



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2016

**COMPUTER APPLICATIONS TECHNOLOGY P1
MEMORANDUM**

NAME OF CANDIDATE: _____ GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:	180	32	18	50	45	20	09	06

This memorandum consists of 10 pages.

QUESTION 1

File Name: 1_uShaka Info

No.	Criteria	Max.	✓	Mark
1.1	1.1.1 • Image 1_uShaka.jpg inserted inside the diamond shape in the cover page. ✓	1		
	1.1.2 • Any glow effect applied to the diamond shape. ✓	1		
1.2	• 6pt spacing added before and after ✓ for the whole document.	1		
1.3	• Dropped cap effect added to the letter U over 3 lines ✓ • Distance from the text set to 1 cm ✓	2		
1.4	• Left and bottom margins set to 1.5 cm ✓	1		
1.5	• Place the paragraph Other attractions include in under 3 columns with equal width ✓ • Columns with a line in between ✓ • Column spacing set to 1 cm . ✓ • Applied column breaks for the two green highlighted words The Open Ocean and Seals to start at top of the new column. ✓	4		
1.6	• The four paragraphs highlighted in pink made as a bulleted list. ✓ • 1_Wet-n-Wild.jpg used as the bullet. ✓	2		
1.7	• Style name changed to Unlimited Fun ✓ • Font colour changed to red ✓ • Blue paragraph shading applied ✓ • Right aligned ✓ • Update changes to the style for the whole document. ✓	5		
1.8	• Footnote added to the text Souvenir ✓ • Text reads Memento ✓	2		
1.9	• Degree (°) symbol inserted correctly as a superscript in both the places ✓	1		
1.10	• Bibliography edited to add the URL correctly as www.ushakamarineworld.co.za ✓	1		
1.11	• All six awards grouped ✓ • As single object ✓	2		
1.12	• Section break added and changed the page layout of the last page to landscape. ✓ • Height and width of the uShaka Map changed to 15 cm and 25 cm . ✓	2		
1.13	• Format of the TOC changed is Simple ✓ • Right aligned the page numbers. ✓	2		

1.14	<ul style="list-style-type: none">• Automatic page numbering inserted in the footer. ✓• Format is Page i ✓• No page numbers appear in the first ✓• and last page ✓• Page numbering starts from Page i on page 2 ✓	5		
Total for QUESTION 1:		[32]		

QUESTION 2

File File Name: 2_Card Authorisation

No.	Criteria	Max.	✓	Mark
2.1	<ul style="list-style-type: none"> Text form field added after the word / ... ✓ Accepts a maximum of 25 characters ✓ And displays in CAPITAL letters ✓ 	3		
2.2	<ul style="list-style-type: none"> Drop down list added ✓ The following list is listed Platinum Play Normal ✓ 	2		
2.3	Total Transaction Amount field formatted so that <ul style="list-style-type: none"> It accepts 4 digits ✓ And displays the value in currency format ✓ 	2		
2.4	<ul style="list-style-type: none"> Check box form field added after each card type ✓ Check box size is exactly 15 pt. ✓ 	2		
2.5	Table inserted after the Card Number heading <ul style="list-style-type: none"> With 20 columns and 1 row ✓ AutoFit to the contents ✓ 	2		
2.6	Table style applied (other than the default) to the table under the heading Client's Details ✓	1		
2.7	<ul style="list-style-type: none"> First tab stop set at 8 cm ✓ Second tab stop at 17 cm ✓ Dashed line leader used for both tab stops ✓ <p>NB: Tab stops can be set either left or right.</p>	3		
2.8	<ul style="list-style-type: none"> 2_Credit Card Authorisation Form.pdf file inserted as an icon ✓ in the text box ✓. Linked to source file. ✓ 	3		
Total for QUESTION 2:		[18]		

