



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 12**

**SEPTEMBER 2017**

**COMPUTER APPLICATIONS TECHNOLOGY P1  
MEMORANDUM**

NAME OF CANDIDATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

SIGNATURE OF EDUCATOR: \_\_\_\_\_

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:								
	180	36	14	52	42	20	10	06


\_\_\_\_\_  
This memorandum consists of 9 pages.  
\_\_\_\_\_

**QUESTION 1 File Name: 1\_Turtle Facts**

No	Criteria	Max	✓	Mark
1.1	• Left and bottom margins set to 1.5 cm. ✓	1		
1.2	1.2.1 • Heading “ <b>Save The Sea Turtles</b> ” added in the title control on the cover page. ✓	1		
	1.2.2 • AutoShape filled with the image 1_ <b>Save The Turtle</b> ✓ • Height and width set to exactly 8 cm. ✓✓	3		
1.3	• Condensed spacing applied to the heading “ <b>BASIC FACTS ABOUT SEA TURTLES</b> ”. ✓ • Spacing is <b>1.5 pt.</b> ✓	2		
1.4	• <b>Drop Cap</b> effect applied to the highlighted letter “ <b>S</b> ” dropped over 4 lines. ✓ • Distance from the text is 0.5 cm. ✓	2		
1.5	<b>Style</b> • Yellow font colour applied to the existing style “ <b>Sub Turtle</b> ”. ✓ • The rest of the text with the existing style is updated automatically. ✓	2		
1.6	<b>Columns</b> • Highlighted paragraphs placed in 2 columns with a line in between. ✓ • Column spacing is set to 1.5 cm. ✓ • Applied column break after the first paragraph so that the other three paragraphs are moved to the second column ✓	3		
1.7	• Glow effect applied to the text box. ✓	1		
1.8	• Existing footnote changed to an endnote. ✓ • Endnote symbol changed to “*” symbol. ✓	2		
1.9	• Cell spacing of the table changed to 0.5 cm ✓ • Count ✓ • (Above) ✓ function used (Answer 7 – no marks if the answer is just typed)	3		
1.10	• Multilevel bullets applied to the list under the heading <b>Glossary</b> (not just as a bullet). ✓ • <b>Bullet 1.jpg</b> used as first level. ✓ • And <b>Bullet 2.jpg</b> as second level respectively. ✓	3		
1.11	<b>Bibliography</b> • Month edited and changed to <i>August</i> . ✓ • Comment inserted that reads <i>Save Sea Turtles</i> . ✓ NB: check if it is updated in the bibliography as well.	2		
1.12	<b>Page orientation</b> Orientation of only the last 2 pages changed to landscape. ✓	1		
1.13	<b>Table and Image caption</b> • Outer table border changed to dashed line. ✓ • Thickness is 4½ pt. ✓ • Caption inserted to the correct image and it reads “ <i>Green Sea Turtle</i> ”. ✓	3		

1.14	<ul style="list-style-type: none"> <li>Inserted section break for the last 2 pages. ✓</li> <li>Page numbering applied in any format in the page header. ✓</li> <li>Numbering starts from 1 onwards. ✓</li> </ul>	3		
1.15	<ul style="list-style-type: none"> <li>Hyperlink added to the word <b>TOP OF THE DOCUMENT</b>. ✓</li> <li>Linked created to the top of the document. ✓</li> </ul>	2		
1.16	<ul style="list-style-type: none"> <li>Watermark inserted only on the cover page (<i>any correct method can be awarded marks</i>). ✓</li> <li>Watermark reads <i>Billion Baby Turtles</i>. ✓</li> </ul>	2		
<b>Total for QUESTION 1</b>		<b>[36]</b>		

