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**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2022

**COMPUTER APPLICATIONS TECHNOLOGY P1
MARKING GUIDELINE**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6
MARKS:	150	31	10	43	35	20	11

This marking guideline consists of 10 pages.

QUESTION 1

File Name: 1_Social Networks

Total Q1: 31

No.	Criteria	Maximum Mark			Candidate Mark
1.1	New Style <ul style="list-style-type: none"> Media Style created ✓ Size set to 17 pt. ✓ Paragraph spacing set to 18 After ✓ Style applied to the first heading ✓ 	1		4	
		1			
		1			
		1			
1.2	Drop Cap <ul style="list-style-type: none"> Dropped cap applied on 'S' ✓ Applied over 2 lines ✓ Distance 0.2 cm from text ✓ 	1		3	
		1			
		1			
1.3	Footnote <ul style="list-style-type: none"> Footnote added <u>on</u> social media ✓ Wingdings ☞ (character 70) inserted ✓ Footnote text is 'https://www.investopedia.com' ✓ 	1		3	
		1			
		1			
1.4	Citation <ul style="list-style-type: none"> Type of source: Film ✓ Title: The Social Networks ✓ APA Style used ✓ 	1		3	
		1			
		1			
1.5	Proofing Language <ul style="list-style-type: none"> Set to English South Africa ✓ (For the whole document) 	1		1	
1.6	Widow and Orphan <ul style="list-style-type: none"> Widow and Orphan set on the paragraph ✓ 	1		1	
1.7	Bullets <ul style="list-style-type: none"> 1_SN.jpg used as a bullet ✓ Bullets aligned to centre ✓ 	1		2	
		1			
1.8	Columns <ul style="list-style-type: none"> Paragraph changed to two columns ✓ Columns have a line in between ✓ Column break inserted ✓ 	1		3	
		1			
		1			
1.9	Multi-level list <ul style="list-style-type: none"> Level 1 Applied ✓ Set to 1 cm ✓ Level 2 Applied ✓ Set to 2 cm ✓ 	1		4	
		1			
		1			
		1			
1.10	Page Numbering <ul style="list-style-type: none"> Arrow 1 Style applied ✓ Different First page applied ✓ Different odd ✓ and Even numbers applied ✓ 	1		4	
		1			
		2			
1.11	Hyperlink <ul style="list-style-type: none"> Hyperlink applied to the text "Back to the top" ✓ Place in this document "Top of the Document" ✓ 	1		2	
		1			
1.12	HideText <ul style="list-style-type: none"> Text hidden ✓ 	1		1	
	Total for QUESTION 1			[31]	

QUESTION 2

File Name: 2_Flyer

Total Q2: 10

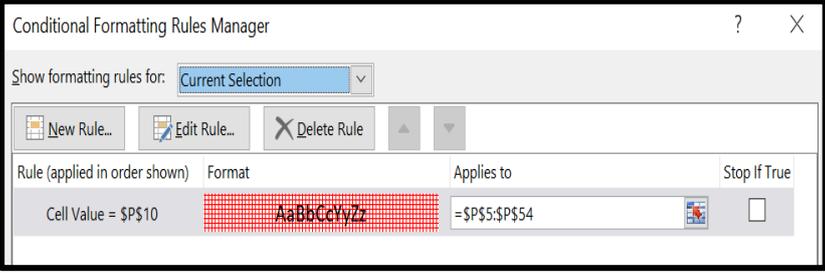
No.	Criteria	Maximum Mark			Candidate Mark
2.1	SmartArt • SmartArt modified to Cycle Diverging Radial ✓	1		1	
2.2	Edit text • All text added as it is in the picture ✓	1		1	
2.3	Picture • Correct picture inserted ✓ • In the centre of the SmartArt ✓ • Picture size 2.5 cm x 2.5 cm ✓ • Lock aspect ratio unchecked ✓ • Picture style set to soft edge oval ✓	1 1 1 1 1		5	
2.4	Shapes • Any shape fill (colour) used ✓ • Blue shape outline inserted ✓ • Outline weight of 2¼ pt. ✓	1 1 1		3	
Total for QUESTION 2				[10]	

