



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2014

**COMPUTER APPLICATIONS TECHNOLOGY P1
MEMORANDUM**

NAME OF CANDIDATE: _____ GRADE: _____

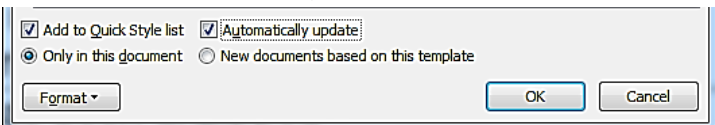
SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:								
	180	34	15	27	24	40	20	20

This memorandum consists of 9 pages.

QUESTION 1

File: Q1_ID

No.	Criteria	Max.	✓	Mark
Open the file Q1_ID				
1.1	Heading <i>Identity Document</i> formatted to Bold ✓ and Dark blue text colour ✓	2		
1.2	Picture inserted and formatted as follows: <ul style="list-style-type: none"> Picture labelled smart id used ✓ Picture centre aligned ✓ and text wrapped ✓ 3pt ✓ border added ✓ 	5		
1.3	Subheadings ✓ on page 1 and 2 formatted to style Heading 1 ✓	2		
1.4	New style created and formatted as follows: <ul style="list-style-type: none"> New style Register elections created ✓ Style based on <i>Heading 2</i> ✓ Comic Sans size 16 used ✓ Blue paragraph border ✓ With pink background ✓ New style set to change automatically ✓ 	6		
1.5	Table of Contents created and modified as follows: <ul style="list-style-type: none"> Formatted text with <i>Modified Heading 1</i> style ✓✓ Page numbers not shown ✓ Hyperlinks is shown instead ✓ Only one level shown ✓ Modern style used ✓ 	6		
1.6	Footer added ✓ “Quote by Mandela” added ✓ Automatic page numbering added ✓ Not on cover page ✓	4		
1.7	<ul style="list-style-type: none"> Cover page added, any style ✓ Main heading of the document ✓ 	2		
1.8	Paragraph spacing for the entire document changed to 12pt after each paragraph ✓✓	2		
1.9	“Copy” watermark inserted ✓ Horizontally displayed ✓	2		
1.10	Word “identity” ✓ replaced with word “ID” in all occurrences ✓ Appear in red font ✓ (13 replacements)	3		
		[34]		

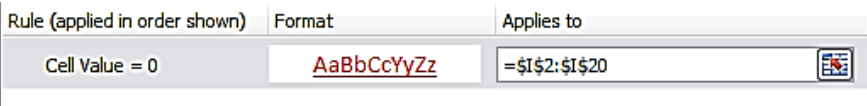
QUESTION 2

File: Q2_Brochure

No.	Criteria	Max.	✓	Mark
Open the file Q2_Brochure				
2.1	Margins changed to narrow ✓	1		
2.2	Document formatted as follows: <ul style="list-style-type: none"> • Orientation Landscape ✓ • Column break inserted as indicated on Annexure ✓ • Insert columns with a line between ✓✓ • Column width 8.22 cm and spacing 1.25 cm 	4		
2.3	<ul style="list-style-type: none"> • 6pt ✓ • Art border inserted ✓ • whole page ✓ 	3		
2.4	Electronic form in the 3 rd column formatted as follows: <ul style="list-style-type: none"> • Table inserted ✓ • 13 columns and 1 row to 0.4 cm ✓ • Text form field added to "Municipality" ✓ • Drop down list added to Province ✓ • Edit list to "Western Province", "Eastern Province", "Gauteng", "Kwazulu-Natal" and "Northern Cape" ✓ • Check box added to the sentence "You are eligible ..." ✓ 	6		
2.5	Pictures are grouped as one object	1		
		[15]		

