Computer Applications Technology, Grade 12
September 2014, Practical Examination MARKSHEET

NAME: _____ CLASS: _____   [   ] / 180
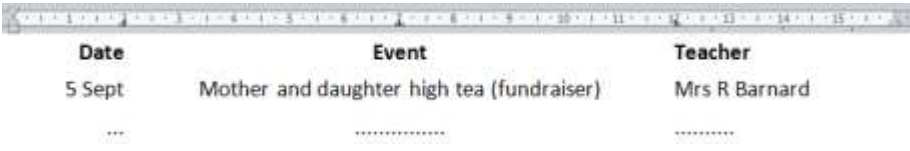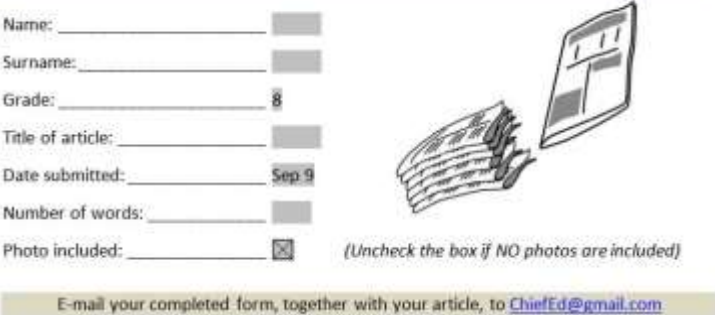
Question 1 – Total: 44

Item / Criteria		Max	
1_Contributions (Word processing)			
1.1	**Heading 'Contributions to the school paper'** Formatted with My Title style ✔	**1**	
1.2	**Shaded paragraph under heading** Indented by: 3 cm on the left ✔ 2 cm on the right ✔ Line spacing: Multiple 1.3 ✔	**3**	
1.3	**Track Change (pg 2)** Change rejected ✔	**1**	

1.4	**Numbered list (pg 2)**
	Formatted using a multilevel list:
	    Level 1 – correct number style and formatting: 1. ✔
	    Level 2 – correct number style and formatting: 3.1 ✔
	    Correct position of Level 2 numbering ✔
	
	1. First plan the general layout
	2. Type in and format all the text
	3. Pictures
	    3.1 Insert pictures
	    3.2 Resize if needed
	    3.3 Supply captions
	4. Fix any mistakes
	    4.1 Perform a spell check
	    4.2 Proofread for errors
	5. E-mail your final article to the editor
		3	

1.5	**Comment (pg 2)** Text 'Article Submission Form' hyperlinked to file 2_ArticleSubmissionForm ✔ Comment deleted ✔	**2**	
1.6	**Page numbering** Not on first page, but starts with 2 from page 2 onwards ✔	**1**	

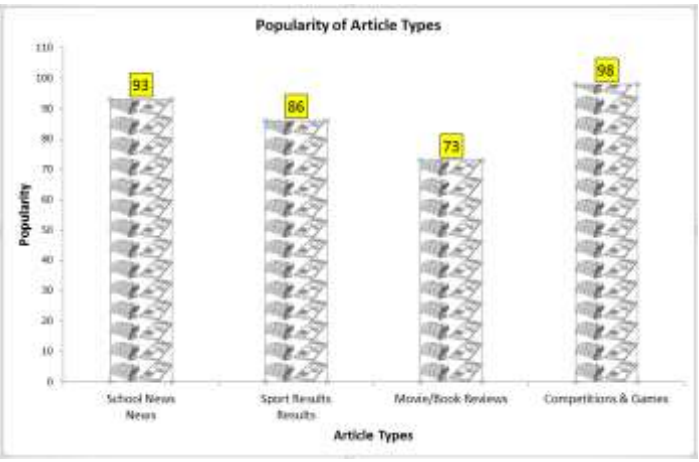| Item / Criteria		Max	
1.7	**Text 'YOU MIGHT WANT TO MENTION' (bottom pg 2)** 'Bullet Intro' style modified: Font effect 'All caps' ✓ Paragraph pagination option applied: Keep with next ✓	2	
1.8	**Yellow shaded bulleted text (pg 3)** New paragraph created (Enter pressed) ✓ Paragraph spacing after bullet = 3 pt ✓ Indented by 1.27 cm on the left; Bullet removed; Alignment = full justified ✓ [*Must do all THREE . . . no half marks!*] Yellow shading removed ✓	4	

