



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2019

**COMPUTER APPLICATIONS TECHNOLOGY P1
MARKING GUIDELINE**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6
MARKS:							
	180	37	17	57	40	20	9

This marking guideline consists of 13 pages.

QUESTION 1

File Name: 1_WorldFoodDay

Total Q1: 37

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	Cover Page <ul style="list-style-type: none"> Cover page Ion (Dark) inserted. ✓ 	1		1	
1.1.2	Cover Page <ul style="list-style-type: none"> World Food Day inserted in document's name field ✓ 2019 entered in Year field. ✓ 	1 1		2	
1.2.1	Style <ul style="list-style-type: none"> Style 'Main Heading' created. ✓ With font size 20 and bold. ✓ With red font colour. ✓ 	1 1 1		3	
1.2.2	Style <ul style="list-style-type: none"> Main Heading style applied to the main heading. ✓ 	1		1	
1.3	Formatting <ul style="list-style-type: none"> Paragraph is justified. ✓ Paragraph is 1.5 line spacing. ✓ Tahoma is applied as font. ✓ 	1 1 1		3	
1.4	Find and Replace <ul style="list-style-type: none"> All occurrences of 'poverty' are found. ✓ 'poverty' is underlined. ✓ <i>(Note to marker: only 1 occurrence)</i>	1 1		2	
1.5	References <ul style="list-style-type: none"> Reference added ✓ in the correct place ✓ Added as a report ✓ Correct information included ✓ 	1 1 1 1		4	
1.6	Numbering and formatting <ul style="list-style-type: none"> Multilevel or outline numbering used. ✓ Level 1 number style = 1 ✓ Level 2 number style = 1.1 ✓ Level 3 number style = 1.1.1 ✓ Alignment and indentation as per example. ✓ 	1 1 1 1 1		5	
1.7	Caption <ul style="list-style-type: none"> Caption label changed (No new caption created). ✓ Caption label changed to picture. ✓ Position changed to above picture. ✓ 	1 1 1		3	

1.8	Hyperlink <ul style="list-style-type: none"> • Hyperlink added to text 'Go to Africa'. ✓ • Linking to the bookmark 'Africa'. ✓ • Screen tip 'See how Africa commemorates WFD' added. ✓ 	1 1 1		3	
1.9	Sorting paragraphs <ul style="list-style-type: none"> • Paragraphs sorted. ✓ • In descending order. ✓ (Ghana to Angola) 	1 1		2	
1.10	Footnote <ul style="list-style-type: none"> • Footnote added with a, b, c format. ✓ • Footnote text: 'This is a non-profit organization.' ✓ • Footnote below text. ✓ 	1 1 1		3	
1.11	Page numbering <ul style="list-style-type: none"> • Automatic page numbering inserted in footer. ✓ • Stacked Pages 1-page numbering style used. ✓ • Odd and even checked. ✓ • Consistent page numbering style added to both odd and even pages. ✓ 	1 1 1 1		4	
1.12	Bibliography <ul style="list-style-type: none"> • Automatic bibliography inserted on last page. ✓ 	1		1	
	Total for QUESTION 1			[37]	


QUESTION 2**File Name: 2_letter****Total Q2: 17**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Find and Replace <ul style="list-style-type: none"> Correct word replaced. ✓ With correct symbol (Wingdings 2 Code 63). ✓ 	1		2	
2.2	Tabs and Date <ul style="list-style-type: none"> Right aligned tab added ✓ Set at 10 cm ✓ Today's date inserted ✓ Date automatically updates ✓ 	1 1 1 1		4	
2.3.1	Forms <ul style="list-style-type: none"> Name text formfield maximum length = 15 ✓ 	1		1	
2.3.2	Forms <ul style="list-style-type: none"> Check box formfield inserted before 'Male'. ✓ 	1		1	
2.3.3	Forms <ul style="list-style-type: none"> Dropdown formfield inserted next to 'Qualifications' ✓ Text added ✓ Text added in correct order ✓ 	1 1 1		3	
2.4	Mail Merge <ul style="list-style-type: none"> Applicants worksheet from 2_Judges spreadsheet used as data source ✓ Only people with degrees will receive letters. ✓ Letters are sorted according to Name. ✓ (Cele to Symthe) Sir / Madam replaced by the names in the 'name' column ✓ Mail Merge completed ✓ Letters saved as 2_Merged letters ✓ (8 letters expected)	1 1 1 1 1 1 1		6	
	Total for QUESTION 2			[17]	