QUESTION 3

File Name: 3_Visitors Analysis

No.	Criteria	Max.	✓	Mark
Patient Details worksheet				
3.1	Cell O2: <ul style="list-style-type: none"> Change the data type of cell O2 to text so that it displays the contact number correctly. ✓ 	1		
3.2	<ul style="list-style-type: none"> Cells A1:P1 merged and centred. ✓ Dark blue fill colour added. ✓ 	2		
3.3	Cell A2: <ul style="list-style-type: none"> 3_Unlimited Fun.jpg inserted in cell A2 ✓ Height is 2 cm ✓ Width is 17 cm ✓ 	3		
3.4	Cells H4:L4 <ul style="list-style-type: none"> Wrap text option used for the cells to display in multiple lines ✓ Aligned the cells to the centre both horizontally and vertically. ✓ 	2		
3.5	Conditional formatting: <ul style="list-style-type: none"> Age >60 formatted ✓ Thin diagonal stripe pattern style applied ✓ Red pattern colour used ✓ 	3		
3.6	Cell E5: =IF(D5<=12,"Child",IF(D5>=61,"Pensioner","Adult")) <ul style="list-style-type: none"> IF function ✓ Condition D5<=12 and value ✓ Condition D5>=61 and value ✓ Value if all conditions are false ✓ Correct use of open and closing brackets ✓ 	5		
3.7	Cell M5: =COUNTIF(H5:L5,\$H\$5) <ul style="list-style-type: none"> COUNTIF function ✓ Range: H5:L5 ✓ Criteria: H5 OR any cell with the tick mark ✓ Absolute cell reference used ✓ Auto filled for the rest of the cells ✓ <i>(Note to marker: Accept any other suitable method.)</i>	5		
3.8	Cell P5: =COUNTA(H5)*\$H\$3+COUNTA(I5)*\$I\$3+COUNTA(J5)*\$J\$3+COUNTA(K5)*\$K\$3+COUNTA(L5)*\$L\$3 <ul style="list-style-type: none"> COUNTA function ✓ Ranges H5, I5, J5, K5 and L5 ✓ * used correctly all through the calculation ✓ + sign correctly used in the formula ✓ H3, I3, J3, K3 and L3 used as the rates for each adventure. ✓ Absolute cell reference used correctly ✓ 	6		
3.9	<ul style="list-style-type: none"> Tab colour changed to blue. ✓ 	1		

Monetary Details worksheet				
3.10	Cell I3: =IF(G3=1,0.2*H3,IF(G3=2,0.25*H3,IF(G3=3,0.3*H3,"No Discount"))) <ul style="list-style-type: none"> • IF function ✓ • Condition G3=1 and value ✓ • Condition G3=2 and value ✓ • Condition G3=3 and value ✓ • Value if all conditions are false ✓ • Correct use of open and closing brackets ✓ 	6		
3.11	Cell L2: <ul style="list-style-type: none"> • =SUMIF(D3:D102,"Pensioner",H3:H102) • SUMIF function ✓ • Range D3:D102 ✓ • Criteria "Pensioner" ✓ • Sum range is H3:H102 ✓ 	4		
3.12	Cell L5: =COUNTBLANK(J3:J102) <ul style="list-style-type: none"> • COUNTBLANK function ✓ • Range J3:J102 ✓ 	2		
3.13	Current Date and Time <ul style="list-style-type: none"> • Inserted as a field in the header ✓ • Updates automatically. ✓ 	2		
Graph worksheet				
3.14	Graph <ul style="list-style-type: none"> • Column graph created ✓ with correct data ✓ • Chart title reads Preferred Adventure Per Gender Category. ✓ • X axis title is Adventure ✓ • Y axis title is Gender Total ✓ • Highest data bar filled with the image 3_Icon.jpg ✓ • Legend displayed at the bottom of the graph ✓ • Gridlines not displayed ✓ 	8		
Total for QUESTION 3:		[50]		

