Computer Applications Technology, Grade 10
June 2024, Practical Test MARKSHEET

NAME: _____ CLASS: _____ [   ] / 50
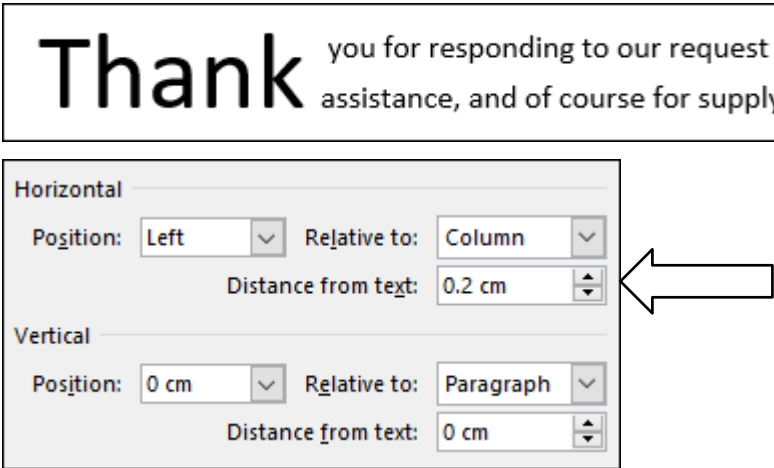
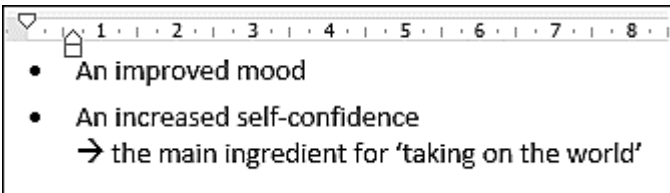| Q1	Q2	Q3
Word (I)	Word (II)	Excel

Question 1: Word processing (I) – Total: 16

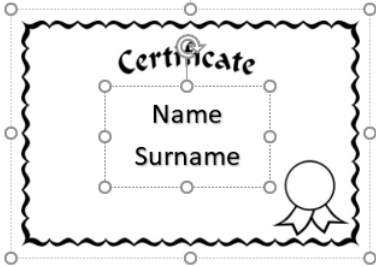**General guidelines for questions 1 & 2:**

- For all questions involving fields, press Alt+F9 to view the field codes. (Press Alt+F9 again to turn the field codes off.)
- Press Shift+F1 to reveal formatting codes.
- Show/Hide can be toggled on/off with Ctrl+Shift+8.

Item / Criteria		Max	
1Entry			
1.1	**Page settings** Page size: A4 ✓ Margins: 'Normal' setting ✓ Page colour: white ✓ Page border (thin solid line) on page 1 and page 2 ✓	**4**	
1.2	**Text 'Dear Entrant'** Font type: Tahoma ✓ Font size: 23 pt ✓	**2**	

1.3	**Text 'Thank': pg. 1**
	Not highlighted ✓
	Drop Cap:
	    Inserted ✓
	    Drop Cap text = 'Thank' ✓
	    Distance of Drop Cap from text = 0.2 cm ✓
	[Marking: Double-click on Drop Cap border]
		4	

Item / Criteria	Max	
1.4 **Picture: pg. 1** Yellow T-shirt, blue pants, red shoes ✔ *[Mark visually]*	1	
1.5 **Numbered list under 'Reading and emotions'** Converted to bulleted list ✔ ψ Bullet character = Wingdings character code 79 ✔ Only the bullet character (or number) formatted in bold ✔ 4 x bulleted (or numbered) items as shown ✔ Text of last bullet (or number) 'split' over 2 lines as shown ✔	5	
TOTAL	16	

Question 2: Word processing (II) – Total: 16

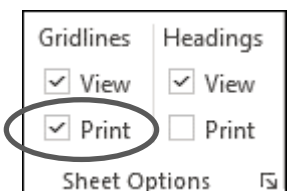| Item / Criteria	Max	
2Challenge		
2.1 **Bulleted list under 'General Benefits'** Left indent = 0 cm ✔ *[Hanging indent remains 0.63 cm]* Last two lines as below (hard enter between 'mood' and 'An') ✔ 	2	

