



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2020

**COMPUTER APPLICATIONS TECHNOLOGY P1
MARKING GUIDELINE
(EXEMPLAR)**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5
MARKS:	150	30	20	53	34	13

This marking guideline consists of 10 pages.

QUESTION 1

File Name: 1WildCoast

Total Q1: 30

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	Cover Page <ul style="list-style-type: none"> Size exactly 5 cm x 5 cm ✓ Lock aspect ratio unchecked ✓ 	1 1		2	
1.1.2	Cover Page <ul style="list-style-type: none"> Picture position set to Middle Centre ✓ 	1		1	
1.1.3	Cover Page <ul style="list-style-type: none"> Learner name and surname inserted in author control ✓ 	1		1	
1.2	Page Numbering <ul style="list-style-type: none"> Border left page numbering used ✓ Zero on first page removed (different first page) ✓ 	1 1		2	
1.3	Breaks <ul style="list-style-type: none"> Page break used ✓ 	1		1	
1.4.	Styles <ul style="list-style-type: none"> New Style Eastern Cape Coasts created ✓ Based on Heading 1 style ✓ New style horizontally centred ✓ Font colour of style is red ✓ Style applied to heading ✓ 	1 1 1 1 1		5	
1.5.1	Table of Contents <ul style="list-style-type: none"> Table of content inserted ✓ Modern style format used ✓ Ensure that heading 'Wild Coast Region, Eastern Cape' appears in TOC ✓ 	1 1 1		3	
1.5.2	Table of Figures <ul style="list-style-type: none"> Picture captioned ✓ Table of figures updated ✓ 	1 1		2	
1.6	Footnote <ul style="list-style-type: none"> Footnote inserted ✓ Below the text ✓ Wingdings character code 0046 or 70 ☞ used ✓ Text '(www.wildcoast.com/xolobeni)' added ✓ 	1 1 1 1		4	
1.7	Find and Replace <ul style="list-style-type: none"> Transkei replaced with Former Transkei ✓ All five occurrences replaced ✓ 	1 1		2	

1.8	Citation <ul style="list-style-type: none">• Web site chosen source ✓• Wild Coast inserted as web site name ✓• <u>www.wildcoast.com</u> inserted as the URL ✓	1 1 1		3	
1.9	Shapes <ul style="list-style-type: none">• Horizontal scroll shape inserted ✓• Correct text added/Copied ✓• Shape style changed to Subtle effect – Blue Accent 1 ✓• Yellow text highlight removed from inserted text ✓	1 1 1 1		4	
	Total for QUESTION 1			[30]	

QUESTION 2

File Name: 2Form

Total Q2: 20

No.	Criteria	Maximum Mark			Candidate Mark
2.1.1	WordArt <ul style="list-style-type: none"> WordArt changed ✓ Changed / transformed to Warped Ring Inside. ✓ 	1 1		2	
2.1.2	Grouping <ul style="list-style-type: none"> Any picture inserted. ✓ Picture 2Form.jpg inserted. ✓ Picture and WordArt grouped. ✓ 	1 1 1		3	
2.2	Page background <ul style="list-style-type: none"> Page background inserted. ✓ Vertical gradient fill used. ✓ Two colours, blue and white, used. ✓ 	1 1 1		3	
2.3	Watermark <ul style="list-style-type: none"> Watermark inserted ✓ 2Watermark.jpg image used ✓ Image scaled to 120% ✓ 	1 1 1		3	
2.4	Tabs <ul style="list-style-type: none"> Tabs set to Surname ✓ First tab set at 6 cm centred. ✓ Second tab set at 14 cm right align. ✓ 	1 1 1		3	
2.5.1	<ul style="list-style-type: none"> Surname text form field 20 characters ✓ 	1		6	
2.5.2	<ul style="list-style-type: none"> Gender changed to dropdown form field ✓ Male and Female entered. ✓ 	1 1			
2.5.3	<ul style="list-style-type: none"> The check box form field set to 14 pt ✓ exactly ✓ and BnB field checked. ✓ 	1 1 1			
Total for QUESTION 2				[20]	

