</i>) ✓ 	1 1 1 1		4	
1.9	Page border <ul style="list-style-type: none"> Any page border inserted ✓ (<i>Accept any style</i>) 3 pt box border ✓ Measure from: Text: Top Margin: 12 pt ✓ 	1 1 1		3	
	Total for QUESTION 1			[21]	

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

QUESTION 2

File names: 2Mountain, 2Dates

Total Q2: 24

No.	Criteria	Maximum Mark			Candidate Mark
2.1	File Properties <ul style="list-style-type: none"> Subject: 'Mountain' ✓ <i>(Note to marker: File → Properties → Show All Properties)</i>	1		1	
2.2	Cover page: Picture <ul style="list-style-type: none"> Picture replaced with 2Table ✓ Any half reflection variation effect applied ✓ 	1 1		2	
2.3	Page numbering <ul style="list-style-type: none"> Automatic page numbering format: - 1 -, - 2 -, - 3 - ✓ Page number starts with 1 from Section 2 ✓ Section 1 is not numbered ✓ 	1 1 1		3	
2.4	Table of Contents <ul style="list-style-type: none"> TOC inserted ✓ In Distinctive style with a solid line ✓ Show levels: 2 ✓ Second level heading style: TableSub ✓ Alt+F9: { TOC \o "1-1" \h \z \t "TableSub,2" } <i>(Note to marker: Ignore page numbering style in the TOC)</i>	1 1 1 1		4	
2.5	Cross-reference: 'cableway' <ul style="list-style-type: none"> Reference type: Bookmark: cableway ✓ Reference to: Page number ✓ Alt+F9: { PAGEREF cableway \h }	1 1		2	

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2.6	Paragraph: Pagination on 'Hiking ... with a group' <ul style="list-style-type: none"> Keep with next AND Keep lines together ✓ 	1		1	
2.7	Multilevel List: Below 'Facts' <ul style="list-style-type: none"> List style: TableList modified ✓ 2nd Level: Bullets ✓ Bullet: Webdings, Character Code: 77 (👤) ✓ <p>(Note to marker: In the Multilevel List settings → Find the List Styles → Right click on TableList)</p>	1 1 1		3	
2.8	Image: Below 'Access' <ul style="list-style-type: none"> Picture Layout: 'Bending Picture (Blocks)' ✓ Text: 'View' ✓ <u>SmartArt</u> size: 7 cm high and 10 cm wide ✓ <p>(Notes to marker:</p> <ul style="list-style-type: none"> Select ONLY the <u>SmartArt</u> to check the size Click in the blank top left area of the objects) 	1 1 1		3	
2.9	Text box <ul style="list-style-type: none"> Text box rotated ✓ Text adjusted ✓ ('National' appears in second line) 	1 1		2	
2.10	Unzip file and sort table <ul style="list-style-type: none"> 2Dates file unzipped and saved in the examination folder ✓ Date opened column sorted ✓ in descending order ✓ (Mark by inspection) 	1 2		3	
	Total for QUESTION 2			[24]	

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QUESTION 3**File name: 3Marathon****Total Q3: 18**

- 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 values are changed in the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
Participants worksheet					
3.1	Delete worksheet • Sheet3 deleted ✓	1		1	
3.2	Cells A12:E62: Print Area • Print area set to A12:E62 ✓	1		1	
3.3	Cell A3: Image: Alt text • Alt text: Marathon Logo ✓	1		1	
3.4	Cell F5: =AVERAGE(I13:I62) • Function: AVERAGE(I13:I62) ✓	1		1	
3.5	Cell F8: =ROUNDDOWN((F3/5)+2,0) OR =ROUNDDOWN((F3/5),0)+2 OR =TRUNC(F3/5)+2 • Function: ROUNDDOWN (... , 0) ✓ • F3 ✓ (Accept absolute cell referencing) • /5 ✓ • +2 ✓	1 1 1 1		4	

