



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2024

MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER							
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FINAL MARK	
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EXAMINATION NUMBER													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	25	20	21	19	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 15 pages.

DBE Stamp

[illegible]

Check the accuracy and skill required before awarding a mark throughout.

QUESTION 1

File name: 1Solar

Total Q1: 25

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Author properties • Author: Examination number ✓	1		1	
1.2	Style modified: Solar • Style Solar: Text effects: Shadow effect changed ✓ • Shadow colour: Any blue ✓ • Shadow distance: 50 pt ✓	1 1 1		3	
1.3	Pagination: '4. The Solar System ...' • Keep with next ✓	1		1	
1.4	Cross-reference: 'Question/Vraag 1.4' • Cross-reference inserted on Question/Vraag 1.4 ✓ • Bookmark text: Venus ✓ <i>Alt+F9: { REF Venus \h }</i>	1 1		2	
1.5	Endnote: 'NASA' • Endnote inserted on 'NASA' ✓ • Number format: a, b, c, ... ✓ • Endnote text: America ✓	1 1 1		3	
1.6	Image: Below 'Planets' • Caption label created: Space ✓ • Caption text: Planets ✓ • Border size: 3 pt ✓ • Border style: Dash style ✓	1 1 1 1		4	
1.7	Text to table: Below 'Difference between the ...' • Correct text converted to table ✓ (2 columns x 6 rows) • Table style: Any List Table style ✓	1 1		2	
1.8	Multilevel list (Planets): '1. Mercury ... 14 known moons' • Multilevel list: 2 nd level applied to correct text ✓ • Number Style: Bullet: ♦ ✓ • Bullet added: Mercury's one year ... ✓	1 1 1		3	

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EXAMINATION NUMBER													
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1.9	Page number <ul style="list-style-type: none">Any automatic page numbering in the footer ✓Format: Page X of Y ✓Different odd and even selected ✓Alignment: Odd numbers left AND even numbers right ✓	1 1 1 1		4	
1.10	Watermark <ul style="list-style-type: none">1Back image inserted ✓On the last page only ✓	1 1		2	
	Total for QUESTION 1			[25]	



[illegible]

Check the accuracy and skill required before awarding a mark throughout.

QUESTION 2

File name: 2Moon

Total Q2: 20

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Cover page <ul style="list-style-type: none"> Cover page: Slice (Dark) inserted ✓ Additional content control deleted ✓ 	1 1		2	
2.2	Line spacing and indentation <ul style="list-style-type: none"> Correct text: Line spacing: Exactly: 20 pt ✓ Indentation: Special: Hanging ✓ By: 1 cm ✓ 	1 2		3	
2.3	Find and replace: 'planet' <ul style="list-style-type: none"> Font: Effects: Small Caps ✓ Character Spacing: Position: Raised ✓ (By: 3 pt) 4 replacements made ✓ (Find whole words) 	1 1 1		3	
2.4	Bibliography <ul style="list-style-type: none"> Bibliography inserted ✓ Style: APA ✓ 	1 1		2	
2.5	Tab stops <u>Second tab stop:</u> <ul style="list-style-type: none"> Position: 8.5 cm ✓ Alignment: Centre ✓ Leader: 2. ✓ <u>Third tab stop:</u> (11 cm) <ul style="list-style-type: none"> Alignment: Left ✓ 	1 1 1 1		4	
2.6	Page orientation: Last page <ul style="list-style-type: none"> Orientation: Landscape ✓ All other pages in portrait ✓ 	1 1		2	
2.7	Watermark <ul style="list-style-type: none"> Text Moon replaced ✓ Symbol: Moon symbol (Webdings 224) ✓ Size: 800 pt ✓ 	1 1 1		3	
2.8	File path <ul style="list-style-type: none"> File path field inserted in footer ✓ <i>(Note to marker: Right click → Update field)</i>	1		1	
	Total for QUESTION 2			[20]	

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[illegible]

