



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

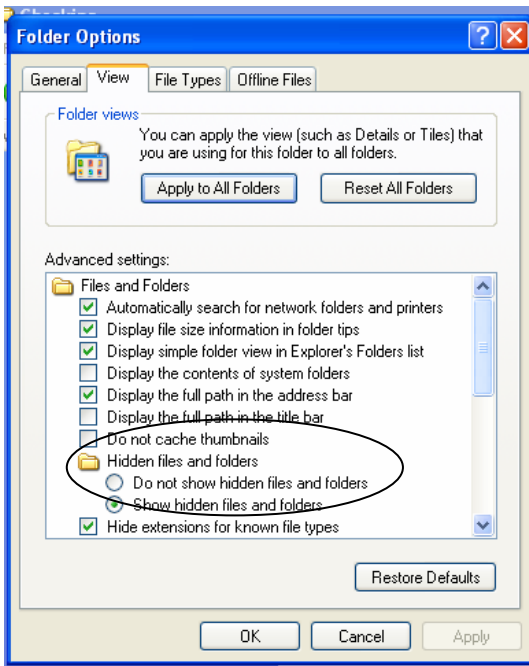
NOVEMBER 2009(1)

MEMORANDUM

MARKS: 200

This memorandum consists of 13 pages.

QUESTION 1 **File name: 1Q&A or 1Q&AOpenOffice**

No.	Criteria/Answer	Max	Mark
1.1	Camp renamed as Tent ✓	1	
1.2	Ramps deleted ✓	1	
1.3	Illegal Parking ✓	1	
1.4	33 ✓KB <i>Accept (33 or 33 KB)</i>	1	
1.5	New folder called Correspondence created ✓ <i>In the Outreach folder ✓</i>	2	
1.6	Shortcut to the file Assistive Devices created in the Outreach folder ✓	1	
1.7	All presentation files (5) moved (not copied) ✓ to Presentations folder ✓	2	
1.8	File attribute of Swimming changed to hidden ✓ <i>Note to marker:</i> <i>Click on Tools – Folder Options – View – Show hidden files and folders</i>		
		1	

1.9	Details view ✓ Folder structure sorted according to type ✓ Field size appears first ✓ Screen dump made ✓ (Accept any screen dump – even if not correct) <table border="1"> <thead> <tr> <th>Size</th><th>Name</th><th>Type</th><th>Date Modified</th></tr> </thead> <tbody> <tr> <td></td><td> Correspondence</td><td>File Folder</td><td>7/11/2009 11:30 AM</td></tr> <tr> <td></td><td> Presentations</td><td>File Folder</td><td>7/11/2009 11:32 AM</td></tr> <tr> <td>15 KB</td><td> Ink.bmp</td><td>Bitmap Image</td><td>7/7/2009 10:35 AM</td></tr> <tr> <td>3 KB</td><td> Insect.bmp</td><td>Bitmap Image</td><td>1/5/2009 6:23 PM</td></tr> <tr> <td>3 KB</td><td> Pencil.bmp</td><td>Bitmap Image</td><td>7/7/2009 10:34 AM</td></tr> <tr> <td>33 KB</td><td> Writing.bmp</td><td>Bitmap Image</td><td>3/14/1998 2:42 AM</td></tr> <tr> <td>17 KB</td><td> Tent.xls</td><td>Microsoft Excel Wor...</td><td>7/7/2009 10:13 AM</td></tr> <tr> <td>47 KB</td><td> Gadgets.ppt</td><td>Microsoft PowerPoi...</td><td>3/1/2009 11:37 AM</td></tr> <tr> <td>24 KB</td><td> Confidential.doc</td><td>Microsoft Word Doc...</td><td>7/11/2009 10:35 AM</td></tr> <tr> <td>68 KB</td><td> Swimming.doc</td><td>Microsoft Word Doc...</td><td>7/7/2009 10:21 AM</td></tr> <tr> <td>2 KB</td><td> Assistive Devices.ppt</td><td>Shortcut</td><td>7/11/2009 11:32 AM</td></tr> <tr> <td>24 KB</td><td> Sportschair.tut</td><td>TUT File</td><td>3/1/2009 9:59 AM</td></tr> <tr> <td>2 KB</td><td> Illegal Parking.zip</td><td>WinZip File</td><td>3/1/2009 9:39 AM</td></tr> </tbody> </table>	Size	Name	Type	Date Modified		Correspondence	File Folder	7/11/2009 11:30 AM		Presentations	File Folder	7/11/2009 11:32 AM	15 KB	Ink.bmp	Bitmap Image	7/7/2009 10:35 AM	3 KB	Insect.bmp	Bitmap Image	1/5/2009 6:23 PM	3 KB	Pencil.bmp	Bitmap Image	7/7/2009 10:34 AM	33 KB	Writing.bmp	Bitmap Image	3/14/1998 2:42 AM	17 KB	Tent.xls	Microsoft Excel Wor...	7/7/2009 10:13 AM	47 KB	Gadgets.ppt	Microsoft PowerPoi...	3/1/2009 11:37 AM	24 KB	Confidential.doc	Microsoft Word Doc...	7/11/2009 10:35 AM	68 KB	Swimming.doc	Microsoft Word Doc...	7/7/2009 10:21 AM	2 KB	Assistive Devices.ppt	Shortcut	7/11/2009 11:32 AM	24 KB	Sportschair.tut	TUT File	3/1/2009 9:59 AM	2 KB	Illegal Parking.zip	WinZip File	3/1/2009 9:39 AM	4	
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QUESTION 2 File name: 2Report

