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SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

2022

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	22	23	25	15	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 12 pages.

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

QUESTION 1

File name: 1Types

Total Q1: 22

No	Criteria	Maximum Mark			Candidate Mark
1.1	Style: Island Types • Title style applied ✓	1		1	
1.2	Image grouping • Five images grouped ✓	1		1	
1.3	Paragraph formatting: Continental islands ... volcanic origin. • Paragraph border: Shadow border ✓ • Border width: 3 pt ✓	1 1		2	
1.4	Drop Cap: O of Oceanic • Lines to drop: 3 ✓ • Distance from text: 1 cm ✓	1 1		2	
1.5	Columns: How many islands ... island formation. • Text placed in two columns ✓ • Alignment: Justified ✓ • Hyphenation applied ✓	1 1 1		3	
1.6	Image inserted and formatted • Image: 1 Seychelles inserted ✓ • Picture style: Soft Edge Oval ✓ • Layout option: Through or Tight text wrap ✓ • Position: Top left: ' <i>calmness and</i> ', Bottom left: ' <i>sediment</i> ', Bottom right: ' <i>which ...</i> ' ✓	1 1 1 1		4	
1.7	Endnote: Magma • Endnote numbering: I, II, III ... ✓ • Endnote text: 'Dangerous' ✓	1 1		2	
1.8	References: Manage Sources: Tarbuck • City field: New Jersey ✓ • Comments field: Island Structure ✓ (Show All Bibliography Fields)	1 1		2	
1.9	Edit Citation • Author and Year displays ✓ (Only Title suppressed) • Pages: 130-140 ✓	1 1		2	
1.10	Find and Replace • Find: Island – Match case used ✓ • Find: Island – Find whole words ✓ • Replace with: Symbol  (Webdings, Character code 74) ✓ (Expect 6 or 7 occurrences)	1 1 1		3	
Total for QUESTION 1				[22]	

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

QUESTION 2

File name: 2Top10, 2Confidential

Total Q2: 23

No	Criteria	Maximum Mark			Candidate Mark
2Top10					
2.1	Cover Page <ul style="list-style-type: none"> Title (Top 10 ...) moved (not copied) into Title control ✓ Abstract (The world's ...) moved into Abstract control ✓ Page break removed ✓ 	1		3	
		1			
		1			
2.2	Image: below 9. TASMANIA (AUSTRALIA) <ul style="list-style-type: none"> Height: 5 cm ✓ Width: 10 cm ✓ Alignment: Centred ✓ 	1		3	
		1			
		1			
2.3	Hyperlink: on heading 8. BALI (INDONESIA) (Alt+F9) <ul style="list-style-type: none"> Hyperlink created on heading ✓ Linked to: Top of the Document ✓ 	1		2	
		1			
2.4	Page Orientation: Last page <ul style="list-style-type: none"> Orientation: Landscape ✓ Last page only ✓ 	1		2	
		1			
2.5	SmartArt graphics <ul style="list-style-type: none"> 1st level shape: Text inserted: Islands ✓ Font colour: White ✓ 2nd level shape: Shape added: Coral islands ✓ Shape position: Bottom right ✓ 	1		4	
		1			
		1			
		1			
2.6	Field: (Alt+F9) { FILENAME * Upper * MERGEFORMAT } <ul style="list-style-type: none"> FileName field inserted: 2Top10 ✓ Field format: Uppercase ✓ /Capital letters 	1		2	
		1			
2.7	Page numbering <ul style="list-style-type: none"> Automatic page numbering inserted in the footer ✓ No page numbering on the first two pages ✓ Page numbering starts with 1 on third page and continues ✓ Odd page numbers: Right aligned ✓ Even page numbers: Left aligned ✓ } (If Odd/even selected) 	1		5	
		1			
		1			
		1			
		1			
2Confidential					
2.8	Unzip file <ul style="list-style-type: none"> File unzipped ✓ Watermark: Confidential ✓ <i>(Accept diagonal or horizontal Confidential watermark)</i>	1		2	
		1			
	Total for QUESTION 2			[23]	

EXAM NUMBER																				
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QUESTION 3

File name: 3Population

Total Q3: 25

- 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 changes are made to the existing data.

No	Criteria	Maximum Mark			Candidate Mark
Islands worksheet					
3.1	Column B: Formatting <ul style="list-style-type: none"> • Column Width: 40 pt ✓ • Wrap text: applied to B8:B55 ✓ 	1		2	
		1			
3.2	Cell C3: =AVERAGE(E8:E55) <ul style="list-style-type: none"> • Function: AVERAGE ✓ • Range: E8:E55 ✓ 	1		2	
		1			
3.3	Cell C4: =COUNTIF(B8:B55,"*part*") <ul style="list-style-type: none"> • Function: COUNTIF ✓ • Range: B8:B55 ✓ • Criteria: part ✓ *...* (both wildcards) ✓ <i>(Expected answer: 10)</i>			4	
		1			
		1			
		2			
3.4	Cell C5: =SUMIFS(E8:E55,C8:C55,"Oceanic",D8:D55,">1000") OR =SUMIFS(E8:E55, D8:D55,">1000",C8:C55,"Oceanic") <ul style="list-style-type: none"> • Sum range: E8:E55 ✓ • Criteria range 1: C8:C55 ✓ • Criteria 1: "Oceanic" ✓ • Criteria range 2: D8:D55 ✓ • Criteria 2: >1000 ✓ 			5	
		1			
		1			
		1			
		1			
		1			

