**COMPUTER APPLICATIONS TECHNOLOGY**

**GRADE 10**

**PRACTICAL MEMO**

**MARCH 2018**

**MARKS: 50**

**TIME: 1 hour**

**Question 1 : \_\_\_\_\_\_\_  
Question 2 : \_\_\_\_\_\_\_**

**Total : \_\_\_\_\_\_\_**

**QUESTION 1**

**FILE MANAGEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | learner point | Max. point |
| 1.1 | A new folder is created   Folder is called PICTURES. |  | 2 |
|  |  |  |  |
| 1.2 | All the pictures are moved to the folder **PICTURES**  No images on left |  | 2 |
|  |  |  |  |
| 1.3 | The text file BIRDS has been copied****  to the folder called **INLIGTING**\_ **** |  | 2 |
|  |  |  |  |
| 1.4 | The folder **INLIGTING**\_**INFORMATION** is renamed INFORMATION ON BIRDS.**** |  | 1 |
|  |  |  |  |
| 1.5 | The view of the directory is change from LIST to DETAIL |  | 1 |
|  | TOTAL: |  | **[8]** |

**QUESTION 2**

**WORD PROCESSING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | learner point | Max. point |
| 2.1 | The heading is amended as follows:   * Bold * The font type must Broadway * The font size must be 20pt.  * Heading Centered. | |  | 4 |
| 2.2 | A 3 pt red border line around the main heading. | |  | 3 |
| 2.3 | The first word in the first paragraph has been changed:  italics (italic) underline | |  | 2 |
| 2.4 | Page size is A4. | |  | 1 |
| 2.5 | The page orientation is portrait style. | |  | 1 |
| 2.6 | Right and left margins is set to 2 cm. | |  | 2 |
| 2.7 | A page break before the "Migration" heading Inserted | |  | 2 |
| 2.8 | Page numbers bottom left in the document. | |  | 2 |
| 2.9 | The whole document is justify everything except the main heading. | |  | 2 |
| 2.10 | The Heading 1 style on the headings "Diet and Feed"**** applied. | |  | 2 |
| 2.11 | The first paragraph under **Diet and Feed** is shaded green. | |  | 2 |
| 2.12 | Migration Picture inserted  placed the heading Migration****  Frame is 3pt thick | |  | 3 |
| 2.13 | The entire documents spacing is changed to 1.5  The spacing is 10pt after each paragraph. | |  | 3 |
| 2.14 | The paragraph under Feather Care is removed. The title is not erased. | |  | 2 |
| 2.15 | The picture Bloukraan.jpg,that is stored in the Pictures folder, is inserted under the heading Feather Care. | |  | 2 |
| 2.16 | Two spelling errors corrected. | |  | 2 |
| 2.17 | The words "geese"**** are changed so the font color is red and italics. | |  | 3 |
| 2.18 | page border the first page | |  | 2 |
| 2.19 | The document is saved as Voëls\_Birds\_Complete. | |  | 2 |
|  | Total: | |  | **[42]** |
|  |  | **Total: 50** | | |
|  |  | |  |  |
|  |  | |  |  |