



# education

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Department:  
Education  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 12**

**Computer Applications Technology**

**PAPER 1: Practical Paper**

**MEMORANDUM**

**EXEMPLAR 2008**

**MARKS: 200**

**TIME: 3 hours**

**This memorandum consists of 10 pages.**

**QUESTION 1: TOTAL 20 marks**

<b>Item/Criteria</b>	<b>Max</b>	<b>Marks</b>	<b>Comment</b>
1.1 Create a folder called backup in the Correspondence folder	3	1 1 1	Subfolder created Folder named correctly As a subfolder of Correspondence
1.2 Search	3	3	File is SA Events.rtf
1.3 Oldest file	2	2	File is 800 m.xls
1.4 Password	2	1 1	Password added Correct as given 1234\$
1.5 Move word processing files	3	1 1 1	Only the 8 word processing files Moved not copied Placed in correct folder
1.6 Create a shortcut	3	1 1 1	Shortcut created to 2008 and placed in correct folder (Accounts)
1.7 Saved in RTF format	1	1	File saved in rtf format
1.8 Arrange files	1	1	File names in descending alphabetical order
1.9 Screenshot	2	1 1	Print screen added Shows folder contents

**QUESTION 2: TOTAL 35 marks**

Item/Criteria	Max	Marks	Comment
2.1 Style	2	2	Award both marks if it matches 2 <sup>nd</sup> paragraph style i.e. Letter Body  Award 1 mark only if only font and font size changed (Arial 12)
2.2 Left Margin	1	1	Left margin now 3.7 cm
2.3 Justify	1	1	Document justified
2.4 Tab stop	2	1 1	Left tab set at 11 cm Address aligned
2.5 Date	2	1 1	In correct place Automatically updates (field). Format of date does not matter.
2.6 Heading	3	1 1 1	Centre Word Art/Text Art Size 24
2.7 Picture	4	1 1 1 1	Correct picture copied At left with appropriate wrapping Changed to colour Resized 3 cm x 3 cm
2.8 Paragraph	2	1 1	1 ½ line spacing 12 pt before
2.9 Page Number	3	1 1 1	Format X of Y Bottom of page Starts on the second page No alignment specified
2.10 Leader tab	2	1 1	Right tab set Dot leader added
2.11 Spell check	2	2	All done Award one mark if at least half (2/4) done: depos <u>i</u> t Carib <u>b</u> ean addres <u>s</u> RUGB <u>y</u>

2.12 Form	5	1 1 1 1 1	Table for name Change cell size for cell number Checkboxes <u>controls</u> for club activities On left of activities Frame (not text box) for caption
2.13 Hyperlink	2	1 1	Hyperlink inserted Correct Document
2.14 Merge	4	2 1 1	All merged fields (-1 if only some) Merge done Cape Town residents only: Miss Khuselwa Sapuka Mr Steve Ovet

**QUESTION 3: TOTAL 28 marks**

Item/Criteria	Max	Marks	Comment
3.1 Custom footer	2	1 1	Left section Centre section
3.2 Unmerge	1	1	Must be 4 columns
3.3 Formula	4	3 1	=I6 ✓ /8 ✓ *5 ✓ Copied down
3.4 Function	4	1 1 2	=ROUND ✓ (AVERAGE ✓ (C6:C11) ✓ ,1) ✓
3.5 Formula	3	1 2	=SMALL ✓ (J6:J11, ✓ 3) ✓
3.6 Function	2	2	=MAX ✓ (C6: I11) ✓
3.7 Column width	1	1	Entries in columns B and are both visible
3.8 Formula	2	2	=E5/D5 ✓ *100 ✓ Or format as %
3.9 Sheet functions - Rename	1	1	
3.10 Link	2	1 1	Bowling!C12 Copied to other bowlers
3.11 Chart edit			
3.11.1 Type	1	1	Column chart
3.11.2 Min value of 10	1	1	Min 2
3.11.3 Label the x & y axes	2	1 1	X : Batsmen Y : Runs
3.11.4 Horizontal axis	2	1 1	Names Vertical

