



education

Department of
Education
FREE STATE PROVINCE

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY

SEPTEMBER 2015

MEMORANDUM/MARKING GUIDELINE

CANDIDATE'S NAME:

QUESTION	1	2	3	4	5	6	7	TOTAL
MAXIMUM MARK	30	19	39	13	45	20	14	180
CANDIDATE MARK								
MODERATED MARK								

This memorandum/marking guidelines consists of 13 pages (cover page included).

QUESTION 1: WORD PROCESSING**File name: 1_Welcome_Welkom**

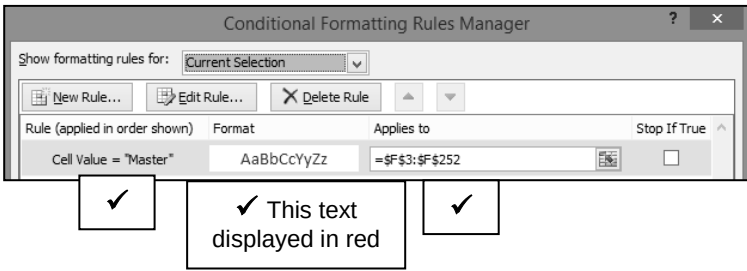
No.	Criteria	Maximum Mark		Mark	
1.1	Font: 'Welcome to MACUFE 2015' - Title style ✓ - White font ✓ - Bold ✓ - Red background colour ✓	1		4	
		1			
		1			
		1			
		1			
1.2.1	Picture: 1_Premier - Picture is inserted ✓ - To left of the first paragraph ✓ - Layout square or through ✓ 4 cm high ✓ 3.5 cm wide ✓	1		5	
		1			
		1			
		1			
		1			
		1			
1.2.2	Caption - Caption field inserted: Figure 1 Macufe 2015 ✓ - Caption position: above the image ✓	1		2	
		1			
1.3.1	Header: horizontal line - Thickness 4 pt ✓ - Solid colour – any colour except black ✓	1		3	
		1			
1.4	Document formatted - Paragraph to 3 pt before and 3 pt after ✓ 1.5 line spacing ✓	1		2	
		1			
1.5	Styles - New style, 'Macufe' created. ✓ - Arial font ✓ - Shadowed border around headings ✓ - Style updates automatically. ✓	1		4	
		1			
		1			
		1			
		1			
1.6	Table of Content - TOC created. ✓ - Classic style ✓ - Based on Macufe paragraph style. ✓	1		3	
		1			
		1			
1.7	Premier - Endnote inserted ✓ - Wingdings symbol 232 used as a custom mark ✓ - Text 'FS Premier: Ace Magashule' added ✓ Note to marker: Do not penalise for spelling errors. Accept if endnote appears on another word.	1		3	
		1			
		1			
		1			

1.8	Page Numbering • Automatic page numbering ✓ • In centre of the footer ✓ • Format 'Page X of Y' ✓ • Second page numbered as Page 1 of Y ✓	1		4		
		1				
		1				
		1				
Total for QUESTION 1					[30]	

QUESTION 2: WORD PROCESSING**File name: 2_Entry_Inskrywing**

No.	Criteria	Maximum Mark		Mark	
2.1	Tab settings - Tab set at 15 cm ✓ - Solid line leader tab ✓	1 1		2	
2.2	Page border 3 pt. ✓ - Orange Accent 2 colour ✓ - Darker 25% ✓	1 1 1		3	
2.3	Form field at ID NO: displays 13 characters ✓	1		1	
2.4	Default value of Check Box form field = Checked ✓	1		1	
2.5	Drop down list: - Drop-down control is inserted ✓ - Drop-down items: 'Black', 'Coloured', 'White' and 'Indian', entered ✓ Note to marker: Ignore spelling errors.	1 1		2	
2.6	Text form field: AGE - Text form field set to number ✓ - Help message ('How old are you?') displayed on status bar ✓ - Default age set to 16 ✓	1 1 1		3	
2.7	Integration - Acrobat 2_Info file inside text box ✓ - Display as an icon ✓	1 1		2	
2.8	Columns 2 columns ✓ 'Big Walk – 7.2 km' starts at top of second column ✓ - With line in between ✓	1 1 1		3	
2.9	AutoShape - Autoshape at end of page filled with image ✓ - With <u>correct</u> image 2_Half_Marathon_Maraton. ✓	1 1		2	
Total for QUESTION 2				[19]	