1.9	**Light pink shaded section (pg 3)**
	
	Formatted as a bulleted list:
	
	    Bullet symbol = Wingdings 2, character code 81 (⊠) ✓
	
	    Bullet list indented ✓
	
	• dis anyone, ever.
	⊠ Don't dis the other school (or team), their players, facilities or spectators. That's just mean, and it can get our newspaper or even our school in serious trouble.
	⊠ Don't dis the ref. *EVER*. That can have comebacks next time, man!
	⊠ Don't dis any moms or dads who made fools of themselves. Sure, it's hilarious when a parent rants at the ref or runs onto the field weeping with joy when their precious child scores a goal, but the kid does *not* want the whole school to be reminded of that. Be nice!
		2	

1.10	**Two paragraphs of green text (pg 4)**
	
	Text formatted in two columns of equal width ✓
	  Line between columns ✓
	  Column break used to place **Basement Ghost caught!** at top of second column ✓
		3	

1.11	**Heading 'WARNING' and paragraph below (pg 5)** Paragraph borders: top & bottom – removed ✓ left & right – width changed to 6 pt ✓	2	
1.12	**Heading 'Reviews' and following text (pg 5)** New Word document **ReviewsInfo** created in exam folder ✓ File extension = .doc *(Word 97 – 2003 Document)* ✓ Contains correct text (heading + paragraph + two bullet lists) ✓	3	
1.13	**10 cm x 10 cm (pg 6)** 'Hard spaces' used to keep **10 cm x 10 cm** together on one line ✓ [*Note: 3 x hard spaces used – use Show/Hide to check!*] 10°cm°x°10·cm.¶	1	

Item / Criteria	Max	
1.14	**<u>Cartoon image (pg 7)</u>** Text wrapped around left side of image ✓ *[Wrapping = Square or Tight ; NO mark if image moved/resized]* Caption inserted below image: Example 2: ✓ Cartoon on Spam ✓ *[Marking: click on '2' to check presence of Word field]* *[No marks if Word function not used]*	**3**	
1.15	**<u>Citation (pg 7)</u>** Added citation to source *The Mammoth Book of Sudoku*, at end of grey highlighted sentence ✓	**1**	
1.16	**<u>List under heading 'School Events' (pg 9)</u>** Right tab set at 2 cm ✓ and used correctly in all 9 lines ✓ Centre tab set at 7 cm ✓ and used correctly in all 9 lines ✓ *[Left tab at 12 cm already correctly set – no action needed]* Date Event Teacher 5 Sept Mother and daughter high tea (fundraiser) Mrs R Barnard ...	**4**	
1.17	**<u>Bibliography (pg 8)</u>** Publisher 'Random House Group' added to source *A Complete Guide to Scouting Skills* ✓ Automatic bibliography inserted under heading Bibliography ✓ *[Marking: click on bibliography to confirm presence of Word field]*	**2**	
1.18	**<u>Appendix (pg 9)</u>** Entries in left column centred vertically in their cells ✓ Table sorted by name of App (left column) ✓ Margins of page 9 changed to fit Appendix table on one page ✓ Margins of all other pages NOT changed (T/B 2 cm, L/R 2.5 cm) ✓	**4**	
1.19	**<u>Table of Contents (pg 1)</u>** Automatic Table of Contents inserted ✓ One level displayed ✓ *[Marking: click on bibliography to confirm presence of Word field]*	**2**	
	TOTAL	**44**	

Question 2 – Total: 14

Item / Criteria		Max	
2_ ArticleSubmissionForm (Word processing)			
2.1	Drop Cap inserted on first letter of paragraph ✓ drops 2 lines ✓	**2**	
2.2	Placeholder at Surname replaced with text form field (legacy) ✓	**1**	
2.3	Form field at Date submitted displays current date, in format Sep 9: Date format (in Text Form Field Options): MMM ✓ d ✓ *[Do not penalise if Type displays as 'Current time']*	**2**	
2.4	Default value of Check Box form field = Checked ✓	**1**	
2.5	Solid tab leader between Number of words and form field ✓	**1**	
2.6	Image Newspaper.jpg moved next to text: ✓ Text wrapping changed to Square, or Tight, or Through, or Behind Text, or In Front of Text ✓ Image enlarged AND rotated as shown ✓ *[No half marks]* 	**3**	
2.7	File 2_TypesOfArticles inserted as object in space provided ✓ Document displayed as an icon ✓ *[Do not penalise if check box 'Link to file' was also checked ('Update Link' displays on right-click)]*	**2**	
2.8	Name of author (Sandra) removed from file properties ✓	**1**	
2.9	Editing restricted to filling in of forms (NO password added) ✓	**1**	
	TOTAL	**14**	