**QUESTION 4: TOTAL 38 marks**

Item/Criteria	Max	Marks	Comment
4.1 Date	1	1	Exam date ( Accept either NOW or TODAY function)
4.2 Format date	1	1	12-Apr-08 format applied
4.3 Insert column	2	1 1	In correct place Heading correctly added
4.4 Formula	3	3	=G6 ✓ * ✓ 1.3 ✓ OR =G6+3/10*G6 OR =G6+ 30%*G6 (-1 per error)
4.5 Pie Chart Road Running  Swimming	8	2  2  1 1 1 1	Correct data formulated and used: =COUNTIF ✓ ( \$B\$6:\$B\$32,"Roadrunning") ✓ =COUNTIF( \$B\$6:\$B\$32 ✓ ,"Swimming") ✓  Pie Chart chosen Labels shown as percentages Correct heading for graph Legend shown at bottom
4.6 Format currency	2	1 1	Rands Columns G and I
4.7 Functions Average	2		=AVERAGE ✓ (G6:G32) ✓
4.8 Above/Below	4		=IF ✓ (G6>\$G\$35, ✓ "ABOVE","BELOW") ✓ Absolute address ✓ OR =IF(G6<\$G\$35, "BELOW", "ABOVE")
4.9 Conditional formatting	2	1 1	Week coaching >=4 Red background
4.10 Lookup function	4		VLOOKUP ✓ (I6, ✓ \$H\$19:\$I\$22,2) ✓ Absolute addresses ✓
4.11 SumIF	4		=SUMIF ✓ (B6:B32, ✓ "Tennis" ✓ ,F6:F32 ✓ )
4.12 Nested IF	5		=IF ✓ (LEN(D8)=13, ✓ "Valid ID" ✓ ,IF(LEN(D8) <13, ✓ "Too short", "Too long") ✓ ) or any other valid combination of conditions.

**QUESTION 5: TOTAL 15 marks**

Item/Criteria	Max	Marks	Comment
5.1 Table	5	1	Correct Field names Number Text – 30 Currency Yes/No
5.1.1 Create		1	
		1	
		1	
		1	
5.1.2 Primary key	1	1	
5.1.3 Default	2	1	For Member Number Default set for Fees To 1200
		1	
5.1.4 Save	1	1	MemberRec
5.2 Form	2	1	All fields Form named
		1	
5.3 Import	4	4	Should have 3 original records plus 33 new records giving a total of 36 records

**QUESTION 6: TOTAL 27 marks**

Item/Criteria	Max	Marks	Comment
6.1 Delete record	1	1	Ian Richmond record deleted
6.2 Validity test	4	1 1 1 1	= "H" ✓ Or ✓ = "D" ✓ Correct message ✓
6.3 CoachQuery	5	1 1 1 1 1	Query created Sorted Fees < 100 Gender M Correct fields displayed  18 records from Aadilah Makuleni to Zahier Wood
6.4 CostQuery	6	2 1 1 1 1	<u>Criteria</u> Tennis or swimming Hourly Rate (H) <u>Calculated Field</u> Cost: [Duration]* [Fees charged]  44 records from Aadilah Makuleni to Ziyona Mkencele
6.5 Report			
6.5.1 Fields	2	1 1	Correct fields Correct order
6.5.2 Sort	1		Descending order name
6.5.3 Header	1		Changed
6.5.4 Average	5	1 1 1 1 1	=Avg ([Fees charged]) Currency Zero decimals Caption
6.5.5 Footer	2	1 1	Deleted =Now() Name inserted



**QUESTION 7: TOTAL 37 marks**

Item/Criteria	Max	Marks	Comment
7.1			
7.1.1 Track changes	3	1 1 1	Changes accepted Only on first page Track changes switched off Changes accepted are: <ul style="list-style-type: none"> <li>• 011-36851270</li> <li>• <b>50% reduction</b></li> <li>• on the <u>brand</u></li> </ul>
7.1.2 Column break applied	1	1	
7.1.3 Page Break applied	1	1	
7.1.4 Table of contents (ToC)	3	1 1 1	ToC Inserted Numbers on RHS Super Fifteens Tournament added
7.1.5 Find & replace	3	1  1 1	Whole word option chose i.e. sports and not sportsman All 9 occurrences replaced in Red
7.1.6 Pg 7 landscape	2	1  1	Page appears in landscape. Rest of document still in portrait.

7.2 Cycling club	24	1	Three columns applied
		1	excluding heading
			<u>Picture</u>
		1	Picture inserted
		1	Cropped
		1	Positioning and wrapping correct.
		1	Caption added
		1	Footnote added on
		1	Cool Power Mountain Bike Race
		1	Correct column Breaks
			<u>Text Box</u>
		1	Text box applied to tip
		1	Shading added
		1	3D-effect added
		1	Special symbol of bicycle added.
		1	Author right aligned at end.
			<u>Table of rankings</u>
		2	12 row x 4 columns
		1	Top row merged
		1	Top Row Shaded
			<u>Data in Table:</u>
		2	Correct points calculated
		1	Correct names
		1	Correct order
		1	All ten entries added