No	Criteria/Answer	Max	Mark
2.1	Hyperlink removed from MINISTER'S FOREWORD ✓	1	
2.2	- Footer margin in Page Setup is 2.54 cm or 1 inch ✓ - Page number is inserted ✓ - Page number appears as Page X format ✓ - Page number formatted to Arial – same as rest of document ✓ - Page number is right aligned ✓ - Graphic of the wheelchair is inserted in the footer ✓ - Graphic of the wheelchair from the file 2WheelchairIcon ✓ used - Graphic left aligned ✓ - Horizontal line across the page in the footer ✓ (Positioning of horizontal line is irrelevant)	9	
2.3	Sentence case is applied to whole paragraph ✓ 'As government we ... necessary for employment.'	1	
2.4	Comment is inserted on word 'learning' ✓ (Spelling of text is irrelevant)	1	
2.5.1	Paragraph style created and named SectionHead ✓ 17 pt ✓ - Outline effect added ✓ <i>(Do not accept character style)</i>	3	
2.5.2	SectionHead style is applied to SECTION 1 ✓ and SECTION 2 ✓	2	
2.6	- Page 4: 'Things' changed to 'Devices' ✓ - Page 11: 'Acknowledgements' on new page ✓ with a page break/section break <i>(Do not accept manual line breaks ('Enters'))</i> - Table of Contents is updated ✓ – check for 'Devices' on page 4 and Acknowledgements to appear on page 12	3	

No	Criteria/Answer	Max	Mark
2.7	Table on page 6 is formatted: • Left and top border line in the first cell is removed ✓ • Bottom and right hand borders kept in first cell ✓ • Three cells containing the words VISUAL are merged to appear as one cell ✓ • VISUAL appears once only ✓ • Empty cells in the last two columns are filled ✓ • Same colour (reddish) used ✓ • Table is split ✓ • Table is split in the correct place ✓ so that two tables appear with the same headings	8	
2.8	All 3 occurrences of the word 'education' (pg. 3, 4 and 7) changed ✓ to red font ✓ whole word option used ✓ (the word 'educational' on page 10 has not been changed)	3	
		[31]	

QUESTION 3 **File names: 3Survey, 3ParkingDisc, 3CollectorsLetter, 3CollectorsFields, 3CollectorsOver18**

