CAT Grade 10: November 2012: Practical Examination MARKSHEET
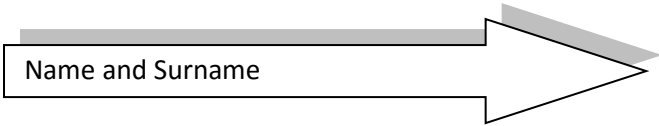
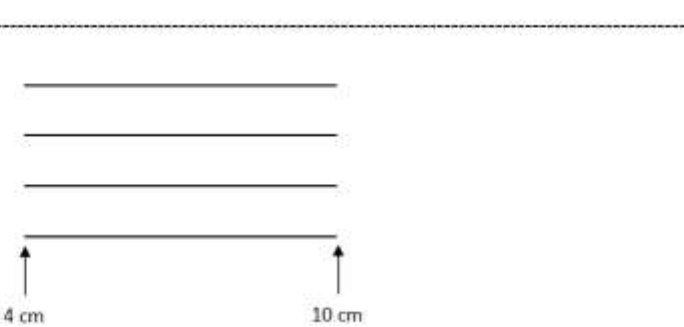**NAME:** _____ [ ] **/ 150**

Question 1: Document – Caring for your pet

	Item / Criteria	Max	Learner
1.1	Page orientation: Portrait ✓ Paper size: A4 ✓ Margins: top and bottom: 2.5 cm ✓ left and right: 2 cm ✓	4	
1.2	Font of whole document: Calibri ✓ *(also accept Calibri (body))*	1	
1.3	Line and paragraph spacing for the whole document (except list of dog breeds) Line spacing: Multiple 1.2 ✓ Paragraph spacing: 6 pt after ✓	2	
1.4	Main heading: *Caring for your pet* 36 pt ✓ green colour✓ shadow effect✓ centred ✓	4	
1.5	Paragraph headings Heading 1 ✓ for: *Sterilisation; Vaccination, Fleas and ticks, Diet, Safety measures* ✓ *(1 for Heading 1 and 1 for all 5 headings)* Heading 2 ✓ for: *Female dogs; Male dogs* ✓ *(1 for Heading 2 and 1 for both sub headings)*	4	
1.6	All unnecessary ¶'s ('empty' paragraphs) deleted ✓	1	
1.7	First paragraph Whole paragraph bold ✓ Drop Cap on *W* ✓ over 2 lines ✓ Straight quotes (") replaced by smart quotes in "*A dog is a man's best friend*" ✓	4	
1.8	Paragraph: *Vaccination* Remove first line indent ✓ Numbering replaced with dog 🐕 *bullet* ✓ – NOT symbol ✓	3	
1.9	Paragraph : *Let us respect and care for these creatures...* Moved to end of document ✓ Indented 3 cm from left ✓ and 3 cm from right ✓ Paragraph spacing: 24 pt before ✓ Centre text ✓ Single line border around paragraph ✓	6	

	Item / Criteria	Max	Learner
1.10	<u>Yellow highlighted paragraph:</u> *We should get to know...* Changed to Sentence case ✓ Yellow highlighting removed ✓ Placed in text box next to first paragraph ✓ Text box : Square wrapping ✓ Width about 8 cm ✓	5	
1.11	*dog* replaced with *dog* in green ✓ bold ✓ *5 occurrences (No marks if not 5 occurrences)*	2	
1.12	Page break before *Safety measures* ✓	1	
1.13	<u>List of dog breeds</u> 3 columns ✓ line between ✓ 1 cm space between columns ✓	3	
1.14	<u>Picture: *pug_waiting*</u> Inserted at bottom of page 2 ✓ Size reduced to fit on the page ✓ Picture centred horizontally ✓	3	
1.15	Automatic page numbering inserted in the format "Page X of Y" ✓ Right-aligned in footer ✓	2	
1.16	<u>Footer</u> Arrow shape inserted on left ✓ Name and surname typed in ✓ Shadow effect applied to arrow ✓ Name and Surname	3	
	Total	**48**	

