



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2015

**COMPUTER APPLICATIONS TECHNOLOGY P1
MEMORANDUM**

NAME OF CANDIDATE: _____ GRADE: _____

SIGNATURE OF EDUCATOR: _____

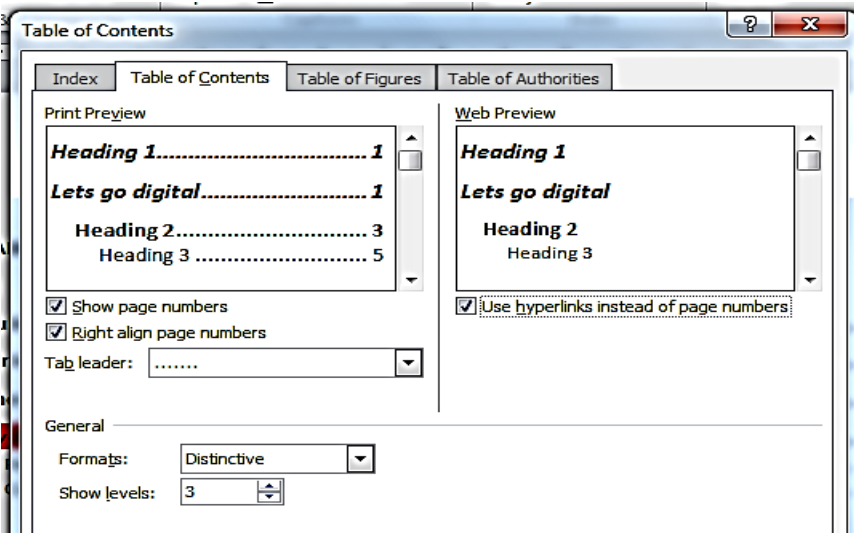
	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:								
	180	35	15	42	8	40	22	18

This memorandum consists of 11 pages.

QUESTION 1

File: Q1Newsletter_Nuusbrief

No.	Criteria	Max.	✓	Mark
1.1	Margins Top-and bottom margins 1.5cm✓	1		
1.2	1.2.1 Font Formatting: Heading 'The cost saving' formatted to: - Garamond font✓ 12pt.✓	2		
	1.2.2 Line Spacing - Line spacing set to Exactly✓ 14pt✓	2		
	1.2.3 Bulleted list - Text under heading 'Resource Library' is a bulleted list✓ - Bullets are customised with the image tablet vs textbooks✓	2		
1.3	Find and Replace 2 occurrences of 'TRAIN YOUR BRAIN' with 'TYB'✓ - Displayed in bright green font✓ <i>(Note to marker: Total occurrences of TYB is 2)</i>	2		
1.4	Columns - Correct text selected✓ - In three columns✓ - Line appears✓ - Text in columns fully justified✓	4		
1.5	1.5.1 Styles - New style called Lets go digital created✓based on heading style 1✓ - Surrounded by a shadow border✓ - Paragraph spacing after 2.5 pt✓	4		
	1.5.2 Lets go digital style applied to headings highlighted in red: 'How it all works'✓	1		

1.6	Table of Contents • Page break inserted✓ • Heading Table of Contents displayed✓ • Format change to Distinctive✓ • Contents display with tab leaders✓ • TOC levels changed to displayed the correct order✓ <i>(According to the screen shot below)</i> 	5		
1.7	Watermark • Picture watermark applied (correct image 1Chart used)✓ • Scale set to 150%✓	2		
1.8	Page numbering • Odd and Even page numbering✓ • In the footer/header of the document✓ • Odd left ✓and Even right aligned✓ • Start from number 10 (using ms word function)✓	5		
1.9	Date 31 March 2001 Two hard spaces inserted (one mark for each) 31°March°2001	2		
1.10	Character spacing • Character spacing expanded to 3 pt • Text appears in upper case (capital letters) • Is right-aligned	3		
Total for QUESTION 1:		[35]		

