

TEACHERS WITHOUT BORDERS PROGRAMME

BROUGHT TO YOU BY



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

With grateful thanks to our associate partners, The [National Department of Basic Education](#), The [Independent Examinations Board](#), [Siyavula Education](#), [Smarticks](#), [Noteshare](#), [Lemonlicious](#), [datacentrix](#), and most of all, to the schools and teachers from both the public and private education sectors who as founder contributors, have lent content to the [Teachers without Borders programme](#), for the benefit of all South Africa's learners.

In Bill Gates words, at the Mandela Day 'Living Together' address: "Maintaining the quality of this country's higher education system while expanding access to more students will not be easy. But it's critical to South Africa's future" – working together, we can help achieve this."

Contributing schools to date:

Clifton School	Milnerton High	Rustenburg Girls' High	St Peter's
Durban Girls'	Northwood High	St Anne's DC	St Stithians
Fairmont High	Roedean	St John's DSG	Wynberg Boys' High
Herzlia High	Rondebosch Boys'	St Mary's DSG Kloof	Wynberg Secondary



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2019

MARKING GUIDELINES

MARKS: 180

CENTRE NUMBER										
----------------------	--	--	--	--	--	--	--	--	--	--

FINAL MARK	
-------------------	--

EXAMINATION NUMBER														
---------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	30	20	30	21	40	20	19	180
MARKER								
SM								
CM								
IM/EM								

These marking guidelines consist of 13 pages.

EXAMINATION NUMBER																		
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

IGNORE SPELLING IN ALL CASES WHERE IT WOULD NOT HAVE ANY IMPACT ON THE ANSWER.

QUESTION 1

File name: 1Street

Total Q1: 30

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	Title content control <ul style="list-style-type: none"> Text 'Street' added to 'Title' content control ✓ 	1		1	
1.1.2	Font size <ul style="list-style-type: none"> Font size of the 'A' changed to 200 pt ✓ 	1		1	
1.1.3	Table borders <ul style="list-style-type: none"> Inside borders only ✓ In a red colour ✓ 	1 1		2	
1.1.4	Picture (3rd row, 1st cell) <ul style="list-style-type: none"> Centred vertically ✓ 	1		1	
1.2	Table of contents <ul style="list-style-type: none"> Style of 'http://www.widewalls.ch/defining-street-art/' changed to anything besides 'Heading 1' ✓ Table of contents updated ✓ (<i>includes 'The Origins of Street Art'</i>) 	1 1		2	
1.3	Margin <ul style="list-style-type: none"> Bottom margin changed to 2 cm ✓ From page 3 onwards ✓ 	1 1		2	
1.4.1	Line spacing <ul style="list-style-type: none"> At least ✓ 20 pt ✓ 	1 1		2	
1.4.2	Indentation <ul style="list-style-type: none"> Left indent set to 1 cm ✓ Right indent set to 3 cm ✓ (<i>14 cm on the ruler</i>) 	1 1		2	
1.5	Find and replace <ul style="list-style-type: none"> 's replaced ✓ with s ✓ Only years changed ✓ (<i>all 4 occurrences should be replaced</i>) 	1 1 1		3	
1.6	Bookmark <ul style="list-style-type: none"> Some bookmark text formatted ✓ (<i>location of the bookmark</i>) All text highlighted ✓ (<i>'It began with graffiti'</i>) 	1 1		2	

