



**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2023

**COMPUTER APPLICATIONS TECHNOLOGY P1
MARKING GUIDELINE**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6
MARKS:	150	27	13	44	31	21	14

This marking guideline consists of 10 pages.

QUESTION 1 File Name: 1_10 biggest dams in South Africa Total Q1: 27

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	Textbox <ul style="list-style-type: none"> • Text box inserted. ✓ • Filled with gradient fill. ✓ • Linear down fill used. ✓ 	1 1 1		3	
1.1.2	Textbox/Size <ul style="list-style-type: none"> • Height = 3 cm and width = 15 cm ✓ 	1		1	
1.1.3	Textbox/Border <ul style="list-style-type: none"> • Textbox border red ✓ • and 3pt ✓ 	1 1		2	
1.2	Find and replace <ul style="list-style-type: none"> • All occurrences of 'Mzansi' replaced by South Africa (2 occurrences) ✓ • South Africa is in small caps ✓ 	1 1		2	
1.3	Captions <ul style="list-style-type: none"> • Caption inserted ✓ • New label 'Picture' created. ✓ • Caption displays below the picture. ✓ • The other two pictures have captions with label Picture 2 and Picture 3 ✓ 	1 1 1 1		4	
1.4	Style <ul style="list-style-type: none"> • Style modified to be bold ✓ • Style modified to font size 19 ✓ 	1 1		2	
1.5	Paragraphs <ul style="list-style-type: none"> • Heading, image and paragraph together moved to next page. ✓ • Keep with next checked ✓ 	1 1		2	
1.6	Citation <ul style="list-style-type: none"> • Website source used ✓ • Name of website added ✓ • URL added ✓ 	1 1 1		3	
1.7	Synonym <ul style="list-style-type: none"> • Beach, shore, coastline, seashore or oceanfront replaced shoreline ✓ 	1		1	
1.8	Watermark <ul style="list-style-type: none"> • 'Top dams in SA' changed to any WordArt ✓ • Button (Curve) shape used ✓ • Font type changed to Arial Narrow. ✓ 	1 1 1		3	
1.9	Page numbering <ul style="list-style-type: none"> • Circle page numbering used ✓ • On the footer ✓ • Odd pages set on left ✓ • Even pages set on right ✓ 	1 1 1 1		4	
	Total for QUESTION 1			[27]	

QUESTION 2

File Name: 2_Brochure

Total Q2: 13

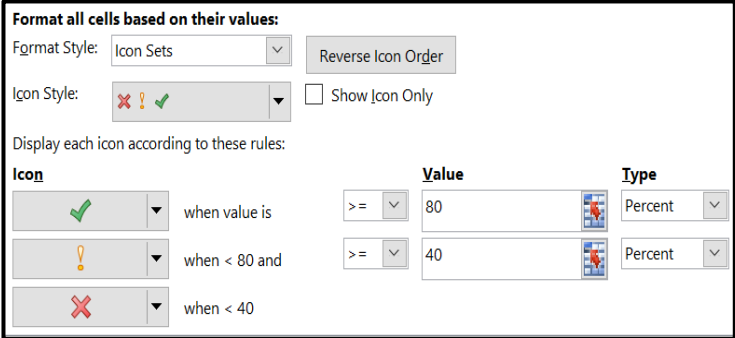
No.	Criteria	Maximum Mark			Candidate Mark
2.1	Page Colour <ul style="list-style-type: none"> • Brochure filled with any colour ✓ • Brochure filled with two colour gradient fill ✓ • Red and Orange are colours used ✓ 	1 1 1		3	
2.2	Picture <ul style="list-style-type: none"> • The other picture is deleted/replaced. ✓ • Picture replaced with '2_Logo' picture. ✓ • The image is stretched to fill the space provided. ✓ 	1 1 1		3	
2.3	Controls <ul style="list-style-type: none"> • SA Dams inserted in the company name control ✓ 	1		1	
2.4	Date <ul style="list-style-type: none"> • Date field inserted ✓ • Formatted MMMM yyyy ✓ 	1 1		2	
2.5	SmartArt <ul style="list-style-type: none"> • SmartArt inserted ✓ • Basic Pie Relationship SmartArt used ✓ • The three names of the dams inserted in the SmartArt ✓ 	1 1 1		3	
2.6	Font <ul style="list-style-type: none"> • Font of '3 Sterkfontein Dam' paragraph is changed to be like the first two paragraphs ✓ 	1		1	
	Total for QUESTION 2			[13]	

