basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

SENIOR CERTIFICATE EXAMINATIONS/ NATIONAL SENIOR CERTIFICATE EXAMINATIONS

COMPUTER APPLICATIONS TECHNOLOGY P1

MAY/JUNE 2026

MARKING GUIDELINES

MARKS: 150

CENTRE NUMBER							

FINAL MARK	

EXAMINATION NUMBER													

QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	19	26	19	22	35	15	14	150
CANDIDATE MARK								
MARKER CODE/ SIGNATURE								
MODERATED MARK								

These marking guidelines consist of 15 pages.

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EXAMINATION NUMBER													

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

QUESTION 1 **File name: 1Fun** **Total Q1: 19**

No.	Criteria	Maximum Mark			Candidate Mark
1.1	**Author Properties:** • 'Insert here' replaced with examination number ✓	 1		1	
1.2	**Page colour:** • Color 2: Green, Accent 6, Lighter 60% ✓ • Shading styles: Diagonal down ✓	 1 1		2	
1.3	**Columns: '*Travel doorman … in your journey.'*** • Text converted to 2 columns ✓ • Line between ✓ • Column break inserted before 'Relaxed start' ✓	 1 1 1		3	

1.4	**Table:**
	• Only inside border style changed: Any dash line ✓
	• Total saving (R): Number format:
	  ○ Currency ✓ **OR** R
	  ○ Decimal places removed: R# ##0 ✓ **OR** R0
	
	ALT+F9: {** =B6-C6 \#"R# ##0;…" **}
		
		1
		
		1
		1
				3	

1.5	**Multilevel list: *'Places'*** • Level 3 changed to a symbol ✓ • Symbol: Webdings character code: 118 (🚌) ✓ • List item: Dover: Increased indent to level 4 ✓	 1 1 1		3	
1.6	**SmartArt:** • Image replaced with **1World** ✓ • Shape: Oval/Round ✓	 1 1		2	
1.7	**Tab stops:** • Position: 6.5 cm ✓ • Alignment: Centre ✓ • Leader: 3 ✓	 1 1 1		3	
1.8	**Embedded object** • **1Home** inserted as a linked object ✓ • Displays as: Icon ✓ ***ALT+F9:* { *Link … \\1Home.pdf" ""\a \f 0 \p* } OR {*EMBED Package*}**	 1 1		2	
	Total for QUESTION 1			**[19]**	

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

QUESTION 2 **File name: 2Tours** **Total Q2: 26**

No.	Criteria	Maximum Mark			Candidate Mark
2.1	**Footer:** • Any built-in footer style ✓ applied to the cover page only • Footer style: Integral ✓	 1 1		2	
2.2	**Find and replace: *'nights'*** • Replaced text: nights ✓ • Highlight: Bright Green ✓ • 6 replacements ✓	 1 1 1		3	
2.3	**Image (with caption) and shape:** • Image: o Rotated: approximately 330° ✓ *(Mark by inspection)* • Shape: o Fill colour: removed/white fill ✓ o Text formatting: black/any dark colour and displays as screenshot ✓ • Image (with caption) and shape grouped ✓	 1 1 1 1		4	
2.4	**Source:** • Comments field: 'Recommended' ✓	 1		1	
2.5	**Cross-reference: *'Standard'*** • Reference to: Footnote number ✓ • Position: Include above/below ticked ✓ ***ALT+F9: {** NOTEREF _Ref…\p \h **}***	 1 1		2	
2.6	**Table of figures:** • Table of figures inserted ✓ • Format: Distinctive ✓ • Caption: Inserted on image ✓ • 4 Figures ✓ / 4 Entries	 1 1 1 1		4	
2.7.1	**Text form field: *'Time of enquiry'*** • Type: Current time ✓	 1		1	
2.7.2	**Text form field: *'How can we help you?'*** • Maximum length: Unlimited ✓	 1		1	
2.7.3	**Drop-down form field: *'Tour name'*** • 'European Highlights' appears as the last item in the list ✓	 1		1	

