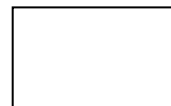


Computer Applications Technology, Grade 10
June 2017, Practical Examination MARKSHEET


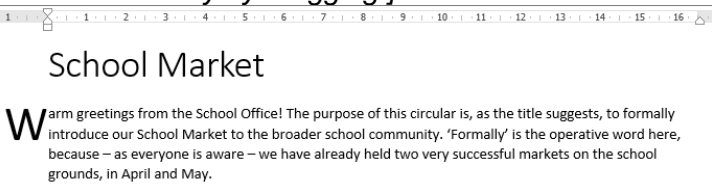
NAME: _____ CLASS: _____






/ 120

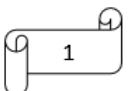
Q1 71	Q2 24	Q3 25	TOTAL

Question 1 – Total: 71

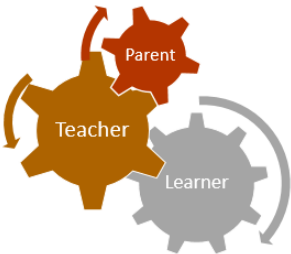
Item / Criteria		Max	
1_Circular (Word processing)			
1.1	<p><u>School logo</u> Font = Calibri ✓ 20 pt ✓ Text = Regular (not Italic) ✓ Border removed from text ✓ Small caps font effect applied to text ✓ Triangle in front ('on top') of rounded rectangle shape ✓ Two shapes grouped ✓ Fill colour of <u>top</u> part of triangle = red ✓ <i>[Fill colour of bottom part remains white]</i> <u>How to:</u> 1. Select shape 2. Format tab 3. Shape Fill (drop-down) 4. Gradient 5. More Gradients... 6. Change colour to red ('Stop 1 of 2' is selected by default)</p> 	8	
1.2	<p><u>Heading 'School Market' and paragraph below it</u> Paragraph border under 'School Market' removed ✓ First letter (W) of paragraph = Drop Cap ✓ Drops 2 lines ✓ In margin ✓ <i>[Select Drop Cap, go to Drop Cap Options to confirm that it was not resized manually by dragging]</i></p> 	4	
1.3	<p><u>Paragraph in red on 1st page</u> Line spacing = 1.08 ✓</p>	1	
1.4	<p><u>Table at bottom of 1st page</u> Top row shaded any colour ✓ 2nd column (COORDINATOR) removed ✓ Single border line, as shown below ✓ Table autofitted to contents ✓</p>	4	

