



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2017

**COMPUTER APPLICATIONS TECHNOLOGY P1
MARKING GUIDELINE**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6
MARKS:	180	37	13	36	35	20	39

This marking guideline consists of 12 pages.

QUESTION 1

File Name: 1_Water

No.	Criteria	Max	✓	Mark
1.1	New style <ul style="list-style-type: none"> • New style created called Water ✓ • based on Heading 1 ✓ with • Font: Comic Sans 18 pt and italics ✓ • Light blue text background colour ✓ 	4		
1.2	Page Boarder <ul style="list-style-type: none"> • Page border – 2¼ pt wide ✓ • Double-line ✓ • Only on first page of the document. ✓ 	3		
1.3	Text Effect <ul style="list-style-type: none"> • Font colour orange ✓ gradient text fill effect ✓ applied to heading 'The main objective of the study were to'. 	2		
1.4	1.4.1	Date changed to 2002 ✓	1	
	1.4.2	Citation Book correctly added Author: Zide K Title: Scarce Waters Year: 2002 City: San Francisco Publisher: Jossey-Bass ✓✓	2	
	1.4.3	Citation inserted to the highlighted word (Citation) (Smith, 2002) ✓	1	
1.5	<ul style="list-style-type: none"> • The image must appear across two columns of text (tight). ✓ • The text must flow around the image. ✓ • Size of the image: height – 5 cm, width – 5 cm. ✓ 	3		
1.6	Replaced 'villages' with 'locations' ✓✓ (10 occurrences) 2 marks or nothing.	2		
1.7	Endnote <ul style="list-style-type: none"> • Endnote inserted ✓ on text 'Rap and Rock' • Appears in capital Roman number format 'I' ✓ • Text entered in endnote ✓ • ('Quoted from Scarce Waters by Zide K') 	3		
1.8	<ul style="list-style-type: none"> • Paragraph spacing: accept 3 – 12 pt before and/or after ✓ • Line spacing: accept 1.15 – 1.5 ✓ 	2		

1.9	Date <ul style="list-style-type: none"> • Current date in the right of the page header ✓ • The date automatically update ✓ 	2		
1.10	Automatic page numbers inserted ✓ Page X of Y ✓ Odd right-aligned ✓ Even left-aligned ✓	4		
1.11	<ul style="list-style-type: none"> • Paragraph in 2 equal columns ✓ • Line between columns ✓ • Space between columns 1.5 cm ✓ 	3		
1.12	Page orientation <ul style="list-style-type: none"> • Only the last page changed to landscape ✓ • Section break inserted all other page appears in portrait ✓ 	2		
1.13	Watermark <ul style="list-style-type: none"> • Watermark inserted on any page ✓ • 1Dam picture inserted ✓ • Scale is set to 120% ✓ 	3		
TOTAL FOR QUESTION 1:		[37]		

QUESTION 2

File Name: 2_Waterform

No.	Criteria	Max	✓	Mark
2.1	<ul style="list-style-type: none"> Text form field type made Number ✓ Accepts a maximum of 2 characters ✓ 	2		
2.2	<ul style="list-style-type: none"> Drop down list added ✓ The following is listed River Borehole Tap ✓ 	2		
2.3	<ul style="list-style-type: none"> Check box form added after Number of litres per day ✓ Check box size is exactly 10 pt. ✓ 	2		
2.4	<ul style="list-style-type: none"> Wingdings 34 symbol inserted ✓ At the beginning of the line ✓ 	2		
2.5	<ul style="list-style-type: none"> Page background applied ✓ 	1		
2.6	<ul style="list-style-type: none"> Hyphenation set to automatic ✓ 	1		
2.7	<ul style="list-style-type: none"> Callout inserted ✓ Gold highlight removed ✓ Font colour of the message is red ✓ NB: tab stops can be set either left or right 	3		
TOTAL FOR QUESTION 2:		[13]		

