

Computer Applications Technology, Grade 11
June 2017, Practical Examination MARKSHEET

NAME: _____ CLASS: _____

/ 140

27	23	50	40	TOTAL

Question 1 – Total: 27

Item / Criteria		Max																	
1_MarketDay (Word processing)																			
1.1	Logo Circle shape appears behind rectangle shape ✓ Text border removed from Highrise Secondary ✓ Shapes grouped to act as a single object ✓	3																	
1.2	‘Circular No. 3’ and date Title style applied to ‘Circular No. 3’ ✓ Date field in yyyy-MMM-dd format, e.g. 2017-May-30 ✓	2																	
1.3	Highlighted text under ‘School Market’ Text appears in two ✓ columns ✓ with a line between them ✓ Column break used to place the text ‘ <i>We would be lacking ...</i> ’ at top of second column ✓	4																	
1.4	Table of Dates and Themes Information sorted by Date ✓ in descending order ✓ Borders of table changed as follows: ✓ <table><tr><th>DATE</th><th>THEME</th></tr><tr><td>Sat 25 Nov</td><td>A few of my favourite things</td></tr><tr><td>Sat 28 Oct</td><td>Something new, something old</td></tr><tr><td>Sat 30 Sep</td><td>Spring has sprung</td></tr><tr><td>Sat 26 Aug</td><td>You snooze – you lose!</td></tr><tr><td>Sat 29 Jul</td><td>Gizmos and gadgets</td></tr><tr><td>Sat 24 Jun</td><td>Bring on the winter cheer</td></tr><tr><td>Sat 27 May</td><td>All things bright and beautiful</td></tr></table>	DATE	THEME	Sat 25 Nov	A few of my favourite things	Sat 28 Oct	Something new, something old	Sat 30 Sep	Spring has sprung	Sat 26 Aug	You snooze – you lose!	Sat 29 Jul	Gizmos and gadgets	Sat 24 Jun	Bring on the winter cheer	Sat 27 May	All things bright and beautiful	3	
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1.5	Font colour of ‘school’ Font colour of ‘school’ = red ✓ (12 or 18 instances) Whole words only ✓ (12 or 16 instances) Lower case only ✓ (12 or 14 instances)	3																	
1.6	Highlighted paragraph under ‘Stall Administration’ All ‘special’ indentation removed (none) ✓ Left and right indentation both set to 0.5 cm ✓ Line spacing set at Multiple 1.12 ✓ Paragraph spacing ‘After’ set to 8 pt ✓ [‘Before’ remains 0 pt]	4																	
1.7	Style Draft Style Draft modified – text is double underlined [3 instances under ‘Location & facilities’] ✓	1																	
1.8	MyStyle style New paragraph style called MyStyle created ✓ Based on the Heading 4 style ✓ Proofing language set to Afrikaans ✓ Numbering set to capital letters ✓ with both brackets (A), (B), etc. ✓ [Do not penalise if not ALL items in bulleted list are not formatted with this style. At least ONE item must be formatted with the style. Marking tip: Click on text modified with the style, then hover mouse over style in the Styles box – tooltip with details will appear.]	5																	
1.9	Excel object Chart+Data.xlsx Excel object displayed as chart with data (not as icon) ✓ How to: Right-click → Worksheet Object → Convert... → deselect check box ‘Display as icon’ → OK	1																	
1.10	Last (blank) page Page break on page 3 removed (so only 3 pages in document) ✓	1																	
TOTAL		27																	

