

# **COMPUTER APPLICATIONS TECHNOLOGY**

## **GUIDELINES FOR PRACTICAL ASSESSMENT TASK**

**GRADE 10**

**2011**

**LEARNER INSTRUCTIONS**

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## WHAT IS THE PAT?

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The PAT is a research project in which you will have an opportunity to demonstrate your information management skills. You will also be required to demonstrate your ability to use the applications which you have studied during the year to produce quality outputs in the form of:

- A set of questions (See Annexure A)
- An evaluation of websites (See Annexure B)
- Ten completed survey forms (See Annexure C)
- A fact sheet on the dangers facing users of ICTs
- A presentation which summarises your findings

The PAT will be done in two phases (parts) at a time to be arranged by your teacher.

Since the PAT counts 25% of your final mark for CAT, it is vitally important that you strive to produce work of a high standard.

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## TOPIC

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Most South Africans have access to one or more form of Information and Communication Technologies. This means that many people are easily able to access the Internet either by using a computer or more often by using cellular phone technology. Many families also have computers at home. Many schools have computer centres with Internet access. In other communities Internet access is available through community centres such as libraries.

This ease of access to ICTs brings undoubted benefits but also has a number of dangers for unsuspecting users. The recent distribution of a pornographic video by learners at a high school in South Africa is a good example.

Let's assume that your Life Orientation (LO) teacher has asked that the Grade 10 CAT learners prepare a fact sheet on the **online** dangers facing users of ICTs. In this fact sheet you need to report on the different types of dangers facing users of ICTs. You will need to make use of a variety of sources including the Internet to find information. Your fact sheet should also include a list of tips for online safety. The LO teacher is going to use your fact sheets with her Grade 8 learners.

In addition, the LO teacher has asked you to summarise your findings in a presentation which she can use to introduce the topic in her Grade 8 class.

## TASKS

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The project will need to be done in two phases (parts).

### PHASE 1

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In this phase you will have to:

- Define in your own words exactly what you are required to do.
- Create a list of questions to guide your research (with the help of your class and teacher).
- Make use of the Internet to find information.
- Administer a survey (which is given to you in Annexure B) to at least 10 people.
- Make use of at least ONE other source to find information.
- Summarise the information you have found from the Internet, the survey and the other source(s).

### PHASE 2

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In this phase you will have to:

- Summarise and analyse the data from your survey in a spreadsheet.
- Type up the fact sheet making use of good word processing techniques.
- Prepare a lively presentation suitable for a Grade 8 Life Orientation class.

**You should have completed and submitted this project before you start your end of year examinations.**

**Not submitting your PAT will mean that your marks will be incomplete and will affect your results and promotion to the next grade.**

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## INSTRUCTIONS FOR PART 1

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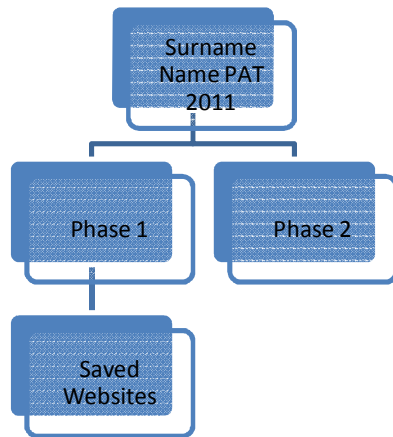
This phase of the PAT consists of three sections. You are expected to hand in your own, original work. You should consult with your classmates and your teacher to ensure that your PAT is of a high standard.

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### DEFINE THE TASK

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1. Create a suitable file structure like the one below to save your work. It is your responsibility to ensure that you keep a backup copy of all your work.



2. Create a phase 1 word processing document in which to record your work in this phase. Give the document a sensible file name such as *Phase 1 Working Document*. Save it in the Phase 1 folder.
3. In order to be sure that you understand why you are doing this research project, you should be able to define what you are required to do in your own words. This is called the task definition. Use the following questions to help you write your own task definition
  - **Why** are you doing the research?
  - **What** information do you need to find?
  - **Where** will you find the information you need?
  - **Who** is the information for?
  - **How** must your information be presented?
  - **When** must the **task** be completed?

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### ASK QUESTIONS THAT WILL GUIDE YOUR RESEARCH

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4. **As a class** you are going to brainstorm some headings which you can use to organise your information. You will also, as a **class activity**, create a list of questions which can be used to guide your research.

Some suggestions to help you are

- Internet threats
  - Malicious emails
  - Cyber-bullying
  - ???
- Addiction to
  - Computer games

- Social networking
- ???