QUESTION 3

File Name: 3WaterUsage

No.	Criteria	Max	✓	Mark
Water Used Data Sheet				
3.1	Cell A1:E1 Cells A1:E1 merged ✓	1		
3.2	<ul style="list-style-type: none"> • Double border in merged cell (Row 1) ✓ • Border colour is red ✓ 	2		
3.3	Cell B3:E3 Column headings of B3:E3 wrapped ✓	1		
3.4	Freeze Panes Freeze pane applied to the first three rows ✓	1		
3.5	Print Titles Rows to repeat at top indicated as \$3:\$3 ✓	1		
3.6	Sheet4 renamed as <i>Dams EC</i> ✓ Colour of tab is red ✓	2		
3.7	E4 : =(B4*C4)*D4 ✓ <i>Note to marker: It can be anyway as long as the answer is 32 award all marks.</i>	2		
3.8	E6 =B6*C6 ✓ Answer copied up to cell E13 ✓ Column E formatted to no decimal ✓ Answer: 3	3		
3.9	Cell B17: =ROUND(E15 / B16,1) ROUND ✓ Range: (E15/B16) ✓ Division sign used ✓ Decimal = 1 ✓ Answer: 45,2	4		
3.10	Column F: =IF(E4>=20; "Wasteful"; " ") ✓ or =IF(E4<20; " "; "Wasteful")	4		
3.11	G9 : =(E9*20) + G1 (E9*20) ✓ +G1 ✓ Answer: R1 400	2		
3.12	D19 = AVERAGE(C4:C13) =AVERAGE (C4:C13) ✓ Answer: 9,95	2		

No.	Criteria	Max	✓	Mark
3.13	D20 = MIN(C4:C13) =MIN ✓ (C4:C13) ✓ Answer: 0,5	2		
3.14	D21 = COUNTIFS(C4:C13,"<=8",D4:D13,"<=2") =COUNTIFS ✓ C4:C13, ✓ "<=8" ✓ D4:D13 ✓ "<=2" ✓ Answer: 4	5		
3.15	<ul style="list-style-type: none"> Toilet flush formatted red ✓ Toilet flush pulled out ✓ 	2		
3.16	<ul style="list-style-type: none"> Picture 1Amanzi used ✓ Chart Area filled ✓ 	2		
TOTAL FOR QUESTION 3:		[36]		

QUESTION 4

File Name: 4_Visitors Details

No.	Criteria	Max	✓	Mark																														
Table: Water Usage																																		
4.1	4.1.1 Activity Number ✓ set as primary key	1																																
	4.1.2 Both horizontal and vertical gridlines are displayed ✓	1																																
	4.1.3 Row height = 20 units ✓	1																																
	4.1.4 All names in the column are fully visible ✓	1																																
	4.1.5 <i>Photo</i> field added ✓ after <i>Water Use Activity Field</i> ✓ Data type = OLE Object ✓ (Also accept <i>Attachment</i> as a data type but not <i>Hyperlink</i>)	3																																
	4.1.6 <i>Table sorted</i> ✓ <i>ascending according to Day 7 field</i> ✓	2																																
	4.1.7 <ul style="list-style-type: none"> • New field 'Use' is created ✓ • Appropriate data field (lookup value) ✓ • Combo box set ✓ • values = <i>Morning; Noon and Evening</i> ✓ 	4																																
Form: Waterform																																		
4.2	<ul style="list-style-type: none"> • All fields must show ✓ • Tabular layout ✓ • Saved as Water Usage ✓ • With the date in the form footer ✓ • right aligned. ✓ • Header background colour Gold ✓ 	6																																
4.3	<ul style="list-style-type: none"> • Form button inserted ✓ • Closes the form ✓ • Placed in the form footer ✓ 	3																																
Queries																																		
4.4	Water Use Activity, Day 1, Day 2 and Day 3 fields ✓ all those activities that flush ✓ uses less than 6 litres of water on Day 1. ✓	3																																
	<table border="1"> <tr> <td>Field:</td> <td>A Water-use Activity</td> <td>Day 1</td> <td>Day 2</td> <td>Day 3</td> </tr> <tr> <td>Table:</td> <td>Water Usage</td> <td>Water Usage</td> <td>Water Usage</td> <td>Water Usage</td> </tr> <tr> <td>Sort:</td> <td></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> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td>Like *flush*</td> <td><6</td> <td></td> <td></td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Field:	A Water-use Activity	Day 1	Day 2	Day 3	Table:	Water Usage	Water Usage	Water Usage	Water Usage	Sort:					Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:	Like *flush*	<6			or:							
Field:	A Water-use Activity	Day 1	Day 2	Day 3																														
Table:	Water Usage	Water Usage	Water Usage	Water Usage																														
Sort:																																		
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																														
Criteria:	Like *flush*	<6																																
or:																																		
4.5	TotalWaterUsage: [Day 1]+[Day 2]+[Day 3]+[Day 4]+ [Day 5]+[Day 6]+[Day 7] <ul style="list-style-type: none"> • TotalWaterUsage: ✓ • Day1 to Day 7 ✓ • + sign used ✓ • Sorted in descending order ✓ 	4																																

