



**Western Cape
Government**

Education

**COMPUTER APPLICATIONS TECHNOLOGY P1
SEPTEMBER 2013**

GRADE 12

MARKING GUIDELINE

						FINAL MARK	/200	
SCHOOL NAME								
LEARNER NAME, SURNAME								
QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	43	26	37	24	42	24	4	200
CANDIDATE MARK								
MODERATED MARK								
TEACHER SIGNATURE								
MODERATOR SIGNATURE								

This Marking Guideline consists of 17 pages.

QUESTION 1: File name - 1Report_Verslag

No	Criteria	Max Mark			Learner Mark
1.1	Margins Top- and bottom margins to 1.5cm ✓	1		1	
1.2.1	Font Formatting - Headings 'Global', 'National' and 'Regional' formatted to Century Gothic ✓ font - Size 14pt ✓	1		2	
		1			
1.2.2	Line spacing - Line spacing set to Exactly ✓ 14 pt ✓ for all text under the above headings	1		2	
		1			
1.2.3	Bulleted List - Text at the end of page is a bulleted list ✓ - Bullets are customised with image of '1SAN Parks ✓	1		2	
		1			
1.3	Find and Replace 30 occurrences of 'visitors' replaced with 'tourists' ✓ - Displayed in a green font ✓ <i>Note to marker: Total occurrences of tourists is 31</i>	1		2	
		1			
1.4	Columns - Correct text selected ✓ - In four columns ✓ - Line appears ✓ - Spacing between column set to 1cm ✓ - Column Break inserted ✓ ('Cape garden Route ...' starts in 2nd column) - Text in columns fully justified ✓	1		6	
		1			
		1			
		1			
		1			
		1			
1.5	Breaks and Page Layout - Section break inserted ✓ - Second page appear in landscape ✓ - Pages before and after in Portrait ✓	1		3	
		1			
		1			

No	Criteria	Max Mark			Learner Mark
1.6.1	Styles - New paragraph style called Main Headline ✓ created ✓ - Surrounded by a shadowed border ✓ - Paragraph spacing after 3 pt ✓	2		4	
		1			
		1			
1.6.2	Main Headline style applied to headings highlighted in green ✓	1		1	
1.6.3	Heading 1 style applied to main attractions ✓	1		1	
1.6.4	Heading 2 style applied to Cape Town attractions ✓	1		1	
1.7	Table of Contents (no mark- only had to type text) - New page inserted ✓ - Automatic Table of Contents inserted ✓ - Format change to Distinctive ✓ - Contents displayed without tab leaders ✓ - TOC levels changed to displayed the correct order ✓ <i>(According to screen shot below)</i> General Overview 2 Attraction Visitation Data 3 Cape Town Attractions 3 Kirstenbosch National Botanical Gardens 3 Table Mountain Aerial Cableway 3 Table Mountain National Park 3 V&A Waterfront Shopping Centre 3 Cape Town Museums 3 Cape Garden Route & Klein Karoo Attractions 3 Cape West Coast Attractions 3 Acknowledgements 4	1		5	
		1			
		1			
		1			
		1			
		1			
1.8	Watermark - Picture watermark applied ✓ - Image “1Logo.bmp” used as the watermark ✓	1		2	
		1			

No	Criteria	Max Mark			Learner Mark
1.9	Page numbering - Automatic page numbering has been inserted ✓ - In the footer/or header of the document ✓ - Page numbering right aligned ✓ - First page is not numbered ✓ - Second page starts at number 1 ✓	1		5	
		1			
		1			
		1			
		1			
1.10	Caption - Caption inserted below the table and aligned with table ✓ - Text changed to 'Figure 1 ✓: Tourist Statistics' ✓	1		3	
		2			
1.11	Lists (Refer to appendix) - Multilevel/Outline numbering applied to selected text ✓ - Level 1 multilevel/outline numbering is applied (1., 2., 3.) ✓ - Level 2 multilevel/outline numbering is applied (a), b) etc.) ✓	1		3	
		1			
		1			
Total for Question 1		[43]			

