



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2013

**COMPUTER APPLICATIONS TECHNOLOGY P1
MEMORANDUM**

NAME OF CANDIDATE: _____ GRADE: _____
SIGNATURE OF
EDUCATOR: _____


	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:	180	42	15	43	15	42	20	3

This memorandum consists of 10 pages.

QUESTION 1

File: q1Form

No.	Criteria	Max.	✓	Mark
Open the file q1Form				
1.1	Cover page <ul style="list-style-type: none"> Replaced with Alphabet cover page ✓ 	1		
1.2	Alignment <ul style="list-style-type: none"> Entire document: Justified ✓ 	1		
1.3	Language <ul style="list-style-type: none"> Entire document: English (South Africa) ✓ 	1		
1.4	Spelling <ul style="list-style-type: none"> All errors corrected ✓ 	1		
1.5	Automatic hyphenation <ul style="list-style-type: none"> Applied to the entire document ✓ 	1		
1.6	Main heading is formatted as follows: <ul style="list-style-type: none"> Style Title is applied to the main heading: "Computers in...Realities" ✓ 	1		
1.7	Content page <ul style="list-style-type: none"> Automatic table of contents is created ✓ Only headings formatted with the style Heading 1 appear in the table of contents ✓ 	2		
1.8	Columns <ul style="list-style-type: none"> Correct text appears in two columns ✓ 1 cm/0.39 inches spacing between columns ✓ 	2		
1.9	Bullets <ul style="list-style-type: none"> Bullets are changed to Wingdings (56) ✓ Bullet size 14 pt ✓ 	2		
1.10	Replace <ul style="list-style-type: none"> All occurrences where two space were left was replaced with one space ✓ 	1		
1.11	WordArt heading is formatted as follows: <ul style="list-style-type: none"> Filled with a Water droplets texture ✓ Horizontally centred above the image ✓ Spacing between letters adjusted to Very Loose ✓ 	3		
1.12	Paragraph indentation: <ul style="list-style-type: none"> Left indentation is removed from the paragraph shaded in blue ✓ 	1		
1.13	Footnote <ul style="list-style-type: none"> Numbered footnote is inserted next to "Web Based learning" ✓ Footnote wording "Online Education" appears on the same page ✓ 	2		
1.14	Page Footer <ul style="list-style-type: none"> Automatic page numbers are inserted in the footer ✓(of the odd pages) The file name is inserted as a field in the footer ✓(of the even pages) The odd and even page are different ✓ The data in the even and odd pages is correct ✓ 	4		

1.15	Reference Source <ul style="list-style-type: none"> Reference added ✓ Automatic Bibliography using all Reference sources is inserted ✓ 	2			
1.16	The form at end of the document is formatted as follows:				
	1.16.1	Form field shading is showing ✓	1		
	1.16.2	<ul style="list-style-type: none"> Drop-down Form Field inserted next to “Title” ✓ Options added: Mr, Mrs, Miss and Dr ✓ 	2		
	1.16.3	<ul style="list-style-type: none"> Check box Form Fields inserted ✓ Next to “CAT” and “Tourism” ✓ 	2		
	1.16.4	The Text Form Field next to “ Today’s date ” is <ul style="list-style-type: none"> A Current date type ✓ Formatted as follows: yyyy-MM-dd ✓ 	2		
	1.16.5	The properties of Text Form Field for “ Child’s Name ” is set to display in Uppercase ✓	1		
	1.16.6	Table <ul style="list-style-type: none"> Table inserted next to “ID Number” ✓ 13 columns and one row ✓ Columns are 0.5 cm wide ✓ 	3		
	1.16.7	Leader Tab <ul style="list-style-type: none"> A solid line leader tab is inserted next to “Signature” ✓ The leader tab starts at 6 cm and ends at 14 cm ✓ 	2		
	1.17	Page Border <ul style="list-style-type: none"> Page border inserted ✓ 3 pt double line ✓ Around the second last page only ✓ 	3		
	1.18	Learner name added as Author of the document ✓	1		
			[42]		