QUESTION 2

File: Q2SubjectChoice_Vakkeuse

No.	Criteria	Max.	✓	Mark
2.1	Hyperlink • Removed✓	1		
2.2	Symbol inserted Windows symbol correctly inserted between 'Subject Choices' and 'Vakkeuse' ✓	1		
2.3	Paragraph border • Paragraph border added✓ • Only top and bottom borders appear✓ (Do not accept text boxes, tables or any drawing shapes)	2		
2.4	Drop-down control added Drop-down control for Group 2 label has the options Accounting/Geography/Business Studies✓ (Do not penalise if not in correct order)	1		
2.5	Check box added • Check box control added for the Mathematics/Mathematical Literacy option✓ • Align with tab stop at 8 cm✓ (Do not accept the use of default tab stops)	2		
2.6	Properties of Surname/Van field set to allow 10 characters✓	1		
2.7	Table properties • Table inserted with 1 row and 10 columns✓ • Table/columns set to 'AutoFit to contents'✓ • Row height set to 0.8 cm✓ (Do not penalise incorrect positioning)	3		
2.8	Signature line added • Signature line added using a tab stop✓ with any tab leader✓	2		
2.9	Password • Password 'Help' inserted✓ • Editing option: Filling in form ✓	2		
Total for QUESTION 2:		[15]		

QUESTION 3

File: Q3Staff_Personeel

No.	Criteria	Max.	✓	Mark
3.1	Row 1 • Merge and centre cells A1 to P1✓	1		
3.2	Cells A1 to P1 • Fill colour changed✓	1		
3.3	Cells A3 to P3 Headings align to 90° angle✓	1		
3.4	Cell F12 Date formatted in dd-mmm-yy format, eg. 20-Jan-80✓	1		
3.5	Cell D4 = UPPER(CONCATENATE(A4,RIGHT(B4,1),"*",LEFT(C4,3))) OR Cell D4 = UPPER(A4 & RIGHT(B4,1) & "*" & LEFT(C4,3)) • CONCATENATE or & operator✓ • A4✓ • asterisk "*"✓ • RIGHT (B4,1)✓ • LEFT (C4,3)✓ • UPPER✓	6		
3.6	3.6.1 Columns H3 to J3 =COUNTA(H4:H21) • COUNTA✓ • H4:H21✓ OR • =COUNTIF✓ (H4:H21,"Laptop")✓	2		
	3.6.2 Columns H3 to J3 =COUNTIFS(H4:H21,"Laptop",I4:I21,"Smartphone") • COUNTIFS✓ • H4:H21 Laptop✓ • I4:I21 Smartphones✓	3		
3.7	Cell K4 =ROUND(((TODAY()-G4)/365),0) • (TODAY)✓ • - G4✓ • / 365 days✓ • ROUND✓ • 0 decimals✓	5		
3.8	Cell L4 =IF(K4>=30,"Gold",IF(K4>=20,"Silver","No Certificate")) • IF✓ • K4>=30,"Gold" ✓ • K4>=20,"Silver"✓ • "No Certificate"✓	4		
3.9	Cell C22=LEN(C16) • LEN function used✓ • Correct cell range✓	2		

3.10	Column M22 =COUNTBLANK(M4:M21) - COUNTBLANK ✓ (M4:M21) ✓	2		
3.11	Cell O9 =N9*120 - N9 ✓ * 120 ✓ - O9 formatted to currency ✓	3		
3.12	Cell O22 =SUMIF(E4:E21,"F",O4:O21) - SUMIF ✓ - E4:E21 ✓ "F" ✓ - O4:O21 ✓	4		
3.13	Sheet 1 renamed to Invoice ✓	1		
3.14	Cell C20: VLOOKUP(B20,Costs_Lookup!A\$2:\$D\$12,2,TRUE) - VLOOKUP ✓ - B20 ✓ - Costs_Lookup!A\$2:\$D\$12 ✓ - Absolute cell reference used ✓ - Copied to C20:C30 ✓ 2,TRUE ✓	6		
3.15	Cell D15 =Now() ✓	1		
Total for QUESTION 3:		42		

