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

NAME: _____ CLASS: _____   [   ]   / 180

Question 1 – Total: 54

Item / Criteria		Max	
1_AboutSnakes (Word processing)			

1.1	**Styles**
	 Heading 3 style modified: red font colour ✓
	 Created new style:
	  New style TopLevel created ✓
	  Based on Heading 1 style ✓
	  font = Cambria (Headings) 18 pt, bold ✓
	  has lower paragraph border across page ✓
	 Applied new style to 4 headings:
	  Common Snakes, Snake Venom, Snake Facts, Bibliography ✓
	 Common Snakes
		6	

1.2	**Track Changes**
	 ACCEPTED proposed changes in paragraph starting "Red-lipped Snakes...": ✓ *[All THREE changes must be accepted]*
	  Insertions: adders mainly eat . . . Dripping taps also
	  Deletion: ~~faucets~~
	 REJECTED proposed change in paragraph starting "The Flowerpot Snake...": ✓
	  Deletion: it was accidentally introduced . . .
		2	

1.3	**Footnote** Footnote added to "Flowerpot Snake" ✓ Correct text for footnote: "Often mistaken for earthworms" ✓ *[Do not penalise for typing errors]*	2	
1.4	**Text Box** Paragraph "***Important note…***" moved *(not copied)* into Text Box ✓ Line spacing changed to 1.5 lines ✓ Character spacing of ***Important note*** expanded by 1 pt ✓	3	
1.5	**Find and Replace** All 5 occurrences ✓ of *hemotoxic* replaced with *haemotoxic* ✓	2	

Item / Criteria		Max	
1.6	**Insert Object: Word file** Word file *Venom.docx* inserted in text box provided ✔ as an icon ✔ linked to source file ✔ *[Marking: right-click file object and look for* 🔖 Update Link *]*	3	
1.7	**Insert Object: Excel chart** Chart in *PotencyVenom.xlsx* inserted ✔ under *Types of snake venom* and linked to source file ✔ *[Marking: right-click chart object and look for* 🔖 Update Link *]*	2	
1.8	**Sources, Citations & Bibliography** City of public. for source *Emmett & Pattrick* changed to Pretoria ✔ Book source added: ✔ with all fields added ✔ **Author:** Marais, J. **Title:** A complete guide to the Snakes of Southern Africa **Year:** 2004 **City:** Cape Town **Publisher:** Struik Publishers *[Do not penalise for typing errors]* Citation to source *Emmett & Pattrick* added to yellow text: ✔ prey by holding them with their teeth and constricting them. Pythons have rows of jagged teeth that can inflict serious wounds (Emmett & Pattrick, 2010). However, egg-eaters have no teeth. *[Marking: click on citation to verify existence of field]* Automatic bibliography inserted under heading *Bibliography* ✔ **Bibliography** Emmett & Pattrick. (2010). *Game Ranger in Your Backpack – All-in-one interpretative guide to the Lowveld.* Pretoria: Briza Publications. Hunter, S. (2000, 10 29). *The Rinkhals Spitting Cobra.* Retrieved 05 2014, from Venemous Reptiles: http://www.venomousreptiles.org/articles/34 Marais, J. (2004). *A complete guide to the Snakes of Southern Africa.* Cape Town: Struik Publishers. *[Marking: click on bibliography to verify existence of field]* *[Do not penalise if heading "Bibliography' appears twice]*	5	
1.9	**Do's and Don'ts bullet lists** Formatted in two columns ✔ Columns separated by 0.6 cm ✔ Column break used to place **Do NOT** at top of second column ✔	3	

Item / Criteria		Max	
1.10	**Image and caption** Image *PuffAdder.jpg* inserted in second bullet list ✔ Text wraps to left of image *(wrapping set to Square or Tight)* ✔ Size and position similar to that of Black Mamba image in first list ✔ Supplied with caption *Figure 2: Puff Adder* ✔	4	
1.11	**Brown House Snake** Entire section removed (heading and 5 paragraphs that follow) ✔ and pasted in document *BrownHouseSnake.docx* ✔	2	