EXAMINATION NUMBER																				
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.7	<p>Caption</p> <ul style="list-style-type: none"> • New caption label 'Art' created ✓ <i>(Accept if more text appears)</i> • Caption 'Vhils process' inserted ✓ <i>(Do not allocate mark if 'Vhils process' appears as part of label)</i> • Appears above image ✓ 	1		3	
		1			
		1			
1.8	<p>Bullets</p> <ul style="list-style-type: none"> • Bullets inserted ✓ • ✂ Wingdings 2, character code 147 ✓ 	1		2	
		1			
1.9	<p>Table of figures</p> <ul style="list-style-type: none"> • Automatic table of figures inserted on the last page ✓ • Display 'Figure' entries ✓ <i>(7 or 8 entries)</i> 	1		2	
		1			
1.10	<p>References</p> <ul style="list-style-type: none"> • 'Banksy, J.R.; Just Google it' source removed 				
1.11	<p>Bibliography</p> <ul style="list-style-type: none"> • Automatic bibliography inserted on the last page ✓ 	1		1	
1.12	<p>Page numbering</p> <ul style="list-style-type: none"> • Automatic page numbers inserted in footer ✓ • Any Mosaic page numbering style used ✓ • Odd and even checked ✓ • Consistent page numbering style applied to both odd (left) and even (right) pages ✓ 	1		4	
		1			
		1			
		1			
	Total for QUESTION 1			[30]	

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 2

File names: 2Donations, 2Merged

Total Q2: 20

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Spelling (In paragraph 1) • Spelling error corrected ✓ (<i>intressting</i>)	1		1	
2.2	Date form control • Control type changed to <u>current</u> date ✓ (<i>Accept current time if a date is displayed</i>) • Format set to 'dd MMMM yyyy' ✓	1		2	
		1			
2.3	Columns • Text converted to four columns ✓ (<i>Check ruler</i>) • Column break inserted before '4. Help others in need' ✓ (<i>Accept with/without an open line above</i>)	1		2	
		1			
2.4	Endnote • Endnote inserted next to 'Utopia' ✓ • Capital Roman numerals used ✓ • Text 'Perfect world' ✓ • Added to the end of the section ✓	1		4	
		1			
		1			
		1			
2.5.1	Table style • Any table style applied ✓ (<i>Besides Table Grid</i>)	1		1	
2.5.2	Check box form field • Any form field/control inserted ✓ • Check box form field inserted ✓	1		2	
		1			
2.5.3	Help text for textbox form field • Help text inserted 'Enter amount' ✓ • On F1 key ✓	1		2	
		1			
2.5.4	Formula =SUM(Above) • Field inserted ✓ • Field formula: =SUM(Above) ✓	1		2	
		1			
2.6	Mail merge (<i>Select * FROM 'Donors\$' WHERE 'Amount' >=50000</i>) • Merge fields <i>Name</i> and/or <i>Surname</i> inserted ✓ • Data source filtered/selected >=50 000 ✓ (<i>Amount >= 50 000</i>) • Roland Lewis removed from recipient list ✓ (<i>Check for 13 letters after merge completed</i>) • Mail merge completed ✓ (2Merged)	1		4	
		1			
		1			
		1			
Total for QUESTION 2				[20]	

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 3

File name: 3Comp

Total Q3: 30

- 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.
- Any function that works consistently for the data should be accepted.

No.	Criteria	Maximum Mark			Candidate Mark
Entries_Inskrywing worksheet					
3.1	Heading <ul style="list-style-type: none"> • Cells A1:M1 merged ✓ • Data vertically centred ✓ (Ignore if horizontally centred) 	1		2	
		1			
3.2	Cells A1:M1 <ul style="list-style-type: none"> • Blue colour ✓ • Pattern fill ✓ 	1		2	
		1			
3.3	Autofill <ul style="list-style-type: none"> • Numbering continues to rest of column A ✓ (Do not allocate the mark if the column is partly filled) 	1		1	
3.4	Cell D3: (Check for building blocks) =RIGHT(B3,LEN(B3)-LEN(C3)-1) OR =MID(B3,FIND(" ",B3)+1,LEN(B3)) OR =RIGHT(B3,LEN(B3)-FIND(" ",B3)) OR =MID(B3,LEN(C3)+2,LEN(B3)-LEN(C3)) <ul style="list-style-type: none"> • RIGHT/MID function ✓ • B3 ✓ • Determine length of text in B3 ✓ • Determine position of space ✓ (FIND OR SEARCH) • Subtract position for space from length ✓ <p>(Note to marker: Ignore if there is a 3rd parameter in the FIND function.)</p>	1		5	
		1			
		1			
		1			
		1			
		1			

