



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

PREPARATORY EXAM 2015
COMMON EXAM
GRADE 12
MEMORANDUM/MARKING GUIDE

MARKS: 180

FINAL MARK	
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NAME AND SURNAME	
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	29	19	25	27	40	20	20	180
CANDIDATE'S MARK								
MODERATED MARK								

This memorandum/marking guide consists of 14 pages.

QUESTION 1

File name: 1Comp_Rek

Total Q1: 29

No	Criteria	Max Mark			Candidate Mark
1.1.1	Cover page • 'Grid' cover page inserted ✓	1		1	
1.1.2	Title and Abstract • 'History of Computer Development' inserted as title ✓ • Web address moved to abstract content control ✓ NOTE: The web address should not appear on last page.	1 1		2	
1.2	Table of Contents • Automatic table of contents inserted on page 2 ✓ • Only "Main" and "Heading 4" headings used ✓	1 1		2	
1.3	Page numbering • Automatic page numbering inserted ✓ • In footer of document ✓ • Section break inserted ✓ • Appears on third page as 'Page 1' ✓	1 1 1 1		4	
1.4	Automatic caption • Automatic caption added to image: 'Figure 1: Desktop Computer' ✓	1		1	
1.5	Find and replace • Replaced the <i>whole</i> word: computer ✓ • With computer (bold) ✓ NOTE: 39 occurrences.	1 1		2	
1.6	Citation • Automatic citation inserted at end of first paragraph ✓ • Type of source: Journal article ✓ • Author and year inserted as Jones and Smith, 2010 ✓	1 1 1		3	
1.7	Pagination: Paragraph ('Actually speaking...as ABACUS') • 'Keep lines together' selected ✓	1		1	
1.8	Comment • Comment inserted on word 'Abacus' ✓ • Text 'Known as the Suanpan' entered ✓	1 1		2	
1.9	Footnote • Footnote inserted to Pascal's ✓ • Text inserted '1 ^{Pa} = 1 ^N ' ✓ • Superscript used ✓	1 1 1		3	
1.10	Spelling • Spelling errors: (passed) and (development) corrected ✓	1		1	

1.11	Shape - Any callout shape added ✓ - Text 'Artificial Intelligence!!!' inserted ✓ - Shaped turned/flipped to resemble example ✓ - Size 7 cm width and 10 cm height ✓ - Image and shape have been grouped ✓	1		5	
		1			
		1			
		1			
		1			
1.12	Watermark - Text watermark inserted: 'History of Computers' ✓ - Appears horizontal over the page ✓	1		2	
		1			
	Total for QUESTION 1			[29]	

QUESTION 2

File name: 2Internet

Total Q2: 19

No	Criteria	Max Mark			Candidate Mark
2.1	WordArt - WordArt inserted 'Internet and the World' at the top of page 1 ✓ - Shadow effect applied ✓	1 1		2	
2.2	Bullets - Bullet changed to ☉ symbol ✓ - Line spacing changed to multiple 1.15 ✓	1 1		2	
2.3	Columns: Paragraph ('Thirty years...Internet began.') - Text appears in two columns ✓ - Line between ✓ - Spacing between the columns is 2 cm ✓	1 1 1		3	
2.4	Track changes All track changes accepted ✓ (truly, Task) inserted (or executive) deleted	1		1	
2.5.1	Table - Section break added before the heading 'Internet usage' and after the table ✓ - Page layout for table and heading is portrait ✓ - All other pages remain landscape ✓	1 1 1		3	
2.5.2	Style Table is formatted with the 'Plain Table 1' style ✓	1		1	
2.6.1	'Name' text form field Properties changed to maximum length of 20 ✓	1		1	
2.6.2	'Internet Usage' drop-down form field - Drop-down form field inserted ✓ - Options inserted: Every day, Once a week, Once a month ✓ - Help text 'Choose one' inserted on status bar ✓	1 1 1		3	
2.6.3	Check box form field Check box added in front of text 'Cable' ✓	1		1	
2.6.4	Tab stop - Tab stop set to 4.5 cm ✓ - Applied to 'Name' form field ✓	1 1		2	
	Total for QUESTION 2			[19]	

QUESTION 3

File name: 3Use_Gebruik

Total Q3: 25

- Mark from the formulae and not the values/answers in the cell.
- Check against candidates' actual work (Cell references may differ, depending on the candidates' response).
- Candidates may use multiple formulae or cells as 'building blocks' to answers.

