



# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## NATIONAL SENIOR CERTIFICATE

### GRADE 12

### COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2019 MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER									
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FINAL MARK	
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EXAMINATION NUMBER														
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	27	23	24	26	40	20	20	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 15 pages.

DBE Stamp

EXAMINATION  
NUMBER

**IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.**

**QUESTION 1**

File name: 1Mahal

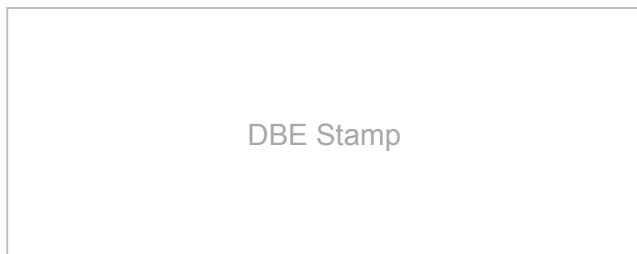
Total Q1: 27

No	Criteria	Maximum Mark			Candidate Mark
1.1.1	<b>Text outline</b> <ul style="list-style-type: none"> <li>Any red text outline set ✓</li> <li>Width: 1.5 pt ✓</li> <li>Applied to 'A Marvel' ✓</li> </ul>	1		3	
		1			
		1			
1.1.2	<b>Picture scale</b> <ul style="list-style-type: none"> <li>Height set to 60% ✓ (4.73 cm <b>OR</b> 4.74 cm)</li> <li>Width set to 40% ✓ (6.23 cm)</li> </ul>	1		2	
		1			
1.1.3	<b>Vertical page alignment: First page</b> <ul style="list-style-type: none"> <li>Vertical page alignment set to centre ✓</li> </ul>	1		1	
1.2	<b>Table of contents (below heading 'Table of Contents')</b> <ul style="list-style-type: none"> <li>Any automatic table of contents inserted ✓ (<i>ignore if the text 'Contents' OR 'Table of Contents' appear twice</i>)</li> </ul>	1		1	
1.3	<b>Style modified: Heading 1</b> <ul style="list-style-type: none"> <li>Any bullet added to heading ✓</li> <li>Correct bullet ❖ ✓</li> <li>Bullet indent set at 0 ✓ (<i>mark from Reveal Formatting</i>)</li> <li>All occurrences of 'Heading 1' <u>style</u> updated ✓ (7 occurrences)</li> </ul>	1		4	
		1			
		1			
		1			
1.4	<b>Drop cap</b> <ul style="list-style-type: none"> <li>Dropped cap option applied to 'W' of 'What' ✓</li> <li>Appears over 4 lines ✓ (<i>allocate second mark if appears as example</i>)</li> </ul>	1		2	
		1			
1.5	<b>Hyperlink ('Agra')</b> <ul style="list-style-type: none"> <li>Hyperlink links to 1Town <b>OR</b> 1town file ✓</li> </ul>	1		1	
1.6	<b>Footnote text</b> <ul style="list-style-type: none"> <li>Text 'Indian poet' added to original footnote ✓ (<i>do not allocate mark if * symbol was changed</i>)</li> </ul>	1		1	
1.7	<b>Pagination options ('Over 20 000 people ...')</b> <ul style="list-style-type: none"> <li>'Keep lines together' checked ✓</li> </ul>	1		1	