QUESTION 3

File Name: 3Wild Coast Visitors

Total Q3: 53

No.	Criteria	Maximum Mark			Candidate Mark
Information worksheet					
3.1.1	Merge and Centre <ul style="list-style-type: none"> Cells A1 to Q1 are merged ✓ and centred ✓ 	1 1		2	
3.1.2	Shading <ul style="list-style-type: none"> Shading applied on merged cell ✓ “From Corner” shading style used ✓ use 2 colours ✓ namely yellow and blue. ✓ 	1 1 1 1		4	
3.2	Date <ul style="list-style-type: none"> D2: Today’s date inserted ✓ Date format changed to dd-mm-yyyy ✓ 	1 1		2	
3.3	Wrap text <ul style="list-style-type: none"> Text in row 4 wrapped ✓ 	1		1	
3.4	Freeze Panes <ul style="list-style-type: none"> Row 4 frozen ✓ All other text moves under row 4 when user scrolls down ✓ 	1 1		2	
3.5	Printing <ul style="list-style-type: none"> Row 1 to row 4 to repeat ✓ at the top of each page ✓ Gridlines inserted (ticked) ✓ 	1 1 1		3	
3.6	Conditional formatting <ul style="list-style-type: none"> Conditional formatting applied in correct column (column G) ✓ Criteria only hotels ✓ Reddish fill colour used ✓ 	1 1 1		3	
3.7	Column I <ul style="list-style-type: none"> Rand Currency or Accounting ✓ Zero decimal places ✓ 	1 1		2	
3.8	Cell D67 =MAX(H5:H64) / =LARGE((H5:H64),1) <ul style="list-style-type: none"> Correct cells used ✓ Max / large function used ✓ 	1 1		2	
3.9	Cell D69 =SUMIF(E5:E64,"China",L5:L64) <ul style="list-style-type: none"> Sumif function correctly used ✓ Criteria range E5:E64 ✓ Sum range L5:L64 ✓ Criteria – China ✓ 	1 1 1 1		4	

3.10	Cell D71 =(H5*J5)*K5 <ul style="list-style-type: none"> • H5 and J5 used ✓ • * sign used ✓ • K5 ✓ 	1 1 1		3	
3.11	Cell D73 =COUNTBLANK(L5:L64) <ul style="list-style-type: none"> • Correct function used ✓ • Correct range used ✓ 	1 1		2	
3.12	Cell D75 =COUNTA(N5:N64) <ul style="list-style-type: none"> • Correct function used ✓ • Correct range used ✓ 	1 1		2	
3.13	Cell D77 =IF(L5>=3000,"Type A Accommodation","Regular Accommodation") <ul style="list-style-type: none"> • Correct function used ✓ • Correct condition specified ✓ • Value if true is correct ✓ • Value if false is correct ✓ 	1 1 1 1		4	
3.14	Cell D79 =L5/G2 <ul style="list-style-type: none"> • Countif function used ✓ • Correct range ✓ 	1 1		2	
3.15	Cell Q5 =IF(COUNTA(M5:P5)>3;(0,3*H5);IF(COUNTA(M5:P5)=3;(0,15*H5);" ")) <ul style="list-style-type: none"> • Function = IF ✓ • First condition: (COUNTA(M5:P5) >3 ✓ • 1,3*H5 ✓ • Second condition: COUNTA(M5:P5)=3 ✓ • 1,15*H5 ✓ • Value false condition: " " or Blank ✓ • Function copied to all cells ✓ 	1 1 1 1 1 1 1		7	
Lodge worksheet					
3.16	Tab colour <ul style="list-style-type: none"> • Tab colour of Lodge worksheet set to blue ✓ 	1		1	
3.17	Filtering <ul style="list-style-type: none"> • Filtering used ✓ • on Type of Accommodation column ✓ 	1 1		2	

