CAT Grade 10: June 2024: Practical Examination MARKSHEET

NAME / 50

Question 1: TechInfo

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|  | **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 *Heading 1*   All 23 instances changed  |  | 2 |
| 1.7 | Order of paragraphs under E-books / Digital books swopped   *Do not award mark if any text deleted, or spacing errors.* |  | 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 () With a 12 point font size  |  | 4 |
| 1.9 | First paragraph under heading *E-book reader* 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** |

Question 4: ENG\_FlashDrives

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

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