



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

MAY/JUNE 2024

MARKING GUIDELINES

MARKS: 150

CENTRE- NUMBER							
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FINAL MARK	
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EXAMINATION NUMBER													
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	26	19	19	21	35	15	15	150
CANDIDATE'S MARK								
MARKER'S CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consists of 15 pages.

EXAMINATION NUMBER																			
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Check the accuracy and skill required before awarding a mark throughout.

QUESTION 1

File name: 1Zoo

Total Q1: 26

No.	Criteria	Maximum Mark			Candidate Mark
1.1	Hyphenation <ul style="list-style-type: none"> Automatic hyphenation applied ✓ 	1		1	
1.2	Cover Page <ul style="list-style-type: none"> Cover page inserted: Slice (Light) ✓ Only Title and Subtitle controls display AND other controls removed ✓ 	1 1		2	
1.3	Heading 1: Text effect and Character spacing <ul style="list-style-type: none"> Character spacing: Expanded by 3 pt ✓ Text effect: 3-D format: Top bevel: ✓ 5 pt height ✓ 	1 2		3	
1.4	Header: Date field <ul style="list-style-type: none"> Date field inserted in the header ✓ Header: Year right aligned ✓ Format: YYYY ✓ (Accept yyyy) Alt+F9: { DATE \@ "YYYY" * MERGEFORMAT }	1 1 1		3	
1.5	Footnote <ul style="list-style-type: none"> Layout: 3 columns ✓ Numbering format: i, ii, iii, ... ✓ 	1 1		2	
1.6	Paragraph setting: Pagination Page Break: Did you know? <ul style="list-style-type: none"> Pagination: Page break before ✓ <i>(Note to marker: Do NOT accept a forced Page Break)</i>	1		1	
1.7	Table: Below Prices start from <ul style="list-style-type: none"> Text modified to display in one table ✓ Appear as the example ✓ Last row merged with correct text ✓ Cell spacing: 1 cm ✓ 	1 1 1 1		4	

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[illegible]

1.8	Track changes: Above <i>Emergency contact info</i> <ul style="list-style-type: none">Track changes: Accepted ✓ <p><i>(Note to marker: No text appears between the table, ending with '...', first served basis' and the heading 'Emergency contact info')</i></p>	1		1									
1.9	Tab settings: <i>All life threatening ... 2000 ext. 230</i> <ul style="list-style-type: none">Tab stop position: 7 cm ✓Alignment: Bar ✓Tabs applied to text as shown below ✓ <p><u>Emergency numbers:</u></p> <table><tr><td>All life-threatening emergencies:</td><td>011 375 5911</td></tr><tr><td>Ambulance:</td><td>082 911 or 10177</td></tr><tr><td>Police Parkview:</td><td>011 486 5000</td></tr><tr><td>Zoo Security:</td><td>011 646 2000 ext. 230</td></tr></table>	All life-threatening emergencies:	011 375 5911	Ambulance:	082 911 or 10177	Police Parkview:	011 486 5000	Zoo Security:	011 646 2000 ext. 230	1 1 1		3	
All life-threatening emergencies:	011 375 5911												
Ambulance:	082 911 or 10177												
Police Parkview:	011 486 5000												
Zoo Security:	011 646 2000 ext. 230												
1.10	Table of Figures <ul style="list-style-type: none">Table of Figures inserted ✓No page numbers ✓ <p><i>Alt+F9: { TOC \n \h \z \c "Figure" }</i></p>	1 1		2									
1.11	Find and Replace: 'Johannesburg Zoo' replaced with 'JHB 🐘 ' <ul style="list-style-type: none">Replacement text: 'JHB' ✓Red ✓ Webdings symbol: 246 (🐘) ✓Only <i>Johannesburg Zoo</i> replaced ✓ <p><i>(Note to marker: 6 occurrences)</i></p>	1 2 1		4									
	Total for QUESTION 1			[26]									

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Check the accuracy and skill required before awarding a mark throughout.