Item / Criteria		Max																	
	<p>[Check: apply AutoFit Contents (but DO NOT SAVE!): no mark if columns expand / shrink slightly]</p> <table><tr><th>DATE</th><th>THEME</th></tr><tr><td>Sat 27 May</td><td>All things bright and beautiful</td></tr><tr><td>Sat 24 Jun</td><td>Bring on the winter cheer</td></tr><tr><td>Sat 29 Jul</td><td>Gizmos and gadgets</td></tr><tr><td>Sat 26 Aug</td><td>You snooze – you lose!</td></tr><tr><td>Sat 30 Sep</td><td>Spring has sprung</td></tr><tr><td>Sat 28 Oct</td><td>Something new, something old</td></tr><tr><td>Sat 25 Nov</td><td>A few of my favourite things</td></tr></table>	DATE	THEME	Sat 27 May	All things bright and beautiful	Sat 24 Jun	Bring on the winter cheer	Sat 29 Jul	Gizmos and gadgets	Sat 26 Aug	You snooze – you lose!	Sat 30 Sep	Spring has sprung	Sat 28 Oct	Something new, something old	Sat 25 Nov	A few of my favourite things		
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1.5	<p>Picture under ‘Practical arrangements’ Picture Trading Post inserted ✓ rotated as shown ✓ text wrapping = Square / Tight / Through ✓</p> <p>Practical arrangements These are important. A school market involves many people and a lot of equipment. There are at least as many people who deal with the myriad of administrative functions, as there are traders eager to sell their wares – not to mention the crowds of buyers eager to oblige. Many of these administrative activities take place before and after the event: what Joe Public witnesses on market day is the proverbial tip of the iceberg.</p> <p>The general layout of the trading areas will remain unchanged (see further under Location & facilities below), as will the use of various locations within the school buildings for key management functions. The Staff Area will continue to be used as a general control centre, for the sale of tickets for the craft workshops, the announcer (PA system), the drop-safe for monies collected, the first-aid point in case of any mishaps, and so forth.</p> <p>A senior management member will also be on duty in the Staff Area at all times, to keep an eye on things and to provide general support. The Bursar will also be on duty throughout the day, to fulfil the all too familiar request ‘Please may I have some change’. For security purposes she will provide this service from the secure precinct of the Finance Office.</p> 	3																	
1.6	<p>Paragraph under ‘Stall administration’ Symbol Webdings character code 148 inserted ✓ Border removed from shape ✓ Stall administration</p>  <p>Healthy stall administration is key to a successful market. The Deputy Head, Mrs Stryver, has been appointed to oversee this function, and she is assisted by an able team of volunteers. Items from arts and crafts to foodstuffs to garden produce will be on sale.</p>	2																	
1.7	<p>Paragraph with yellow background <u>ASAP</u> double-underlined ✓ Yellow highlighting removed ✓ Yellow shading removed ✓ Two spacing errors corrected ✓✓</p> <p>What-if-it-rains? The school hall and the interior quadrangle with its colonnaded area have been identified for plan B, which is simply stated: move as much of the market as possible indoors. We hold thumbs that the weather will continue to play along with us, but must be prepared for all contingencies. Any decision in this regard will be communicated to all concerned ASAP. ¶</p>	5																	
1.8	<p>Picture under ‘Traders’ Reset to original colours ✓ Cropped (approximately) as shown ✓ ‘Rounded Diagonal Corner’ picture style applied ✓</p> <p>The emphasis is on home-grown, home-baked, home-sewn, home-crafted ... basically HOME-MADE. There is a place for mass-produced goods and the selling of these types of products, but we wish to promote the burgeoning talents within our local school community. As mentioned above, entrepreneurship and inventiveness is what we are seeking to encourage, and this cannot be achieved if we allow ourselves to become simply the instruments of trade, rather than the originators of new ideas, designs and methods.</p> 	3																	