QUESTION 3

File names: 3Sales; 3Target

Total Q3: 21

- *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).*
- *Candidates may use multiple formulae, cells or '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
Target worksheet					
3.1	Target worksheet: <ul style="list-style-type: none"> • Target worksheet moved (not copied) ✓ • New workbook saved: 3Target ✓ <i>(Note to marker: Target worksheet must not appear in 3Sales)</i>	1 1		2	
Sales worksheet					
3.2	Cell A1: Comment <ul style="list-style-type: none"> • Comment inserted: Popular ✓ 	1		1	
3.3	Cell D3: =MIN(E10:E49) <ul style="list-style-type: none"> • Function: MIN(E10:E49) ✓ 	1		1	
3.4	Cell D5: =COUNTIFS(G10:G49,"Delivery",H10:H49,">=1000") OR =COUNTIFS(H10:H49,">=1000",G10:G49,"Delivery") Criteria 1: Count the cells if the criteria is "Delivery" ✓ and appears in the cell range: G10:G49 ✓ AND Criteria 2: Count the cells if the criteria is ">=1000" ✓ and appears in the cell range: H10:H49 ✓	1 1 1 1		4	

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[illegible]

QUESTION 4

File name: 4Shows

Total Q4: 19

- *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).*
- *Candidates may use multiple formulae, cells or '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
Total worksheet					
4.1	Rename: Sheet 1 • Sheet1: Renamed to Shows ✓	1		1	
4.2	Cell D3: =LARGE(G10:G62,4) • Function: LARGE(G10:G62, ...) ✓ • Value: 4 ✓	1 1		2	
4.3	Cell D5: =SUMIF(B10:B62,"Milky Way",G10:G62) • Criteria range: B10:B62 ✓ • Criteria: "Milky Way" ✓ • Sum range: G10:G62 ✓	1 1 1		3	
4.4	Cell C10: =VLOOKUP(F10,Session!\$A\$1:\$B\$4,2) OR =XLOOKUP(F10,Session!\$A\$1:\$A\$4, Session!\$B\$1:\$B\$4) • Function: VLOOKUP ✓ • Lookup value: F10 ✓ • Table array: Session!\$A\$1:\$B\$4 ✓ OR Session!\$A\$2:\$B\$4 OR Session!A1:B4 OR Session!A2:B4 • Column index: 2 ✓	1 1 1 1		4	

