

## CAT Grade 10: June 2012: Practical Examination MARKSHEET

NAME: \_\_\_\_\_

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/ 120

## Question 1: TechInfo

|      | Item / Criteria  | Learner | Max |
|------|--|---------|-----|
| 1.1  | Page size changed from letter to A4 ✓<br>All margins ✓<br>Set to 2.5 cm ✓  |         | 3   |
| 1.2  | Words 'Tech Info' added ✓<br>In header ✓<br>Right-aligned in the header ✓  |         | 3   |
| 1.3  | Font type of the WordArt is set to Arial ✓ (Arial Unicode MS)  |         | 1   |
| 1.4  | In a red font ✓<br>All occurrences (six) of the (whole) word phone (not cellphone for example) ✓   |         | 2   |
| 1.5  | Automatic page numbering added ✓<br>In the format Page X of Y ✓<br>Centred ✓<br>In the footer ✓  |         | 4   |
| 1.6  | Style of paragraph headings changed to <i>Heading 1</i> ✓<br>All 23 instances changed ✓  |         | 2   |
| 1.7  | Order of paragraphs under E-books / Digital books swapped ✓<br><i>Do not award mark if any text deleted, or spacing errors.</i>  |         | 1   |
| 1.8  | Numbering of the five advantages of e-books removed ✓<br>Five advantages of e-books bulleted ✓<br>Bullets used are special symbol Webdings symbol 105 (Ⓢ) ✓<br>With a 12 point font size ✓ |         | 4   |
| 1.9  | First paragraph under heading <i>E-book reader</i> also formatted with the style StyOpp ✓  |         | 1   |
| 1.10 | Page break added before the heading Netbooks ✓   |         | 1   |
| 1.11 | Soft Enter in the first paragraph under the heading Netbooks (after Internet) removed, and correct spacing maintained ✓  |         | 1   |
| 1.12 | Smart quotes in the paragraph about Netbooks replaced with correct straight quotes ✓<br>Both instances changed ✓   |         | 2   |

|      | Item / Criteria  | Learner | Max       |
|------|--|---------|-----------|
| 1.13 | Hard space added between March and 2012 ✓<br>Soft space between them removed ✓   |         | 2         |
| 1.14 | List of disadvantages of social networking numbered ✓<br>Using lowercase Roman Numerals ✓<br>In brackets e.g. (iii) ✓  |         | 3         |
| 1.15 | Paragraph about GPS instruments deleted ✓<br><i>Do not award mark if 'empty' paragraph remains.</i>  |         | 1         |
| 1.16 | Convergence (paragraph heading + two paragraphs) moved ✓<br>To the end of the text on second last page of the document (before sample logo). ✓   |         | 2         |
| 1.17 | Drop cap effect added (not in margin) to first paragraph under Smartphones ✓<br>Runs over 4 lines ✓<br>Appears in a red font colour ✓<br>Placed 0.1 cm from the text. ✓  |         | 4         |
| 1.18 | Text box added to second paragraph under Smartphones ✓<br>Correct text appears in text box ✓<br>Text of 2 <sup>nd</sup> par. under Smartphones flows to left of text box (square or tight wrapping) ✓<br>Text formatted as Arial 10 pt ✓   |         | 4         |
| 1.19 | 1 <sup>st</sup> paragraph under E-scamming / Phishing indented 1.5 cm ✓<br>On both sides ✓<br>Line spacing set to 1.5 lines ✓<br>Spacing after paragraph, 12 points ✓<br>Border added ✓ Border is dotted / dashed (not a solid line) border ✓  |         | 6         |
| 1.20 | Photo Tablet.jpg has been used for fill effect of banner shape ✓<br>The same <i>approximate</i> dimensions have been used ✓<br>Text added to arrow ✓ <i>Do not penalise incorrect spelling.</i><br>Arrow points to right ✓<br>Arrow positioned in front of banner, in lower left corner ✓<br>Objects have been grouped ✓ |         | 6         |
| 1.21 | Text watermark added that reads 'Draft 1.0' ✓<br>Watermark runs diagonally to the document (on all pages). ✓   |         | 2         |
| 1.22 | Sub-folder, TechPictures, created in DataTech folder ✓<br>Five jpeg picture files moved to TechPictures ✓  |         | 2         |
|      | <b>Total</b>   |         | <b>57</b> |