QUESTION 3**File Name: 3_Statistics****Total Q3: 57**

- 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 or cells as '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
World Data worksheet					
3.1.1	Row Height <ul style="list-style-type: none">Row 1 increased to 60 pt or 120 pixels. ✓	1		1	
3.1.2	Centering <ul style="list-style-type: none">Heading 'Better Life Index of World Countries' is centred both horizontally ✓ and vertically. ✓	1 1	<div></div>	2	
3.1.3	Fill <ul style="list-style-type: none">Any fill is applied to merged cells. ✓Two colours red gradient fill is used. ✓	1 1	<div></div>	2	
3.1.4	Picture <ul style="list-style-type: none">Insert 3_Picture ✓Height 2 cm ✓Width 6 cm ✓Right aligned Row 1 ✓	1 1 1 1	<div></div>	4	
3.2	Wrapping Wrap text feature applied to Row 2. ✓	1		1	
3.3	Freeze Pane Freeze pane feature ✓ applied to Row 3. ✓	1 1	<div></div>	2	
3.4	Cell C42 =COUNTA (A3:A40) <ul style="list-style-type: none">Function: CountA ✓Correct range ✓	1 1	<div></div>	2	

3.5	Conditional formatting  <ul style="list-style-type: none"> • Correct column used (Range) ✓ • Criteria: Top 5 ✓ • Red font formatting used ✓ 	1 1 1		3	
3.6	Cell C44 =LARGE (C3:C40,2) <ul style="list-style-type: none"> • Function: Large, 2 ✓ • Correct range ✓ 	1 1		2	
3.7	Cell C46 =IF(E34>=AVERAGE(E3:E40),"Volatile","Fair") <ul style="list-style-type: none"> • Function: IF ✓ • Criteria range : (E34 ✓ >=✓ • AVERAGE(E3:E40) ✓," • "Volatile"✓,"Fair") ✓ 	1 1 1 1 1 1		6	
3.8	Cell F6 Random number =RANDBETWEEN (1,20) <ul style="list-style-type: none"> • Correct function ✓ • (1,20) ✓ 	1 1		2	
3.9	Cell C48 =COUNTIF (K3:K40,">=60") <ul style="list-style-type: none"> • Function: Countif ✓ • Correct range: (K3:K40, ✓ • Criteria: ">=60") ✓ 	1 1 1		3	
3.10	Cell O1 - Date 16 October 2019 <ul style="list-style-type: none"> • Date inserted ✓ • Date: long date ✓ • Correct date ✓ 	1 1 1		3	

3.11	Cell M34 =O34 <ul style="list-style-type: none"> Spreadsheet feature used ✓ Linking to cell O34 ✓ 	1 1		2	
3.12	Cell C50 =SUMIF (A3:A40,"s*", N3:N40) <ul style="list-style-type: none"> Function Sumif ✓ Range: A3:A40 ✓ Criteria: s* ✓ Sum range: N3:N40 ✓ 	1 1 1 1		4	
3.13	Cell C52 =N34*B52 <ul style="list-style-type: none"> Correct cells used ✓ Multiplication sign (*) used ✓ Currency changed to Rand ✓ 	1 1 1		3	
3.14	Cell C54 =N34/SUM (N3:N40) *100 <ul style="list-style-type: none"> N34 ✓ Division (/) ✓ Sum (N3:N40) ✓ *100 ✓ 	1 1 1 1		4	
3.15	Graph Worksheet <ul style="list-style-type: none"> Graph created ✓ Graph displays the Educational attainment of the adult working-age population and Expected years in education ✓ Appropriate chart title inserted ✓ Both axes named correctly. ✓ Both series named with appropriate heading ✓✓ Plot area filled ✓ Correct picture used (3_Pot) ✓ Data Callout added to highest bar ✓ Bar with purple solid colour fill ✓ Graph moved to a new sheet called Graph ✓ 	1 1 1 1 2 1 1 1 1 1		11	
	TOTAL for QUESTION 3			[57]	

QUESTION 4

File Name: 4_Poverty

Total Q4: 42

No.	Criteria	Maximum Mark			Candidate Mark
Table: Essay Registration					
4.1.1	Field: IDNo/StudentNo Set as Primary Key ✓	1		1	
4.1.2	Field: IDNo field <ul style="list-style-type: none">Input mask created ✓0 used to represent numbers ✓13 0's used (00000000000000) ✓	1 1 1		3	
4.1.3	Name of School field <ul style="list-style-type: none">Name of School field moved between IDNo and School Logo ✓	1		1	
4.1.4	School Logo field Data type changed to OLE Object ✓	1		1	
4.1.5	Size of family field <ul style="list-style-type: none">Default value set to 3 ✓	1		1	
4.1.6	Town field <ul style="list-style-type: none">Data type changed to Lookup Wizard ✓PE, EL and KWT used ✓In alphabetical order (EL, KWT and PE) ✓	1 1 1		3	
4.1.7	Rural School <ul style="list-style-type: none">Validation rule applied to Rural school field ✓Accepts only R for Rural and U for urban ✓Validation text added ✓	1 1 1		3	
4.1.8	Essay field Required field. ✓	1		1	