DBE Stamp

<b>EXAMINATION NUMBER</b>																				
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1.8	<b>Index subentry ('Taj Mahal Garden')</b> <ul style="list-style-type: none"> <li>Subentry <u>added</u> to 'Paradise Garden' ✓ (2 entries appear if Show/Hide is switched on {XE "Paradise Garden: Multiples of 4"}{XE "Paradise Garden Timurid Style"})</li> <li>'Multiples of 4' added as text to subentry ✓</li> </ul>	1		2	
		1			
1.9	<b>Shape and textbox ('Photos of Taj Mahal')</b> <ul style="list-style-type: none"> <li>Left arrow shape added ✓</li> <li>Fill of shape removed/white ✓</li> <li>Text 'Splendid workmanship' added ✓</li> <li>Outline of textbox removed/wrapping applied ✓</li> <li>Shape and textbox/text appear similar to the screenshot ✓</li> </ul>	1		5	
		1			
		1			
		1			
		1			
1.10	<b>Hidden text (font effect)</b> <ul style="list-style-type: none"> <li>Text 'Adapted from <a href="https://www.holidify.com/">https://www.holidify.com/</a>' hidden ✓ (at the end of the document) (switch on Show/Hide setting to mark)</li> </ul>	1		1	
1.11	<b>Page footer</b> <ul style="list-style-type: none"> <li>Section break/Next Page (break) added on the second last page ✓</li> <li>Text 'Taj Mahal' appears in footer ✓</li> <li>Text appears only on last page ✓</li> </ul>	1		3	
		1			
		1			
		1			
	<b>Total for QUESTION 1</b>			<b>[27]</b>	



DBE Stamp



EXAMINATION  
NUMBER**QUESTION 2**

File name: 2Visit

Total Q2: 23

No	Criteria	Maximum Mark			Candidate Mark
2.1	<b>Line spacing</b> • Line spacing set to Double <b>OR</b> set to 2 ✓	1		1	
2.2	<b>Hyphenation</b> • Automatic hyphenation applied ✓	1		1	
2.3	<b>Page numbering</b> • Numbering style changed to any 'Accent Bar' ✓	1		1	
2.4	<b>Cross-reference</b> • Cross reference replace text 'crowds' ✓ ( <i>Alt+F9</i> <i>{REF_ Ref..... \h}</i> ) • Moves to heading 'Tourist influx at Taj Mahal' ✓	1		2	
		1			
2.5	<b>Source – Corporate author ('Visit Wonderful India')</b> • 'India Tourism' added to source ✓ ( <i>anywhere</i> ) • As 'Corporate author' ✓	1		2	
		1			
2.6	<b>Edit citation</b> • Citation pages '43-49' inserted ✓ ( <i>pp. 43-49</i> )	1		1	
2.7	<b>Table</b> • First row merged ✓ • Fitted across page ✓ ( <i>preferred width 100%</i> ) • Any outside border added ✓ • Outside thick-thin border added ✓	1		4	
		1			
		1			
		1			
2.8	<b>Multi-level list</b> • First level number set to 1) ✓ • Second number set to a) ✓ ○ Alignment of second level set to 0.7 cm ✓ ○ Text indent of second level set to 1.5 cm ✓ • Multi-level list applied ✓	1		5	
		1			
		1			
		1			
		1			
2.9	<b>Chart/Graph</b> • Any chart inserted on the last page ✓ • Pie chart ✓ inserted • Data from 2Time used ✓ • Chart title appears: 'Time spent at (the) Taj Mahal' ✓	1		4	
		1			
		1			
		1			
2.10	<b>Page colour/background</b> • Page colour changed ✓ ( <i>not light yellow</i> ) • Picture 2Back used ✓ ( <i>do not allocate second mark if inserted as a watermark</i> )	1		2	
		1			
<b>Total for QUESTION 2</b>				<b>[23]</b>	

DBE Stamp

EXAMINATION NUMBER																			
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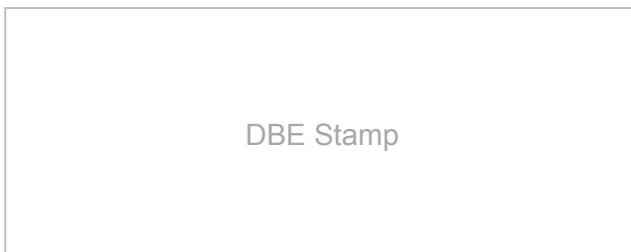
**QUESTION 3**