QUESTION 3: SPREADSHEET**File Name: 3_Macufe**

No.	Criteria	Maximum Mark	Mark
Note to marker: Mark the formula/function and <u>not</u> the answer!			
MARATHON worksheet.			
3.1.1	Row 1: • A1:H1 merged ✓	1	1
3.1.2	Cell A2, and A2:H2: • A2: text is wrapped ✓ • A2:H2: Correct orientation is applied ✓	1 1	2
3.1.3	Cell K3: =SUM(G3:G252) • SUM function ✓ • Correct parameter/range (G3:G252) ✓ (Answer is R 4,857.00)	1 1	2
3.1.4	Column F: • Conditional formatting applied • Cells containing text 'Master' • Appear in reddish font (No marks if conditional formatting is not used) 	1 1 1	3
3.1.5	Cell D3: =CONCATENATE(RIGHT(B3;2);LEFT(C3;1);A3) OR =RIGHT(B3,2)&LEFT(C3,1)&A3 • RIGHT function ✓ • Parameters for RIGHT function (RIGHT(B3,2)) ✓ • LEFT function ✓ • Parameters for LEFT function (LEFT(C3,1)) ✓ • A3 ✓ • Correct use of CONCATENATE function or & operator ✓	1 1 1 1 1 1 1	6
SUMMARY worksheet			
3.2.1	Cell B4: =COUNTIF(MARATHON!E3:E252;E3) • COUNTIF function used ✓ • Correct range used (MARATHON!E3:E252) ✓ • Correct criteria used (E3) ✓ (Answer is 114)	1 1 1	3

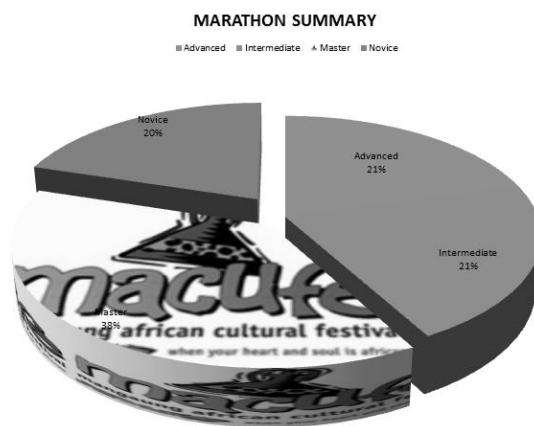
3.2.2	Cell B5: =ROUNDDOWN (B4/15; 0) • Correct calculation (B4/15) ✓ • Correct use of ROUNDDOWN function ✓ • 0 decimal places ✓ [Also accept TRUNC(B4/15)] (Answer is 7)	1 1 1		3					
3.2.3	• Cells C8:C11 formatted to Rand with 2 decimal places ✓ Note to marker: accept currency/accounting format) <table><tr><td>R 1 008,00</td></tr><tr><td>R 1 026,00</td></tr><tr><td>R 1 840,00</td></tr><tr><td>R 975,00</td></tr></table>	R 1 008,00	R 1 026,00	R 1 840,00	R 975,00	1		1	
R 1 008,00									
R 1 026,00									
R 1 840,00									
R 975,00									
MARATHON worksheet									
3.3	Cell H3: =VLOOKUP(F3;SUMMARY!\$A\$8:\$C\$11;3;TRUE) • VLOOKUP used ✓ • F3 ✓ • SUMMARY worksheet ✓ • Correct range: A8:C11 ✓ • Absolute cell referencing \$ ✓ • Column index: 3 ✓ • Range lookup: TRUE ✓		1 1 1 1 1 1 1	7					

MACUFE worksheet

3.4

Pie Graph

- 3D Pie chart created ✓
- Correct data range used (A8:A11,C8:C11) ✓
- Category names and percentages used as labels ✓
- Legend inserted at top of graph ✓
- Segment for master group exploded ✓
- Segment for master group filled with picture ✓
- Correct picture 3_Macufe is used ✓
- Graph placed in a new sheet ✓
- Sheet renamed to Macufe ✓
- Data labels added ✓
- Chart Title ✓



Nota to marker: also accept if 'Novice' slice is filled with image as in question paper.

