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

DBE Stamp









EXAMINATION NUMBER														
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**Chart worksheet**

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

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"> <li>Group footer: Function inserted ✓</li> <li>Function: =COUNT(*) ✓ <b>OR</b> any other field name</li> <li>Page orientation: Landscape ✓</li> <li>Report exported as .pdf ✓</li> <li>File name: <b>5Pre-bookings</b> ✓</li> </ul>	1		5	
		1			
		1			
		1			
		1			
	<b>Total for QUESTION 5</b>			<b>[35]</b>	

DBE Stamp



EXAMINATION  
NUMBER**6\_2Opening**

6.2	<div>...</div> <div>①</div> <div>&lt;h1 align="center"&gt;&lt;b&gt; &lt;font face="Bradley Hand ITC"&gt;New branch opening soon&lt;/font&gt;&lt;/b&gt; &lt;/h1&gt;</div> <div>&lt;br/&gt;</div> <div>② &lt;hr size="10" color="Orange"/&gt;</div> <div>...</div> <div>&lt;center&gt; ③ ④</div> <div>&lt;table border="5"&gt;</div> <div>&lt;tr&gt;</div> <div>&lt;th width="100"&gt;</div> <div>...</div> <div>⑤</div> <div>&lt;img src="6_2Father.jpg" height="50" width="80"/&gt;</div> <div>&lt;br/&gt;&lt;br/&gt;</div> <div>&lt;/th&gt;</div> <div>① Font type:</div> <div><ul style="list-style-type: none"><li>Attribute: face ✓</li></ul></div> <div>② Horizontal line:</div> <div><ul style="list-style-type: none"><li>Moved to appear below the heading ✓</li></ul></div> <div>Table:</div> <div>③</div> <div><ul style="list-style-type: none"><li>Attribute: border ✓</li></ul></div> <div>④</div> <div><ul style="list-style-type: none"><li>Border size: "5" ✓ (accept size between 2 – 6)</li></ul></div> <div>⑤ Image:</div> <div><ul style="list-style-type: none"><li>.gif changed to .jpg ✓</li></ul></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	<b>Image manipulation</b> <ul style="list-style-type: none"><li>WordArt inserted: 'n time' ✓</li><li>Shuttle Image: Text wrapping changed ✓</li><li>Images and text moved in correct positions ✓</li><li>Grouped: Image moves as one object ✓</li><li>Saved as <b>7NewLogo</b> image ✓</li></ul>	1		5	
		1			
		1			
		1			
		1			
7Bookings					
7.2.1	<b>Cell D8:</b> <b>=C8-TIME(1,30,0)</b> <b>OR</b> <b>=TIME(HOUR(C8)-1,MINUTE(C8)-30,SECOND(C8))</b> <b>OR</b> <b>=TIME(HOUR(C8),MINUTE(C8)-90,SECOND(C8))</b> <b>OR</b> <b>=TIME(HOUR(C8),MINUTE(C8),SECOND(C8))-TIME(1,30,0)</b> <ul style="list-style-type: none"><li>Function: TIME ✓</li><li>HOUR(C8) ✓</li><li>MINUTE(C8) ✓</li><li>SECOND(C8) ✓</li><li>Subtracted: 1 hour and 30 minutes ✓</li></ul>	1		5	
		1			
		1			
		1			
		1			
		1			
7.2.2	<b>Column G:</b> <b>=F4-E4</b> <b>OR</b> <b>=Days(F4,E4)</b> <b>OR</b> <b>=Days360(E4,F4)</b> <ul style="list-style-type: none"><li>F4-E4 ✓</li><li>Data type: Number ✓ <b>OR</b> General</li><li>Copied down ✓</li></ul>	1		3	
		1			
		1			
7.2.3	<b>Page setup</b> <ul style="list-style-type: none"><li>Scaling: Adjust to: 70% - 85% ✓</li><li>Headings: Print: Row and column headings ✓</li></ul>	1		2	
		1			
	<b>TOTAL for QUESTION 7</b>			<b>[15]</b>	
	<b>TOTAL</b>			<b>150</b>	

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