

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2019

**COMPUTER APPLICATIONS TECHNOLOGY P1
MARKING GUIDELINE**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

TOTAL		Q1	Q2	Q3	Q4	Q5	Q6
MARKS:							
	180	29	23	57	41	20	10

This marking guideline consists of 12 pages.

QUESTION 1

File Name: 1LandPollution

Total Q1: 29

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	Cover Page • Cover page Facet inserted. ✓	1		1	
1.1.2	Cover Page • Type Land Pollution in title field, Save our Land in the subtitle field. ✓ • Type <u>landhighschool@ecdept.gov.za</u> in the e-mail field. ✓ • Delete the abstract field. ✓	1 1 1		3	
1.2.1	Table of Contents • Automatic Table of Contents inserted. ✓	1		1	
1.2.2	Table of Contents • Three levels of headings appear. ✓	1		1	
1.2.3	Table of Contents • Correct styles used: Title, Heading 1 and Heading 2 styles. ✓ <i>(Note to marker: All three levels must be inserted correctly in order to obtain the last mark.)</i>	1		1	
1.3.1	Page Numbering • Accent Bar Right page numbers inserted. ✓	1		1	
1.3.2	Page Numbering • Automatic page numbering starts as 1 on the second page. ✓ • Page numbering does not appear on the first page. ✓	1 1		2	
1.4.1	Paragraph Formatting • Paragraph spacing is 6 pt before and 6 pt after the paragraph. ✓	1		1	
1.4.2	Line Formatting • Line spacing set to exactly ✓ • 16 pt. ✓	1 1		2	
1.4.3	Character Formatting • Character spacing expanded to 1.5 pt. ✓	1		1	
1.5	Document Editing • Correct occurrences of text changed ✓ • with the word "infect". ✓ <i>(Note to marker: 2 Occurrences only 2 or 0 marks)</i>	1 1		2	

1.6	Hyperlink <ul style="list-style-type: none"> Hyperlink on text 'In factories and offices'. ✓ URL 'www.explainthatstuff.com/land-pollution.html'. ✓ Tooltip 'HowStuffWorks' added. ✓ 	1 1 1		3	
1.7	Footnote <ul style="list-style-type: none"> Footnote added to text 'Radioactive Waste'. ✓ Footnote symbol: Wingdings character 83. ✓ Footnote text: 'by-product of nuclear power'. ✓ 	1 1 1		3	
1.8	Document formatting <ul style="list-style-type: none"> Document justified. ✓ Document hyphenated. ✓ 	1 1		2	
1.9	Citation <ul style="list-style-type: none"> Source added. ✓ As a website source. ✓ Author; Name of website; Year and URL appear. ✓ 	1 1 1		3	
1.10	Bibliography <ul style="list-style-type: none"> Bibliography updated. ✓ 	1		1	
1.11	Quick Parts <ul style="list-style-type: none"> Date created field inserted (11 March 2019). ✓ 	1		1	
	Total for QUESTION 1			[29]	

QUESTION 2

File Name: 2LandPollutionBrochure

Total Q2: 23

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Page Orientation <ul style="list-style-type: none"> Set to landscape. ✓ 	1		1	
2.2	Page border <ul style="list-style-type: none"> 2¼ pt wide border inserted. ✓ Colour of border is red. ✓ Page border. ✓ 	1 1 1		3	
2.3	Columns <ul style="list-style-type: none"> Highlighted text displayed in three columns. ✓ 1 cm/0.39 inches space between columns. ✓ A line in between columns appears. ✓ Heading must be at the top of each column. ✓ 	1 1 1 1		4	
2.4	WordArt <ul style="list-style-type: none"> Any WordArt inserted ✓ to the correct text. ✓ Gold colour Accent 4 Soft Bevel. ✓ 	1 1 1		3	
2.5	Bullets <ul style="list-style-type: none"> Bullets changed to a picture ✓ 2Bullet.jpg. ✓ Left indent – Bullet 0 cm. ✓ Hanging – paragraph 1.5 cm. ✓ 	1 1 1 1		4	
2.6	Shapes <ul style="list-style-type: none"> Any Callout inserted. ✓ Oval Callout Shape. ✓ Inserted at the bottom of first column. ✓ Text “Save Our Land” inserted. ✓ 	1 1 1 1		4	
2.7	Watermark <ul style="list-style-type: none"> Watermark inserted. ✓ 2LandPollution2.jpg used as watermark. ✓ Without Washout effect. ✓ Picture scaled to 120%. ✓ 	1 1 1 1		4	
	Total for QUESTION 2			[23]	

