

# Computer Applications Technology, Grade 11

## June 2013, Practical Examination MARKSHEET

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

--

/ 150

**Question 1 – Total: 39**

Item / Criteria	Max	
<b>1Planning (Word Processing)</b>		
1.1	<p><i>Draft Planning Document</i> moved ✓ to header ✓ right-aligned ✓</p> <p>Date in header: left-aligned field ✓ format: 6 June 2013 ✓</p>	5
1.2	<p>Quotation in paragraph borders, only top and bottom ✓</p> <p>Width of borders = 2¼ pt ✓</p> <p>Paragraph shaded ✓</p>	3
1.3	Heading <i>Introduction</i> in Heading 1 style ✓	1
1.4	<p><u>Paragraph: Committees</u></p> <p>Yellow section changed to bulleted list ✓</p> <p>Bullets use Wingdings code 38 (open book) symbol ✓</p> <p><i>DRM_CaseStudy</i> ✓ inserted as linked object ✓ below the last bullet. Displayed as icon. ✓</p> <p>(Double-clicking the icon should open the document.)</p> <p>Multilevel List:</p> <ul style="list-style-type: none"> <li>Level 1 numbering and format correct ... 1) ✓</li> <li>Level 2 numbering and format correct ... a) ✓</li> <li>Level 3 numbering and format correct ... i) ✓</li> </ul> <p>Indenting of levels 2 &amp; 3 correct – (see example) ✓</p> <p>(No marks if 'manually' done – must be automatic numbering)</p> <p>(-1 mark if brackets not used)</p>	9
1.5	<p>Style of Heading 2:</p> <p>14 pt ✓ bold ✓ blue ✓ par. spacing 6 pt After ✓</p>	4
1.6	<p>Automatic page numbers inserted ✓ Page X of Y ✓</p> <p>Odd right-aligned ✓ even left-aligned ✓</p>	4
1.7	<p><u>Text under the headings Programme Committee, Publicity and Entertainment Committee and Transport Committee</u></p> <p>Two columns ✓ with a line between them ✓</p> <p>First column 8.0 cm wide ✓, second column 8.5 cm wide ✓</p> <p>Column break ✓ before the sentence starting 'Schools and libraries can assist ...'</p>	5

Item / Criteria		Max	
1.8	<p><u>Paragraph: Hospitality Committee</u></p> <p>Headings formatted with <i>Small Caps</i> font effect ✓</p> <p>Tab stop set at 7.5 cm ✓ right tab stop ✓ dotted tab leader ✓</p> <p><b>SCHOOL ..... ABLE TO ACCOMMODATE</b></p> <p><b>Crystal Waters High ..... 26</b></p> <p><b>H/S Denville ..... 110</b></p> <p><b>Misty Hills High..... 100</b></p> <p><b>Trinder Park High..... 30</b></p>	4	
1.9	<p>Spelling corrected in paragraph <i>Feedback:</i> essential ✓</p> <p>Spelling corrected in paragraph <i>General items:</i> briefings ✓</p>	2	
1.10	<p>Replaced occurrences of 'l' with 'or' in paragraphs <i>Committees, Programme Committee</i> and <i>General items</i> ✓✓</p> <p><i>2 marks or nothing. If all three have not been found, the Replace command was not used.</i></p>	2	
<b>TOTAL</b>		<b>39</b>	

## Question 2 – Total: 11

Item / Criteria		Max	
<b>2EntryForm (Word Processing)</b>			
2.1	'M' and F' added to Drop-Down List for Gender ✓	1	
2.2	Check Box control added ✓ next to Library	1	
2.3	<i>Helping with reading skills</i> added as an entry for Help ✓ as the second last option ✓	2	
2.4	<p>In books I find other worlds, other lives and other possibilities. .... When that stops exciting me, I will be dead.</p> <p>Merwyn Aloman – A bookseller from the Booklounge in Cape Town</p> <p>Sorrecort text added ✓ in blue italics ✓</p>	2	
2.5	<p>Table just with Grade 8 and 9 books starts at the top of page 2 ✓</p> <p>The text in the header for page 2 (only) reads 'Grade 8 and 9'. ✓</p> <p>Table just with the Grade 10 to 12 books starts at the top of page 3. ✓</p> <p>The text in the header for (just) pages 3 and 4 reads 'Grade 10 to 12'. ✓</p> <p>Header row for Grade 10 to 12 books table is repeated on the top of page. ✓ (<i>Check the top row of page 4.</i>)</p>	5	
<b>TOTAL</b>		<b>11</b>	

