



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2025

MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER																		FINAL MARK	
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EXAMINATION NUMBER																			
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	22	23	22	18	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 16 pages.

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Please turn over

EXAMINATION
NUMBER

1.9	Index: below heading 'Index' <ul style="list-style-type: none"> Index inserted ✓ Format: Modern ✓ <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>2</u></p> <p>2D · 10</p> <p><u>3</u></p> <p>3D · 10</p> </div> <div style="width: 45%;"> <p><u>business</u> · 6, 9, 13</p> <p><u>C</u></p> <p>Cost · 3, 4, 5, 6, 7, 8, 9, 10, 12, 13</p> <p><u>G</u></p> <p>Game · 10</p> </div> </div> <p>ALT+F9: { INDEX le " . " lh "A" lc "2" lz "...." }</p>	1 1		2	
	Total for QUESTION 1			[22]	

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[illegible]

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

QUESTION 2

File name: 2Brochure

Total Q2: 23

No.	Criteria	Maximum Mark			Candidate Mark
2.1	WordArt: 'Prospectus' <ul style="list-style-type: none"> Transform: Follow Path: Arch: Down ✓ 	1		1	
2.2	Page border <ul style="list-style-type: none"> Apply to: This section - First page only ✓ Measured from: Edge of page ✓ 	1 1		2	
2.3	Line spacing: 'TechnoGeek is a ...' <ul style="list-style-type: none"> Multiple: At: 1.4 ✓ 	1		1	
2.4	Dropped cap: T <ul style="list-style-type: none"> Dropped cap applied ✓ Font: Corbel Light ✓ Lines to drop: 6 ✓ Distance from text: 0.2 cm ✓ 	1 1 1 1		4	
2.5	Page layout: Columns <ul style="list-style-type: none"> Line between inserted ✓ 	1		1	
2.6	Table <ul style="list-style-type: none"> Merge: 1st column ✓ Text direction: 'Top 10 courses' rotated ✓ (<i>Displays text from bottom to top</i>) Autofit to content ✓ (<i>Mark by inspection</i>) Last row deleted ✓ Formula: <ul style="list-style-type: none"> =SUM(LEFT) ✓ OR =D4 *0.10 ✓ OR 10% OR /10 OR *10/100 <p>Alt+F9: {=D4*10/100} OR {=D4*10%} OR {=D4*0.10}</p>	1 1 1 1 1 1		6	
2.7	SmartArt <ul style="list-style-type: none"> 'Create' added as second main bullet of SmartArt ✓ 'Aim to create better and newer technology': sub-bullet of 'Create' in SmartArt ✓ SmartArt shape changed to Right arrow ✓ Any border added to shape ✓ 	1 1 1 1		4	

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2.8	Page numbering <ul style="list-style-type: none"> • Page 3: Page number inserted ✓ • Last page: <ul style="list-style-type: none"> ○ Format: 'i, ii, iii' ✓ ○ Starts with i on the last page ✓ • Page number format: Bracket 2 ✓ (<i>All pages</i>) 	1		4	
		1			
		1			
	Total for QUESTION 2			[23]	

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[illegible]

QUESTION 3

File names: 3Lecturers

Total Q3: 22

- 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
Lecturers worksheet					
3.1	Page setup <ul style="list-style-type: none"> Margins: Centre on page: Horizontally AND Vertically ticked ✓ OR Contents centred Horizontally AND Vertically 	1		1	
3.2	Cell D3: =COUNTA(A11:A65) OR COUNT(H11:H65) <ul style="list-style-type: none"> Function: COUNTA(A11:A65) ✓ <i>(Accept columns A-H)</i> 	1		1	
3.3	Cell D5: =SUMIFS(H11:H65,F11:F65,"Full-time",E11:E65,"South African") OR =SUMIFS(H11:H65,E11:E65,"South African",F11:F65,"Full-time") <ul style="list-style-type: none"> Sum range: H11:H65 ✓ Criteria range 1: F11:F65 ✓ Criteria 1: "Full-time" ✓ Criteria range 2: E11:E65 ✓ Criteria 2: "South African" ✓ 	1 1 1 1 1		5	
3.4	Cell D7: =MAX(H11:H65)-LARGE(H11:H65,2) OR =LARGE(H11:H65,1)-LARGE(H11:H65,2) <ul style="list-style-type: none"> Function: MAX(H11:H65) ✓ Function: -LARGE ✓ Range: (H11:H65,...) ✓ Value: 2 ✓ 	1 1 1 1		4	