**QUESTION 2 File Name: 2\_Observation Form**

No	Criteria	Max	✓	Mark
2.1	<ul style="list-style-type: none"> <li>Paragraph shading added to the heading "<b>Sea Turtle Observation Form</b>". ✓</li> <li>Any shade of green colour. ✓</li> </ul>	2		
2.2	Text form field for the heading " <b>How many turtles...</b> " formatted: <ul style="list-style-type: none"> <li>To accommodate 2 characters, ✓</li> <li>with no decimals places displayed. ✓</li> </ul>	2		
2.3	<ul style="list-style-type: none"> <li>"<b>Select One Below</b>" option added to the existing list. ✓</li> <li>That appears as the first option in the list. ✓</li> </ul>	2		
2.4	<ul style="list-style-type: none"> <li>Date field changed to <b>d MMMM yyyy</b> format. ✓</li> </ul>	1		
2.5	<ul style="list-style-type: none"> <li>Image <b>cropped</b> to resemble as follows: ✓</li> </ul> 	1		
2.6	<ul style="list-style-type: none"> <li>Help text added to the cell number field. ✓</li> <li>Text "<b>Please Enter only 10 Digits</b>" entered correctly. ✓</li> </ul>	2		
2.7	<ul style="list-style-type: none"> <li>14 cm right aligned tab applied ✓</li> <li>With solid leader tabs ✓</li> </ul> <i>NB: reduce 1 mark if not done for all the three headings.</i>	2		
2.8	<ul style="list-style-type: none"> <li>Screentip for the email address ✓</li> <li>To read as "<b>Help Us To Save SEA Turtles</b>" ✓</li> </ul>	2		
<b>Total for QUESTION 2</b>		<b>[14]</b>		

**QUESTION 3 File Name: 3\_Turtle Campaign**

No	Criteria	Max	✓	Mark
<b>Info worksheet</b>				
3.1	<b>Cell H1:</b> <ul style="list-style-type: none"> <li>Date in cell <b>H1</b> changed to <b>dd mmm YY</b> format. ✓</li> </ul>	1		
3.2	<ul style="list-style-type: none"> <li>Cells <b>A1:G2</b> merged and centred. ✓</li> </ul>	1		

3.3	<b>Cell A3:O3 :</b> <ul style="list-style-type: none"> <li>Thick cell borders applied. ✓</li> <li>Left and right borders of the cells changed. ✓</li> </ul>	2		
3.4	<b>Row 3</b> freezed✓	1		
3.5	<b>Cell A4:</b> <b>=CONCATENATE(B4,LEN(E4),"#code")</b>  <b>OR</b>  <b>=B4&amp;LEN(E4)&amp; "#code")</b> <ul style="list-style-type: none"> <li>CONCATENATE function <b>OR</b> &amp; sign✓</li> <li>B4 ✓</li> <li>LEN ✓ (E4) ✓</li> <li>"#code" ✓</li> </ul>	5		
3.6	<b>Cell H4:</b> <b>=ROUNDUP((\$H\$1-G4)/365.25,0)</b> <ul style="list-style-type: none"> <li>ROUNDUP function ✓</li> <li>Use of correct cells H1 and G4✓</li> <li>Minus sign (-) used correctly✓</li> <li>Divided by 365.25 (or 365) ✓</li> <li>Absolute cell reference used ✓</li> <li>Formatted to zero decimal places✓</li> </ul> <i>(Note to marker: Accept any other suitable method.)</i>	6		
3.7	<b>Cell N20:</b> <b>=(I20)*\$I\$2+(J20)*\$J\$2+(K20)*\$K\$2+(L20)*\$L\$2+(M20)*\$M\$2</b> <b>OR</b> <b>=I20*\$I\$2+J20*\$J\$2+K20*\$K\$2+L20*\$L\$2+M20*\$M\$2</b> <ul style="list-style-type: none"> <li>Values from <b>I20:M20</b> correctly multiplied with values in <b>I2:M2</b> ✓</li> <li>+ sign used correctly between the cells✓</li> <li>Absolute cell reference used ✓</li> </ul> <b>(Answer: R200)</b>	3		
3.8	<b>Conditional formatting:</b> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Edit the Rule Description:  Format only cells with:  Cell Value <span style="border: 1px solid black; padding: 2px;">▼</span> between <span style="border: 1px solid black; padding: 2px;">▼</span> =200 <span style="border: 1px solid black; padding: 2px;">▼</span> and =250 <span style="border: 1px solid black; padding: 2px;">▼</span> </div> <ul style="list-style-type: none"> <li>Values between 200✓ and 250 shaded✓</li> <li>2 colour shading applied✓</li> </ul>	3		
3.9	<b>Cell O4:</b> <b>=IF((\$P\$1-N4)&lt;=0,"Adoption Cert",IF((\$P\$1-N4)&gt;100,"Participation Cert", "-"))</b> <ul style="list-style-type: none"> <li>IF function ✓</li> <li>Condition (\$P\$1-N4)&lt;=0 and value ✓</li> <li>Condition (\$P\$1-N4)&gt;100 and value ✓</li> <li>Value if all conditions are false ✓</li> <li>Absolute cell reference used ✓</li> <li>Correct use of open and closing brackets ✓</li> </ul>	6		