**File name: 3Stats**

**Total Q3: 24**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae, cells or 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No	Criteria	Maximum Mark			Candidate Mark
<b>Foreign worksheet</b>					
3.1	<b>Cells A1:I3:</b> <ul style="list-style-type: none"> <li>• Correct cells merged ✓ (do not allocate the mark if the heading was centred)</li> <li>• Font size changed to 26 ✓</li> </ul>	1		2	
		1			
3.2	<b>Foreign tab colour:</b> <ul style="list-style-type: none"> <li>• Tab colour changed to any purple colour ✓</li> </ul>	1		1	
3.3	<b>Cell B17 (Expected answer: R 9 397 276):</b> <ul style="list-style-type: none"> <li>• =C17/5 ✓</li> <li>• Rand currency/Accounting/Custom (ZAR) format applied ✓</li> </ul>	1		2	
		1			
3.4	<b>Cell C74 (Expected answer: ₹ 10 030 329 040):</b> =SUM(C9,C15,C33,C42,C52,C63,C73) <ul style="list-style-type: none"> <li>• Cell C52 included anywhere in function ✓</li> </ul>	1		1	
3.5	<b>Cell D8 (Expected answer: 1 118 983):</b> =D9-D7  <b>OR</b> <b>E8-(E8*G8/100)</b> <ul style="list-style-type: none"> <li>• Correct cells used (D9,D7 OR E8,G8) ✓</li> <li>• Calculated correctly ✓</li> </ul>	1		2	
		1			
3.6	<b>Conditional formatting: Cells H17:H32</b> <ul style="list-style-type: none"> <li>• Conditional formatting applied to cells H17:H32 ✓</li> <li>• Formula: =H17 ✓ &gt; G17 ✓ OR H17:H32&gt;G17:G32 (ignore the position of the absolute cell reference)</li> <li>• Absolute cell reference applied to column only OR removed ✓ (= \$H17&gt;\$G17 OR \$H17:\$H32&gt;\$G17:\$G32 OR =H17&gt;G17)</li> <li>• Cells formatted to green font ✓</li> </ul>	1		5	
		2			
		1			
		1			



DBE Stamp



EXAMINATION NUMBER																			
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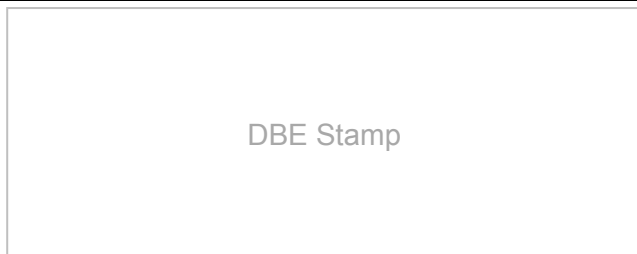
**QUESTION 4**

**File name: 4Tourists**

**Total Q4: 26**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae, cells or 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if changes are made to the existing data.

No	Criteria	Maximum Mark			Candidate Mark
<b>Info worksheet</b>					
4.1	<b>Row 6: Wrap text</b> <ul style="list-style-type: none"> <li>• Column headings wrapped ✓</li> </ul>	1		1	
4.2	<b>Cell E2 (Expected answer: 21):</b> <b>=MAX(F7:F206) OR LARGE(F7:F206,1)</b> <ul style="list-style-type: none"> <li>• MAX function <b>OR</b> LARGE( , 1) inserted in cell E2 ✓</li> <li>• Range: F7:F206 ✓</li> </ul>	1 1		2	
4.3	<b>Cell E3 (Expected answer: 193):</b> <b>=COUNTA(J7:J206)</b> <ul style="list-style-type: none"> <li>• COUNTA function inserted in cell E3 ✓</li> <li>• Range: J7:J206 ✓</li> </ul>	1 1		2	
4.4	<b>Cell E4 (Expected answer: 2 971 918.00):</b> <b>=SUMIF(K7:K206,"2",L7:L206)</b>  <b>OR</b> <b>=SUMIFS(L7:L206,K7:K206,"2")</b> <ul style="list-style-type: none"> <li>• SUMIF/S function inserted in cell E4 ✓</li> <li>• Criteria range: K7:K206 ✓</li> <li>• Criteria: "2" ✓ (accept without "")</li> <li>• Sum range: L7:L206 ✓</li> </ul>	1 1 1 1		4	
4.5	<b>Cell E5 (Expected answer: 3):</b> <b>=COUNTIFS(D7:D206,"Spain",M7:M206,"Yes")</b>  <b>OR</b> <b>=COUNTIFS(M7:M206,"Yes",D7:D206,"Spain")</b> <ul style="list-style-type: none"> <li>• COUNTIFS function inserted in cell E5 ✓</li> <li>• Criteria range 1: D7:D206 ✓</li> <li>• Criteria 1: "Spain" ✓</li> <li>• Criteria range 2: M7:M206 ✓</li> <li>• Criteria 2: "Yes" ✓</li> </ul>	1 1 1 1 1		5	



