



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2018

**COMPUTER APPLICATIONS TECHNOLOGY P1
MARKING GUIDELINE**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6
MARKS:	180	36	16	50	45	20	13

This marking guideline consists of 11 pages.

QUESTION 1

File: 1 Mauritius Tourist Attractions

Total Q1: 36

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Cover Page <ul style="list-style-type: none"> • Filigree cover page inserted ✓ • Document name ✓ • Date added in the required field ✓ 	1 1 1		3	
1.2	Style of Heading 2: <ul style="list-style-type: none"> • 14 pt ✓bold ✓dark blue ✓par. spacing 6 pt After ✓ • All heading 2 headings automatically updated ✓ 	1 1 1 1 1		5	
1.3	Styles <ul style="list-style-type: none"> • Only Heading 1 and 2 styles are shown ✓ 	1		1	
1.4	Borders and Shading <ul style="list-style-type: none"> • First paragraph bordered, only top and bottom ✓ • Width of borders = 2¼ pt ✓ • Paragraph shaded – Yellow ✓ 	1 1 1		3	
1.5	Dropped Cap <ul style="list-style-type: none"> • Dropped cap effect added to the letter M ✓ • Distance from the text set to 2 cm ✓ 	1 1		2	
1.6	Caption <ul style="list-style-type: none"> • Name of caption must be “Bot Gardens I” ✓ • Numbering – Roman figures in capital letters ✓ • The position of the caption must be above the picture ✓ 	1 1 1		3	
1.7	Picture formatting <ul style="list-style-type: none"> • The size of the picture must be exactly 4 cm x 4 cm ✓ • Use the correct picture wrapping and ✓ • paragraph is justified ✓ 	1 1 1		3	
1.8	Footnote <ul style="list-style-type: none"> • Footnote added to the text “Port Louis” ✓ • Text reads “The Port is named in honour of King Louis XV.” ✓ 	1 1		2	
1.9	Citation <ul style="list-style-type: none"> • Citation inserted to the highlighted word ✓ • (Mark) No year display ✓ 	1 1		2	

1.10	Find and Replace <ul style="list-style-type: none"> Visitors replaced with Tourists ✓ 2 occurrences changed ✓ 	1 1		2	
1.11	Bullets <ul style="list-style-type: none"> Bullets added on correct text ✓ Correct picture used ✓ 	1 1		2	
1.12	Bibliography <ul style="list-style-type: none"> Bibliography inserted correctly ✓ Below the heading Bibliography ✓ 	1 1		2	
1.13	Table of Figures <ul style="list-style-type: none"> Caption added to first picture at the beginning of the document ✓ Table of figures is updated to 6 figures ✓ 	1 1		2	
1.14	Page Numbering <ul style="list-style-type: none"> Automatic page numbering ✓ Inserted in the header, centred ✓ Start on third page ✓ Numbering start with 1 onwards (from page 3) ✓ 	1 1 1 1		4	
	Total for QUESTION 1			[36]	

QUESTION 2**File Name: 2 Certificate****Total Q2: 16**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Page layout <ul style="list-style-type: none"> Orientation of the paper changed to landscape ✓ 	1		1	
2..2	Grouping <ul style="list-style-type: none"> Correct picture inserted into the document ✓ Picture resized to 1.5 cm both height and width ✓ Grouping done to create one picture ✓ 	1		3	
1					
1					
2.3	Font <ul style="list-style-type: none"> Font size changed to 36 ✓ Font colour changed to red and ✓ Text centred ✓ 	1		3	
1					
1					
2.4	Page border <ul style="list-style-type: none"> Page border inserted ✓ Any page border ✓ 	1		2	
1					
2.5	Date <ul style="list-style-type: none"> Date inserted in correct place ✓ Date updates automatically ✓ 	1		2	
1					
2.6	Mail merge <ul style="list-style-type: none"> Data source 2 Members of Stokvel used ✓ Only those members who are 60 years and older ✓ Sorted in ascending order of Surnames ✓ <i>Surname, Name</i> and <i>Gender</i> fields inserted ✓ Merge completed ✓ (2Done) <i>(Note to marker: 23 certificates expected.)</i>	1		5	
1					
1					
1					
1					
Total for QUESTION 2				[16]	

QUESTION 3**File Name: 3 Stokvel Expenditure****Total Q3: 50**

No.	Criteria	Maximum Mark			Candidate Mark
Expenditure worksheet					
3.1	Merged Cells A1:J5 <ul style="list-style-type: none"> • Merged cell changed to A1:J5 ✓ • Any fill effect applied. ✓ • A red two colours diagonal down shading. ✓ • Text centred horizontally and vertically ✓ 	1			
		1		4	
		1			
		1			
3.2	Row 6 <ul style="list-style-type: none"> • Row 6 wrapped ✓ 	1		1	
3.3	Freeze Panes <ul style="list-style-type: none"> • Freeze pane applied ✓ • Column 1 and 2 are visible ✓ 	1		2	
		1			
3.4	Conditional Formatting <ul style="list-style-type: none"> • Conditional formatting applied in Column D ✓ • Bottom 3 items ✓ • Font colour light blue ✓ 	1		3	
		1			
		1			
3.5	Cell H7 =$\\$L\\$1*G7$ <ul style="list-style-type: none"> • $L1 * G7$ ✓ • Absolute value used ✓ • Autofill ✓ 	1		3	
		1			
		1			
3.6	Cell I7 =$H7-F7$ <ul style="list-style-type: none"> • $H7 -$ ✓ • $F7$ ✓ 	1		2	
		1			