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2.7.4	**Text form field: *'Total amount'*** • Type: Calculation ✓ • Expression: =(Cost-100)*Number **OR** =Number*Cost-100*Number **OR** =Number*Cost-(100*Number) o Number of travellers: Number ✓ o Cost per traveller: *Cost ✓ **OR** Cost* o Determine the discount *per traveller:* -100 ✓ ***ALT+F9: {** FORMTEXT **{** =(Number*Cost-100*Number) **}}***	1 1 1 1		4	
2.8	**Watermark: *'Enquiries'*** • Text watermark inserted ✓ • Text: 'Enquiries' ✓ • Displays only on the last page ✓	1 1 1		3	
	Total for QUESTION 2			**[26]**	

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QUESTION 3 **File name: 3Trips** **Total Q3: 19**

- *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).*
- *Candidates 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
Info worksheet					
3.1	**Cell A1:** • Font type: Arial ✓ • Font size: 24 pt ✓	 1 1		2	
3.2	**Cell G3:** **=MODE(G12:G65)** • Function: MODE(G12:G65) ✓	 1		1	
3.3	**Cell G5:** **=ROUNDUP(AVERAGE(C12:C65),0)** • Function: ROUNDUP(…,0) ✓ • Function: AVERAGE(C12:C65) ✓	 1 1		2	
3.4	**Cell G7:** **=SUMIFS(I12:I65,H12:H65,"Short break",A12:A65, "Africa")** **OR** **=SUMIFS(I12:I65,A12:A65,"Africa",H12:H65,"Short break")** • Function: SUMIFS(I12:I65,…) ✓ • Criteria range 1: H12:H65 ✓ • Criteria 1: "Short break" ✓ **OR** "Short*" • Criteria range 2: A12:A65 ✓ • Criteria 2: "Africa" ✓	 1 1 1 1 1		5	

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3.5	**Cell H14:** **=VLOOKUP(C14,Options!$A$1:$B$5,2)** **OR** **=VLOOKUP(C14,Options!$A$2:$B$5,2,TRUE)** **OR** **=XLOOKUP(C14,Options!$A$2:$A$5,Options!$B$2:$B$5,,-1)** • Function: VLOOKUP ✓ **OR** XLOOKUP • Lookup value: C14 ✓ • Table array: Options!$A$1:$B$5 ✓ **OR** Options!$A$2:$B$5 **OR** Options!A1:B5 **OR** Options!A2:B5 • Column index: 2 ✓	1 1 1 1		4	
Chart worksheet					
3.6	**Chart** • Data: 2025 data added ✓ • Y-Axis labels: Custom angle: -20º ✓ *(Accept between -10º and -45º)* • X-Axis options: Bounds: Maximum: 250 ✓ • Data labels: Outside end ✓ • Gridlines: Major horizontal ✓	 1 1 1 1 1		5	
	Total for QUESTION 3			**[19]**	

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QUESTION 4 **File name: 4Bookings** **Total Q4: 22**

- *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).*
- *Candidates 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
Sheet1 worksheet					
4.1	**Sheet1** • Deleted ✓ *(Not hidden)*	1		1	
Reservations worksheet					
4.2	**Cell G3:** **=SMALL(J10:J63,2)** • Function: SMALL(J10:J63, …) ✓ • Value: 2 ✓	1 1		2	
4.3	**Cell G5:** **=COUNTIF(H10:H63,"Plus")** • Function: COUNTIF(H10:H63,…) ✓ • Criteria: "Plus" ✓	1 1		2	
4.4	**Cell E12:** **=LEFT(D12,FIND("@",D12)-1)** **OR** **=MID(D12,1,FIND("@",D12)-1)** • Extracting the traveller's username: o Function: LEFT(…) ✓ **OR** MID(…,1,…) o Cell: D12 ✓ • To determine the position of the @: o Function: FIND(…) ✓ o Determine the position of the: "@" ✓ o In the correct cell: D12 ✓ o From first character to character before @: -1 ✓	1 1 1 1 1 1		6	

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4.5	**Cell M10:**
	=IF(J10>150000,J10*60%,J10*$M$6)
	OR
	=IF(J10<=150000,J10*$M$6,J10*60%)
	
	• Cell reference: J10 ✓
	• Logical test:
	  o More than 150000 ✓
	• Output if true: 60% **OR** 0.6 **OR** 60/100 ✓
	• Output if false: M6
	  o Absolute cell reference applied: $M$6 ✓
	• Both criteria: *J10 ✓
	• Autofill applied ✓
		1
		1
		1
		1
		1
		1
				6	