QUESTION 2

File name: 2Adoption

Total Q2: 19

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Page layout: Margins <ul style="list-style-type: none"> Top margin: 2 cm ✓ Gutter position: Left ✓ 	1		2	
		1			
2.2	Page Numbering in footer <ul style="list-style-type: none"> Format: Outline circle ✓ 'Different Odd & Even Pages' selected ✓ Position of even page numbers: Right side ✓ 	1		3	
		1			
		1			
2.3	Synonym: <i>Endangered</i> <ul style="list-style-type: none"> Endangered changed a <u>one-word synonym</u> to: rare ✓ /scarce/threatened/vanishing/imperilled 	1		1	
2.4	Drop Cap: <i>List</i> <ul style="list-style-type: none"> Drop cap applied: In margin ✓ Distance from text: 0.5 cm ✓ 	1		2	
		1			
2.5	Multi-level list: Below <i>Type of adoption ...</i> <ul style="list-style-type: none"> First level <ul style="list-style-type: none"> Numbering Style: 1st, 2nd, 3rd, ... ✓ Text indent at: 1 cm ✓ Second level <ul style="list-style-type: none"> Numbering: 1, 2, 3, ... ✓ 	1		3	
		1			
		1			
2.6	Hyperlink: E-mail address <ul style="list-style-type: none"> Linked to e-mail address: mailto:anna@cityzoo.org.za ✓ 	1		1	

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2.7	Tiger Picture and Callout Shape • Callout shape appears (modified and white fill) ✓ • Text 'Adopt Me!' inserted ✓ (and visible) • Callout shape and image grouped ✓ as one object			3	
		1			
		1			
		1			
2.8	Form Controls • Drop down item added: Blank option ✓ • Blank option appears as the first item in option list ✓ • <i>Payment Amount</i> field: Number format: R ✓ • <i>Cellphone</i> Number field: Default: +27 ✓			4	
		1			
		1			
		1			
		1			
	Total for QUESTION 2			[19]	

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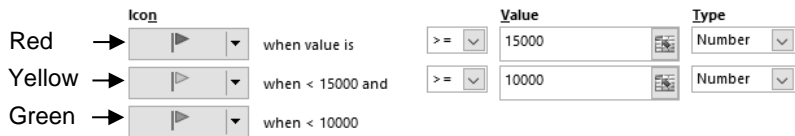
QUESTION 3**File name: 3Budget****Total Q3: 19**

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae, cells or 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if values are changed in the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
Budget worksheet					
3.1	Tab colour • Tab colour: Any orange colour ✓	1		1	
3.2	Page Setup: Page and Sheet • Correct area: A1:I59 ✓ • Scaling: Fit to: 1 page wide by 1 page tall ✓	1 1		2	
3.3	Cell E3: =SUMIFS(G7:G59,D7:D59,"Mammals",F7:F59,">=2016/01/01") OR =SUMIFS(G7:G59, F7:F59,">=2016/01/01", D7:D59,"Mammals") OR =SUMIFS(G7:G59,D7:D59,"Mammals",F7:F59,">2015/12/31") OR =SUMIFS(G7:G59, F7:F59,">2015/12/31", D7:D59,"Mammals") • SUM range: G7:G59 ✓ • Criteria range 1: D7:D59 ✓ • Criteria 1: "Mammals" ✓ • Criteria range 2: F7:F59 ✓ • Criteria 2: ">=2016/01/01" ✓ OR ">2015/12/31"			5	

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EXAMINATION
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3.4	Column H: Conditional formatting <ul style="list-style-type: none"> Icon: Flag order: Red, Yellow, Green ✓ Second condition value: ≥ 10000 ✓ Second condition type: Number ✓ 	1 1 1		3	
3.5	Cell I7: $=\text{SUM}(G7*12,H7)*0.0225+\text{SUM}(G7*12,H7)$ OR $=\text{SUM}(G7*12,H7)*2.25/100+\text{SUM}(G7*12,H7)$ OR $=\text{SUM}(G7*12,H7)*1.0225$ OR $=(((G7*12)+H7)*2.25/100)+(G7*12)+H7$ OR $=\text{SUM}(G7*12,H7)*2.25\%+\text{SUM}(G7*12,H7)$ <ul style="list-style-type: none"> Determine annual amount of Food budget ($G7*12$) ✓ Add Grooming budget to Food budget ($H7$) ✓ Calculate 2.25% of existing amount ✓ Add percentage to existing amount ✓ 	1 1 1 1		4	
Totals worksheet					
3.6	<ul style="list-style-type: none"> Data labels: <ul style="list-style-type: none"> Percentage ✓ Separator: (space) ✓ Grass/Hay slice: <ul style="list-style-type: none"> Angle of first slice: $\pm 80^\circ$ ✓ ($70^\circ - 90^\circ$) Explosion ✓ (accept any %) 	1 1 1 1		4	
	Total for QUESTION 3			[19]	

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[illegible]

QUESTION 4

File name: 4Excursions

Total Q4: 21

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work (Cell references may differ, depending on the candidate's response).
- Candidate may use multiple formulae, cells or 'building blocks' to reach answers.
- Named ranges can be used instead of cell references.
- The answers must still be correct even if values are changed in the existing data.

