



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL SENIOR  
CERTIFICATE**

**GRADE 12**

**SEPTEMBER 2020**

**COMPUTER APPLICATIONS TECHNOLOGY P1  
MARKING GUIDELINE**

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

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

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

MARKS:

TOTAL
180

Q1	Q2	Q3	Q4	Q5	Q6
35	15	56	42	21	11

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This marking guideline consists of 12 pages.

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## QUESTION 1

File Name: 1\_4<sup>th</sup> Industrial Revolution

Total Q1: 35

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	<b>Cover Page</b> <ul style="list-style-type: none"> <li>Year changed to 2020 using the text control. ✓</li> </ul>	1		1	
1.1.2	<b>Cover Page</b> <ul style="list-style-type: none"> <li>And rotated 90 degrees. ✓</li> </ul>	1		1	
1.2.1	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>Text set to Normal Style ✓</li> <li>Only the text not heading changed ✓</li> <li>Text not in ToC anymore ✓</li> </ul>	1 1 1		3	
1.2.2	<b>Style</b> <ul style="list-style-type: none"> <li>Style modified to blue ✓</li> <li>Spacing after paragraph set to 12pt ✓</li> </ul>	1 1		2	
1.3	<b>Find and Replace</b> <ul style="list-style-type: none"> <li>All occurrences of 4<sup>th</sup> Industrial Revolution replaced by 4IR. ✓</li> <li>All occurrences (5 Occurrences) ✓</li> </ul>	1 1		2	
1.4	<b>Border</b> <ul style="list-style-type: none"> <li>Yellow border applied ✓</li> <li>2pt border ✓</li> <li>an Offset Top shadow effect added to the image ✓</li> </ul>	1 1 1		3	
1.5	<b>Picture</b> <ul style="list-style-type: none"> <li>Picture has been wrapped tight, square or through ✓</li> <li>Moved to the right of the paragraph ✓</li> <li>Figure 2 has been moved below the picture ✓</li> </ul>	1 1 1		3	
1.6	<b>Endnote</b> <ul style="list-style-type: none"> <li>Endnote inserted in the correct place ✓</li> <li>Text: "Founder and Executive Chairman of the World Economic Forum" typed in ✓</li> </ul>	1 1		2	

1.7	<b>Citation</b> <ul style="list-style-type: none"> <li>Journal Article (source) used ✓</li> <li>Author Klaus Schwab inserted ✓</li> <li>Year 2020 inserted ✓</li> </ul>	1 1 1		3	
1.8	<b>Page setup</b> <ul style="list-style-type: none"> <li>Section breaks inserted before and after page 5 ✓</li> <li>Page 5 set to landscape ✓</li> <li>All other pages set to remain in portrait ✓</li> </ul>	1 1 1		3	
1.9	<b>Spell Check</b> <ul style="list-style-type: none"> <li>Labor changed to labour ✓</li> </ul>	1		1	
1.10	<b>Paragraphs</b> <ul style="list-style-type: none"> <li>Paragraphs sorted ✓</li> <li>In ascending order ✓</li> </ul>	1 1		2	
1.11	<b>Page numbering</b> <ul style="list-style-type: none"> <li>Page numbering inserted ✓</li> <li>In the footer of the document ✓</li> <li>Centred ✓</li> <li>First two pages not numbered ✓</li> <li>Numbering starts on page 3 as page 1 ✓</li> </ul>	1 1 1 1 1		5	
1.12	<b>Watermark</b> <ul style="list-style-type: none"> <li>Watermark inserted ✓</li> <li>On the last page only ✓</li> <li>Text 4IR appear ✓</li> <li>Displaying horizontally ✓</li> </ul>	1 1 1 1		4	
	<b>Total for QUESTION 1</b>			<b>[35]</b>	