QUESTION 3

File Name: 3_Survey

Total Q3: 43

No.	Criteria	Maximum Mark	Candidate Mark
Summary worksheet			
3.1.1	Row 1 and Row 2 • Row 1 and 2 Merged from cell A1:U2. ✓	1	1
3.1.2	Alignment • Heading must be horizontally and vertically centred ✓	1	1
3.1.3	Fill colour • Background standard green. ✓	1	1
3.1.4	Font colour • Font colour of the heading changed to white ✓	1	1
3.2	Wrapping • Cell S4 Wrapped ✓	1	1
3.3	Customise Date : Column D • Date changed to format dd-mm-yyyy ✓ • Contents copied to all cells in column D ✓	1 1	2
3.4	Cell E5 =INT((\$E\$3-D5)/365.25) • =INT ✓ • ((\$E\$3-D5) ✓ • /365.25) ✓ or: TRUNC(....) or: ROUNDDOWN(.... , 0)	1 1 1	3
3.5	Cell F5 =CONCATENATE(C5,".",LOWER(LEFT(B5,1)),"@school.za") • =CONCATENATE ✓ • (C5,".", ✓ • LOWER(LEFT(B5,1)), ✓ • "@school.za") ✓	1 1 1 1	4
3.6	Cell N6 =IF(AND(G5="WhatsApp", H5="Facebook"), "Old Users", "New Users") • IF AND function correctly used ✓ • First criteria correct ✓ • Second criteria correct ✓ • Both value true and value false are correct ✓	1 1 1 1	4

<p>3.7</p>	 <p>Column P: Conditional Formatting</p> <ul style="list-style-type: none"> • Cells Value equal to \$P\$10 (Watch Videos) ✓ • Applies to =\$P\$5:\$P\$54 ✓ • Filled with red ✓ • Thin horizontal crosshatch pattern ✓ 	<p>1 1 1 1</p>		<p>4</p>	
<p>3.8</p>	<p>Cell O5 =IF(COUNTIF(L5:N5,"Yes"),"Online Safety Course"," ")</p> <ul style="list-style-type: none"> • Function :IF ✓ • Countif range: L5:N5 ✓ • Countif criteria: "Yes" ✓ • Value true correct: "Online Safety Course" ✓ • Value true correct: " " ✓ 	<p>1 1 1 1 1</p>		<p>5</p>	
<p>3.9</p>	<p>Cell S56 =MODE(S5:S54)</p> <ul style="list-style-type: none"> • Function : Mode ✓ • Correct Range: (S5:S54) ✓ 	<p>1 1</p>		<p>2</p>	
<p>3.10</p>	<p>Cell U5 Calculate deficit per learner =T5-S5</p> <ul style="list-style-type: none"> • Cell T5 and S5 ✓ • Minus sign ✓ <p>Cell S58 =SUMIF (Q5:Q54,"MTN", U5:U54)</p> <ul style="list-style-type: none"> • Function: Sumif ✓ • Criteria Range: Q5:Q54 ✓ • Criteria: MTN ✓ • Sum range ✓ 	<p>1 1 1 1 1 1</p>		<p>6</p>	
<p>3.11</p>	<p>Graph Worksheet</p> <ul style="list-style-type: none"> • Chart title is centred ✓ • Chart title inserted with correct text ✓ • Legends correct ✓ • Data labels are callout ✓ • Point explosion only at MTN ✓ • Point explosion set at 30% ✓ • Plot area filled with gradient fill ✓ • Sheet 1 renamed to Graph ✓ 	<p>1 1 1 1 1 1 1 1</p>		<p>8</p>	
<p>Total for QUESTION 3</p>				<p>[43]</p>	

QUESTION 4

File Name: 4_LearnerSurvey

Total Q4: 35

No.	Criteria	Maximum Mark	Candidate Mark
Table: Registrations table			
4.1.1	Field: Input Mask: <LLL\ - >LL? <ul style="list-style-type: none"> • Lower letters: < ✓ • LLL – three compulsory letters ✓ • - hyphen ✓ • > upper case LL two compulsory letters ✓ • ? optional letter ✓ 	1 1 1 1 1	5
4.1.2	Gender Field <ul style="list-style-type: none"> • Combo field added. ✓ • List values added: Male and Female. ✓ 	1 1	2
4.1.3	CellNo: <ul style="list-style-type: none"> • Indexed property = Yes (No Duplicates) ✓ 	1	1
4.1.4	Registration Date <ul style="list-style-type: none"> • >= ✓ • #2021/10/01# ✓ 	1 1	2
4.1.5	Default Values Default value = Yes ✓	1	1
4.2	Form: frm4_2 <ul style="list-style-type: none"> • Background colour of the Detail section changed to any colour. ✓ • Text in the CellNo field is distribute-aligned. ✓ • The Pledge textbox changed to Pledge. ✓ 	1 1 1	3
4.3	Qry4_3 <ul style="list-style-type: none"> • Query Criteria CellNo: 083* ✓ • Query Criteria Education: Class Groups ✓ • Add Totals function ✓ • Choose sum to add the amounts ✓ • Sort in ascending order of surname ✓ 	1 1 1 1 1	5

