



**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2022

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

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6
MARKS:	150	28	12	41	38	20	11

This marking guideline consists of 11 pages.

QUESTION 1

File Name: 1_GirlChild

Total Q1: 28

No.	Criteria	Maximum Mark			Candidate Mark
1.1	WordArt <ul style="list-style-type: none"> WordArt used. ✓ Gold Accent colour 4 WordArt applied to the heading. ✓ Bevel Relaxed Insert text effect applied to the heading. ✓ 	1		3	
		1			
		1			
1.2	Endnote <ul style="list-style-type: none"> Endnote added. ✓ Wingdings 70 symbol used as custom mark. ✓ Text 'Adapted2021' placed in the endnote. ✓ 	1		3	
		1			
		1			
1.3	Find and Replace COVID-19 <ul style="list-style-type: none"> Whole word replaced with Bold COVID-19. ✓ and underlined. ✓ All THREE occurrences replaced. ✓ 	1		3	
		1			
		1			
1.4.1	Bullets <ul style="list-style-type: none"> Bullets inserted to the correct listed items. ✓ Using 1Bullet.jpeg picture. ✓ 	1		2	
		1			
1.4.2	Bullets <ul style="list-style-type: none"> Distance set 1.5 cm from the bullet. ✓ 	1		1	
1.5	Hyperlink <ul style="list-style-type: none"> Hyperlink removed from the picture. ✓ 	1		1	
1.6	Style <ul style="list-style-type: none"> New Style GirlChild created. ✓ Based on Heading 2 style. ✓ Formatted to small cap effect. ✓ Applied to the 3 subheadings under heading Facts and figures. ✓ 	1		4	
		1			
		1			
		1			
1.7	Citation <ul style="list-style-type: none"> Citation inserted on the text "Rwanda" ✓ New website source added ✓ Name of the source added. (UN.org) ✓ URL added. ✓ 	1		4	
		1			
		1			
		1			

1.8	Page Orientation <ul style="list-style-type: none"> • Page break inserted at the end of the document to add a new page. ✓ • Last page orientation set to landscape. ✓ • 1GirlChild.jfif added to the page ✓ 	1 1 1		3	
1.9	Page numbering <ul style="list-style-type: none"> • Outline Circle page numbering inserted at footer. ✓ • Even pages left aligned ✓ • and odd paged right aligned. ✓ • Numbering on the first page is not showing ✓ 	1 1 1 1		4	
Total for QUESTION 1				[28]	

QUESTION 2

File Name: 2_EntryForm

Total Q2: 12

No.	Criteria	Maximum Mark		Candidate Mark	
2.1	Formatting <ul style="list-style-type: none"> • Paper size changed to A3. ✓ • Orientation of paper changed to landscape. ✓ • Picture (trophy) flipped. ✓ • Picture (trophy) background removed. ✓ • Heading changed to WordArt. ✓ • WordArt and Picture (trophy) grouped. ✓ • Right tabs with leaders set at 13 cm. ✓ • For both Surname and Name. ✓ • Form field check boxes set on Age. ✓ • Number format set on 0.00 for Amount Paid. ✓ • Hotel added to Accommodation dropdown list. ✓ • Red and Green colours used in page background. ✓ 	1		12	
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
		1			
Total for QUESTION 2			[12]		

