



# **NATIONAL SENIOR CERTIFICATE**

**GRADE 12**

**SEPTEMBER 2022**

## **COMPUTER APPLICATIONS TECHNOLOGY P1 MARKING GUIDELINE**

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

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

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

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6
MARKS:							
	150	31	10	43	35	20	11

## QUESTION 1

File Name: 1\_Social Networks

Total Q1: 31

No.	Criteria	Maximum Mark			Candidate Mark
1.1	<b>New Style</b> <ul style="list-style-type: none"> <li>Media Style created ✓</li> <li>Size set to 17 pt. ✓</li> <li>Paragraph spacing set to 18 After ✓</li> <li>Style applied to the first heading ✓</li> </ul>	1		4	
		1			
		1			
		1			
1.2	<b>Drop Cap</b> <ul style="list-style-type: none"> <li>Dropped cap applied on 'S' ✓</li> <li>Applied over 2 lines ✓</li> <li>Distance 0.2 cm from text ✓</li> </ul>	1		3	
		1			
		1			
1.3	<b>Footnote</b> <ul style="list-style-type: none"> <li>Footnote added <u>on</u> social media ✓</li> <li>Wingdings ☞ (character 70) inserted ✓</li> <li>Footnote text is 'https://www.investopedia.com' ✓</li> </ul>	1		3	
		1			
		1			
1.4	<b>Citation</b> <ul style="list-style-type: none"> <li>Type of source: Film ✓</li> <li>Title: The Social Networks ✓</li> <li>APA Style used ✓</li> </ul>	1		3	
		1			
		1			
1.5	<b>Proofing Language</b> <ul style="list-style-type: none"> <li>Set to English South Africa ✓</li> <li>(For the whole document)</li> </ul>	1		1	
1.6	<b>Widow and Orphan</b> <ul style="list-style-type: none"> <li>Widow and Orphan set on the paragraph ✓</li> </ul>	1		1	
1.7	<b>Bullets</b> <ul style="list-style-type: none"> <li>1_SN.jpg used as a bullet ✓</li> <li>Bullets aligned to centre ✓</li> </ul>	1		2	
		1			
1.8	<b>Columns</b> <ul style="list-style-type: none"> <li>Paragraph changed to two columns ✓</li> <li>Columns have a line in between ✓</li> <li>Column break inserted ✓</li> </ul>	1		3	
		1			
		1			
1.9	<b>Multi-level list</b> <ul style="list-style-type: none"> <li>Level 1 Applied ✓</li> <li>Set to 1 cm ✓</li> <li>Level 2 Applied ✓</li> <li>Set to 2 cm ✓</li> </ul>	1		4	
		1			
		1			
		1			
1.10	<b>Page Numbering</b> <ul style="list-style-type: none"> <li>Arrow 1 Style applied ✓</li> <li>Different First page applied ✓</li> <li>Different odd ✓ and</li> <li>Even numbers applied ✓</li> </ul>	1		4	
		1			
		2			
1.11	<b>Hyperlink</b> <ul style="list-style-type: none"> <li>Hyperlink applied to the text "Back to the top" ✓</li> <li>Place in this document "Top of the Document" ✓</li> </ul>	1		2	
		1			
1.12	<b>HideText</b> <ul style="list-style-type: none"> <li>Text hidden ✓</li> </ul>	1		1	
	<b>Total for QUESTION 1</b>			<b>[31]</b>	

**QUESTION 2****File Name: 2\_Flyer****Total Q2: 10**

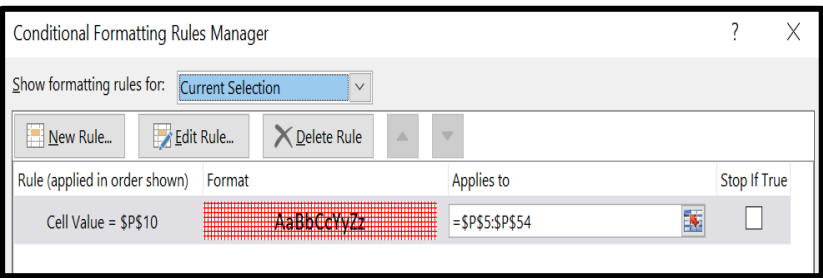
No.	Criteria	Maximum Mark			Candidate Mark
2.1	<b>SmartArt</b> • SmartArt modified to Cycle Diverging Radial ✓	1		1	
2.2	<b>Edit text</b> • All text added as it is in the picture ✓	1		1	
2.3	<b>Picture</b> • Correct picture inserted ✓ • In the centre of the SmartArt ✓ • Picture size 2.5 cm x 2.5 cm ✓ • Lock aspect ratio unchecked ✓ • Picture style set to soft edge oval ✓	1 1 1 1 1		5	
2.4	<b>Shapes</b> • Any shape fill (colour) used ✓ • Blue shape outline inserted ✓ • Outline weight of 2¼ pt. ✓	1 1 1		3	
	<b>Total for QUESTION 2</b>			<b>[10]</b>	