## QUESTION 2

File Name: 2\_4IR Research

Total Q2: 15

No.	Criteria	Maximum Mark			Candidate Mark
2.1	<b>Paper size</b> <ul style="list-style-type: none"> <li>• Top and bottom margins set to 1.5 cm ✓</li> <li>• Size of the page set to 20 cm wide and 28 cm high ✓</li> </ul>	1		2	
		1			
2.2	<b>Layout</b> <ul style="list-style-type: none"> <li>• Three columns created ✓</li> <li>• Spaces between columns set to 1.1 cm ✓</li> <li>• Highlighted text appears on top of each column ✓</li> <li>• Columns are justified ✓</li> </ul>	1		4	
		1			
		1			
		1			
2.3	<b>Table</b> <ul style="list-style-type: none"> <li>• Text is converted into a table with four columns ✓</li> <li>• Grid Table 4 Accent 2 style applied to the table ✓</li> <li>• Repeat header rows feature used to set table headings appear on both pages in the table ✓</li> <li>• All data in table centred, vertically ✓</li> <li>• and horizontally ✓</li> </ul>	1		5	
		1			
		1			
		1			
		1			
2.4	<b>Paragraph</b> <ul style="list-style-type: none"> <li>• Shadowed border applied to the paragraph ✓</li> <li>• Double line border style used ✓</li> </ul>	1		2	
		1			
2.5	<b>Date</b> <ul style="list-style-type: none"> <li>• Current date inserted in the footer of the document ✓</li> <li>• Updates automatically ✓</li> </ul>	1		2	
		1			
	<b>Total for QUESTION 2</b>			<b>[15]</b>	

## QUESTION 3

File Name: 3\_Resourcing

Total Q3: 56

- 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
<b>WardInfo worksheet</b>				
3.1.1	<b>Merge and Centre</b> <ul style="list-style-type: none"> <li>• Cells A1 to O1 are merged ✓</li> <li>• and centred ✓</li> </ul>	1 1	2	
3.1.2	<b>Fill</b> <ul style="list-style-type: none"> <li>• Any fill is applied to merged cells ✓</li> <li>• Thin diagonal stripe pattern style fill effect applied ✓ (accept any diagonal stripes)</li> </ul>	1 1	2	
3.1.3	<b>Wrap Text</b> <ul style="list-style-type: none"> <li>• Row 3 wrapped</li> </ul>	1	1	
3.1.4	<b>Panes</b> <ul style="list-style-type: none"> <li>• Freeze panes ✓</li> <li>• Row 3 ✓</li> </ul>	1 1	2	
3.2	<b>Comment</b> <ul style="list-style-type: none"> <li>• Comment inserted in cell E4 ✓</li> <li>• Text Unit Price displays ✓</li> </ul>	1 1	2	
3.3	<b>Text functions (Cell B5)</b> <b>=CONCATENATE(LEFT(A5;1);  RIGHT(A5;2);LOWER(LEFT(C5;1)))</b> <ul style="list-style-type: none"> <li>• Correct function used (Concatenate or &amp; function) ✓</li> <li>• First letter of the Ward Name extracted ✓</li> <li>• Last two letters of Ward Name ✓</li> <li>• First letter of location in lower case ✓</li> </ul>	1 1 1 1	4	