Item / Criteria		Max																																	
1.9	<p>Blue text under 'Items on sale'</p> <p>Formatted as a bulleted list ✓</p> <p>with 5 bulleted items ✓</p> <p>Bullet character = image Scissors ✓</p> <p>Bullets against left margin ✓</p>	4	<div><div>✕ Pastries</div><div>✕ Clothing</div><div>✕ Craft</div><div>✕ Bric-a-brac</div><div>✕ Produce</div></div>																																
1.10	<p>Paragraph under 'Other activities'</p> <p>Text HIPSQUARED displayed as: HIP^{SQUARED} ✓</p> <p>em-dash changed to en-dash (slightly narrower) ✓</p> <p>INTEGRATION: upper case ✓</p> <p>character spacing expanded ✓</p> <p>[Accept any value >= 1 pt; use Show/Hide to check that space bar was NOT used]</p> <div><p>done in isolation. We give two examples of</p><p>impasse. Both are practical issues that have</p><p>concept here is I N T E G R A T I O N .</p></div>	4																																	
1.11	<p>Heading 'Sports matches'</p> <p>Formatted with the Heading 3 style ✓</p> <p>[Click on heading and check in Styles group that <u>style</u> was used]</p>	1																																	
1.12	<p>Text in red under 'Responsibilities and portfolios'</p> <p>Tab at 5 cm moved to 8 cm ✓</p> <p>Inserted right tab ✓</p> <p>at 15 cm ✓</p> <p>with leader [accept any leader style] ✓</p> <p>[-1 if tabs on all 8 lines not consistently used]</p> <div><div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div><div>7</div><div>8</div><div>9</div><div>10</div><div>11</div><div>12</div><div>13</div><div>14</div><div>15</div></div><div><div>Ms L. Roper</div><div>Room 25</div><div>Pastries</div></div><div><div>Mr J. Mpondo</div><div>Room 16</div><div>Clothing</div></div><div><div>Mrs S. Munro</div><div>Administration</div><div>Craft</div></div><div><div>Mrs N. Texeira</div><div>(Parent)</div><div>Bric-a-brac</div></div><div><div>Ms F. Rabie</div><div>Reception</div><div>Produce</div></div><div><div>Mr A. Abraham</div><div>Room 6</div><div>Setting up; clean-up</div></div><div><div>Mr J. Koen</div><div>Administration</div><div>PA</div></div><div><div>Mrs K. Molefe</div><div>(Parent)</div><div>Marketing</div></div></div>	4																																	
1.13	<p>Table under 'Finances'</p> <p>Text direction in 1st column changed as shown ✓</p> <p>Merged 5 cells in 2nd column ('Craft workshops') ✓</p> <p>Split cell in 3rd column ('Stall hire Sales') into 2 rows, ✓</p> <p>and moved text 'Sales' into lower row ✓</p> <p>Left-aligned 4 x cells ('Entrance fees ... Donations') ✓</p> <p>Height of bottom row = 0.7 cm exactly ✓</p> <p>Formula in bottom right cell: =SUM(ABOVE) ✓</p> <p>[Click on cell to check presence of <u>field</u> – should turn grey]</p> <table><tr><td rowspan="11">Income – May 2017</td><td rowspan="5">Craft workshops</td><td>Grade 8</td><td>R1725.75</td></tr><tr><td>Grade 9</td><td>R1365.50</td></tr><tr><td>Grade 10</td><td>R855.00</td></tr><tr><td>Grade 11</td><td>R1230.50</td></tr><tr><td>Grade 12</td><td>R1140.60</td></tr><tr><td rowspan="2">Trading post</td><td>Stall hire</td><td>R2220.00</td></tr><tr><td>Sales</td><td>R1678.50</td></tr><tr><td colspan="2">Entrance fees</td><td>R1245.20</td></tr><tr><td colspan="2">Takeaways</td><td>R1470.75</td></tr><tr><td colspan="2">Beverages</td><td>R890.80</td></tr><tr><td colspan="2">Donations</td><td>R600.50</td></tr><tr><td colspan="2">TOTAL</td><td>R14423.10</td></tr></table>	Income – May 2017	Craft workshops	Grade 8	R1725.75	Grade 9	R1365.50	Grade 10	R855.00	Grade 11	R1230.50	Grade 12	R1140.60	Trading post	Stall hire	R2220.00	Sales	R1678.50	Entrance fees		R1245.20	Takeaways		R1470.75	Beverages		R890.80	Donations		R600.50	TOTAL		R14423.10	7	
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Item / Criteria		Max																																						
1.14	<p>Paragraph under ‘Workshops’ Text box inserted in position shown (at left of paragraph) ✓ text “You can’t learn ... Henry Ford” <u>moved</u> into text box ✓ centre-aligned text in text box ✓ <u>Text box border</u> line style = dashes / dots [<i>NOT solid</i>] ✓ weight (thickness) = 1½ pt ✓ colour = red ✓</p> <div style="border: 1px dashed red; padding: 5px; display: inline-block;"> <p>“You can’t learn in school what the world is going to do next year.” – Henry Ford</p> </div> <p>A novel means of generating interest in a market like ours, is to allow the customer to get an insight into the means of creating (in some cases ‘growing’) the items that are sold. Some forward-thinking ‘living’ museums are moving in this direction: instead of displaying some old hand-crafted product (say, a wooden chair), actually <i>demonstrate</i> how the article was made.</p>	6																																						
1.15	<p>Text at end of document Paragraph ‘After’ spacing of ‘Yours in education’ = 40 pt ✓ Right indent of paragraph containing ‘PRINCIPAL’ = 13 cm (±) ✓ [<i>Marking: click on ‘PRINCIPAL’ – check indent on ruler</i>]</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Yours in education</p> <p>_____</p> <p>PRINCIPAL Mrs B.L. Veldtsman</p> </div>	2																																						
1.16	<p>Word ‘circular’ ‘circular’ is underlined ✓ Whole words only ✓ ‘Circular’ at top of pg 1 is <u>not</u> underlined ✓ [<i>Award last mark only if either of the first two marks awarded</i>]</p>	3																																						
1.17	<p>Spell check Two spelling mistakes corrected (on pg 2): mon<u>ies</u>, foodstuf<u>fs</u> ✓✓ [<i>TWO marks or NO marks</i>]</p>	2																																						
1.18	<p>Page numbering Automatic page numbering inserted ✓ in the footer ✓ in the ‘scroll’ format [<i>nearly at bottom of list!</i>] ✓</p>	3																																						
May2017 (Word processing)																																								
1.19	<p>Orientation = landscape ✓ Text in blue under ‘Finances’ in document 1 Circular copied from 1_ Circular ✓ pasted under heading in document May2017 ✓ indented on left by 1 cm (to have same indent as heading) ✓ justified ✓</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>MARKET INCOME: May 2017</p> <p>The holding of a school market brings with it many benefits, and cash inflow is certainly one of them. Schools, no less than other organisations, need resources (money) in order to run effectively. We are fortunate in having a responsible parent body, in terms of payment of school fees. But school fees and government interventions are not enough. Fund-raising is vital. Not only does the school itself benefit, but we also donate a percentage of the earnings to registered charities. The table shows the income from the May 2017 market.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td rowspan="12" style="writing-mode: vertical-rl; transform: rotate(180deg);">Income – May 2017</td> <td>Craft workshops</td> <td>Grade 8</td> <td>R1725.75</td> </tr> <tr> <td></td> <td>Grade 9</td> <td>R1365.50</td> </tr> <tr> <td></td> <td>Grade 10</td> <td>R855.00</td> </tr> <tr> <td></td> <td>Grade 11</td> <td>R1230.50</td> </tr> <tr> <td></td> <td>Grade 12</td> <td>R1140.60</td> </tr> <tr> <td>Trading post</td> <td>Stall hire</td> <td>R2220.00</td> </tr> <tr> <td></td> <td>Sales</td> <td>R1678.50</td> </tr> <tr> <td>Entrance fees</td> <td></td> <td>R1245.20</td> </tr> <tr> <td>Takeaways</td> <td></td> <td>R1470.75</td> </tr> <tr> <td>Beverages</td> <td></td> <td>R890.80</td> </tr> <tr> <td>Donations</td> <td></td> <td>R600.50</td> </tr> <tr> <td colspan="2">TOTAL</td> <td>R14423.10</td> </tr> </table> </div>	Income – May 2017	Craft workshops	Grade 8	R1725.75		Grade 9	R1365.50		Grade 10	R855.00		Grade 11	R1230.50		Grade 12	R1140.60	Trading post	Stall hire	R2220.00		Sales	R1678.50	Entrance fees		R1245.20	Takeaways		R1470.75	Beverages		R890.80	Donations		R600.50	TOTAL		R14423.10	5	
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Question 2 – Total: 24

