


CAT Grade 10: November 2012: Practical Examination MARKSHEET

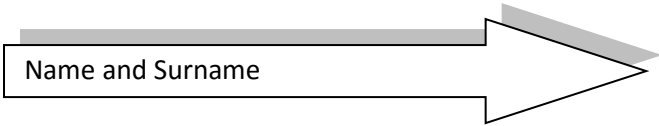
NAME: _____

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
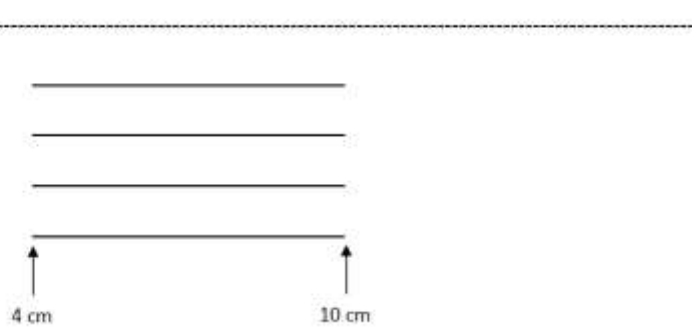
/ 150

Question 1: Document – Caring for your pet

	Item / Criteria	Max	Learner
1.1	Page orientation: Portrait ✓ Paper size: A4 ✓ Margins: top and bottom: 2.5 cm ✓ left and right: 2 cm ✓	4	
1.2	Font of whole document: Calibri ✓ (<i>also accept Calibri (body)</i>)	1	
1.3	<u>Line and paragraph spacing for the whole document (except list of dog breeds)</u> Line spacing: Multiple 1.2 ✓ Paragraph spacing: 6 pt after ✓	2	
1.4	<u>Main heading: <i>Caring for your pet</i></u> 36 pt ✓ green colour ✓ shadow effect ✓ centred ✓	4	
1.5	<u>Paragraph headings</u> Heading 1 ✓ for: <i>Sterilisation; Vaccination, Fleas and ticks, Diet, Safety measures</i> ✓ (1 for Heading 1 and 1 for all 5 headings) Heading 2 ✓ for: <i>Female dogs; Male dogs</i> ✓ (1 for Heading 2 and 1 for both sub headings)	4	
1.6	All unnecessary ¶'s ('empty' paragraphs) deleted ✓	1	
1.7	<u>First paragraph</u> Whole paragraph bold ✓ Drop Cap on <i>W</i> ✓ over 2 lines ✓ Straight quotes (") replaced by smart quotes in " <i>A dog is a man's best friend</i> " ✓	4	
1.8	<u>Paragraph: <i>Vaccination</i></u> Remove first line indent ✓ Numbering replaced with dog  bullet ✓ – NOT symbol ✓	3	
1.9	<u>Paragraph : <i>Let us respect and care for these creatures...</i></u> Moved to end of document ✓ Indented 3 cm from left ✓ and 3 cm from right ✓ Paragraph spacing: 24 pt before ✓ Centre text ✓ Single line border around paragraph ✓	6	

	Item / Criteria	Max	Learner
1.10	<u>Yellow highlighted paragraph: We should get to know...</u> Changed to Sentence case ✓ Yellow highlighting removed ✓ Placed in text box next to first paragraph ✓ Text box : Square wrapping ✓ Width about 8 cm ✓	5	
1.11	<i>dog</i> replaced with <i>dog</i> in green ✓ bold ✓ 5 occurrences (No marks if not 5 occurrences)	2	
1.12	Page break before <i>Safety measures</i> ✓	1	
1.13	<u>List of dog breeds</u> 3 columns ✓ line between ✓ 1 cm space between columns ✓	3	
1.14	<u>Picture: pug waiting</u> Inserted at bottom of page 2 ✓ Size reduced to fit on the page ✓ Picture centred horizontally ✓	3	
1.15	Automatic page numbering inserted in the format "Page X of Y" ✓ Right-aligned in footer ✓	2	
1.16	<u>Footer</u> Arrow shape inserted on left ✓ Name and surname typed in ✓ Shadow effect applied to arrow ✓	3	
			