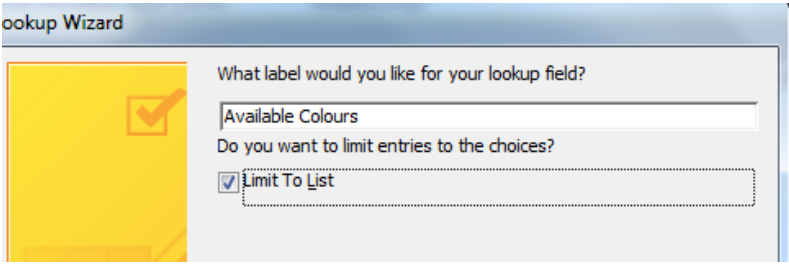
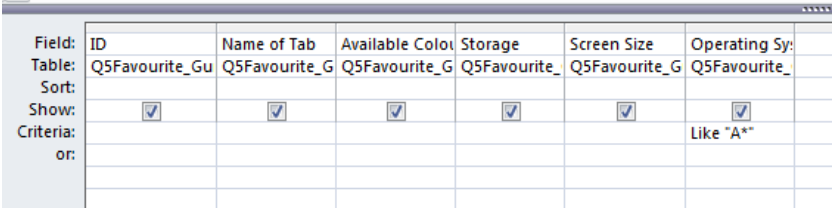
QUESTION 4

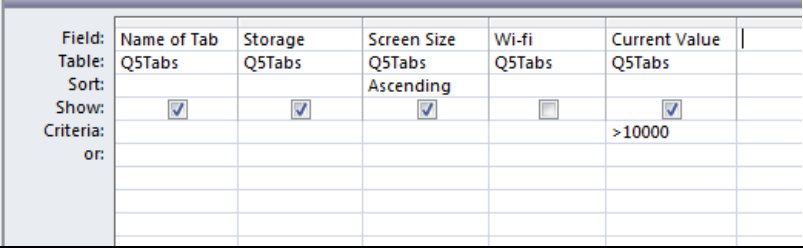
File: Q4Marks_Punte

No.	Criteria	Max.	✓	Mark
4.1	Graph • Correct data range used C10:I10 and C2:I2✓ • Column chart created✓ • Data labels centred✓ • Legend renamed to Asanda Lamani✓ • and correctly displayed✓ • Minimum of the y-axis changed to 20✓ • and Maximum to 100✓ • Chart moved to Graph sheet✓	8		
Total for QUESTION 4:		08		

QUESTION 5

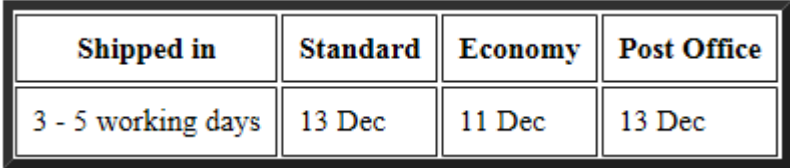
File: Q5_Reps Info

No.	Criteria	Max.	✓	Mark
5.1	5.1.1 • Name of tab field appear before Model field✓ • Primary key added to Name of tab field✓	2		
	5.1.2 Data type of DatePurchased field added to Date/Time✓	1		
	5.1.3 • New field Operating systems ✓ • added before Screen size field✓ • Data Type: OLE Object or Hyperlink✓	3		
	5.1.4 • Field size of Review: Double✓ • Decimal place: 1✓	2		
	5.1.5 • Data type for Available colours field set to Lookup and Colours Black, White, Grey and Red entered✓ • Limit to list checked✓  (Note to marker: Accept two and more entries)	2		
	5.1.6 Field Name of Tab: Input mask >LL_000 • Upper case and two letters >LL ✓ • Underscore and three digits _000 ✓	2		
	5.1.7 Field Name of tab Record no 6 spelling—from 'Goegle' to 'Google'✓ (Do not accept incorrect spelling)	1		
5.2	Query: Q5Androids • Display all fields✓ • Criteria: Like "A"✓ 	2		