Item / Criteria		Max	
2_Traders (Word processing)			
2.1 – 2.3 2.12	<u>General formatting</u> Page size = A4 ✓ Bottom margin = 2 cm ✓ Page colour = Gold, Accent 4, Lighter 80% ✓ Text watermark inserted ✓ Watermark text = 'Sample' ✓	5	
2.4	<u>Empty paragraph</u> Empty paragraph between red and blue paragraphs removed ✓	1	
2.5	<u>Text 'Dear Mr / Mrs / Ms / Learner'</u> Double strikethrough effect removed from text ✓	1	
2.6	<u>SmartArt diagram</u> Added gear shape ✓ Text in added gear shape = 'Parent' ✓ Each of the 3 gears has a different colour ✓ <i>[Award last mark also if only TWO gears, each with different colour. Do not penalise if names in gears are in a <u>different order</u>.]</i>	3	
			
2.7	<u>Text 'Monday 5 June 2017'</u> Hard space added between '5' and 'June' ✓ <i>[Do not penalise if the 'ordinary' space was not removed]</i> Mon ^o 5 ^o June ^o 2017	1	
2.8	<u>Page border</u> Page border removed only from <u>first</u> page ✓	1	
2.9	<u>Two sentences in red under 'Trading Agreement'</u> Added to numbered list below them, as item numbers 1 and 2 ✓ <i>[Total of 11 items in list]</i> Same formatting for 2 added items, as for other items in list ✓	2	