## Question 2: AD\_Cellphone\_Apps

|     | Item / Criteria   | Learner | Max       |
|-----|---|---------|-----------|
| 2.1 | <p><u>Picture of the children in AD_Cellphone_Apps:</u></p> <p>Picture appears in colour (not greyscale) ✓</p> <p>Flipped vertically (right way up) ✓</p> <p>Photo has been cropped to show only the hands and cellphones ✓</p> <p>Photo position between Word art and heading as shown ✓</p>   |         | 4         |
| 2.2 | <p><u>Tabs</u></p> <p>Right tabs set for items (Venue, Date, ...Contact Number) ✓</p> <p>Left tabs set for 'data' (Sinoville High School...0827487649 ✓</p> <p>Dotted tab leader set for data on right hand side ✓</p> <p>All 5 lines have same tabs set and have been applied ✓</p>  |         | 4         |
| 2.3 | <p><u>Tear-off slip</u></p> <p>Instruction 'Complete ...20 June' appears in small caps ✓</p> <p>Dash line produced using a suitable tab leader option ✓</p> <p>Windings symbol number 34 (⌘) appears to left of tab leader line ✓</p> <p><i>Do not penalise if leader line does not extend to right margin.</i></p> <p><u>Lucky Draw Ticket</u></p> <p>Basic 3 rows X 4 columns table constructed ✓</p> <p>Leftmost column has cells merged ✓</p> <p>Text runs vertically in leftmost column/cell ✓</p> <p><i>Check 90 degrees, not -90 degrees.</i></p> <p>Top row has cells merged ✓</p> <p>All text is centred vertically and horizontally within cells ✓</p> <p>Shading/fill options used as shown in the diagram ✓</p> <p>Thicker outside border added ✓</p> <p>Ticket has similar layout and size as the one in the diagram ✓</p> |         | 11        |
|     | <b>Total</b>  |         | <b>19</b> |

## Question 3: Funds

|          | Item / Criteria  | Learner | Max       |        |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |
|----------|--|---------|-----------|--------|-------|--------|----------|----------|----|---|-------|---------|----------|----|---|-------|-------|----------|----|---|-------|--|---|
| 3.1.1    | <p><u>First table in Funds document</u></p> <p>Row height of top row changed to 1 cm exactly ✓</p>   |         | 1         |        |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |
| 3.1.2    | <p>Grade and Class columns swapped ✓</p> <p>Without deleting any data ✓</p>  |         | 2         |        |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |
| 3.1.3    | Table auto-fitted to contents of the table ✓   |         | 1         |        |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |
| 3.1.4    | <p>Blank row added ✓</p> <p>At the bottom of the table ✓</p> <p>Diagonal borders added to the first four cells ✓</p> <p>Formula added in right-hand cell in bottom row ✓</p> <p>Formula is =SUM(ABOVE) ✓</p>   |         | 5         |        |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |
| 3.1.5    | <p>Row containing the record of Cayler KNOETZE deleted ✓</p> <p>Total updated (should be R 10000.00) ✓</p>   |         | 2         |        |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |
| 3.2      | <p>Second table created on page 2 using data from original data ✓</p> <p>Same headings used ✓</p> <p>Show names of top 3 (amounts) ✓</p> <p>Grade 12 learners ✓</p> <table border="1" data-bbox="311 1137 901 1422"> <thead> <tr> <th>Surname</th> <th>Name</th> <th>Grade</th> <th>Class</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>SCHECKLE</td> <td>Hayleigh</td> <td>12</td> <td>D</td> <td>R 620</td> </tr> <tr> <td>DLULANE</td> <td>Vincenzo</td> <td>12</td> <td>B</td> <td>R 500</td> </tr> <tr> <td>SYDIE</td> <td>Mitchell</td> <td>12</td> <td>B</td> <td>R 499</td> </tr> </tbody> </table> | Surname | Name      | Grade  | Class | Amount | SCHECKLE | Hayleigh | 12 | D | R 620 | DLULANE | Vincenzo | 12 | B | R 500 | SYDIE | Mitchell | 12 | B | R 499 |  | 4 |
| Surname  | Name   | Grade   | Class     | Amount |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |
| SCHECKLE | Hayleigh   | 12      | D         | R 620  |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |
| DLULANE  | Vincenzo   | 12      | B         | R 500  |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |
| SYDIE    | Mitchell   | 12      | B         | R 499  |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |
| 3.3      | <p>Summary table on last page converted to text ✓</p> <p>Separated by commas ✓</p> <p>Just table contents ✓</p> <p>Saved in a text file called Summary ✓</p> <p>Grade, Total, Max, Average, Min<br/> 8, R 1 556.00, R 471.00, R 311.20, R 180.00<br/> 9, R 806.00, R 272.00, R 161.20, R 10.00<br/> 10, R 706.00, R 453.00, R 235.33, R 116.00<br/> 11, R 2 898.00, R 495.00, R 322.00, R 138.00<br/> 12, R 4 034.00, R 670.00, R 403.40, R 169.00</p>   |         | 4         |        |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |
|          | <b>Total</b>   |         | <b>19</b> |        |       |        |          |          |    |   |       |         |          |    |   |       |       |          |    |   |       |  |   |