QUESTION 2: File name – 2Form_Vorm

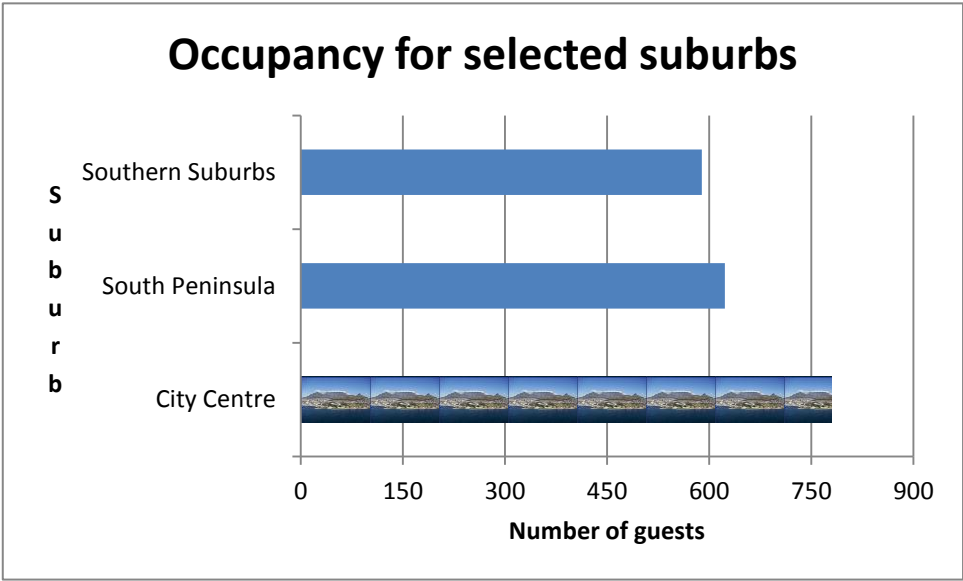
No	Criteria	Max Mark			Learner Mark
2.1	WordArt/Image manipulation - Text on first page converted to WordArt ✓ - Modified to chevron shape outline ✓ - Text appears with blue background ✓ - Image '1WCape' inserted ✓ - Inserted between the text as shown ✓ - Image resized: Height = 4cm ✓ ; Width = 16cm ✓	1		7	
		1			
		1			
		1			
		1			
		2			
2.2	Form Properties (mark in Text Form Field Properties) - Text format of Name and Surname field: First Capital ✓ - Type of Age field changed to Number ✓ - Maximum Length of Gender field changed to 1 ✓ - Text field 'Date of Departure' changed to Date Format ✓ - Date format changed to yyyy/MM/dd ✓ - Existing control replaced with a Drop Down list ✓ - Correct options and order ✓ <i>(Click here, Excellent, Satisfactory, Poor: Do not penalise incorrect spelling)</i>	1		7	
		1			
		1			
		1			
		1			
		1			
		1			

2.3	Table Properties • Text converted to table ✓ • Autofit to Contents option applied to table ✓ • Column inserted to the left ✓ • Cells of new column merged ✓ • Text direction from bottom to top ✓ • Text 'Survey Form' inserted ✓ • Text aligned vertically and horizontally ✓ • Height of each row changed to 1cm ✓ • Text in rows aligned vertically ✓ • Outside border set to 3pts ✓ • Inside border changed to 0.75pts ✓	1		11	
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
2.4	Form protected without password	1		1	
Total for Question 2		[26]			

QUESTION 3: File Name: 3Visitors_Besoekers

No	Criteria	Max Mark			Learner Mark
West Coast Nat Park worksheet					
3.1.1	Row 1 - Merged cells have double line bottom border ✓ - Merged cells centred vertically and horizontally ✓	1		2	
		1			
3.1.2	Row 2 Row height set to 30 ✓	1		1	
3.1.3	Cells B2 to E2 Headings aligned at 45° angle ✓	1		1	
3.2	Cell D5 =D4 – D3 - Cell D4 minus ✓ - Cell D3 ✓	1		2	
		1			
3.3	Cell E3 =SUM(B3:D3) - Function SUM ✓ - Range B3:D3 ✓ - Function copied to cells E4 to E14 ✓	1		3	
		1			
		1			
3.4	Cell B19 =AVERAGE(B12:D13) - Function AVERAGE ✓ - Range B12:D13 ✓	1		2	
		1			
3.5	Cell B20 =SMALL(B3:D4, 3) OR Cell B20 = LARGE(B3:D4, 4) - Function SMALL ✓ - Range B3:D4 ✓ - Criterion (parameter) 3 ✓	1		3	
		1			
		1			