No.	Criteria	Maximum Mark			Candidate Mark
4.1	Worksheet moved <ul style="list-style-type: none"> Trip worksheet appears before Q4_6 worksheet ✓ 	1		1	
Trip worksheet					
4.2	Cell C3: =COUNTIF(E7:E153,"EC") <ul style="list-style-type: none"> Function: COUNTIF ✓ Cell range: E7:E153 ✓ Criteria: "EC" ✓ 	1 1 1		3	
4.3	Cell G3: =MODE(H7:H153) <ul style="list-style-type: none"> Function and cell range: MODE(H7:H153) ✓ 	1		1	
4.4	Cell D7: =CONCATENATE("+27 ",RIGHT(C7,9)) OR =CONCATENATE("+27"," ",RIGHT(C7,9)) OR = "+27 "&(RIGHT(C7,9)) OR = "+27"&" "&MID(C7,2,LEN(C7)) OR =CONCATENATE("+27 ",VALUE(C7)) <ul style="list-style-type: none"> Strings combined: CONCATENATE OR & ✓ Text: "+27" ✓ Two spaces added: " " OR "+27 " ✓ Text copied from column C using MID and LEN OR the RIGHT OR VALUE function ✓ All characters copied from character 2 ✓ 	1 1 1 1 1		5	

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[illegible]

4.5	Cell F13: =ROUNDUP(G13/30,0) <ul style="list-style-type: none"> Function: ROUNDUP(...,0) ✓ G13 ✓ /30 ✓ 	1 1 1		3	
4.6	Column H: Data Validation <ul style="list-style-type: none"> Data validation setting: Start Date: 2023/12/01 ✓ Screenshot of cells H5:H30 pasted in worksheet Q4_6 ✓ Circle invalid data feature applied ✓ 	1 1 1		3	
4.7	Cell I12: =IF(OR(Day(H12)=9, DAY(H12)=16), "Badge", "") OR =IF(OR(H12=DATE(2023,12,9), H12=DATE(2023,12,16)), "Badge", "") <ul style="list-style-type: none"> Correct syntax/logic used: =IF(OR(...), ... , ...) ✓ Criteria 1: H12=DATE(2023,12,9) ✓ Criteria 2: H12=DATE(2023,12,16) ✓ Output if Date is TRUE: "Badge" ✓ Output if both criteria is FALSE: "" ✓ 	1 1 1 1 1		5	
	Total for QUESTION 4			[21]	

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QUESTION 5

File name: 5Animals

Total Q5: 35

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: <i>KeeperName</i> <ul style="list-style-type: none">Required: Yes ✓	1		1	
5.1.2	Field: <i>Time</i> <ul style="list-style-type: none">Data type: Date/Time ✓Format: Short Time/00\:00 ✓	1 1		2	
5.1.3	Field: <i>Enclosure: Validation Rule AND Text</i> <ul style="list-style-type: none">Validation Rule: "Habitat" Or "Exhibit"<ul style="list-style-type: none">Habitat ✓Or Exhibit ✓Validation Text: Only Habitat or Exhibit ✓	1 1 1		3	
5.1.4	Field: <i>AccessCode: Input mask</i> <i>L"@0000C OR L\@0000C</i> <ul style="list-style-type: none">L ✓@ ✓0000 ✓C ✓	1 1 1 1		4	
5.1.5	Field: <i>NextFeed</i> <ul style="list-style-type: none">Field deleted ✓	1		1	
Form: frm5_2					
5.2.1	Field: <i>Group</i> <ul style="list-style-type: none">Row Source: "Carnivore", "Herbivore", "Omnivore" ✓Row Source Type: Value list ✓	1 1		5	
5.2.2	Calculation <ul style="list-style-type: none">Formula: =[Lifespan] ✓ >25 ✓Format: Yes/No ✓	2 1			