## Question 4: ENG\_FlashDrives

|      | Item / Criteria   | Learner | Max |
|------|---|---------|-----|
| 4.1  | <u>Cell A1</u><br>Date formatted as d ✓ mmmm ✓ yyyy<br>Spaces inbetween ✓   |         | 3   |
| 4.2  | <u>Cell F1</u><br>Number 0821234567 entered - the 0 also displays ✓   |         | 1   |
| 4.3  | <u>Cells A2:G3</u><br>Merged ✓<br>Red border around the cell ✓  |         | 2   |
| 4.4  | <u>Headings in cells B4:G4</u><br>Text orientation changed to 90 degrees ✓<br>(so that they read from 'bottom to top'). |         | 1   |
| 4.5  | <u>Cell E4</u><br>Cell contents wrapped ✓   |         | 1   |
| 4.6  | <u>Column C</u><br>Cells formatted with zero decimal places ✓   |         | 1   |
| 4.7  | <u>Column D =C5/B5</u><br>Corrected cells used ✓<br>Divided in correct order ✓  |         | 2   |
| 4.8  | <u>Column F =C5*E5</u><br>Correct Cells used ✓<br>Multiplication operator used ✓  |         | 2   |
| 4.9  | <u>Column G</u><br>Cells formatted as Rand (not Euro) ✓   |         | 1   |
| 4.10 | <u>Cell B25 =AVERAGE(D5:D22)</u><br>Average function ✓<br>Correct range ✓   |         | 2   |
| 4.11 | <u>Cell B26 =SUM(F5:F22)</u><br>Sum function ✓<br>Correct range ✓<br>Result displays correctly (column widened) ✓       |         | 3   |

**Study Opportunities**

|      | <b>Item / Criteria</b>  | <b>Learner</b> | <b>Max</b> |
|------|---|----------------|------------|
| 4.12 | <u>Cell B27</u> =5.5%*B26<br>5.5 ✓<br>% operator ✓<br>*B26 ✓<br>(also accept 0.055 * B26 and 5.5/100*B26)                         |                | 3          |
| 4.13 | <u>Cell B28</u> =B26-SUM(G5:G22)<br>B26 ✓<br>Subtraction of ✓sum of cell range G5:G22 ✓<br>Also accept =SUM(F5:F22) - SUM(G5:G22) |                | 3          |
|      | <b>Total</b>  |                | <b>25</b>  |