No	Criteria	Max Mark			Candidate Mark
Depart worksheet:					
3.1	Cells A1:H1: - Cells A1:H1 merged ✓ - Heading: “Internet usage per department” inserted ✓	1		2	
		1			
3.2	Cell C4: =CONCATENATE(LEN(D4),UPPER(RIGHT(A4,3), "@work") OR =LEN(D4)&UPPER(RIGHT(A4,3))&"@work" - CONCATENATE OR & ✓ - LEN(D4) ✓ - UPPER ✓ - RIGHT(A4,3) ✓ "@work" ✓			5	
		1			
		1			
		1			
		1			
		1			
3.3	Column F: =ROUNDDOWN((\$A\$2-E4)/365,0) \$A\$2 ✓ - E4 ✓ /365 ✓ - Rounded down to 0 decimal places ✓ - Filled down to the rest of cells ✓			5	
		1			
		1			
		1			
		1			
		1			
3.4	Conditional formatting: Column G - Conditional formatting applied to column G ✓ - Criteria: Top 10 ✓ - Fill colour set to red ✓			3	
		1			
		1			
		1			

3.5	Column H: =IF(G4>=200,"High",IF(G4>=100,"Moderate","Low")) OR =IF(G4<100,"Low",IF(G4<200,"Moderate","High")) OR =IF(G4<100,"Low",IF(G4>=200,"High","Moderate")) - Nested IF function syntax correctly used ✓ - Low condition: less than 100 (100 excluded) ✓ - Moderate condition: between 100 and 199 (100 and 199 included) ✓ - High condition: more than 200 (200 included) ✓	1 1 1 1		4	
3.6	Cell: K4: =COUNTA(A4:A103) - COUNTA function ✓ - Range A4:A103 ✓	1 1		2	
Use worksheet:					
3.7	Cell B2: =SUMIF(Depart!D4:D103,"Advertising",Depart!G4:G103) - SUMIF function ✓ - Range for criteria: Depart!D4:D103 ✓ - Criteria: "Advertising" ✓ - Sum range: Depart!G4:G103 ✓	1 1 1 1		4	
	Total for QUESTION 3			[25]	

QUESTION 4

File name: 4Virus

Total Q4: 27

- Mark from the formulae and not the values/answers in the cell.
- Check against candidates' actual work (Cell references may differ, depending on the candidates' response).
- Candidates may use multiple formulae or cells as 'building blocks' to answers.

No	Criteria	Max Mark			Candidate Mark
Virus worksheet:					
4.1	Sheet renamed: 'Virus' sheet renamed to 'Level' ✓	1		1	
4.2	Cell B4: =IF(VLOOKUP(A4,Status!\$A\$1:\$C\$110,3)="Very High","Dangerous","Manageable") - IF function used ✓ - Criteria:="Very High" ✓ - Value if true "Dangerous" ✓ - Value if false "Manageable" ✓ VLOOKUP: - A4 ✓ - Status!\$A\$1:\$C\$110 ✓ - Value to return: column 3 ✓	1 1 1 1 1 1 1		7	
4.3	Cell C5: =LEFT(A5,FIND(".",A5)-1) - LEFT(A5 ✓ - FIND(".",A5 ✓) -1) ✓	1 2 1		4	
4.4	Print area: - Print area set to A3:B111 ✓ - Fit to one page wide by one page tall ✓	1 1		2	
Totals_Totale worksheet:					
4.5	Cell B2: =COUNTIF(Status!C2:C110,"Very High") - COUNTIF ✓ - Status!C2:C110 ✓ "Very High" ✓	1 1 1		3	

4.6	Graph/Chart - Pie graph/chart inserted ✓ - Correct data series selected: A2:B6 ✓ - Appropriate chart title inserted ✓ - Correct percentages displayed for each level ✓ - Fill the highest damage category with 4Damage_Gevaar image ✓ - The chart appears in a new sheet named 'Chart' ✓	1 1 1 1 1 1		6	
Spread_Versprei worksheet:					
4.7	Problem solving: - Determine viruses with 'exploit' in the name ✓ - Determine spreading of 'medium' ✓ - Steps shown ✓ NOTE: Answer is 1.	1 1 1		3	
4.8	Hyperlink Hyperlink inserted on cell F1 to link to 'Status' worksheet ✓	1		1	
	Total for QUESTION 4			[27]	

QUESTION 5

File name: 5Price_Prys

Total Q5: 40

No	Criteria	Max Mark			Candidate Mark
Table: Data					
5.1.1	Data types: - ID: Number - Integer ✓ - Stock: Yes/No ✓ - Price VAT incl: Currency ✓	1 1 1		3	
5.1.2	ID field: Primary key set to ID field ✓	1		1	
5.1.3	Type field: Field size change to 20 ✓	1		1	
5.1.4	Input mask on Stock Code field: >LLLL00 - Input Mask inserted ✓ - Capital letter: > ✓ 4 letters: LLLL ✓ 2 numbers: 00 ✓	1 1 1 1		4	
5.1.5	Validation rule on Price field: - Between 2000 ✓ and ✓ 20000 ✓ OR >=2000 and <=20000 OR >1999 and <20001 - Appropriate message that refers to numbers between 2000 and 20000 ✓	3 1		4	
Query: qry5_2					
5.2	- Fields displayed: Type, Make, Model, Stock Code, HDD and Stock ✓ - Criteria on Make field: Dell OR ✓ Acer ✓ - Criteria on Stock field: 'Yes' ✓ - Sorted ascending according to Model ✓	1 2 1 1		5	

