



**MAFIKENG  
HIGH SCHOOL**

**GRADE 11**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**JUNE 2023**

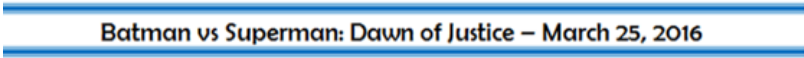
**MEMORANDUM**

<b>QUESTION</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>TOTAL</b>
<b>POSSIBLE MARK</b>	<b>31</b>	<b>20</b>	<b>45</b>	<b>8</b>	<b>31</b>	<b>15</b>	<b>150</b>
<b>CANDIDATE- MARK</b>							
<b>MODERATED- MARK</b>							

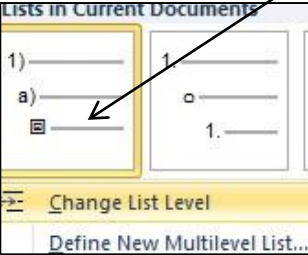
**This MEMORANDUM consists of 12 pages.**

**QUESTION 1**

No	Criteria	Max Mark			Candidate Mark
<b>1Genres.docx</b>					
1.1	<b>Page size</b> <ul style="list-style-type: none"> <li>• Page size set to A4 ✓</li> </ul>	1		1	
1.2	<b>Cover page</b> <ul style="list-style-type: none"> <li>Cover page removed ✓</li> </ul>	1		1	
1.3	<b>Heading style</b> <ul style="list-style-type: none"> <li>• Font size: 20 pt ✓</li> <li>• Spacing after paragraph: 18 pt ✓</li> <li>• Width of the paragraph border (below the text: 4 ½ pt ✓ horizontally centered ✓</li> </ul>	1 1 1 1		4	
1.4	<b>Find and Replace</b> <ul style="list-style-type: none"> <li>• '&amp;' replaced with 'and' ✓</li> <li>• highlighted in green ✓</li> <li>• 9 occurrences ✓</li> </ul>	1 1 1		3	
1.5	<b>Header</b> <ul style="list-style-type: none"> <li>• Date inserted as a field ✓</li> <li>• In header ✓</li> <li>• format '8 June 2016' ✓</li> <li>• left-aligned in the header ✓</li> </ul>	1 1 1 1		4	
	<b>Move text</b> <ul style="list-style-type: none"> <li>• Correct text 'Main articles: Literary genre' moved ✓</li> <li>• from the beginning of the document to the header ✓</li> <li>• Right-aligned ✓</li> <li>• italics ✓</li> </ul>	1 1 1 1		4	
1.6	<b>Justify</b> <ul style="list-style-type: none"> <li>• Paragraph starting with: 'By the end...' and ending with '.....revisionist' justified. ✓</li> </ul>	1		1	

1.7	<b>'Action Films' paragraphs</b> <ul style="list-style-type: none"> <li>Paragraph spacing 13 pt after ✓</li> <li>Line spacing 1.2 multiple ✓</li> </ul>	1 1		2	
1.8	<b>Paragraph borders</b>  <ul style="list-style-type: none"> <li>Only top and bottom paragraph borders displayed ✓</li> <li>Width is 2¼ pt ✓</li> <li>Colour of the paragraph borders is blue ✓</li> </ul>	1 1 1		3	
1.9	<b>Style</b> <ul style="list-style-type: none"> <li>Heading 3 style changed to a Heading 2 style ✓</li> <li>Examples of action movies include: Some examples of adventure films are: The following films are considered comedies: (3 headings) ✓</li> </ul>	1 1		2	
1.10	<b>Paragraph: 'Some examples of adventure films are:'</b> <ul style="list-style-type: none"> <li>Pink shaded section changed to bulleted list ✓</li> <li>Picture Batman vs Superman.png used as bullets ✓</li> <li>Bulleted list left aligned to coincide with the left margin ✓</li> </ul>	1 1 1		3	
1.11	<b>Automatic page numbering</b> <ul style="list-style-type: none"> <li>Mosaic format ✓</li> <li>Odd page numbers right-aligned ✓</li> <li>even page numbers left-aligned ✓</li> </ul>	1 1 1		3	
<b>TOTAL QUESTION 1: [31]</b>					