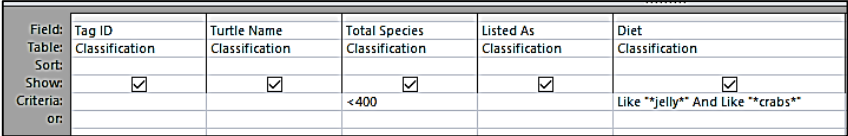
3.10	<b>Cell E51:</b> <b>=SUMIF(E4:E49,E5,N4:N49)</b> <b>OR</b> <b>=SUMIF(E4:E49, "Platinum",N4:N49)</b> <ul style="list-style-type: none"> <li>SUMIF function ✓</li> <li>Range E4:E49 ✓</li> <li>Criteria <b>Platinum</b> or any cell number that contains the value <b>Platinum</b> ✓</li> <li>Sum range N4:N49 ✓</li> </ul> <b>(Answer: R1 640)</b>	4		
3.11	<b>Cell E52:</b> <b>=COUNTIF(F4:F49,F6)</b> <b>OR</b> <b>=COUNTIF(F4:F49, "SEE Turtles")</b> <ul style="list-style-type: none"> <li>COUNTIF function ✓</li> <li>Range F4:F49 ✓</li> <li>Criteria <b>SEE Turtles</b> or any cell number that contains the value <b>SEE Turtles</b> ✓</li> </ul> <b>(Answer: 8)</b>	3		
3.12	<b>Cell E53:</b> <b>=AVERAGEIF(D4:D49,D33,C4:C49)</b> <b>OR</b> <b>=AVERAGEIF(D4:D49, "F",C4:C49)</b> <ul style="list-style-type: none"> <li>AVERAGEIF function ✓</li> <li>Range D4:D49 ✓</li> <li>Criteria <b>F</b> or any cell number that contains the value <b>F</b> ✓</li> <li>Average range N4:N49 ✓</li> </ul> <b>(Answer: 17.3)</b>	4		
3.13	<b>Cell E54:</b> <b>=COUNTBLANK(J4:J49)+COUNTBLANK(L4:L49)</b> <ul style="list-style-type: none"> <li>COUNTBLANK function ✓</li> <li>Range J4:J49 and L4:L49 ✓</li> <li>+ sign used correctly ✓</li> </ul> <b>(Accept any correct method – answer is 44)</b>	3		
<b>Spotted worksheet</b>				
3.14	<b>Cell B2:</b> <b>=VLOOKUP(A2,LOOKUP!\$A\$1:\$B\$95,2,FALSE)</b> <b>OR</b> <b>=VLOOKUP(A2,LOOKUP!\$A:\$B,2,FALSE)</b> <ul style="list-style-type: none"> <li>LOOKUP value: A2 ✓</li> <li>Table array: LOOKUP!\$A\$1:\$B\$95 ✓</li> <li>Absolute cell reference used ✓</li> <li>Column index number: 2 ✓</li> <li>Range_Lookup: FALSE ✓</li> </ul>	5		

Graph worksheet				
3.15	<b>Graph</b> <ul style="list-style-type: none"> <li>Data set for the year 2014 included in the graph. ✓</li> <li>Series overlapping is set at -50. ✓</li> <li>X axis name moved to the correct position. ✓</li> <li>Data labels displayed on top of each bar. ✓</li> <li>Minimum value for y axis set to 5. ✓</li> </ul>	5		

Total for QUESTION 3

[52]