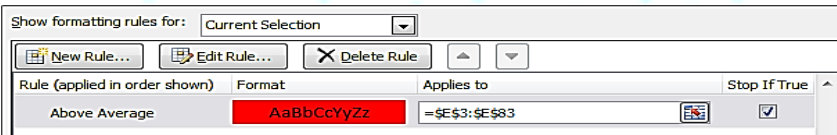
QUESTION 2

File: q2Letter; q2Merge

No.	Criteria	Max.	✓	Mark
Open the file q2Letter				
2.1	Drop Cap <ul style="list-style-type: none"> Drop effect does not appear in the margin ✓ Dropped over 2 lines ✓ 	2		
2.2	Margins <ul style="list-style-type: none"> Right margin is changed to 1.5 cm ✓ 	1		
2.3	Line spacing <ul style="list-style-type: none"> Changed to exactly 15 pt for the entire document ✓ 	1		
2.4	Watermark <ul style="list-style-type: none"> Picture watermark is removed ✓ 	1		
2.5	Mail Merge <ul style="list-style-type: none"> The q2Parent table is linked as a data source ✓ 	1		
2.6	Mail Merge fields <ul style="list-style-type: none"> Merge fields are inserted ✓ All placeholders are replaced with the correct fields ✓ 	2		
2.7	Integration <ul style="list-style-type: none"> The content of the Table worksheet is pasted (keeping source formatting) in the correct position ✓ The table is pasted as a linked object ✓ 	2		
2.8	Rule inserted <ul style="list-style-type: none"> The rule is inserted below the table ✓ Message displayed for those who are not hostel borders: "Please hand in at the office" ✓ Message displayed for hostel borders: "Please post to our school" ✓ 	3		
2.9	Final step for Mail Merge completed: <ul style="list-style-type: none"> Only recipients who do not have email addresses are selected ✓ Merged document is saved as q2Merge ✓ 	2		
		[15]		

QUESTION 3

File: q3Incredible

No.	Criteria	Max.	✓	Mark
Open the Info worksheet (Incredible renamed to Info)				
3.1	Heading <ul style="list-style-type: none"> “Incredible Computer Stock” is typed in Row 1 ✓ Font size 25 pt ✓ 	2		
3.2	Row Height <ul style="list-style-type: none"> Row 1: height 60 ✓ 	1		
3.3	Merge Range A1:I1 <ul style="list-style-type: none"> Cells A1:I1 merged ✓ Text centred vertically and horizontally ✓ 	2		
3.4	Border <ul style="list-style-type: none"> Green border added to Row 1 ✓ Below the merged cells ✓ 	2		
3.5	Row 2 <ul style="list-style-type: none"> Text wrapped ✓ Text alignment vertical ✓ 	2		
3.6	Row 2 <ul style="list-style-type: none"> Row height changed to match example ✓ All headings are centred vertically and horizontally and look exactly the same as the example ✓ 	2		
3.7	Cell J1 <ul style="list-style-type: none"> Current date inserted: =TODAY() ✓ 	1		
3.8	Sheet name and colour <ul style="list-style-type: none"> Rename Incredible to Info ✓ Tab Colour changed to Red ✓ 	2		
3.9	The panes of the worksheet are changed to “ Unfreeze ” ✓	1		
3.10	Range E3:E83 <ul style="list-style-type: none"> Changed to South African currency ✓ 	1		
3.11	Column F <ul style="list-style-type: none"> Date format: e.g. 01 February 2012 ✓ 	1		
3.12	Cell C91 <ul style="list-style-type: none"> Spelling error corrected = Average(E3:E83) ✓ 	1		
3.13	Column E <ul style="list-style-type: none"> Original Conditional Formatting Rule removed ✓ New condition added: Above Average in Red ✓  <p>(Note that other correct solutions must also be accepted)</p>	2		

3.14	Cell E86: =ROUND(AVERAGE(E3:E83),2) <ul style="list-style-type: none"> • ROUND function used ✓ • AVERAGE function used ✓ • Correct range ✓ • Correct number of decimal places and use of brackets ✓ 	4		
3.15	Functions:			
3.15.1	Cell C84: =COUNTA(D3:D83) <ul style="list-style-type: none"> • =COUNTA ✓ • (D3:D83) ✓ 	2		
3.15.2	Cell C86: =LARGE(E3:E83,2) <ul style="list-style-type: none"> • =LARGE ✓ • (E3:E83,2) ✓ 	2		
3.15.3	Cell C88: =COUNTIF(C3:C83,"*Printer*") <ul style="list-style-type: none"> • =COUNTIF ✓ • Correct range ✓ • "Printer" ✓ • Use of wild card * ✓ 	4		
3.16	Range A3:I83: sorted <ul style="list-style-type: none"> • First by: Room No ✓ • Secondly by: Device Type ✓ 	2		
Open the Protect worksheet				
3.17	Protection <ul style="list-style-type: none"> • Password stored as comment in Cell A1 is used to ✓ • Unprotect the worksheet ✓ (Note: only 0 or 2 marks can be allocated)	2		
Open the UserCodes worksheet				
3.18	Cell B2: =RAND()*100 OR RANDBETWEEN(0,99) <ul style="list-style-type: none"> • RAND() ✓ • Multiply ✓ • by 100 ✓ • Formatted to show no decimal places ✓ 	4		
Open the Info worksheet				
3.19	Cell H4 <ul style="list-style-type: none"> • UserCodes!B3 ✓ 	1		
Open the Import worksheet				
3.20	<ul style="list-style-type: none"> • Data imported from text file called Upload ✓ • To the worksheet called Import ✓ 	2		
		[43]		

