



**MAFIKENG  
HIGH SCHOOL**

**GRADE 10**



**COMPUTER APPLICATIONS TECHNOLOGY P1**

**JUNE 2023**

**MEMORANDUM**

<b>QUESTION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>TOTAL</b>
<b>POSSIBLE MARK</b>	<b>25</b>	<b>8</b>	<b>24</b>	<b>53</b>	<b>110</b>
<b>CANDIDATE- MARK</b>					
<b>MODERATED- MARK</b>					

**This MEMORANDUM consists of 7 pages.**

QUESTION 1		Possible Mark	✓ X	Mark obtained
1.1	<b>Font</b> Main heading, 'Soaking up..... West Coast', formatted to the font Verdana. ✓	1		
1.2	<b>Find and Replace</b> "Langebaan Lagoon" na Small Caps ✓ verander 3 veranderinge ✓	2		
1.3	<div style="border: 1px solid black; padding: 5px;"> <p>The water of Langebaan Lagoon is glassy, a beautiful aquamarine among the rose-colored marshes and the darker splotches of fynbos. But the calm surface of the scene is misleading, as fish dart amid the safety of dense reed beds, in the mudflats molluscs and prawns burrow and multiply. For a bird that has flown thousands of kilometers down the length of Africa, the West Coast National Park is paradise. The teeming waters and surrounding reek nous outdoor buffet.</p> </div> <p>glassy, - no spaces before comma ✓ mollusks – spelling ✓ and delete  ✓ surrounding – spelling ✓</p>	4		
1.4	<b>Hanging indent</b> Correct paragraph ✓ Hangende inkeping 1.7 cm ✓	2		
1.5	<b>Double strikethrough</b> Deleted from Siberian ✓	1		
1.6	<b>Page break</b> Pagebreak inserted at end of first page ✓	1		
1.7	Changed the text wrapping to tight, excluding the first picture. See example below. ✓✓ (2x)	2		
	 <p>At the southern edge of LANGEBAAN LAGOON are two hides where visitors can come to view the birds. I choose the one furthest from the Geelbek farmstead, which is now a visitor centre, shop and restaurant. The boardwalk to the hide projects out over the changing landscape of the salt marshes, every few strides bringing plants that can cope with more flooding. When I get to the hide, the tide is high and my lookout is perched over the water.</p>			
1.8	<b>Straight Quotes</b> "Geelbek" ✓ ('Smart quotes' changed to 'straight quotes')	1		
1.9	<b>Harde spasie</b> 19° June° 2018 ✓ (Both places for one mark; Ctrl + Shift + Space bar)	1		

1.10	<b>Formatting</b> Em dash (Alt 0151) ✓ Line spacing Multiple 1.3 ✓ Justeer ✓	3		
1.11	<b>Copy and margins</b> <b>A trip to the Craggs.docx</b> copied to the bottom of the current document after the page break ✓ (entire document) All margins changed to 2 cm ✓	2		
1.12	<b>Style</b> Format the heading 'Activities' on the last page with the style, Heading 1 ✓	1		
1.13	<b>Bullets changed to numbering</b> On the last page - changed the bullets of the activities to a) b) numbers ✓ and left aligned the bullets. (on the left margin) ✓	2		
1.14	<b>Page numbering</b> Automatic page numbering used ✓ Brackets 2-format applied ✓	2		
		<b>[25]</b>		

<b>QUESTION 2</b>		Possible Mark	✓ X	Mark obtained
<b>2_Advert.docx</b>				
2.1	<ul style="list-style-type: none"> <li>Set the spacing of the table to 6 pt before and 6 pt after ✓</li> <li>Merged the first 3 columns in the first row ✓</li> <li>Shaded the first row of the table 15% gray ✓ (if not 15% no mark)</li> <li>Changed the outside borders to a double line of own choice ✓</li> <li>Right aligned the 2<sup>nd</sup> column ✓</li> <li>Merge the 3<sup>rd</sup> column (2<sup>nd</sup> and 3<sup>rd</sup> row) ✓</li> <li>Changed the text direction vertically ✓ centered vertically and horizontally ✓</li> </ul>	(8)		
		<b>[18]</b>		