EXAMINATION NUMBER													
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--

3.5	<p>Cell F4: =A4&E4&RANDBETWEEN(0,9)&RANDBETWEEN(0,9)</p> <ul style="list-style-type: none"> • & OR CONCATENATE function ✓ • A4 ✓ • E4 ✓ • RANDBETWEEN functions ✓ • (0,9) OR (1,9) ✓ <p><i>(Note to marker: Also accept correct use of the RAND function e.g. =A4&E4&RIGHT(RAND(),2).)</i></p>	1 1 1 1 1		5	
3.6	<p>Cell G5: =VLOOKUP(E5,Province_Provinsie!\$A\$2:\$B\$10,2)</p> <ul style="list-style-type: none"> • VLOOKUP function ✓ • Lookup value: E5 ✓ • Lookup range: Province_Provinsie!\$A\$2:\$B\$10 OR Province_Provinsie!\$A\$1:\$B\$10 ✓ <i>(Check for Named Range)</i> • Column index: 2 ✓ • Absolute cell reference ✓ 	1 1 1 1 1		5	
3.7	<p>Cell M3: =AVERAGE(J3:L3)</p> <ul style="list-style-type: none"> • AVERAGE function ✓ • (J3:L3) ✓ • Formatted to no decimal places ✓ 	1 1 1		3	
3.8	<p>Cell P2: =DATE(YEAR(P1),MONTH(P1)+1,DAY(P1))</p> <ul style="list-style-type: none"> • YEAR(P1) ✓ • MONTH(P1) ✓ + 1 ✓ <i>(Allocate second mark if 31 has been added to DAY)</i> • DAY(P1) ✓ 	1 2 1		4	
Subtotal worksheet					
3.9	<p>Subtotal:</p> <ul style="list-style-type: none"> • Change in/Grouped by: Category_Kategorie ✓ • Function: MAX ✓ • Subtotal added to Total score_Totale punte ✓ 	1 1 1		3	
Total for QUESTION 3				[30]	

EXAMINATION NUMBER															
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 4

File name: 4Entries

Total Q4: 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).
- Candidate may use multiple formulae or cells as 'building blocks' to answers.
- Named ranges can be used instead of cell references.
- Any function that works consistently for the data should be accepted.

No.	Criteria	Maximum Mark			Candidate Mark
Provinces_Provinsies worksheet					
4.1	Chart_Grafiek tab: • Tab colour changed to yellow ✓	1		1	
4.2	Chart_Grafiek tab: • Chart_Grafiek worksheet moved to after Provinces_Provinsies ✓	1		1	
4.3	Cell M7 (Check in other cells): =COUNTIF(C3:C188,"LP") • COUNTIF function ✓ • Range C3:C188 ✓ • "LP" ✓	1 1 1		3	
4.4	Sort: Cells L3:M11 • Sorted on column L ✓ • Descending ✓	1 1		2	
4.5	Conditional formatting: Column E • All duplicate values ✓ • Any background colour ✓	1 1		2	
4.6	Cell J3: (Check for building blocks) =IF(I3=MAX(\$I\$3:\$I\$188),A3,"") • IF function ✓ • Criteria: I3 ✓ • =MAX ✓ • (\$I\$3:\$I\$188) OR (I3:I188) ✓ (<i>MAX(I3:I188) could be a building block</i>) • Correct use of absolute cell reference ✓ • Value if true: A3 ✓ • Copied down ✓	1 1 1 1 1 1 1		7	

EXAMINATION NUMBER																			
---------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Chart_Grafiek worksheet

4.7	<p>Chart/Graph:</p> <ul style="list-style-type: none"> • Chart/graph changed to a bar chart ✓ • NW data does not display ✓ <i>(Do not accept if data removed from spreadsheet)</i> • Any glow applied to data series ✓ <i>(Do not accept shadow. Mark from the panel)</i> • Gap width of series changed to 50% ✓ • Colour of major vertical gridlines changed to red ✓ 	1		5	
		1			
		1			
		1			
		1			
		1			
Total for QUESTION 4				[21]	