3.7	K7 - =H7*M3 <ul style="list-style-type: none"> H7* ✓ M3 ✓ 	1 1	2	
3.8	L7 - =H7+K7-J7 <ul style="list-style-type: none"> H7+ ✓ K7 - ✓ J7 ✓ 	1 1 1	3	
3.9	D79 - =LARGE(D7:D76,2) <ul style="list-style-type: none"> Function: Large ✓ Criteria range: D2:D76 ✓ Second position = 2 ✓ 	1 1 1	3	
3.10	D81 - =COUNTIF(C7:C76,"F") <ul style="list-style-type: none"> Function: Countif ✓ Range: C7:C76 ✓ Criteria: F <input type="checkbox"/> 	1 1 1	3	
3.11	D83 - =COUNTBLANK (F7:F76) <ul style="list-style-type: none"> Function: Countblank ✓ Range: F7:F76 ✓ 	1 1	2	
3.12	E85 - =SUMIF(E7:E76,"Pearle Beach",F7:F76) <ul style="list-style-type: none"> Function: SUMIF ✓ Range: E7:E76 ✓ Criteria: Pearle Beach ✓ Sumrange: F7:F76 ✓ 	1 1 1 1	4	
3.13	E87 - =ROUND(AVERAGEIF(E7:E76,"Shanti Maurice",J7:J76),0) <ul style="list-style-type: none"> Function: AVERAGEIF ✓ Range: E7:E76 ✓ Criteria: Shanti Maurice ✓ Averagerange: J7:J76 ✓ Round ✓ 0 ✓ Correct use of brackets ✓ 	1 1 1 1 1 1 1	7	

Graph worksheet					
3.14	Graph <ul style="list-style-type: none"> • Pie graph inserted ✓ • Is a 3D graph ✓ • Has a suitable title ✓ • Percentage data labels shown ✓ • The graph has a legend on the right ✓ • Data point with 23% formatted with a picture ✓ • Correct picture used (3 Ocean picture) ✓ • Chart area filled with gradient fill. ✓ • Brightness % is 100% ✓ 	1			
		1			
		1			
		1			
		1		9	
		1			
		1			
		1			
		1			
3.15	Graph moved <ul style="list-style-type: none"> • Graph correctly moved to a new worksheet ✓ • Worksheet renamed to My Chart ✓ 	1		2	
		1			
Total for QUESTION 3				[50]	

QUESTION 4

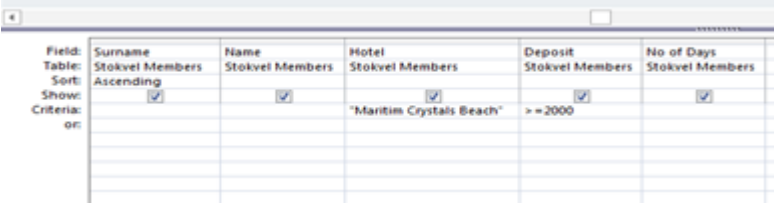
File Name: 4 Stokvel

Total Q4: 45

No.	Criteria	Maximum Mark		Candidate Mark
Table: Stokvel Design				
4.1.1	Primary Key set to Customer ID or IDNo fields. ✓	1		1
4.1.2	Row height set to 25 pt ✓	1		1
4.1.3	<ul style="list-style-type: none"> • Table background colour set to maroon 1 ✓ • Gridline colour set to dark blue ✓ 	1		2
		1		
4.1.4	IDNo field set as a required field ✓	1		1
4.1.5	Input mask (000)0000000 <ul style="list-style-type: none"> • Input mask inserted for the Cell Number field ✓ • 0000000000 (ten zeros) ✓ • Bracket inserted correctly ✓ 	1		3
		1		
		1		
4.1.6	<ul style="list-style-type: none"> • Drop down list added for the Hotel field ✓ • Row source type changed to value list ✓ • Values entered correctly. ✓ 	1		3
		1		
		1		
4.1.7	Deposit field changed to data type currency ✓	1		1

