



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2023 MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER									
---------------	--	--	--	--	--	--	--	--	--

FINAL MARK	
------------	--

EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	24	21	17	23	35	15	15	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 12 pages.

Approved

Internal moderator
2023-11-03

DEPARTMENT OF BASIC EDUCATION
PRIVATE BAG X695, PRETORIA 0001
DBE Stamp
2023-11-03
APPROVED MARKING GUIDELINE
PUBLIC EXAMINATION

Approved

External moderator
2023-11-03

EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

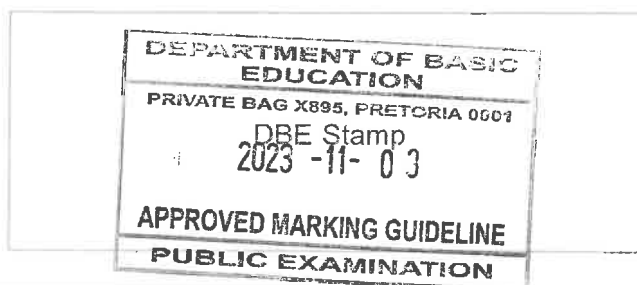
Check the accuracy and skill required before awarding a mark throughout.

QUESTION 1

File name: 1Top10

Total Q1: 24

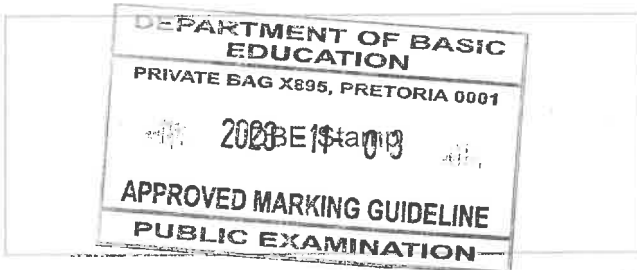
No	Criteria	Maximum Mark			Candidate Mark
1.1	Cover page <ul style="list-style-type: none"> Cover page: Retrospect inserted ✓ Document title: 'Popular Cars' ✓ Subtitle control removed ✓ 	1		3	
		1			
		1			
1.2	Font formatting <ul style="list-style-type: none"> Font Colour: white OR Fill Colour: No Fill ✓ OR Transparency: 100% Text Effect: Tight Reflection: Touching ✓ OR Half Reflection: Touching 	1		2	
		1			
1.3	Image <ul style="list-style-type: none"> 1Toyota image inserted ✓ Picture style: Soft Edge Rectangle ✓ 	1		2	
		1			
1.4	Find and replace: 'Hilux' <ul style="list-style-type: none"> Character scale: 150% ✓ Character spacing: Expanded 1 pt ✓ 5 replacements ✓ 	1		3	
		1			
		1			
1.5	Table formatting <ul style="list-style-type: none"> Volkswagen data <u>moved</u> into table ✓ Last row – first 2 cells: merged ✓ Formula: =MIN(ABOVE)*100 ✓ AutoFit: Auto Fit to Contents ✓ Table: Alignment: Centre ✓ <p>ALT+F9: { =MIN(ABOVE)*100 \# "0.00%" }</p>	1		5	
		1			
		1			
		1			
		1			
1.6	Caption <ul style="list-style-type: none"> New label: Graph ✓ Caption: Bestsellers ✓ <p>ALT+F9: Graph { SEQ Graph * ARABIC }</p>	1		2	
		1			
1.7	Drop Cap <ul style="list-style-type: none"> Drop cap inserted on the letter D ✓ Lines: 4 ✓ Highlight removed ✓ Shading: Green ✓ 	1		4	
		1			
		1			
		1			
1.8	Paragraph settings <ul style="list-style-type: none"> Pagination: Keep with next ✓ 	1		1	



8

EXAMINATION NUMBER																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

1.9	<p>Section break AND File path</p> <ul style="list-style-type: none"> • File path inserted in header ✓ • Appears only on the last page ✓ <p>ALT+F9: { FILENAME \p * MERGEFORMAT }</p>	1 1		2	
	Total for QUESTION 1			[24]	



8
P.

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

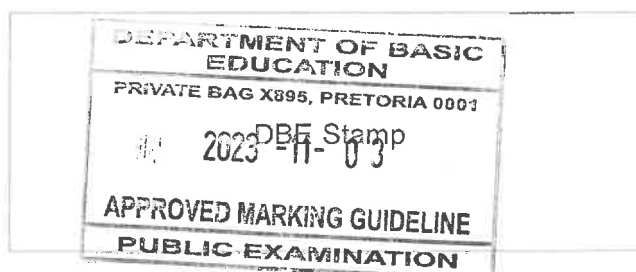
Check the accuracy and skill required before awarding a mark throughout.

