

## 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 ✓ All margins ✓ Set to 2.5 cm ✓		3
1.2	Words 'Tech Info' added ✓ In header ✓ 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 ✓ All occurrences (six) of the (whole) word phone (not cellphone for example) ✓		2
1.5	Automatic page numbering added ✓ In the format Page X of Y ✓ Centred ✓ In the footer ✓		4
1.6	Style of paragraph headings changed to <i>Heading 1</i> ✓ All 23 instances changed ✓		2
1.7	Order of paragraphs under E-books / Digital books swapped ✓ <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 ✓ Five advantages of e-books bulleted ✓ Bullets used are special symbol Webdings symbol 105 (Ⓢ) ✓ 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 ✓ Both instances changed ✓		2

	Item / Criteria	Learner	Max
1.13	Hard space added between March and 2012 ✓ Soft space between them removed ✓		2
1.14	List of disadvantages of social networking numbered ✓ Using lowercase Roman Numerals ✓ In brackets e.g. (iii) ✓		3
1.15	Paragraph about GPS instruments deleted ✓ <i>Do not award mark if 'empty' paragraph remains.</i>		1
1.16	Convergence (paragraph heading + two paragraphs) moved ✓ 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 ✓ Runs over 4 lines ✓ Appears in a red font colour ✓ Placed 0.1 cm from the text. ✓		4
1.18	Text box added to second paragraph under Smartphones ✓ Correct text appears in text box ✓ Text of 2 <sup>nd</sup> par. under Smartphones flows to left of text box (square or tight wrapping) ✓ Text formatted as Arial 10 pt ✓		4
1.19	1 <sup>st</sup> paragraph under E-scamming / Phishing indented 1.5 cm ✓ On both sides ✓ Line spacing set to 1.5 lines ✓ Spacing after paragraph, 12 points ✓ 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 ✓ The same <i>approximate</i> dimensions have been used ✓ Text added to arrow ✓ <i>Do not penalise incorrect spelling.</i> Arrow points to right ✓ Arrow positioned in front of banner, in lower left corner ✓ Objects have been grouped ✓		6
1.21	Text watermark added that reads 'Draft 1.0' ✓ Watermark runs diagonally to the document (on all pages). ✓		2
1.22	Sub-folder, TechPictures, created in DataTech folder ✓ 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  8, R 1 556.00, R 471.00, R 311.20, R 180.00  9, R 806.00, R 272.00, R 161.20, R 10.00  10, R 706.00, R 453.00, R 235.33, R 116.00  11, R 2 898.00, R 495.00, R 322.00, R 138.00  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> Date formatted as d ✓ mmmm ✓ yyyy Spaces inbetween ✓		3
4.2	<u>Cell F1</u> Number 0821234567 entered - the 0 also displays ✓		1
4.3	<u>Cells A2:G3</u> Merged ✓ Red border around the cell ✓		2
4.4	<u>Headings in cells B4:G4</u> Text orientation changed to 90 degrees ✓ (so that they read from 'bottom to top').		1
4.5	<u>Cell E4</u> Cell contents wrapped ✓		1
4.6	<u>Column C</u> Cells formatted with zero decimal places ✓		1
4.7	<u>Column D =C5/B5</u> Corrected cells used ✓ Divided in correct order ✓		2
4.8	<u>Column F =C5*E5</u> Correct Cells used ✓ Multiplication operator used ✓		2
4.9	<u>Column G</u> Cells formatted as Rand (not Euro) ✓		1
4.10	<u>Cell B25 =AVERAGE(D5:D22)</u> Average function ✓ Correct range ✓		2
4.11	<u>Cell B26 =SUM(F5:F22)</u> Sum function ✓ Correct range ✓ 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 5.5 ✓ % operator ✓ *B26 ✓ (also accept 0.055 * B26 and 5.5/100*B26)		3
4.13	<u>Cell B28</u> =B26-SUM(G5:G22) B26 ✓ Subtraction of ✓sum of cell range G5:G22 ✓ Also accept =SUM(F5:F22) - SUM(G5:G22)		3
	<b>Total</b>		<b>25</b>