Item / Criteria		Max																	
2.10	<p><u>Text 'exceed 144" square'</u></p> <p>Double smart quote changed to single straight quote ✓</p> <p>exceed 144' square</p>	1																	
2.11	<p><u>Table on 3rd page</u></p> <p>Positions of last two columns swapped (3rd column = Trader and 4th column = Stall Type) ✓</p> <p><u>Two further sort orders added:</u></p> <p>(Sorted first by Item – already done)</p> <p>then by Category ✓</p> <p>then by Trader ✓</p> <p>Table copied to new <i>Word</i> document ✓</p> <p>Saved in exam folder with file name = Stalls ✓</p> <p>Saved as .RTF document ✓</p> <p><i>[Check document icon in File Explorer / open the file – confirm that it was <u>saved</u> as .RTF, not just file extension changed]</i></p> <table border="1"> <thead> <tr> <th>Item</th><th>Category</th><th>Trader</th><th>Stall Type</th></tr> </thead> <tbody> <tr> <td>Bric-a-brac</td><td>Learner</td><td>Bruwer B</td><td>C</td></tr> <tr> <td>Bric-a-brac</td><td>Learner</td><td>Huysamer N</td><td>C</td></tr> <tr> <td>Bric-a-brac</td><td>Learner</td><td>Limhada I</td><td>C</td></tr> </tbody> </table>	Item	Category	Trader	Stall Type	Bric-a-brac	Learner	Bruwer B	C	Bric-a-brac	Learner	Huysamer N	C	Bric-a-brac	Learner	Limhada I	C	6	
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2.13	<p><u>Field in footer</u></p> <p>File name and path inserted ✓</p> <p>in the footer ✓</p> <p>as a field ✓</p> <p><i>[Check for presence of <u>field</u> – file name and path turn grey when clicked]</i></p>	3																	
TOTAL		24																	

Question 3 – Total: 25

Accept the method of 'building blocks', whereby an easier-to-work-with intermediate result is obtained, or a (complicated) formula / function is simplified, through the use of nearby open cells (e.g. question 3.6)

Item / Criteria		Max																			
3_Finances (Spreadsheet)																					
3.1.1 – 3.1.6	<u>General formatting</u> Column B unhidden ✓ Width of column C = 12 ✓ Orientation of text in cell C1 = 0 degrees ✓ <u>Cells D1:I2</u> Cells D1:I1 merged and centred ✓ Cell E2 text wrapped ✓ Cell I2 centre-aligned (horizontally) ✓ Cell I2 top border removed ✓ <table><tr><td>D</td><td>E</td><td>F</td><td>G</td><td>H</td><td>I</td></tr><tr><td colspan="6">Payments</td></tr><tr><td>Basic Fee</td><td>Stall Type</td><td>Stall Fee</td><td>Electricity Fee</td><td>Total</td><td>Date</td></tr></table> Column I Dates in format <i>dd mmm yy</i> ✓ Cell L5 Cell phone number displayed with leading zero (0827367712) ✓ <i>[Changed to Text format or '0827367712]</i>	D	E	F	G	H	I	Payments						Basic Fee	Stall Type	Stall Fee	Electricity Fee	Total	Date	9	<div>Item</div>
	D	E	F	G	H	I															
	Payments																				
	Basic Fee	Stall Type	Stall Fee	Electricity Fee	Total	Date															
	<u>Cell H3: Amount that Gumed P must pay</u> =D3 ✓ +F3 ✓ +G3 ✓ <i>[Answer = R130]</i>	3																			
<u>Cell H31: Total Stall Fees paid by traders</u> =SUM ✓ (F3:F25) ✓ <i>[Answer = R1,180]</i>	2																				
<u>Cell J30: Highest Sales Income</u> =MAX ✓ (J3:J25) ✓ <i>[Also accept =LARGE(J3:J25,1)]</i> <i>[Answer = R378]</i>					2																
<u>Cell J32: Average Sales Income</u> =AVERAGE(J3:J25) ✓ <i>[Answer = R266]</i>							1														