No	Criteria	Max Mark			Learner Mark
3.6	Cell B21 =ROUND(D7/E7 * 100, 0) OR Cell B21 =ROUND(D7/E7%, 0) OR Cell B21 =ROUND(D7/SUM(B7:D7) * 100, 0) OR Cell B21 =ROUND(D7/(B7 + C7 + D7) * 100, 0) - Cell D7 divided by ✓ - Cell E7 multiplied by 100 ✓ (converted to a percentage) - Function ROUND ✓ - Zero decimal places ✓	1		4	
		1			
		1			
		1			
3.7	Cell B22 =SUM(B10:D10) – SUM(B10:D10) * 12% OR Cell B22 =SUM(B10:D10) – SUM(B10:D10) * 12 / 100 OR Cell B22 =SUM(B10:D10) – SUM(B10:D10) * 0.12 OR Cell B22 = E10 – E10 * 12% etc. - Total international visitors 2012 ✓ minus 12 percent of ✓ total international visitors 2012 ✓	1		3	
		2			
Cape Town worksheets					
3.8	Cell A4 =VLOOKUP(B4,ID!\$A\$1:\$B\$10,2,FALSE) - Function VLOOKUP ✓ - Correct lookup cell B4 ✓ - Correct lookup range ID!\$A\$1:\$B\$10 ✓ <i>Can also use a named range</i> - Absolute cell references ✓ <i>Award this mark if named range used</i> - Correct lookup column ✓ - Find exact match (FALSE) ✓	1		6	
		1			
		1			
		1			
		1			
		1			
3.9	Column E =C4 * D4 - Number of guests multiplied by ✓ - Average rate ✓	1		2	
		1			

No	Criteria	Max Mark			Learner Mark
3.10	Chart Bar chart created ✓ <i>Award all marks if a column chart is created</i> <i>Different terminology used in Maths/Maths Lit could cause confusion</i>	1		1	
3.10.1	Chart data Correct data range ='Rate & Occ CT'!\$B\$4:\$C\$4,'Rate & Occ CT'!\$B\$7:\$C\$7,'Rate & Occ CT'!\$B\$8:\$C\$8 ✓	1		1	
3.10.2	Headings and labels - Appropriate chart title added ✓ - Appropriate titles added to both axes ✓ <i>See screenshot below for examples</i>	1 1		2	
3.10.3	Legend Legend removed ✓	1		1	
3.10.4	City Centre bar - Bar filled with 3Table_Mountain ✓ - Stacked option used ✓	1 1		2	
3.10.5	Horizontal axis Major unit changed to 150 ✓	1		1	
					
Total for Question 3		[37]			

QUESTION 4: File name: 4Accommodation_Akkommodasie

No	Criteria	Max Mark			Learner Mark
Accom types worksheet					
4.1	Cell G3 =CONCATENATE(A3,"-",LEFT(D3,1),RIGHT(C3,4)) OR Cell G3 =A3 & “-“ & LEFT(D3, 1) & RIGHT(C3, 4) • Function CONCATENATE or & operator✓ • Correct cell A3 ✓ • Dash “-“ ✓ • Function LEFT Correct cell range (D3) and 1 character ✓ • Function RIGHT Correct cell range (C3) and 4 characters ✓	1		5	
		1			
		1			
		1			
		1			
4.2	Cell G1 =TODAY() OR Cell G1 =NOW() • Function TODAY <i>If the NOW function is used, only the date should be displayed</i>	1		1	
4.3	Conditional formatting column F • Conditional formatting applied to \$F\$3:\$F\$62✓ • Light gray background shading applied ✓	1		2	
		1			