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EXAMINATION
NUMBER

3.5	Cell C15: =MID(B15,FIND(",",B15)+2,LEN(B15)) OR =RIGHT(B15,LEN(B15)-FIND(",",B15)-1) <ul style="list-style-type: none"> Function: MID/RIGHT(B15,...) ✓ Function: <ul style="list-style-type: none"> FIND(",", ✓ B15) ✓ +2 ✓ OR -1 Syntax correct ✓ 	1		5	
3.6	Cell I14: ^① =IF(AND(F14="Full-time",[♦]H14>=25000,[♥]H14<=40000), ^② ^③ 5000,"") OR =IF(F14="Full-time",IF(H14>=25000,IF(H14<=40000, 5000,""),""),""),"") OR =IF(F14="Full-time",IF(H14<25000,"",IF(H14>40000, ","",5000)),"")) Concepts: <ul style="list-style-type: none"> ① <ul style="list-style-type: none"> ♣ Determine if the lecturer is full-time AND ♦ Determine if monthly salary is more than or equal to 25000 AND ♥ Determine if monthly salary is less than or equal to 40000 ② If all conditions are true a lecturer gets R5 000 bonus ③ Otherwise, if all conditions are false "" Function: Nested IF/AND syntax correct ✓ F14="Full-time" ✓ OR F14<>"Part-time" H14>=25000 ✓ H14<=40000 ✓ If all (AND) outputs are True: 5000 ✓ If all outputs are False: "" ✓ 	1 2 1 1		6	
	Total for QUESTION 3			[22]	

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[illegible]

QUESTION 4

File name: 4Students

Total Q4: 18

- 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								
Students worksheet													
4.1	Tab colour • Any orange colour ✓	1		1									
4.2	Formatting: Freeze panes • Freeze panes ✓ (Row 1 to 3)	1		1									
4.3	Cell F5: =G5/12 • G5 ✓ • /12 ✓ • Decimal: 2 ✓	1 1 1		3									
4.4	Column E: Conditional formatting (This worksheet → Icon Set → Check Edit Rule) • Second half of the year (3 and 4): Red Cross ✓ • First half of the year (1 and 2): Green Check <table border="1"><tr><td>Number</td><td>Percent</td><td>Formula</td><td>✓</td></tr><tr><td>>=1</td><td><=50</td><td>=1</td><td>✓</td></tr></table> • Correct logic used (Red then Green) ✓	Number	Percent	Formula	✓	>=1	<=50	=1	✓	1 1 1 1		4	
Number	Percent	Formula	✓										
>=1	<=50	=1	✓										
4.5	Cell G8: =HLOOKUP(D8,Courses!\$A\$1:\$J\$3,3,False) • Function: HLOOKUP ✓ • Lookup value: D8 ✓ • Table array: Courses!\$A\$1:\$J\$3 ✓ OR Courses!A1:J3 • Row index number: 3 ✓ • Range lookup: False ✓	1 1 1 1 1		5									

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Graph worksheet					
4.6	Chart/Graph <ul style="list-style-type: none"> • Mobile App Development added ✓ • Switch row/column ✓ • Line graph ('Term 4'): Smoothed line ticked ✓ • Gridline: Dash type: Long Dash/Dash ✓ 	1		4	
		1			
		1			
		1			
		1			
	Total for QUESTION 4			[18]	

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QUESTION 5

File name: 5Records

Total Q5: 35

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Row height and colour <ul style="list-style-type: none"> Height changed to 20 pt ✓ Alternative rows filled with any blue ✓ 	1 1		2	
5.1.2	Field: <i>ContactNo</i> <ul style="list-style-type: none"> Required: Yes ✓ Input mask: 000\ 000\ 0000 ✓ OR 000" "000" "0000 	1 1		2	
5.1.3	New field: <i>Photo</i> <ul style="list-style-type: none"> Field <i>Photo</i> inserted ✓ Below <i>Qualification</i> field ✓ Data type: OLE object ✓ OR Attachment 	1 1 1		3	
5.1.4	Field: <i>LeaveDate</i> Validation rule: Between #2025/09/01# AND #2026/01/31# OR >=#2025/09/01# AND <= #2026/01/31# OR >#2025/08/31# AND <#2026/02/01# <ul style="list-style-type: none"> Correct start date (1 September 2025) ✓ AND ✓ Correct end date (31 January 2026) ✓ Validation text: Descriptive text that matches the rule ✓ 	1 1 1 1		4	
Form: frm5_2					
5.2	<ul style="list-style-type: none"> Button inserted in the Detail section ✓ Goes to 'Next Record' when clicked ✓ Text: 'Next Record' displays on button ✓ 	1 1 1		3	

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Query: qry5_3

5.3	<ul style="list-style-type: none"> Query created with <i>Name</i>, <i>Surname</i> and <i>Progress</i> fields ✓ <i>Progress</i> criteria: "Terminated" ✓ <p>(Expected records: 21)</p>	1	1	2	
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Query: qry5_4