Question 2 – Total: 23

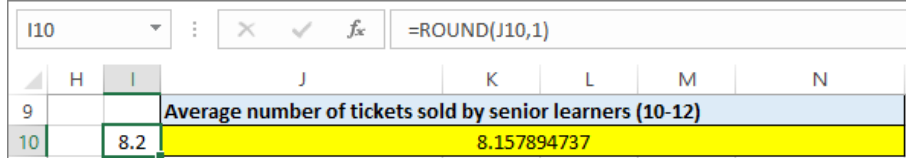
Item / Criteria		Max	
2_Letter (Word processing)			
2.1	<u>Title property</u> Set to 'Traders' ✓	1	
2.2 2.3	<u>SmartArt diagram</u> 'Outsiders' node removed ✓ 'Parents' node at top, followed by 'Learners' and 'Teachers' in clockwise order ✓ SmartArt diagram pasted as picture ✓	3	
2.4	<u>Multilevel numbering on list under 'Agenda'</u> Multilevel numbering used correctly on all three levels ✓ <i>[Check that levels can be promoted / demoted by a level]</i> First level format: 1., 2., 3. ✓ Second level format: 2.1., 2.2., 3.1., 3.2. ✓ Third level format: A, B ✓ <i>[No full stop after letter]</i> <i>[Do not penalise if indenting of level 2 or 3 differs from example]</i>	4	
2.5	<u>Content controls under 'Agreement'</u> Category: 'Other' option removed from list ✓ 'Parent' appears as first option in list ✓ Electricity: Checked symbol = Wingdings character code 254 (☒) ✓	3	
2.6	<u>Bulleted items under 'Terms'</u> Image 2Bullet used to re-bullet ✓	1	
2.7	<u>Text box under 'Appendix'</u> 2Addendum added ✓ Displays as an icon in the text box ✓ as a linked object ✓ <i>[Marking: right-click and look for 'Update Link' in popup]</i>	3	
2.8	<u>Table on last page of document</u> Only this ✓ page is in landscape format ✓	2	
2.9	<u>Page Numbering</u> Page numbering only on even pages ✓ Number on first page (title page) not displayed ✓ Number on last page follows from previous page (should be Page 4 of 4) ✓	3	
2.10	<u>2Agreement.pdf</u> PDF file 2Agreement.pdf created ✓ Contains only last page of ✓ 2Addendum ✓ <u>How to:</u> Can be done in various ways, e.g. <ul style="list-style-type: none"> • Delete first 2 pages, save remaining 3rd page as PDF • Copy 3rd page to a new document, and save this as PDF • Choose Save As / Export as PDF, click on Options and specify pages 3 to 3 	3	
TOTAL		23	

Question 3 – Total: 50

General guidelines:

- Do not award or deduct marks for the presence or absence of absolute cell referencing (\$), except where indicated (e.g. question 3.9)
- 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 3.12)

Item / Criteria		Max	
3 Finances (Spreadsheet)			
3.1	Worksheets <i>Income worksheet appears first, followed by TicketSales ✓</i>	1	
<u>Income worksheet</u>			
3.6	Header Field added (&[Pages]) for number of pages (2) ✓ anywhere in header ✓	2	
3.2	Cell H1 Font size: 15.5 Alignment: 89° Fill: Orange Accent 2 Darker 25% [Award 1 mark if only ONE or TWO of these criteria have been met. To check: use Format Painter as directed (but DO NOT SAVE!): if format of cell changes in any way – do not award 2 marks]	2	✓✓
3.3	Cell G3: Total ticket sales =SUM ✓ (B3 : F3 ✓) <i>Ans = R6,315</i>	2	
3.4	Cell C16: Second biggest amount of income =LARGE ✓ (B10:B13, ✓ 2 ✓) Cell formatted as Rand (R) ✓ <i>Ans = R1,245.00</i>	4	
3.5	Cell G18 =G16 - ✓ G16/4 ✓ or =G16-0.25*G16 or =G16-25%*G16 or =G16*0.75 or =75%*G16 <i>Ans = R14,615.25</i> Only top and bottom ✓ borders added to cell G18 ✓	4	
<u>TicketSales worksheet</u>			
3.7	Column A: Conditional formatting Conditional formatting applied in column A ✓ so that cells with Grade 11 ✓ are filled in a different colour ✓ [Accept cells with values 8, 9, 10, 12 being formatted/filled differently; no marks if conditional formatting NOT used; do not award marks for existing conditional formatting rule: Formula: = "8 or 12"]	3	
3.8	Cells E3:E4: Tickets still to be sold =IF(C3>D3,C3-D3,"") or =IF(D3<C3,C3-D3,"") or =IF(C3=D3,"",C3-D3) <i>Ans = 9</i> Correct condition used, e.g. C3>D3 ✓ Correct calculation and display of tickets still to be sold: C3-D3 ✓ Correct display of blank cells if all tickets sold ✓ [Do not penalise if function added to only ONE of the two cells]	3	
3.9	Cells F3:F4: Amount raised so far =D3*D\$1 or =D3*\$D\$1 Correct cells (D1 and D3) ✓ multiplied ✓ Correct application of absolute cell referencing ✓ <i>Ans = R90.00, R75.00</i>	3	
3.10	Cell J4: Total number of learners in worksheet =COUNTA(B3:B38) or =COUNT(A3:A38) or =COUNTIF(A3:A38,">=8"), etc. <i>Ans = 36</i>	2	