## Question 3 – Total: 16

Item / Criteria		Max	
<b>3BookClub (Database)</b>			
3.1	Gridlines only display vertically ✓	1	
3.2	Row height = 15 units ✓	1	
3.3	<i>Name</i> : left-aligned ✓ all names fully visible (minimum of 13.625) ✓	2	
3.4	<i>Number</i> = primary key ✓	1	
3.5	<i>Name</i> appears before <i>Surname</i> ✓ and no data has been deleted ✓	2	
3.6	<i>Gender</i> : field size = 1 ✓	1	
3.7	<i>Photo</i> field added ✓ after <i>Gender</i> ✓ Data type = OLE Object ✓ (Also accept <i>Attachment</i> as a data type but not <i>Hyperlink</i> )	3	
3.8	<i>AccessToLibrary</i> : Yes/No ✓	1	
3.9	Shalane De Kock: <i>AccessToLibrary</i> : Yes ✓ HelpWhere: Reading skills ✓	2	
3.10	Number 65, Jennifer Nel removed ✓	1	
3.11	Records sorted according to <i>Number</i> ✓	1	
<b>TOTAL</b>		<b>16</b>	

## Question 4 – Total: 24

Item / Criteria		Max																			
<b>4Booklist (Database)</b>																					
4.1	<p><u>Query: Shelf Positions</u></p> <p>Query created, shows only fields <i>Author</i> and <i>Title</i> ✓ sorted first by <i>Author</i> ✓ then by <i>Title</i> ✓ in that order ✓</p> <table border="1" data-bbox="279 1859 869 2072"> <tr> <td>Field:</td> <td>Author</td> <td>Title</td> </tr> <tr> <td>Table:</td> <td>Books</td> <td>Books</td> </tr> <tr> <td>Sort:</td> <td>Ascending</td> <td>Ascending</td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td></td> </tr> <tr> <td>or:</td> <td></td> <td></td> </tr> </table>	Field:	Author	Title	Table:	Books	Books	Sort:	Ascending	Ascending	Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:			or:			4	
Field:	Author	Title																			
Table:	Books	Books																			
Sort:	Ascending	Ascending																			
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																			
Criteria:																					
or:																					

<p>4.2</p>	<p><u>Query: Junior Books</u></p> <p>Query created, shows only fields <i>Title</i>, <i>Author</i> and <i>Grade</i> ✓</p> <p>Criteria on <i>Grade</i>: 8 ✓ or 9 ✓ [Can be in single row]</p> <p>Criteria on <i>NeedRepair</i>: False or Off or No ✓</p> <p>[if <i>Grade</i> criteria is over two rows (see below), then <i>NeedRepair</i> criteria must be repeated also]</p> <table border="1" data-bbox="280 427 1161 607"> <tr> <td>Field:</td> <td>Title</td> <td>Author</td> <td>Grade</td> <td>NeedRepair</td> </tr> <tr> <td>Table:</td> <td>Books</td> <td>Books</td> <td>Books</td> <td>Books</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td></td> <td>8</td> <td>False</td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td>9</td> <td>False</td> </tr> </table>	Field:	Title	Author	Grade	NeedRepair	Table:	Books	Books	Books	Books	Sort:					Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Criteria:			8	False	or:			9	False	<p>4</p>													
Field:	Title	Author	Grade	NeedRepair																																									
Table:	Books	Books	Books	Books																																									
Sort:																																													
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																									
Criteria:			8	False																																									
or:			9	False																																									
<p>4.3</p>	<p><u>Query: Audit</u></p> <p>Query created, shows all fields ✓</p> <p>Criteria on <i>NeedRepair</i>: True or On or Yes ✓</p> <p>Criteria on <i>Value</i>: &lt;= 50 ✓</p> <table border="1" data-bbox="280 826 1174 1005"> <tr> <td>Field:</td> <td>[SerNo]</td> <td>[Title]</td> <td>[Author]</td> <td>[Grade]</td> <td>[NeedRepair]</td> <td>[Value]</td> </tr> <tr> <td>Table:</td> <td>Books</td> <td>Books</td> <td>Books</td> <td>Books</td> <td>Books</td> <td>Books</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td></td> <td></td> <td>Yes</td> <td></td> <td>&lt;= 50</td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Field:	[SerNo]	[Title]	[Author]	[Grade]	[NeedRepair]	[Value]	Table:	Books	Books	Books	Books	Books	Books	Sort:							Show:	<input checked="" type="checkbox"/>	Criteria:				Yes		<= 50	or:							<p>3</p>						
Field:	[SerNo]	[Title]	[Author]	[Grade]	[NeedRepair]	[Value]																																							
Table:	Books	Books	Books	Books	Books	Books																																							
Sort:																																													
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																							
Criteria:				Yes		<= 50																																							
or:																																													
<p>4.4</p>	<p><u>Query: Readathon</u></p> <p>Corrected criteria on <i>Author</i>: Robson, Jenny ✓</p> <p>Van Dijk, Lutz ✓</p> <p>Criteria on <i>Grade</i>: &gt;= 10 ✓ also &gt;9</p> <table border="1" data-bbox="280 1245 1163 1435"> <tr> <td>Field:</td> <td>Author</td> <td>Title</td> <td>Grade</td> </tr> <tr> <td>Table:</td> <td>Books</td> <td>Books</td> <td>Books</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Show:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td colspan="2">"Hofmeyr, Dianne" Or "Robson, Jenny" Or "Van Dijk, Lutz"</td> <td>&gt;=10</td> </tr> <tr> <td>or:</td> <td></td> <td></td> <td></td> </tr> </table>	Field:	Author	Title	Grade	Table:	Books	Books	Books	Sort:				Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:	"Hofmeyr, Dianne" Or "Robson, Jenny" Or "Van Dijk, Lutz"		>=10	or:				<p>3</p>																			
Field:	Author	Title	Grade																																										
Table:	Books	Books	Books																																										
Sort:																																													
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																										
Criteria:	"Hofmeyr, Dianne" Or "Robson, Jenny" Or "Van Dijk, Lutz"		>=10																																										
or:																																													
<p>4.5</p>	<p><u>Form: Input</u></p> <p>Default Header label ✓ and shading removed from Header section ✓</p> <p>Field <i>SerNo</i> moved into Header section ✓</p> <p>Label changed to Book Number ✓</p> <p>Fields <i>NeedRepair</i> and <i>Value</i> fields moved to right of other fields ✓</p> <p>Label (<i>Check if 'yes'</i>) added below field <i>NeedRepair</i> ✓ in italics ✓</p> <p>Solid rectangle added to enclose fields <i>Title</i>, <i>Author</i> and <i>Grade</i> ✓</p> <p>Image <b>Book_Picture</b> added to Header section ✓</p> <p>Alignment, size and positioning of fields etc. is <i>similar</i> to example ✓</p> <p>(Note: Does not need to be 100% identical)</p>	<p>10</p>																																											
	<p style="text-align: right;"><b>TOTAL</b></p>	<p><b>24</b></p>																																											