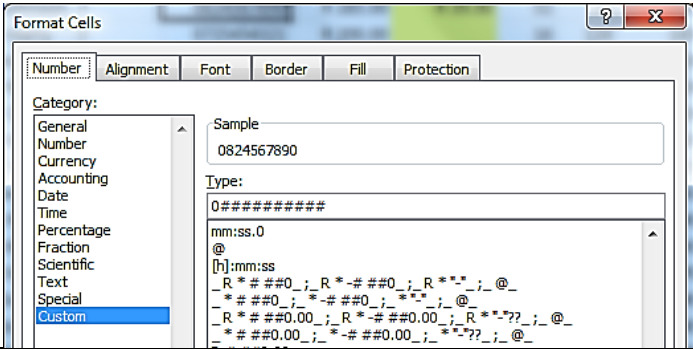
QUESTION 3

File: Q3_Budget

No.	Criteria	Max.	✓	Mark
Open the Wards_2014 worksheet.				
3.1	Width of all cells have been adjusted ✓	1		
3.2	Red Colour of sheet Wards_2014 changed to Blue ✓	1		
3.3	Hyperlink of thumb.jpg ✓ image inserted in cell A1 ✓	2		
3.4	Cell K2 =(F2-K1)*24-3 <ul style="list-style-type: none"> • Formula: =(F2-K1) ✓ *24 ✓ • - 3 hours for lunch breaks ✓ 	3		
3.5	Cell K22 =SUM(K2:K20)*45.25 <ul style="list-style-type: none"> • =SUM(K2:K20) ✓ • Correct value used: 45.25 ✓ 	2		
3.6	Cell C2 =LOWER(CONCATENATE(LEFT(A2,2),"",RIGHT(B2,3))) <ul style="list-style-type: none"> • Function: =LOWER ✓ • (CONCATENATE) ✓ • "" ✓ • LEFT(A2,2) ✓ • RIGHT(B2,3) ✓ 	5		
3.7	Cell H2 =D2*G2 ✓	1		
3.8	Cell J2 =H2-I2 ✓ Auto fill down to Cell J22 ✓	2		
3.9	Cell D25 =COUNTA(A2:A20) <ul style="list-style-type: none"> • Function = COUNTA ✓ • Range (A2:A20) ✓ 	2		
3.10	Conditional formatting to Range I2:I20  <ul style="list-style-type: none"> • Red font ✓ • Underlined ✓ (yellow) 	2		
3.11	Cell D26 =RANDBETWEEN(10,20) <ul style="list-style-type: none"> • Function: =RANDBETWEEN ✓ • (10,20) ✓ 	2		
3.12	Cell H27 =IF(D2<=69✓,G2*8%✓,G2*12%✓)	3		
3.13	SA Currency added to Column G, H and I	1		
		[27]		

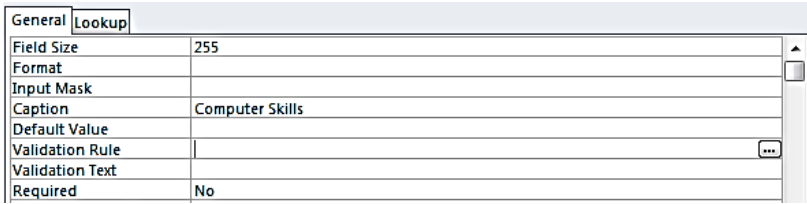
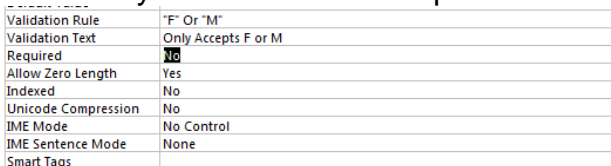
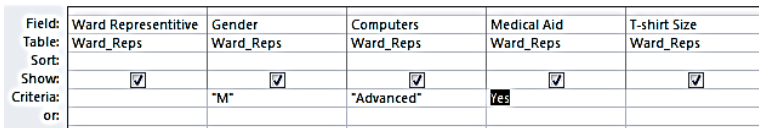
QUESTION 4