EXAMINATION NUMBER																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 5

File name: 5Gallery

Total Q5: 40

No	Criteria	Maximum Mark			Candidate Mark
Table: tblExhibit					
5.1.1	Field: City <ul style="list-style-type: none"> Field size set to 50 ✓ 	1		1	
5.1.2	Field: GalleryName <ul style="list-style-type: none"> Field format changed to > ✓ 	1		1	
5.1.3	Field: PostCode <ul style="list-style-type: none"> Data type changed to Short Text/Text ✓ Input mask: 0000 0 character used ✓ Four of the same characters inserted ✓ <p>OR</p> <ul style="list-style-type: none"> Validation Rule added (✓) LEN([PostCode]) (✓) =4 (✓) <i>(Do not allocate this mark if the data type is not Number)</i> 	1		3	
5.1.4	Field: Insure <ul style="list-style-type: none"> New field <i>Insure</i> inserted ✓ Field type Calculated ✓ [TotalValue] ✓ * ✓ 1.25 ✓ OR ([TotalValue]*25/100)+[TotalValue] OR ([TotalValue]*0.25)+[TotalValue] OR ([TotalValue]*125/100) 	1		5	
Form: frm5_2					
5.2	<ul style="list-style-type: none"> Form named frm5_2 ✓ created Form based on qry5_2 ✓ All fields included ✓ (5 fields) Form heading changed to 'Street Art' ✓ 5Street ✓ image added as form background ✓ Data sorted ascending ✓ according to <i>GalleryName</i> ✓ <i>(Check Form Properties, Data, Order by OR check sorting in qry5_2 query)</i> 	1		8	

EXAMINATION NUMBER																				
-------------------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Query: qry5_3					
5.3	<ul style="list-style-type: none"> Province: Group By applied ✓ Province criteria: <>"0" ✓ OR Not Is Null OR Is Not Null OR <>" " OR "EC" OR "GP" OR "KZN" OR "WC" StockValue: Total: Sum ✓ <p>(Note to marker: 4 records expected.)</p>	1		3	
		1			
		1			
Query: qry5_4					
5.4	<ul style="list-style-type: none"> Only GalleryName and NolnStock fields appear ✓ (Allocate the mark even if other fields are deleted) GalleryName criteria: * ✓ gallery ✓ * ✓ TypeOfArt criteria: "Street Art" ✓ Province criteria: Is Null ✓ OR Not Like "*" OR Not Like '*' All inserted criteria on the same line AND ✓ <p>(Note to marker: 5 records expected.)</p>	1		7	
		3			
		1			
		1			
		1			
Query: qry5_5					
5.5	<p>Calculated field: End: [Date]+30</p> <ul style="list-style-type: none"> New field End created ✓ [Date] ✓ + 30 ✓ NolnStock criteria: > ✓ 150 ✓ Town criteria: "Johannesburg" ✓ Date criteria: Year([Date])=2019 OR >=#01/01/2019# AND <=#31/12/2019# OR >=#31/12/2018# AND <=#01/01/2020# OR BETWEEN #01/01/2019# AND <=#31/12/2019# OR Like "2019/*/*" (dependent on computer settings) <ul style="list-style-type: none"> Correct year ✓ (2019) Limited to full year ✓ <p>(Note to marker: 6 records expected.)</p>	1		8	
		2			
		2			
		1			
		1			
		1			
Report: rpt5_6					
5.6	<ul style="list-style-type: none"> Province field grouping removed ✓ Province textbox and label removed ✓ Function: =AVG ✓ ([StockValue]) ✓ 	1		4	
		1			
		2			
Total for QUESTION 5				[40]	

EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 6

File name: 6Famous

Total Q6: 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
6.1	<p>Title <title>Famous Street Art</title></p> <ul style="list-style-type: none"> • Title tags inserted ✓ (Accept if the <head> tags still appear OR if <head> tags have been replaced) 	1		1	
6.2	<p>Cell padding <table border="1" cellpadding="8" bgcolor="PaleGoldenrod"></p> <ul style="list-style-type: none"> • Cell padding of entire table set ✓ • To 8 ✓ 	1		2	
6.3	<p>Alignment of picture </p> <ul style="list-style-type: none"> • 6_Art picture aligned to right ✓ 	1		1	
6.4	<p>Font <h1>Street Art</h1></p> <ul style="list-style-type: none"> • Font of heading 'Street Art' set to Calibri ✓ 	1		1	
6.5	<p>Picture size </p> <ul style="list-style-type: none"> • Width set to 195 ✓ • Height set to 145 ✓ 	1		2	

EXAMINATION NUMBER															
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6.6	<p>Fourth row of table</p> <pre><tr align="center"> <td></td> <td colspan="3"><i>3. Glasses in Russia</i> <p align="left">This photo went viral and appeared on plenty of media sites who marvelled at the 3D look that brought a simple pair of glasses to life.</p></td> </tr></pre> <ul style="list-style-type: none"> • One row inserted and centred ✓ • Two cells inserted ✓ • 'Colspan' of second cell set to 3 ✓ • Text in second cell set to italics ✓ • Font size of second cell set to 5 ✓ • Paragraph OR 2 breaks inserted ✓ • Left aligned ✓ 	1 1 1 1 1 1 1		7	
6.7	<p>Bullets</p> <pre>#Banksy #List #Most Famous Pieces #Smates #Streetart</pre> <ul style="list-style-type: none"> • Unordered list tags (bullets) inserted ✓ • 5 list items tags inserted ✓ 	1 1		2	
6.8	<p>Hyperlink</p> <pre>Read more</pre> <ul style="list-style-type: none"> • Hyperlink tags inserted ✓ • To correct text 'Read more' ✓ • Links to "Google.com" ✓ 	1 1 1		3	
	Closing tag(s) or triangular brackets and nesting correctly applied.	1		1	
	Total for QUESTION 6			[20]	

EXAMINATION NUMBER																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 7

File names: 7Logo, 7Globe, 7Art

Total Q7: 19

No.	Criteria	Maximum Mark			Candidate Mark
7Logo					
7.1	Image manipulation <ul style="list-style-type: none"> Wrapping of images changed to enable stacking ✓ Heart image style/shape changed to round shape ✓ 'I Want Change' image cropped/resized ✓ Text 'STREET ART' inserted ✓ (Accept lower case) Text colour is light ✓ Original images arranged in the correct order ✓ Logo appears correctly as the example ✓ 	1		7	
		1			
		1			
		1			
		1			
		1			
		1			
		1			
7Globe					
7.2.1	Text watermark <ul style="list-style-type: none"> Text watermark inserted ✓ Text 'Graffiti' ✓ 	1		2	
		1			
7.2.2	Sorting paragraphs <ul style="list-style-type: none"> Paragraphs sorted ✓ In descending order ✓ (Toronto ... Atlanta) 	1		2	
		1			
7.2.3	Text inserted <ul style="list-style-type: none"> Text from 7Europe.html file inserted ✓ Linked to original document ✓ 	1		2	
		1			
7Art					
7.3.1	Cell G3: =IF(E3<=\$I\$2,IF(F3>100,TRUE,"")," OR =AND(E3<=\$I\$2,F3>100)			5	
	<ul style="list-style-type: none"> Check if E3 ✓ smaller than or equal to date in \$I\$2 ✓ (Accept NOW() OR TODAY()) Check if F3 ✓ greater than 100 ✓ Display TRUE if both conditions are true ✓ 	2			
		2			
		1			
7.3.2	Correct answer: <ul style="list-style-type: none"> WC OR Western Cape ✓ 	1		1	
	Total for QUESTION 7			[19]	
	TOTAL			180	