Item / Criteria		Max	
	Count / CountA / CountIF function used correctly ✓ with the correct range, e.g. B3:B38 ✓ [Accept any use of Count / CountA / CountIF if applied to correct range (rows 3 to 38) and yielding the correct answer of 36]		
3.11	Cell J7: Percentage of learners who sold ALL tickets =COUNTBLANK(E3:E38) / J4 or =COUNTIF(E3:E38,"") / J4 or =COUNTIF(E3:E38,"") / COUNTA(B3:B38), etc. Ans = 22.2% CountBlank / CountIF function used correctly ✓ Correct range (E3:E38) and parameter if CountIF used ✓ Divided by the total number of learners, e.g. /J4 ✓ [Do not award last mark if multiplication by 100 or cell is no longer formatted as percentage]	3	
3.12	Cell J10: Rounded to 1 decimal place =ROUND(AVERAGEIF(A3:A38,">=10",D3:D38), 1) Round function applied to formula correctly without changing the original function ✓ Result rounded to one decimal place ✓ Ans = 8.2 [Also accept the method of 'building blocks' as shown below: the function =ROUND(J10,1) is inserted in e.g. cell I10, to obtain the same correct answer] 	2	
3.13	Cell J13: Amount raised if 90% of tickets sold =90% ✓ * SUM(C3:C38) ✓ * ✓ D1 ✓ Ans = R5,184 [Do not penalise if absolute cell referencing has been applied]	4	
3.14	Cell J16: Tickets sold by learners (issued between 1 & 5) =SUMIF ✓ (C3:C38, ✓ "<=5", ✓ D3:D38 ✓) or =SUMIF(C3:C38,"<6",D3:D38) Ans = 26	4	
3.15	Cell J20: =RANDBETWEEN ✓ (3 ✓ , 38 ✓) or =RANDBETWEEN(3,J4+2) [Accept correct use of RAND function as well, e.g. =3+RAND()*35]	3	
Traders worksheet			
3.16	Chart Clustered Column chart used ✓ Chart Title deleted ✓ Correct data range used: =B9;B14;E9;E14 ✓ [To check: right-click → Select Data...] Vertical axis labelled ✓ Orientation of labels on horizontal axis set to 270° / -90° ✓ Parent column in different colour ✓ Data labels as values (any position, ignore leader lines) ✓ Amounts on vertical axis formatted as numbers, not Currency (ignore decimal separator) ✓ <u>How to format vertical axis amounts as numbers (not Currency):</u> Format axis → Axis options → Number → change Category to General (or to Number, with no decimal places)	8	
TOTAL		50	

Question 4 – Total: 40

Item / Criteria		Max	
4_Market (Database)			
Table tblTraders in Datasheet view			
4.1 – 4.3	Cellphone field Cell phone number of the parent 'Blom Z' (ID 36) changed from 0730026005 to 0730026555 ✓ Column width of Cellphone field = 11.25 ✓ Both horizontal and vertical gridlines added ✓	3	
Table tblTraders in Design view			
4.4	Cellphone: Required = No ✓ Trader: Size = 40 ✓ ID: Set as primary key ✓ Undertaking: Format = yyyy-mm-dd ✓ Category: Display Control = Combo Box ✓ Values = "Parent"; "Teacher"; "Learner" ✓ [in any order] Limit To List = Yes ✓ Helpers: Appears immediately above Selling field ✓ with no data deleted ✓ Default value = 0 ✓ Validation rule: >=0 and <=9 		

Query qry4_7								
4.7	Records sorted first by Selling ✓ then Trader (swopped) ✓ Category criterion: "Parent" Or "Learner" Changed And to Or ✓ Changed both plurals to singular ✓ [Also accept <> "Teacher"] Criteria for Apr 17 and May 17 : >= 263 ✓ OR options implemented correctly for Category and Apr 17 and May 17 'across both rows' ✓					6		
	Field:	Selling	Trader	Category	Apr 17			May 17
	Table:	tblData	tblData	tblData	tblData			tblData
	Sort:	Ascending	Ascending	Ascending				
	Show:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
Criteria:			"Parent" Or "Learner"	>=263				
or:			"Parent" Or "Learner"		>=263			
[Expect 16 records]								
	TOTAL					40		