QUESTION 3

File Name: 3_Dams

Total Q3: 44

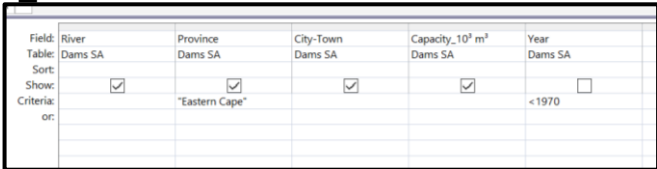
No.	Criteria	Maximum Mark			Candidate Mark
3_Dams Worksheet					
3.1	Cells A1:N2 <ul style="list-style-type: none"> Cell A1 to N2 merged and ✓ data centred vertically ✓ 	1		2	
3.2	Cell A3 <ul style="list-style-type: none"> =Now() ✓ 	1		1	
3.3	Cell A5: =CONCATENATE(D5;LEFT(B5;3);RANDBETWEEN(100;999)) <ul style="list-style-type: none"> Concatenate function ✓ D5 ✓ Left(B5;3) ✓ Randbetween function ✓ (100;999) ✓ 	1		5	
3.4	Cell C56 =SMALL(C5:C54;1) <ul style="list-style-type: none"> Correct function used. Small ✓ Correct range used – C5:54 ✓ ;2 ✓ 	1		3	
3.5	Cell F58: =COUNTIF(F5:F54; "Eastern Cape") <ul style="list-style-type: none"> Correct function used 'Countif' ✓ Correct range (F5:F54) ✓ Correct criteria 'Eastern Cape' ✓ 	1		3	
3.6	Cell H6 Countifs =COUNTIFS(F5:F54;"Free State";H5:H54;">500") <ul style="list-style-type: none"> Function: Countifs ✓ Criteria range 1 : F5:F54 ✓ Criteria 1 : "Free State" ✓ Criteria range 1 : H5: H54 ✓ Criteria 2 : '>500' ✓ 	1		5	
3.7	Cell J62 Sumif =SUMIF(F5:F54;"Eastern Cape";J5:J54) <ul style="list-style-type: none"> Sumif function used ✓ Criteria range : F5 : F54 ✓ Criteria : "Eastern Cape" ✓ Sum range : J5:J54 ✓ 	1		4	

3.8	<p>Cell J64 Nestedif statement</p> <p>=IF(J5>4000000;"BIG DAM";IF(J5<1000000;"SMALL DAM";"NORMAL DAM"))</p> <ul style="list-style-type: none"> • Nested if function used ✓ • Criteria 1: J5>4000000 ✓ • Criteria 2: J5<1000000 ✓ • Correct output: for both criteria ✓ • Criteria output if false ✓ 	1 1 1 1 1		5	
3.9	<p>Conditional formatting</p>  <ul style="list-style-type: none"> • Conditional formatting feature use ✓ • Correct formatting style: Icon Sets ✓ • Correct Icon style: 3 Symbol uncircled indicator ✓ • Icon if value greater than 80 ✓ • Icon if value less than 40 ✓ 	1 1 1 1 1		5	
3.10	<p>Subtotal</p> <ul style="list-style-type: none"> • Applied to "Province" ✓ • Function: Average ✓ • Add subtotal to Capacity field ✓ 	1 1 1		3	
3.11	<p>Graph</p> <ul style="list-style-type: none"> • Correct data used ✓ • 3D Column Clustered graph used ✓ • Column Shape cone used ✓ • Axis title named correctly ✓ • Chart title named correctly ✓ • Chart area fill done ✓ • Correct picture (3_Map of SA Dams) used to fill chart area ✓ • Moved to new sheet called My Graph ✓ 	1 1 1 1 1 1 1 1		8	
	Total for QUESTION 3			[44]	

QUESTION 4

File Name: 4_SA Top 50 Dams

Total Q4: 31

No.	Criteria	Maximum Mark	Candidate Mark
Table: Magazine Compilers			
4.1.1	<ul style="list-style-type: none"> Field size for Surname field set to 50 ✓ 	1	1
4.1.2	<ul style="list-style-type: none"> Vertical gridlines are visible. ✓ 	1	1
4.1.3	<ul style="list-style-type: none"> IDNO field set to required Yes ✓ 	1	1
4.1.4	<ul style="list-style-type: none"> E-mail field set to < in format field ✓ 	1	1
4.1.5	Input mask on the Password field: LL-009-"WORD" <ul style="list-style-type: none"> LL ✓ - ✓ 00 ✓ 9 ✓ - ✓ "WORD" ✓ 	1 1 1 1 1 1	6
4.2.1	<ul style="list-style-type: none"> Conditional formatting ✓ Applied to the Capacity field ✓ All values less than 3 Million display in a red font ✓ 	1 1 1	3
4.2.2	<ul style="list-style-type: none"> Function inserted in the form footer ✓ Displays the current date =date() ✓ 	1 1	2
4.3	Qry4_3  <ul style="list-style-type: none"> Date field inserted ✓ Date field does not show ✓ Criteria for Date field – "<1970" ✓ Criteria Eastern Cape in Province field ✓ <p>Expected answer: 3 records</p>	1 1 1 1	4
4.4	Qry4_4 <ul style="list-style-type: none"> Add a totals function ✓ Group by Dam field ✓ Sum by Capacity field ✓ 	1 1 1	3