	Total	48	

Question 2: Document – LetterDogOwners

	Item / Criteria	Max	Learner
2.1	<p><u>Letterhead</u></p> <p>Right tab set at right side of letterhead ✓ used correctly and consistently over the 3 lines ✓</p> <p>Webdings symbol 154  inserted next to e-mail address ✓</p> <p>Line added at bottom of letterhead ✓ Solid 3 pt ✓ Extends between left and right margins ✓</p> <p style="text-align: center;">4Paws Dog Training School</p> <p> 082 350 1122 745 Long Street  021 556 4982 Goodwood  4paws@lantic.co.za 7744</p> <hr style="border: 1px solid black;"/>	6	
2.2	<p><u>Date below letterhead</u></p> <p>Right-aligned ✓ date inserted in format 13 November 2012 ✓ Updates automatically (<i>i.e. field</i>) ✓</p>	3	
2.3	<p><u>25 November</u></p> <p>Hard space between 25 and November ✓ (<i>use Show/Hide to check</i>)</p>	1	
2.4	<p><u>Chart</u></p> <p>Copied from Results and pasted between brackets <<< >>> ✓ Pasted as link ✓ (<i>right-click to check for 'Update Link'</i>) Brackets and instruction removed ✓</p>	3	
2.5	<p><u>Entry form</u></p> <p>Tab inserted at right of page for scissor-cut, with dotted/dashed leader ✓ Left tab set at 4 cm ✓ Right tab set at 10 cm ✓ with solid leader ✓ Tabs used correctly and consistently ✓</p> <p>✕ -----</p> <p>Name of owner: _____ Name of dog: _____ Breed of dog: _____ E-mail address: _____</p> <p style="text-align: center;">  </p>	5	
2.6	<p><u>Spell check</u></p> <p>Both mistakes corrected: 'success' and 'scheduled' ✓</p>	1	

	Item / Criteria	Max	Learner															
2.7	<p><u>Table on last page</u> Centre column (Grooming) moved to be rightmost column ✓ Row inserted at top of table ✓ merged ✓ contains heading Six Other Breeds ✓ in a larger font size ✓ and thicker border than other borders ✓ Internal borders added to items in row 2 ✓ Headings in top two rows centred in their cells (hor. + vert.) ✓ Heights of top two rows each exactly 1.2 cm ✓ Row 2 shaded a light colour ✓ (No mark if headings hard to read) Data sorted alphabetically by Breed ✓</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="5" style="text-align: center;">Six Other Breeds</th> </tr> <tr> <th style="background-color: #f2d2d2;">Breed</th> <th style="background-color: #f2d2d2;">Characteristics</th> <th style="background-color: #f2d2d2;">Size</th> <th style="background-color: #f2d2d2;">Exercise</th> <th style="background-color: #f2d2d2;">Grooming</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Six Other Breeds					Breed	Characteristics	Size	Exercise	Grooming						11	
Six Other Breeds																		
Breed	Characteristics	Size	Exercise	Grooming														
2.8	Line removed from footer of document ✓	1																
	Total	31																

Question 3: PowerPoint – Caring for your pet

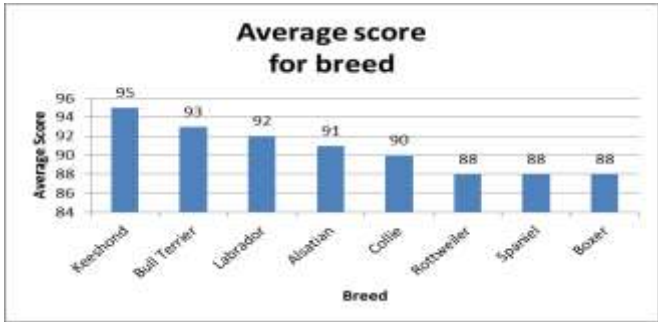
	Item / Criteria	Max	Learner
3.1	Slide numbers inserted on each slide ✓	1	
3.2	<p><u>CONTENTS</u> slide Headings <i>Training</i> and <i>Sources</i> added ✓ Bullets removed ✓</p>	2	
3.3	<p><u>Diet</u> slide Transition removed ✓</p>	1	
3.4	<p><u>Fleas and ticks</u> slide Correct text copied onto slide ✓ It causes disease. Get advice about products to get rid of it. Deworm puppies and dogs. Format of first bullet (Calibri 36 pt, bold) applied to new text ✓</p>	2	
3.5	<p><u>Grooming</u> slide Line spacing 1.5 ✓</p>	1	

	Item / Criteria	Max	Learner
3.6	<u>Be responsible slide</u> Picture sent behind the text ✓	1	
3.7	<u>Training slide</u> Animation effect (any) applied to picture ✓ Picture moved to right of the text ✓ Text moved to left of slide ✓	3	
3.8	<u>A dog is a friend for ever slide</u> Text converted to WordArt with a curved shape ✓	1	
3.9	<u>Puppy slide</u> Picture (Puppy.jpg) inserted into the placeholder for a picture ✓	1	
3.10	<i>Puppy slide is slide 9 and A dog is a friend for ever is slide 10 ✓</i>	1	
	Total	14	