4.4	Nested IF Cell H3 =IF(E3>=20,\$J\$1*E3,IF(E3>=10,\$J\$2*E3,"")) OR: Cell H3 =IF(E3<10,"",IF(E3<20,\$J\$2*E3,\$J\$1*E3)) OR: Cell H3 =IF(E3>19,\$J\$1*E3,IF(E3>9,\$J\$2*E3,"")) OR: Cell H3 =IF(E3<=9,"",IF(E3<=19,\$J\$2*E3,\$J\$1*E3)) Function IF ✓ • Condition: Cell E3 greater than or equal to 20 ✓ • Value if true cell J1 ✓ Second nested IF function • Condition: Cell E3 greater than or equal to 10 ✓ • Value if true cell J2 ✓ • Value if false "" ✓ • Absolute cell references used ✓	1		7	
4.5	Freeze rows • Rows 1 and 2 frozen ✓ <i>(Scroll up and down to check)</i>	1		1	
Summary worksheet					
4.6.1	Cell B2 =MODE('Accom types'!F3:F62) • Function MODE ✓ • Correct sheet and range 'Accom types'!F3:F62 ✓	1		2	
4.6.2	Cell B3 =COUNTIF('Accom types'!C3:C62,"Self Catering") • Function COUNTIF ✓ • Correct sheet and range 'Accom types'!C3:C62 ✓ • Correct criterion (can also be a cell reference) ✓	1		3	
4.6.3	Cell B4 =SUMIF('Accom types'!C3:C62,"Self Catering",'Accom types'!F3:F62) • Correct sheet and range 'Accom types'!C3:C62 ✓ • Correct criterion (can also be a cell reference) ✓ • Correct sheet and sum range 'Accom types'!F3:F62 ✓	1		3	
Total for Question 4				[24]	

QUESTION 5: File name: 5WestCoast

No	Criteria	Max Mark			Learner Mark
Table: Attractions					
5.1.1	Field size of <i>Town</i> field changed Any value between 20 and 40 ✓	1		1	
5.1.2	- New field <i>Regions</i> added as last field in table ✓ - Drop down list linked to field ✓ - Values 'Peninsula', 'Bergrivier' and 'Cederberg' ✓ <i>Check</i>	1		3	
		1			
		1			
5.1.3	Field IDCode: Input mask >LL_000 - Upper case (>) ✓ - Two letters (LL) ✓ - Underscore _ ✓ - Three digits (000) ✓	1		4	
		1			
		1			
		1			
5.1.4	- Record ID = 18 spelling of town changed ✓ - From 'Veldrif' to 'Velddrif' ✓ <i>Do not accept incorrect spelling!</i>	1		2	
		1			
Report: rptAttractions					
5.2.1	- Grouping has been added to the report ✓ - On the <i>Town</i> field ✓	1		2	
		1			
5.2.2	<i>Category</i> field sorted alphabetically ✓	1		1	
5.2.3	- Group footer is visible ✓ - Textbox placed in the group footer ✓ - Suitable label displayed ✓ =count ✓ (*) ✓ OR =count([Town]) <i>Accept any field name in the count function</i>	1		5	
		1			
		1			
		2			