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Query: qry5_3

5.3	<ul style="list-style-type: none"> Only <i>Animal</i> and <i>Status</i> fields display ✓ <i>Origin</i> criteria: Africa ✓ <i>Group</i> criteria: Carnivore ✓ <p>(Expected number of records: 8)</p>	1		3	
		1			
		1			

Query: qry5_4

5.4	<ul style="list-style-type: none"> • <i>Status</i> criteria: 'Endangered' ✓ / '*Endangered' • <i>Lifespan</i> criteria: <20 ✓ OR <=19 • <i>Population</i> criteria: Is Null ✓ • OR+AND logic correctly used ✓ 	1		4
		1		
		1		
		1		

Query: qry5_5

5.5	<ul style="list-style-type: none"> Fields: <i>Lifespan</i> and <i>Group</i> ONLY ✓ <i>Group</i> field Totals row: Group by ✓ <i>Lifespan</i> field Totals Row: Avg ✓ Format: Standard ✓ /Fixed (<i>Property Sheet</i>) Decimal Places: 1 ✓ (<i>Property Sheet</i>) 	1		5	
		1			
		1			
		1			
		1			
		1			

Report: rpt5_6

5.6	<ul style="list-style-type: none"> Report named rpt5_6 created ✓ Fields: <i>Animal, Origin, Status, Behaviour, Adapt, Group</i> ✓ Layout: Columnar ✓ <i>Group</i> field: <ul style="list-style-type: none"> Label removed ✓ Textbox moved ✓ and border added ✓ 5ZooLogo image inserted in Details section ✓ 	1		7	
		1			
		1			
		1			
		1			
		2			
		1			
	Total for QUESTION 5			[35]	

DBE Stamp

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QUESTION 6**File names: 6_1Advert, 6_1Nav, 6_2Fees****Total Q6: 15**

- This question should be marked from the HTML code.
- Numerical attribute values and single words do not need to be in inverted commas.

No.	Criteria	Maximum Mark			Candidate Mark
6_1Advert					
6.1.1	Title tags <title>Membership</title> • Title tags inserted ✓	1		1	
6.1.2	Background colour <body bgcolor="bisque"> • Attribute: bgcolor="bisque" ✓	1		1	
6.1.3	Horizontal line <hr width="70%"/> • <hr> tag inserted ✓	1		1	
6.1.4	Italic tags <i>Zoo animals are ... </i> • Italic tags inserted ✓	1		1	
6.1.5	Hyperlink Map • Anchor tags inserted: <a href ...> ... ✓ • Links to 6_1Nav.html file ✓ • Link to the word 'Map' ✓	1 1 1		3	
6_1Nav					
6.1.6	Image <div><div><div><div></div></div><div><div></div></div></div><div><div>①</div><div>②</div></div><div><div>

</div><div></div><div></center></div></div> ① File extension of the image: gif ✓ ② Attribute: alt="Zoo-map" ✓</div>	1 1		2	

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EXAMINATION
NUMBER

6_2Fees

	<p>Table</p> <pre> <head> <title>Membership</title> </head> <body> <center> ❶

 <p>Membership Fees</p> <table border="3">❷ <tr> <th colspan="2">Prices</th>❸ </tr> <tr> <td>Adult</td> <td>R820</td> </tr> <tr> <td>Child:4 years and older</td>❹ <td>R300</td> </tr> <tr> <td>Child:3 years and younger</td> <td>FREE</td> </tr> <tr> <td>Pensioner</td>❺ <td>R500</td> </tr> </table> </center> </body> </pre> <p>❶ Contents centred: <center> ...</center> OR <p align="center" ...> and <table align="center" ...> ✓</p> <p>❷ Border size: "3" ✓ (Accept "4" or "5")</p> <p>❸ Colspan="2" ✓</p> <p>❹ Text: R300 inserted ✓</p> <p>❺ Open and close cell tags: <td> ... </td> ✓</p>			5	
	<p>Closing tag(s) or triangular brackets and nesting correctly used. ✓</p>	1		1	
	<p>Total for QUESTION 6</p>			[15]	

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[illegible]

