

CAT Gr 11: November 2013: Practical Examination MARKSHEET

NAME: _____

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/ 180

Question 1 – Total: 23

Item / Criteria	Max													
1_Memo (Word Processing)														
1.1	<p><u>Suitable spacing of green text</u></p> <p>Paragraph spacing: accept 3 – 12 pt before and/or after ✓</p> <p>Line spacing: accept 1.15 – 1.5 ✓</p> <p><i>(Par. spacing must be 'greater' than line spacing; otherwise -1)</i></p>	2												
1.2	<p>Proposed Agenda</p> <p>Multilevel or outline numbering used ✓</p> <p>Level 1 number style = 1. ✓</p> <p>Level 2 number style = 2.1 ✓</p> <p>Level 3 number style = 3.1.1 ✓</p> <p>Alignment and indentation as displayed and consequential ✓</p> <p><i>(No marks if automatic numbering is not used)</i></p>	5												
Second page with 'Proposed Circular to Parents'														
1.3	Blue text in 1 column ✓	1												
1.4	<p>Table converted to text ✓</p> <p>Indent left: hanging indent, at approx 1.5 cm ✓</p> <p>Indent right: 3 cm ✓</p> <p><i>(-1 if indents not consistent over the data)</i></p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>What can be recycled?</i></p> <p>Paper: newspapers, cardboard boxes, cereal boxes, chocolate boxes, toilet roll liners, egg boxes, magazines, etc.</p> <p>Glass: all bottles, jam jars, etc.</p> <p>Metal: cool drink cans, food cans, lids and tops</p> <p>Plastic: water bottles, cooking oil, trays, plastic bags, bubble wrap, shopping bags, ice cream tubs, margarine tubs, foam trays, fast food containers, coat hangers, etc.</p> </div>	3												
1.5	<p>Bulleted list ✓ against margin ✓ in three columns ✓</p> <p><i>The following cannot be recycled:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">• laminated paper</td> <td style="width: 33%;">• stickers</td> <td style="width: 33%;">• chips packets</td> </tr> <tr> <td>• paper plate</td> <td>• post-it notes</td> <td>• chocolate wrappers</td> </tr> <tr> <td>• punch confetti</td> <td>• disposable nappies</td> <td>• cling wrap</td> </tr> <tr> <td>• carbon paper</td> <td>• tissues</td> <td>• drinking glasses</td> </tr> </table>	• laminated paper	• stickers	• chips packets	• paper plate	• post-it notes	• chocolate wrappers	• punch confetti	• disposable nappies	• cling wrap	• carbon paper	• tissues	• drinking glasses	3
• laminated paper	• stickers	• chips packets												
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• carbon paper	• tissues	• drinking glasses												

Proposed electronic form:			
1.6.1	Text / Rich text control inserted for name ✓	1	
1.6.2	Tab stops inserted at 7 cm ✓ Leading with dots ✓ Applied consequentially ✓	3	
1.6.3	<u>I would like to be involved with:</u> Drop down list control inserted ✓✓ (1 mark if Combo Box) Options Paper, Plastic, Cans, Glass added ✓	3	
1.6.4	<u>Combo box next to 'as well as:'</u> Ceramics is removed, ✓ Order is: Paper; Plastic; <u>Cans</u> ; <u>Glass</u> ; Nothing else, thanks. ✓	2	
TOTAL		[23]	