QUESTION 2

File name: 2Tips

Total Q2: 21

No.	Criteria	Maximum Mark			Candidate Mark
2.1	Margins • Layout: Margins: Narrow ✓	1		1	
2.2	Page border • Width: 3 pt ✓ • Left and right side only ✓ • Page border on first page only ✓	1 1 1		3	
2.3	Hyperlink AND bookmark • Bookmark 'Contact' created at the text 'Contact form' ✓ • Hyperlink created on text 'choosing' ✓ • Hyperlink links to bookmark 'Contact' ✓ <i>ALT+F9: { HYPERLINK \I "Contact" }</i>	1 1 1		3	
2.4	Bulleted list • Changed first four numbered paragraphs to bulleted list ✓ • Symbol: ☹ Font: Webdings: Character code: 142 ✓	1 1		2	
2.5.1	Tab stops: Form field: Surname • Left tab stop OR Hanging indent: 7cm ✓	1		1	
2.5.2	Form field: Name • Text format: Uppercase ✓	1		1	
2.5.3	Form field: Contact number • Maximum length: 10 ✓	1		1	
2.5.4	Form field: Preferred time to call • Type: Date ✓ • Text format: h:mm am/pm ✓ OR h:mm:ss am/pm	1 1		2	
2.6	Shape • Left arrow shape inserted ✓ • Text: 'Choose' ✓ (appears as in screenshot) • No fill colour/white fill colour ✓	1 1 1		3	
2.7	SmartArt • Shape added: Negotiate ✓ (between Insurance & Finance) • Layout changed: Continuous block process ✓ • 3-D style: Cartoon ✓ • Right to Left selected ✓	1 1 1 1		4	
Total for QUESTION 2				[21]	



EXAMINATION NUMBER																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

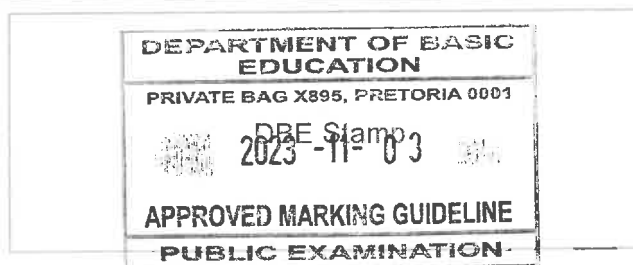
QUESTION 3

File name: 3CarSales

Total Q3: 17

- 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
3.1	Row 1: <ul style="list-style-type: none"> • A1:J1: merged and centred ✓ • Horizontal alignment: Distribute (Indent) ✓ • Indent: 13 ✓ 	1		3	
3.2	Cell E3: =SMALL(C7:I7,2) <ul style="list-style-type: none"> • Function: SMALL(C7:I7, ...) ✓ • Value: 2 ✓ 	1		2	
3.3	Cell E4: =COUNTIF(J9:J20,"<15") <ul style="list-style-type: none"> • Function: COUNTIF(J9:J20,...) ✓ • Criteria: "<15" ✓ OR "<=14" 	1		2	
3.4	Cells C9:I20 Conditional formatting <ul style="list-style-type: none"> • Two-colour scale applied to correct cells only ✓ • Minimum colour: blue ✓ • Type: Percent (both) ✓ • Maximum value: 50 ✓ 	1		4	
3.5	Cell F23: =HLOOKUP(MAX(C7:I7),C7:I8,2,FALSE) OR =XLOOKUP(MAX(C7:I7),C7:I7,C8:I8) <ul style="list-style-type: none"> • Function: HLOOKUP/XLOOKUP ✓ • Lookup Value: <ul style="list-style-type: none"> • Function: MAX ✓ (C7:I7) ✓ OR LARGE (C7:I7,1) • Table array: C7:I8 ✓ OR A7:I8 • Row number: 2 ✓ • Range lookup: FALSE ✓ • If XLOOKUP(...,C8:I8) Award both marks 	1		6	
Total for QUESTION 3				[17]	