Question 3 – Total: 53

Item / Criteria	Max	
3_ NewspaperTeam (Spreadsheet)		
Respondents worksheet		
3.1 **Merge and Centre** Merged and centred A1:C1 ✔	1	
3.2 **Format column headings: Cells G2:J2** Wrapped text G2:J2 ✔ School News | Sport Results | Movie/Book Reviews | Competitions & Games	1	
3.3 **Conditional formatting: Column D** Cell Value >= 50 ✔ shaded a (light) colour ✔ **Amount outstanding: Column F** = D3 ✔ - E3 ✔ Formatted as currency in Rands ✔	5	
3.4 **Number who decided NOT to sponsor a page: Cell G41** =COUNTBLANK ✔ (D3:D37) ✔ **Total amount paid in so far: Cell G42** =SUM ✔ (E3:E37) ✔ **Highest amount sponsored: Cell G43** =MAX ✔ (D3:D37) ✔ *or =LARGE(D3:D37,1)* **Number who wish to serve on editorial team: Cell G44** =COUNTA ✔ (K3:K37) ✔ *[Also accept other <u>suitable</u> columns]* **Number who wish to serve as a *photographer*: Cell G45** =COUNTIF ✔ (K3:K37, ✔ "Photographer" ✔)	11	
3.5 **Amount available for planting a tree: Cell G49** =(G47-G48) ✔ * ✔ F49 ✔ *or =G47 - G48 - G50* *[Also accept =(G47-G48) * 25%]*	3	
3.6 **Points earned for Red house: Cell J42** =SUMIF ✔ (C3:C37, ✔ I42, ✔ D3:D37 ✔) / 5 ✔ * 2 ✔ *[Also accept =SUMIF (C3:C37, "Red", D3:D37) / 5 * 2]*	6	

Item / Criteria		Max	
3.7	**Serve as proofreader: Column M** =IF ✓ (K3 = "Proofreader" ✓, IF ✓ (L3 >= 0.8 ✓, "Yes" ✓, "" ✓), "" ✓) *or (other variations also possible):* =IF (L3 >= 0.8, IF (K3 = "Proofreader", "Yes", ""), "")	7	
3.8	**Favourite Social Sites: Column O** =VLOOKUP(N3, ✓ 'Social Sites'! $A$2:$B$6, ✓2, ✓ FALSE) Absolute cell referencing correctly used ✓ *[Marking: do not penalise if last argument (FALSE) is omitted]*	4	
3.9	**Code for bursar: Column P** =CONCATENATE ✓ (LEFT(A3 ✓, 3 ✓), "_", ✓ B3 ✓) *or, using the & operator:* =LEFT(A3, 3) & "_" & B3 *Example: Sta_10C*	5	
3.10	**Survey form – Weeks Late: Column R** =ROUNDUP((Q3 - R$1) ✓ / 7, ✓ 0 ✓) Absolute cell referencing correctly used ✓	4	
3.11	**Chart: worksheet 'Chart1'** Chart moved (not copied) to new worksheet **Chart1** ✓ Incorrect Series 2 removed ✓ Line chart converted to Clustered Column chart ✓ *[Accept 2D or 3D]* Data series filled with stacked images of **Newspaper.jpg** ✓ Major unit of the Y-axis changed to 10 ✓ Rotated Y-axis title added – 'Popularity' ✓ 	6	
	TOTAL	**53**	

Question 4 – Total: 49

Item / Criteria	Max	
4_ EditorialStaff (Database)		

