



**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2015

**COMPUTER APPLICATIONS TECHNOLOGY P1
MEMORANDUM**

MARKS: 180

NAME OF CANDIDATE: _____ **GRADE:** _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:	180	36	14	40	10	40	20	20

This memorandum consists of 7 pages.

QUESTION 1: : WORD PROCESSING

No.	Criteria	Max.	✓	Mark
1.1	1.1.1	Motion cover page inserted. ✓	1	
	1.1.2	Document name, your name and surname ✓ and the date ✓ added in the required fields. Unnecessary information removed.	2	
1.2	The heading ... <ul style="list-style-type: none"> • Appears in WordArt/FontWorks ✓ • Size 40✓ 	2		
1.3	1.3.1	Style colour - blue, ✓ Font size - 16 pt, ✓ "Algerian" ✓	3	
	1.3.2	Style Applied to the text: "It's easyhere's how" and "Are There Any Risks". ✓	1	
1.4	1.4.1 <p>Why Should I Donate? 1</p> <p>Who needs blood?..... 1</p> <p>Donation procedures:..... 1</p> <p>Important..... 2</p> <p>Blood has 4 main components 4</p> <p>Group O..... 4</p> <p>Why is group O blood so extraordinary?..... 4</p> <p>Adequate stock of Group O blood is vital for two reasons:..... 4</p> <p>Bibliography..... 5</p> <ul style="list-style-type: none"> • Table of contents inserted. ✓ • Only Heading 1 and 2 styles. ✓ • The 'Table of Contents' is on its own page. ✓ • (2nd page if 1.1 done or 1st page if 1.1 not done) 	3		
1.5	'Donating a ...' <ul style="list-style-type: none"> • Drop cap added✓ • Over 2 lines✓ • Distance = 0.5 cm from text✓ 	3		
1.6	Watermark inserted ✓ Using the word 'Urgent' ✓	2		
1.7	Page orientation changed ✓ From the page with the subheading 'A. Immediate Risks...' ✓	2		
1.8	<ul style="list-style-type: none"> • Correct text in two columns. ✓ • With a line between the columns. ✓ • The text "It's easyhere's how" appears at the top of the second column. – Column break inserted. ✓ • Space set to 2 cm between the columns. ✓ • Boarder placed around each column. ✓ 	5		
1.9	Bookmark called Risks inserted to the text 'Important'. ✓	1		
1.10	1.10.1	Date changed to 2010 ✓	1	
	1.10.2	Book source correctly added: Author: Mxenge, M Title: The link: Let's make a difference... Year: 2010 City: Johannesburg Publisher: Drift Makers ✓✓	2	
	1.10.3	Citation inserted ✓ next to highlighted word ("A Immediate Risks") ✓	2	
	1.10.4	Bibliography inserted correctly ✓ Below the heading Bibliography ✓	2	

1.11	<ul style="list-style-type: none"> Page numbering header ✓✓ Start on third page ✓ Numbering start with 1 onwards (from page 3) ✓ 	4		
TOTAL		[36]		

QUESTION 2: WORD PROCESSING

No.	Criteria	Max.	✓	Mark
2.1	Paper size changed to Letter✓	1		
2.2	Certificate of Bravery changed to Uppercase✓ Shadow effect✓	2		
2.3	Text replaced with the image 2Donor.jpg ✓ Image resized to 4 cm height✓ and 5 cm width ✓	3		
2.4	Tabs inserted with tab leader 2 ✓ <ul style="list-style-type: none"> Left tab ✓ at 9 cm ✓ Right tab ✓ at 12 cm ✓ 	5		
2.5	Date field added✓ Automatically updateable✓ Date format:MMMMyy✓	3		
		[14]		