8

EXAMINATION NUMBER																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

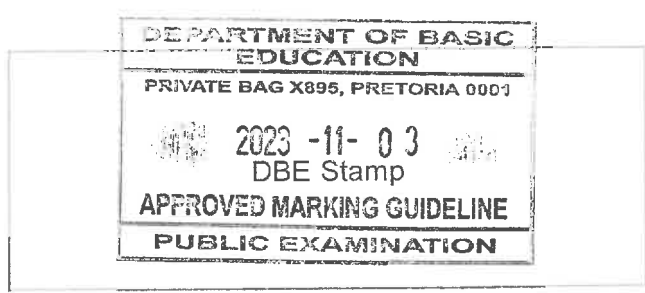
QUESTION 4

File name: 4Sales

Total Q4: 23

- 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.

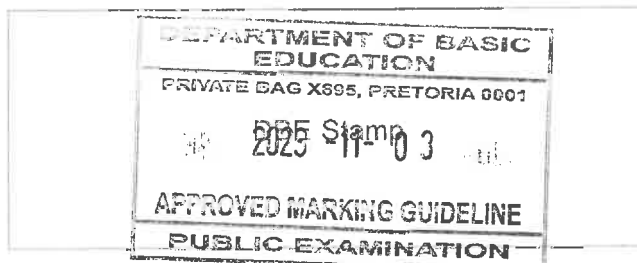
No.	Criteria	Maximum Mark			Candidate Mark
Sales worksheet					
4.1	Column H <ul style="list-style-type: none"> • Data type: Currency ✓ OR Accounting • Column width: data is visible ✓ 	1		2	
		1			
4.2	Cell C3: Circular reference error = SUM(E9:E50)*0.08=E3 <ul style="list-style-type: none"> • E3 ✓ 	1		1	
4.3	Cell C5: =SUMIFS(E9:E50,C9:C50,"Hyundai",D9:D50,"i*") OR =SUMIFS(E9:E50,D9:D50,"i*",C9:C50,"Hyundai") <ul style="list-style-type: none"> • Function: SUMIFS ✓ • Sum range: E9:E50 ✓ • Criteria range 1: C9:C50 ✓ • Criteria 1: "Hyundai" ✓ • Criteria range 2: D9:D50 ✓ • Criteria 2: "i*" ✓ OR 'I*' 	1		6	
		1			
		1			
		1			
		1			
		1			
		1			



8
B.

EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

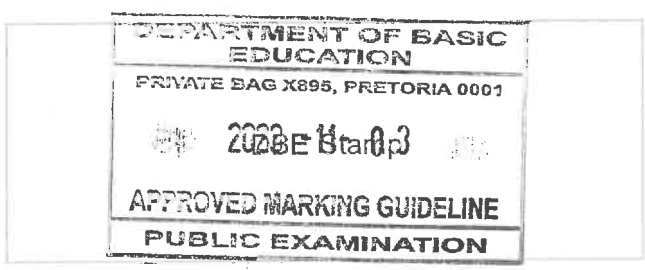
<p>4.4</p>	<p>Cell A11: =MID(B11,0,LEN(B11)): Function modified not replaced =MID(B11,FIND(",",B11)+2,LEN(B11)) OR =MID(B11,FIND(",",B11)+2,LEN(B11)-FIND(",",B11)+2) OR =MID(B11,FIND(" ",B11)+1,LEN(B11)) OR =MID(B11,FIND(" ",B11)+1,LEN(B11)-FIND(" ",B11)) OR =RIGHT(B11,LEN(B11)-FIND(" ",B11)) OR =RIGHT(B11,LEN(B11)-FIND(",",B11)-1)</p> <ul style="list-style-type: none"> • Function: FIND ✓ • Find "," OR " " ✓ • Within cell: B11 ✓ • Correct initials without space ✓ 	<p>1 1 1 1</p>	<p>4</p>	
<p>4.5</p>	<p>Cell H10: =IF(G10="Yes",SUM(E10:F10)*1.05,SUM(E10:F10)) OR =IF(G10="Yes",SUM(E10:F10)*5%+SUM(E10:F10),SUM(E10:F10)) OR =IF(G10="Yes",(E10+F10)*1.05,E10+F10) OR =IF(G10="Yes",(E10+F10)*5%+E10+F10, E10+F10)</p> <p>Concepts:</p> <ul style="list-style-type: none"> • Determine if extras are "Yes" • If TRUE: <ul style="list-style-type: none"> • Determine total price and interest • With a 5% added to the total • If FALSE: <ul style="list-style-type: none"> • Determine total price and interest • Function: IF ✓ • Criteria: G10="Yes" ✓ • Output if true: SUM(E10+F10)*1.05 ✓ OR (E10+F10)*5%+E10+F10 • Output if false: SUM(E10:F10) ✓ OR E10+F10 <p>(Note to marker: Building blocks)</p>	<p>1 1 1 1</p>	<p>4</p>	