QUESTION 3

File Name: 3_Participant

Total Q3: 41

No.	Criteria	Maximum Mark		Candidate Mark	
Ward Info worksheet					
3.1.1	Font <ul style="list-style-type: none"> Font colour changed to any colour that will make font visible. (White, red etc.) ✓ 	1		1	
3.1.2	Borders <ul style="list-style-type: none"> Red outside border applied to the merged cell. ✓ 	1		1	
3.2	Alignment <ul style="list-style-type: none"> Row 7 heading set to bold. ✓ Vertically and horizontally centred. ✓ 	1 1		2	
3.3	Freeze Panes <ul style="list-style-type: none"> Row 7 frozen ✓ All other text moves under row 7 when user scrolls up ✓ 	1 1		2	
3.4	D3 =Max(D8:D37) <ul style="list-style-type: none"> Correct function: Max ✓ Correct range: D8:D37 ✓ 	1 1		2	
3.5	Cell G4 =COUNTIF (G8:G37,"084*") <ul style="list-style-type: none"> Correct function: Countif ✓ Correct range: G8:G37. ✓ Correct criteria: 084* ✓ 	1 1 1		3	
3.6	Cell H6 =COUNTBLANK (H8:H37) <ul style="list-style-type: none"> Correct function: Countblank ✓ Correct range: H8:H37. ✓ 	1 1		2	
3.7	Cell I8 =\$I\$6-H8 <ul style="list-style-type: none"> Correct cells used. ✓ Minus sign correctly used. ✓ Correct use of absolute value. ✓ Formula copied to other cells. ✓ 	1 1 1 1		4	
3.8	Cell J11 =1500-(I12+I11) <ul style="list-style-type: none"> 1500 ✓ Minus sign. ✓ Correct cells added. ✓ Correct use of bracket. ✓ 	1 1 1 1		4	

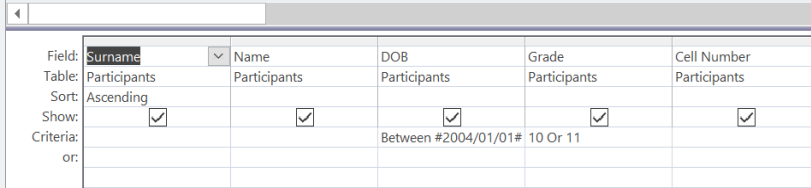
3.9	Conditional formatting <ul style="list-style-type: none"> • Criteria only BnBs ✓ • Dark green text and ✓ • green fill applied ✓ 	1 1 1		3	
3.10	Cell M6 =SUMIF (M8:M37,"Whatif", I8:I37) <ul style="list-style-type: none"> • Sumif function use. ✓ • Criteria range: M8:M37 ✓ • Criteria: 'Whatif' ✓ • Sum range: I8:I37 ✓ 	1 1 1 1		4	
3.11	Cell P8 =IF (H8<1,"Send email", " ") <ul style="list-style-type: none"> • Correct function: IF ✓ • Correct Criteria: H8<1 ✓ • Correct output if criteria is true: Send email ✓ • Correct output if criteria is false: " " ✓ 	1 1 1 1		4	
3.12	Graph <ul style="list-style-type: none"> • Correct data used. ✓ • 3D clustered graph created ✓ • Chart Area formatted with any fill ✓ • Gradient fill used in the chart area. ✓ • Data series formatted to full cone ✓ • Data labels with only the number of participants. ✓ • Inside tick marks added to the X axis ✓ • Grade 10 filtered – not showing on graph. ✓ • Graph moved to the new sheet. ✓ • Sheet with the graph named My Graph. ✓ 	1 1 1 1 1 1 1 1 1 1		10	
	Total for QUESTION 3			[41]	

QUESTION 4

File Name: 4_Learners

Total Q4: 38

No.	Criteria	Maximum Mark			Candidate Mark
4.1.1	Upper case • > in Surname field. ✓	1		1	
4.1.2	Formatting • Field size 15 ✓	1		1	
4.1.3	New Field • New field inserted between Name and DOB ✓ • Called Image. ✓ • Field properties set to OLE OBJECT ✓	1 1 1		3	
4.1.4	Data Validation • Between 01 January 2003 and 31 December 2005 criteria used ✓ • Suitable validation message applied ✓	1 1		2	
4.1.5	Input Mask <LL*99 • < for lower case ✓ • * is entered. ✓ • 99 for one or two digits ✓	1 1 1		3	
4.1.6	Lookup value • Lookup value property used ✓ • BnB, Lodge and Hotel ALL entered in the list. ✓	1 1		2	
4.2	Form: Participants Form • Form created with the following fields: Surname, Name, Grade and Accommodation. ✓ • Label created in form header with learner's name. ✓ • Shadowed border added around the label. ✓ • Today's date entered as a field in the form footer. ✓ • Action button inserted in the form footer ✓ • Form operation is to close the form ✓	1 1 1 1 1 1 1		6	