4.6	**Column F: Conditional formatting**
	=AND(MONTH(K10)**<=3,I10="Southern")**
	OR
	=AND(MONTH(K10)**>=1,**MONTH(K10)**<=3),**
	I10="Southern")
	OR
	=AND(OR(MONTH(K10)**=1,**MONTH(K10)**=2,**
	MONTH(K10)**=3),I10="Southern")**
	
	• Rule: Formula
	  o Function: AND(…) ✓
	  o <=3 ✓ **OR** <4
	  o I10= ✓
	  o "Southern" ✓
	• Fill colour: Any yellow colour ✓
		1
		1
		1
		1
		1
				5	

	Total for QUESTION 4			**[22]**	

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QUESTION 5 **File name: 5Records** **Total Q5: 35**

No.	Criteria	Maximum Mark			Candidate Mark
Table: tbl5_1					
5.1.1	**Field: *EmployeeSurname*** • Field size: 30 ✓	1		1	
5.1.2	**Field: *DateOfBirth*** • Format: Short date ✓	1		1	
5.1.3	**Field: *EmployeeID*** **Input mask: 0000"@"L?** **OR** **0000\@L?** • 0000 ✓ • @ ✓ • L ✓ • ? ✓	1 1 1 1		4	
5.1.4	**Field: *JobTitle*** • Display control: Combo box ✓ • Row Source Type: Table/Query ✓ • Row Source: SELECT [tblJobDescription].[JobTitle] FROM tblJobDescription; ✓ **OR** tblJobDescription General Lookup Display Control: Combo Box Row Source Type: Table/Query Row Source: SELECT [tblJobDescription].[JobTitle] FROM tblJobDescription;	1 1 1		3	
5.1.5	**Field: *YearsExperience*** Between 5 And 10 **OR** >= 5 And <= 10 **OR** >4 And <11 • Between 5 ✓ • And ✓ • 10 ✓ • Validation Text: Any descriptive text that refers to the rule ✓	1 1 1 1		4	

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Form: frm5_2					

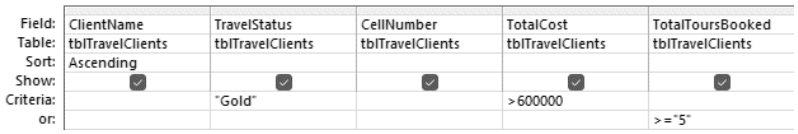
5.2	**Form Header: Image**
	• **5Slogan** inserted in the form header ✓
	
	Detail Section
	• Image:
	  ○ Width: 5 cm ✓
	  ○ Height: 6 cm ✓
	• All labels formatted the same ✓
	• *HireDate* field: Show Date picker: For dates ✓
	
	Form Footer
	• Date field inserted in footer ✓
		1
		
		1
		1
		1
		
		1
				6	

Query: qry5_3					
5.3	• Only *ClientName* and *OnlineBooking (Yes/No)* fields display ✓ *(CellNumber* Show: unticked*)* • *CellNumber* criteria: Like "+27 ✓ *" ✓ *(Expected records: 74)*	1 2		3	
Query: qry5_4					
5.4	• *TravelStatus*: Total: Group By ✓ • *TotalCost:* Total: SUM ✓	1 1		2	

Field:	ClientName	OnlineBooking (Yes/No)	CellNumber
Table:	tblTravelClients	tblTravelClients	tblTravelClients
Sort:			
Show:	☑	☑	☐
Criteria:			Like "+27*"
or:			

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Query: qry5_5					
5.5	• *TravelStatus* criteria: "Gold" ✓ • AND *TotalCost* criteria: >600000 ✓ • OR logic correct ✓ • *TotalToursBooked* criteria: >="5" ✓ • Sorted alphabetically according to the *ClientName* ✓  *(Expected records: 33)*	1 1 1 1 1		5	
Report: rpt5_6					