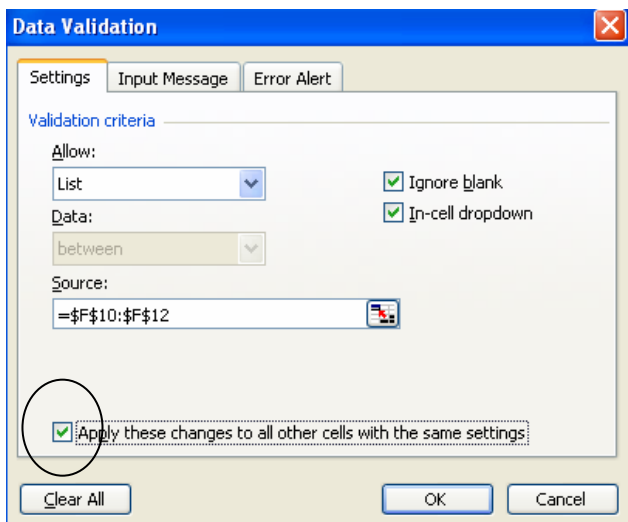
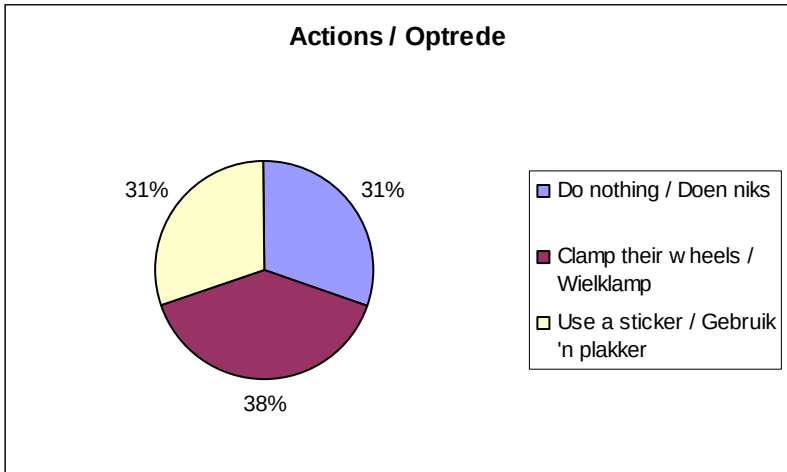
No	Criteria/Answer	Max	Mark
3.1	Filename: 3Survey		
3.1.1	Name and Surname field set to display as capital letters or upper case ✓ Age field set to display as a number ✓ Gender field set to display as text with a maximum length of 1 ✓ All 4 options inserted: Click here / Clamp their wheels / Nothing / Put a sticker on a SIDE window ✓ Text in drop-down list inserted ✓ in correct order ✓	6	
3.1.2	WordArt/Text Art/Fontwork is created with text (ignore accuracy) ✓ WordArt/Text Art/Fontwork is curved ✓ Correct file (3Disabled) used ✓ WordArt/Text Art/Fontwork is filled with image ✓ Image and the WordArt/Text Art/Fontwork behave as one object (grouped) ✓	5	
3.1.3	Form is locked ✓	1	
3.2	Filename: 3ParkingDisc		
3.2.1	Row height of table has been set at exactly 12 cm or 4.75 inch ✓	1	
3.2.2	Right aligned tab set ✓ Tab set at 8 cm or 3.15 inches ✓ Dot leader tab displayed ✓ Tabs have been applied to all 4 lines ✓ Left cell margins set at 0.3 cm or 0.12 inches ✓ 'Hoërskool NCS High School' is centred horizontally ✓ The name of the principal etc. is right aligned ✓ Data is positioned vertically in the cell ✓	8	

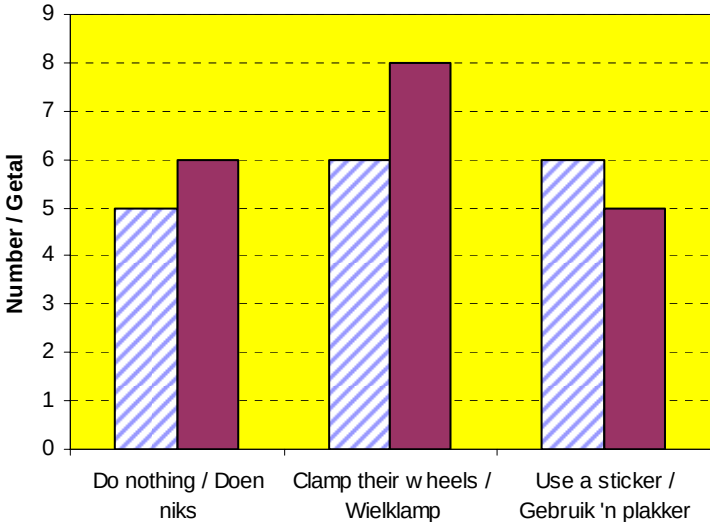
No	Criteria/Answer	Max	Mark
3.3	Filename: 3CollectorsLetter		
3.3.1	Text on right and left is vertically aligned (Hoërskool NCS and NCS High School) ✓ Border lines are removed from text box ✓	2	
3.3.2	Border lines added to table – all cells ✓ All border lines are blue ✓ Outside border clearly thicker than inside border ✓ (Note: 3pt is relative) 2 nd row: text direction rotated from bottom to top ✓ 2 nd row: text horizontally and vertically centred in cells ✓ Table is centred horizontally ✓	6	
3.3.3	WordArt/Text Art is seen through text box ✓ (Do not accept moving of the textbox. Text box must be made transparent according to the instruction)	1	
3.4	Filenames: 3CollectorsLetter , 3CollectorsList , 3CollectorsOver18		
3.4	Two documents (3CollectorsLetter and 3CollectorsList) are linked together ✓ <i>Note to marker: A message requesting the source document will appear when attempting to open linked documents</i> Fields inserted in correct area ✓ 3CollectorsLetter and 3CollectorsList <u>merged</u> to form new document 3CollectorsOver18 ✓ Displays only those who are 18 and above in merged document ✓ (9 matching records)	4	
		[34]	

