

EXAMINATION	NATIONAL SENIOR CERTIFICATE
GRADE	12
DATE	JUNE 2025
SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY
PAPER	1
MARK TOTAL	150
DURATION (HOURS)	3
NUMBER OF PAGES	22

MARKING GUIDELINES

	Checked
Code	

QUESTION 1	25	0
QUESTION 2	20	0
QUESTION 3	20	0
QUESTION 4	17	0
QUESTION 5	35	0
QUESTION 6	15	0
QUESTION 7	15	0
TOTAL	147	0

Blanks

Marking grid


Question 1: 1SkiGuide			MAX	Candidates mark	Comments	Sub-total	SM	CM	IM
1,1	Cover page	Cover page (any) inserted ✓	1				0	0	0
		type = 'Integral' ✓	1				0	0	0
		'Course' property removed. ✓	1				0	0	0
		Student name added to 'Author' property ✓ Picture changed to '1Skier.jpg' in exam folder ✓	1				0	0	0
						5	0	0	0
1,2	Heading	Character spacing = Expanded, 1 cm ✓	1		To mark formatting use Shift + F1		0	0	0
		Text outline (effects) = Dark red ✓	1				0	0	0
		Paragraph formatting = Dark red, 2.25 pt border ✓ = any border underneath text. ✓	1				0	0	0
						4	0	0	0
1,3	Style Table of contents	3 x Heading 3 style changed to Heading 2 (check 0 instances for heading 3) ✓	1				0	0	0
		Updated (Heading 2 headings is included in TOC) ✓	1				0	0	0
						2	0	0	0
1,4	Tab stops	Text 'Expense ...R350': right align tab stop on 15 cm ✓ with dotted leader ✓	1				0	0	0
						2			
1,5	Pagination	Essential Gear and Clothing AND paragraph underneath = Keep with next and/or keep	1				0	0	0
		Changed to webdings 135 symbol (€) ✓	1				0	0	0
1,6	Bullet list	14 pt bullet ✓	1				0	0	0
						2			
1,7	Table	Distribute rows evenly ✓	1		To check: activate, if no changes takes place it has		0	0	0
		Next to 'Average Resort Price per night' = Average(Above) ✓	1		To check formule: Alt + F9		0	0	0
		Caption inserted for table ✓	1				0	0	0
		Caption text = "Table 2: Destination prices" ✓	1				0	0	0
						4	0	0	0
1,8	Table	'Table 3: Off-Slope Activity Options': Text wrapping = None	1		To check: Table Layout, Cells Size window		0	0	0
1,9	SmartArt	'Figure 4: Snowrate diagram' = Layout changed to 'Picture Frame' ✓	1				0	0	0
1,10	Indentation	'Paragraph 'Fancy Christmas ... and resorts' = Left and right indent of 1 cm ✓	1		Shift + F1		0	0	0
1,11	Table of Tables	Updated: Table 1, 2 and 3 included and/or Table 1: Ski (not Sky) Resort Comparison	1				0	0	0
1,12	Bibliography	Clubmed source year changed to 2023 (not 2022) - (Bibliography on last page need not	1				0	0	0
						1			
TOTAL			25	0		25			



Marking grid

				20	Marker Code:	Date:				
Question 2: 2QuizCards or 2QuizAlt				MAX	Candidates mark	Comments	Sub-total	SM	CM	IM
2.1.1	Label	Label created='SkiQuiz' and Paper size = A4 ✓	1	0	There must be SIX labels on one page.	0	0	0		
		Top and side margins: 1 cm ✓	1							
		Height: 8.7 cm and Width: 9 cm ✓	1							
		Horizontal pitch: 9 cm and Vertical pitch: 8.7 cm ✓	1							
2.1.2	Label	Label applied ✓	1			0	0	0		
2.2.1	WordArt	Added in first label in 'Deflate: Bottom' Transform style - not filled ✓ 1.5 pt and blue text outline ✓	1			0	0	0		
2.2.2	Image	2Ski-Icon.jpg added to first label ✓	1			0	0	0		
		Picture 2Ski-Icon.jpg sent to back (corners of picture does not obscure WordArt) ✓ Size adjusted to exactly 2 cm x 2 cm ✓	1							
2.2.3	Group & Text wrapping	WordArt and Picture grouped ✓	1			0	0	0		
		Grouped picture text wrapping = inline with text ✓	1							
2.2.4	Alignment	All labels horizontally and vertically centered. ✓	1			0	0	0		
2.3.1	Mail Merge	Source: 2QuizQuestions.xlsx ✓	1			0	0	0		
2.3.2		Filters: Topic = 'Ski' ✓	1							
		Used = False ✓	1							
2.3.3		Fields linked: Question, Options A, B and C ✓	1							
		Fields added underneath picture on first label ✓ Settings applied to ALL labels ✓	1							
2.3.4	Completed and new document saved as 2Merged ✓	1	0	0	0					
TOTAL			20	0		20				