3.4	<b>Cell K5</b> <b>=SUM(E5:I5)</b> <ul style="list-style-type: none"> <li>• Formula: Sum ✓</li> <li>• Range: (E5:I5) ✓</li> </ul>	1 1		2	
3.5	<b>Cell L8</b> <b>=J8-K8</b> <ul style="list-style-type: none"> <li>• Correct cells used ✓</li> <li>• Subtraction sign ✓</li> </ul>	1 1		2	
3.6	<b>M5</b> <b>=E5/\$E\$4</b> <ul style="list-style-type: none"> <li>• Correct cells used ✓</li> <li>• Division sign used ✓</li> <li>• Absolute cell reference applied to cell E4 ✓</li> <li>• Formula copied to all other cells ✓</li> </ul>	1 1 1 1		4	
3.7	<b>Cell N6</b> <b>=E6/K6*100 OR E6/K6</b> <ul style="list-style-type: none"> <li>• Correct cells used ✓</li> <li>• Correct sign used ✓</li> <li>• Set to a percentage with no decimal places ✓</li> </ul>	1 1 1		3	
3.8	<b>Conditional formatting</b> <ul style="list-style-type: none"> <li>• Conditional formatting used in column L ✓</li> <li>• Cell value &lt;0 ✓</li> <li>• Green fill with dark green text applied ✓</li> </ul>	1 1 1		3	
3.9	<b>Cell O5</b> <b>=IF(L5&lt;0;" ";"Bonus")</b> <ul style="list-style-type: none"> <li>• Function: IF ✓</li> <li>• Condition: L5&lt;0 ✓</li> <li>• Value if true is correct ✓</li> <li>• Value if false is correct ✓</li> </ul>	1 1 1 1		4	
3.10	<b>Cell E37</b> <b>=SUMIF(C5:C34;"Urban";J5:J34)</b> <ul style="list-style-type: none"> <li>• Function: Sumif ✓</li> <li>• Criteria range C5:C34 ✓</li> <li>• Criteria - Urban ✓</li> <li>• Sum range J5:J34 ✓</li> </ul>	1 1 1 1		4	

3.11	<p><b>Cell E39</b>                      =IF(AND(C7="Rural";N7&gt;25);"Award";"No Award")</p> <ul style="list-style-type: none"> <li>• Functions: IF and AND ✓</li> <li>• Condition (C7="Rural";N7&gt;25); ✓</li> <li>• Value if true is correct ✓</li> <li>• Value if false is correct ✓</li> </ul>	1 1 1 1		4	
3.12	<p><b>Cell E41</b>                      =COUNTIF(C5:C34;"Semi Rural")</p> <ul style="list-style-type: none"> <li>• Function: Countif ✓</li> <li>• Range: C5:C34; ✓</li> <li>• Criteria: "Semi Rural" ✓</li> </ul>	1 1 1		3	
3.13	<p><b>Cell E43</b>                      =VLOOKUP(A7;ExtraInfo!A2:C31;3;FALSE)</p> <ul style="list-style-type: none"> <li>• Function: Vlookup ✓</li> <li>• Lookup value : A7 ✓</li> <li>• Lookup range : ExtraInfo!A2:C31 ✓ (ignore if no absolute cell reference was used)</li> <li>• Row number : 3 ✓</li> <li>• Range lookup : False ✓</li> </ul>	1 1 1 1 1		5	
3.14	<p><b>Cell E45</b>                      =COUNTBLANK(E5:E34)</p> <ul style="list-style-type: none"> <li>• Function: COUNTBLANK ✓</li> <li>• Range: (E5:E34) ✓</li> </ul>	1 1		2	
3.14	<p><b>Graph Worksheet</b></p> <ul style="list-style-type: none"> <li>• Graph title Readiness for 4IR ✓</li> <li>• Both series points plotted correctly. ✓</li> <li>• Any Stacked Bar graph used. ✓</li> <li>• Vertical axis appears as in graph ✓</li> <li>• Centred ✓</li> <li>• Legend series added to top of graph ✓</li> <li>• Move graph to the worksheet 4IR ✓</li> </ul>	1 1 1 1 1 1 1 1		7	
	<b>Total for QUESTION 3</b>			<b>[56]</b>	