QUESTION 4

File Name: 4_Visitors Details

No.	Criteria	Max.	✓	Mark
Table: Visitors Details				
4.1	4.1.1	<ul style="list-style-type: none"> Row height of the table changed to 20pt. ✓ 	1	
	4.1.2	<ul style="list-style-type: none"> Only horizontal gridlines are visible. ✓ 	1	
	4.1.3	<ul style="list-style-type: none"> Alternate row colour to green. ✓ Background colour level is yellow. ✓ 	2	
	4.1.4	<ul style="list-style-type: none"> Table sorted in ascending order of Surname field. ✓ 	1	
	4.1.5	Input mask on the Cell Number field: (000)0000000 <ul style="list-style-type: none"> Input mask inserted for the Cell Number field ✓ 0000000000 (ten zeros) ✓ Bracket inserted correctly ✓ 	3	
	4.1.6	<ul style="list-style-type: none"> Visitor Pass ID field made as the primary key. ✓ 	1	
	4.1.7	<ul style="list-style-type: none"> Drop down list added for the Gender Category field. ✓ Row source type changed to value list ✓ Values entered correctly. ✓ 	3	
	4.1.8	<ul style="list-style-type: none"> Data type changed to currency for Pass Rates field. ✓ 	1	
	4.1.9	<ul style="list-style-type: none"> Gender Category moved before the Age field. ✓ 	1	
	4.1.10	<ul style="list-style-type: none"> Required property set to Yes for Gender Category field. ✓ 	1	
	4.1.11	Validation Rule for Age field. <ul style="list-style-type: none"> Between 3 ✓ And 70 ✓ OR any possible answer like >=3 And <=70 Validation message for Age field. <ul style="list-style-type: none"> Suitable validation message added ✓ 	3	
Query: qry4_2				
4.2			5	
	<ul style="list-style-type: none"> Name, Wet 'n Wild and Sea World fields are displayed. ✓ Criteria: Wet 'n Wild field: yes ✓ Criteria: Sea World field: yes ✓ Criteria: Gender Category field: adult ✓ or pensioner ✓ 			

Query: qry4_3																												
4.3	<table border="1"> <tr> <td>Field:</td> <td>Surname</td> <td>Cell Number</td> <td>Residing City</td> </tr> <tr> <td>Table:</td> <td>Visitor Details</td> <td>Visitor Details</td> <td>Visitor Details</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td>Like "082*" And Like "*5"</td> <td>"Benoni"</td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td></td> </tr> </table> <ul style="list-style-type: none"> Criteria Cell Number field: Like "082*" ✓ And ✓ Like "*5" ✓ Criteria Residing City field: Benoni ✓ <p>NOTE: The query should display 2 records.</p>	Field:	Surname	Cell Number	Residing City	Table:	Visitor Details	Visitor Details	Visitor Details	Sort:				Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:		Like "082*" And Like "*5"	"Benoni"	or:				4		
Field:	Surname	Cell Number	Residing City																									
Table:	Visitor Details	Visitor Details	Visitor Details																									
Sort:																												
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																									
Criteria:		Like "082*" And Like "*5"	"Benoni"																									
or:																												
Form: frm4_4																												
4.4	<ul style="list-style-type: none"> Name, Gender Category, Pass Type, Wet 'n Wild, Sea World, Kids World, Dangerous Creatures and Chimp_Zee fields displayed. ✓ Heading changed to Platinum Pass Members ✓ Form header and footer filled with a black fill colour ✓ Wet 'n Wild, Sea World, Kids World, Dangerous Creatures and Chimp_Zee fields are displayed on the right-hand side ✓ of the detail section with a line in between ✓ as shown below. <table border="1"> <tr> <td>Name</td> <td>Jacob</td> <td>Wet 'n Wild</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Gender Category</td> <td>Adult</td> <td>Sea World</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Pass Type</td> <td>Platinum</td> <td>Kids World</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>Dangerous Creatures</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td></td> <td></td> <td>Chimp_Zee</td> <td><input checked="" type="checkbox"/></td> </tr> </table> <ul style="list-style-type: none"> 4_Platinum Pass.jpg inserted in the form header. ✓ With height and width set to 3 cm. ✓ 	Name	Jacob	Wet 'n Wild	<input checked="" type="checkbox"/>	Gender Category	Adult	Sea World	<input type="checkbox"/>	Pass Type	Platinum	Kids World	<input type="checkbox"/>			Dangerous Creatures	<input checked="" type="checkbox"/>			Chimp_Zee	<input checked="" type="checkbox"/>	7						
Name	Jacob	Wet 'n Wild	<input checked="" type="checkbox"/>																									
Gender Category	Adult	Sea World	<input type="checkbox"/>																									
Pass Type	Platinum	Kids World	<input type="checkbox"/>																									
		Dangerous Creatures	<input checked="" type="checkbox"/>																									
		Chimp_Zee	<input checked="" type="checkbox"/>																									
Report: rpt4_5																												
4.5	<ul style="list-style-type: none"> Displayed the fields Name, Gender Category, Residing City, Wet 'n Wild, Sea World, Kids World and Pass Rates. ✓ Grouped based on Gender Category field. ✓ Sorted based on Residing City field. ✓ <p>Average amount paid by each gender category: Calculation in the Gender Category group footer: =AVG ✓ ([Pass Rates]) ✓</p> <ul style="list-style-type: none"> Displayed in Rands ✓ With 2 decimal places ✓ <p>Total number of records in the report:</p> <ul style="list-style-type: none"> Calculation in the report footer: =COUNT(*) ✓ Proper labels for both calculations. ✓ 	9																										
4.6	<ul style="list-style-type: none"> rpt4_5 exported to Microsoft Word. ✓ Saved as 4_Export in the exam folder. ✓ 	2																										
Total for QUESTION 4:		[45]																										