DBE Stamp





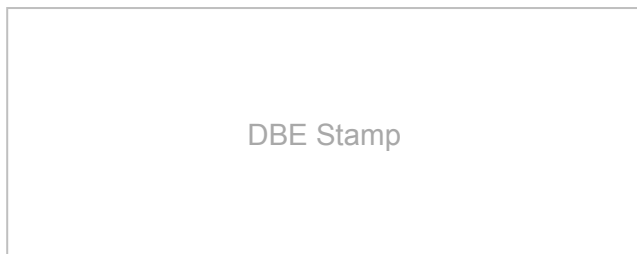
EXAMINATION NUMBER																			
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**QUESTION 5**

**File name: 5Survey**

**Total Q5: 40**

No	Criteria	Maximum Mark			Candidate Mark
<b>Table: tblInfo</b>					
5.1.1	<b>Field: SurveyNo</b> • Primary key set on <i>SurveyNo</i> field ✓	1		1	
5.1.2	<b>Field: Name</b> • Moved to after <i>Surname</i> field ✓	1		1	
5.1.3	<b>Field: Code</b> Input Mask: >L0000C <b>All caps</b> • > ✓ <b>Compulsory letter</b> • L ✓ <b>4 compulsory digits</b> • 0000 ✓ <b>Optional or required character or space</b> • C ✓ OR &	1		4	
		1			
		1			
		1			
5.1.4	<b>Field: DateIn</b> • Appropriate validation text inserted that refers to correct dates from 2017/12/31 ✓ to 2019/10/10 ✓ ( <i>do not allocate marks if validation rule was copied</i> )	2		2	
5.1.5	<b>Field: Days</b> • Order of fields swapped [ <i>DateOut</i> ]-[ <i>DateIn</i> ] ✓ OR Abs([ <i>DateIn</i> ]-[ <i>DateOut</i> ]) OR -([ <i>DateIn</i> ]-[ <i>DateOut</i> ])	1		1	
5.1.6	<b>Field: WillReturn</b> • Format changed to 'True/False' ✓	1		1	
<b>Form: frm5_2</b>					
5.2	<ul style="list-style-type: none"> <li>• Examination number and the original data displays in form header ✓</li> <li>• Show DatePicker set to 'Never' for <i>DateIn</i> ✓</li> <li>• Field inserted ✓                             <ul style="list-style-type: none"> <li>○ Combo box inserted ✓</li> <li>○ Control source: <i>TravellerType</i> field ✓</li> <li>○ Row source: tblOptions OR SELECT [tblOptions].[Options] FROM [tblOptions] ✓</li> </ul> </li> <li>• Page header and page footer does not display ✓</li> </ul>	1		7	
		1			
		1			
		1			
		1			
		1			
		1			
		1			





EXAMINATION NUMBER																			
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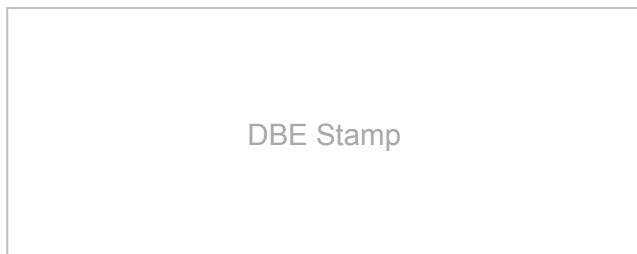
**QUESTION 6**

**File name: 6\_1Wonder, 6\_2Tourism**

**Total Q6: 20**

- This question should be marked from the HTML code.
- Numerical attribute values and single words do not need to be in inverted commas.