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EXAMINATION
NUMBER

3.6	Cell B20: =CONCATENATE(RANDBETWEEN(1,50), LEFT(C20,2),A20) OR =RANDBETWEEN(1,50)&LEFT(C20,2)&A20 <ul style="list-style-type: none"> • Function: RANDBETWEEN ✓ (1,50) ✓ • Function: CONCATENATE OR & ✓ • Function: LEFT ✓ (C20,2) ✓ • A20 ✓ 	2 1 2 1		6	
3.7	Cell J17: =VLOOKUP(F17,Band!\$A\$1:\$B\$6,2) <ul style="list-style-type: none"> • Lookup value: F17 ✓ • Table array: Band!\$A\$1:\$B\$6 ✓ OR Band!\$A\$2:\$B\$6 OR Band!A\$1:B\$6 • Column Index Number: 2 ✓ (<i>Ignore range</i>) • Function copied down and displays correctly as a result of absolute cell referencing used ✓ <p>(Note to marker: If a candidate used XLOOKUP function, do not allocate the first mark, and then mark the parameters according to the following options:</p> <p>=XLOOKUP(F17,Band!\$A\$2:\$A\$6, Band!\$B\$2:\$B\$6,0,-1,1)</p> <p>OR</p> <p>=XLOOKUP(F17,Band!\$A\$2:\$A\$6, Band!\$B\$2:\$B\$6,-1)</p> <p>The same principle applies to other LOOKUP functions)</p>	1 1 1 1		4	
	Total for QUESTION 3			[18]	

DBE Stamp

EXAMINATION NUMBER																			
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QUESTION 4**File name: 4Accommodation****Total Q4: 22**

- 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 values are changed in the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
Accom worksheet					
4.1	Cells A2:M2 • Wrap text ✓ • Top and bottom borders ONLY ✓ • Any broken line style ✓			3	
		1			
		1			
		1			
4.2	Cell C4: =COUNTBLANK(H10:H70) OR =COUNTIF(H10:H70,"") • Function: COUNTBLANK(H10:H70) ✓			1	
		1			

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EXAMINATION
NUMBER

4.3

Cell F10:

=IF(E10>100,"Long",(IF(E10>SMALL(\$E\$10:\$E\$70,6),"Medium","Short")))

OR

=IF(E10<=SMALL(\$E\$10:\$E\$70,6),"Short",
IF(E10>100,"Long","Medium"))

Concept marking

1. Test for two concepts and then check for the third concept output.
2. The sequence of the concepts is determined by the logic used

- SMALL ✓ (\$E\$10:\$E\$70,6) ✓
- First condition ✓ Output for first condition ✓
- Second condition ✓ Output for second condition ✓
- Output for the third condition ✓

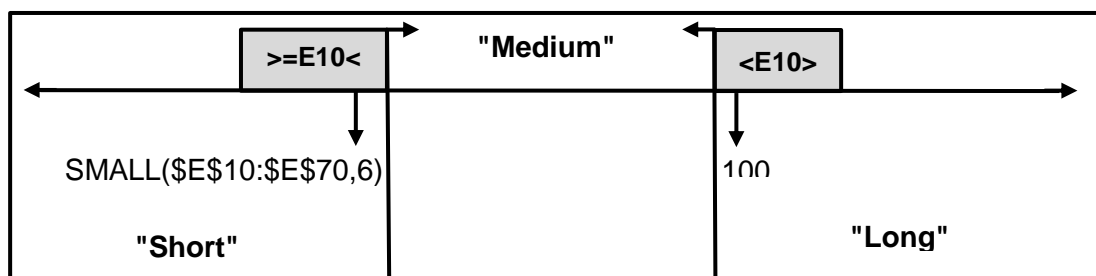
Concepts:

- Determine whether within 6 shortest distances for Output: "Short"
- Determine whether distance exceeds 100 for Output: "Long"
- Determine whether distance is between 6 shortest and 100 for Output "Medium"

2
2
2
1

7

E10<=SMALL(\$E\$10:\$E\$70,6),"Short"	E10>100,"Long"	"Medium"
E10<=SMALL(\$E\$10:\$E\$70,6),"Short"	E10<100,"Medium"	"Long"
E10>100,"Long"	E10<=SMALL(\$E\$10:\$E\$70,6),"Short"	"Medium"
E10>100,"Long"	E10>SMALL(\$E\$10:\$E\$70,6),"Medium"	"Short"
IF(AND(E10>=SMALL(E10:E70,6), E10<=100),"Medium"	E10<=SMALL(\$E\$10:\$E\$70,6),"Short"	"Long"
IF(AND(E10>=SMALL(E10:E70,6), E10<=100),"Medium"	E10>100,"Long"	"Short"