**QUESTION 2**

No	Criteria	Max Mark			Candidate Mark
<b>2Fund</b> document					
2.1	<b>Table formula</b> Formula inserted: =SUM(ABOVE) ✓	1		1	
2.2	<b>Multilevel numbering</b> Level 1: 1) ✓ Level 2: a) ✓ Level 3: <input checked="" type="checkbox"/> (check multilevel list – no mark if level 3 not part of multilevel list) 	1		3	
		1			
		1			
2.3	<b>Columns</b> <ul style="list-style-type: none"> <li>• Correct 3 paragraphs below the heading ' <b>HOW TO CHOOSE A GOOD MOVIE TO WATCH</b>' in three columns ✓</li> <li>• Line between columns ✓</li> <li>• Distance between columns 1 cm ✓</li> <li>• Subparagraphs each in its own column ✓ (Ctrl + Shift + Enter = column break; no mark if enters were used)</li> </ul>	1		4	
		1			
		1			
		1			
2.4	<b>Linked object</b> <ul style="list-style-type: none"> <li>• Correct file <b>Comedies.docx</b> ✓</li> <li>• Linked object ✓</li> <li>• Inserted as icon ✓</li> </ul>	1		3	
		1			
		1			
2.5	<b>Electronic form</b> Surname: Text format: Uppercase Age: ✓ Type: Number ✓ Preference: Drop down form field with 'Fund raising' and 'Marketing' ✓ Attendance: Check box form field ✓	1		4	
		1			
		1			
		1			

2.6	<p><b>Logo</b></p> <ul style="list-style-type: none"> <li>• WordArt 'Movie Festival' in an arch format ✓</li> <li>• Border of <i>Callout Shape</i> in <i>Dash</i> style ✓ weight is 3 pt✓</li> <li>• Oval filled with the photo, <b>Madagascar_Penguins.jpg</b> ✓</li> <li>• Grouped to one object ✓</li> </ul>	1		5	
	<b>Total for QUESTION 2</b>			<b>[20]</b>	

**QUESTION 3**

- 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 spreadsheet; Films worksheet</b>											
3.1	All data fit in the columns ✓	1		1							
3.2	<b>Merging</b> Cells A1:G1: merged ✓	1		1							
3.3	<b>Cell C2</b> Cell formatted as text / ' ✓ 0727890123 – 0 in front of number ✓	1		2							
		1									
3.4	<b>Cell C3:</b> =Today() ✓ Displayed in the format 02 June 2016 ✓	1		2							
		1									
3.5	<b>Rotate:</b> Text direction of <i>Year</i> ✓ and <i>Discount</i> ✓ columns rotated as in example below: <table border="1" data-bbox="264 1290 847 1395"> <tr> <td>Year</td> <td>Cost in US Dollar (Millions)</td> <td>Cost in Rand</td> <td>Rent Film</td> <td>Discount</td> <td>Rent after Discount</td> </tr> </table>	Year	Cost in US Dollar (Millions)	Cost in Rand	Rent Film	Discount	Rent after Discount	1		2	
Year	Cost in US Dollar (Millions)	Cost in Rand	Rent Film	Discount	Rent after Discount						
		1									
3.6	<b>Cell E5:</b> =D5*14.5 =D5 ✓ * 14.5 ✓ In SA Rand with 2 decimals ✓	2		3							
		1									
3.7	<b>Column A:</b> Column inserted left of column A ✓ Numbered from 1 to 20 ✓	1		2							
		1									

3.8	<b>Cell C26:</b> =SMALL ✓ (C5:C24, ✓ 2 ✓)	1 1 1		3	
3.9	<b>Conditional formatting</b> Cell Value: >=180 ✓ Shaded in light purple ✓	1 1		2	
3.10	<b>Cell D28:</b> =ROUND ✓ (AVERAGE ✓ (D5:D24), ✓ 1 ✓)	1 1 1 1		4	
3.11	<b>Cell G5:</b> =F5*5% of F5*5/100 =F5 ✓ * ✓ 5% ✓ Formula copied to cell G24 ✓	3 1		4	
3.12	<b>Cell G29:</b> =SUM ✓ (G5:G24) ✓	1 1		2	
3.13	<b>Column H:</b> =F5 ✓ - ✓ G5 ✓	1 1 1		3	
3.14	<b>Cell G30:</b> =(F5/F29)*100 =(F5 ✓ / ✓ F29 ✓ ) * 100 ✓ Rounded off to whole number 6 / 6% ✓	4 1		5	
<b>Fund raising worksheet</b>					
3.15	<b>C19</b> =RANDBETWEEN ✓ (1,14) ✓	2		2	

3.16	<b>Column G:</b> =IF ✓ (F4>=250, ✓ "Gift", ✓ " " ✓)	1 1 1 1		4	
3.17	<b>C20</b> =COUNTBLANK ✓ (F4:F17) ✓	2		2	
3.18	<b>C21</b> =SUMIF ✓ (E4:E17, 11 ,F4:F17 )	4		4	
<b>TOTAL QUESTION 3: [45]</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.