4.1.8	<p>Validation Rule for Age field.</p> <ul style="list-style-type: none"> Between 16✓ And 80✓ <p style="text-align: center;">OR</p> <p>Any possible answer like >=16 And <=80</p> <p>Validation message for Age field</p> <ul style="list-style-type: none"> Suitable validation message added ✓ 	1 1 1		3	
Form: Members					
4.2	<p>Modify the form as follows:</p> <ul style="list-style-type: none"> Form rename to Form4_2. ✓ The Surname field property set to not visible ✓ Property of the image control changed from clip to zoom or stretched ✓ Change font colour of heading Stokvel Members to red ✓ Background colour of Form Header to yellow ✓ Check if yes is add in the control tip text ✓ for the Dietary Requirements field. ✓ Name and Surname added ✓ in the form footer ✓ Data properties of the form set to no deletions ✓ 	1 1 1 1 1 1 1 1 1 1		10	

Query: Qry4_3																													
4.3	<table border="1" data-bbox="300 1265 1082 1473"> <tr> <td>Field:</td> <td>Name</td> <td>CellNo</td> <td>Gender</td> </tr> <tr> <td>Table:</td> <td>Stokvel Members</td> <td>Stokvel Members</td> <td>Stokvel Members</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 type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td colspan="2">Like "082*" Or Like "072 "F"</td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td></td> </tr> </table> <ul style="list-style-type: none"> Name and CellNO fields are displayed. ✓ Criteria Gender: F ✓ Criteria CellNo: 082* ✓ or 072* ✓ Criteria Gender Category field: Not showing ✓ 	Field:	Name	CellNo	Gender	Table:	Stokvel Members	Stokvel Members	Stokvel Members	Sort:				Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Criteria:		Like "082*" Or Like "072 "F"		or:				1 1 1 1 1		5	
Field:	Name	CellNo	Gender																										
Table:	Stokvel Members	Stokvel Members	Stokvel Members																										
Sort:																													
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																										
Criteria:		Like "082*" Or Like "072 "F"																											
or:																													

Query: Qry4_4							
4.4	 <ul style="list-style-type: none"> • Only Surname, Name, Deposit and Hotel fields ✓ • Criteria: Deposit field: >= 2000 ✓ • Hotel field ✓ • Maritim Crystals Beach ✓ • Ascending order ✓ according to Surname ✓ 	1 1 1 1 1 1 1		6			
Report: Rpt4_5							
4.5	<ul style="list-style-type: none"> • Surname, Name, Gender, Hotel, Deposit and No. of Days ✓ displayed in this order. ✓ • Report grouped by the Hotel field. ✓ • Report sorted by the No of Days field. ✓ • Calculation in a group footer ✓ • =sum✓([Deposit]) ✓ • Displayed in Rands ✓ • Proper label for calculation ✓ 	1 1 1 1 1 1 1 1 1		9			
Total for QUESTION 4						[45]	

QUESTION 5

File Name: 5 Mauritius

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>Mauritius </title> <ul style="list-style-type: none"> • 'Mauritius' appears ✓ • In the browser tab ✓ 	1		2	
		1			
5.2	<body bgcolor="lightblue"> <ul style="list-style-type: none"> • Background colour changed ✓ • to lightblue ✓ 	1		2	
		1			
5.3	<hr color = "red"> <ul style="list-style-type: none"> • horizontal lines inserted <hr> ✓ • above and below picture ✓ • in red font ✓ 	1		3	
		1			
		1			
5.4	<center> </center> <ul style="list-style-type: none"> • img src not img scr ✓ • beach-accessories spelt correctly ✓ • centred ✓ • alt tag used ✓ 	1		4	
		1			
		1			
		1			
5.5	<ul type = "square"> <ul style="list-style-type: none"> • ul ✓ • type = square ✓ 	1		2	
		1			
5.6	<h2> Information</h2> <ul style="list-style-type: none"> • Font colour ✓ • Red ✓ 	1		2	
		1			
5.7	Language Mauritian cuisine Currency <ul style="list-style-type: none"> • Bold attribute used ✓ • In all subheadings ✓ 	1		2	
		1			
5.8	Link <a href ✓= "5 Mauritius flyer.pdf"> ✓ click here ✓ 	1		3	
		1			
		1			
	Total for QUESTION 5			[20]	

QUESTION 6

File Name: 6 Registration Form

Total Q6: 13

No	Criteria	Maximum Mark			Candidate Mark
6.1	Paragraph border <ul style="list-style-type: none"> • Paragraph border added ✓ • 2½ pt ✓ • Colour is yellow ✓ • Telephone symbol inserted ✓ 	1		4	
		1			
		1			
		1			
6.2	Checkbox next to Mr set exactly to 12 pt ✓	1		1	
6.3	Text form field <ul style="list-style-type: none"> • Text form field inserted ✓ • Accepting maximum of 12 characters ✓ • Text format set to uppercase ✓ 	1		3	
		1			
		1			
6.4	Dropdown list <ul style="list-style-type: none"> • Dropdown list inserted ✓ • All 3 options available ✓ 	1		2	
		1			
6.5	File path <ul style="list-style-type: none"> • File path inserted ✓ • In the footer ✓ • Centred ✓ 	1		3	
		1			
		1			
Total for QUESTION 6				[13]	
TOTAL:				180	