QUESTION 3**File Name: 3_LandSheet****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
Stats per Province worksheet					
3.1.1	Stats per Province <ul style="list-style-type: none">Tab changed to any colour other than the original colour. ✓ <i>(Note to marker: Colour was white.)</i>	1		1	
3.1.2	Merge and Centre <ul style="list-style-type: none">Cells A1 to T1 are merged and centred. ✓	1		1	
3.1.3	Fill <ul style="list-style-type: none">Applied any thin diagonal stripe pattern style fill effect to merged cells. ✓Colour Red. ✓	1 1		2	
3.1.4	Row 4 <ul style="list-style-type: none">Wrapped ✓	1		1	
3.2	Freeze panes <ul style="list-style-type: none">Freeze pane effect applied✓Column A. ✓	1 1		2	
3.3	Format Date =(dd)-(mm)-(yyyy) <ul style="list-style-type: none">Correct use of brackets. ✓Correct use of -. ✓Correct specifications for day, month and year. ✓	1 1 1		3	
3.4	Cell A5 =CONCATENATE(UPPER(LEFT(B5;2));"-";LEN(B5)) <ul style="list-style-type: none">Concatenate or & function used ✓(LEFT(B5;2)) ✓"-" ✓LEN(B5)) ✓UPPER – All in upper case ✓	1 1 1 1 1		5	

3.5	Cell C3 =FIND(" ";B5) <ul style="list-style-type: none"> Find function used to determine. ✓ Correct position of space. ✓ In cell (B5). ✓ 	1 1 1		3	
3.6	Data Validation <ul style="list-style-type: none"> Validation criteria: Allow whole number ✓ Criteria: Between ✓ Minimum value 0 and Maximum value 999999 ✓ Any suitable error message ✓ 	1 1 1 1		4	
3.7	Cell E3 =COUNTIFS(D5:D13;">=100000";E5:E13;"<=55") <ul style="list-style-type: none"> Countifs function ✓ Criteria range 1: (D5:D13) ✓ Criteria 1: >=100 000 ✓ Criteria range 2: (E5:E13) ✓ Criteria 2: <=55 ✓ 	1 1 1 1 1		5	
3.8	Nested IF =IF(E5<51;"Less Dense"; IF(E5<=100;"Dense";"Highly Dense")) <ul style="list-style-type: none"> Nested IF syntax ✓ Condition: <51 and "Less Dense" ✓ Condition: <=100 and "Dense" ✓ Condition: >100 and "Highly Dense" ✓ 	1 1 1 1		4	
3.9	Conditional formatting <ul style="list-style-type: none"> Conditional formatting used ✓ in correct column ✓ a red data bar. ✓ 	1 1 1		3	
3.10	Cell Q15 =SUMIF(B5:B13;"*Cape";Q5:Q13) <ul style="list-style-type: none"> Sumif function ✓ Criteria range: B5:B13 ✓ Sum range: Q5:Q13 ✓ Criteria: *Cape ✓ 	1 1 1 1		4	

QUESTION 4

File Name: 4_LandPollution

Total Q4: 41

No.	Criteria	Maximum Mark			Candidate Mark
Table: Waste Pollution					
4.1.1	Field: ID <ul style="list-style-type: none">ID field removed. ✓	1		1	
4.1.2	Field: Image <ul style="list-style-type: none">New field created. ✓After province field. ✓Data type: OLE Object Or attachment. ✓	1 1 1		3	
4.1.3	Primary key Primary key set to Province field. ✓	1		1	
4.1.4	Required Field: Hazardous Waste <ul style="list-style-type: none">Set as required field. ✓	1		1	
4.1.5	Validation rule and text: Own refuse dump <ul style="list-style-type: none">Between or And functions used.✓Lower boundary set to greater than 2 and upper boundary set to less than 99. ✓Appropriate validation text referring to limits.✓ Between 2 And 98 OR >2 And <99	1 1 1		3	
4.1.6	Budget Field Default value set to R10000. ✓	1		1	
4.2	Form: frm4_2 <ul style="list-style-type: none">Only Provinces; Hazardous Waste; Budget and Expenditure fields are shown. ✓Background colour of the form changed to red. ✓Title/Label changed to Waste.✓Date field inserted in the form header. ✓Calculation in the form footer.✓Count ✓(*)✓	1 1 1 1 1 1 1		7	

