Province of the EASTERN CAPE EDUCATION

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Porafensie Ya Kapa Botjahabela: Lefapha la Thuto

NATIONAL SENIOR CERTIFICATE

GRADE 12

SEPTEMBER 2026

COMPUTER APPLICATIONS TECHNOLOGY P1 MARKING GUIDELINE

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

SIGNATURE OF EDUCATOR: _____

QUESTION	Q1	Q2	Q3	Q4	Q5	Q6	Q7	TOTAL
MARKS	25	20	20	20	35	15	15	150
CANDIDATE MARK								
MODERATED MARK								

This marking guideline consists of 16 pages.

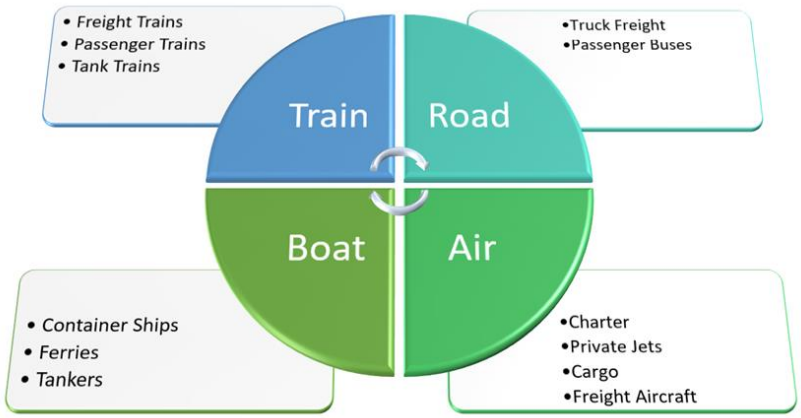
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QUESTION 1 **File Name: Q1Evergreen** **Total Q1: 25**

No	Criteria	Maximum Mark			Candidate Mark
1.1	**Picture on the first page:** • 3pt scribble ✓ • Green border added to the picture. ✓ • Alt text "Charging station" added to the picture. ✓ • Resized to 10 cm high **AND** resized to 18 cm wide ✓	1 1 1 1		4	
1.2	**Table of contents:** • Paragraph under growth plan, risks & appendix does not display in the table of content due to style removed from paragraph. ✓ • Table of contents updated. ✓ Human resources & Training Financial Plan & Pricing (Sample Numbers) Growth Plan, Risks & Appendix	1 1		2	
1.3	**Table of icons:** • TOI inserted.✓ • Page numbers excluded. ✓ Icon 1 Truck & Bakkie Icon 2 Boat Icon 3 Bus	1 1		2	
1.4	**Comment on page 3.** • Deleted the comment on the word evergreen. ✓	1		1	
1.5	**Footnote:** • Footnote inserted on the word financial. ✓ • Reads: "Includes assets".✓	1 1		2	
1.6	**Three pictures under the heading Cover & Executive Summary:** • Grouped as one object. ✓	1		1	
1.7	**Green line under the three icon pictures:** • Width changed to 5pt. ✓ • Begin arrow changed to oval arrow. ✓ 	1 1		2	
1.8	**Text under the heading Company Background & Legal Structure in 3 Columns:** • Text in 3 columns. ✓ 0.5 cm spacing between columns. ✓	1 1		2	

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1.9	**Smart Art under the heading Fleet & Equipment:** • Right to left deselected. ✓ • Correct order of transport methods. ✓ • 3D flat scene style applied. ✓ 	1 1 1		3	
1.10	**List under the SmartArt.** • Level 1 A) ✓ • Level 2 ✈ ✓ • Level 3 decreased **Vehicle maintenance and scheduling** to level 2. ✓ A) **Transportation Modes** ✈ Road freight (trucks, vans) ✈ Rail transport ✈ Sea freight B) **Route Planning & Optimization** ✈ Determining the most efficient routes ✈ Minimizing fuel consumption and delivery time ✈ Considering traffic, road conditions, and weather C) **Fleet Management** ✈ Vehicle maintenance and scheduling ✈ Tracking fuel usage and performance ✈ Driver management and compliance	1 1 1		3	
1.11	**Page Numbers in the footer:** • Page numbers inserted in the footer. ✓ • Nothing displays on first page. ✓ • Second page start as page 1. ✓	1 1 1		3	
	Total for QUESTION 1			**[25]**	

