



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 12**

**SEPTEMBER 2021**

**COMPUTER APPLICATIONS TECHNOLOGY P1  
MARKING GUIDELINE**

NAME OF CANDIDATE: \_\_\_\_\_

GRADE: \_\_\_\_\_

SIGNATURE OF EDUCATOR: \_\_\_\_\_

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6
MARKS:	150	27	17	46	35	17	08

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This marking guideline consists of 12 pages.

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## QUESTION 1

File Name: 1\_World Literacy Day

Total Q1: 27

No.	Criteria	Maximum Mark			Candidate Mark
1.1.1	<b>Cover Page</b> <ul style="list-style-type: none"> <li>Filigree cover page style selected. ✓</li> </ul>	1		1	
1.1.2	<b>Cover Page</b> <ul style="list-style-type: none"> <li>Document name and date field typed. ✓</li> <li>All other fields deleted. ✓</li> </ul>	1 1		2	
1.2.	<b>Table of Contents</b> <ul style="list-style-type: none"> <li>Heading 2 levels activated. ✓</li> <li>Table of contents updated. ✓</li> </ul>	1 1		2	
1.3	<b>Page Numbering</b> <ul style="list-style-type: none"> <li>Section breaks applied on the second page. ✓</li> <li>First two pages not numbered. ✓</li> <li>Numbering starts on page 3 at number 1. ✓</li> </ul>	1 1 1		3	
1.4	<b>Shading</b> <ul style="list-style-type: none"> <li>Green Accent 6 shading applied ✓</li> <li>to the whole paragraph. ✓</li> </ul>	1 1		2	
1.5	<b>Footnotes</b> <ul style="list-style-type: none"> <li>Footnote inserted ✓</li> <li>with explanation 'America's most trusted online dictionary for English word definitions, meanings and pronunciation.' ✓</li> <li>Footnote inserted below text. ✓</li> </ul>	1 1 1		3	
1.6	<b>Picture formatting</b> <ul style="list-style-type: none"> <li>Picture wrapped to tight or through. ✓</li> <li>Picture right aligned. ✓</li> <li>Picture set to height 3.5 cm and width 7.5 cm. ✓</li> </ul>	1 1 1		3	
1.7	<b>References</b> <ul style="list-style-type: none"> <li>Placeholder 1 edited with a book source. ✓ Book title: Practical guide to functional literacy: a method of training for development. ✓</li> <li>Published in 1973. ✓</li> </ul>	1 1 1		3	
1.8	<b>Find and Replace</b> <ul style="list-style-type: none"> <li>Word 'Literacy' made bold. ✓</li> <li>Only those occurrences in lower case are changed. ✓</li> </ul> (Only 5 changes)	1 1		2	

1.9	<b>Page Orientation</b> <ul style="list-style-type: none"> <li>Section breaks applied. ✓</li> <li>Only second last page in landscape. ✓</li> </ul>	1 1		2	
1.10	<b>Table Styles</b> <ul style="list-style-type: none"> <li>Table style applied ✓</li> <li>Table style Grid Table 4 Accent 6 ✓</li> <li>Text aligned both horizontally and vertically ✓</li> </ul>	1 1 1		3	
1.11	<b>Word Count</b> <ul style="list-style-type: none"> <li>Words counted. ✓</li> </ul>	1		1	
	<b>Total for QUESTION 1</b>			<b>[27]</b>	