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3.5	<p>Column D: Conditional Formatting</p> <ul style="list-style-type: none"> Icon set: 3 Flags ✓ Green flag icon: ≥ 280000 ✓ Orange flag icon: ≥ 30001 ✓ OR > 30000 Value Type: Number ✓ 	1		4	
		1			
		1			
		1			
3.6	<p>Cell F9: =E9/D9</p> <ul style="list-style-type: none"> E9 ✓ /D9 ✓ Formatted to zero decimal places ✓ 	2		3	
		1			
Polynesia worksheet					
3.7	<p>Chart</p> <ul style="list-style-type: none"> <i>Density (in millions) Digtheid (in miljoene)</i> data series graph type: Column chart ✓ Primary axis display units: Millions ✓ <i>Area (km²) Oppervlakte (km²)</i> data series: Secondary axis ✓ Legend added ✓ Legend appears below – no overlap ✓ 	1		5	
		1			
		1			
		1			
		1			
	Total for QUESTION 3			[25]	

EXAM NUMBER																			
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QUESTION 4

File name: 4Bookings

Total Q4: 15

- 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 changes are made to the existing data.

No	Criteria	Maximum Mark			Candidate Mark
Travellers worksheet					
4.1	Background • 4Logo inserted as background ✓	1		1	
4.2	Gridlines • Gridlines do not display ✓	1		1	
4.3	Column B: =MID(A10,FIND(" ",A10)+1,LEN(A10)) OR =MID(A10,FIND(" ",A10)+1,LEN(A10)-FIND(" ",A10)) OR =RIGHT(A10,LEN(A10)-FIND(" ",A10)) • Function to find space: FIND(" " ✓ • Extract from cell: A10 ✓ • Function to copy text from space onwards: • MID ✓+1 ✓ OR • RIGHT subtract text before space • Function to copy text from space to end of text: LEN ✓			5	
		1			
		1			
		2			
		1			
4.4	Cell I15: =VLOOKUP(F15,Cost!\$A\$3:\$D\$18,Travellers!H15+1) OR =VLOOKUP(F15,Cost!A1:D18,IF(Travellers!H15="1",2,IF(Travellers!H15="2",3,4))) • Function: VLOOKUP ✓ • Lookup value: F15 ✓ • Array table: Cost!\$A\$3:\$D\$18 ✓ OR Cost!\$A\$1:\$D\$18 • Column index: H15 ✓+1 ✓			5	
		1			
		1			
		1			
		2			
Style worksheet					
4.5	Subtotal feature (Mark by inspection) • At each change in: Travel Style Reisstyl ✓ • Function: Max ✓ • Subtotal added to: Group Cost Groepkoste ✓			3	
		1			
		1			
		1			
	Total for QUESTION 4			[15]	

EXAM NUMBER																			
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QUESTION 5

File name: 5Details

Total Q5: 35

No	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: Name <ul style="list-style-type: none"> Field size set to 20 ✓ 	1		1	
5.1.2	Field: StartDate Validation Rule: >= #15/03/2012# OR >#14/03/2012# <ul style="list-style-type: none"> >= ✓ OR > #15/03/2012# ✓ 	1		2	
		1			
5.1.3	Field: AccessCode Input Mask: LL\@0009 OR LL"@0009 <ul style="list-style-type: none"> LL ✓ @ ✓ 000 ✓ 9 ✓ OR # 	1		4	
		1			
		1			
		1			
5.1.4	Field: Position <ul style="list-style-type: none"> Display control: Combo box ✓ Row source type: Value list ✓ Row source: Manager; Administrator; Accountant ✓ 	1		3	
		1			
		1			
5.1.5	Field: IDPhoto <ul style="list-style-type: none"> Field inserted: IDPhoto ✓ Data type: OLE object ✓ OR Attachment 	1		2	
		1			
Form: frm5_2					
5.2	<ul style="list-style-type: none"> Rectangle control added around the last four fields ✓ (Any) Command button control added ✓ Button Action: Go to Next Record ✓ Date displays in medium date format ✓ Date appears in form footer ✓ 	1		5	
		1			
		1			
		1			
		1			