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Total for QUESTION 3**[39]**

QUESTION 4: SPREADSHEET**File Name: 4 Calculation Berekening**

No.	Criteria	Maximum Mark		Mark	
RACE CALCULATION worksheet.					
4.1	Cell E3: =MINUTE(D3-C3) OR =(D3-C3)*60*24 • MINUTE function used ✓ • Correct cells ✓ • Subtracted ✓	1 1 1		3	
4.2	Cell J5: =MODE(G3:G60) • MODE function used ✓ • Correct range G3:G60 ✓	1 1		2	
4.3	Cell J7: =LARGE(G3:G60;2) • LARGE function used ✓ • Correct range used (G3:G60) ✓ • Correct specification of 2 for the second largest value ✓	1 1 1		3	
4.4	Cell H23: =IF(E23<21;"Gold";IF(E23<40;"Silver";IF(E23<51;"Bronze";IF(E23<100;"None")))) • Nested IF syntax correctly used ✓ • Condition E23<21;"Gold" ✓ • Condition E23<40;"Silver" ✓ • Condition E23<51;"Bronze" ✓ • Condition E23<100;"None" ✓			5	
Total for QUESTION 4				[13]	

QUESTION 5: DATABASE**File Name: 5_Volunteers**

Open the 5_Volunteer database		Maximum Mark		Mark	
5.1.1	F1 field • F1 field deleted ✓	1		1	
5.1.2	Start field • Data type changed to Date/Time ✓	1		1	
5.1.3	VolunteerID field • Primary key set on VolunteerID field ✓	1		1	
5.1.4	Age field • Validation rule: >=14 OR >13 1 Mark for operator ✓ 1 Mark for 13 OR 14 ✓ • Validation text added that refers to age limit ✓ Note to marker: Any suitable validation text.	1 1 1		3	
5.1.5	Surname field • Required property set to Yes ✓	1		1	
5.1.6	Certificate field • Default value set to No ✓	1		1	
5.1.7	Pic field • New field called Pic added to table between the Name field and the DOB field ✓ • Field type set to OLE object ✓	1 1		2	
5.1.8	ContactNo field • Input mask set ✓ • Digits are forced by 0's ✓ • Ten zeros specified 0000000000 ✓	1 1 1		3	
5.2.1	Form frmData • Frm Data created ✓ • Form based on <i>Volunteer</i> table ✓ • Only fields shown are the <i>Surname</i> , <i>Name</i> and <i>Age</i> and <i>Certificate</i> fields ✓	1 1 1		3	
5.2.2	Form frmData • Label added in header ✓ • Contains surname and initials ✓ • Bluish border added to label ✓ • Border is set to 5 pt. ✓	1 1 1 1		4	
5.2.3	Form frmData • List box added ✓ • In <i>Certificate</i> field ✓ • Contains options Yes and No ✓	1 1 1		3	

5.2.4	Form frmData - Correct image inserted: 5_Mangaung ✓ - Inserted in header of form ✓ - Size mode of image set to stretch ✓	1 1 1		3	
5.3	Qry3Time - Field <i>Started</i> added to table ✓ - Sorted in ascending order according to <i>Surname</i> ✓ - In <i>DOB</i> field: <=#1993-01-01# ✓ - Fields displayed: <i>Name</i>, <i>Surname</i>, <i>DOB</i> ✓	1 1 1 1		4	
5.4	Qry1Silver <i>Name</i>, <i>Surname</i>, <i>DOB</i> fields displayed ✓ <i>Age</i> field: >18 ✓ <i>Type</i> field: Silver ✓	1 1 1		3	
5.5	Query2Old - Calculated field – NY – inserted ✓ - NY: Round([Years]) - Round ✓ ([Years]) ✓ <i>ContactNo</i> field: Is Null ✓	1 1 1 1		4	
5.6.1	Report Volunteers Background colour of report header ✓	1 1		2	
5.6.2	Report Volunteers - Headings, as well as content of <i>Surname</i> and <i>Name</i> fields swapped ✓ - No data deleted in the process! ✓	1 1		2	
5.6.3	Report Volunteers - Function moved to report footer ✓ (Do not penalise if label is not moved) - Function changed from Count to Avg. ✓ <i>Age</i> field is used in calculation ✓ - Formatted to TWO decimal places (mark in Property Sheet) ✓	1 1 1 1		4	
Total for QUESTION 5				[45]	