File: Q4Ward_Reps

No.	Criteria	Max.	✓	Mark
Open the Ward_Reps worksheet.				
4.1	Displayed cellphone number correctly in Range D3:D28 <ul style="list-style-type: none"> Format Cells to Custom and ✓ Insert 0##### ✓ Or set as Text 	2		
4.2	Cell F3 = E3*\$L\$2 ✓ (Correct cells used) Multiplication used ✓ Absolute Reference used in \$L\$2 only ✓	3		
4.3	Cell E33 = SUMIF(A3:A28,"Ward Fynbos",E3:E28) <ul style="list-style-type: none"> Function: SUMIF ✓ Range: A3:A28 ✓ Ward Fynbos Ward: "Ward Fynbos" ✓ Range: E3:E28 ✓ 	4		
4.4	Cell C35 =COUNTIF(C3:C28,"F") <ul style="list-style-type: none"> Function: COUNTIF ✓ Criteria: F ✓ 	2		
4.5	Cell D36 =COUNTBLANK(D3:D28) <ul style="list-style-type: none"> Function: COUNTBLANK ✓ RANGE: D3:D28 ✓ 	2		
4.6	Cell J12: =VLOOKUP(B12,V_Lookup!A2:B27,2,FALSE) <ul style="list-style-type: none"> Function: VLOOKUP ✓ lookup_Value: B2 ✓ table_array: V_Lookup!A2:B27 ✓ index_num: 2 ✓ range_lookup: FALSE ✓ 	5		
4.7	Create 3D Pie Chart: <ul style="list-style-type: none"> 3D-Pie chart created ✓ Data labels display as percentage ✓ Chart Title – Youth-2014 ✓ Chart Title – bold italic ✓ Chart Title – Strike through effect added ✓ Chart Title – Yellow solid fill ✓ 	6		
		[24]		

QUESTION 5

File: Q5_Reps Info

No.	Criteria	Max.	✓	Mark
Open the Ward_Reps table.				
5.1	Contact No field formatted as follows <ul style="list-style-type: none"> Data type: Text ✓ Input Mask: "0"000000000 ✓✓ 	3		
5.2	New field added: <ul style="list-style-type: none"> Above Ward Representative ✓ New Field name Title ✓ 	2		
5.3	<ul style="list-style-type: none"> Drop down list added ✓ Row source type: Value List ✓ Row source: "Mr", "Mrs", "Prof" ✓ 	3		
5.4	Table sorted in ascending order of Ward Representative field ✓	1		
5.5	Computers field renamed to Computer Skills ✓  NB: Caption used instead of rename function ✓	2		
5.6	Format Ward field to Capital Letters <ul style="list-style-type: none"> Format: > ✓ 	1		
5.7	Validation rule and Text added to Gender field <ul style="list-style-type: none"> Gender field formatted ✓ Validation Rule: "F" or "M" ✓ Any validation text acceptable ✓ 	3		
5.8	Primary Key set on Ward ID field ✓	1		
5.9	T-Shirt costs field moved to after T-Size field ✓	1		
Open the Ward_Reps query.				
5.10	Query modified as follows: (3 records displayed) <ul style="list-style-type: none"> Gender: M ✓ Computers: Advanced ✓ Medical Aid: Yes ✓ 	3		