## QUESTION 2

File Name: 2\_Registration Form

Total Q2: 17

No.	Criteria	Maximum Mark			Candidate Mark
2.1	<b>Margins</b> <ul style="list-style-type: none"> <li>• Top and bottom margins set. ✓</li> </ul>	1		1	
2.2	<b>Page</b> <ul style="list-style-type: none"> <li>• Double line page border ✓</li> </ul>	1		1	
2.3	<b>Picture</b> <ul style="list-style-type: none"> <li>• Picture centred ✓</li> <li>• A soft edge oval picture style applied. ✓</li> </ul>	1		2	
2.4	<b>Legacy Form tools</b> <ul style="list-style-type: none"> <li>• Field set to maximum length of 4. ✓</li> <li>• Text format set to uppercase. ✓</li> </ul>	1		2	
2.5	<b>Dropdown field</b> <ul style="list-style-type: none"> <li>• Male and Female options added. ✓</li> <li>• Help message inserted. ✓</li> <li>• Text "For accommodation purposes". ✓</li> </ul>	1		3	
2.6	<b>Smart Art</b> <ul style="list-style-type: none"> <li>• A shape called Advanced added to Digital Literacy Course. ✓</li> <li>• Two shapes Coding and Internet added to Advanced shape. ✓</li> <li>• Correct naming of shapes. ✓</li> </ul>	1		3	
2.7	<b>Linked Documents</b> <ul style="list-style-type: none"> <li>• The pdf file 'Benefits-digital-literacy.pdf' has been inserted ✓</li> <li>• as an embedded file. ✓</li> <li>• Shows as an icon. ✓</li> </ul>	1		3	
2.8	<b>Footer</b> <ul style="list-style-type: none"> <li>• The text, 'Registration Form' added in the footer. ✓</li> <li>• Text right aligned in the footer. ✓</li> </ul>	1		2	
	<b>Total for QUESTION 2</b>			<b>[17]</b>	

## QUESTION 3

File Name: Attendees

Total Q3: 46

No.	Criteria	Maximum Mark			Candidate Mark
<b>Attendee_Info worksheet</b>					
3.1.1	<b>Cell formatting</b> <ul style="list-style-type: none"> <li>Row merged from Cell A1 to X2. ✓</li> </ul>	1		1	
3.1.2	<b>Text Alignment</b> <ul style="list-style-type: none"> <li>Headings aligned horizontally and vertically. ✓</li> </ul>	1		1	
3.1.3	<b>Freeze Panes</b> <ul style="list-style-type: none"> <li>Rows 1 to 8 frozen ✓</li> </ul>	1		1	
3.2	<b>Date</b> <ul style="list-style-type: none"> <li>=Today() ✓</li> <li>Custom formatted to yyyy-mmmm-dd ✓</li> </ul>	1 1		2	
3.3	<b>B9</b> =IF(F9="M","Mr.,"Ms.") <ul style="list-style-type: none"> <li>Function: IF ✓</li> <li>Argument set correctly ✓</li> <li>Both true and false values are correct ✓</li> </ul>	1 1 1		3	
3.4	<b>S10</b> =COUNTIF(H10:R10,"X") <ul style="list-style-type: none"> <li>Function: Countif ✓</li> <li>Range: H10:R10 ✓</li> <li>Criteria: 'X' ✓</li> </ul>	1 1 1		3	
3.5	<b>U11 Calculation</b> =\$V\$7*S11 <ul style="list-style-type: none"> <li>Correct cells used ✓</li> <li>Multiplication sign used ✓</li> <li>Absolute cell reference applied correctly ✓</li> </ul>	1 1 1		3	
3.6	<b>V13 Calculation</b> =U13*75/100 or U13 * 0.75 <ul style="list-style-type: none"> <li>U13 Correct cell used ✓</li> <li>Correct calculation of a percentage ✓</li> </ul>	1 1		2	
3.7	<b>Conditional formatting</b> Formula =\$T9="No" Range =\$D\$9:\$D\$108 <ul style="list-style-type: none"> <li>Formula: =\$T9="No" ✓ OR =T9="No" ✓</li> <li>Absolute cell reference applied to the range ✓</li> <li>Range: =D9:D108 ✓</li> </ul> (Accept if column doesn't have Absolute cell reference)	1 1 1		3	