## QUESTION 3

File Name: 3\_Survey

Total Q3: 43

No.	Criteria	Maximum Mark			Candidate Mark
Summary worksheet					
3.1.1	Row 1 and Row 2 <ul style="list-style-type: none"><li>Row 1 and 2 Merged from cell A1:U2. ✓</li></ul>	1		1	
3.1.2	Alignment <ul style="list-style-type: none"><li>Heading must be horizontally and vertically centred ✓</li></ul>	1		1	
3.1.3	Fill colour <ul style="list-style-type: none"><li>Background standard green. ✓</li></ul>	1		1	
3.1.4	Font colour <ul style="list-style-type: none"><li>Font colour of the heading changed to white ✓</li></ul>	1		1	
3.2	Wrapping <ul style="list-style-type: none"><li>Cell S4 Wrapped ✓</li></ul>	1		1	
3.3	Customise Date : Column D <ul style="list-style-type: none"><li>Date changed to format dd-mm-yyyy ✓</li><li>Contents copied to all cells in column D ✓</li></ul>	1 1		2	
3.4	Cell E5 =INT((\$E\$3-D5)/365.25) <ul style="list-style-type: none"><li>=INT ✓</li><li>((E\$3-D5) ✓</li><li>/365.25) ✓</li><li>or: TRUNC( .... )</li><li>or: ROUNDDOWN( .... , 0)</li></ul>	1 1 1		3	
3.5	Cell F5 =CONCATENATE(C5,".",LOWER(LEFT(B5,1)),"@school.za") <ul style="list-style-type: none"><li>=CONCATENATE ✓</li><li>(C5,".", ✓</li><li>LOWER(LEFT(B5,1)), ✓</li><li>"@school.za") ✓</li></ul>	1 1 1 1		4	
3.6	Cell N6 =IF(AND(G5="WhatsApp", H5="Facebook"), "Old Users", "New Users") <ul style="list-style-type: none"><li>IF AND function correctly used ✓</li><li>First criteria correct ✓</li><li>Second criteria correct ✓</li><li>Both value true and value false are correct ✓</li></ul>	1 1 1 1		4	

3.7	 <p><b>Column P: Conditional Formatting</b></p> <ul style="list-style-type: none"> <li>Cells Value equal to \$P\$10 (Watch Videos) ✓</li> <li>Applies to =\$P\$5:\$P\$54 ✓</li> <li>Filled with red ✓</li> <li>Thin horizontal crosshatch pattern ✓</li> </ul>	1 1 1 1	4	
3.8	<p><b>Cell O5</b>  <b>=IF(COUNTIF(L5:N5,"Yes"),"Online Safety Course"," ")</b></p> <ul style="list-style-type: none"> <li>Function :IF ✓</li> <li>Countif range: L5:N5 ✓</li> <li>Countif criteria: "Yes" ✓</li> <li>Value true correct: "Online Safety Course" ✓</li> <li>Value true correct: " " ✓</li> </ul>	1 1 1 1 1	5	
3.9	<p><b>Cell S56</b>  <b>=MODE(S5:S54)</b></p> <ul style="list-style-type: none"> <li>Function : Mode ✓</li> <li>Correct Range: (S5:S54) ✓</li> </ul>	1 1	2	
3.10	<p><b>Cell U5</b>  <b>Calculate deficit per learner</b>  <b>=T5-S5</b></p> <ul style="list-style-type: none"> <li>Cell T5 and S5 ✓</li> <li>Minus sign ✓</li> </ul> <p><b>Cell S58</b>  <b>=SUMIF (Q5:Q54,"MTN", U5:U54)</b></p> <ul style="list-style-type: none"> <li>Function: Sumif ✓</li> <li>Criteria Range: Q5:Q54 ✓</li> <li>Criteria: MTN ✓</li> <li>Sum range ✓</li> </ul>	1 1  1 1 1 1	6	
3.11	<p><b>Graph Worksheet</b></p> <ul style="list-style-type: none"> <li>Chart title is centred ✓</li> <li>Chart title inserted with correct text ✓</li> <li>Legends correct ✓</li> <li>Data labels are callout ✓</li> <li>Point explosion only at MTN ✓</li> <li>Point explosion set at 30% ✓</li> <li>Plot area filled with gradient fill ✓</li> <li>Sheet 1 renamed to Graph ✓</li> </ul>	1 1 1 1 1 1 1 1	8	
<b>Total for QUESTION 3</b>			<b>[43]</b>	