8

EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Chart worksheet				
4.6	Chart/Graph <ul style="list-style-type: none"> Data selected: Audi ticked ✓ Y-Axis options: Display units: Thousands ✓ Column Shape: Cylinder ✓ Data Series: Fill: Vary colors by point ✓ Legend added at the bottom ✓ Major vertical gridlines added ✓ 	1		6
		1		
		1		
		1		
		1		
		1		
Total for QUESTION 4				[23]



8
A.

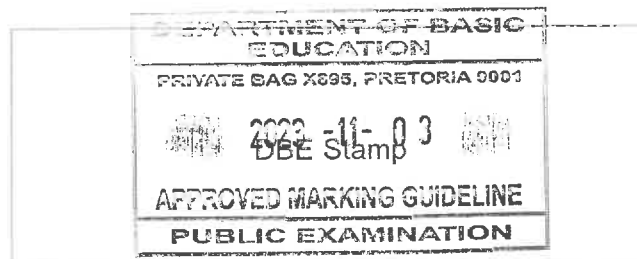
EXAMINATION NUMBER																			
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

QUESTION 5

File name: 5Shuttle

Total Q5: 35

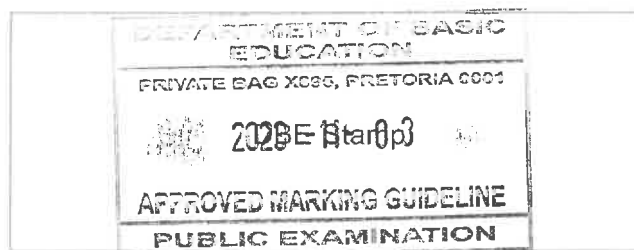
No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	Field: Name • Required: Yes ✓	1		1	
5.1.2	Field: StartDate • Data type: Date/Time ✓ • Format: Medium date OR dd-mmm-yy ✓	1 1		2	
5.1.3	Input Mask: Field: LicenceNo 000000>LLL9 OR >000000LLL9 • 000000 ✓ • > ✓ • LLL ✓ • 9 ✓	1 1 1 1		4	
5.1.4	Field: Rating • Default value: Blank/Empty ✓ • Validation rule: Between 1 And 5 ✓ OR >=1 And <=5 OR 1 or 2 or 3 or 4 or 5	1 1		2	
5.1.5	Field: LicenceCard • New field: <i>LicenceCard</i> inserted ✓ • Position: Between <i>Car</i> and <i>LicenceNo</i> ✓ • Data Type: OLE Object ✓ (<i>Attachment/Hyperlink</i>) • 5Card added in Datasheet View ✓	1 1 1 1		4	
Form: frm5_2					
5.2	Logo • Inserted 5Bus ✓ • As a logo ✓ in the header Field: Reason • Change to Combo box ✓ • Row Source: "Business";"Personal" ✓ • Row Source Type: Value list ✓	1 1 1 1 1		5	



8

EXAMINATION NUMBER																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