1.12	**Table: Most venomous snakes of South Africa**
	 Section break inserted BEFORE table ✔
	 Page containing table in landscape orientation ✔
	     [All other pages remain portrait]
	 Table fits on a single page ✔
	     [Margins reduced (if necessary) on this page <u>only</u>]
		3	

1.13	**Hyperlink and bookmark** Created hyperlink on orange text *Brown House Snake* ✔ to file *BrownHouseSnake.docx* ✔ Created a bookmark at sub-heading *Puff Adder* ✔ under *Snake Facts* with bookmark name = *puffadder* ✔	4	

1.14	**Table of Contents & Table of Figures**
	 Automatic TOC inserted ✔
	 Shows three levels ✔
	 Only TopLevel, Heading 2 and Heading 3 styles used ✔
	 [Headings "Table of Contents" and "Table of Figures" do NOT appear in TOC]
	 Automatic Table of Figures inserted ✔
	     [Note: award mark even if Puff Adder caption was not added]
	 Solid line page border ✔ around first page only ✔
	     [Note: a section break must have been inserted]
		6	

1.15	**Header** File name inserted in header ✔ as a field ✔ Header does NOT appear on first page (TOC and of Figures) ✔ Header does NOT appear on table page ✔ *[Minus mark/s if header does not appear on OTHER page/s too]*	4	
1.16	**Page numbering** Inserted automatic page numbering in footer ✔	1	

Item / Criteria		Max	
1.17	**Metadata properties** Changed *Comments* to "CAT Practical Exam" ✔ Changed *Company* to name of school ✔	**2**	
	TOTAL	**54**	

Question 2 – Total: 53

Item / Criteria		Max	
2_Courses (Spreadsheet)			
Participants worksheet			
2.1	**Autofill: Column A** Participants numbered from 1 to 78 ✔	**1**	
2.2	**Cell phone number: Cell D5** Initial zero displayed: 0843615004 ✔	**1**	
2.3	**Format column headings: Cells I2:L4** Merged and centred I2:L2 ✔ Wrapped text I3:L3 ✔ 	**2**	

2.4	**E-mail address: Column H**
	
	 =LOWER(CONCATENATE(C5,LEFT(B5,1),"@courses.co.za"))
	 or, using the & operator:
	 =LOWER(C5 & LEFT(B5,1) & "@courses.co.za")
	 Text functions used:
	
	         LOWER() ✔
	         CONCATENATE() *(or &)* ✔
	         C5 ✔
	         LEFT(B5 ✔, 1 ✔)
	         "@courses.co.za" ✔
	 Example: **alliey@courses.co.za**
		6	

Item / Criteria		Max	
2.5	**Total Cost: Column M** =I5*$I$1 ✓ + J5*$J$1 ✓ + K5*$K$1 ✓ + L5*$L$1 ✓ Used absolute cell references correctly ✓	5	
2.6	**Final Cost: Column O** =IF ✓ (SUM(I5:L5) ✓= 4, ✓ 90% * M5, ✓ M5 ✓) *or (other variations also possible):* =IF (COUNT(I5:L5) = 4, M5 – (10% * M5), M5)	5	
2.7	**Outstanding Amount: Column P** = O5 – N5 ✓	1	
2.8	**School Points: Column Q** =VLOOKUP (F5, ✓ Points! $A$2:$B$6, ✓ 2, ✓ FALSE) Absolute cell referencing correctly used ✓ *[Marking: do not penalise if last argument (FALSE) is omitted]*	4	
2.9	**Book Prize: Column R** =IF(K5+L5 = 2 ✓ ,"Yes" ✓ ,"" ✓) *or (other variations also possible):* =IF(COUNT(K6:L6) = 2, "Yes", "")	3	
2.10	**Total attending courses: Cells C85 and C86** =COUNTIF ✓ (E5:E82, ✓ "F" ✓) =COUNTIF (E5:E82, "M") *[Marking: THREE marks only. Subtract a mark if the other function is not also correct. Absolute cell referencing not required.]* **Total amount paid per school: Cells C89 to C92** =SUMIF ✓ ($G$5:$G$82, ✓ B89, ✓ $N$5:$N$82 ✓) Both relative and absolute cell addressing correctly used ✓ **Average amount paid in by a pupil: Cell C94** =AVERAGE ✓ (N5:N82) ✓ **Number of pupils who qualify for a book prize: Cell C98** =COUNTIF ✓ (R5:R82, ✓ "Yes" ✓)	13	
2.11	**Chart** Pie chart created, using data range I83:L83 ✓ Data labels shown as percentages ✓ Chart has a descriptive legend (not just "1, 2, 3, 4") ✓ Chart has a descriptive title ✓	4	