Form					
4.2	Form: frm4_2 <ul style="list-style-type: none"> • Display only Provinces; Households in Agriculture; % in National GDP; Average Household Size; Main Source of Income and Source of Employment fields. ✓ • Form heading changed to Provinces of SA. ✓ • Data sorted descending according to Households in Agriculture field. ✓ • Red fill colour applied to all labels in the detail section. ✓ • Table layout set to stacked. ✓ • Horizontal line inserted at the top of form footer. ✓ • Today's date added. ✓ • Date added in form footer. ✓ 	1 1 1 1 1 1 1 1		8	
Queries					
4.3	Qry4_3 <ul style="list-style-type: none"> • Query created using Province Data table with the following fields: Province, % in National GDP and Source of employment. ✓ • Criteria: % in National GDP: >=10 ✓ • Criteria Majority of people working: Yes ✓ • Sorted: % in National GDP ✓ • In ascending order ✓ (3 Records)	1 1 1 1 1		5	
4.4	Qry4_4 <p>Difference: ([Poverty Gap 2006]) - ([Poverty Gap 2015])</p> <ul style="list-style-type: none"> • / replaced with – (minus) sign ✓ • Criteria in Calculated field ✓ • < ✓ • 0 ✓ 	1 1 1 1		4	

Report				
4.5	Report4_5 <ul style="list-style-type: none"> Report is created ✓ Fields: Province, Main Source of income, Source of employment; Poverty Gap 2015, % in National GDP and Average Household. ✓ Grouping according to Main Source of Income field. ✓ Sorted according to the Source of Employment field. ✓ Page orientation set to landscape ✓ Calculation on the group footer of the Main Source of Income field: ✓ =count([Province]) ✓ 	1		7
		1		
		1		
		1		
		1		
		1		
		1		
4.6	Data export <ul style="list-style-type: none"> All data from Query Export has been exported. ✓ Saved in Spreadsheet Data Export. ✓ 	1		2
		1		
Total for QUESTION 4				[40]

QUESTION 5

File Name: 5_World Food Day

Total Q5: 20

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

No.	Criteria	Maximum Mark			Candidate Mark
5.1	Title <title>No to Hunger </title> • Title in title tag spelt correctly. ✓	1		1	
5.2	Background colour <body bgcolor = "lightblue"> • Correct tag and colour used. ✓	1		1	
5.3	Centering <center><h1>World Food Day: Action for #ZeroHunger </h1> </center> • Main heading 'World Food Day: Action for #Zero Hunger' is centred. ✓	1		1	
5.4	Horizontal line <hr color = "green" size = 10> • Green ✓ horizontal line added. ✓ • Size of the line is 10. ✓	1 1 1		3	
5.5	Font colour • Font colour set to red. ✓ • Text set to bold. ✓ • Applied to the text below horizontal line. ✓	1 1 1		3	
5.6	Paragraph text <i><p>Resource: Food and Agriculture Organization of the United Nations</p></i> • Paragraph text set to italics. ✓	1		1	
5.7	Lists <ol type = "A"> • Ordered list changed to letters. ✓ • Letters are in upper case. ✓	1 1		2	

5.8	Image <center> </center> <ul style="list-style-type: none"> • Img tag used to insert image. ✓ • Correct picture used. ✓ • Width and height of picture set at 200. ✓ • Alt = WFD tag used. ✓ • Picture is centred. ✓ 	1			
		1		5	
		1			
		1			
		1			
5.9	Hyperlink For more information <ul style="list-style-type: none"> • Hyperlink tags used. ✓ • To the correct text "For more information". ✓ • Links to "<u>fao.org</u>". ✓ 				
		1		3	
		1			
		1			
	Total for QUESTION 5			[20]	

QUESTION 6

File Name: 6_Organisers

Total Q6: 9

No.	Criteria	Maximum Mark			Candidate Mark
6.1.1	• The Coordinator shape flipped horizontally. ✓	1			
6.1.2	• Information is added under Head Unemployment. ✓ • Information is correct and correctly added. ✓	1		2	
6.1.3	• New shape Head Research is added above Coordinator. ✓	1		1	
6.1.4	• SmartArt switched from left to right to resemble the picture. ✓	1		1	
6.2.1	• Graph changed to a bar graph. ✓	1		1	
6.2.2	• Cities sorted in descending order. ✓ • Cities begin with Tokyo and ends with London. ✓	1 1		2	
6.2.3	• The colours of bars vary from point to point. ✓	1		1	
	Total for QUESTION 6			[9]	
	TOTAL:			180	