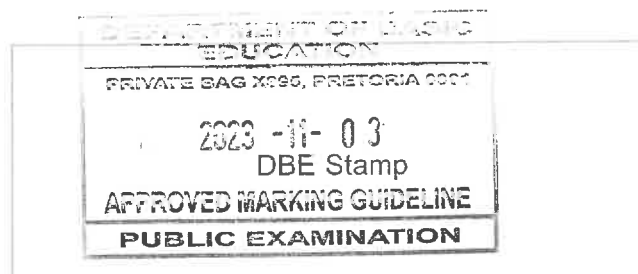
Query: qry5_3																																									
5.3	<ul style="list-style-type: none"> Only Name, Surname and ContactNo displays ✓ Reason criteria: "Business" ✓ KMTravel criteria: >30 ✓ KMTravel criteria: <=10 ✓ OR <11 AND (Business AND >30)/ OR (>30 OR <=10) logic correct ✓ 	1		5																																					
		1																																							
		1																																							
		1																																							
		1																																							
<table border="1"> <tr> <td>Field:</td> <td>[Name]</td> <td>[Surname]</td> <td>[ContactNo]</td> <td>[Reason]</td> <td>[KMTravel]</td> </tr> <tr> <td>Table:</td> <td>Pre-bookings</td> <td>Pre-bookings</td> <td>Pre-bookings</td> <td>Pre-bookings</td> <td>Pre-bookings</td> </tr> <tr> <td>Sort:</td> <td></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 type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td></td> <td></td> <td>"Business"</td> <td>>30</td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td></td> <td></td> <td><=10</td> </tr> </table> <p>(Expected records: 19)</p>						Field:	[Name]	[Surname]	[ContactNo]	[Reason]	[KMTravel]	Table:	Pre-bookings	Pre-bookings	Pre-bookings	Pre-bookings	Pre-bookings	Sort:						Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Criteria:				"Business"	>30	or:					<=10
Field:	[Name]	[Surname]	[ContactNo]	[Reason]	[KMTravel]																																				
Table:	Pre-bookings	Pre-bookings	Pre-bookings	Pre-bookings	Pre-bookings																																				
Sort:																																									
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																				
Criteria:				"Business"	>30																																				
or:					<=10																																				
Query: qry5_4																																									
5.4	<p>Field: DepartDate</p> <ul style="list-style-type: none"> Between #2023/12/01# AND #2023/12/31# OR >=#2023/12/01# AND <= #2023/12/31# OR >#2023/11/30# AND <#2024/01/01# OR Like "2023/12/*" OR Like */12/* OR >=#2023/12/01# OR >#2023/11/30# OR Month([DepartDate])=12 <ul style="list-style-type: none"> Date range correct ✓ Between/AND/Like/*/Month/Single criterion ✓ Operators correct ✓ <p>(Expected records: 9)</p>			3																																					
		1																																							
		1																																							
		1																																							
Query: qry5_5																																									
5.5	<p>New field:</p> <p>Total: [KMTravel]*2*6.25</p> <p>OR</p> <p>Total: [KMTravel]*6.25*2</p> <ul style="list-style-type: none"> Calculated field: <ul style="list-style-type: none"> Total field inserted ✓ [KMTravel] ✓ *2 ✓ *6.25 ✓ 			4																																					
		1																																							
		1																																							
		1																																							
		1																																							



8

EXAMINATION NUMBER																			
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Report: rpt5_6				
5.6	<ul style="list-style-type: none"> Group footer: Function inserted ✓ Function: =COUNT(*) ✓ OR any other field name Page orientation: Landscape ✓ Report exported as .pdf ✓ File name: 5Pre-bookings ✓ 	1		5
		1		
		1		
		1		
		1		
Total for QUESTION 5				[35]



8
P.

EXAMINATION NUMBER																				
-----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

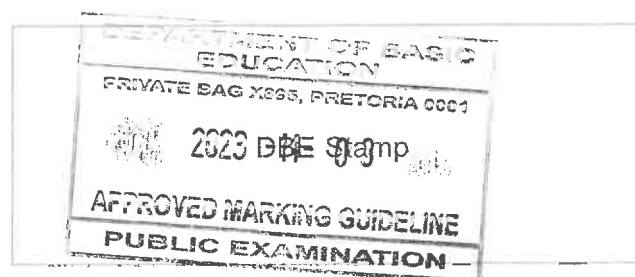
QUESTION 6

File name: 6_1Win; 6_2Opening

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.