5.3	Query: Device info - Only Name of Tab, Storage, Screen size and Current Value fields displayed✓ - Criterion for Current Value field: >10 000✓ - Sorted by 'screen size in alphabetical order'✓ - Saved as Q5Modified✓ 		4		
5.4	Query: Q5Tabs Query Deposit: [Current Value]*0.2 - New field called <i>Deposit</i>✓ [Current Value] ✓ - Multiply✓ 0.2✓		4		
5.5	Form: Q5Signals_Seine				
	5.5.1	Operating system field removed✓	1		
	5.5.2	- Date added as a field✓ - In the footer of the form✓ <i>(Do not penalise if both date and time are added)</i>	2		
	5.5.3	- List box control added to the form✓ - Values (Wi-Fi, 3G, and LTE) added to the control box✓ - List box controls links to Connectivity_Seine✓ - Suitable label linked to Name/Discription of the field✓ - Label formatted to resemble existing labels✓ <i>(If candidate used a combo box instead of a list box they will lose 1 mark)</i>	5		
5.6	5.6.1	Paper size changed to Letter ✓	1		
	5.6.2	Page number inserted. = "Page" & [Page] & "of" & [Pages] ✓ - Right Aligned ✓ - At the Bottom of the report ✓	3		
	5.6.3	Date inserted =Date()✓	1		
	5.6.4	=Count(*)✓✓ Any appropriate label: Total No of Tabs✓	3		
	5.6.5	Report Heading: Q5Favourites_Gunsteling formatted to blue font colour ✓	1		
Total for QUESTION 5:			[40]		

QUESTION 6

File: Question6.Html

No.	Criteria	Max.	✓	Mark
6.1	<title>Tablets on wheels</title>✓	1		
6.2	• <img src = "Q6_Logo.jpg" ✓ • align = "right" ✓ • height = "100" ✓ width= "100" ✓	4		
6.3	Contact Details ✓	1		
6.4	Address✓	1		
6.5	 ✓ tag✓	3		
6.6	<ul type = "square">✓ ✓ ✓ - Acer - Apple - Lenovo ✓	4		
6.7	Shipment  <table border = "5" cellpadding = "8"> </table>✓ 6.7.1 <table border = "5" ✓ 6.7.2 cellpadding = "8" ✓ <th> Standard </th>✓ <td></td>✓	5		
6.8	 "e-Books" </a href> <a href> </a href>✓ "Tablets-vtextbooks.jpg"✓ Linked to the word "e-Books" ✓	3		
Total for QUESTION 6:		[22]		

QUESTION 7

Open the file **Q7Myfile**

No.	Criteria	Max.	✓	Mark
7.1	Subfolder music created✓	1		
7.2	MP3 Files moved into the music folder✓ (4 files)	1		
7.3	Types of tablets Size = 11 KB ✓	1		
7.4	Selfie.docx protect with password ✓ #Self12✓	2		
7.5	Tables.docx converted to Tables.pdf✓ Tables.docx removed✓	2		
7.6	Chart Staff_Personeel exported✓ and linked ✓	2		
7.7	Ultimate7 compressed✓ Ultimate7 renamed to Q7Compress✓	2		
7.8	Q7MyFile sorted descending by size✓ Screenshot added✓	2		
7.9	Q7Answersheet_Antwoordblad Students Name as <i>Author</i> ✓	1		
7.10	Envelope correctly created✓ - Delivery address correctly entered ✓ - Return address correctly entered✓ - Merge complete successful✓ 	4		
Total for QUESTION 7:		18		
TOTAL:		180		