No.	Criteria	Maximum Mark			Candidate Mark
3.8	<b>W9</b> =IF(S9<=5, "Greens", IF(S9<=8, "Blues", IF(S9<=10, "Reds", "Yellows"))) <ul style="list-style-type: none"> <li>• Function: Nested IF ✓</li> <li>• Correct criteria: ✓</li> <li>• Value true and false set correctly ✓</li> <li>• Answer copied to other cells ✓</li> </ul>	1 1 1 1		4	
3.9	<b>X9</b> =IF(AND(T9="Yes",V9>=50), "Discount"," ") <ul style="list-style-type: none"> <li>• Function: IF and AND ✓</li> <li>• First criteria: T9= "Yes"✓</li> <li>• Second criteria: V9&gt;=50 ✓</li> <li>• True and False Value: "Discount"," " ✓</li> </ul>	1 1 1 1		4	
3.10	<b>G111 Date</b> = YEAR(TODAY())-YEAR(G108) <ul style="list-style-type: none"> <li>• YEAR(TODAY()) ✓</li> <li>• - minus sign ✓</li> <li>• YEAR(G108) ✓</li> </ul>	1 1 1		3	
3.11	<b>G113</b> =HLOOKUP(Statistics!F1,Statistics!A1:K2,2,False) <ul style="list-style-type: none"> <li>• Function: HLOOKUP ✓</li> <li>• Lookup_value: Statistics!F1 ✓</li> <li>• Table_array: Statistics!\$A\$1:\$K\$2 ✓</li> <li>• Row_index_num: 2, ✓</li> <li>• Range_lookup: False ✓</li> </ul> (Ignore if Absolute cell reference was not used)	1 1 1 1 1		5	
3.12	<b>G115</b> =SUMIF(T10:T108,"Yes",U9:U108) <ul style="list-style-type: none"> <li>• Function: Sumif ✓</li> <li>• Range: T10:T108 ✓</li> <li>• Criteria: "Yes" ✓</li> <li>• Sum range: U9:U108 ✓</li> </ul>	1 1 1 1		4	

3.13	<b>Graph</b> <ul style="list-style-type: none"><li>• Chart area formatted with a background picture 3Digital Literacy ✓</li><li>• Transparency set to 50% ✓</li><li>• Budget and Typing a letter removed ✓</li><li>• Using a filter ✓</li><li>• A data callout label added ✓</li><li>• To the most popular course (Know your smart phone) ✓</li><li>• Graph moved to a new worksheet Graph ✓</li></ul>	1		7	
	<b>Total for QUESTION 3</b>			<b>[46]</b>	

## QUESTION 4

File Name: 4\_Digital literacy

Total Q4: 35

No	Criteria	Maximum Mark			Candidate Mark
<b>Table: Personal Information</b>					
4.1.1	<b>Field: Date of Birth</b> <ul style="list-style-type: none"> <li>• &lt;✓= ✓ Now () ✓</li> </ul>	1		3	
		1			
		1			
4.1.2	<b>Course Code: Input Mask</b> <ul style="list-style-type: none"> <li>• &gt; ✓</li> <li>• 999 ✓</li> <li>• - ✓</li> <li>• LLL ✓</li> </ul>	1		4	
		1			
		1			
		1			
4.1.3	<b>Field: Courses</b> <ul style="list-style-type: none"> <li>• Lookup wizard used as data type ✓</li> <li>• Database table used ✓</li> <li>• Course information ✓</li> </ul>	1		3	
		1			
		1			
4.2	<b>Form: Attendee Information</b> <b>=(Date()-[Date of Birth])/365</b> <ul style="list-style-type: none"> <li>• Functions added to details section ✓</li> <li>• =(Date() - ✓</li> <li>• [Date of Birth] ✓</li> <li>• /365 ✓</li> <li>• Date changed to Fixed/Standard format with no decimal places ✓</li> <li>• Suitable label added ✓</li> </ul>	1		6	
		1			
		1			
		1			
		1			
		1			
<b>QUERIES</b>					
4.3.1	<b>Qry4_3_1</b> <b>Field: Date of Birth</b> <ul style="list-style-type: none"> <li>• Between Date() ✓</li> <li>• And #2003/01/01# ✓</li> <li>• Sorted in descending of Level of Literacy ✓</li> </ul>	1		3	
		1			
		1			