5.6	• Alternative Row Color: Any colour ✓
	• Heading:
	  ○ Changed to 'Clients' ✓
	  ○ Special effect: Shadow applied ✓
	• Function: MAX([*TotalCost*]) ✓
	• Label: Max amount ✓
	• Field and label: *OnlineBooking (Yes/No)* deleted ✓
		1
		1
		1
		1
		1
		1
				6	

	Total for QUESTION 5			**[35]**	

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QUESTION 6 **File names: 6_1Travel; 6_2Experiences** **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_1Travel					
6.1.1	**Table: Cellspacing** *<table border="1" width="75%"* ***cellspacing="10"****>* • Attribute: Cellspacing="10" ✓	 1		1	
6.1.2	**Image alignment:** *** ****<img src…>**** *** **OR** *** ****<img src…**** *** **OR** *<tr* ***align="center"****>…</tr>* **OR** *<td …* ***align="center"****>…</td>* • Center tags inserted **OR** Attribute: align="center" ✓	 1		1	
6.1.3	**Line break:** *** ****These include discovery ...* • inserted before 'These include discovery…' ✓	 1		1	
6.1.4	**Table cell:** ***<td>OneWorld Adventures is more than just a tour company, …</td>*** • <td> … </td> inserted ✓ • Correct text added ✓	 1 1		2	
6.1.5	**Link:** *E-mail******* *adventures@oneworld.co.za******* • E-mail: <a> … inserted ✓ • Attribute: href="mailto:..." ✓ • Text: adventures@oneworld.co.za (*Appears twice*) ✓ *(Note to marker: Accept href="mailto:#...")*	 1 1 1		3	

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6.2	**6_2Experiences**				
	… <body bgcolor="#F6FAEE"> Unforgettable Experiences ❶ ** **Dive deeper into every destination with:** ** … ❷ **<ol type="i">** ❸ - African food - Indian food ❹ ** - Seafood ** ** ** … ❺ **<hr** width="44%" size="10%" color="yellow"**/>** What an absolutely ❻ ****UNFORGETTABLE**** experience! This trip is packed with every kind of adventure you could dream of. … **Heading tag:** ❶ • … ✓ **Ordered list (Multi level list):** ❷ • … tags inserted ✓ ❸ • Type="i" ✓ ❹ • - Seafood ✓ **Horizontal line:** ❺ • <hr …/> tag inserted ✓ **Bold:** ❻ • … ✓	 <

EXAMINATION NUMBER													

QUESTION 7 **File names: 7Discount; 7Refund** **Total Q7: 14**

No.	Criteria	Maximum Mark			Candidate Mark
7Discount					
7.1	**Report:** • Report called 'Info' created ✓ • Fields: *Continent*, *TourName*, *Days* and (*Discount*) ✓ • Grouped by Continent ✓ • *Days* criteria: >10 ✓ **OR** >=11 **Table or Query or Report:** New calculated field: *Discount*: [*OriginalPrice*]-[*ReducedPrice*] • New field: *Discount* ✓ • Calculation: o [*OriginalPrice*] ✓ o -[*ReducedPrice*] ✓ *(Note to marker: Candidate can make use of Table, Query or Report to calculate the Discount field)*	 1 1 1 1 1 1 1		7	

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7Refund					

7.2	**Cell G4:**
	♣ ① ♦ ② ③
	=IF(AND(D4="Cancelled",OR(B4="Europe",B4="Asia")),
	④ ⑤
	"Yes","No")
	
	OR
	
	=IF(OR(AND(D4="Cancelled",B4="Asia"),AND (D4="Cancelled",B4="Europe")),"Yes","No")
	
	Concepts:
	① Determine if the trip is cancelled
	♣ AND
	② Determine if the destination is Europe
	♦ OR
	③ Determine if the destination is Asia
	④ If all of the criteria are true then 'Yes'
	⑤ If either criterion is false then 'No'
	
	• Correct logic: AND ✓
	  ○ Logical test 1: "Cancelled" ✓
	• Correct logic: OR ✓
	  ○ Logical test 2: "Europe" ✓
	  ○ Logical test 3: "Asia" ✓
	• If all (AND/OR) outputs are TRUE: "Yes" ✓
	• If all outputs are FALSE: "No" ✓
		1
		1
		1
		1
		1
		1
		1
				7	

	Total for QUESTION 7			**[14]**	
	TOTAL			**150**	

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