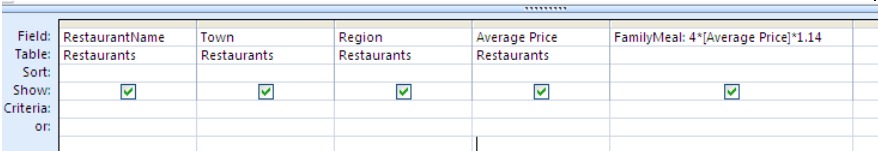
5.2.4	- Textbox placed in report footer visible ✓ - Suitable label displayed ✓ =Avg ✓ ([Distance]) ✓ - Displays correct to 1 decimal place ✓	1		5	
		1			
		2			
		1			
Query: qryCoffee					
5.3	- Only <i>RestaurantName</i>, <i>Town</i> and <i>Telephone</i> fields displayed ✓ - Criterion for <i>RestaurantName</i> field Like *coffee* ✓ OR *koffie* ✓ - Sorted ascending ✓ - Only award marks if both wildcards are present	1		4	
		3			
Query: qryMealFor4					
5.4	 - New field called <i>FamilyMeal</i> ✓ 4 * ✓ - Field [Average Price] ✓ - VAT calculated ✓ at 14% ✓ - A variety of answers are possible 4 * [Average Price] * 1.14 4 * [Average Price] + 4 * [Average Price] * 0.14 4 * [Average Price] + 4 * [Average Price] * 14 / 100	1		5	
		1			
		1			
		2			
Form: frmRestaurantInput					
5.5	- Form based on Restaurants table created ✓ - All fields included ✓	1		2	
		1			
5.5.1	Form heading 'Restaurant Input Form' ✓	1		1	
5.5.2	Background colour of form changed to light red ✓	1		1	
5.5.3	- Form footer is visible ✓ - Function =Date() Or =Now() in text box ✓ - Date format: Long Date ✓	1		3	
		1			
		1			

Table: Bird Attractions					
5.6	- Data from spreadsheet 5BirdWatching imported ✓ - Into new table Bird Attractions ✓ <i>Check that all 14 records imported</i> - ID field set a primary key ✓ <i>Check that there is only one ID field!</i>	1		3	
		1			
		1			
Total for Question 5				[42]	

QUESTION 6: File name – 6Newsletter_Nuusbrief

No	Criteria	Max Mark			Learner Mark
6.1.1	Letterhead: - Text correctly aligned as per example ✓ - Text font sizes (relative) vary as per example ✓  Cape West Coast Tourism E-mail: tourism@wcdm.co.za Tel: 022 433 8505 www.capewestcoast.org.za	1		2	
		1			
6.1.2	Border - Text in white ✓ 3pt black paragraph border around letterhead ✓ - Blue colour fill ✓	1		3	
		1			
		1			
6.1.3	Logo - Logo moved to left of text ✓ - Wrapping set to 'In front of text' ✓	1		2	
		1			
6.2	Footer:: - Filename & Path field inserted ✓ <i>Alt+F9 to display field codes</i> - Inserted in footer ✓	1		2	
		1			
6.3	Dropped Cap: - Applied to E (highlighted in yellow) and drops 4 lines ✓ 0.2 cm from text ✓	1		2	
		1			
6.4	Linked table - Data from spreadsheet pasted as a table ✓ (not a picture) - Data pasted as a linked object (Alt+F9 to check) ✓ - Table not in a column (look for a section break) ✓ - Table centre-aligned ✓	1		4	
		1			
		1			
		1			

No	Criteria	Max Mark			Learner Mark
6.5	Endnote: - Endnote inserted on text 'Tourism Expos 2011' ✓ <i>Do not award this mark if a footnote is used</i> - Display the text "Contact Mrs Kiewiet 0823002746". ✓ - The ☎ symbol is used ✓	1		3	
		1			
		1			
6.6	Mail Merge: Envelopes - Spreadsheet 6Source used as data source ✓ - B5 envelopes used ✓ <i>Check the Page Layout</i> - Only records for Swartland region displayed ✓ <i>Should be 5 records</i> <i>Click on Edit Recipients to check or look at the SQL string when the document opens</i> - Name, Post Box, Town and Code fields used ✓ - Document merged ✓ and saved as 6Envelope ✓	1		6	
		1			
		1			
		1			
		2			
Total for Question 6		[24]			

QUESTION 7

No	Criteria	Max Mark			Learner Mark
7.1	File management - Image from 6Newsletter saved as .jpg file ✓ (no mark if not a .jpg file) - Image named Tourism manager ✓	1 1		2	
7.2	File properties: 7Answer Author property changed to Name and Surname✓			1	
7.3	File conversion File 7Text saved as *.html file ✓ <i>Award mark if original file AND .html file exist as an indication that it was saved as.</i>	1		1	
Total for Question 7		[4]			

TOTAL: 200