QUESTION 4

File: q4Statistics

No.	Criteria	Max.	✓	Mark
Open the Invoice worksheet				
4.1	File Path: &[Path]&[File] <ul style="list-style-type: none"> Inserted on the right hand side of the page header ✓ 	1		
4.2	Cell F22: =SUM(F10:F13,F17:F19) <ul style="list-style-type: none"> =SUM ✓ (F10:F13,F17:F19) ✓ 	2		
4.3	Cell F24: =0.14*(F22-F23) <ul style="list-style-type: none"> =0.14* ✓ (F22-F23) ✓ 	2		
Open the CHART worksheet				
4.4	Cell D27 <ul style="list-style-type: none"> =COUNTBLANK(B7:D24) ✓ 	1		
4.5	Cell E7: =IF(SUM(B7:D7)>=800,"Excellent", " ") <ul style="list-style-type: none"> =IF(SUM(B7:D7) ✓ >=800, ✓ "Excellent", " " ✓ 	3		
4.6	Chart type <ul style="list-style-type: none"> Change to Clustered Column chart ✓ 	1		
4.7	Chart Title <ul style="list-style-type: none"> "Sales per Person Responsible" added to chart ✓ 	1		
4.8	Y-axis <ul style="list-style-type: none"> Minimum value is 50 ✓ 	1		
4.9	Gridlines <ul style="list-style-type: none"> Only minor horizontal gridlines are displayed ✓ 	1		
4.10	Order <ul style="list-style-type: none"> Values are shown in reverse order ✓ 	1		
4.11	Texture Fill <ul style="list-style-type: none"> Longest bar is filled with any textured fill ✓ 	1		
		[15]		

QUESTION 5

File: q5Stock

No.	Criteria	Max	✓	Mark
Open the table Incredible				
5.1	CurrentValue field is formatted as follows:			
	5.1.1 <ul style="list-style-type: none"> Data Type: Currency ✓ 	1		
	5.1.2 <ul style="list-style-type: none"> Field Properties Format: Currency (South African rand) ✓ 	1		
	5.1.3 <ul style="list-style-type: none"> Field Properties Decimal Places: 2 ✓ 	1		
	5.1.4 <ul style="list-style-type: none"> Description: "Current value of apparatus" ✓ 	1		
5.2	New record added: <ul style="list-style-type: none"> Record added ✓ Data correct ✓ 	2		

5.3	New field added: <ul style="list-style-type: none"> • New Field Name: Cellphone ✓ • Below: PersonResponsible field ✓ • Data Type: Text ✓ • Field size: 10 ✓ • Input Mask: 0000000000 ✓ 	5																																
5.4	Sorting <ul style="list-style-type: none"> • Table sorted according to the PersonResponsible field ✓ • Sorted in descending order ✓ 	2																																
5.5	Gridlines <ul style="list-style-type: none"> • Only vertical gridlines show ✓ 	1																																
5.6	Primary Key <ul style="list-style-type: none"> • SerialNumber field set as Primary Key ✓ 	1																																
5.7	Default Value <ul style="list-style-type: none"> • WorkingOrder field - Default Value: Yes ✓ 	1																																
5.8	Validation Rule for DatePurchased field: >=#2005/01/01# <ul style="list-style-type: none"> • >= ✓ • #2005/01/01# ✓ • Correct Validation Text added: "Cannot be purchased before 1 January 2005" ✓ 	3																																
5.9	Room field <ul style="list-style-type: none"> • Set as a required field: Yes ✓ 	1																																
Open the TextBooks table																																		
5.10	Table imported <ul style="list-style-type: none"> • Table imported from the q5Table spreadsheet ✓ • New table called: TextBooks ✓ • Row 1 of worksheet: used as Field Names ✓ 	3																																
Open the Printers query																																		
5.11	Query created <table border="1" data-bbox="263 1317 1082 1507"> <tr> <td>Field:</td> <td>[SerialNumber]</td> <td>[Model]</td> <td>[DeviceType]</td> <td>[Room]</td> </tr> <tr> <td>Table:</td> <td>Incredible</td> <td>Incredible</td> <td>Incredible</td> <td>Incredible</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> <td></td> <td>Ascending</td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td>Like "*HP*"</td> <td>"Printer"</td> <td></td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <ul style="list-style-type: none"> • Query based on the Incredible table ✓ • Query saved as Printers ✓ • Only the following fields show: SerialNumber, Model and DeviceType ✓ • Fields show in the correct order as above ✓ • Query sorted according to the Room field ✓ • Criteria for the DeviceType field is: "Printer" ✓ • Criteria for the Model field is: *HP* ✓ 	Field:	[SerialNumber]	[Model]	[DeviceType]	[Room]	Table:	Incredible	Incredible	Incredible	Incredible	Sort:				Ascending	Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Criteria:		Like "*HP*"	"Printer"		or:					7		
Field:	[SerialNumber]	[Model]	[DeviceType]	[Room]																														
Table:	Incredible	Incredible	Incredible	Incredible																														
Sort:				Ascending																														
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																														
Criteria:		Like "*HP*"	"Printer"																															
or:																																		