QUESTION 7

**File names: 7Reproduction, 7AccessCard, 7Merged
7Pics (folder)**

Total Q7: 15

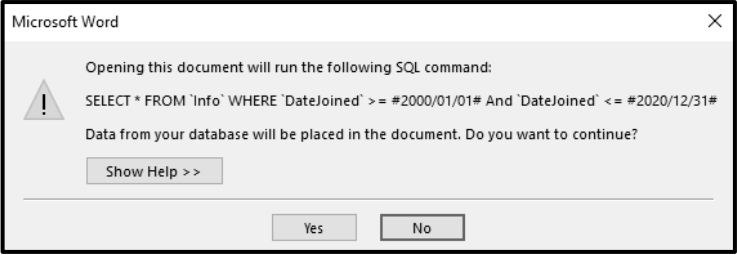
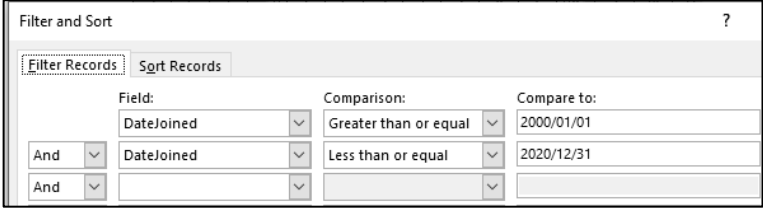
No.	Criteria	Maximum Mark			Candidate Mark											
7Pics																
7.1	File management <ul style="list-style-type: none">Q7_1 file renamed to Lions ✓Folder compressed ✓	1		2												
		1														
7Reproduction: Q7_2																
7.2	Filter: Filter according to different criteria <ul style="list-style-type: none">Species: Text Filter: Contains: bear ✓Reproduction in Captivity: Filter: Very Easy ✓ (Expected number of results: 2)	1		2												
		1														
7Reproduction: Q7_3																
7.3	Unique values display <ul style="list-style-type: none">Remove Duplicates applied ✓ <table><tr><th>Mating System Paringstelsel</th></tr><tr><td>Polygynous</td></tr><tr><td>Promiscuous</td></tr><tr><td>Polygynous (M), Monogamous (F)</td></tr><tr><td>Monogamous (Alphas Only)</td></tr><tr><td>Monogamous</td></tr><tr><td>Polyandrous</td></tr><tr><td>Unknown</td></tr><tr><td>Promiscuous (Hermaphroditic)</td></tr><tr><td>Monogamous & Polygynous</td></tr><tr><td>Monogamy (Seasonal)</td></tr></table> (Expected results: 10 unique mating systems)	Mating System Paringstelsel	Polygynous	Promiscuous	Polygynous (M), Monogamous (F)	Monogamous (Alphas Only)	Monogamous	Polyandrous	Unknown	Promiscuous (Hermaphroditic)	Monogamous & Polygynous	Monogamy (Seasonal)	1		1	
		Mating System Paringstelsel														
Polygynous																
Promiscuous																
Polygynous (M), Monogamous (F)																
Monogamous (Alphas Only)																
Monogamous																
Polyandrous																
Unknown																
Promiscuous (Hermaphroditic)																
Monogamous & Polygynous																
Monogamy (Seasonal)																
7Reproduction: Q7_4																
7.4	Subtotal <ul style="list-style-type: none">Reproduction in captivity: Sorted alphabetically ✓At each change in: Reproduction in captivity Voorplanting in aanhouding ✓Function used: Max ✓Subtotal added to: Max.Maks. ✓			4												
		1														
		1														
		1														

DBE Stamp

EXAMINATION
NUMBER

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7AccessCard, 7MemAccess and 7Merged

7.5.1	Mail merge SELECT * FROM "Info" WHERE "DateJoined">=#2000/01/01# And "DateJoined"<=#2020/12/31# OR >#2019/12/31# And <#2021/01/01 • 7AccessCard linked to data source 7MemAccess ✓  • Data source <i>DateJoined</i> Greater than or equal to: 2000/01/01 ✓ (<i>Greater than 2019/12/31</i>) AND ✓ <i>DateJoined</i> Less than or equal to: 2020/12/31 ✓ (<i>Less than 2021/01/01</i>)  • Fields inserted: <<Name>> <<Surname>> <<ID Number>> ✓ (<i>Expected number of records: 37</i>)	1		5	
7.5.2	Merged document • Merged document saved as 7Merged ✓ (<i>Note to marker: Ignore blank access card at the end of the merged document</i>)	1		1	
	Total for QUESTION 7			[15]	
	TOTAL			150	

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