QUESTION 5

File Name: 5_uShaka

- 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	Max.	✓	Mark
5.1	Title <code><title>Unlimited Fun@uShaka </title></code> <ul style="list-style-type: none"> • 'Unlimited Fun@uShaka' appears ✓ • In the browser tab ✓ 	2		
5.2	<code><body bgcolor="yellow"></code> <ul style="list-style-type: none"> • Background colour changed to yellow ✓ 	1		
5.3	Font tag <code> </code> <ul style="list-style-type: none"> • font face is century gothic ✓ • and tag closed correctly ✓ 	2		
5.4	Heading style: <code><h1>Unlimited Fun for EVERYONE!</h1></code> Closing tag for <code><h1></code> tag corrected. ✓	1		
5.5	Horizontal line size and colour <code><hr color="red" size=4 /></code> <ul style="list-style-type: none"> • Line size set to 4 ✓ • Line colour set to red ✓ • Inserted after the heading 'Unlimited Fun for EVERYONE!' and before the last line of the web page starting with 'For more information ...' ✓ 	3		
5.6	Ordered List for lists under the heading Sea World <code><ol type="A"></code> <ul style="list-style-type: none"> • Type ✓ • Listed as A, B, C etc. ✓ 	2		
5.7	Image <code></code> <ul style="list-style-type: none"> • 5_Fun Unlimited.jpg image inserted before the heading Wet 'n Wild ✓ • Image displays correctly ✓ • Height is 50% ✓ • Width is 25% ✓ • Alignment to the right ✓ • Alternate text reads 'Unlimited Fun' ✓ 	6		
5.8	Italics tag: <code><i>call 031 328 8000</i></code> <ul style="list-style-type: none"> • Text is displayed in italics ✓ 	1		
5.9	Link <code></code> www.ushakamarineworld.co.za <code></code> <ul style="list-style-type: none"> • Link moves to 'www.ushakamarineworld.co.za' ✓ • Link works correctly ✓ 	2		
Total for QUESTION 5:		[20]		

QUESTION 6

File Name: 6_Comparison
6_Visitor Trend

No.	Criteria	Max.	✓	Mark
6_Comparison (Word processing document)				
6.1	6.1.1	2		
Formula used in the shaded region =MAX(ABOVE) <ul style="list-style-type: none"> MAX function used ✓ Criteria is ABOVE ✓ 				
	6.1.2	2		
Paste graph as a link <ul style="list-style-type: none"> Graph pasted in the allocated area from 6_Visitor Trend spreadsheet file ✓ Pasted as a link so that it updates automatically. ✓ 				
	6.1.3	2		
Custom watermark <ul style="list-style-type: none"> Custom watermark reads STATISTICS ✓ Font size for the watermark is 90 ✓ 				
	6.1.4	3		
<ul style="list-style-type: none"> File name inserted as a field ✓ In the header of the document. ✓ Displayed in UPPERCASE ✓ 				
Total for QUESTION 6:		[9]		

QUESTION 7

File Name: 7_Birthday Invitation
7_Birthday Months

No.	Criteria	Max.	✓	Mark			
7_Birthday Invitation (Word processing document)							
7.1	7.1.1	6					
Mail Merge: <ul style="list-style-type: none"> Month Of Birth worksheet in 7_Birthday Months spreadsheet used as the data source. ✓ Name field added. ✓ Filtering option used to select only 'Child' from Gender Category field. ✓ Filtering option used to select only 'December' from Month Of Birth field. ✓ Name field sorted in the ascending order ✓ Mail merge completed and saved as 7_Merged Invitation ✓ (3 letters expected) 							
Total for QUESTION 7:					[6]		
TOTAL:					180		