## QUESTION 4 File Name: 4\_Turtle Classification

No	Criteria	Max	✓	Mark
<b>Table: Patient Details</b>				
4.1.1	<ul style="list-style-type: none"> <li>Row height changed to standard height of 14.25. ✓</li> </ul>	1		
4.1.2	<ul style="list-style-type: none"> <li>Gridlines are changed to red colour. ✓</li> </ul>	1		
4.1.3	<ul style="list-style-type: none"> <li>The list <b>Threatened</b> moved ✓</li> <li>To the third position in the list. ✓</li> </ul>	2		
4.1.4	<ul style="list-style-type: none"> <li>Data type for the diet field changed to MEMO/Long Text data type. ✓</li> </ul>	1		
4.1.5	<b>Scientific Name</b> field: <ul style="list-style-type: none"> <li>Made as the required field ✓</li> <li>&gt; symbol added in the <b>format</b> property field ✓</li> </ul>	2		
4.1.6	Input mask for <b>Turtle Id</b> field: <b>L00\*9a</b> <ul style="list-style-type: none"> <li>L ✓</li> <li>00 ✓</li> <li>* ✓</li> <li>9 ✓</li> <li>a ✓</li> </ul>	5		
<b>Turtle Images</b> table and the <b>frm4_2</b> form				
4.2.1	<ul style="list-style-type: none"> <li>Inserted the image <b>Green sea turtle.jpg</b> in the Turtle Images table. ✓</li> <li>Displays in the form <b>frm4_2</b> correctly. ✓</li> </ul>	2		
4.2.2	<ul style="list-style-type: none"> <li><b>Turtle images</b> table exported to the exam folder. ✓</li> <li>Name of the file changed to <b>Export4_2</b>. ✓</li> </ul>	2		
<b>Query: qry4_3</b>				
4.3	 <ul style="list-style-type: none"> <li>Criteria Total Species field: &lt; 400 ✓</li> <li>OR &lt;=399</li> <li>Criteria Diet field: Like "*jelly*" ✓ And ✓ Like "*crabs*" ✓</li> </ul> <p><b>(Answer: 3 records)</b></p>	4		

Query: qry4_4				
4.4	<ul style="list-style-type: none"> <li>Criteria</li> <li>Turtle Name field: Between "G*" And "P*"</li> <li><b>Between And</b> function used✓</li> <li><b>G*</b> and <b>P*</b> ✓</li> <li>Sorted in the ascending order of <b>Turtle Name</b> field✓</li> <li>Criteria</li> <li><b>Weight in Pounds</b>✓: <b>Round</b>✓</li> <li><b>([weight(in kg)]/2.2046✓,1✓)</b></li> <li><b>(Answer: 9 records)</b></li> </ul>	7		
Form: frm4_5				
4.5	<ul style="list-style-type: none"> <li>Border width of the image changed to 4pt. ✓</li> <li>Shadow effect applied to the image.✓</li> <li>Command button inserted in the form footer✓ to exit the form.✓</li> <li>Dividing lines are <b>not</b> visible. ✓</li> <li>Default form view changed to continuous.✓</li> </ul>	6		
Report: rpt4_6				
4.6	<p>Report <b>rpt4_6</b> created based on <b>Classification Table</b></p> <ul style="list-style-type: none"> <li><b>Turtle Name, Tag ID, Colour, Weight (in kg) &amp; Listed As</b> are the only fields displayed.✓</li> <li>Report grouped based on <b>Weight (in kg)</b> field. ✓</li> <li>Grouping intervals set to 50s.✓</li> <li>Page numbering changed as shown below so that it will not be displayed in the first page of the report. ✓</li> </ul> <ul style="list-style-type: none"> <li><b>=Count</b>✓ (<b>if</b>✓ (<b>[listed as]="critically endangered"</b>✓,0✓))</li> <li>Proper label given for the calculation.✓</li> </ul>	9		

Total for QUESTION 4

[42]