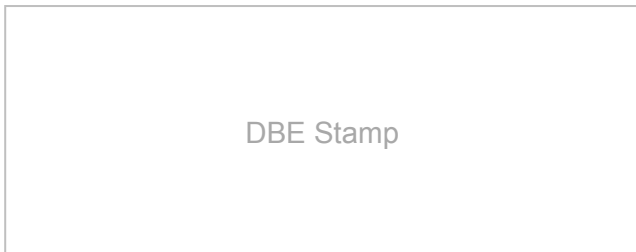
No	Criteria	Maximum Mark			Candidate Mark
<b>6_1Wonder</b>					
6.1.1	<b>Background colour</b> <code>&lt;body bgcolor="beige"&gt;</code> <ul style="list-style-type: none"> <li>• Background colour set to beige ✓</li> </ul>	1	1	1	
6.1.2	<b>Font</b> <code>&lt;font size="50" face="Century"&gt;Agra&lt;/font&gt;</code> <ul style="list-style-type: none"> <li>• Font size set to 50 ✓</li> <li>• Font type set to 'Century' ✓</li> </ul>	1 1	1 1	2	
6.1.3	<b>Line break and picture</b> <code>&lt;br/&gt;</code> <code>&lt;img src="6City.jpg" height="350" width="600"/&gt;</code> <ul style="list-style-type: none"> <li>• Line break/Paragraph tags added before the picture ✓</li> <li>• <code>&lt;img src&gt;</code> tags inserted ✓</li> <li>• 6City.jpg inserted ✓</li> <li>• Height set to 350 ✓</li> <li>• Width set to 600 ✓</li> </ul>	1 1 1 1 1	1 1 1 1 1	5	
6.1.4	<b>Ordered list</b> <code>&lt;ol&gt;</code> <code>&lt;li&gt;...&lt;/li&gt;</code> <code>&lt;li&gt;...&lt;/li&gt;</code> <code>&lt;li&gt;...&lt;/li&gt;</code> <code>&lt;li&gt;...&lt;/li&gt;</code> <code>&lt;/ol&gt;</code> <ul style="list-style-type: none"> <li>• Ordered list tags added ✓</li> </ul>	1	1	1	



EXAMINATION NUMBER																			
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**6\_2Tourism**