**QUESTION 3**

No	Criteria	Max Mark			Candidate Mark
<b>3MovieGenres</b>					
3.1	<b>Symbol</b> <ul style="list-style-type: none"> <li>• Symbol, Webdings, character code 105, inserted ✓</li> <li>• on both sides of main heading ✓</li> </ul>	1 1		2	
3.2	<b>Alignment</b> Right align the text of the first paragraph ✓	1		1	
3.3	<b>First line indent</b> First line of paragraph 2 ✓ indented with 1.5 cm ✓	1 1		2	
3.4	<b>En dash</b> Hyphen changed at the beginning of paragraph 3 and 5, (PG-13: and NC-17:) to an en dash. <b>PG-13; ✓ NC-17 ✓</b>	1 1		2	
3.5	<b>Swap paragraphs</b> <ul style="list-style-type: none"> <li>• Bullet paragraphs swapped (first yellow then green) ✓</li> <li>• Open lines above and below bullet paragraphs ✓</li> </ul>	1 1		2	
3.6	<b>Spelling and Grammar check</b> <ul style="list-style-type: none"> <li>• Inappropriate – spelling (par 1) ✓</li> <li>• (more <u>than</u> PG-13) – grammar (par 4) (than and not then) ✓</li> </ul>	1 1		2	
3.7	<b>Paragraph: 'Proposed logo'</b> <ul style="list-style-type: none"> <li>• Page break inserted before the heading 'Proposed logo' ✓</li> <li>• WordArt 'Movie Festival' formatted in an arch form ✓</li> <li>• WordArt, 'MADAGASCAR', inserted ✓</li> <li>• In font size 20 pt ✓</li> <li>• Text 'Skipper, Kowalski, Rico and Private' moved to the <i>Callout Shape</i> ✓ all the text are visible ✓</li> <li>• Border of the <i>Callout Shape</i> formatted in a red <i>Square Dash</i> style ✓</li> <li>• with a weight of 3 pt ✓ Oval object inserted ✓</li> <li>• height of 3.3 cm and a width of 6.9 cm ✓</li> <li>• Oval object filled with the photo, Madagascar_Penguins.jpg ✓✓</li> <li>• Objects grouped as one object ✓</li> </ul>	1 1 1 1 1 1 1 1 1 1		13	
<b>Total for QUESTION 3</b>				<b>[24]</b>	

**QUESTION 4**

- 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 or cells as 'building blocks' to answers.

No	Criteria	Max Mark			Candidate mark
<b>4Expensive_Films</b> spreadsheet; <b>Film</b> worksheet					
4.1	All data fit in the columns ✓	1		1	
4.2	<b>Cells A1:G1:</b> <ul style="list-style-type: none"> <li>• Merge ✓</li> <li>• Heading: Font type and font size: Verdana ✓ 20 pt ✓</li> <li>• Bold ✓ and the font colour is purple ✓</li> <li>• Row height changed to 40 ✓</li> <li>• Heading horizontally ✓ and vertically ✓ centred</li> <li>• Cell filled with any light colour ✓</li> <li>• Double line border added ✓ in green ✓ around the heading</li> </ul>	1		11	
		2			
		2			
		1			
		2			
		1			
		2			
		1			
		2			
4.3	<b>Cell C2</b> Cell formatted as text / ' ✓ 0727890123 – 0 in front of number ✓	1		2	
		1			
4.4	<b>Cell A3:</b> Formatted – custom the date / Date: 14 March 2001 ✓ Displayed in the format 02 June 2016 ✓	1		2	
		1			
4.5	<b>Row 4:</b> Display in bold ✓	1		1	

4.6	<p><b>Rotate:</b> Text direction of <i>Year</i> ✓ and <i>Discount</i> ✓ columns rotated as in example below:</p> <table border="1" data-bbox="272 383 858 488"> <tr> <th>Year</th> <th>Cost in US Dollar (Millions)</th> <th>Cost in Rand</th> <th>Rent Film</th> <th>Discount</th> <th>Rent after Discount</th> </tr> </table>	Year	Cost in US Dollar (Millions)	Cost in Rand	Rent Film	Discount	Rent after Discount	1 1		2	
Year	Cost in US Dollar (Millions)	Cost in Rand	Rent Film	Discount	Rent after Discount						
4.7	<p><b>Cell E5:</b> =D5*14.5 =D5 ✓ * ✓ 14.5 ✓ Copied to cell D24 ✓ In SA Rand ✓ with 2 decimals ✓</p>	3 1 2		6							
4.8	<p><b>Column D:</b> Table sorted according to column D ✓ Display the largest amount at the top ✓</p>	1 1		2							
4.9	<p><b>Column I:</b> Column I hidden ✓</p>	1		1							
4.10	<p><b>Column A:</b> Column inserted left of column A ✓ Numbered from 1 to 20 ✓</p>	1 1		2							
4.11	<p><b>Cell C26:</b> =MIN ✓ (C5:C24) ✓ cell E26 –Titanic ✓</p>	2 1		3							
4.12	<p><b>Cell D27:</b> =MAX ✓ (D5:D24) ✓</p>	2		2							
4.13	<p><b>Cell D28:</b> =AVERAGE ✓ (D5:D24) ✓ Rounded off to 2 decimals ✓</p>	2 1		3							

4.14	<p><b>Cell G5:</b>                  =F5*5% of F5*5/100                  =F5 ✓ * ✓ 5% ✓                  Formula copied to cell G24 ✓</p>	3 1		4	
4.15	<p><b>Cell G29:</b>                  =SUM ✓ (G5:G24) ✓</p>	1 1		2	
4.16	<p><b>Column H:</b>                  =F5 ✓ - ✓ G5 ✓</p>	1 1 1		3	
4.17	<p><b>Cell G30:</b>                  =(F5/F29)*100                  =(F5 ✓ / ✓ F29 ✓ ) * 100 ✓                  Rounded off to whole number 6 / 6% ✓</p>	4 1		5	
4.18	<p><b>Range A4:H24:</b>                  Borders around all cells in range A4:H24 added                  Inside borders outside borders ✓</p>	1		1	
	<b>Total for QUESTION 4</b>			<b>[53]</b>	