Question 4: Spreadsheet – DogShow

	Item / Criteria	Max	Learner								
4.1	Sheet1 renamed as Data ✓	1									
4.2	<u>Cell A1</u> Heading merged and centred across cells A1:K1 ✓ Merged cell shaded green ✓ (<i>Accept any green</i>)	2									
4.3	<u>Row 2</u> Height changed to 26.25 (35 pixels) ✓ Column headings centred vertically ✓	2									
4.4	<u>Headings in cells D3:K3</u> Text wrapping applied to cells D3:E3 ✓ Text in cells F3:I3 rotated 90° anti-clockwise ✓ Text in cells F3:I3 centred horizontally & row height adapted ✓ <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr> <td>Categories Entered</td> <td>Entrance Fee</td> <td>Obedience</td> <td>Ownership</td> <td>Obstacles</td> <td>Defence</td> <td>Raw Points</td> <td>Final Score</td> </tr> </table>	Categories Entered	Entrance Fee	Obedience	Ownership	Obstacles	Defence	Raw Points	Final Score	3	
Categories Entered	Entrance Fee	Obedience	Ownership	Obstacles	Defence	Raw Points	Final Score				
4.5	<u>Column D: Entrance Fee</u> = 15 ✓ + 7 ✓ * E4 ✓ Formatted as currency in South African Rands ✓	4									

	Item / Criteria	Max	Learner											
4.6	<u>Column K: Raw Points</u> = SUM ✓ (F4 : I4) ✓ OR = F4 + G4 + H4 + I4	2												
4.7	<u>Column K: Final Score</u> = J4 ✓ / E4 ✓ Formatted to 2 decimal places ✓ (Other solutions are possible, using SUM and COUNTIF)	3												
4.8.1	<u>Cell E31: Total number of participants</u> = COUNTA ✓ (A4 : A28) ✓ The COUNTA function can be used with any of columns A to K. The COUNT function can be used with any of columns D to K.	2												
4.8.2	<u>Cell E32: Most common number of categories entered</u> = MODE ✓ (E4 : E28) ✓	2												
4.8.3	<u>Cell E33: Highest Final Score</u> = MAX ✓ (K4 : K28) ✓	2												
4.8.4	<u>Cell E34: Consistency Award</u> = MIN (L4 : L28) ✓ where column L contains: = MAX(F4:I4) ✓ - MIN(F4:I4) ✓	3												
4.9	<u>Cell K31: Number of Gold diplomas</u> = COUNTIF ✓ (K4 : K28, ✓ " >= 95.00 " ✓)	3												
4.10	<u>Cell C2: Date of printing</u> Date format changed to dd-mm-yyyy (to show as 13-11-2012) ✓	1												
4.11	<u>Cell M4: Mr Nel's cell phone number</u> Cell phone number 0833506611 entered correctly ✓ Initial zero displayed ✓	2												
4.12	<u>Cell M8: Random number for lucky draw</u> = RANDBETWEEN ✓ (1,25) ✓	2												
4.13	<u>Sorting</u> Data sorted first by Breed ✓ then by Final Score ✓ in descending order ✓ <table border="1" data-bbox="252 1720 1145 1783"> <tr> <td>Zinzi</td> <td>S. Norwood</td> <td>Alsatian</td> <td>R 43.00</td> <td>4</td> <td>89</td> <td>99</td> <td>89</td> <td>93</td> <td>370</td> <td>92.50</td> </tr> </table>	Zinzi	S. Norwood	Alsatian	R 43.00	4	89	99	89	93	370	92.50	3	
Zinzi	S. Norwood	Alsatian	R 43.00	4	89	99	89	93	370	92.50				
4.14	<u>Header</u> File name in left side: &[File] ✓✓ Page number in right side: &[Page] ✓✓ (No half marks) Click in header element (Page Layout on View tab) to check whether field code was inserted or information was manually typed in.	4												

	Item / Criteria	Max	Learner
4.15	<p><u>Chart</u></p> <p>2-D Column chart created, series = A2:A9, C2:C9 ✓</p> <p>X axis contains names of all the breeds ✓</p> <p>Legend deleted ✓</p> <p>Chart has suitable title ✓</p> <p>X and Y axes have suitable titles ✓</p> <p>Average score for each breed appears above each column ✓</p> 	6	
	TOTAL	47	

Question 5: Document – Grooming

	Item / Criteria	Max	Learner
5.1	<p>Correct information appears, i.e. list of all the breeds and their grooming ✓✓</p> <p>Text is taken from the table / Unnecessary text removed from table ✓✓</p> <p>Information as bullet list against margin ✓</p> <p>Distance between bullets and text approximately as indicated ✓</p> <p>Tabs between Breeds and Grooming removed, and replaced with en dashes ✓✓ (space, en dash, space)</p>	8	
5.2	Dog.wmf inserted as watermark ✓	1	
5.3	Saved as Grooming_DONE in examination folder ✓	1	
	TOTAL	10	