4.3.2	<b>Qry4_3_2</b> <b>Data: [No of days to attend] *30</b> <b>Field: Data Bundle &lt;&gt;Vodacom</b> <ul style="list-style-type: none"> <li>• &lt;&gt;Vodacom ✓</li> <li>• Calculated Field: Data: ✓</li> <li>• [No of days to attend] ✓</li> <li>• *30 ✓</li> <li>• Total calculated in datasheet view ✓</li> <li>• Total function used to calculate the total amount. ✓</li> </ul>	1 1 1 1 1 1		6	
<b>REPORT</b>					
4.4	<b>Report4_4</b> <ul style="list-style-type: none"> <li>• Report created. ✓</li> <li>• Only show the Last Name, Date of Birth, Gender, No of Courses, Level of Literacy and No of days to attend fields. ✓</li> <li>• Grouped according to Gender. ✓</li> <li>• Grouped again according to Level of Literacy. ✓</li> <li>• Report set to Landscape. ✓</li> <li>• =Count ✓ ([gender]) ✓ OR =Count ✓ (*) ✓</li> <li>• Appropriate descriptive label added. ✓</li> <li>• All data displays fully. ✓</li> <li>• Report saved as rpt4_4. ✓</li> </ul>	1 1 1 1 1 1 1 1 1 1		10	
<b>Total for QUESTION 4</b>				<b>[35]</b>	

## QUESTION 5

File Name: 5\_Digital Literacy

Total Q5: 17

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

No	Criteria	Maximum Mark			Candidate Mark
5.1	<b>Background Colour</b> <body bgcolor = "cream"><font face = "Arial"> <ul style="list-style-type: none"> <li>• Tag bgcolor used ✓</li> <li>• Colour cream applied to whole website ✓</li> </ul>	1 1		2	
5.2	<b>Image</b> <p><center> <img src = "5Digital Picture.png"> </center> </p> <ul style="list-style-type: none"> <li>• Img scr corrected to img src ✓</li> <li>• Jpg corrected to png ✓</li> <li>• Center tag used to centre the picture. ✓</li> </ul>	1 1 1		3	
5.3	<b>Unordered Lists</b> <ul type = "square" > </ul> <ul style="list-style-type: none"> <li>• &lt;ul&gt; &lt;/ul&gt; tags used ✓</li> <li>• Type = square used correctly ✓</li> </ul>	1 1		2	
5.4	<b>Table</b> <table border = "5" bgcolor = "pink" width = 70%> < td align = "center" colspan = "3"> <b>Let us be digital literate</b></td> <ul style="list-style-type: none"> <li>• Table border set to "5 pt" ✓</li> <li>• Table width set to 70% ✓</li> <li>• Row 7 merged ✓</li> <li>• Across 3 columns ✓</li> <li>• Text aligned centre and in ✓</li> <li>• bold ✓</li> </ul>	1 1 1 1 1 1		6	

5.5	<b>Links</b> <p>For further digital literacy training, <a href="Brochure.pdf"> Click here for the brochure</a> <ul style="list-style-type: none"> <li>• Link created &lt;a href ✓</li> <li>• To the correct file Brochure.pdf ✓</li> <li>• Inserted on the correct text ✓</li> </ul>	1 1 1		3	
	<b>Closing tag(s) or triangular brackets and correct nesting correctly used.</b>	1		1	
	<b>Total for QUESTION 5</b>			<b>[17]</b>	

## QUESTION 6

File Name: 6\_Digital Technology in SA  
6\_Compare and 6\_Compare 1

Total Q6: 8

No.	Criteria	Maximum Mark			Candidate Mark
6.1.1	<b>Non-Breaking Space ✓</b> <ul style="list-style-type: none"> <li>South Africa: a non-breaking space which prevents the automatic line break applied to the words "South Africa".</li> </ul>	1		1	
6.2	<b>Cut and Paste</b> <ul style="list-style-type: none"> <li>Paragraph cut and pasted using "keep text only" option. ✓</li> <li>Cut and Pasted at the end of the document. ✓</li> </ul>	1 1		2	
6.3	<b>Track Changes</b> <ul style="list-style-type: none"> <li>Two changes (Million and Million) accepted ✓</li> </ul>	1		1	
6.4	<b>Compare documents</b> <ul style="list-style-type: none"> <li>Two documents compared (6_Compare and 6_Compare 1) ✓</li> <li>Five (5) changes are shown in a screenshot</li> <li>Screenshot done ✓</li> <li>Screenshot pasted at the end of 6_Compare document. ✓</li> </ul>	1 1 1 1		4	
	<b>Total for QUESTION 6</b>			<b>[8]</b>	
	<b>TOTAL:</b>			<b>150</b>	