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4.4	Cell G10: =AND(C10<1000,L10="Yes") OR =AND(L10="Yes",C10<1000) OR =IF(AND(C10<1000,L10="Yes"),"True","False") <ul style="list-style-type: none"> Criteria 1: C10<1000 ✓ Criteria 2: L10="Yes" ✓ 	1 1		2	
4.5	Cell M13: =C13-(C13*12.5%) OR =C13*0.875 OR =C13-(C13*12.5/100) OR =C13-(C13*0.125) <ul style="list-style-type: none"> Cell reference and subtraction: C13- ✓ Calculate percentage: C13 * 12.5% ✓ Number format: Currency ✓ 	1 1 1		3	
Q4_6 worksheet					
4.6	Chart/Graph <ul style="list-style-type: none"> Column chart with data series: Q4_6!\$A\$1:\$B\$6 ✓ Hotels bar: Fill Texture: Paper bag ✓ Y-axis major units: 15000 ✓ Trendline: Moving average ✓ Trendline: Ending arrow added ✓ Gridlines removed ✓ 	1 1 1 1 1 1		6	
	Total for QUESTION 4			[22]	

DBE Stamp

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QUESTION 5

File name: 5Tours

Total Q5: 35

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: <i>IDNo</i> <ul style="list-style-type: none">Field size: 13 ✓Set as Primary Key ✓	1		2	
		1			
5.1.2	Field: <i>Experience</i>: Lookup <ul style="list-style-type: none">'Safari' added to value list ✓Allow Multiple Values: Yes ✓	1		2	
		1			
5.1.3	Field: <i>Date</i>: Validation Rule and Validation Text >=#2023/07/01# AND <=#2024/08/31# OR >#2023/06/30# AND <#2024/09/01# OR Between #2023/07/01# AND #2024/08/31# <ul style="list-style-type: none">Validation Rule:<ul style="list-style-type: none">Dates in the correct range ✓AND ✓Appropriate use of operators ✓Validation Text: Any appropriate text relevant to dates ✓			4	
5.1.4	Field: <i>Picture</i> <ul style="list-style-type: none">Data type: OLE object ✓ (OR Hyperlink)Position: Appears below <i>IDNo</i> ✓Caption: IDPhoto ✓	1		3	
		1			
		1			
5.1.5	Gridlines (Mark in Datasheet View (CTRL+)) <ul style="list-style-type: none">Colour: Black ✓Only horizontal gridlines display ✓	1		2	
		1			

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EXAMINATION
NUMBER**Form: frm5_2**

5.2	Image <ul style="list-style-type: none"> Display When: Screen Only ✓ Field: <i>Duration</i> - Conditional formatting (Mark in Form View (CTRL+.)) <ul style="list-style-type: none"> Compare to other records ✓ Show Bar only: checked ✓ Bar colour: Yellow ✓ 	1		4	
		1			
		1			
		1			

Query: qry5_3

5.3

- Morning criteria: "Game drive" ✓
- Morning criteria: "Shark cage diving" ✓
- Transport criteria: Yes/True ✓
- AND/OR logic ✓
(Transport is Yes ONLY for Game drive)

TourName	Morning	Transport
tblActivities	tblActivities	tblActivities
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	"Game drive"	Yes
	"Shark cage diving"	

(Expected number of records: 3)

1

1

1

1

4

Query: qry5_4

5.4	Design view <ul style="list-style-type: none"> <i>Experience</i> and <i>TourName</i> fields display ✓ <i>Experience</i>: Total: Group by ✓ <i>Experience</i> criteria: NOT "Romance" ✓ OR <> "Romance" <i>TourName</i>: Total: Count ✓ Datasheet view <ul style="list-style-type: none"> Total row: Sum ✓ 	1		5	
		1			
		1			
		1			
		1			
		1			

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Query: qry5_5

5.5	Calculated field: Hours: [Duration]/60			4	
	<ul style="list-style-type: none"> Calculated field: <i>Hours</i> ✓ [Duration] ✓ /60 ✓ Criteria: >=24 ✓ 	1			
		1			
		1			
		1			
	(Expected number of records: 5)				

Report: rpt5_6

5.6	<ul style="list-style-type: none"> <i>Experience</i> textbox moved from Detail section to <i>Experience</i> header ✓ Keep the whole group together on one page ✓ (Mark from the Group & Sort bar, NOT the Report properties) Function: <ul style="list-style-type: none"> Inserted in the <i>Experience</i> group header =MIN([CostPerPerson]) ✓ Formatted to SA currency ✓ Label: Removed/Label text removed ✓ 	1		5	
		1			
		1			
		1			
		1			
	Total for QUESTION 5			[35]	