**QUESTION 5 File Name: 5\_Save Us**

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

No	Criteria	Max	✓	Mark
5.1	<b>Title</b> <b>&lt;title&gt; Save Sea Turtles &lt;/title&gt;</b> <ul style="list-style-type: none"> <li>• 'Save Sea Turtle' appears ✓</li> <li>• In the browser tab ✓</li> </ul>	2		
5.2	<b>Horizontal Line Size</b> <b>&lt;hr size="3" color="black"/&gt;</b> <ul style="list-style-type: none"> <li>• Size changed to 6 that comes within the heading. ✓</li> </ul>	1		
5.3	<b>Image Tag</b> <b>&lt;img src="Baby Turtle.jpg" width="100%" height="45%" alt="Baby Turtle"&gt;</b> <ul style="list-style-type: none"> <li>• Image tag added correctly ✓</li> <li>• Image source is <b>Baby Turtle.jpg</b> ✓</li> <li>• Width is 100% ✓</li> <li>• Height is 45% ✓</li> <li>• Alternate text is Baby Turtle ✓</li> </ul>	5		
5.4	<b>Bold formatting</b> <b>&lt;b&gt;Seven&lt;/b&gt;</b> <ul style="list-style-type: none"> <li>• Seven made <b>Bold</b> ✓</li> </ul>	1		
5.5	<b>Unordered List Type</b> <b>&lt;ul type="square"&gt;</b> <ul style="list-style-type: none"> <li>• Attribute used is <b>type</b> ✓</li> <li>• Attribute value for type is <b>"square"</b> ✓</li> </ul>	2		
5.6	<b>Table Heading</b> <b>&lt;tr&gt;</b> <b>    &lt;th colspan="2"&gt;</b> <b>&lt;h1&gt;Most Endangered Sea Turtles In The World&lt;/h1&gt;</b> <b>    &lt;/th&gt;</b> <b>&lt;/tr&gt;</b> <ul style="list-style-type: none"> <li>• &lt;tr&gt; &lt;/tr&gt; new row added ✓</li> <li>• &lt;th&gt; &lt;/th&gt; tag added between the &lt;h1&gt; &lt;/h1&gt; tag ✓</li> <li>• Colspan="2" added as an attribute to the &lt;th&gt; tag ✓</li> </ul>	3		
5.7	<b>Table Row color and font color:</b> <b>&lt;tr bgcolor="green"&gt;</b> <b>&lt;th&gt;&lt;font color="white"&gt;Turtle Name&lt;/font&gt;&lt;/th&gt;</b> <b>&lt;th&gt;&lt;font color="white"&gt;Scientific Name&lt;/font&gt;&lt;/th&gt;</b> <b>&lt;/tr&gt;</b> <ul style="list-style-type: none"> <li>• bgcolor attribute added after the &lt;tr&gt; tag to green ✓</li> <li>• &lt;font&gt; &lt;/font&gt; added for both the headings with white colour attribute. ✓</li> </ul>	2		
5.8	<b>Caption tag</b> <b>&lt;center&gt;&lt;caption&gt;Table 1:List Of Endangered Turtle Species&lt;/caption&gt;&lt;/center&gt;</b> <ul style="list-style-type: none"> <li>• Caption tags used correctly ✓</li> <li>• Aligned to the bottom of the table ✓</li> <li>• Text inserted correctly and centred ✓</li> </ul>	3		



5.9	<b>Link</b> <b>&lt;a href="http://www.SEETURTLES.org" target="_blank"&gt;SEETurtles.org&lt;/a&gt;</b> <ul style="list-style-type: none"> <li>The hyperlink tag corrected to add the attribute <b>href</b> before the website link. ✓</li> </ul>	1		
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Total for QUESTION 5

[20]

**QUESTION 6 File Name: 6\_Spotted By & Scientific Info**

No	Criteria	Max	✓	Mark
6.1	<b>Spotted By &amp; Scientific Info</b> worksheet <ul style="list-style-type: none"> <li>Worksheets 2 and 3 hidden ✓</li> </ul>	1		
6.2	<b>Find and Replace</b> <ul style="list-style-type: none"> <li>Find and replace option used or any appropriate method ✓</li> <li>turtle changed to TURTLE in uppercase ✓</li> </ul> <i>(NB: -1 if not done fully)</i>	2		
6.3	<b>Unique name</b> <ul style="list-style-type: none"> <li>used conditional formatting to find the unique values in the column ✓</li> <li>Name of the person is <b>Taylor</b> ✓</li> </ul>	2		
6.4	<b>Sorting</b> <ul style="list-style-type: none"> <li>Sorted first based on the <b>Scientific name</b> field in the descending order ✓</li> <li>Then in the ascending order of <b>Spotted By</b> field ✓</li> <li>Name of the turtle is <b>Black Marsh Turtle</b> ✓</li> </ul>	3		
6.5	<b>Password</b> <ul style="list-style-type: none"> <li>Cells <b>A1:D1</b> protected ✓</li> <li>With password <b>2017</b> ✓</li> </ul> <i>(NB: award zero marks if the whole worksheet is protected)</i>	2		

Total for QUESTION 6

[10]

**QUESTION 7 File Name: 7\_Winners List 7\_Certificate**

<b>7_Certificate (Word processing document)</b>				
No	Criteria	Max	✓	Mark
7.1	<b>Mail Merge:</b> <ul style="list-style-type: none"> <li><b>Winners</b> worksheet in <b>7_Winners List</b> spreadsheet used as the data source. ✓</li> <li>Placeholders linked with appropriate fields. ✓</li> <li>In correct position ✓</li> <li>Edited the recipient list to include all the <b>Platinum Members</b> ✓ and who achieved an <b>adoption certificate</b>. ✓</li> <li>Saved the merged letter as <b>7_CertificateMerged</b> in the exam folder ✓</li> </ul> <i>(4 letters expected)</i>	6		

Total for QUESTION 7

[6]

TOTAL: 180