QUESTION 3: SPREADSHEET

No.	Criteria	Max.	✓	Mark
3.1	Row 1 (A1:G1) heading with red fill✓ and in white font. ✓	2		
3.2	Text in Cell I2✓ wrapped. ✓	2		
3.3	Cell D43 =YEAR(E2) <ul style="list-style-type: none"> Function YEAR✓ Correct cell reference✓ 	2		
3.4	Cell F26 =IF(I26>30,"Peer Promoter","Beginner" OR =IF(I26<30,"Beginner","Peer Promoter") <ul style="list-style-type: none"> Correct Logical test. ✓ Value if true is 'correct'. ✓ Value if false is 'correct'. ✓ 	3		

3.5	Cell E26 =ROUND((\$H\$1-D26)/365.25,0) <ul style="list-style-type: none"> • H1✓- D26✓ • Divided by 365.25 or 365✓ • ROUND function used✓ • To zero decimal place✓ • Absolute cell reference✓ 	6		
Save-a-ton worksheet				
3.6.1	In cell I4: =COUNTIF (C4:C52,"Female") <ul style="list-style-type: none"> • COUNTIF Function✓ • Criteria Range: (C4:C52) ✓ • Criteria: "Male"✓ 	3		
3.6.2	Cell I5 = LEN (B5) <ul style="list-style-type: none"> • LEN Function✓ • Cell reference (B5) ✓ 	2		
3.6.3	In cell I7 =SUMIF(C4:C52, "Male",E4:E52) <ul style="list-style-type: none"> • SUMIF Function✓ • Criteria Range: (C4:C52) ✓ • Criteria: "Male"✓ • Sum Range:(E4:E52) ✓ 	4		
3.7	Graph/Chart <ul style="list-style-type: none"> • Column chart used✓ • Chart title: "We support Blood Donation" ✓ • Correctly displayed (centered overlay) ✓ • Female column graph stack filled✓ • With the picture Q3Droplets.jpg ✓ • Vertical axis with rotated title: 'Number of Adults'✓ • Legend displayed on the left side✓ • Data labels must be displayed inside base. ✓ 	8		
3.8	Graph correctly moved to a new sheet✓ Worksheet renamed to Chart ✓	2		
		[34]		

QUESTION 4: SPREADSHEET

No.	Criteria	Max.	✓	Mark
4.1	Worksheet renamed to Blood Donors✓	1		
4.2	Cell A1 Q4DonateBlood.jpg image inserted in cell A1 to the right of the text ✓and Size formatted: Height: 2.8 cm✓ and Width to 3.6 cm✓	3		
4.3	Conditional formatting: Column C • Conditional formatting applied to column C ✓ • Correct criteria used (< 20) ✓ • Red cell background / fill✓	3		
4.4	Lock headings: Row one and two locked✓ Freeze pane used✓	2		
4.5	Column A: =RANDBETWEEN(1,45) • RANDBETWEEN✓ • Criteria (1,45) ✓✓ OR RAND()*45 (One Mark for the bottom number, and One mark for the top number)	3		
4.6.1	Cell F45: =COUNTA(E3:E43) OR =COUNT(F3:F43) • Function✓ • Range✓	2		
4.6.2	Cell F46: COUNTBLANK(F3:F43) OR COUNTBLANK(E3:E43) • Function✓ • Range✓	2		
		[16]		

QUESTION 5: DATABASE

No.	Criteria	Max.	✓	Mark
Q5MatricHelp				
Table: Gr12Details				
5.1.1	Field Surname: Left-aligned ✓	1		
5.1.2	Width increased – Address field – all words fully visible ✓	1		
5.1.3	Alternate row colour: changed from <i>Green</i> to <i>Brown</i> ✓	1		
5.1.4	Gridlines: Both horizontal and vertical gridlines removed ✓	2		
5.1.5	Cell No field: Data type Changed to Text ✓ <i>[Short text in Access 2013]</i>	1		
5.2	Primary Key: Learner ID field ✓ OR Cell No field	1		
5.3	Validation Rule created: 'M' or 'F' ✓ Validation Text: Enter M for Male and F for Female ✓ <i>Note to marker: Accept any appropriate / relevant Validation text</i>	2		
5.4	LearnerID field: Input mask 00000;; ✓	1		