## QUESTION 4

File Name: 4\_4IR

Total Q4: 42

No.	Criteria	Maximum Mark		Candidate Mark
<b>Table: Wards</b>				
4.1.1	<b>Field: WardName</b> <ul style="list-style-type: none"> <li>&gt; inserted in Format field property ✓</li> </ul>	1	1	
4.1.2	<b>Field: WardNumber</b> <ul style="list-style-type: none"> <li>Required property set to Yes ✓</li> <li>Format of field set to 'Fixed' format ✓</li> </ul>	1 1	2	
4.1.3	<b>Image</b> <ul style="list-style-type: none"> <li>Data type of Image field changed to OLE Object/ Hyperlink ✓</li> </ul>	1	1	
4.1.4	<b>Validation</b> <=✓ 2020/06/30 ✓      OR < 2020/07/01 OR <=#2020/06/30#      OR <#2020/07/01# <ul style="list-style-type: none"> <li>Any appropriate validation text that refers to the limitation of the date ✓</li> </ul>	1 1 1	3	
4.1.5	<b>Devices Field</b> <ul style="list-style-type: none"> <li>New field created Devices ✓</li> <li>Data type set to lookup value ✓</li> <li>Data on the Info table used ✓</li> </ul>	1 1 1	3	
4.2	<b>Form: frm4_2</b> <ul style="list-style-type: none"> <li>Form <b>frm4_2</b> based on WardInfo table and Columnar layout selected ✓</li> <li>Selected fields: WardName; WardNumber; Location; Budget; Expenditure and Balance ✓</li> <li>The background of the form header is yellow ✓</li> <li>Font size of heading is 36 pt ✓</li> <li>Heading is centred ✓</li> <li><b>4_Form.jpg</b> picture inserted ✓</li> <li>In form header aligned right ✓</li> <li>Format of Budget field changed to Currency with zero decimal places ✓</li> <li>Button inserted in form footer ✓</li> <li>Shows the next record when button is clicked ✓</li> </ul>	1 1 1 1 1 1 1 1 1 1	10	



4.3.1	<b>Qry4_3_1</b> <ul style="list-style-type: none"> <li>• Only Location and Expenditure ✓</li> <li>• Location: Total: Grouped by ✓</li> <li>• Expenditure: Total: Sum ✓</li> </ul>	1 1 1		3	
4.3.2	<b>Qry4_3_2</b> <ul style="list-style-type: none"> <li>• Only Rural ✓</li> <li>• and Semi-Rural records show ✓</li> <li>• Total calculated ✓</li> <li>• Total of Budget field ✓ (SUM)</li> </ul>	1 1 1 1		4	
4.3.3	<b>Qry4_3_3</b> <b>Loan: 30/100*[Budget]</b> <ul style="list-style-type: none"> <li>• Criteria Balance : &lt;0 ✓</li> <li>• Loan: ✓</li> <li>• 30/100 ✓</li> <li>• *[Budget] ✓</li> <li>• Loan set to R currency ✓</li> </ul>	1 1 1 1 1		5	
<b>Report</b>					
4.4	<b>Report4_4</b> <ul style="list-style-type: none"> <li>• Report created ✓</li> <li>• Grouped according to Location and then according to Budget ✓</li> <li>• Total budget for each Location calculated ✓</li> <li>• in the Location footer = Sum([Budget]) ✓</li> <li>• Rural Locations are formatted red ✓</li> <li>• New field Future Projections created ✓.</li> <li>• Calculation of Future Projections ✓</li> <li>• =10/100 ✓</li> <li>• *[Budget] ✓</li> <li>• +[Budget] ✓</li> </ul> OR =110/100*[Budget]	1 1 1 1 1 1 1 1 1 1 1		10	
<b>Total for QUESTION 4</b>				<b>[42]</b>	