<b>4Rainfall-spreadsheet; Graph-worksheet</b>						
4.1	<b>Chart/Graph</b> <ul style="list-style-type: none"> <li>• Chart title inserted above the chart ✓</li> <li>• Legend shown to right of chart ✓</li> <li>• Picture <b>4PouringRain.jpg</b> inserted in plot area for Summer ✓</li> <li>• Insert data labels ✓ to resemble example (call out outside chart) ✓</li> <li>• Smallest part (Winter) of pie pulled out ✓</li> </ul>	1		6		
		1				
		1				
		2				
		1				
4.2	<b>Chart moved</b> <ul style="list-style-type: none"> <li>• Chart moved (not copied) ✓</li> <li>• Name of new sheet: Graph ✓</li> </ul> <i>(Note to marker: If the graph has been copied and not moved, don't award the mark for first bullet)</i>	1		2		
		1				
	<b>Total for QUESTION 4</b>			<b>[8]</b>		

No	Criteria	Max Mark		Candidate mark																								
<b>Table: CapeTown – Design view</b>																												
5.1.1	<b>Primary key</b> Primary key set on field Code_Kode ✓	1	1																									
5.1.2	<b>Field: Month field</b> <ul style="list-style-type: none"> <li>Field size 15 ✓</li> <li>Format set to &gt; ✓</li> </ul>	1 1	2																									
5.1.3	<b>Field: Any Snow Days</b> <ul style="list-style-type: none"> <li>Data type set to Yes/No ✓</li> </ul>	1	1																									
<b>Table: CapeTown – Datasheet view</b>																												
5.1.4	<b>Row colour:</b> Alternate row colour changes to white ✓	1	1																									
5.1.5	<b>Gridlines:</b> Only vertical gridlines is displayed ✓	1	1																									
5.1.6	<b>Row height:</b> Set to 20 ✓	1	1																									
5.1.7	<b>Alignment:</b> Months field right aligned ✓	1	1																									
5.1.8	<b>Sorting:</b> Sort number field ✓ Ascending order ✓	1 1	2																									
<b>Query: qry5_2</b>																												
5.2	<b>Query: qry5_2</b> <ul style="list-style-type: none"> <li>Only Month field is displayed ✓</li> </ul> <b>Criteria:</b> <ul style="list-style-type: none"> <li>Max Temperature &gt; 25 ✓</li> <li>Rainfall &gt;100 ✓</li> </ul> <div data-bbox="327 1713 1066 1937" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Field:</td> <td style="width: 25%;">Month</td> <td style="width: 25%;">Average Max Temp</td> <td style="width: 35%;">Rainfall (mm)</td> </tr> <tr> <td>Table:</td> <td>KrugerNP</td> <td>KrugerNP</td> <td>KrugerNP</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 type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td>&gt;25</td> <td>&gt;100</td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td></td> </tr> </table> </div> <p>(Note to marker: 3 records expected )</p>	Field:	Month	Average Max Temp	Rainfall (mm)	Table:	KrugerNP	KrugerNP	KrugerNP	Sort:				Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Criteria:		>25	>100	or:				1 2	3	
Field:	Month	Average Max Temp	Rainfall (mm)																									
Table:	KrugerNP	KrugerNP	KrugerNP																									
Sort:																												
Show:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																									
Criteria:		>25	>100																									
or:																												