<p>4.3</p>	<p>Query 4_3</p>  <ul style="list-style-type: none"> • Fields used: Surname, Name, DOB, Grade and Cell Number fields only. ✓ • DOB Criteria - between #2004/01/01# ✓ And #2004/12/31# ✓ • Grade criteria: 10 ✓ Or 11 ✓ • Query sorted is ascending order of Surname field ✓ 	<p>1 1 1 1 1 1</p>	<p>6</p>	
<p>4.4</p>	<p>Query 4_4</p> <ul style="list-style-type: none"> • Criteria on Cell Number: Like "073*" Or Like "083*" ✓ • Criteria on Registration Fee: >= ✓ • 300 ✓ • Cell Number field does not show. ✓ 	<p>1 1 1 1</p>	<p>4</p>	
<p>4.5</p>	<p>Report 4_6</p> <ul style="list-style-type: none"> • Fields used: Accommodation and Catering fields not included. ✓ • Report is grouped according to Grade and ✓ • Then according to Town. ✓ • Sorted according to Surname field. ✓ • Orientation set to landscape. ✓ • Heading of report changed to 'Report Girl Child'. ✓ • Calculation in the Grade footer. ✓ • = count (*) ✓ • Suitable description for calculated field. ✓ 	<p>1 1 1 1 1 1 1 1 1</p>	<p>9</p>	
<p>Total for QUESTION 4</p>			<p>[38]</p>	

QUESTION 5

File Name: 5_Leadership Games

Total Q5: 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
5.1	Title <title> Girl Child </title> <ul style="list-style-type: none"> • Title tag added to Girl Child. ✓ 	1		1	
5.2	Formatting <i>....</i> <ul style="list-style-type: none"> • Font size set to 4. ✓ • Font set to Book Antiqua. ✓ • Paragraph is in italics. ✓ • Applied to whole paragraph. ✓ 	1			
		1		4	
		1			
		1			
5.3	Format Picture <center></center/> <ul style="list-style-type: none"> • Search (src) tag fixed. ✓ • Width and height of picture set to 100 ✓ • Picture is centred. ✓ • Alternative tag used if picture does not show. ✓ 	1		4	
		1			
		1			
		1			
5.4	Line <hr width = 80% color = "ff0000"/> <ul style="list-style-type: none"> • Line colour is red. ✓ • Line width is 80%. ✓ 	1		2	
		1			
5.5	List <ol type = l> ... <ul style="list-style-type: none"> • ul tag changed to ol tag. ✓ • Type set to Capital Roman figures. ✓ • li tags used for list items. ✓ 	1		3	
		1			
		1			

5.6	Border <ul style="list-style-type: none"> • Border tag used. ✓ • set to 2. ✓ 	1 1		2	
5.7	Links Go to Website <ul style="list-style-type: none"> • Anchor tags used correctly. ✓ • To the website ...gov.za... ✓ • Applied to the hyperlink text Go to website. ✓ 	1 1 1		3	
	Closing tag(s) or triangular brackets and correct nesting. ✓	1		1	
	Total for QUESTION 5			[20]	

QUESTION 6

File Name: 6_Export and 6_Merge Info

Total Q5: 11

No.	Criteria	Maximum Mark			Candidate Mark
6.1.1	Margins <ul style="list-style-type: none"> Left and Right margins set to 0.3 cm. ✓ (Or can use Page Break Preview or Scalefit to page 91%) 	1		1	
6.1.2	Page layout <ul style="list-style-type: none"> Spreadsheet horizontally centred on page. ✓ 	1		1	
6.1.3	Page layout <ul style="list-style-type: none"> Row 1 set to Rows repeat at top. ✓ 	1		1	
6.1.4	Filtering <ul style="list-style-type: none"> Data filtered. ✓ Only participants from Lady Frere are displayed. ✓ 	1 1		2	
6.1.5	PDF <ul style="list-style-type: none"> Spreadsheet saved as 6_Export. ✓ 	1		1	
6.2	Mail Merge <ul style="list-style-type: none"> Mail merge done on an envelope. ✓ 6_Merge Info spreadsheet used as source document. ✓ Surname, Name and Town field used as merged fields. ✓ Recipient list sorted in ascending order of Surname field. ✓ 30 complete merged enveloped saved as 6_Merged_Envelopes. ✓ 	1 1 1 1 1		5	
	Total for QUESTION 6			[11]	
	TOTAL:			150	