## Question 5 – Total: 50

Item / Criteria	Max												
<b>5ActiveReaders (Spreadsheet)</b>													
5.1	Learners numbered (1 to 76) ✓	1											
5.2	<u>Cells K3:O3</u> Wrap Text option used ✓ centred both horizontally and vertically ✓ <table border="1" data-bbox="264 501 900 618"> <thead> <tr> <th>Books outstanding 2nd term</th> <th>Total</th> <th>Amount</th> <th>Lucky Number</th> <th>Book Donated</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> Relative row height and column widths as shown in example ✓	Books outstanding 2nd term	Total	Amount	Lucky Number	Book Donated						3	
Books outstanding 2nd term	Total	Amount	Lucky Number	Book Donated									
5.3	<u>Heading in cell A1</u> Heading merged and centred across cells A1:E1 ✓	1											
5.4	<u>Column J: More than 13 books during June</u> Conditional formatting used (highlighted / colour / etc.) ✓ More than 13 ✓ J10, J33, J47, J48, J55, J63	2											
5.5	<u>Column M: Amount of fines</u> =K4✓*M\$1✓✓ of K4*\$M\$1 1 mark for M1, 1 mark for absolute cell referencing	3											
5.6	<u>Column N: Random number</u> =RANDBETWEEN✓ (1✓,COUNTA✓ (B\$4:B\$79) ✓) or =RANDBETWEEN (1,COUNTA (\$B\$4:\$B\$79)) (Also accept COUNTA using columns B, C, D or L and COUNT on column D or L and MAX(A1:A79) to determine the number of learners) Only award 2 marks if =RANDBETWEEN(1,76) is used.	4											
5.7	<u>Column O: Book Donated</u> =IF✓ (E4="Yes"✓,"Gift"✓,""✓) or =IF(E4<>"Yes", "", "Gift")	4											
5.8.1	<u>Cell D82: most books read Apr to Jun</u> =MAX✓ (L4:L79) ✓ or LARGE(L4:L79,1)	2											
5.8.2	<u>Cell D83: second most book read Apr to Jun</u> =LARGE✓ (L4:L79✓,2✓)	3											
5.8.3	<u>Cell D84: average number of books read Apr to Jun</u> =ROUND✓ (AVERAGE✓ (L4:L79✓),1✓) Result: 21.30 Also accept 21.3 – just check that ROUND was used <i>The instruction is not quite clear and should have read “average total number of books”.</i> <i>Therefore also accept =ROUND✓ (AVERAGE✓ (H4:J79✓),1✓)</i>	4											