5.5	Query: Donated Donated query created ✓ Based on table GiveLife ✓ Displays only fields Surname, Name, Learner'sGrade, TypeOfDonation and Status ✓ Criteria for Status: "Yes" ✓ Sorted by TypeOfDonation ✓ in ascending order ✓	6		
5.6	Query: Gr8BloodTypeO Criteria for Learner'sGrade: "8" ✓ Criteria for BloodType: "O" ✓	2		
5.7	Query: Age Criteria for Age: Between "21" And "35" ✓ Criteria for TypeOfDonation: "Red cells" Or "Plasma" ✓ Query saved as Age ✓	3		
5.8	Form: Outstanding Heading 'Matric:12BOutstanding' added ✓ Heading formatted to size 22 ✓ 'Cell No' and 'Grade' swapped (Grade above Cell No) ✓ 'Amount Paid' formatted as currency (Rands) ✓ Image Q5Donated ✓ inserted in the form header ✓ <i>Note to marker: Do not penalise if heading is not positioned accurately.</i> <i>Note to marker: Accept any type of layout.</i>	6		
5.9	Report: NewLife			
5.9.1	Created, based on query LifeSavers ✓	1		
5.9.2	Fields: Name, Surname, Age, LearnersGrade, BloodType, TypeOfDonation and Status ✓	1		
5.9.3	Grouped by BloodType ✓ and TypeOfDonation ✓ Sorted by Surname ✓	3		
5.9.4	Saved as NewLife ✓	1		
5.9.5	Total number of parents who donated blood: Suitable label (No of Donors) added in the report footer ✓ Function: =Count ✓ ([Status]) ✓ Age of the oldest parent: Suitable label (Oldest Donor's Age) added in the report footer: ✓ Function: =Max ✓ ([Age]) ✓	6		
5.9.6	Report heading changed to " Save those in need" ✓	1		
		[40]		

QUESTION 6: WEB DESIGN (HTML)

Item / Criteria	Max	✓	Mark
6.1 <title>save-a-drop</title> ✓	1		
6.2 <body bgcolor ✓ = "yellow" ✓ OR <body bgcolor = "#FFFF00">	2		

6.3	<h1 align = center >✓ ✓ <u>✓ Save a soul! Share a drop! </u> </h1>	3		
6.4	<hr✓ color = "blue"✓ size = "20"/>✓	3		
6.5	<ul type ✓ = "square">✓	2		
6.6	<a href ✓ = "About Us.pdf">✓ About Us ✓ 	3		
6.7	<p>✓</p>✓	4		
6.8	<h4><i>Want to Help? </i></h4>✓	1		
6.9	</html>✓	1		
		[20]		

QUESTION 7: INTEGRATION

No	Criteria	Max.	✓	Mark
7.1	Automatic numbering ✓	1		
7.2	Text form field properties – Title Case ✓	1		
7.3	<ul style="list-style-type: none"> Text form field control ✓ Type = Number✓ Maximum value = 2 ✓ 	3		
7.4	Money Procured: <ul style="list-style-type: none"> Select one_Kieseen option added in the ✓ Selectone_Kieseen option set as Default ✓ 	2		
7.5	3pt border inserted around the paragraph ✓ Shaded border✓	2		
7.6.1	Outside 2¼pt border✓ Double line border ✓	2		
7.6.2	Second column adjusted to 3.5 cm width ✓	1		
7.6.3	=SUM(ABOVE)	1		
7Email				
7.7.1	<ul style="list-style-type: none"> Form letter changed to email ✓ Recipients sorted in descending order ✓ according to email addresses ✓ Add merge fields (Name, Surname✓ and email address) ✓ 	5		
7.7.2	<ul style="list-style-type: none"> Merge for thirst three recipients ✓ Screenshot placed in 7Screenshot_Skermskoot document ✓ 	2		
		[20]		
TOTAL:		180		