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QUESTION 6

File name: 6_1Win, 6_2Expensive

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_1Win					
6.1.1	Font <code></code> <ul style="list-style-type: none"> • Font attribute: face ✓ 	1		1	
6.1.2	Horizontal line <code><hr color="black" size="5"/></code> OR <code><hr size="5" color="black"/></code> OR <code><hr size="5" color="#000000"/></code> <ul style="list-style-type: none"> • Tag: <code><hr .../></code> ✓ • Attribute: <code>color="black"</code> ✓ • Attribute: <code>size="5"</code> ✓ 	1		3	
6.1.3	Hyperlink <code><center></center></code> <ul style="list-style-type: none"> • Anchor tags <code><a ...>... </code> correctly inserted ✓ • Hyperlink created to website ✓ 	1		2	
6.1.4	Heading <code><center><h3>Fun things to do</h3></center></code> <ul style="list-style-type: none"> • Heading: <code><h3>...</h3></code> ✓ • Text inserted: Fun things to do ✓ 	1		2	
6.1.5	Ordered List <code></code> <code>Visit Port Louis</code> <code>Try Deep Sea Fishing</code> <code>Head to Caudan Waterfront</code> <code>Shop at Chinatown</code> <code></code> <ul style="list-style-type: none"> • Ordered list tags: <code> ... </code> ✓ • First list tags inserted: <code>Visit Port Louis</code> ✓ 	1		2	

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6_2 Expensive

<p>6.2</p>	<pre> <body> ①<center> ... ②

 ③<table border="1" width="50%"> <tr> <th>Island</th> <th>Country</th> <th>Language 1</th> <th>Language 2</th> </tr> <tr> <td>Cocoa Island</td> <td>Maldives</td> <td align="center">Divehi </td> ④<td align="center" rowspan="5">English</td> </tr> </table> ①<center> </pre> <ul style="list-style-type: none"> • Web page centred ① <ul style="list-style-type: none"> • Center tags inserted correctly ✓ • Image ② <ul style="list-style-type: none"> • Image inserted with correct width and height ✓ • Table ③ & ④ <ul style="list-style-type: none"> • Table attribute: border="1" ✓ • Cell attribute: rowspan="5" ✓ 			<p>4</p>	
	<p>Close tag(s) or triangular brackets and nesting correctly used. ✓</p>	<p>1</p>		<p>1</p>	
	<p>Total for QUESTION 6</p>			<p>[15]</p>	

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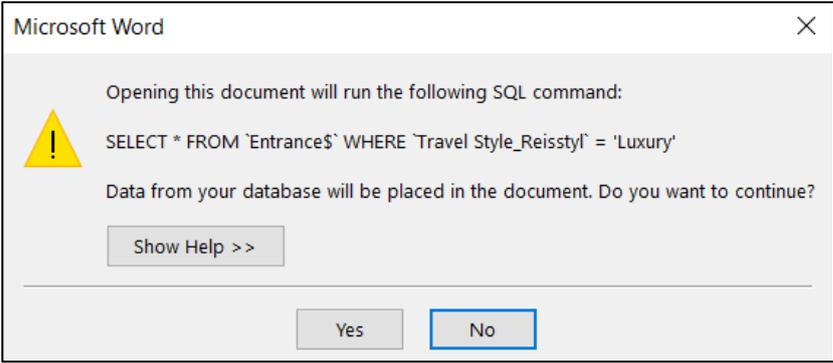
QUESTION 7

File name: 7Discount, 7Card, 7MergedCard

Total Q7: 15

No	Criteria	Maximum Mark	Candidate Mark
7Discount Code worksheet			
7.1.1	<p>Cell D2: Nested IF(AND =IF(AND(YEAR(B2)<1960,C2="Mid-Range"), 5, IF(AND(YEAR(B2)<1960,C2="Luxury"),4,0))</p> <p>OR =IF((AND(YEAR(B2)<1960,C2="Mid-Range"),"5",IF(AND(YEAR(B2)<1960,C2="Luxury"),"4","0")))</p> <ul style="list-style-type: none"> • Function: YEAR(B2) ✓ • Criteria 1: Check Date of Birth <1960 AND travel style Mid-Range ✓ • Output for Criteria 1: Discount code is 5 ✓ • Criteria 2: Check year <1960 AND travel style is Luxury ✓ • Output for Criteria 2: Discount code is 4 ✓ • Output for all other values: 0 ✓ <p>Alternative answer: Cell D2: Nested IF =IF(YEAR(B2)<1960,IF(C2="Mid-range",5,IF(C2="Luxury",4,0)),0)</p> <p>OR =IF(YEAR(B2)>=1960,0,IF(C2="Budget",0,IF(C2="Mid-Range",5,4)))</p> <ul style="list-style-type: none"> • Function: YEAR(B2) • Logical test: Date of Birth >=1960 then travel style Budget • Output: Discount code is 0 • Criteria: Travel style is Mid-Range • Output: Discount code is 5 • Output for all other values: 4 	<p>6</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	
List worksheet			
7.1.2	<p>Filter</p> <ul style="list-style-type: none"> • Filter option switched on ✓ • Filter criteria: 1979 ✓ • Filter sub-criteria: January, February, March ✓ (3 records) 	<p>1</p> <p>1</p> <p>1</p>	<p>3</p>

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7Card and 7MergedCard				
7.2	<p>Mail merge</p> <ul style="list-style-type: none"> Recipients' list is filtered to: Travel Style = Luxury ✓ Merge field: <i>Name Naam</i> ✓ Merge field: <i>Entrance Code Toegangskode</i> ✓ Labels updated ✓ Mail merge completed ✓ Saved as 7MergedCard ✓ 	1 1 1 1 1 1 1		6
				[15]
	TOTAL			150