Question 2 – Total: 36

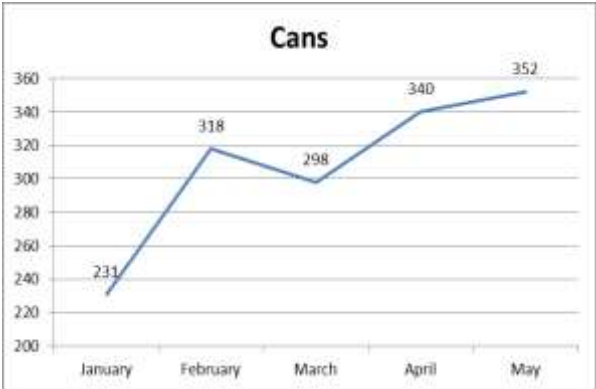
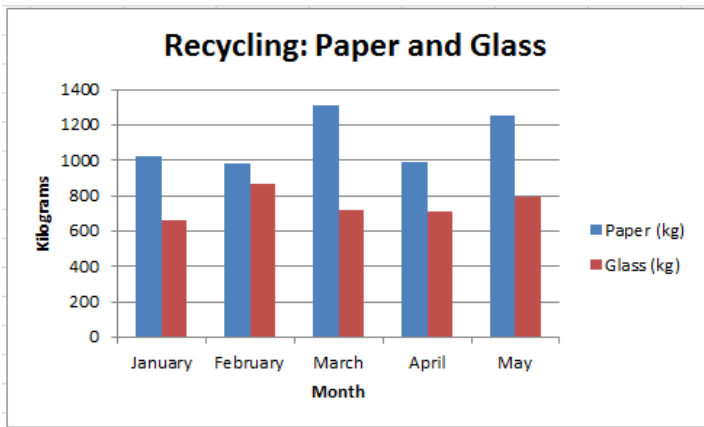
Item / Criteria	Max	
2_RecyclingInfo (Word Processing)		
2.14	Any Cover Page inserted (not created) ✓	1
2.10	TOC inserted (on 2 nd page) ✓ with 2 levels ✓	2
2.11	Table of Figures directly after TOC ✓	1
2.13	The text <i>Let's Reduce Re-Use Recycle!</i> does not appear on the page(2) with Table of Contents/Figures. ✓ but starts on the page with the Introduction of the document ✓ (Link to Previous of the Section 2 header have been broken)	2
2.12	Centred ✓ page numbering added ✓ in footer ✓	3
2.9	Next Page ✓ Section Break ✓ at end of Table of Figures	2
2.1	<u>Text in header:</u> Each word capitalized ✓ right-aligned ✓ italics ✓	3
2.2	<u>Heading 1 style:</u> Font colour blue ✓	1

2.3	<p>Source added ✓ – Check in Manage Sources on References Tab</p> <p>Author: Alexander, Catherine; Reno, Joshua <i>Entered ✓ the authors' names correctly. ✓</i></p> <p>Title, Year, City and Publisher all entered ✓ correctly ✓ Title: Economies of recycling; Year: 2012; City: London Publisher: Zed Books</p> <p>Page number 2 ✓ added in Citation ✓</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">(Alexander & Reno, 2012, p. 2)</div>	7	
2.4	<p>City ✓ and Year ✓ swapped</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Author MacBride, Samantha <input type="checkbox"/> Corporate Author</p> <p>Title Recycling reconsidered</p> <p>Year 2012</p> <p>City London</p> </div>	2	
2.5	<p>Caption added below diagram ✓</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Figure 1 What is needed</div> ✓ <p><i>To check if it is a 'caption', other captions in the document should change their numbers to 2 and 3 respectively. The text 'Figure 1' will be added automatically.</i></p>	2	
2.6	<p>The second subheading under 'Paper' (How is paper recycled?) has been formatted with the Heading 2 style ✓</p>	1	
2.7	<p>New style (Before List) created: ✓</p> <p>Name: Before List Style type: Paragraph ✓ Style based on: Normal } Paragraph spacing: 3 pt After ✓</p> <p>The text "You cannot recycle": formatted with this new style. ✓</p>	4	
2.8	<p>Footnote added to acid rain ✓</p> <p>Footnote text removed from paragraph ✓</p> <p>Footnote text appears at the end of the page with footnote no. ✓</p> <p>Yellow shading removed ✓</p> <p>NO_x (subscript) ✓</p>	5	
	TOTAL	36	

Question 3 – Total: 51

Item / Criteria	Max		
3_RecyclingPaper (Spreadsheet)			
Worksheet: Paper recycling			
3.1	Sheet1 renamed as <i>Paper recycling</i> ✓ Colour of tab is red ✓	2	
3.2	Height of Row 1 = 24 ✓ Column headings in Row 2 centred vertically ✓	2	
3.3	Column headings in row 2 frozen ✓	1	
3.4	Statistics at bottom of worksheet C214 = COUNTA ✓ (B3:B212) ✓ <i>(Can also use other columns, or COUNT in numerical columns; Could also be =SUM(B220:B224) which works when 3.6 is answered)</i> C215 = ROUND ✓ (AVERAGE(G3:G212) ✓, 2) ✓ C216 = MAX ✓ (G3:G212) ✓ C217 = LARGE ✓ (G3:G212, ✓ 2) ✓	10	
3.5	Conditional formatting: Column G Conditional formatting applied to G3:G212 ✓ Condition: >10 ✓ Formatting: Light blue cell shading ✓ <i>(No marks if conditional formatting not used)</i>	3	
3.6	No. of times paper brought in by Grade 8's B220: = COUNTIF ✓ (D3:D212, ✓ 8 ✓) or = COUNTIF(D3:D212, A220) <i>(Note: absolute addressing not incorrect but not required because function not copied)</i>	3	
3.7	Total kg per grade C220: =SUMIF (\$D\$3:\$D\$212, ✓✓ A220, ✓✓ \$G\$3:\$G\$212 ✓✓) <i>(Give 3 marks if the function =SUMIF(D3:D212,8,G3:G212) is used and the grade changed.)</i>	6	
3.8	Total kg of paper recycled in May C225: =SUM(C220:C224) ✓ OR =SUM(G3:G212)	1	
3.9	Column H: Prize H3: =IF(G3>10.5, ✓ "Prize", ✓ "" ✓) or =IF(G3<=10.5, "", "Prize")	3	