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QUESTION 2 **File Name: Q2Letter** **Total Q2: 20**

No	Criteria	Maximum Mark			Candidate Mark
2.1	**Page Colour:** • Picture Q2Logo inserted as the page colour. ✓	1		1	
2.2	**File path in the header:** • Filename and path inserted as a field. ✓ • In the header. ✓ { FILENAME \p * MERGEFORMAT } (**Note to marker:** Do not penalise if the field does not appear in all the headers)	1 1		2	
2.3	**Heading:** • Expanded ✓ • by 5 pt. ✓ Heartfelt Thanks for Your Dedication	1 1		2	
2.4	**Spelling errors.** • I want to express my sincere **gratitude** to each of you for the incredible **dedication**, **professionalism**. ✓ **(Note to marker**: must correct all THREE spelling errors.)	1		1	
2.5	**2nd Paragraph** • Highlight removed. ✓ Over ……. thrive.	1		1	
2.6	**Hidden Text in the 3rd Paragraph:** • Unhide hidden text. ✓ It's inspiring to see how each of you contributes unique skills and ideas while keeping our shared goals in focus. Your hard work ensures that our clients and partners receive the highest level of service, and it reflects the strong values that define who we are as a team.¶	1		1	
2.7	**Cross Reference at the end of page one:** • Word table replace with a cross reference to table 1 Incentive. ✓ • Display only the number and label as reference. ✓ Please see Table 1 at the end of the document for details of the incentives. Please see { REF _Ref219883936 \h } at the end of the document for details of the (**Note to marker**: Reference number may differ.)	1 1		2	

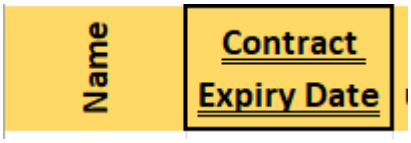
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2.8	**3D Model at the bottom of the first page.** • Rotated to look like the screenshot below. ✓  **(Note to marker:** Mark by inspection.)	1		1	
2.9	**Heavy equipment or heavy machinery word art:** • Any glow effect applied to the word art text. ✓	1		1	
2.10	**Name form field:** • Text format changed to: First capital. ✓	1		1	
2.11	**Form Fields:** • Grey shading removed from fields. ✓ **NOTE TO MARKER:** To remove the grey shading, click on the Developer tab, go to the Controls' group , click on Legacy forms and select Form Field Shading	1		1	
2.12	**Text box on page two:** • Q2CoC inserted as an object. ✓ • Object displays as icon. ✓ Alt+F9: {EMBED Acrobat.Document.DC} 	1 1		2	
2.13	**Tabs:** • 9 cm left tab. ✓ • 17.5 cm bar tab. ✓ • 22 cm right tab. ✓ • Tab removed between Eastern Cape and Container Shipping. ✓	1 1 1 1		4	
	Total for QUESTION 2			**[20]**	

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QUESTION 3 **File Name: Q3Staff** **Total Q3: 20**