**QUESTION 4**

File Name: 4\_LearnerSurvey

Total Q4: 35

No.	Criteria	Maximum Mark			Candidate Mark
Table: Registrations table					
4.1.1	<b>Field:</b> Input Mask: <LLL\ - >LL? <ul style="list-style-type: none"><li>Lower letters: &lt; ✓</li><li>LLL – three compulsory letters ✓</li><li>- hyphen ✓</li><li>&gt; upper case LL two compulsory letters ✓</li><li>? optional letter ✓</li></ul>	1 1 1 1 1	5		
4.1.2	<b>Gender Field</b> <ul style="list-style-type: none"><li>Combo field added. ✓</li><li>List values added: Male and Female. ✓</li></ul>	1 1	2		
4.1.3	<b>CellNo:</b> <ul style="list-style-type: none"><li>Indexed property = Yes (No Duplicates) ✓</li></ul>	1	1		
4.1.4	<b>Registration Date</b> <ul style="list-style-type: none"><li>&gt;= ✓</li><li>#2021/10/01# ✓</li></ul>	1 1	2		
4.1.5	<b>Default Values</b> Default value = Yes ✓	1	1		
4.2	<b>Form: frm4_2</b> <ul style="list-style-type: none"><li>Background colour of the Detail section changed to any colour. ✓</li><li>Text in the CellNo field is distribute-aligned. ✓</li><li>The Pledge textbox changed to Pledge. ✓</li></ul>	1 1 1	3		
4.3	<b>Qry4_3</b> <ul style="list-style-type: none"><li>Query Criteria CellNo: 083* ✓</li><li>Query Criteria Education: Class Groups ✓</li><li>Add Totals function ✓</li><li>Choose sum to add the amounts ✓</li><li>Sort in ascending order of surname ✓</li></ul>	1 1 1 1 1	5		



**QUESTION 5****File Name: 5\_Social Networks****Total Q5: 20**

- 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	Maximum Mark			Candidate Mark
5.1	<b>Title</b> <title>Popular Social Networks</title> • Title tag added to the text Popular Social Networks' to appear on the browser ✓	1		1	
5.2	<b>Heading: Popular Networks for Children</b> <center><h1> <font color = red>Popular Networks for Children </font> </h1> </center> • Heading centred ✓ • Font colour changed to red ✓	1		2	
		1			
5.3	<b>Bulleted list</b> <ol type = "I"> • Correct tag used : type = I ✓ • Uppercase Roman figures used ✓ • Tags inserted: <li>creating online profiles</li> ✓	1		3	
		1			
		1			
5.4	<b>Table</b> <table border="1" width = "500" cellspacing = "5"> • Set the width of the table to 500 ✓ • Set the cell spacing to 5 ✓	1		2	
		1			
5.5	<b>Table</b> <tr bgcolor = "Yellow"> • Background of colour of row 1 set to yellow ✓	1		1	
5.6	<b>Image</b>  • Tag img src used ✓ • Correct picture used ✓ • Width and height set to 30 ✓	1		3	
		1			
		1			



5.7	<b>Horizontal line</b> <code>&lt;hr size = "10" color = "red"/&gt;</code> <ul style="list-style-type: none"> <li>Line size set to 10 ✓</li> <li>colour set to red ✓</li> </ul>	1 1		2	
5.8	<b>Formatting</b> <code>&lt;h2&gt;&lt;b&gt;&lt;i&gt;Further Reading&lt;/b&gt;&lt;/i&gt; &lt;/h2&gt;</code> <code>&lt;h2&gt; &lt;/h2&gt; ✓</code> <code>&lt;b&gt;&lt;i&gt; &lt;/b&gt;&lt;/i&gt; ✓</code>	1 1		2	
5.9	<b>Link</b> <code>a href = "&lt;"https://raisingchildren.net.au/teens/entertainment-technology/digital-life/social-media"&gt; Click here &lt;/a&gt;</code> <ul style="list-style-type: none"> <li><code>&lt;a href&gt; &lt;/a&gt; ✓</code></li> <li>Link created on the text 'Click here' ✓</li> <li>Link opens <b>link provided</b> ✓</li> </ul>	1 1 1		3	
	<b>Closing tag(s) or triangular brackets and nesting correctly used.</b>	1		1	
	<b>Total for QUESTION 5</b>			<b>[20]</b>	

**QUESTION 6****File Name: 6\_Analysis and 6\_Survey form Total Q6: 11**

No.	Criteria	Maximum Mark			Candidate Mark
6.1.1	<b>Remove duplicates</b> <ul style="list-style-type: none"> <li>Duplicates removed ✓</li> <li>Only 50 records are left ✓</li> <li>Cell E104 : Removed Duplicates ✓</li> </ul>	1		3	
		1			
		1			
6.1.2	<b>Cell C4</b> <b>=time(9,130,0)</b> <ul style="list-style-type: none"> <li>Correct function used: Time ✓</li> <li>Start time and Minutes ✓</li> <li>Answer in time format ✓</li> </ul>	1		3	
		1			
		1			
6.2	<b>Survey form</b> <ul style="list-style-type: none"> <li>'Name' Text form field inserted ✓</li> <li>'Name' Text form field Text format: Uppercase ✓</li> <li>Drop down form field 'TikTok' added ✓</li> <li>Check box form field inserted ✓ to replace symbols</li> <li>Yes checked ✓</li> </ul>	1		5	
		1			
		1			
		1			
		1			
	<b>Total for QUESTION 6</b>			<b>[11]</b>	
	<b>TOTAL:</b>			<b>150</b>	