Question 2: Document – LetterDogOwners

	Item / Criteria	Max	Learner

2.1	Letterhead
	Right tab set at right side of letterhead ✓
	    used correctly and consistently over the 3 lines ✓
	Webdings symbol 154 ✉ inserted next to e-mail address ✓
	Line added at bottom of letterhead ✓
	    Solid 3 pt ✓
	    Extends between left and right margins ✓
	
	4Paws Dog Training School
	📱 **082 350 1122** **745 Long Street**
	☎ **021 556 4982** **Goodwood**
	✉ **4paws@lantic.co.za** **7744**
		6	

2.2	Date below letterhead Right-aligned ✓ date inserted in format **13 November 2012** ✓ Updates automatically *(i.e. field)* ✓	3	
2.3	25 November Hard space between 25 and November ✓ *(use Show/Hide to check)*	1	
2.4	Chart Copied from Results and pasted between brackets <<< >>> ✓ Pasted as link ✓ *(right-click to check for 'Update Link')* Brackets and instruction removed ✓	3	

2.5	Entry form
	Tab inserted at right of page for scissor-cut, with dotted/dashed leader ✓
	Left tab set at 4 cm ✓
	Right tab set at 10 cm ✓ with solid leader ✓
	Tabs used correctly and consistently ✓
	
	✂ ---
	Name of owner: _____
	Name of dog: _____
	Breed of dog: _____
	E-mail address: _____
	    ↑ ↑
	  4 cm 10 cm
		5	

2.6	Spell check Both mistakes corrected: 'success' and 'scheduled' ✓	1	

	Item / Criteria	Max	Learner

2.7	<u>Table on last page</u>
	Centre column (Grooming) moved to be rightmost column ✓
	Row inserted at top of table ✓
	      merged ✓
	      contains heading Six Other Breeds ✓
	      in a larger font size ✓
	      and thicker border than other borders ✓
	Internal borders added to items in row 2 ✓
	Headings in top two rows centred in their cells (hor. + vert.) ✓
	Heights of top two rows each exactly 1.2 cm ✓
	Row 2 shaded a light colour ✓ *(No mark if headings hard to read)*
	Data sorted alphabetically by Breed ✓
	
	Six Other Breeds
	Breed | Characteristics | Size | Exercise | Grooming
		11	

2.8	Line removed from footer of document ✓	1	
	Total	**31**	

Question 3: PowerPoint – Caring for your pet
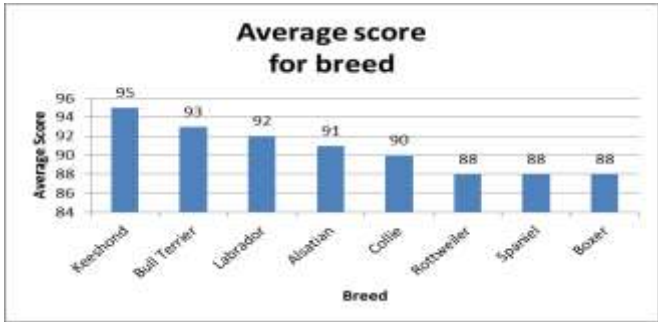
	Item / Criteria	Max	Learner
3.1	Slide numbers inserted on each slide ✓	1	
3.2	<u>*CONTENTS* slide</u> Headings *Training* and *Sources* added ✓ Bullets removed ✓	2	
3.3	<u>*Diet* slide</u> Transition removed ✓	1	

3.4	<u>*Fleas and ticks* slide</u>
	Correct text copied onto slide ✓
	    It causes disease.
	    Get advice about products to get rid of it.
	    Deworm puppies and dogs.
	Format of first bullet (Calibri 36 pt, bold) applied to new text ✓
		2	

3.5	<u>*Grooming* slide</u> Line spacing 1.5 ✓	1	

	Item / Criteria	Max	Learner
3.6	<u>*Be responsible* slide</u> Picture sent behind the text ✓	1	
3.7	<u>*Training* slide</u> Animation effect (any) applied to picture ✓ Picture moved to right of the text ✓ Text moved to left of slide ✓	3	
3.8	<u>*A dog is a friend for ever* slide</u> Text converted to WordArt with a curved shape ✓	1	
3.9	<u>*Puppy* slide</u> Picture (Puppy.jpg) inserted into the placeholder for a picture ✓	1	
3.10	*Puppy* slide is slide 9 and *A dog is a friend for ever* is slide 10 ✓	1	
	Total	**14**	