Item / Criteria	Max														
<b>5ActiveReaders (Spreadsheet)</b>															
5.8.4	<u>Cell D85: Number who do not belong to book club</u> =COUNTBLANK✓ (E4:E79) ✓ or =COUNTIF(E4:E7, "<>Yes")	2													
5.8.5	<u>Cell C89</u> =COUNTIF✓ (D4:D79✓, 8✓)	3													
5.8.6	<u>Cell D96</u> =SUMIF✓ (D4:D79✓, 8✓, L4:L79✓)	4													
5.9	Pie chart ✓ still with correct data range ✓ Percentages and category names used as labels ✓ Legend deleted ✓ Separate worksheet ✓ <i>Graph Grades</i> ✓ <div data-bbox="261 869 727 1267" data-label="Figure"> <p>A pie chart titled "Readers per grade" showing the distribution of readers by grade level. The chart is divided into five segments: Grade 8 (29%), Grade 9 (28%), Grade 10 (17%), Grade 11 (13%), and Grade 12 (13%).</p> <table border="1"> <thead> <tr> <th>Grade</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Grade 8</td> <td>29%</td> </tr> <tr> <td>Grade 9</td> <td>28%</td> </tr> <tr> <td>Grade 10</td> <td>17%</td> </tr> <tr> <td>Grade 11</td> <td>13%</td> </tr> <tr> <td>Grade 12</td> <td>13%</td> </tr> </tbody> </table> </div> <p>(Percentages may differ if question 5.8.5 was not answered correctly.)</p>	Grade	Percentage	Grade 8	29%	Grade 9	28%	Grade 10	17%	Grade 11	13%	Grade 12	13%	6	
Grade	Percentage														
Grade 8	29%														
Grade 9	28%														
Grade 10	17%														
Grade 11	13%														
Grade 12	13%														
5.10	Line graph with correct data in <i>Names</i> worksheet ✓ Title of graph added ✓ The Y-axis title is added. ✓ No gridlines ✓ or legend ✓ appear Data labels added as values ✓ 14 pt ✓ Correct labels on X-axis (Feb...June) ✓ <div data-bbox="261 1621 943 2024" data-label="Figure"> <p>A line graph titled "Keshia De Jager, Grade 9" showing the number of books read from February to June. The Y-axis is labeled "Number of books read" and ranges from 0 to 10. The X-axis is labeled with the months Feb, Mar, Apr, May, and Jun. The data points are: Feb (2), Mar (3), Apr (6), May (8), and Jun (9).</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Number of books read</th> </tr> </thead> <tbody> <tr> <td>Feb</td> <td>2</td> </tr> <tr> <td>Mar</td> <td>3</td> </tr> <tr> <td>Apr</td> <td>6</td> </tr> <tr> <td>May</td> <td>8</td> </tr> <tr> <td>Jun</td> <td>9</td> </tr> </tbody> </table> </div>	Month	Number of books read	Feb	2	Mar	3	Apr	6	May	8	Jun	9	8	
Month	Number of books read														
Feb	2														
Mar	3														
Apr	6														
May	8														
Jun	9														
<b>TOTAL</b>		<b>50</b>													

## Question 6 – Total: 10

Item / Criteria	Max	
<b>Clubsite.html</b>		
6.1	</body> tag added immediately before </html> ✓ Do not award this mark if there is any text between </body> and </html> </h2> added after the heading 'Next Meeting' ✓	2
6.2	<title>Misty Hills High School Book Club</title> <title>...</title> tags added between <head> and </head> ✓ Correct text added between <title> tags ✓	2
6.3	<h1>Misty Hills High School Book Club</h1> <h1>...</h1> tags added – first element in body section ✓ Correct heading text between <h1>...</h1> tags ✓	2
6.4	<hr /> added below the <h1> heading and before first paragraph ✓ Award marks if learner uses <hr> or <hr/>	1
6.5	...Book Club.  On this page...   tag added after '...Book Club.' ✓ Award mark for   or  	1
6.6	<b>Misty Hills High School Book Club</b> <b> ... </b> tags added ✓ Can also use <strong>...</strong>	1
6.7	<i>Wednesday 19 June at 15:30</i> <i>...</i> tags added ✓ Can also use <em>...</em>	1
<b>TOTAL</b>		<b>10</b>