## QUESTION 5

File Name: 5\_MyWebsite

Total Q5: 21

- 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	<b>Heading 1</b> <code>&lt;center&gt;&lt;h1&gt;&lt;font size="50" face="Century"&gt;THE TIME HAS COME&lt;/font&gt;&lt;/h1&gt; &lt;/center&gt;</code> <ul style="list-style-type: none"> <li>• Heading is centred ✓</li> <li>• Font size set to 50 ✓</li> </ul>	1		2
		1		
5.2	<b>Anchor</b> <code>&lt;a name="Top"&gt;&lt;/a&gt;</code> <ul style="list-style-type: none"> <li>• Link tags correctly inserted ✓</li> <li>• On words 'driver distraction' ✓</li> <li>• Correct anchor name ✓</li> </ul>	1		3
		1		
		1		
5.3	<b>Image</b> <code>&lt;p align="center"&gt;&lt;img src="5Pic.png" border="5"&gt;&lt;/p&gt;</code> <ul style="list-style-type: none"> <li>• Extension for the image corrected ✓</li> <li>• Image centred ✓</li> </ul>	1		2
		1		
5.4	<b>Bulleted list</b> <code>&lt;ul&gt; &lt;/ul&gt;</code> <ul style="list-style-type: none"> <li>• Ordered list <code>&lt;ul&gt;</code> created. ✓</li> <li>• <code>&lt;li&gt; &lt;/li&gt;</code> tags used correctly ✓</li> <li>• Applied to all listed items ✓</li> </ul>	1		3
		1		
		1		
5.5	<b>Table</b> <ul style="list-style-type: none"> <li>• Table colour is lightblue ✓</li> <li>• Width of the table is 80% ✓</li> </ul>	1		2
		1		

<p>5.6</p>	<p><b>Table row</b>  <code>&lt;tr&gt;</code>              <code>&lt;th&gt;AR&lt;/th&gt;</code>              <code>&lt;td&gt;15&lt;/td&gt;</code>              <code>&lt;td&gt;34&lt;/td&gt;</code>              <code>&lt;/tr&gt;</code></p> <ul style="list-style-type: none"> <li>• New row added ✓</li> <li>• Correct tags used ✓</li> <li>• Correct data entered ✓</li> </ul>	<p>1 1 1</p>		<p>3</p>	
<p>5.7</p>	<p><b>Table row</b>  <code>&lt;td align="center" colspan="3"&gt;&lt;b&gt;Be Ready!!&lt;/b&gt;&lt;/td&gt;</code></p> <ul style="list-style-type: none"> <li>• Row merged across three columns ✓</li> <li>• Text changed bold ✓</li> </ul>	<p>1 1</p>		<p>2</p>	
<p>5.8</p>	<p><b>Link</b>  <code>&lt;a href="#Top"&gt;Back to top&lt;/a&gt;</code></p> <ul style="list-style-type: none"> <li>• <code>&lt;a href&gt; &lt;/a&gt;</code> ✓</li> <li>• Link created on the text '<b>Back to Top</b>' ✓</li> <li>• Link moves to the top of website ✓</li> </ul>	<p>1 1 1</p>		<p>3</p>	
	<p><b>Closing tag(s) or triangular brackets and correct nesting correctly used</b></p>	<p>1</p>		<p>1</p>	
	<p><b>Total for QUESTION 5</b></p>			<p><b>[21]</b></p>	

## QUESTION 6

File Name: 6\_Calculation, 6\_Quote

Total Q6: 11

No,	Criteria	Maximum Mark			Candidate Mark
6.1.1	<b>Date</b> <ul style="list-style-type: none"> <li>• Today's date inserted ✓</li> <li>• In this format: (2020)(03)(10) ✓</li> </ul>	1 1		2	
6.1.2	<b>Table</b> <ul style="list-style-type: none"> <li>• Table created ✓</li> <li>• 3 columns and 2 rows ✓</li> <li>• Spacing between columns set ✓</li> <li>• to 0.3 cm ✓</li> </ul>	1 1 1 1		4	
6.2	<b>Mail Merge</b> <ul style="list-style-type: none"> <li>• Recipients list filtered to send letters ✓</li> <li>• to the Wards that have a negative balance &lt;0 ✓</li> <li>• Insert Ward Names in the Ward Name field ✓</li> <li>• Mail merge completed ✓</li> <li>• Completed letters saved as Letters ✓</li> </ul> (Expect 6 Letters)	1 1 1 1 1		5	
	<b>Total for QUESTION 6</b>			<b>[11]</b>	
	<b>TOTAL</b>			<b>180</b>	