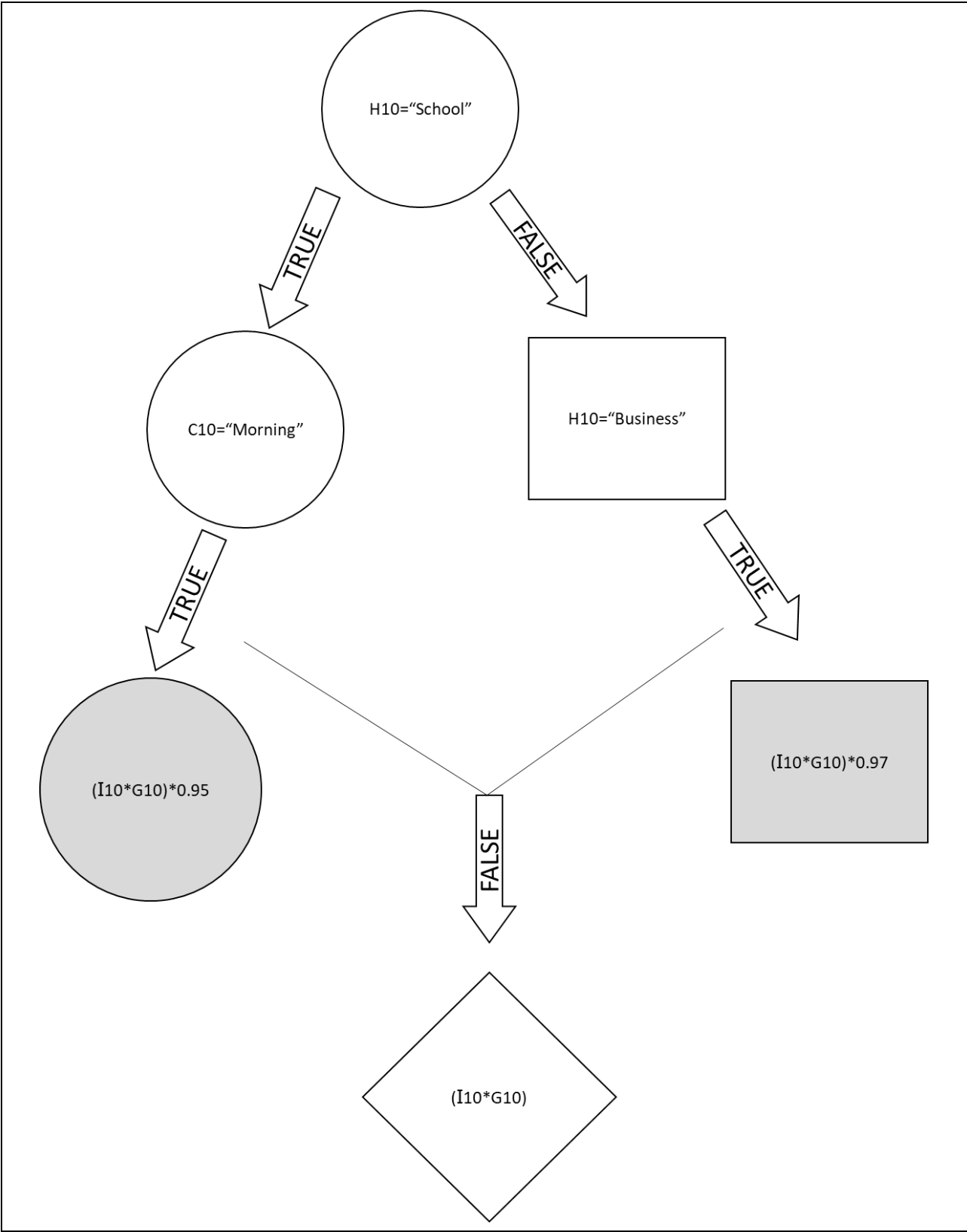
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EXAMINATION NUMBER													
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4.5	Cell D12: =E12-TODAY() <ul style="list-style-type: none"> Date: E12 subtracted from ✓ Current date: TODAY() ✓ 	1 1		2	
4.6	Cell J10: =IF(AND(H10="School",C10="Morning"), (I10*G10)*0.95,IF(H10="Business",(I10*G10)*0.97, I10*G10)) OR =IF(AND(H10="School",C10="Morning"), (I10*G10)-(I10*G10)*5/100,IF(H10="Business", (I10*G10)-(I10*G10)*3/100,I10*G10)) OR <div style="display: flex; justify-content: space-around; align-items: center;"> ○ ○ ● </div> =IF(H10="School",IF(C10="Morning", ◇ □ ■ (I10*G10)*0.95, ◇ I10*G10),IF(H10="Business", ◇ (I10*G10)*0.97, ◇ I10*G10)) Concepts: <ul style="list-style-type: none"> ○ Determine if shows are booked by schools AND in the morning <ul style="list-style-type: none"> ● If TRUE: Subtract 5% from total cost (*0.95 OR 95/100 OR subtract 5/100) □ Determine if shows are booked by businesses <ul style="list-style-type: none"> ■ If TRUE: Subtract 3% from total cost (*0.97 OR 97/100 OR subtract 3/100) ◇ If both conditions are FALSE, determine total cost <ul style="list-style-type: none"> Correct syntax/logic applied ✓ Criteria ○: AND ✓ (H10="School",C10="Morning") ✓ Value if both criteria is TRUE: (I10*G10)*0.95 ✓ Criteria □: H10="Business" ✓ Value if TRUE: (I10*G10)*0.97 ✓ Value if all criteria is FALSE: (I10*G10) ✓ 	1 2 1 1 1 1		7	
Total for QUESTION 4				[19]	

DBE Stamp

EXAMINATION NUMBER														
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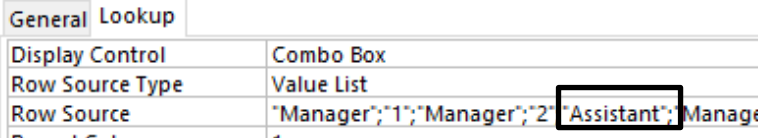
DBE Stamp

[illegible]

