

CAT Grade 10: June 2024: Practical Examination MARKSHEET

NAME _____ / 50

Question 1: TechInfo

	Item / Criteria	Learner	Max
1.1	Page size changed from letter to A4 ✓ All margins ✓ Set to 2.5 cm ✓		3
1.2	Words 'Tech Info' added ✓ In header ✓ Right-aligned in the header ✓		3
1.3	Font type of the WordArt is set to Arial ✓ (Arial Unicode MS)		1
1.4	In a red font ✓ All occurrences (six) of the (whole) word phone (not cellphone for example) ✓		2
1.5	Automatic page numbering added ✓ In the format Page X of Y ✓ Centred ✓ In the footer ✓		4
1.6	Style of paragraph headings changed to <i>Heading 1</i> ✓ All 23 instances changed ✓		2
1.7	Order of paragraphs under E-books / Digital books swapped ✓ <i>Do not award mark if any text deleted, or spacing errors.</i>		1
1.8	Numbering of the five advantages of e-books removed ✓ Five advantages of e-books bulleted ✓ Bullets used are special symbol Webdings symbol 105 (①) ✓ With a 12 point font size ✓		4
1.9	First paragraph under heading <i>E-book reader</i> also formatted with the style StyOpp ✓		1
1.10	Page break added before the heading Netbooks ✓		1
1.11	Soft Enter in the first paragraph under the heading Netbooks (after Internet) removed, and correct spacing maintained ✓		1
1.12	Smart quotes in the paragraph about Netbooks replaced with correct straight quotes ✓ Both instances changed ✓		2

	Total		25
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Question 4: ENG_FlashDrives

	Item / Criteria	Learner	Max
4.1	<u>Cell A1</u> Date formatted as d ✓ mmmm ✓ yyyy Spaces inbetween ✓		3
4.2	<u>Cell F1</u> Number 0821234567 entered - the 0 also displays ✓		1
4.3	<u>Cells A2:G3</u> Merged ✓ Red border around the cell ✓		2
4.4	<u>Headings in cells B4:G4</u> Text orientation changed to 90 degrees ✓ (so that they read from 'bottom to top').		1
4.5	<u>Cell E4</u> Cell contents wrapped ✓		1
4.6	<u>Column C</u> Cells formatted with zero decimal places ✓		1
4.7	<u>Column D</u> =C5/B5 Corrected cells used ✓ Divided in correct order ✓		2
4.8	<u>Column F</u> =C5*E5 Correct Cells used ✓ Multiplication operator used ✓		2
4.9	<u>Column G</u> Cells formatted as Rand (not Euro) ✓		1
4.10	<u>Cell B25</u> =AVERAGE(D5:D22) Average function ✓ Correct range ✓		2
4.11	<u>Cell B26</u> =SUM(F5:F22) Sum function ✓ Correct range ✓ Result displays correctly (column widened) ✓		3

	Item / Criteria	Learner	Max
4.12	<u>Cell B27</u> =5.5%*B26 5.5 ✓ % operator ✓ *B26 ✓ (also accept 0.055 * B26 and 5.5/100*B26)		3
4.13	<u>Cell B28</u> =B26-SUM(G5:G22) B26 ✓ Subtraction of ✓sum of cell range G5:G22 ✓ Also accept =SUM(F5:F22) - SUM(G5:G22)		3
	Total		25