Item / Criteria			Max	
	Enrolments for Courses 			
Maintenance worksheet				
2.12	**Hours worked: Column I** = ROUND((H2 – G2) * 24, 1) 　　　= ROUND(xxxxxxx , 1) ✔ 　　　H2 – G2 ✔ 　　　* 24 ✔		3	
2.13	**Amount: Column K** = IF(J2>=95, ✔ 60, ✔ IF(J2>=80, ✔ 50, ✔ 20 ✔))		5	
		TOTAL	53	

Question 3 – Total: 10

Item / Criteria			Max	
3_HarmlessSnakes (Word processing)				
3.1	**Mail merge** Used spreadsheet **3_SnakeMailMerge** as source file ✔ Replaced placeholders with corresponding fields in source file ✔ 　　　All FIVE fields correctly replaced ✔ Only harmless snakes ✔ *[Please note: filtering could be done in Word, or in Excel]* Merge completed, produced 6 page document ✔ *[Marking: do not penalise if merged document file name is NOT 3_HarmlessSnakes_Merge]*		5	

Item / Criteria	Max	
3_SurveyForm (Word processing)		
3.2 **Survey form** Five tab leader lines removed ✓ Type of text form field at Age changed to Number ✓ Yellow placeholder replaced with a Drop-Down field: ✓ 　　　　Items　=　Hostile 　　　　　　　　　　Neutral 　　　　　　　　　　Warm　　✓ Editing restricted to filling in of forms (NO password added) ✓	5	
TOTAL	10	

Question 4 – Total: 46

Item / Criteria	Max	
4_SnakeDBase (Database)		
4.1 **Table: SnakeInf** Field ID added as first field ✓　, data type = AutoNumber ✓ 　　　　　　　　　Primary key ✓ Field NameEng:　　　Required: 'Yes' ✓ Field Family:　　　　Size: 20 ✓ Field ToxCode:　　　Input Mask: > ✓ LLL ✓ 000 ✓ Field LengthMax:　　Validation rule: >= 0.1 and <= 7 ✓ 　　　　　　　　　　*[or: between 0.1 and 7]* 　　　　　　　　　　Validation text: "Only between 0.1 and 7" ✓ 　　　　　　　　　　*[should refer to range of permissible values]* Record (snake name = TestName) deleted ✓ Imported 52 records ✓ from spreadsheet 4_ImportSnakes ✓	13	
4_RescueCentre (Database)		
4.2.1 **Query: WeekendWork** Only fields displayed:　　FirstName, Surname, CellNo, School ✓ Grade field criteria:　　　11 ✓ or 12 ✓ *[Also accept >=11]* WorkDays field criteria: Sat ✓	4	

Firstname	Surname	CellNo	School	Grade	WorkDays
PupilData	PupilData	PupilData	PupilData	PupilData	PupilData
☑	☑	☑	☑	☐	☐
				11 Or 12	"Sat"

Item / Criteria		Max	
4.2.2	**Query: MonthsWorked** Calculated field: Months: ✓ Round ✓ ((Date()✓ - [StartDate] ✓) / 30 ✓) [or: Round (((Date() - [StartDate]) / 30), 0)] 	**5**	
4.2.3	**Query: Earnings** Calculated field: Wages: ✓ [Shifts] ✓ * [BasicRate] ✓ + [FirstAid] ✓ * - ✓15 ✓ [Note: Amount automatically formatted as currency. Extra mark given in formula]	**6**	
4.2.4	**Form: Volunteer** Blue frame ✓ placed around fields in Detail section Interest ✓ text box replaced with a Combo Box ✓ [Includes: Reptiles, Domestic, Farmyard, Wild, Birds] ✓	**4**	
4.2.5	**Report: DangerReport** Grouped by Interest ✓ Text box added to report Footer section ✓ Formula in text box: =COUNT (*) ✓ * 20 ✓ [or: =COUNT ([field name]) * 20] [-1 if label not descriptive ~ use own judgement]	**4**	
4.2.6	**Report: Donations** Report created and based on table PupilData ✓ Fields: only Firstname, Surname, Grade, School and Shifts ✓ Report name: **Donations** ✓ Grouped by School ✓ Sorted: first by <u>Grade</u> then by <u>Surname</u> ✓ Text box created in School footer ✓ Formula in text box: =SUM ([SHIFTS]) ✓ * 30 ✓ * 0.45 ✓ [Do not penalise if amount not formatted as currency] [-1 if label not descriptive ~ use own judgement, do not penalise in 4.2.5 AND 4.2.6] Current date removed from page footer ✓	**10**	
	TOTAL	**46**	