QUESTION 4 File names: 4Fundraising

No	Criteria/Answer	Max	Mark
4.1	Wrap text option applied to the headings in the first row ✓	1	
4.2	Numbering corrected ✓ (runs consecutively from 1 to 35)	1	
4.3	=CONCATENATE ✓(A2 ✓,"NCS" ✓,LEFT ✓(C2 ✓,3) ✓) OR ampersand operator, i.e. =A2 ✓ & "NCS" ✓ & ✓ (LEFT ✓ (C2 ✓ ,3) ✓)	6	
4.4.1	=(TODAY() ✓-D2 ✓)✓/✓ 365.25 ✓ OR =(NOW() ✓- D2 ✓)✓/ ✓365.25 ✓	5	
4.4.2	=ROUNDDOWN ✓ (E2 ✓,0 ✓) OR =TRUNC ✓✓ (E2) ✓ OR =INT ✓✓ (E2) ✓	3	
4.5	=AVERAGE ✓ (I2:I36) ✓ (Accept any method that uses functions/formulas)	2	
4.6.1	Sorted alphabetically ✓ according to Non-Monetary donations ✓ All the data is sorted ✓	3	
4.6.2	=VLOOKUP ✓ (G2 ✓,Ramp! ✓\$A\$3:\$D\$9 ✓,4 ✓)*H2 ✓ (One mark for field and one for absolute cell reference)	6	
4.7.1	=SUM ✓ (Collectors!I2:I36) ✓	2	
4.7.2	=SUMIF✓ (Collectors!F2:F36 ✓,18 ✓,Collectors!I2:J36 ✓)	4	
		[33]	

QUESTION 5 **File names: 5SurveyResults, 5Labels**

No	Criteria/Answer	Max	Mark
5.1	Filename: 5SurveyResults		
5.1.1	=MAX ✓ (B5:B40) ✓ or =LARGE (B5:B40, 1) =COUNTA ✓ (A5:A40) ✓ or =COUNTA(B5:B40) or =COUNTA(C5:C40) or =COUNTA(D5:D40) or =COUNT(B5:B40)	4	
5.1.2	F10 changed to "Clamp their wheels/Wielklamp" ✓. Changed for all incidences ✓ <i>Note to marker:</i> <i>Click on Data – Validation</i> 	2	
5.1.3	Percentages displayed ✓ Legend displayed ✓ Title added ✓ (No mark if the title does not describe what the graph is about) 	3	

No	Criteria/Answer	Max	Mark												
5.1.4	Title is 'Suggested actions to take / Voorgestelde optrede' ✓ X-axis title is 'Actions / Aksies' ✓ Y-axis title is 'Number / Getal' ✓ Legend is underneath the chart ✓ Male segment colour is solid (<i>any colour</i>) ✓ Female segment has a patterned fill ✓ Background of the plot area is yellow ✓ The horizontal grid lines are dotted lines ✓	8													
	Suggested actions to take / Voorgestelde optrede <table><thead><tr><th>Actions / Aksies</th><th>Female / Vroulik</th><th>Male / Manlik</th></tr></thead><tbody><tr><td>Do nothing / Doen niks</td><td>5</td><td>6</td></tr><tr><td>Clamp their wheels / Wielklamp</td><td>6</td><td>8</td></tr><tr><td>Use a sticker / Gebruik 'n plakker</td><td>6</td><td>5</td></tr></tbody></table> Legend: Female / Vroulik Male / Manlik	Actions / Aksies	Female / Vroulik	Male / Manlik	Do nothing / Doen niks	5	6	Clamp their wheels / Wielklamp	6	8	Use a sticker / Gebruik 'n plakker	6	5		
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Do nothing / Doen niks	5	6													
Clamp their wheels / Wielklamp	6	8													
Use a sticker / Gebruik 'n plakker	6	5													
5.2	Filename: 5SurveyResults														
5.2	24 labels fit on one A4 portrait page ✓ 3 labels across and 8 down the page ✓ Label size: 3.5 cm (1.38 inch) height and 7 cm (2.76 inch) width ✓ Top margin 0.3 cm (0.12 inch) and side margins 0 cm (0 inch) ✓	4													
		[21]													