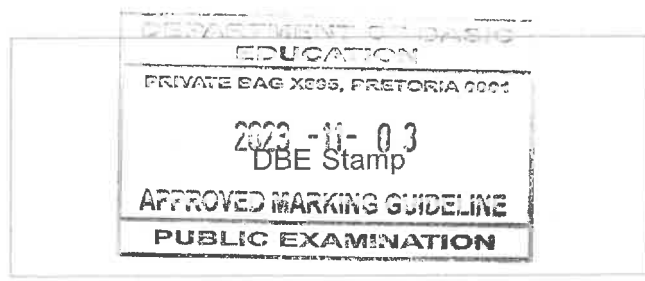
No.	Criteria	Maximum Mark		Candidate Mark	
6_1Win					
6.1.1	Background colour <body bgcolor="LightBlue"> <ul style="list-style-type: none"> • Attribute: bgcolor inserted ✓ • Colour: "Lightblue" ✓ 	1	1	2	
6.1.2	Image <ul style="list-style-type: none"> • Attribute: Height="100" ✓ • Attribute: Align="Left" ✓ 	1	1	2	
6.1.3	Table: Cell <th width="25%">Home</th> <ul style="list-style-type: none"> • <th> tag added with attribute: width="25%" ✓ 	1		1	
6.1.4	Link <th width="25%">T's and C's</th> <ul style="list-style-type: none"> • Anchor tags inserted: <a> ... ✓ • Attribute: href="6_1Win.html" ✓ 	1	1	2	
6.1.5	Ordered list <ol type="a"> <ul style="list-style-type: none"> • change to ✓ (opening and closing tags) • Attribute: Type="a" ✓ 	1	1	2	



EXAMINATION NUMBER																				
--------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

6_2Opening				
6.2	<p>... 1</p> <pre><h1 align="center"> New branch opening soon </h1></pre> <p>
</p> <p>2 <hr size="10" color="Orange"/></p> <p>...</p> <pre><center> 3 4 <table border="5"> <tr> <th width="100"></pre> <p>...</p> <pre>

 </th></pre> <p>1 Font type:</p> <ul style="list-style-type: none"> Attribute: face ✓ <p>2 Horizontal line:</p> <ul style="list-style-type: none"> Moved to appear below the heading ✓ <p>Table:</p> <p>3 Attribute: border ✓</p> <p>4 Border size: "5" ✓ (accept size between 2 – 6)</p> <p>5 Image:</p> <ul style="list-style-type: none"> .gif changed to .jpg ✓ 			5
		1		
		1		
		1		
		1		
		1		
	Closing tag(s) or triangular brackets and nesting correctly used. ✓	1		1
	Total for QUESTION 6			[15]



8

EXAMINATION
NUMBER

QUESTION 7

File names: 7New; 7NewLogo; 7Bookings

Total Q7: 15

No.	Criteria	Maximum Mark	Candidate Mark
7New; 7NewLogo			
7.1	Image manipulation <ul style="list-style-type: none"> WordArt inserted: 'n time' ✓ Shuttle Image: Text wrapping changed ✓ Images and text moved in correct positions ✓ Grouped: Image moves as one object ✓ Saved as 7NewLogo image ✓ 	1 1 1 1 1	5
7Bookings			
7.2.1	Cell D8: =C8-TIME(1,30,0) OR =TIME(HOUR(C8)-1,MINUTE(C8)-30,SECOND(C8)) OR =TIME(HOUR(C8),MINUTE(C8)-90,SECOND(C8)) OR =TIME(HOUR(C8),MINUTE(C8),SECOND(C8))- TIME(1,30,0) <ul style="list-style-type: none"> Function: TIME ✓ HOUR(C8) ✓ MINUTE(C8) ✓ SECOND(C8) ✓ Subtracted: 1 hour and 30 minutes ✓ 	1 1 1 1 1	5
7.2.2	Column G: =F4-E4 OR =Days(F4,E4) OR =Days360(E4,F4) <ul style="list-style-type: none"> F4-E4 ✓ Data type: Number ✓ OR General Copied down ✓ 	1 1 1	3
7.2.3	Page setup <ul style="list-style-type: none"> Scaling: Adjust to: 70% - 85% ✓ Headings: Print: Row and column headings ✓ 	1 1	2
TOTAL for QUESTION 7			[15]
TOTAL			150