Open the Stock form					
5.12	Form created <ul style="list-style-type: none"> • Form created and saved as Stock ✓ • Using all the fields from the Incredible table ✓ • Layout: Justified ✓ • Form Header: Label changed to “All Stock” ✓ • Details section: Background colour green ✓ • Form Footer: Date inserted as a function ✓ 			6	
Open the Items report					
5.13	Items Report is edited				
	5.13.1	Report Header <ul style="list-style-type: none"> • Font colour of the heading: Red ✓ • Alignment of heading: centred in report ✓ 	2		
	5.13.2	Logo (“Image”) inserted <ul style="list-style-type: none"> • Inserted in Report Header ✓ • Image used is Group.jpg ✓ 	2		
	5.13.3	Grouping and Sorting in the report <ul style="list-style-type: none"> • Grouped by DeviceType ✓ • Sorted by Model ✓ 	2		
			[42]		

QUESTION 6

File: q6Digital

No.	Criteria	Max.	✓	Mark
Open the file q6Digital				
Markers Note: There may be multiple solutions to the instructions – test all solutions and allocate marks if results are correct.				
6.1	Title <head> <title>Use of Internet</title> ✓ </head>	1		
6.2	Horizontal Red Line: <hr color="red"/> <ul style="list-style-type: none"> • correct position ✓ • colour ✓ • line ✓ 	3		
6.3	Heading Style 1: <h1 align="center">Introduction</h1> <ul style="list-style-type: none"> • h1 large style ✓ • alignment is centre ✓ 	2		

6.4	Heading Style 2 – 6 <code><h2>Why Now</h2></code> <code><h2>Why use the Internet</h2></code> <ul style="list-style-type: none"> h2 or smaller style – open and closing tag ✓ heading style size added to both headings ✓ 	2		
6.5	Background colour: <body bgcolor="yellow"> <ul style="list-style-type: none"> body colour changed: bgcolor ✓ to: "yellow" ✓ 	2		
6.6	Text formatting: E-Learning OR ... <ul style="list-style-type: none"> correct opening and closing tag in correct position ✓ 	1		
6.7	Text formatting: <i>virtual classroom</i> <ul style="list-style-type: none"> correct opening and closing tag and in correct position ✓ 	1		
6.8	Paragraphs: <p>By using the Internet ... learners such as:</p> <ul style="list-style-type: none"> correct opening and closing tag and in correct position ✓ 	1		
6.9	Numbered list <code></code> <code>Email questions and queries</code> <code>Could create a <i>virtual classroom</i></code> <code></code> <ul style="list-style-type: none"> ordered list opening and closing tag in correct position ✓ items listed with opening and closing tags ✓ two items listed individually ✓ 	3		
6.10	Image inserted: <code><center></center></code> <ul style="list-style-type: none"> Image inserted ✓ Correct image at bottom of page ✓ image centred horizontally ✓ 	3		
6.11	Closing tag <ul style="list-style-type: none"> <code></html></code> ✓ 	1		
		[20]		

QUESTION 7

File: q7Answers

No.	Criteria	Max.	✓	Mark
Open the file q7Answers				
7.1	360 ✓	1		
7.2	3093 ✓	1		
7.3	q7Answers file save in pdf format in the EXAM DATA folder ✓	1		
		[3]		
		TOTAL:	180	