No	Criteria	Maximum Mark			Candidate Mark
	Data Worksheet				
3.1	**Cell A5:C5**  • A5 text direction changed. ✓ • B5 Wrapped text applied. ✓ • B5 Double underline. ✓ • B5 Border applied. ✓	1 1 1 1		4	
3.2	**Cell I7** **=IF(H7>35,H7-35,"")** • Logic H7>35. ✓ • Correct output for both True **AND** False. ✓ Expected answer: 9	1 1		2	
3.3	**Cell J8** **=IF(C8<500,IF(OR(F8<5,G8>=1),"Warning",A8),A8)** **OR** **=IF(C8<500,IF(F8<5,"Warning",IF(G8>0,"Warning",A8)),A8)** • First condition C8<500. ✓ • OR / Logic. ✓ • Second condition F8<5. ✓ • Third condition G8>=1. ✓ • Correct output for true. ✓ • Correct output for false. ✓ (**Note to marker:** If a learner did not use a nested IF, the learner must lose the first mark, but all other marks may still be awarded.) Check for building blocks. Expected answer: Dale	1 1 1 1 1 1 1		6	

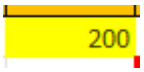
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3.4	**Graph worksheet:**  • Numbers of fines display as line graph. ✓ • Axis changed to hundreds. ✓ • Data series colour green. ✓ • Legend removed. ✓ • Major gridlines removed. ✓ • Title changed to Kilometers vs Fines. ✓ • Picture added Q3Truck chart area. ✓ • Transparency changed to 50%. ✓	1 1 1 1 1 1 1 1		8	
	Total for QUESTION 3			**[20]**	

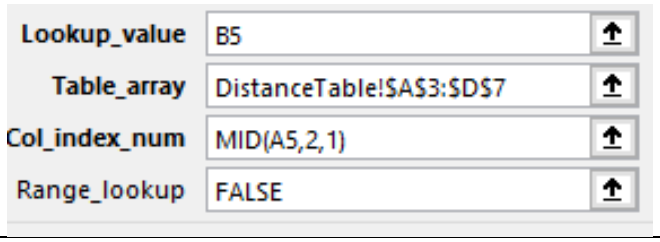
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QUESTION 4 **File Name: Q4Vehicles** **Total Q4: 20**

No	Criteria	Maximum Mark			Candidate Mark
4.1	**Roadworthy worksheet:** Inspect document and fix issue. • Cell I5 number 200 visible. ✓  	1		1	
4.2	**Cell L5:** **=SMALL(G5:G44,2)** • SMALL + correct range ✓ • 2 ✓ Expected answer: 1983	1 1		2	
4.3	**Cell L7:** **=COUNTIF(D5:D44,">2000000")** • Countif. ✓ • Range: D5:D44 ✓ • Criteria: ">2000000" ✓ Expected answer: 27	1 1 1		3	
4.4	**Cell L9:** **=SUMIF(B5:B44,"UD",H5:H44)** • Criteria range: B5:B44 ✓ • Criteria:" UD" ✓ • Sum range: H5:H44 ✓ Expected answer: R13 975 260.00	1 1 1		3	

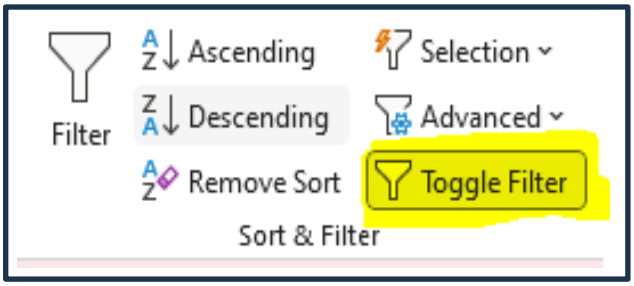
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Fleet Worksheet					
4.5	**Cell J5:** **=VLOOKUP(B5,DistanceTable!$A$2:$D$7,MID(A5,2,1), FALSE)*I5** • Vlookup. ✓ • Lookup value B5. ✓ • DistanceTable!$A$2:$D$7 Used. ✓ • Absolute Cell Reference ✓ Column index Number: MID(A5,2,1) • Mid **and** A5 ✓ • Position: Start at 2 ✓ • Return: 1 character ✓ • False ✓ • *I5 ✓ 	1 1 1 1 1 1 1 1 1 1		9	
4.6	**Worksheet order:** • Fleet Worksheet appear first. ✓ 	1		1	
4.7	**Unhide:** • Staff worksheet unhidden. ✓ 	1		1	
	Total for QUESTION 4			**[20]**	