				20	Marker Code:	Date:						
Question 3: 3Contributions				MAX	Candidates mark	Comments	Sub-total	SM	CM	IM		
3,1	Learners worksheet	Col A: Column width = 10 ✓	1	0		0	0	0				
3,2		Cell B3: =MODE(F8:F43) ✓	1									
3,3		Cell B4	=COUNTIFS(E8:E43,8,F8:F43,">=15") Countifs ✓						1	0	0	0
			(E8:E43, ✓ 8, ✓						1			
			F8:F43, ✓						1			
			">=15") ✓						1			
3,4		Cell G8	=Vlookup(F8,N\$2:P\$5,2,True) Vlookup(✓ F8, ✓ N\$2:P\$5, ✓						1	0	0	0
			2, ✓						1			
			True) - or omitted ✓						1			
			Correct use of absolute cell reference ✓						1			
3,5		Cell B3	Filename in header: &{file} ✓						1	0	0	0
			Gridlines marked for printing ✓						1			
3,6		Chart worksheet	Primary Axis 'Grade' ✓						1	0	0	0
			Gap width for series to 150% ✓						1			
	Picture Transparency 50% in plot area ✓		1									
	Callouts for data labels centered ✓		1									
TOTAL			20	0		20						

		Question 4: 4Breeders		MAX	Candidates Marks	Marker Code:	Date:	Sub-total	SM	CM	IM		
					17								
4,1	Sort	According to grade ✓		1	17				0	0	0		
		and then date of birth (DOB field) ✓		1					0	0	0		
4,2	Colom C	Date format: DDD, DD MMMM (ex. Mon, 15 September) ✓		1						3	0	0	0
4,3	Cell B2	SUMIF(✓		1							0	0	0
		E6:E45, ✓		1							0	0	0
		"Tornadoes" ✓		1							0	0	0
4,4	Cell B3	G6:G45) ✓		1						4	0	0	0
		=ROUNDUP((COUNTA(A6:A45)/5),0) ✓		1							0	0	0
		ROUNDUP((COUNTA(A6:A45) ✓		1							0	0	0
4,5	Cell D6	/5) ✓		1						3	0	0	0
		,0) ✓		1							0	0	0
		=LEFT(C6,FIND(" ",C6)-1) ✓		1					Alternative: =LEFT(C6,FIND(" ",C6)+1)		0	0	0
		LEFT(C6, ✓		1					The function will work correctly if no space is added		0	0	0
		FIND(" ", ✓		1					between the " "		0	0	0
4,6		C6) ✓		1							0	0	0
		-1) ✓		1						5	0	0	0
		=IF((QuizDate-B7)/365>=16, S , J) ✓		1							0	0	0
		IF((QuizDate ✓		1				0	0	0			
		-B7) ✓		1				0	0	0			
TOTAL		/365 ✓		1				0	0	0			
		>=16, ✓		1				0	0	0			
		Correct use of brackets ✓		1			5	0	0	0			
				17	0		17	0	0	0			


Question 5: 5Students				MAX	35	Marker Code:	Date:	Sub-total	SM	CM	IM
				Candidates	35	Comments					
				Marks	0						
5.1.1	Surveytable	Contact field:	Primary Key on contact field ✓	1							
			Format > ✓	1				2	0	0	0
		Cellno:	Not required ✓	1				1	0	0	0
		Type field:	"Other" added to lookup list ✓	1				1	0	0	0
		Standby field:	Default 0 ✓	1				1	0	0	0
		Time field:	Short time ✓	1				1	0	0	0
		Time contacted field:	Validation rule - <= ✓	1			Alternative: Validation rule - >=1		0	0	0
			500 ✓	1				2	0	0	0
5.1.7	Admin field:	0 ✓	1					0	0	0	
	Input Mask:	99 ✓	1				2	0	0	0	
5.1.8	Field added:	Ski Camp ✓	1					0	0	0	
		Hyperlink ✓	1				2	0	0	0	
5.2	frm5_2		Label fill colour (any colour) ✓	1				0	0	0	
			Supporter field change tot Text box ✓	1				0	0	0	
			Formula: Today - changed to Date() or Now()	1			Correct formula: =Year(Date())-Year([Date_Added])		0	0	0
			Conditional formatting: Rule added: Value = 0 ✓	1				0	0	0	
		Background colour: red ✓	1				5	0	0	0	
5.3	qry5_3		Query created based on tblinfo fields Group and Services ✓	1				0	0	0	
			Total row activated =	1				0	0	0	
			Criteria field: "security" in Services field ✓	1				0	0	0	
			Total = Count in additional Services field ✓	1				4	0	0	0
5.4	qry5_4		Group criteria: Community or Parent ✓	1				0	0	0	
			Date added criteria: < of <= ✓	1				0	0	0	
			# 2018/01/01# of #31/12/2017# ✓	1				0	0	0	
			CellNo field added ✓	1				0	0	0	
		In 2nd column (as shown) ✓	1				5	0	0	0	
5.5	qry5_5		Learners criterion: >3 or >= 4 ✓	1				0	0	0	
			Calculated field: Allowance: ✓	1				0	0	0	
			[Learners] ✓	1				0	0	0	
			*50 ✓	1				4	0	0	0
5.6	rpt5_6		qry_Report modified: Alumni field criteria = FALSE ✓	1				0	0	0	
			alternate row-colour removed ✓	1				0	0	0	
			Records sorted by Supported field (A-Z) ✓	1				0	0	0	
			Current print date (now()) moved to Header section ✓	1				0	0	0	
		Calculation in Report footer: =Count(*) ✓	1			Or =count([fieldname])	5	0	0	0	
TOTAL				35	0			35	0	0	0

