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Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

MAY/JUNE 2024

MARKING GUIDELINES

MARKS: 150

CENTRE- NUMBER							
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FINAL MARK

EXAMINATION NUMBER													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	26	19	19	21	35	15	15	150
CANDIDATE'S MARK								
MARKER'S CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consists of 15 pages.

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

QUESTION 1

File name: 1Zoo

Total Q1: 26

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Hyphenation <ul style="list-style-type: none"> Automatic hyphenation applied ✓ 	1		1	
1.2	Cover Page <ul style="list-style-type: none"> Cover page inserted: Slice (Light) ✓ Only Title and Subtitle controls display AND other controls removed ✓ 	1 1		2	
1.3	Heading 1: Text effect and Character spacing <ul style="list-style-type: none"> Character spacing: Expanded by 3 pt ✓ Text effect: 3-D format: Top bevel: ✓ 5 pt height ✓ 	1 2		3	
1.4	Header: Date field <ul style="list-style-type: none"> Date field inserted in the header ✓ Header: Year right aligned ✓ Format: YYYY ✓ (Accept yyyy) Alt+F9: { DATE \@ "YYYY" * MERGEFORMAT }	1 1 1		3	
1.5	Footnote <ul style="list-style-type: none"> Layout: 3 columns ✓ Numbering format: i, ii, iii, ... ✓ 	1 1		2	
1.6	Paragraph setting: Pagination Page Break: Did you know? <ul style="list-style-type: none"> Pagination: Page break before ✓ <i>(Note to marker: Do NOT accept a forced Page Break)</i>	1		1	
1.7	Table: Below Prices start from <ul style="list-style-type: none"> Text modified to display in one table ✓ Appear as the example ✓ Last row merged with correct text ✓ Cell spacing: 1 cm ✓ 	1 1 1 1		4	

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

QUESTION 2

File name: 2Adoption

Total Q2: 19

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Page layout: Margins <ul style="list-style-type: none"> Top margin: 2 cm ✓ Gutter position: Left ✓ 	1		2	
		1			
2.2	Page Numbering in footer <ul style="list-style-type: none"> Format: Outline circle ✓ 'Different Odd & Even Pages' selected ✓ Position of even page numbers: Right side ✓ 	1		3	
		1			
		1			
2.3	Synonym: <i>Endangered</i> <ul style="list-style-type: none"> Endangered changed a <u>one-word synonym</u> to: rare ✓ /scarce/threatened/vanishing/imperilled 	1		1	
2.4	Drop Cap: <i>List</i> <ul style="list-style-type: none"> Drop cap applied: In margin ✓ Distance from text: 0.5 cm ✓ 	1		2	
		1			
2.5	Multi-level list: Below <i>Type of adoption ...</i> <ul style="list-style-type: none"> First level <ul style="list-style-type: none"> Numbering Style: 1st, 2nd, 3rd, ... ✓ Text indent at: 1 cm ✓ Second level <ul style="list-style-type: none"> Numbering: 1, 2, 3, ... ✓ 	1		3	
		1			
		1			
2.6	Hyperlink: E-mail address <ul style="list-style-type: none"> Linked to e-mail address: mailto:anna@cityzoo.org.za ✓ 	1		1	

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2.7	Tiger Picture and Callout Shape <ul style="list-style-type: none">• Callout shape appears (modified and white fill) ✓• Text 'Adopt Me!' inserted ✓ (and visible)• Callout shape and image grouped ✓ as one object			3	
		1			
		1			
		1			
2.8	Form Controls <ul style="list-style-type: none">• Drop down item added: Blank option ✓• Blank option appears as the first item in option list ✓• <i>Payment Amount</i> field: Number format: R ✓• <i>Cellphone</i> Number field: Default: +27 ✓			4	
		1			
		1			
		1			
		1			
	Total for QUESTION 2			[19]	

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QUESTION 3**File name: 3Budget****Total Q3: 19**

- 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
Budget worksheet					
3.1	Tab colour • Tab colour: Any orange colour ✓	1		1	
3.2	Page Setup: Page and Sheet • Correct area: A1:I59 ✓ • Scaling: Fit to: 1 page wide by 1 page tall ✓	1 1		2	
3.3	Cell E3: =SUMIFS(G7:G59,D7:D59,"Mammals",F7:F59,">=2016/01/01") OR =SUMIFS(G7:G59, F7:F59,">=2016/01/01", D7:D59,"Mammals") OR =SUMIFS(G7:G59,D7:D59,"Mammals",F7:F59,">2015/12/31") OR =SUMIFS(G7:G59, F7:F59,">2015/12/31", D7:D59,"Mammals") • SUM range: G7:G59 ✓ • Criteria range 1: D7:D59 ✓ • Criteria 1: "Mammals" ✓ • Criteria range 2: F7:F59 ✓ • Criteria 2: ">=2016/01/01" ✓ OR ">2015/12/31"			5	