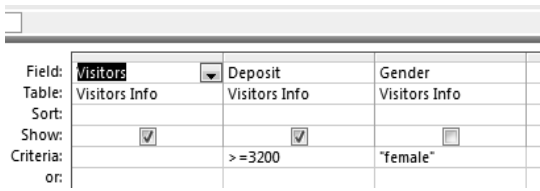
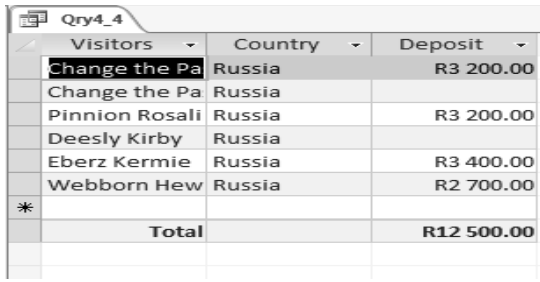
3.18	Graph Worksheet <ul style="list-style-type: none">• Sort table from Large to Small ✓• Graph created ✓• Graph title Wild Coast Lodges ✓• Both series points plotted correctly. ✓• Gap width set to 50% ✓	1		5	
		1			
		1			
		1			
		1			
Total for QUESTION 3				[53]	

QUESTION 4

File Name: 4WildCoast

Total Q4: 34

No.	Criteria	Maximum Mark			Candidate Mark
4.1.1	Row height <ul style="list-style-type: none"> Row height set at 25 pt. ✓ 	1		1	
4.1.2	Row colour <ul style="list-style-type: none"> Alternative row colour set to red. ✓ Background colour set to green. ✓ 	1 1		2	
4.1.3	Field: Cell Number <ul style="list-style-type: none"> Input mask set. ✓ Ten compulsory numbers. ✓ Correct format 000-0000 000. ✓ 	1 1 1		3	
4.1.4	Field: Cell Number <ul style="list-style-type: none"> Cell Number field is set to Yes. ✓ 	1		1	
4.1.5	Field: Age <ul style="list-style-type: none"> Validation rule: Between 18 ✓ And 60. ✓ Suitable validation text inserted. ✓ 	1 1 1		3	
4.1.6	Field: Deposit Paid <ul style="list-style-type: none"> Changed to currency. ✓ With 2 decimal places. ✓ 	1 1		2	
4.1.7	Field: Home <ul style="list-style-type: none"> Combo box created in Home Town field. ✓ Value list added. ✓ All towns included (Port Elizabeth/East London/Mthatha/Queenstown). ✓ 	1 1 1		3	
4.1.8	Field: email address <ul style="list-style-type: none"> < symbol set on format ✓ 	1		1	
Form					
4.2	Visitors Info <ul style="list-style-type: none"> Form Visitors Info created. ✓ Only Visitor, Gender, Email address, Country, Number of people, Number of days and Deposit field appear. ✓ Image 4WildCoast.jpg used. ✓ Centred in form header. ✓ Date and time inserted. ✓ Country field sorted alphabetically. ✓ In descending order. ✓ Any button inserted in the form footer. ✓ Button action is to close the form. ✓ 	1 1 1 1 1 1 1 1 1 1		9	

Queries				
4.3	<p>QryFemales</p> <ul style="list-style-type: none"> • Fields used: Visitor, Deposit and Gender. ✓ • Gender does not show. ✓ • Gender criteria: Female. ✓ • Deposit criteria: >= ✓ 3200. ✓ 	1 1 1 1 1	5	
4.4	<p>Qry4_4</p> <ul style="list-style-type: none"> • Criteria of Country field: Russia. ✓ Design view • Total function is used. ✓ • From the datasheet view. ✓ • Total deposits of the Russian visitors. (Sum) ✓ 	1 1 1 1	4	
	Total for QUESTION 4		[34]	

QUESTION 5

File Name: 5WildCoast Resource

Total Q5: 13

No.	Criteria	Maximum Mark			Candidate Mark
5.1	<p>Export Data</p> <ul style="list-style-type: none"> • Data exported from Spreadsheet 5WildCoast Resource. ✓ • Exported to a new database – table - 5Resource. ✓ • Peak Rates, Number of Days and Deposits are assigned the correct data type. ✓ • Type of Accommodation moved to the first field. ✓ • Table sorted by Type of Accommodation field. ✓ • In descending order. ✓ 	1		6	
5.2	<p>Graph</p> <ul style="list-style-type: none"> • Graph created using the data in Sheet 2. ✓ • Countif: Females. ✓ • Countif: Males. ✓ • Pie Graph is used ✓ • Appropriate heading – anything around percentage per gender. ✓ • Graph is moved to the word document, 5MyDoc. ✓ • Paste special is used when pasting the graph. ✓ 	1		7	
Total for QUESTION 5				[13]	
TOTAL				150	