QUESTION 5

File name: 5Inventory

Total Q5: 35

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: <i>Name</i> <ul style="list-style-type: none"> Format: > ✓ 	1		1	
5.1.2	Field: <i>IDNo</i> <ul style="list-style-type: none"> Primary key ✓ OR Indexed: Yes (No Duplicates) Field size: 13 ✓ 	1 1		2	
5.1.3	Field: <i>StartDate</i> - Validation rule Between #2021/06/01# AND Date() OR >=#2021/06/01# AND <=Date() OR [StartDate] >=#2021/06/01# AND [StartDate]<=Now() <ul style="list-style-type: none"> Start date: #2021/06/01# ✓ AND ✓ Current date: Date() ✓ OR Now() Validation Text: Any appropriate text with reference to the validation rule (of candidate) ✓ 	1 1 1 1		4	
5.1.4	Field: <i>Designation</i> <ul style="list-style-type: none"> Row Source Type: Value list ✓ Row Source: Assistant added correct position ✓ 	1 1		2	
Table: tblEvent					
5.1.5	Import: 5Events to tblEvents <ul style="list-style-type: none"> 5Events spreadsheet imported ✓ As tblEvents ✓ No primary key ✓ 	1 1 1		3	

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EXAMINATION
NUMBER**Form: frm5_2**

5.2

Image

- **5Logo** inserted in the form header ✓
- Width: 5 cm ✓
- Height: 3 cm ✓

Field CellNo

- Input mask:
 - "+27" ✓
 - 000000000 ✓

Field StartDate

- Moved to appear next to *Name* field ✓

1
1
11
1

1

6

Query: qry5_3

5.3

New calculated field: Profit: [SellingPrice]-[Cost]

- New field: *Profit* ✓
- [SellingPrice] ✓ - [Cost] ✓

1
2

3

Query: qry5_4

5.4

- *Product* criteria: "Like* ✓ T-Shirt*" ✓ (*both wildcards*)
- *InStock* criteria: <5 ✓
- *InStock* criteria: >=15 ✓
- AND+OR logic correct ✓

Field:	Code	Product	Cost	InStock
Table:	tblStock	tblStock	tblStock	tblStock
Sort:				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:				
or:		Like "*T-shirt*"		<5
				>=15

*(Expected records: 25)*2
1
1
1

5

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EXAMINATION
NUMBER

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Query: qry5_5

5.5	<ul style="list-style-type: none"> • <i>Product</i> field removed ✓ • <i>Category</i> field moved to appear first ✓ • <i>Category</i> field: Totals row: Group by ✓ • <i>InventoryValue</i> field: Totals row: Sum ✓ • <i>InventoryValue</i> field: Sorted: Ascending ✓ 	1		5	
		1			
		1			
		1			
		1			

Report: rpt5_6

5.6	<ul style="list-style-type: none">• Heading replaced with 'Stock' ✓• Function added:<ul style="list-style-type: none">• <i>Category</i> footer ✓• Function: =Count(*) ✓ OR =Count(<i>any field name</i>)• Suitable label ✓	1		4	
		1			
		1			
		1			
	Total for QUESTION 5			[35]	

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[illegible]

QUESTION 6

File names: 6_1Star; 6_2Mars

Total Q6: 15

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

No.	Criteria	Maximum Mark		Candidate Mark	
6Advert					
6.1.1	Comment <code><!--1234567989--></code> <ul style="list-style-type: none">Examination number inserted in comment ✓	1		1	
6.1.2	Image <code></code> <ul style="list-style-type: none">Image tag inserted ✓Image: 6_1Gift.png ✓	1 1		2	
6.1.3	Table spacing <code><table border="1" cellpadding="15"></code> <ul style="list-style-type: none">Attribute: Cellpadding ✓Size: 15 ✓	1 1		2	
	Table data <code><td rowspan="3">These Package...</td></code> <ul style="list-style-type: none">Attribute: Rowspan ✓Size: 3 ✓	1 1		2	
	Unordered list <code><ul type="circle"></code> <ul style="list-style-type: none"><code></code> changed to <code></code> ✓Attribute: type ✓	1 1		2	
6.1.4	Link <code></code> <ul style="list-style-type: none">Anchor tags inserted ✓Attribute: href ✓	1 1		2	

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EXAMINATION NUMBER													
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6.2	6_2Mars				
	<p>❶ <body text="black" bgcolor="lightgrey"></p> <p>....</p> <p>❷ <hr width="200" align="left" size="6" color="Red"/></p> <p>❸ <i>"You want to ... among the stars."</i>
</p> <p>❶ Body tag: • Text: black ✓</p> <p>❷ Horizontal line: • <hr> inserted ✓</p> <p>❸ Italics: • Italic tags inserted ✓</p>			3	
	Closing tag(s) or triangular brackets and nesting correctly used. ✓	1		1	
	Total for QUESTION 6			[15]	

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