Query: qry5_3					
5.3	- Criteria for <i>Screen size</i> field: Like "15.6*" ✓ - Criteria for <i>Price</i>: >=5000 ✓ and <=10000 ✓ - Fields in query: <i>Type</i>, <i>Model</i>, <i>Screen size</i>, <i>Stock</i> and <i>Price</i> fields ✓	1 2 1		4	
Query: qry5_4					
5.4	Calculated field: <i>Price VAT incl</i> : [Price]+([Price]*0.14) <i>Price VAT incl</i>: ✓ [Price] ✓ + ✓ ([Price]*0.14) ✓ - OR [Price]*1.14 - Displayed in currency ✓	1 1 1 1 1		5	
Form: frm5_5					
5.5	- Heading changed to: "Types of Notebooks" in red ✓ - Combo box added to <i>Make</i> field: - Control source: "Make" ✓ - Row source: Acer, Asus, Dell, HP, Lenovo; MSI and Samsung ✓ - Row source Type: Value list ✓ - Add image 5Dell in header ✓	1 1 1 1 1		5	
Report: rpt5_6					
5.6	- Report rpt5_6 created ✓ - Only <i>Type</i>, <i>Stock Code</i>, <i>Model</i> and <i>Price</i> fields inserted ✓ - Records grouped according to <i>Type</i> ✓ - Calculation in group footer ✓: =(Count ✓ [Model]) ✓ - Calculation in report footer: =(Sum ✓ [Price]) ✓	1 1 1 3 2		8	
Total for QUESTION 5				[40]	

QUESTION 6

File name: 6Comp_Rek

Total Q6: 20

- This question should be marked from the web browser as far as possible unless otherwise indicated or cannot be seen on the web browser.
- A maximum of 1 mark will be deducted if one or more closing tags or brackets are omitted.

No	Criteria	Max Mark			Candidate Mark
6.1	Title <code><title>Computers</title></code> • Title 'Computers' ✓ • Closing tag entered <code></title></code> ✓	1		2	
		1			
6.2	Font <code>font face="Comic Sans MS"</code> • Type changed to face ✓	1		1	
6.3	Horizontal line <code><hr color="red"/></code> • Horizontal line added after heading ✓ • Red colour ✓	1		2	
		1			
6.4	Italics <code><i>personal computer</i></code> • 'personal computer' appears in italics ✓	1		1	
6.5	Image <code></code> • .jpeg changed to .jpg ✓ • Border ✓ of size 10 ✓ inserted	1		3	
		2			

6.6	Table <code><tr></code> <code> <th> </th></code> <code> <th width="20%"> Desktop </th></code> <code> <th width="20%"> Laptop </th></code> <code> <th width="20%"> Tablet </th></code> <code></tr></code> <code><tr></code> <code> <th> Price </th></code> <code> <td> R3,999 </td></code> <code> <td> R6,999 </td></code> <code> <td> R4,999 </td></code> <code></tr></code> • Empty first heading inserted ✓ • Table consists of two rows ✓ • Table rows separated at 'Price' ✓ • 'Price' displays as a heading ✓	1 1 1 1		4	
6.7	Hyperlink <code>Alternative Prices</code> • <code><a href:</code> ✓ • <code>"www.pricecheck.co.za"></code> ✓ • 'Alternative Prices' ✓	1 1 1		3	
6.8	Ordered list <code><ol type="i"></code> <code> Incredible connections</code> <code> Hi-Fi Corporation</code> <code> Game Stores</code> <code></code> • Ordered list inserted ✓ • Roman number used for list ✓ • List items inserted ✓ • Three list items inserted with text ✓	1 1 1 1		4	
	Closing tag/s or brackets omitted	-1			
	Total for QUESTION 6			[20]	

QUESTION 7

Total Q7: 20

**File names: 7Hand, 7Facts_Feite, 7Graph_Grafiek, 7Sale_Verkoop, 7Sales_Verkope,
7Merge_Saamvoeg**

No	Criteria	Max Mark			Candidate Mark
7Facts_Feite					
7.1	Properties Title properties changed to 'Facts' ✓	1		1	
7.2.1	Image saved - Image “Currency of the World” saved ✓ - As 7Money.jpg ✓	1 1		2	
7.2.2	Text imported - Text copied from 7Text_Teks ✓ to 7Fact_Feite document - Matches font of the rest of the document ✓	1 1		2	
7.2.3	PDF created File saved as 7Facts_Feite.pdf ✓	1		1	
7Graph_Grafiek					
7.3.1	Select data Data series: A1:B5 ✓	1		1	
7.3.2	Profit data series changed Profit data series changed to line ✓	1		1	
7Sale_Verkoop					
7.4.1	Current date and time - Current date and time added to header ✓ - Updates automatically ✓	1 1		2	
7.4.2	Graph inserted - Graph pasted in document ✓ - Graph can be updated ✓ NOTE: Right click to see update link.	1 1		2	
7Sales_Verkope					
7.5	Sales table - New table inserted in database called Sales ✓ - Data from Sales worksheet ✓	1 1		2	

7Merge_Saamvoeg					
7.6	Merge • Sales worksheet used as data source ✓ • <i>Name, Sales</i> and <i>Commission</i> fields inserted ✓ • In correct position ✓ • Sorted according to name ✓ • Criteria above 100 (8 records included) ✓ • Merged completed and saved as 7MComplete ✓	1		6	
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 7			[20]	
	TOTAL				180