4.3	Qry4_3 <ul style="list-style-type: none"> Only Province, Population served by municipality and Own Refuse Dump fields are shown. ✓ Criteria: Population served by municipality: ≥ 50. ✓ Hazardous field: Yes ✓ Sorted: Own Refuse Dump field. ✓ Sorted: In ascending order. ✓ 4 Records	1		5	
4.4	Qry4_4 <ul style="list-style-type: none"> Province: Total: Grouped by. ✓ Budget: Total: Sum ✓ Criteria: $\geq 50\ 000$ ✓ 4 Records	1		3	
4.5	Qry4_5 Balance: [Budget]-[Expenditure] <ul style="list-style-type: none"> Calculated field name: Balance: ✓ Budget and Expenditure fields used ✓ - ✓ Correct use of brackets ✓ Balance: < 0 ✓ Hazardous Waste: Yes ✓ 2 Records	1		6	
4.6	Report4_6 <ul style="list-style-type: none"> Report is created ✓ with all the required fields other than ID field. ✓ Report is grouped according to Licensed facilities field. ✓ Then is grouped according to Hazardous field. ✓ Report sorted according to the Budget field. ✓ Page orientation change to landscape. ✓ Calculation on the footer of the Licensed Facilities field: ✓ =Sum([Expenditure]) ✓ Total amount is in any currency format. ✓ Picture inserted in the report header. ✓ 	1		10	
	Total for QUESTION 4			[41]	

QUESTION 5**File Name: 5_MyWebsite****Total Q5: 20**

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

No.	Criteria	Maximum Mark			Candidate Mark
5.1	Title <title>Land Pollution </title> • Title tag added ✓	1		1	
5.2	Heading: LandPollution <h1 align ="center"> Land Pollution</h1> • Heading aligned centre ✓ • Font colour changed to brown ✓	1 1		2	
5.3	Horizontal line <hr size=7 color="Red"/> • Size of line changed to 7. ✓ • Line colour changed to red. ✓	1 1		2	
5.4	Ordered list <ol type = "I" > • Ordered list created. ✓ • Type of bullet set to Roman figures. ✓ • Roman figures in upper case. ✓	1 1 1		3	

5.5	Table <ul style="list-style-type: none"> First row added - <th> ✓ <pre><tr> <th>Type of Land Pollution</th> <th>Cause</th> <th>Area found</th> </tr></pre> <ul style="list-style-type: none"> Table border set at 2 ✓ Cellpadding set at 25 ✓ <pre><table border = 2 cellpadding = "25"> <tr bgcolor = "Pink"> ✓ <th>Type of Land Pollution</th> <th>Cause</th> <th>Area found</th> </tr> <tr> <td colspan = "3" ✓ <img src = "5LandPollution.jpg" align = "middle" height =200 width = 300 ✓ Alt = "Dump" ✓ </td> </tr></pre>	1		9	
5.6	Link <pre> Home </pre> <ul style="list-style-type: none"> <a href> ✓ Link created on the text 'Home. ✓ Link moves to the top of website. ✓ 	1		3	
	Closing tag(s) or triangular brackets omitted	-1			
	Total for QUESTION 5			[20]	

QUESTION 6

File Name: 6Letter.docx

Total Q6: 10

No.	Criteria	Maximum Mark			Candidate Mark
6.1.1	<ul style="list-style-type: none"> Pictures grouped. ✓ Picture moved below heading Waterfall Community. ✓ 	1		2	
		1			
6.1.2	<ul style="list-style-type: none"> Cross reference created next to the word "my". ✓ Links to the endnote "Waterfall Community Leader". ✓ 	1		2	
		1			
6.1.3	<ul style="list-style-type: none"> Correct changes are made to the graph. ✓ The changes are showing in the graph. ✓ 	1		2	
		1			
6.1.4	<ul style="list-style-type: none"> Widow/orphan control is checked. ✓ Keep lines together is checked. ✓ 	1		2	
		1			
6.1.5	<ul style="list-style-type: none"> 6Poster copied and pasted to the letter. ✓ Pasted as an icon. ✓ 	1		2	
		1			
	Total for QUESTION 6			[10]	
	TOTAL:			180	