Question 5 – Total: 17

Item / Criteria		Max	
5_WebsiteHome (HTML)			
5.1	**Heading "Reptile and Snake Courses"** Color changed to red: ✔ < font . . . color = "red" > Reptile and Snake Courses < / font >	**1**	

5.2	**Table under heading "Presenter"**
	
	 Text "A total of seventy-eight learners …" LEFT-aligned in cell ✔
	
	 http://www.johanmarais.co.za converted to a hyperlink:
	
	 < a href = http://www.johanmarais.co.za > http://www.johanmarais.co.za < /a >
	
	    anchor element tags: < a href = xxxxxxxxxxxxx > < / a > ✔
	
	    link reference (xxxx): " http://www.johanmarais.co.za " ✔
	
	    link display text: http://www.johanmarais.co.za ✔
	
	 Borders removed from table ✔
	
	 A total of seventy-eight learners from our school and our neighbouring schools will attend different courses presented by Johan Marais. His interest in snakes started at the early age of about 8, when he used to come across snakes on farms in the vicinity of Montclair. He was inspired by friends to learn more about reptiles. One thing led to another, up to the point where he has now become an internationally recognised herpetologist and author of numerous books on snakes and reptiles in Southern Africa. He offers a variety of courses on snakes, and naturally he loves sharing his experiences about these fascinating creatures in his wonderful series of books. Visit his website at http://www.johanmarais.co.za
	
	 Johan Marais
		5	

5.3	**Table under heading "Course Details"**
	
	 Width of table extends across 70% of window:
	
	    < table . . . . . . width = "70%" > ✔
	
	 Row inserted at bottom of table: < tr > . . . < / tr > ✔
	
	 Added course details inside < td > . . . < / td > tags:
	
	        Snake Handling, 12 July, 2 hrs, R550 ✔
	
	 < tr >
	    < td > Snake Handling < / td >
	    < td align = "center" > 12 July < / td >
	    < td align = "center" > 2 hrs < / td >
	    < td align = "center" > R550 < / td >
	 < / tr >
	
	 [Marking: do not penalise if align = "center" omitted]
		3	

5.4	**Table under heading "On a Previous Course ..."**
	
	 Text "(Insert image)" replaced with image **BrandonVisser.jpg**
	
	 < img src = "brandonvisser.jpg" / >
	
	    Text "(Insert image)" removed ✔
	
	    Image tag: < img src = xxxxxxx / > ✔
	
	    Image file name: **BrandonVisser.jpg** ✔
	
	 Text "Forest Cobra" displayed in bold:
	
	    < b > Forest Cobra < / b > ✔
		4	

Item / Criteria		Max	
5_WebsiteContent			
5.5	**Numbered list** Converted to a bulleted list (changed tags to tags): ✓ **< ul >** < li > . . . < li > < li > . . . < li > < li > . . . < li > < li > . . . < li > **< / ul >**	**1**	

5.6	**Text import**
	   Text "(Paste text here)" removed ✓
	   Inserted contents of file **5_FirstAid.txt** ✓
	[Marking: do not penalise if not ALL contents of text file inserted]
		2	

5.7	**Hyperlink** Changed file extension of link reference from .txt to .html < a href = " 5_WebsiteHome.**html** " > ✓ *[Marking: hyperlink must work correctly]*	**1**	
	TOTAL	**17**	