4.1.1 to 4.1.7 **Table: Staff**
 	
Field Admin added as first field ✓   data type = AutoNumber ✓
    Primary key ✓
 	
Field SurnameInitials: Required: 'Yes' ✓
Field House: Size: 5 ✓
Field Class: Input Mask: > ✓ 00 ✓ L ✓
    [or: 00 > L]
Field MainInterest: Default value: 'Competitions / Games' ✓
Field LanguageScore: Validation rule: >= 3 and <= 9 ✓
    [or: between 3 and 9]
    Validation text: "Only from 3 to 9" ✓
    [should refer to range of allowed values]
 	
Favourite social site of E. Smith changed to Pinterest ✓
	12	

4.1.8 **Export from query: Photographers** Exported (or copied) query info to a word processing file ✓ File saved in exam folder as **Photographers.rtf** ✓	2	
4.1.9 **Import into table: ArticleTable** Imported 10 records from Articles.txt into new table **ArticleTable** ✓ Correct field names in table (= first row of text file) ✓ *[Do not penalise if primary key (ID) not added or designated]*	2	

ID	FirstName	Surname	Grade	Article	Words	Photo
1	Quinton	Arendse	10	Hockey match	246	yes
2	Danie	Otto	11	New whiteboards	165	yes
3	Palesa	Phaladi	10	Still falls the rain	420	no
4	Lukas	Naumann	12	Extra math classes	134	no
5	Noleen	Setoaba	10	YouTube video	132	no
6	Susan	Kruger	11	Spore op die Maan	345	no
7	Mike	Lourens	10	Sudoku skills	216	no
8	Zacharia	Abdul	12	Tennis-wedstryd	69	yes
9	Charmaine	Lupondwana	10	Chess match report	138	no
10	Marius	Swart	12	Stop the bully!	209	yes

Item / Criteria	Max	
4_Sponsors		

4.2.1	**Query: QuerySponsors** Only fields displayed: Surname, FirstName, Cell_No, Category ✔ Pupil_Grade field criteria: 12 ✔ *[Also accept >11]* Category field criteria: Business ✔ Advertiser field criteria: False ✔ *[Also accept 'No' or 'Off']* Correct 'OR' logic (criteria on different rows, as shown below) ✔ Sorted by Category ✔ 	Surname	FirstName	Cell_No	Category	Pupil_Grade	Advertiser
---	---	---	---	---	---
Finance	Finance	Finance	Finance	Finance	Finance
			Ascending		
☑	☑	☑	☑	☐	☐
				12	
			"business"		False		**6**	

4.2.2	**Query: IncreaseRequest** Category field criteria: Community ✔ Amt_Sponsored criteria: >= 100 ✔ *[Marking: both criteria must be on same line]* Calculated field: IncreaseAmount: ✔ [Amt_Sponsored] ✔ * 1.15 ✔ *or: [Amt_Sponsored] + [Amt_Sponsored] * 0.15* 	Surname	FirstName	Category	Amt_Sponsored	IncreaseAmount: [Amt_Sponsored]*1.15
---	---	---	---	---
Finance	Finance	Finance	Finance	
☑	☑	☑	☑	☑
		"Community"	>=100			**5**	

4.2.3	**Form: SponsorForm** Font colour of heading Sponsors changed to red ✔ Image **Newspaper.jpg** inserted in Form Header ✔ Position of fields *Cell_No* and *Amt_Sponsored* swopped, together with respective labels ✔ Value 'Business' added to Combo Box ✔	**4**	

4.2.4	**Report: ParentReport** Report created and based on query *ParentSponsors* ✔ Contains all fields except *Category* ✔ Grouped by *Pupil_Grade* ✔ Sorted by *Surname* ✔	**13**	

Item / Criteria	Max	
Landscape orientation ✔		
Group footer created ✔		
Text box added to group footer ✔		
Function in text box in group footer: =COUNT (*) ✔ *or: =COUNT ([field name])*		
Text box added to report footer ✔		
Function in text box: =AVG ✔ ([Amt_Sponsored]) ✔		
Amount formatted as currency in Rands ✔		
Descriptive label supplied for each calculation ✔		
4_PlaceCards, 4_PlaceCards_Merge (Word processing)		
4.3	**Mail merge** Used database 4_Sponsors (table Finance) as source file ✔ Replaced placeholders with corresponding fields in source file ✔ All THREE fields correctly replaced ✔ Only advertisers ✔ *[Marking: filtering could be done in Word, or in Access (query)]* Merge completed, produced 10 page document ✔ *[Marking: do not penalise if merged document file name is NOT 4_PlaceCards _Merge]*	**5**	
TOTAL	**49**	

Question 5 – Total: 20

General guidelines:

- In marking, it is best to use the same browser as the one the learners used.
- Spelling errors may generally be ignored, where learners were required to enter text (not HTML code).
- The closing slash (/) may be omitted in <u>certain</u> cases (e.g. 5.2 and 5.5), but only where the implementation of the answer is NOT affected, i.e. the display of the page in a browser must be as if the closing slash were present.