DBE Stamp

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QUESTION 6**File names: 6_1Interactive, 6_2Big6****Total Q6: 15**

- 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_1Interactive					
6.1.1	Bold tag <center>123...</center> • Bold tags and examination number inserted ✓	1		1	
6.1.2	Image • Attribute: align="left" ✓	1		1	
6.1.3	Horizontal line <hr color="black" width="80%"/> • Attribute: width="80%" ✓	1		1	
6.1.4	Font colour • Colour: black ✓	1		1	
6.1.5	Image <td></td> • Image inserted: 6_1Urban.jpg ✓ • Attribute: height="250" ✓	1 1		2	
6.1.6	Break tag <td>Surfing; kayaking; hiking; discovering flowers</td> • Break tag inserted ✓	1		1	

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EXAMINATION
NUMBER

6.1.7	Unordered list <ul type="square"> <ul style="list-style-type: none"> • changed to <ul type="square"> ✓ 	1		1	
6.1.8	Link tag <ul style="list-style-type: none"> • Attribute: <i>name</i> changed to <i>href</i> ✓ 	1		1	
6.2	6_2Big6				
	<div> <div>①</div> <div>②</div> <div>③</div> </div> <table border="0" cellpadding="50"> <tr> <div> <div><th bgcolor="lightblue">V&A Waterfront</th></div> <div> <div>④</div> <div><td rowspan="6"></td></div> <div><td align="center" width="200">Life on the edge of an historical working harbour</td></div> </div> </div> </tr> <tr> <div> <div><th bgcolor="lightblue">Cape Point</th></div> <div> <div><td align="center" width="200">The panoramic views that spread out before you are breathtaking</td></div> </div> </div> </tr> <tr> <div> <div>⑤</div> <div><th bgcolor="lightblue">Groot Constantia</th></div> <div>...</div> </div> </table> Table Table tag: table ✓ ① Attribute: cellspacing="50" ✓ ② Border="0" ✓ (Accept without border attribute) ③ Rowspan="6" ✓ ④ Groot Constantia row: ⑤ Attribute: bgcolor="lightblue" ✓	1 1 1 1 1 1		5	
	Closing tag(s) and nesting correctly used ✓	1		1	
	Total for QUESTION 6			[15]	

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QUESTION 7

File names: 7CapeTown, 7Tourists

Total Q7: 15

No.	Criteria	Maximum Mark			Candidate Mark
7CapeTown					
7.1.1	Table: Formatting • Inside borders: Any blue colour ✓	1		1	
7.1.2	Table: Formatting • First cell in first row split into 2 cells ✓ (Tourist Name and Tourist Surname)	1		1	
7.1.3	Table: Formula (Note to marker: Mark from the Dialog box or ALT+F9) =IF(SUM(LEFT)>=6,1000,500) OR =IF(SUM(LEFT)>5,1000,500) OR =IF(SUM(LEFT)<=5,500,1000) OR =IF(C6+D6>=6,1000,500) • Function: IF ✓ • Total number of visits: SUM(LEFT) ✓ OR C6 + D6 • Total is greater than 5: >=6 ✓ OR >5 • Value if TRUE: 1000 ✓ • Value if FALSE: 500 ✓	1 1 1 1 1 1		5	

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EXAMINATION
NUMBER

7Tourists					
List worksheet					
7.2.1	Convert Text to Columns <ul style="list-style-type: none"> Column A converted into columns ✓ Find and Replace <ul style="list-style-type: none"> 'Maybe' replaced with 'No' ✓ (10 occurrences) Font colour: Red ✓ <p><i>(Note to marker: If the text was not converted to columns, accept if the entire line appears in red font in 10 places)</i></p>	1		3	
		1			
		1			
Details worksheet					
7.2.2	Cell D2: =DATE(YEAR(TODAY()),MONTH(C2)-1,DAY(C2)) <ul style="list-style-type: none"> Function: DATE(...) ✓ Function: YEAR ✓ (TODAY() ✓) (OR NOW()) MONTH(C2) -1 ✓ DAY(C2) ✓ 	1		5	
		2			
		1			
		1			
	TOTAL FOR QUESTION 7			[15]	
	TOTAL			150	

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