5.4	<ul style="list-style-type: none"> • <i>Progress</i> criteria: Is null ✓ OR Not Like "" • <i>FeesOutstanding</i> sorted in descending order ✓ • <i>FeesOutstanding</i> criteria: >=3500 ✓ OR >3499.99 <p>(Expected records: 6)</p>	1		3	
		1			
		1			

Query: qry5_5

5.5	<ul style="list-style-type: none"> Progress field does not display ✓ (Show unticked) Progress criteria: "Graduated" ✓ OR "Active" ✓ EnrolmentType criteria: AND "Full-time" ✓ (Applied to Graduated AND Active) OR EnrolmentType criteria: "Part-time" ✓ 	1		5
		2		
		1		
		1		
		1		

Query: qry5_6

5.6	New calculated field: Age Age: (NOW()-[DOB])/365.25			5	
	<ul style="list-style-type: none"> • New calculated field Age created ✓ • (NOW()- ✓ OR (DATE()- • [DOB]) ✓ • /365.25 ✓ OR /365 • Format: Fixed/Standard ✓ OR Column width changed 	1			
		1			
		1			
		1			
		1			

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Report: rpt5_7					
5.7	<ul style="list-style-type: none"> Examination number inserted in report header ✓ Page orientation: Landscape ✓ <i>Surname</i> field: Visible: Yes ✓ Group on: <i>EnrolmentType</i> field ✓ <i>EnrolmentType</i> textbox moved to group header ✓ Function in the group footer: =COUNT(*) ✓ (<i>Accept any other field except [Progress]</i>) 	1		6	
		1			
		1			
		1			
		1			
		1			
		1			
	Total for QUESTION 5			[35]	

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6.2	6_2Popular				
	<p>... ① <code><table border="1"></code> <code><tr></code> ② ③ <code><th colspan="4">Popular</code> <code>courses</th></code> <code></tr></code> <code><tr></code> <code><th>Course Name</th></code> <code><th>Duration</th></code> <code><th>Cost</th></code> <code><th>Tools</th></code> <code></tr></code> ... <code><tr></code> ④ <code><td>Computer Literacy</td></code> <code><td>6 weeks</td></code> <code><td>R1 500</td></code> <code><td>Microsoft Word, Excel, PowerPoint,</code> ⑤ <code>
Windows Operating System</td></code> <code></tr></code> ...</p> <p>Table ① <code><table...></code> inserted ✓ ② Heading tag: <code><th...> ... </th></code> ✓ ③ Attribute: <code>colspan="4"</code> ✓ ④ Data tag: <code><td> ... </td></code> ✓ Break ⑤ Break tag: <code>
</code> inserted ✓</p>			5	
	Closing tag(s) or triangular brackets and nesting correctly used. ✓	1		1	
	Total for QUESTION 6			[15]	


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QUESTION 7

File names: 7Letter, 7Stats

Total Q7: 15

No.	Criteria	Maximum Mark			Candidate Mark
7Letter					
7.1	<p>Mail merge:</p> <ul style="list-style-type: none">• 7Letter linked to 7NewStudents ✓• <i>Course_Kursus</i> filtered:<ul style="list-style-type: none">○ Web Design ✓○ OR ✓○ Game Development ✓• <i>First name_Voornaam</i> field inserted ✓ <div><p>Microsoft Word</p><p>Opening this document will run the following SQL command:</p><p> SELECT * FROM 'NewStudents' WHERE 'Course_Kursus' = 'Web Design' OR 'Course_Kursus' = 'Game Development'</p><p>Data from your database will be placed in the document. Do you want to continue?</p><p>Show Help >></p><p>Yes No</p></div>	1		5	
		1			
		1			
		1			
		1			
7Stats: TotalCost worksheet					
7.2	<p>Cell E8: =C8*D8 ✓ OR E23-SUM(E9:E22)</p> <p>Cell B5: Data validation:</p> <ul style="list-style-type: none">• Validation criteria: Allow: List ✓• Source: =Courses!\$A\$2:\$A\$6 ✓ <p>Cell C5: =SUMIF(B8:B22,B5,E8:E22)/E23</p> <ul style="list-style-type: none">• Criteria: B5 ✓• /E23 ✓ OR SUM(E8:E22)	1		5	
		1			
		1			
		1			
		1			

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EXAMINATION NUMBER															
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7Stats: Time worksheet

7.3	Cell D3: =TIME(RANDBETWEEN(7,9),RANDBETWEEN(0,4)*15,0) OR =Time(7,RANDBETWEEN(0,12)*15,0) <ul style="list-style-type: none">• From 07:00 ✓• 15 min intervals ✓• To 10:00 ✓• Random times generated ✓• Autofill/copied down for all relevant cells ✓			5	
		1			
		1			
		1			
	Total for QUESTION 7			[15]	
	TOTAL			150	

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