Report			
4.6	<ul style="list-style-type: none">• Sorted according to Water Use Activity field ✓• in descending order ✓• Landscape ✓• Picture 4Water inserted in the report header on the right.✓• Average water usage for Day 3 Calculated =Avg✓• ([Day 3]) ✓	6	
TOTAL FOR QUESTION 4:		[35]	

QUESTION 5

File Name: 5_WaterWeb

- 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> Water Web of EC </title>✓ Opening and closing TITLE tags as indicated	1		
5.2	<body bgcolor = "pink">✓ bgcolor="pink" attribute added to <BODY> tag	1		
5.3	<h1><center>AMANZI EC</center> </h1> Text appears between<H1> ... </H1> tags ✓ <center> ... </center> tags added ✓	2		
5.4	 <ul style="list-style-type: none"> • 5Water.jpg image inserted before the heading Amanzi ✓ • Image displays correctly ✓ • Height is 50% ✓ • Width is 25% ✓ • Alignment to the right ✓ • Alternate text reads "Tanks"✓ 	6		
5.5	<p> Knights Pub... </p> <ul style="list-style-type: none"> • <p> ... </p> ✓ • Font type Arial ✓ • Font colour green✓ 	3		
5.6	 Aliwal North Lady Grey Barkly East Maclear <ul style="list-style-type: none"> • ✓ • ✓ 	2		

5.7	<ul style="list-style-type: none"> • <code><h2>How you can help</h2></code>✓ 	1		
5.8	<pre><p><i><center>...</center> </i></p></pre> <ul style="list-style-type: none"> • Font size = 20✓ • Bold✓ • Italics✓ • Centred✓ 	4		
TOTAL FOR QUESTION 5:		[20]		

QUESTION 6

File Name: 6_Letter

6Graph

6Notes for Kids

6List of Defaulters

No	Criteria	Max	✓	Mark
6Letter				
6.1	Mail Merge <ul style="list-style-type: none"> • Surname, Name and Amount fields inserted (all) ✓ • Defaulters table used as datasource ✓ • Letters filtered - used more than 1000L of water ✓ • Sorted in ascending order ✓ • Mail merge completed ✓ • Letters saved as 6Mergedletters • (30 Letters) 	6		
6Notes for Kids				
6.2	Table of Contents <ul style="list-style-type: none"> • Table of contents created ✓ • Formal Style ✓ • Two levels ✓ 	3		
6.3	Shape <ul style="list-style-type: none"> • Shape is inserted ✓ • Fill with Blue Accent 5 colour ✓ • Correct text added ✓ • Font size 48 ✓ 	4		
6Graph				
6.4	Graph <ul style="list-style-type: none"> • Graph copied to the "6Notes for Kids" document. ✓ • Pasted as a link. ✓ • 2013 Urban water usage changed to 1200 L. ✓ • Data series 2011 changed to 2012 ✓ • Graph is updated. ✓ 	5		
6.5	Conditional formatting <ul style="list-style-type: none"> • Conditional formatting applied ✓ • In appropriate column (Capacity) ✓ • To the top 5 dams (Top 10 changed) ✓ • Light Blue fill applied ✓ 	4		

6.6	Cell B54 =COUNTIF ✓ (B3:B52, ✓ "Eastern Cape") ✓	3		
6.7	Cell D56 =COUNTBLANK (D3:D52) =COUNTBLANK ✓ (D3:D52) ✓	2		
6.8	Column F <ul style="list-style-type: none"> • Data in Column F ✓ • Formatted into zero decimal ✓ • All data ✓ 	3		
6.9	Cell E58 = LARGE(E3:E52,3) =LARGE ✓ (E3:E52, ✓ 3) ✓ Sterkfontein Dam ✓ Written in E59 ✓	5		
6.10	Cell E61 = SUMIF(B3:B52, "Eastern Cape",E3:E52) ✓ =SUMIF ✓ (B3:B52, ✓ "Eastern Cape", E3:E52) ✓	4		
TOTAL FOR QUESTION 6:		[39]		
TOTAL:		180		