3.10	Number of learners who qualify for a prize D227: =COUNTIF ✓ (H3:H212, ✓ "Prize" ✓) or =COUNTIF(G3:G212, ">10.5")	3	
3.11	Column I: Amount received by school I3: =G3* ✓ \$J\$2 ✓ <i>(must use absolute referencing for second mark)</i>	2	
Worksheet: Graphs			
3.12	Sheet2: Link May total with C225 on Paper recycling worksheet B7: = 'Paper recycling!' ✓ C225 ✓ <i>(Also accept =Sheet1! C225 if question 3.1 not answered)</i>	2	
3.13	Column or Bar Chart Correct data series A2:C7 ✓ <i>(Also accept B3:C7)</i> Column or bar chart ✓ Descriptive Chart Title ✓ Both axes suitably labelled ✓	4	
3.14	Line Chart Correct data series: A2:A7, D2:D7 ✓ <i>(Also accept A3:A7, D3:D7)</i> Descriptive chart title ✓ Legend removed ✓ Y-axis minimum value = 200 ✓ Data labels added to data points ✓	5	



Worksheet: Prizes			
3.15	Format of dates in column E Dates displayed in format yyyy-mm-dd Correct format ✓ Hyphen inserted (used as delimiter) ✓	2	
3.16	Column F: Random number F3: =RANDBETWEEN ✓ (1,1000) ✓ or =ROUND(RAND()*1000,0)+1	2	
TOTAL		[51]	

Question 4 – Total: 52

Item / Criteria	Max																																
4_RecycleProject																																	
4.1.1	ID field or CellNo field ✓ set as primary key	1																															
4.1.2	Combo box set ✓ values = <i>Driefontein, Sunset, Vista</i> ✓ (Check Display control and Row Source in the Lookup tab)	2																															
4.1.3	TypeHelper field: Required set as Yes ✓	1																															
4.1.4	CellNo field: Input Mask ✓ = 0000000000 ✓	2																															
4.2	Query: VistaTeams Fields used for query: <i>Name, Surname, CellNo, School and TeamSize</i> ✓ 'Show' tick removed from <i>School</i> field ✓ Criteria for <i>School</i> field: Vista ✓ Criteria for <i>TeamSize</i> field: >=6 ✓ and <=8 ✓ (Also accept >5 and <9 as well as 6 or 7 or 8) [22 records]	6																															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">Field:</td> <td>Name</td> <td>Surname</td> <td>CellNo</td> <td>School</td> <td>TeamSize</td> </tr> <tr> <td>Table:</td> <td>ListHelpers</td> <td>ListHelpers</td> <td>ListHelpers</td> <td>ListHelpers</td> <td>ListHelpers</td> </tr> <tr> <td>Sort:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Show:</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Criteria:</td> <td></td> <td></td> <td></td> <td>"Vista"</td> <td>>=6 And <=8</td> </tr> </table>				Field:	Name	Surname	CellNo	School	TeamSize	Table:	ListHelpers	ListHelpers	ListHelpers	ListHelpers	ListHelpers	Sort:						Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Criteria:				"Vista"	>=6 And <=8
Field:	Name	Surname	CellNo	School	TeamSize																												
Table:	ListHelpers	ListHelpers	ListHelpers	ListHelpers	ListHelpers																												
Sort:																																	
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>																												
Criteria:				"Vista"	>=6 And <=8																												
4.3	Query: Paper and Plastic adults Fields used for query: <i>Name, Surname, School, TypeHelper, CellNo, InvolvedPaper and InvolvedPlastic</i> ✓ 'Show' tick removed from <i>InvolvedPaper & InvolvedPlastic</i> fields ✓ Criteria for <i>TypeHelper</i> field: B OR P OR T ✓ Criteria for <i>InvolvedPaper</i> field: Yes or True or On ✓ Criteria for <i>InvolvedPlastic</i> field: Yes or True or On ✓ [Note: criteria must be repeated if on separate rows – 'or' logic]	6																															