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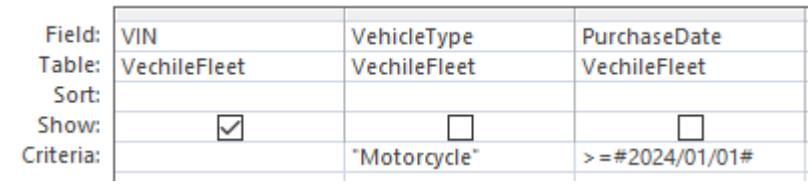
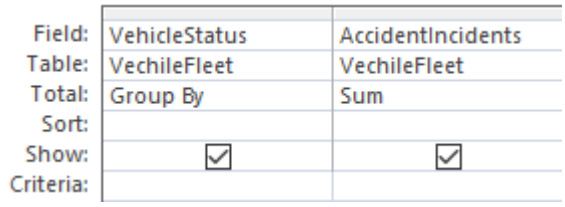
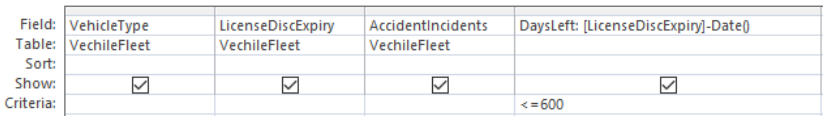
QUESTION 5 **File Name: Q5Fleet** **Total Q5: 35**

No	Criteria	Maximum Mark		Candidate Mark	
Tbl5_1 Datasheet view					
5.1.1	**Gridline colour:** • Changed to any blue. ✓	1		1	
Tbl5_1 Design view					
5.1.2	**LastServiceDate:** • Show Date Picker for Dates. ✓	1		1	
Tbl5_2 Datasheet view					
5.2	**Table:** • Filter applied toe VehicleType field: Bus or Minivan. ✓ • Sort Applied to PurchasePrice Field in Descending order. ✓ • Total average applied to the PurchasePrice Field. ✓ **Note to Marker: Toggle Filter to mark**  	1 1 1		3	

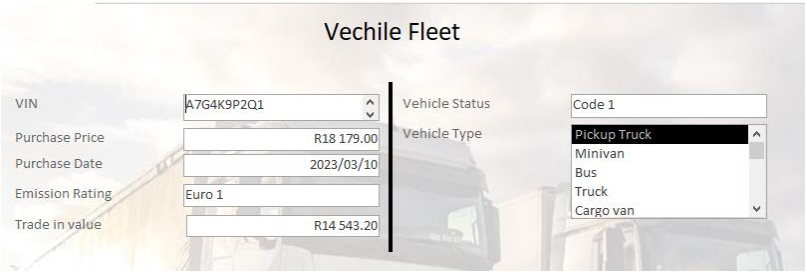
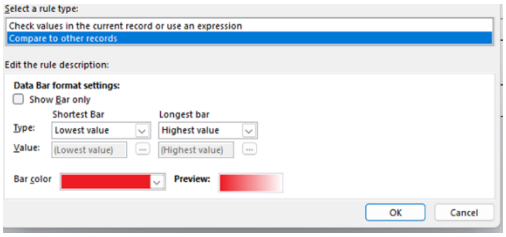
VIN	PurchasePri	VehicleStatus	VehicleType
L6B1G8H4S2	R39 193.00	Code 3	Minivan
V5L3X9T1G6	R38 238.00	Code 1	Bus
P3S7T2V9L5	R37 046.00	Code 1	Bus
X9F3N5Q2D7	R35 771.00	Code 4	Minivan
M4J8R0C6Y1	R22 793.00	Code 1	Minivan
K8W1Z6B4N0	R17 139.00	Code 1	Bus
C7H4P0R8J2	R16 534.00	Code 1	Bus
Y2D9M5F3Q7	R11 105.00	Code 1	Bus
Total	R27 227.38		