Question 4: Spreadsheet – DogShow

	Item / Criteria	Max	Learner
4.1	Sheet1 renamed as Data ✓	1	
4.2	<u>Cell A1</u> Heading merged and centred across cells A1:K1 ✓ Merged cell shaded green ✓ *(Accept any green)*	2	
4.3	<u>Row 2</u> Height changed to 26.25 (35 pixels) ✓ Column headings centred vertically ✓	2	
4.4	<u>Headings in cells D3:K3</u> Text wrapping applied to cells D3:E3 ✓ Text in cells F3:I3 rotated 90° anti-clockwise ✓ Text in cells F3:I3 centred horizontally & row height adapted ✓ Categories Entered | Entrance Fee | Obedience | Ownership | Obstacles | Defence | Raw Points | Final Score	3	
4.5	<u>Column D: Entrance Fee</u> = 15 ✓ + 7 ✓ * E4 ✓ Formatted as currency in South African Rands ✓	4	

	Item / Criteria	Max	Learner
4.6	<u>Column K: Raw Points</u> = SUM ✔ (F4 : I4) ✔ *OR* = *F4 + G4 + H4 + I4*	2	
4.7	<u>Column K: Final Score</u> = J4 ✔ / E4 ✔ Formatted to 2 decimal places ✔ *(Other solutions are possible, using SUM and COUNTIF)*	3	
4.8.1	<u>Cell E31: Total number of participants</u> = COUNTA ✔ (A4 : A28) ✔ *The COUNTA function can be used with any of columns A to K.* *The COUNT function can be used with any of columns D to K.*	2	
4.8.2	<u>Cell E32: Most common number of categories entered</u> = MODE ✔ (E4 : E28) ✔	2	
4.8.3	<u>Cell E33: Highest Final Score</u> = MAX ✔ (K4 : K28) ✔	2	
4.8.4	<u>Cell E34: Consistency Award</u> = MIN (L4 : L28) ✔ *where column L contains:* = MAX(F4:I4) ✔ - MIN(F4:I4) ✔	3	
4.9	<u>Cell K31: Number of Gold diplomas</u> = COUNTIF ✔ (K4 : K28, ✔ " >= 95.00 " ✔)	3	
4.10	<u>Cell C2: Date of printing</u> Date format changed to dd-mm-yyyy *(to show as 13-11-2012)* ✔	1	
4.11	<u>Cell M4: Mr Nel's cell phone number</u> Cell phone number **0833506611** entered correctly ✔ Initial zero displayed ✔	2	
4.12	<u>Cell M8: Random number for lucky draw</u> = RANDBETWEEN ✔ (1,25) ✔	2	
4.13	<u>Sorting</u> Data sorted first by Breed ✔ then by Final Score ✔ in descending order ✔ | Zinzi	S. Norwood	Alsatian	R 43.00	4	89	99	89	93	370	92.50		3	
4.14	<u>Header</u> File name in left side: &[File] ✔✔ Page number in right side: &[Page] ✔✔ *(No half marks)* *Click in header element (Page Layout on View tab) to check whether field code was inserted or information was manually typed in.*	4	

	Item / Criteria	Max	Learner
4.15	<u>Chart</u> 2-D Column chart created, series = A2:A9, C2:C9 ✓ X axis contains names of all the breeds ✓ Legend deleted ✓ Chart has suitable title ✓ X and Y axes have suitable titles ✓ Average score for each breed appears above each column ✓ 	6	
	TOTAL	**47**	

Question 5: Document – Grooming

	Item / Criteria	Max	Learner
5.1	Correct information appears, i.e. list of all the breeds and their grooming ✓✓ Text is taken from the table / Unnecessary text removed from table ✓✓ Information as bullet list against margin ✓ Distance between bullets and text approximately as indicated ✓ Tabs between Breeds and Grooming removed, and replaced with en dashes ✓✓ (space, en dash, space)	8	
5.2	Dog.wmf inserted as watermark ✓	1	
5.3	Saved as Grooming_DONE in examination folder ✓	1	
	TOTAL	**10**	