Item / Criteria	Max	
5_HomePage (HTML)		
5.1	**Tab / Title bar in browser** Added < title > . . . < / title > between < head > . . . < / head > ✔ Added text 'School Times' between < title > . . . < / title > ✔	**2**	

Item / Criteria		Max	
| | ```
<head>
    <title>
        School Times
    </title>
</head>
``` | | |
| **5.2** | **Image below heading 'Welcome to The School Times'**

Image **NewsPaper.jpg** inserted below heading:

   < img src = "NewsPaper.jpg" / >

   Image tag: < img src = xxxxxxx / > ✔

   Image file name: **NewsPaper.jpg** ✔ | **2** | |
| **5.3** | **Paragraph under heading 'Read all about it!'**

Single paragraph split into two paragraphs:

   Added <p> tag just before text 'Best news of all . . .' ✔

   [Marking: do not penalise if </p> omitted at end of paragraph]

Text 'BIG BIG INTERNET' displayed in bold:

   < b > BIG BIG INTERNET < / b > ✔ | **2** | |
| **5.4** | **Table under heading 'Types of Articles we would like to publish'**<br><br>Added 'alt' attribute and text to image tag:<br><br>   < img . . . <u>alt = "Image of pointing finger"</u> ✔ / ><br><br>Numbered list in 2<sup>nd</sup> column converted to bulleted list:<br><br>   changed < ol > tags to < ul > tags ✔<br><br>Added 'Sports matches' as an item in the list:<br><br>   Added < li > . . . < / li > tags between < ul > and < / ul >  ✔<br><br>   In first position in the list (directly below < ul >)  ✔<br><br>     *(with included text 'Sports matches')*<br><br>```
<ul>
  <li>Sports matches</li>
  <li>Individual achievements</li>
  <li>Investigative articles</li>
  <li>Reviews (books, movies, games, etc.)</li>
  <li>Trends (fashions, fitness, social media, et
  <li>Technology (useful websites, new cellphone
</ul>
```<br><br>Borders removed from table:<br><br>   < table <u>border = "0"</u> ✔ ><br><br>   *[ Marking: border attribute can also be removed  altogether ]* | **5** | |

Item / Criteria		Max	
5.5	**Horizontal line** < hr / > tag inserted between table and 'Upcoming School Events' ✔ *[Also accept < hr width = "100%" / >]*	**1**	
5_SchoolEvents			
5.6	**Body text** Font type of all body text changed to Comic Sans MS: < body > < font . . . <u>face = "Comic Sans MS"</u> ✔ >	**1**	
5.7	**Image of binoculars** Displays on left side of page: < p align = "<u>left</u>" ✔ > < img src = "binoculars.jpg" > < / p > *[Marking: enclosing <p> tags can also be removed altogether]*	**1**	
5.8	**Table** Background colour changed to light green: < table . . . <u>bgcolor = "lightgreen"</u> ✔ . . . > Distance between cell borders changed to 10 pixels: < table . . . . <u>cellspacing = "10"</u> ✔ . . . > Text 'Event' formatted as a table header element: < <u>th</u> >Event< / <u>th</u> > ✔	**3**	

5.9	**Hyperlink**
	Text 'Groenkloof nature reserve' hyperlinked to URL:
	
	   anchor element tags: < a href = xxxxxxxxxxxxxx > . . . < / a > ✔
	   URL link (xxxx): http://www.footprint.co.za/groenkloof.htm ✔
	   Text 'Groenkloof nature reserve' between open / closing tags ✔
	
	<pre>< tr >
	   < td >8 Sept< / td >
	   < td >Gr 10 field trip to < a href = http://www.footprint.co.za/groenkloof.htm >
	        Groenkloof nature reserve< / a >< / td >
	< / tr ></pre>
		3	

	TOTAL	**20**	