<p>6.2</p> <pre>&lt;html&gt;   &lt;body&gt;     &lt;h1&gt;&lt;i&gt;Foreign Taj Mahal Tourist&lt;/i&gt;&lt;/h1&gt;     &lt;table border="3"&gt;       &lt;tr&gt;         &lt;th colspan="3"&gt; 2018           Figures&lt;/th&gt;       &lt;/tr&gt;       &lt;tr&gt;         &lt;td&gt;Year&lt;/td&gt;         &lt;td&gt;Arrival&lt;/td&gt;         &lt;td&gt;%&lt;/td&gt;       &lt;/tr&gt;       &lt;tr&gt;         &lt;td&gt;2018&lt;/td&gt;         &lt;td&gt;10.04&lt;/td&gt;         &lt;td&gt;14.0&lt;/td&gt;       &lt;/tr&gt;     &lt;/table&gt;     &lt;a href = "www.tajmahal.in"&gt;Click for     more information: www.tajmahal.in&lt;/a&gt;   &lt;/body&gt; &lt;/html&gt;</pre> <ul style="list-style-type: none"> <li>• <b>Heading</b> <ul style="list-style-type: none"> <li>○ Heading level 1 <b>OR</b> 2 ✓ <b>OR</b> Font size and/or bold</li> <li>○ Italics applied to heading ✓</li> </ul> </li> <li>• <b>Table</b> <ul style="list-style-type: none"> <li>○ Table created ✓ with any border ✓</li> <li>○ Three sets of rows created ✓ (<i>accept two rows with first row th or td</i>)</li> <li>○ First row &lt;td&gt; or &lt;th&gt; merged across 3 columns ✓</li> <li>○ Three sets of columns created ✓</li> <li>○ Table heading <b>OR</b> centred in first row and bold ✓</li> </ul> </li> <li>• <b>Hyperlink</b> <ul style="list-style-type: none"> <li>○ Hyperlink created on text 'Click for more information: www.tajmahal.in' ✓</li> <li>○ Links to 'www.tajmahal.in' ✓ (<i>mark from code</i>)</li> </ul> </li> </ul>				<p>10</p>	
	<p><b>Closing tag(s), triangular brackets and nesting correctly used</b></p>	<p>1</p>		<p>1</p>	
	<p><b>Total for QUESTION 6</b></p>			<p><b>[20]</b></p>	



EXAMINATION NUMBER																			
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**QUESTION 7**                      **File names: 7Protect, 7Calculations, 7Numbers**                      **Total Q7: 20**

No	Criteria	Maximum Mark			Candidate Mark
<b>7Protect</b>					
7.1.1	<b>Caption</b> <ul style="list-style-type: none"> <li>Automatic caption inserted ✓</li> <li>Caption text 'Unobstructed view of Taj Mahal' ✓ <i>(ignore if original text still appears)</i></li> </ul>	1		2	
		1			
7.1.2	<b>Reviewing</b> <ul style="list-style-type: none"> <li>At least one change accepted ✓</li> <li>Only changes made by author ABC accepted ✓ <i>((ASI) inserted, fourth paragraph removed. DEF left unchanged OR rejected (1,000 has a comma).)</i></li> </ul>	1		2	
		1			
<b>7Calculations</b>					
7.2.1	<b>Cell B2: (CHECK FOR BUILDING BLOCKS)</b> =IF(FIND("#",A2)<>LEN(A2),"More","One") OR =IF(FIND("#",A2)=LEN(A2),"One","More") OR =IF(LEN(A2)>FIND("#",A2),"More","One") OR =IF(FIND("#",A2)<LEN(A2),"More","One") OR =IF(MID(A2,FIND("#",A2)+1,LEN(A2)-FIND("#",A2))="", "One", "More") OR =IF(LEN(MID(A2,FIND("#",A2)+1,LEN(A2)-FIND("#",A2)))>0,"More","One") OR =IF(LEN(RIGHT(A2,LEN(A2)-FIND("#",A2)))>0, "More", "One") OR =IF(FIND("#",A2)<LEN(A2),"More","One") OR =IF(MID(A2,FIND("#",A2)+1,LEN(A2))="", "One", "More") OR =IF(LEN(MID(A2,FIND("#",A2)+1,LEN(A2)))>0,"More", "One")			7	
	<ul style="list-style-type: none"> <li><b>Determine position of the first # character</b> <ul style="list-style-type: none"> <li>Find ✓ # character ✓</li> <li>In correct cell ✓ <i>(cell A2)</i></li> </ul> </li> <li><b>Determine if there is text after the # character</b> <ul style="list-style-type: none"> <li>Search for any characters after first # character <i>(Len(A2))</i> OR Extract remaining characters OR Find second # character ✓</li> <li>Test ✓ <i>(IF and correct logical operator)</i></li> </ul> </li> <li><b>Output in correct cell</b> <ul style="list-style-type: none"> <li>'One' displays if only one word ✓</li> <li>'More' displays if more than one word ✓</li> </ul> </li> </ul>	2			
		1			
		1			
		1			
		1			