Item / Criteria		Max	

2.2	**Text (paragraph) in red under 'Losing Weight'**
	
	Picture **2Apple** inserted ✔
	
	    Text wrapping = Square / Tight / Through ✔
	
	    Picture at left side of paragraph ✔
	
	Paragraph left-aligned ✔
	
	Losing Weight
	
	An important focus area that became apparent during initial discussions relates to that OTHER paramount benefit of regular exercise – weight control. The concepts of physical fitness and weight control are inseparable, but they need to be considered in their own respective rights, because physical appearance is often the only physical *evidence*, to the observer, of the state of physical fitness of the person concerned.
		4	

2.3	**Picture and text box (shape) under 'Certificates'**
	
	Picture and text box grouped ✔
	    [Marking: Click in middle of text box: two sets of resizing handles must appear – around picture and text box]
	
	Text box has no visible border ✔
	    [Mark visually. (Not necessary to ungroup first – also next mark.)]
	
	All text can be read normally ✔
	    [i.e. picture flipped horizontally]
	
	Certificate / Name / Surname
		3	

2.4	**Text in red under 'Items to Purchase'** All cells in top row of table merged ✔ Text 'Sale of Items – To Date' moved into top row (or into any cell in top row, if top row not merged) ✔	**2**	

Item / Criteria		Max	

2.5	**Find and Replace**
	
	Either 4 (whole word) instances or 6 (whole word and part-of-word) instances of 'head' formatted differently ✔
	    [Find and Replace used, but 'whole word' option not used]
	
	Only the 4 whole-word instances of 'head' (on pages 1, 2, 6) formatted differently ✔
	    ['Whole word' option was used]
	
	Bold and italic ✔
		3	

Item / Criteria		Max	
2.6	**Page numbering** Automatic page numbers inserted (any format) ✔ in header ✔	**2**	
	TOTAL	**16**	

Question 3: Spreadsheet – Total: 18

General guidelines:

- Where a formula/function is partially given, and learners need to correct/complete it, only award marks for the part/s that had to corrected/completed, NOT for the part/s that were already given (e.g. questions 3.4, 3.7, 3.8)
- Do not award or deduct marks for the presence or absence of absolute cell referencing ($) or a cell name or a range name, except where specifically required (e.g. question 3.7).
- 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 3.9).

Item / Criteria		Max	
3Admin			
3.1.1 – 3.1.4	**Formatting changes** Cells B6:D6: Merge and Center applied ✔ Row 6: Height = 25 ✔ Merged cell B7: Middle-aligned (vertically) ✔ Merged cell C7: Wrapped text ✔ Orientation = ± 45° ✔	**5**	
3.2	**Print settings** Paper size = A4 ✔ With gridlines ✔	**2**	
3.3	**Cell I2: Average height of entrants** =AVERAGE(E9:E35) =AVERAGE ✔ (E9:E35) ✔	**3**	

Item / Criteria		Max	
	Formatted to display 1 decimal place ✔ _Ans = 1.7_		
3.4	**Cell I3: Shortest entrant** =MIN(E9:E35) =MIN ✔ _Ans = 1.52_	**1**	
3.5	**Format of numbers in column A** Initial zeros (i.e. formatted as text, or preceded with single quote) ✔ Numbers run from 0001 to 0027 (i.e. copied down – Auto Fill) ✔ _[Award 2 marks if range A9:A35 formatted as 0000 custom type – unlikely solution for Gr 10]_	**2**	
3.6	**Cell J10: Subtotal for _Paxton, S_** =SUM ✔ (H10:I10) ✔ or: =H10 ✔ +I10 ✔ _[Accept also: =K10/✔ (1+K3) ✔]_ _Ans = R124_	**2**	
3.7	**Cell K11: TOTAL (plus VAT) owed by _Pretorius, E_** =J11+J11*VAT J11 ✔ *VAT ✔ Formula in cell K11 copied to cells K12:K35 ✔ _[Accept also: =J11*✔ (1+VAT) ✔_ _Ans = R33.35_ _Do not award second mark if <u>cell reference K3</u> was used]_	**3**	
	TOTAL	**18**	