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5.3	**Qry5_3:** • Only Vin Number Displayed. ✓ • Criteria PurchaseDate: >=#2024/01/01#. ✓ Or >#2023/12/31# • Criteria VehicleType: Motorcycle. ✓  	1 1 1		3	
5.4	**Qry5_4:** • Total: Group By VehicleStatus. ✓ • SUM AccidentIncidents. ✓  	1 1		2	
5.5	**Qry5_5:** • Calculated field called DaysLeft added. ✓ • [LicenceDiscExpiry] ✓-Date() ✓ • Criteria DaysLeft: <=600 ✓  	1 1 1 1		4	

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5.6	**Frm5_6:** • Changed the VehicleType combo box to a list box. ✓ • Input Mask on Emission Rating Field: "Euro "✓ 0 ✓ • Validation Rule on Purchase Price Field:<= ✓ 1 000 000 ✓ • Validation text on Purchase Price Field:Too expensive. ✓ • Line inserted ✓ and width increased. ✓ (Mark by inspection) • Q5Transport inserted as the background image. ✓ • Calculation in Trade in value field text box: =[PurchasePrice] ✓ * 0.8 ✓ Or 80/100 Or =[PurchasePrice] - [PurchasePrice] * 0.2 • Formatted to SA Rand. ✓ 	1 1 1 1 1 1 1 1 1 1 1 1		12	
5.7	**Rpt5_7:** • Group by Insured company. ✓ • **Both** calculations done in the Group Header or Footer. ✓ • Correct labels used for **both** Total Value and Total Vehicles. ✓ • Count(*) ✓ • Sum ✓ ([PurchasePrice]). ✓ • **PurchasePrice Field:** • Conditional formatting applied to correct field PurchasePrice. ✓ • Compare to other records. ✓ • Red bar colour. ✓ 	1 1 1 1 1 1 1 1 1 1 1 1		9	
	Total for QUESTION 5			**[35]**	

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QUESTION 6 **File Name: Q6Green** **Total Q6: 15**

No	Criteria	Maximum Mark			Candidate Mark
6.1.1	**Q6Green**: **Font colour:** Evergreen Transport Company • colour changed to color. ✓	1		1	
6.1.2	**Hyperlink:** <a href="#contact"> • Href added to the code. ✓	1		1	
6.1.3	**Picture:** <img src="Q6Ship.jpg" width="80%" alt="Evergreen Transport Banner."> • Alt tag added. ✓ • Text read: "Evergreen Transport Banner." ✓	1 1		2	
6.1.4	**Line Break:** • ✓ added before "Welcome to …"	1		1	
6.1.5	**Bullets:** **Why Choose Evergreen?** ▪ Reliable Delivery ▪ Affordable Pricing ▪ Eco-Friendly Fleet ▪ 24/7 Customer Support • <ul ✓ type = "square" ✓> • Reliable Delivery ✓	1 1 1		3	

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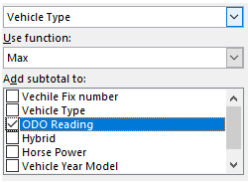
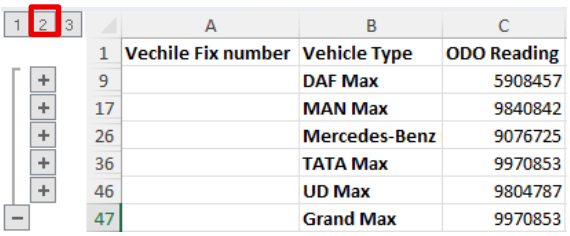
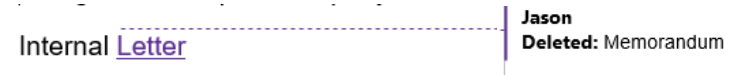
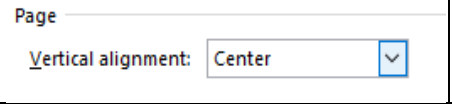
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6.1.6	**Table:**
	1. Extra row deleted (<tr> <th>1</th> </tr>). ✓
	2. <td> changed to <th>. ✓
	3. Rowspan =”4”. ✓
	4. Bgcolor changed to light grey. ✓ (also accept grey)
	5. Bottom. ✓
	6. Right. ✓
	
