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basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 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	24	21	17	23	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 14 pages.

DBE Stamp

EXAMINATION NUMBER													
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1.9	Section break AND File path <ul style="list-style-type: none"> File path inserted in header ✓ Appears only on the last page ✓ ALT+F9: { FILENAME \p * MERGEFORMAT }	1 1		2	
	Total for QUESTION 1			[24]	

DBE Stamp

EXAMINATION NUMBER														
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Chart worksheet

4.6	Chart/Graph <ul style="list-style-type: none"> • Data selected: Audi ticked ✓ • Y-Axis options: Display units: Thousands ✓ • Column Shape: Cylinder ✓ • Data Series: Fill: Vary colors by point ✓ • Legend added at the bottom ✓ • Major vertical gridlines added ✓ 	1		6	
		1			
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 4			[23]	

DBE Stamp

EXAMINATION
NUMBER

Query: qry5_3

5.3

- Only *Name*, *Surname* and *ContactNo* displays ✓
- Reason* criteria: "Business" ✓
- KMTravel* criteria: >30 ✓
- KMTravel* criteria: <=10 ✓ OR <11
- AND (Business AND >30)/
OR (>30 OR <=10) logic correct ✓

Field:	[Name]	[Surname]	[ContactNo]	[Reason]	[KMTravel]
Table:	Pre-bookings	Pre-bookings	Pre-bookings	Pre-bookings	Pre-bookings
Sort:					
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:				"Business"	>30
or:					<=10

(Expected records: 19)

1
1
1
1
1
1

5

Query: qry5_4

5.4

Field: *DepartDate*

- Between #2023/12/01# AND #2023/12/31#
OR
>=#2023/12/01# AND <= #2023/12/31#
OR
>#2023/11/30# AND <#2024/01/01#
OR
Like "2023/12/*" OR Like */12/*
OR
>=#2023/12/01# OR >#2023/11/30#
OR
Month([DepartDate])=12

- Date range correct ✓
- Between/AND/Like/*/Month/Single criterion ✓
- Operators correct ✓

(Expected records: 9)

1
1
1

3

Query: qry5_5

5.5

New field:

Total: [KMTravel]*2*6.25

OR

Total: [KMTravel]*6.25*2

- Calculated field:
 - Total* field inserted ✓
 - [KMTravel] ✓
 - *2 ✓
 - *6.25 ✓

1
1
1
1

4

DBE Stamp

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

Report: rpt5_6					
5.6	<ul style="list-style-type: none"> Group footer: Function inserted ✓ Function: =COUNT(*) ✓ OR any other field name Page orientation: Landscape ✓ Report exported as .pdf ✓ File name: 5Pre-bookings ✓ 	1		5	
		1			
		1			
		1			
		1			
	Total for QUESTION 5			[35]	

DBE Stamp

EXAMINATION
NUMBER**6_2Opening**

6.2	<div>...</div> <div>①</div> <div><h1 align="center"> New branch opening soon </h1></div> <div>
</div> <div>② <hr size="10" color="Orange"/></div> <div>...</div> <div><center> ③ ④</div> <div><table border="5"></div> <div><tr></div> <div><th width="100"></div> <div>...</div> <div>⑤</div> <div></div> <div>

</div> <div></th></div> <div>① Font type:</div> <div><ul style="list-style-type: none">Attribute: face ✓</div> <div>② Horizontal line:</div> <div><ul style="list-style-type: none">Moved to appear below the heading ✓</div> <div>Table:</div> <div>③</div> <div><ul style="list-style-type: none">Attribute: border ✓</div> <div>④</div> <div><ul style="list-style-type: none">Border size: "5" ✓ (accept size between 2 – 6)</div> <div>⑤ Image:</div> <div><ul style="list-style-type: none">.gif changed to .jpg ✓</div>			5	
	Closing tag(s) or triangular brackets and nesting correctly used. ✓	1		1	
	Total for QUESTION 6			[15]	

DBE Stamp

EXAMINATION
NUMBER

QUESTION 7

File names: 7New; 7NewLogo; 7Bookings

Total Q7: 15

No.	Criteria	Maximum Mark			Candidate Mark
7New; 7NewLogo					
7.1	Image manipulation <ul style="list-style-type: none">WordArt inserted: 'n time' ✓Shuttle Image: Text wrapping changed ✓Images and text moved in correct positions ✓Grouped: Image moves as one object ✓Saved as 7NewLogo image ✓	1 1 1 1 1		5	
7Bookings					
7.2.1	Cell D8: =C8-TIME(1,30,0) OR =TIME(HOUR(C8)-1,MINUTE(C8)-30,SECOND(C8)) OR =TIME(HOUR(C8),MINUTE(C8)-90,SECOND(C8)) OR =TIME(HOUR(C8),MINUTE(C8),SECOND(C8))-TIME(1,30,0) <ul style="list-style-type: none">Function: TIME ✓HOUR(C8) ✓MINUTE(C8) ✓SECOND(C8) ✓Subtracted: 1 hour and 30 minutes ✓	1 1 1 1 1		5	
7.2.2	Column G: =F4-E4 OR =Days(F4,E4) OR =Days360(E4,F4) <ul style="list-style-type: none">F4-E4 ✓Data type: Number ✓ OR GeneralCopied down ✓	1 1 1		3	
7.2.3	Page setup <ul style="list-style-type: none">Scaling: Adjust to: 70% - 85% ✓Headings: Print: Row and column headings ✓	1 1		2	
	TOTAL for QUESTION 7			[15]	
	TOTAL			150	

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