Group	Services	CountOfSer
Community	Security	1
Other	Security	6
Parent	Security	1

Supporter	CellNo	Group	Date_Added
BRUNYEE K	0827564125	Parent	30 Jun 2016
DU PREEZ E	0825946226	Parent	11 Sep 2017
EICHSTÄDT J	0729450237	Community	29 Jun 2015
LÖTTER-MOOLM	0725449365	Community	20 Apr 2016
ROUSSEAU J	0826774533	Parent	29 Aug 2016

Field	Supporter	Services	Learners	Allowance: [Learner]*50
tblinfo	tblinfo	tblinfo	tblinfo	
Show	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria		"Transport"	>4	

Question 6: 6HolidayGuide				MAX	15	Marker Code:	Date:	Marking grid		
					Candidates Marks	Comments		SM	CM	IM
6,1	Background	<body bgcolor="lightgrey"> Whole page background colour changed ✓	1					0	0	0
6,2	Font type	 Text type of whole page changed (tag inserted before heading and NOT ended - end tag is given at the end of the webpage). ✓	1					0	0	0
6,3	Align	<h1 align="center"> Heading 'Embrace the Thrill: Your Ultimate Ski Holiday Guide' centre aligned ✓	1			Alternative: <center><h1>Embrace the Thrill: Your Ultimate Ski Holiday Guide</h1></center>		0	0	0
6,4	Horizontal line	<hr color="yellow" width="75%" size="8"/> only hr added in current tag ✓	1					0	0	0
6,5	Split cells	<td><h3>Adventure Awaits</h3></td> <td><h3>Winter Wonderland</h3></td> <td></td> added in correct position. ✓	1					0	0	0
6,6	Heading	<h2>Tips for a Successful Ski Trip</h2> both tags added ✓	1					0	0	0
6,7	Image	 src corrected ✓ border added ✓	1					0	0	0
6,8	Lists	 <h3>Take Lessons</h3> add the ordered list ✓ How to carry your skis. Add before 'How to carry your skis' ✓ unordered list closing tag "/" corrected before text 'Source' ✓	1					0	0	0
6,9	Line break	 added after the text 'Source' ✓	1					0	0	0
6,10	Hyperlink	The Importance of Ski Lessons for Beginners href= inserted ✓ URL added 'www.thesnowpros.org' ✓	1					0	0	0
6,11	Italics	<i> and </i> inserted around text '*Note: This webpage ... Important details' ✓	1					0	0	0
TOTAL			15	0			15	0	0	0

Question 7: 7Schedule, 7Circular				MAX	15	Marker Code:	Date:	Marking grid		
					Candidates Marks	Comments	Sub-total	SM	CM	IM
7,1	7Schedule	Cell A1: Heading formatted with the Title styl ✓	1					0	0	0
		Cell A2: Text direction = 0 degrees ✓	1					0	0	0
		Cell B3:B4: Merge and center removed (correct data in cells) ✓	1					0	0	0
		Text is centred and correct borders ✓	1					4	0	0
7,2	7Circular	=TIME(HOUR(B8)+12,MINUTE(B8)+30,SECOND(B8))	1					0	0	0
		HOUR(B8)+12, ✓	1					0	0	0
		MINUTE(B8)+30, ✓	1					0	0	0
7,3	7Circular	=C4-B4 ✓	1				4	0	0	0
		Formula copied down to D5:D10 ✓	1				2	0	0	0
7,4	7Circular	Cell F12: =Now() ✓	1				1	0	0	0
7,5		Paragraph spacing: Blue text paragraph (first paragraph after greeting) Before and After 12 pt ✓	1				1	0	0	0
7,6		Linked object: Cells A1:F10 copied from 7Schedule spreadsheet. ✓	1					0	0	0
7,7	7Circular	as linked Microsoft Excel Object (right click: update link is available) ✓	1				2	0	0	0
		Hyperlink: skyscraperM@school.co.za changed to e-mail hyperlink. ✓	1			mailto:skyscraperM@school.co.za ed- further- assist (Ctrl+Click to follow link) skyscraperM@school.co.za. We're here to h	1	0	0	0

TOTAL		15	0		15	0	0	0
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