	1
	4
	2
	3
	5
	6
	`<!--6.1.6--><table border="1">`
	`<tr bgcolor="LightGrey"><th style="writing-mode: vertical-rl; text-orientation: upright;" rowspan="4"> Our service</th>`
	`<th>Service Name</th>`
	`<th>Description</th>`
	`<th>Availability</th>`
	`</tr>`
	`<tr>`
	`<td>Freight Transport</td>`
	`<td>Long-distance cargo transportation across states</td>`
	`<td valign ="bottom" align ="right">24/7</td>`
	`</tr>`
	
	Our service | **Service Name** | **Description** | **Availability**
	Freight Transport | Long-distance cargo transportation across states | 24/7
	Local Delivery | Same-day delivery within city limits | Weekdays Only
	Logistics Management | Customized logistics and supply chain solutions | By Appointment
		1
		1
		1
		1
		1
		1
				6	

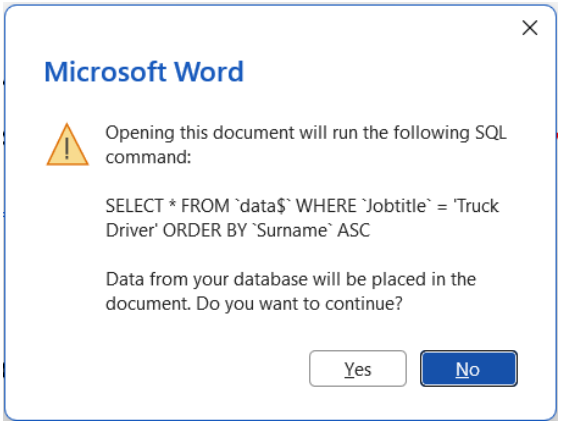
	Correct use of tags and triangular brackets.	1		1	
	Total for QUESTION 6			**[15]**	

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QUESTION 7 **File Name: Q7 Track, Q7Memo** **Total Q7: 15**

No	Criteria	Maximum Mark			Candidate Mark
7.1	**JobCard worksheet:** =COUNTIF(**D6:D15**,"**True**")/**COUNTA**(A6:A15) • Range changed from D6:D14 to D6:D15. ✓ • False replaced with true. ✓ • COUNT replaced with COUNTA. ✓	1 1 1		3	
7.2	**Total worksheet:** • Sorted according to vehicle type. ✓ • At each change in Vehicle type. ✓ • Max ODO Reading. ✓ • Level 2 displayed. ✓  	1 1 1 1		4	
7.3	**Q7Memo:** Original: Jason:  Correct Jason: Internal Memorandum • Both Changes of Jason Rejected. ✓ Original: Abby  Correct Abby: Xola • Both Changes of Abby Accepted. ✓	1 1		2	
7.4	**Vertical Alignment**: • Changed to Center. ✓  	1		1	

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7.5	**Mail Merge:**  • Q7Data used as source. ✓ • Replace name and surname with the appropriate fields. ✓ • Filtered to be sent only to truck drivers. ✓ • Sorted according to surname. **(**Vaughn Crockatt then Lucretia Gibke) ✓ • Saved as Q7Merged. ✓ (6 merged letters).	1 1 1 1 1		5	
	Total for QUESTION 7			**[15]**	
	TOTAL:			**[150]**	

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