4.4	Qry4_4 <ul style="list-style-type: none">Criteria for CellNo field: Is Null ✓Criteria for Type of users field: Old users ✓ Calculation: Balance: $([Pledge]) - ([Pledge] * 15 / 100)$ <ul style="list-style-type: none">New field Balance: created. ✓Correct calculation of 15% deduction ✓Correct subtraction of the 15% ✓Red alternate row colour applied to the query ✓ (Expect 6 records)	1 1 1 1 1 1		6	
4.5	Rpt4_5 <ul style="list-style-type: none">Report is created with the following fields: Name, Surname, CellNo, Pledge and Education ✓Report is grouped according to Pledge field. ✓Report sorted in ascending order of surname field ✓=Count([Code]) or Count ✓ (*) ✓in the Pledge footer. ✓Calculation in the Pledge footer ✓Sum ✓ ([Pledge]) ✓Total amount in Rand format ✓Save report as rpt4_5. ✓	1 1 1 1 1 1 1 1 1 1		10	
	Total for QUESTION 4			[35]	

QUESTION 5

File Name: 5_Social Networks

Total Q5: 20

- This question should be marked from the browser as far as possible, unless otherwise indicated or if it cannot be seen on the browser.
- A maximum of 1 mark will be deducted if one or more closing tags are omitted.

No.	Criteria	Maximum Mark			Candidate Mark
5.1	Title <title>Popular Social Networks</title> • Title tag added to the text Popular Social Networks' to appear on the browser ✓	1		1	
5.2	Heading: Popular Networks for Children <center><h1> Popular Networks for Children </h1> </center> • Heading centred ✓ • Font colour changed to red ✓	1		2	
5.3	Bulleted list <ol type = "I"> • Correct tag used : type = I ✓ • Uppercase Roman figures used ✓ • Tags inserted: creating online profiles ✓	1		3	
5.4	Table <table border="1" width = "500" cellspacing = "5"> • Set the width of the table to 500 ✓ • Set the cell spacing to 5 ✓	1		2	
5.5	Table <tr bgcolor = "Yellow"> • Background of colour of row 1 set to yellow ✓	1		1	
5.6	Image • Tag img src used ✓ • Correct picture used ✓ • Width and height set to 30 ✓	1		3	

5.7	Horizontal line <code><hr size = "10" color = "red"/></code> <ul style="list-style-type: none"> Line size set to 10 ✓ colour set to red ✓ 	1 1		2	
5.8	Formatting <code><h2><i>Further Reading</i> </h2></code> <code><h2> </h2> ✓</code> <code><i> </i> ✓</code>	1 1		2	
5.9	Link <code>a href = "<"https://raisingchildren.net.au/teens/entertainment-technology/digital-life/social-media"> Click here </code> <ul style="list-style-type: none"> <code><a href> ✓</code> Link created on the text 'Click here' ✓ Link opens link provided ✓ 	1 1 1		3	
	Closing tag(s) or triangular brackets and nesting correctly used.	1		1	
	Total for QUESTION 5			[20]	

QUESTION 6

File Name: 6_Analysis and 6_Survey form Total Q6: 11

No.	Criteria	Maximum Mark			Candidate Mark
6.1.1	Remove duplicates <ul style="list-style-type: none"> • Duplicates removed ✓ • Only 50 records are left ✓ • Cell E104 : Removed Duplicates ✓ 	1 1 1		3	
6.1.2	Cell C4 =time(9,130,0) <ul style="list-style-type: none"> • Correct function used: Time ✓ • Start time and Minutes ✓ • Answer in time format ✓ 	1 1 1		3	
6.2	Survey form <ul style="list-style-type: none"> • 'Name' Text form field inserted ✓ • 'Name' Text form field Text format: Uppercase ✓ • Drop down form field 'TikTok' added ✓ • Check box form field inserted ✓ to replace symbols • Yes checked ✓ 	1 1 1 1 1		5	
	Total for QUESTION 6			[11]	
	TOTAL:			150	