5.11	Query created based on Accommodation table <ul style="list-style-type: none">Query name: Voters Accom ✓Show all database fields ✓Contact number field hidden ✓		3																																
5.12	Calculated field added: <ul style="list-style-type: none">Field Name: Deposit ✓Calculate 25% of the ✓Rate field ✓Display as Rand ✓ <table><tr><td>Field:</td><td>[RESORT NAME]</td><td>[MEALS INCLUDED]</td><td>[RATE]</td><td>[CONTACT NUMBER]</td><td>Deposit: [rate]*0.25</td></tr><tr><td>Table:</td><td>Accommodation</td><td>Accommodation</td><td>Accommodation</td><td>Accommodation</td><td></td></tr><tr><td>Sort:</td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Show:</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Criteria:</td><td></td><td></td><td></td><td></td><td></td></tr></table>		Field:	[RESORT NAME]	[MEALS INCLUDED]	[RATE]	[CONTACT NUMBER]	Deposit: [rate]*0.25	Table:	Accommodation	Accommodation	Accommodation	Accommodation		Sort:						Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:						4		
Field:	[RESORT NAME]	[MEALS INCLUDED]	[RATE]	[CONTACT NUMBER]	Deposit: [rate]*0.25																														
Table:	Accommodation	Accommodation	Accommodation	Accommodation																															
Sort:																																			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																														
Criteria:																																			
Open the form MyVote																																			
5.13	Logo inserted:																																		
	5.13.1	Insert SA Flag logo in the header top right ✓	1																																
	5.13.2	Image resized to 4 cm ✓ x 4 cm ✓	1																																
	5.13.3	Background colour of all form fields to yellow ✓	1																																
5.14	T-Shield Size field converted to combo box <ul style="list-style-type: none">Change to Combo Box ✓Data Row Source Type changed format to Value List ✓Edit List to “S” “M” “L” “XL” “XXL” ✓		4																																
Open the Report Total Costs																																			
5.15	Report modified as follows: <ul style="list-style-type: none">Changed page orientation to Landscape ✓Today's date displayed on the page footer ✓Report grouped according to the T-Shirt size ✓Sorted by Ward Representative of field ✓Calculate the Total T-Shirt cost per group ✓✓		6																																
			[40]																																

QUESTION 6

File: Q6Webdesign

No.	Criteria	Max.	✓	Mark
Use the application program Notepad				
6.1	The title of the web page is "Election Help".✓	1		
6.2	Heading "IEC" should be centre align horizontally ✓	1		
6.3	Insert the image called IEC.jpg ✓ <ul style="list-style-type: none"> • above the IEC Heading ✓ • Right align ✓ 	3		
6.4	Format the paragraph heading "when can I register::" <ul style="list-style-type: none"> • font face: comic sans✓ • size: 6 ✓ • colour: green✓ 	3		
6.5	"You must be" to an upper case alphabetical list. ✓ A. be a South African citizen B. be at least 16-years-old C. and have a green, bar-coded ID book✓	2		
6.6	Insert a hyperlink to the isiXhosa.pdf ✓✓ and "Important" ✓✓	4		
6.7	Format the table (position) <ul style="list-style-type: none"> • a <i>caption</i> "ACCOMMODATION" should display ✓✓ • table headers should be bold ✓✓ • table data should be entered correctly ✓✓ 	6		
		[20]		

QUESTION 7

File: Q7_Intergration

No.	Criteria	Max.	✓	Mark
Open the file Q7_Intergration				
7.1	7.1.1	<ul style="list-style-type: none"> numbering x of y on the right hand side of the footer ✓ start on the 2nd page. ✓ 	2	
	7.1.2	<ul style="list-style-type: none"> Date added correctly ✓ and must update automatically ✓ 	2	
7.2	7.2.1	<ul style="list-style-type: none"> Correct data exported ✓ Export Totals to Rich text ✓ Renamed to Q7_export ✓ 	3	
	7.2.2	<ul style="list-style-type: none"> Import ✓ Register spreadsheet to new table. ✓ Rename table Import ✓ Save correctly ✓ 	4	
7.3	7.3.1	<ul style="list-style-type: none"> Merge fields Name ✓ and Surname ✓ added 	2	
	7.3.2	<ul style="list-style-type: none"> Letters sorted in ascending order by name. ✓ 	1	
	7.3.3	<ul style="list-style-type: none"> Mail merge completed ✓✓ 	2	
7.4	7.4.1	<ul style="list-style-type: none"> Track changes accepted ✓ 	1	
	7.4.2	<ul style="list-style-type: none"> Track changes turned off ✓ 	1	
	7.4.3	<ul style="list-style-type: none"> Income renamed to Egos_Income ✓ 	1	
	7.4.4	<ul style="list-style-type: none"> Comment in CELL C4 deleted. (Egos_Income sheet) ✓ 	1	
			[20]	
		TOTAL:	180	