Sorted alphabetically by *School* (ascending) ✓

Field:	Name	Surname	School	TypeHelper	CellNo	InvolvedPaper	InvolvedPlastic
Table:	ListHelpers	ListHelpers	ListHelpers	ListHelpers	ListHelpers	ListHelpers	ListHelpers
Sort:			Ascending				
Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Criteria:				B' Or 'P' Or 'T'		Yes	Yes
on:							

4.4

Form: List of Helpers

Title: *Recycling helpers* ✓ Impact 20 pt ✓

Recycle image in form header ✓

Border around top 4 fields ✓

Border around Name, Surname, CellNo and Email removed ✓

Involved fields moved to the right ✓

Labels have same font and background as other labels ✓

Instruction *Check type of involvement* at far right ✓

8

4.5

Report: List of Helpers

Fields included: *Surname, Name, School, TypeHelper, InvolvedPaper, InvolvedPlastic, InvolvedCans, InvolvedGlass, TeamSize* ✓

Saved as *List of Helpers* ✓

Grouped first by *School* ✓ then by *TypeHelper* ✓

Sorted by *Surname* ✓

Orientation = Landscape ✓

Title: *Let's Recycle!* ✓

Headings and details all clearly legible – Check school name *Driefontein* and other long names ✓

TeamSize details centred ✓

Statistics in Report Footer:

= COUNT ✓ (*) ✓ (OR any field may be used)

= SUM ✓ ([TeamSize]) ✓

= AVG ✓ ([TeamSize]) ✓ rounded to NO decimals ✓

Descriptive labels added for each calculation ✓

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4_Certificate and 4_Certificate_Merge			
4.6	List of recipients selected from database 4_RecycleProject ✓ query Certificate Gr10–12 ✓ (26) 7 x merge fields inserted ✓ In correct positions, and placeholders removed ✓ Merge completed – 26 records ✓ Saved with file name 5_Certificate_Merge ✓ All 'True' replaced with 'Yes!' ✓ All 'False' replaced with en-dash (–) ✓✓ (1 mark if replaced with hyphen)	9	
TOTAL		[52]	

Question 5 – Total: 18

Item / Criteria	Max		
5_RecyclePage			
5.1	Title: About Recycling in South Africa <TITLE> About Recycling in South Africa </TITLE> Opening and closing TITLE tags added as indicated ✓ Note: Do not penalise if text still appears in body as well	1	
5.2	Background colour <BODY BGCOLOR="lightblue"> BGCOLOR="lightblue" attribute added to <BODY> tag ✓	1	
5.3	Heading: Recycling Guidelines <H1> Recycling Guidelines </H1> Text appears between<H1> ... </H1> tags ✓ ... tags added ✓ With the following attributes applied to the text font: FACE = "Arial" ✓ COLOR = "green" ✓ <i>(minus one mark if incorrect nesting order, end tags must be in reverse order as begin tags)</i>	4	
5.4	Recycle Image Image name changed to "recycle.gif" ✓ Note: Do not award mark if file name of image has been changed	1	

5.5	Line break tag added before sentence 'It is important to know ...' ✓ OR </p> added before sentence 'It is important to know	1	
5.6	Italics problem Italics tag closed after 'what': <i> what </i> ✓	1	
5.7	Numbered list of recyclable materials . . . changed to . . . ✓	1	
5.8.1 and 5.8.2	Here is a list . . . we are able to recycle <P>Here is a list of some of the materials we are able to recycle:</P> Opening and closing B tags added as indicated ✓ <u> . . . </u> tags removed ✓	2	
5.9.1	Reduce # Re-use # Recycle <P > Reduce # Re-use # Recycle </P> changed to <P ALIGN="CENTER"> Reduce # Re-use # Recycle </P> Align = "Centre" added as indicated ✓	1	
5.9.2	2 x Horizontal lines <HR COLOR="RED" /> <HR /> ✓ COLOR = "RED" ✓ <i>(-1 if either of the two lines is missing, or in the wrong position)</i>	2	
5.10	Hyperlink Find out more about recycling here <A> . . . ✓ HREF = "http://treevolution.co.za/guide-to-recycling-in-sa/" ✓ <i>(must be placed in first <A> tag, and no errors in URL)</i> Correct link text 'Find out ... here' placed between the tags ✓	3	
TOTAL		[18]	