4.5	Report <ul style="list-style-type: none">• Report created called rpt4_5 ✓• Dam, Province, River and Capacity fields ✓• Grouped according to the Province field ✓• Sort according to River field ✓• Calculation in the Province footer ✓• =sum ([Capacity_10³ m³]) ✓• In report footer ✓• =count(*) ✓• Labels removed ✓	1 1 1 1 1 1 1 1 1		9	
	Total for QUESTION 4			[31]	

QUESTION 5

File Name: 5_Dams

Total Q5: 21

No.	Criteria	Maximum Mark			Candidate Mark
5.1	<title> Big dams in South Africa </title> <ul style="list-style-type: none"> Title tag inserted ✓ 	1		1	
5.2	<center><h1>The Big Dams</h1></center> <ul style="list-style-type: none"> Heading 1 applied to the text ✓ Text centred ✓ 	1 1		2	
5.3	Background colour <body bgcolor = "pink"> <ul style="list-style-type: none"> Entire web page background is pink ✓ 	1		1	
5.4	<hr color = "green"/> <ul style="list-style-type: none"> hr/ tag used ✓ Colour of the line set to green ✓ 	1 1		2	
5.5	 <ul style="list-style-type: none"> Correct picture used ✓ Both height and width set at 200 ✓ Picture aligned to the right ✓ 	1 1 1		3	
5.6	List <ul style="list-style-type: none"> Change the unordered list tag (ul) to ordered list tag (ol) ✓ 	1		1	

5.7	<p>Table</p> <pre><table bgcolor = yellow width = "100%" border = "3"> <tr bgcolor = "green"> <th>1 No</th> <th>Name of Dam </th> <th> Town </th> <th>Capacity 10³ m³ </th> </tr> <tr> <td>1</td> <td>Free State dam</td> <td>Norvals Point</td> <td>5342932 </td> </tr> <tr > <td> 5</td> <td>Pongolapoort</td> <td>Pongola</td> <td>2267068</td> </tr> </table></pre> <ul style="list-style-type: none"> • Table border = 3 ✓ • Table width set at 100% ✓ • Cellspacing = 5 ✓ • Free state dam replaced with Gariep ✓ • Header row filled with green and ✓ • rest of table filled with yellow ✓ 	1 1 1 1 1 1 1		6	
5.8	<p>Links</p> <pre> About the picture </pre> <ul style="list-style-type: none"> • Hyperlink inserted ✓ • Hyperlink tag used – a href ✓ • To correct text – About the picture ✓ • Links to the correct picture 5_Dam Picture.jpg ✓ 	1 1 1 1		4	
	Closing tag(s) and nesting correctly used ✓	1		1	
	Total for QUESTION 5			[21]	

QUESTION 6 File Name: 6_Certificate of Achievement Merge' document
 '6_Merge Spreadsheet

Total Q6: 14

No.	Criteria	Maximum Mark			Candidate Mark
6.1.1	Shapes <ul style="list-style-type: none"> • Wave shape replaced ✓ • Replaced by basic sun shape ✓ • Alt text of picture is Shape ✓ • Alt description is Basic Sun Shape ✓ 	1 1 1 1		4	
6.1.2	Tabs stops <ul style="list-style-type: none"> • First tab stop <ul style="list-style-type: none"> ○ Position at 4 cm and alignment right ✓ • Second tab stop <ul style="list-style-type: none"> ○ Position at 19 cm and alignment left ✓ • Third tab stop <ul style="list-style-type: none"> ○ Position at 24 cm and no alignment right ✓ • Leader for first ✓ and second stops : Solid line ✓ 	1 1 1 1 1		5	
6.1.3	Merge letters <ul style="list-style-type: none"> • Mail Merge feature used ✓ • Surname and name fields replaced ✓ • Only learners who were regulars in attending meetings received letters. ✓ • Correct data source used – '6_Merge Spreadsheet' ✓ • Merged letters saved as 6_Merged ✓ (8 certificates) 	1 1 1 1 1		5	
	Total for QUESTION 6			[14]	
				TOTAL: 150	