**Computer Applications Technology, Grade 10**

**June 2022, 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** |  |
| **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 **✓**   * 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** |  |
| **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 **✓** | **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 ]* | **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** |  |
| **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** |  |
| **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) **✓**  Formatted to display 1 decimal place **✓** *Ans = 1.7* | **3** |  |
| **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 cell reference K3 was used ]* | **3** |  |
|  | **TOTAL** | **18** |  |