QUESTION 6 **File name: 6WheelChairs**

No	Criteria/Answer	Max	Mark
6.1	Primary key set ✓ on Stock code_Voorraadkode field ✓	2	
6.2	<u>Query: Less2000</u> Cost_Koste field ✓ Criterion: <2000 ✓ (2 Records)	2	
6.3	<u>Query: Standard</u> Only Brand_Handelsnaam and Type_Tipe fields ✓ Criterion on Type_Tipe field: "Standard ✓" OR ✓ "Standard folding ✓" Accept also Criterion on Type_Tipe field: Like ✓ Standard ✓*✓ (5 Records)	4	
6.4	<u>Query: Foot</u> Description_Beskrywing field Like ✓ "*" ✓ foot" ✓ (also accept *foot*) (3 Records)	3	
6.5	<u>Query: VAT</u> VAT: ✓ [Cost_Koste] ✓*0.14 ✓ OR VAT: ✓ [Cost_Koste] ✓*14/100 ✓ (All 29 records)	3	
6.6	<u>Form Header</u> Current date displayed as field ✓ Label " List of wheelchairs / Lys van rolstoel " displayed ✓ with raised/shadow/3D box ✓ Line removed ✓ <i>Form Detail Section:</i> All fields the same height ✓ Horizontal spacing between all fields is the same ✓ Only the Description_Beskrywing box is wider than the other fields ✓ Image displayed ✓ Whole image displayed ✓	9	

No	Criteria/Answer	Max	Mark
6.7	Report Chairs List Based on the Chairs_Stoele table ✓ Only Brand_Handelsnaam, Type_Type and Description_Beskrywing fields included ✓ Calculation in the report footer ✓ =Count ✓ ([Description_Beskrywing]) ✓ OR =Count(*) (<i>any field can be accepted</i>) Label is descriptive ✓	6	
6.8	Report Average Cost Fields Type_Type, Brand_Handelsnaam, Description_Beskrywing, Cost_Koste used ✓ Grouped by Type_Type ✓ Calculation in group footer or header ✓ =Avg ✓ ([Cost_Koste]) ✓ Report header: Average Cost ✓	6	
6.9	Report Cost Group Report grouped according to Cost_Koste field ✓ Groups show increments ✓ of R5 000 ✓	3	
		[38]	

QUESTION 7 File names: 7NewsReport, 7WheelchairCosts, 7NotLegal

No	Criteria/Answer	Max	Mark
7.1	Page orientation changed to landscape ✓	1	
7.2	Web address moved (not copied) ✓ and inserted in footer ✓	2	
7.3	Layout changed to 3 columns ✓	1	
7.4	Drop-cap inserted on P in 'Port Elizabeth may be one ...' ✓ Over 4 lines ✓	2	
7.5	First picture changed to greyscale ✓ Formatting copied from last paragraph to text underneath picture ✓	2	
7.6	Footnote inserted at ATM (in fourth paragraph) ✓ ♣ symbol used ✓ Text 'Automatic Teller Machine' added to the footnote ✓	3	
7.7.1	Stack format used ✓ Columns filled with 7Wheelchairs ✓ Scale of 1:500 ✓ Data values shown ✓	4	
7.7.2	Inserted the data/table from 7WheelchairCosts in the area shown in Appendix A in 7NewsReport. ✓	1	
	Sorted in descending order of prices ✓ List of types also changed accordingly ✓	2	
	=sum ✓ (above) ✓	2	
	Customised bullets inserted ✓ 7Wheelchairs picture used ✓	2	
	Table widened - bullet and the text clearly seen ✓	1	
	Chart/graph inserted ✓	1	
7.8	Data imported ✓ From the file 7WheelchairCosts from the Illegal worksheet ✓ Used the row headings as field names. ✓ Table named 7DBTable ✓ All data is visible ✓	5	
		29	
	TOTAL	[200]	