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QUESTION 5

File name: 5Animals

Total Q5: 35

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: <i>KeeperName</i> <ul style="list-style-type: none">Required: Yes ✓	1		1	
5.1.2	Field: <i>Time</i> <ul style="list-style-type: none">Data type: Date/Time ✓Format: Short Time/00\:00 ✓	1 1		2	
5.1.3	Field: <i>Enclosure: Validation Rule AND Text</i> <ul style="list-style-type: none">Validation Rule: "Habitat" Or "Exhibit"<ul style="list-style-type: none">Habitat ✓Or Exhibit ✓Validation Text: Only Habitat or Exhibit ✓	1 1 1		3	
5.1.4	Field: <i>AccessCode: Input mask L"@0000C OR L\@0000C</i> <ul style="list-style-type: none">L ✓@ ✓0000 ✓C ✓	1 1 1 1		4	
5.1.5	Field: <i>NextFeed</i> <ul style="list-style-type: none">Field deleted ✓	1		1	
Form: frm5_2					
5.2.1	Field: <i>Group</i> <ul style="list-style-type: none">Row Source: "Carnivore", "Herbivore", "Omnivore" ✓Row Source Type: Value list ✓	1 1		5	
5.2.2	Calculation <ul style="list-style-type: none">Formula: =[Lifespan] ✓ >25 ✓Format: Yes/No ✓	2 1			

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QUESTION 6**File names: 6_1Advert, 6_1Nav, 6_2Fees****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_1Advert					
6.1.1	Title tags <title>Membership</title> • Title tags inserted ✓	1		1	
6.1.2	Background colour <body bgcolor="bisque"> • Attribute: bgcolor="bisque" ✓	1		1	
6.1.3	Horizontal line <hr width="70%"/> • <hr> tag inserted ✓	1		1	
6.1.4	Italic tags <i>Zoo animals are ... </i> • Italic tags inserted ✓	1		1	
6.1.5	Hyperlink Map • Anchor tags inserted: <a href ...> ... ✓ • Links to 6_1Nav.html file ✓ • Link to the word 'Map' ✓	1 1 1		3	
6_1Nav					
6.1.6	Image <div><div><div><div></div></div><div><div></div></div></div><div><div>①</div><div>②</div></div><div><div>

</div><div></div><div></center></div></div> ① File extension of the image: gif ✓ ② Attribute: alt="Zoo-map" ✓</div>	1 1		2	

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6_2Fees

	<p>Table</p> <pre> <head> <title>Membership</title> </head> <body> <center> ❶

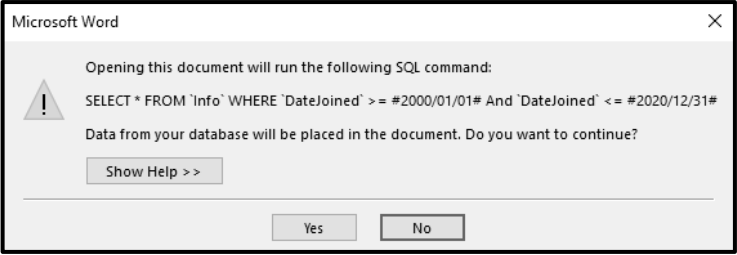
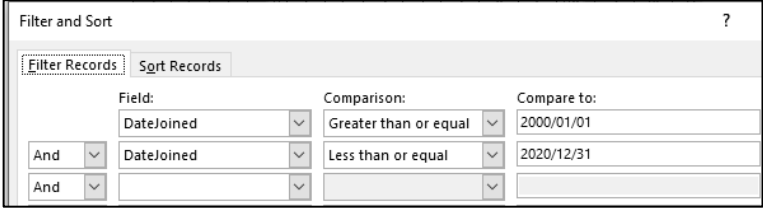
 <p>Membership Fees</p> <table border="3">❷ <tr> <th colspan="2">Prices</th>❸ </tr> <tr> <td>Adult</td> <td>R820</td> </tr> <tr> <td>Child:4 years and older</td>❹ <td>R300</td> </tr> <tr> <td>Child:3 years and younger</td> <td>FREE</td> </tr> <tr> <td>Pensioner</td>❺ <td>R500</td> </tr> </table> </center> </body> </pre> <p>❶ Contents centred: <center> ...</center> OR <p align="center" ...> and <table align="center" ...> ✓</p> <p>❷ Border size: "3" ✓ (Accept "4" or "5")</p> <p>❸ Colspan="2" ✓</p> <p>❹ Text: R300 inserted ✓</p> <p>❺ Open and close cell tags: <td> ... </td> ✓</p>			5	
	<p>Closing tag(s) or triangular brackets and nesting correctly used. ✓</p>	1		1	
	<p>Total for QUESTION 6</p>			[15]	

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7AccessCard, 7MemAccess and 7Merged

7.5.1	Mail merge SELECT * FROM "Info" WHERE "DateJoined">=#2000/01/01# And "DateJoined"<=#2020/12/31# OR >#2019/12/31# And <#2021/01/01 • 7AccessCard linked to data source 7MemAccess ✓  • Data source <i>DateJoined</i> Greater than or equal to: 2000/01/01 ✓ (Greater than 2019/12/31) AND ✓ <i>DateJoined</i> Less than or equal to: 2020/12/31 ✓ (Less than 2021/01/01)  • Fields inserted: <<Name>> <<Surname>> <<ID Number>> ✓ (Expected number of records: 37)	1		5	
7.5.2	Merged document • Merged document saved as 7Merged ✓ (Note to marker: Ignore blank access card at the end of the merged document)	1		1	
	Total for QUESTION 7			[15]	
	TOTAL			150	

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