QUESTION 6: HTML WEB DESIGN**File Name: 6_Website_Webblad**

No	Criteria	Maximum Mark		Mark	
6.1	Horizontal line Inserted• • <HR> ✓ • Width="1500" ✓ • color="orange" ✓ <pre><HR width="1500" color="orange"></pre>	1 1 1		3	
6.2	Background changed • In the Body tag ✓ • bgcolor= "sky blue" ✓ <pre><Body bgcolor="sky blue"</pre>	1 1		2	
6.3	New paragraph created • Closing tag for the first paragraph </P> ✓ • Opening tag for a new paragraph <P> ✓	1 1		2	
6.4	Ordered list • ✓ • ✓ <pre> DIVAS INDOOR JAZZ GOSPELS MAIN FESTIVAL </pre> (1 mark for any two lists)	1 1		2	
6.5	Table • <Table border="1" ✓ <pre><Table border="1"</pre> • Width="600" ✓ • Width changed to "600" throughout in table ✓ <pre><TR> <TH width="600" align="center"> MAIN FESTIVAL</TH> <TH width="600" align="center"> GOSPEL</TH> <TH width="600" align="center"> INDOOR JAZZ</TH> </TR> <TR> <TD width="600"> Mafikizolo </TD> <TD width="600"> Ringo </TD> <TD width="600"> Oliver Mthukuzi </TD></TR> <TR> <TD width="600"> Rebecca Malope </TD> <TD width="600"> S'fiso Ncwane </TD> <TD width="600"> Benjamin Dube </TD></TR> <TR> <TD width="600"> Jimmy Dludlu </TD> <TD width="600"> Feza Faku </TD> <TD width="600"> Don Jaka </TD></pre>			3	

6.6	Web page link <code>
Mangaung Cultural Festival</code> • <code><a href</code> ✓ • <code>= "http://www.macufe.co.za"></code> ✓ • <code>
</code> Mangaung Cultural Festival. ✓ • <code></code> ✓	1 1 1 1		4	
6.7	Image inserted <code><Center></Center></code> • <code><img src="Sponsors_Borge.jpg"</code> ✓ • <code>Width="500"</code> ✓ • <code>Height="50"</code> ✓ • Image tag is placed between the open centre tag and closing centre tag ✓	1 1 1 1		4	
Total for QUESTION 6				[20]	

QUESTION 7: INTEGRATION

File Name: 5_Volunteers_Vrywilligers, 7_Highlights_Hoogtepunte, 7_Accommodation_Akkommodasie, 7_Macufe_Info, 7_Runners_Hardlopers

No	Criteria	Maximum Mark			Mark
7.1	Export - All 38 records exported from Export database table ✓ - To MyData spreadsheet file ✓	1 1		2	
7.2	7_Highlights_Hoogtepunte Use password [mACUFE] to unprotect file ✓	1		1	
7.3	Image saved - Save image found in word processing file 7_Accommodation_Akkommodasie ✓ - As any image file. Image named as 7_Image_Prentjie ✓	1 1		2	
7.4	Mail merge Volunteers table in 5_Volunteers_Vrywilligers database source for mail merge ✓ <<NAME>> and <<SURNAME>> fields added to letter. ✓ Volunteers of 18 years of age and older must receive the letters. ✓ - Letter merged, saved as 7Final_Finaal. ✓	1 1 1 1		4	
7.5	Hyperlink: 7_Macufe_Info slide 2 - Hyperlink on slide 2 ✓ - added to 6_Feast_Fees image ✓ "Do not miss out!" must display when mouse is moved over hyperlink ✓	1 1 1		3	
7.6	7_Runners_Hardlopers file - Details of all 'Novice' runners copied ✓ - Pasted in 7_Novice_Nuut document ✓ Note to marker: Any method could have been used.	1 1		2	
Total for QUESTION 7				[14]	