Query: qry5_3																																			
5.3	<p><b>Query: qry5_3</b></p> <ul style="list-style-type: none"> <li>All fields are displayed ✓</li> </ul> <p><b>Criteria:</b></p> <ul style="list-style-type: none"> <li>Average min temperature: 15 or 16 ✓</li> <li>Average Max Temp: between 25 and 30 ✓</li> <li>Rainfall (mm) &gt;100 ✓✓ (one mark for each line)</li> </ul> <table border="1"> <tr> <td>Field:</td> <td>Month</td> <td>Average Min Temp</td> <td>Average Max Temp</td> <td>Rainfall (mm)</td> </tr> <tr> <td>Table:</td> <td>KrugerNP</td> <td>KrugerNP</td> <td>KrugerNP</td> <td>KrugerNP</td> </tr> <tr> <td>Sort:</td> <td></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 checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td>15 Or 16</td> <td>Between 25 And 30</td> <td>&gt;100</td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td></td> <td>&gt;100</td> </tr> </table> <p>(Note to marker: 2 records expected.)</p>	Field:	Month	Average Min Temp	Average Max Temp	Rainfall (mm)	Table:	KrugerNP	KrugerNP	KrugerNP	KrugerNP	Sort:					Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:		15 Or 16	Between 25 And 30	>100	or:				>100	1		5	
Field:	Month	Average Min Temp	Average Max Temp	Rainfall (mm)																															
Table:	KrugerNP	KrugerNP	KrugerNP	KrugerNP																															
Sort:																																			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																															
Criteria:		15 Or 16	Between 25 And 30	>100																															
or:				>100																															
		1																																	
		1																																	
		2																																	
tbl5_4																																			
5.4	<b>Table 5_4</b>																																		
	<p><b>Number field:</b></p> <p>Auto number ✓</p> <p>Primary key ✓</p>	1		2																															
		1																																	
	<p><b>Contact person:</b></p> <p>Required changed to Yes ✓</p>	1		1																															
	<p><b>Contact number:</b></p> <p>Input mask:</p> <p>(000)0000000 ✓✓</p>	2		2																															
	<p><b>E-mail address:</b></p> <p>Validation rule:</p> <p>like *✓@✓* ✓</p> <p>Validation text:</p> <p>An e-mail address must include a @ sign ✓</p>	3		4																															
		1																																	
	<p><b>Province:</b></p> <p>Data type: lookup wizard ✓</p> <p>Values types in: ✓✓</p> <p>EC</p> <p>WC</p> <p>NC</p> <p>FS</p> <p>NW</p> <p>DAU</p> <p>MPU</p> <p>KZN</p>	1		3																															
		2																																	
	<p><b>City:</b></p> <p>Field size = 20 ✓</p>	1		1																															
	<b>Total for QUESTION 5</b>			<b>[31]</b>																															

**QUESTION 6**

- 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.
- The code of the candidates who use a word processor will contain additional unnecessary tags. Markers will need to work through the code to check for the answers provided below.

No	Criteria	Max mark		Candidate mark	
<b>6Movies</b> web page					
6.1	<p><b>Title</b>                      &lt;title&gt;'Movies'&lt;/title&gt;</p> <p>&lt;title&gt; &lt;/title&gt; ✓ (inside header tags, &lt;head&gt;&lt;/head&gt;)                      Movies (ignore spelling) ✓</p> <p><i>(Note to marker: only give the first mark if the title is inside the head tags)</i></p>	1 1		2	
6.2	<p><b>Closing tags</b></p> <p>&lt;/body&gt;                      ✓ &lt;/h2&gt; ✓</p>	1 1		2	
6.3	<p><b>Heading 1 - ACTION MOVIES</b>                      &lt;h1&gt;ACTION MOVIES&lt;/h1&gt;</p> <p>&lt;h1&gt; &lt;/h1&gt;                      ACTION MOVIES inserted between tags</p>	1 1		2	
6.4	<p><b>Horizontal line</b>                      &lt;hr/&gt;</p> <p>&lt;hr/&gt; ✓ below heading 1</p>	1		1	
6.5	<p><b>Two paragraphs</b>                      '...their own.&lt;/p&gt; &lt;p&gt;While most....</p> <p>&lt;/p&gt; &lt;p&gt; ✓                      End of first sentence/correct place ✓</p>	1 1		2	
6.6	<p><b>Line break</b>                      '....certain energy to &lt;br/&gt; western action '</p> <p>&lt;br/&gt; ✓</p>	1		1	

6.7	<b>Bold and Italics</b> <i><b>embodies</b></i> <i> </i> ✓ <b> </b> ✓ Correct order of tags ✓	1 1 1		3	
6.8	<b>Text inserted</b> From the file 5Wild West.txt ✓ Inserted between <p> </p> ✓ <b>Closing tag(s) omitted</b>	1 1		2	
		-1			
	<b>Total for QUESTION 5</b>			<b>[15]</b>	