As a class, agree on which headings and questions are appropriate.

You must now make your **own** selection of headings and questions from those which your class has suggested.

### GATHER AND SUMMARISE INFORMATION

5. Choose at least **three** of the headings that your class has agreed on. For **EACH** heading choose questions from the list that your class prepared. Complete a table like the one in Annexure A (see the screenshot below). Start each heading on a new page of your word processing document. You are free to add your own questions if you wish. You must choose at least 10 (ten) questions. You should make use of the **Internet** and at least **ONE** other source.

#### ANNEXURE A

Heading: \_\_\_\_\_

No.	Question	Possible source
1		
2		
3		
4		
5		
...		

FIGURE 1: EXAMPLE OF TABLE IN ANNEXURE A

6. For each **Internet source** complete the table like the one in Annexure B. You may not copy and paste any information from the websites into your phase 1 document. If you do, you will not earn any marks for this section of the task. A list of possible websites is given in Annexure C.

Save a copy of each website in the Saved Websites **folder**.

#### ANNEXURE B

Title of website	Author or publisher of site	URL	Date last updated	Brief summary (in own words) of information on the site	Trustworthy? (Yes/No)

FIGURE 2: EXAMPLE OF TABLE IN ANNEXURE B

7. For the other source(s) make a summary of the information you have found on a **new** page of your phase 1 document. As part of the summary, record all the information you need to create a list of references. Make sure that you have evidence of the source(s) you used.
8. Your teacher will provide you with ten copies of the survey (see Annexure D). Hand the surveys out to at least ten people. Collect them in when they have been completed and file them in a safe place.

Once you have completed this part of the project, submit your entire PAT folder to your teacher. You must also hand in a file or plastic sleeve containing your completed surveys as well as any other evidence which could not be saved electronically.

The following should be in your Phase 1 folder:

- A **single** document typed in a word processor with
  - Your task description
  - A table (Annexure A) for each of the three headings you chose
  - Annexure B completed for the websites you used
  - A summary of any other evidence which you have recorded.

Your teacher will give you the date on which to submit your work for assessment.

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## INSTRUCTIONS FOR PHASE 2

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There are three parts to this **phase**.

- Analyse the survey results in a spreadsheet.
- Type the fact sheet using a word processor.
- Prepare a presentation using a presentation program such as PowerPoint or Impress.

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### ANALYSE SURVEY DATA

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1. Analyse your survey results in a spreadsheet.
  - Capture the survey results in a suitable format.
    - Your teacher will give guidance as to how to do this.
  - Make use of suitable formatting to ensure that anybody will easily be able to interpret the results.
    - Make use of formatting features such as colour, borders, word wrap and font styles.
    - Make sure that column and/or row headings are formatted differently to other data.
  - Make use of formulae and/or functions to summarise the results.
    - You might want to find out about the COUNTIF() function
  - Use a column/bar graph or a pie chart in your spreadsheet program to
    - Illustrate a summary of your survey data graphically.
      - You should have a least ONE graph, although more would be useful.
    - You should be able to use these graphs in your fact sheet and presentation.
    - Apply what you have learned in Mathematics when creating the graphs.
2. Save the spreadsheet in your Phase 2 folder. Make sure that you use a meaningful file name such as *Survey Analysis*.

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### FACT SHEET

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1. Create a document in your word processor. Save this document in the Phase 2 folder using a meaningful file name such as *Fact Sheet Online Dangers*.
2. Apply your word processing skills you have learned during the year to produce a quality document. Take note of the style guide – see Annexure E.
3. Your fact sheet must consist of the following
  - A title page
  - The following headings should be used
    - Introduction
    - The first heading you chose in phase 1
      - Summarise the information you found in Phase 1.
      - The information you give **MUST** be written in your own words.
      - You will be heavily penalised if you copy and paste large chunks of text directly from the Internet. Plagiarism is totally unacceptable.
    - The second heading you chose in phase 1
      - Summarise as you did for the previous heading

- The third heading you chose in phase 1
    - Summarise as before
  - Summary of survey results
  - Tips for safe ICT use
    - In this section you should provide a list of tips that could be used by learners (of different ages), teachers and parents.
    - Integrate the information you have found.
    - Be original and creative.
  - List of references.
    - Make use of either the Harvard or APA referencing style.
    - The information you need should be found in the summary documents you created in phase 1.
- You are free to add additional headings if you wish.
  - Insert meaningful graphics and/or graphs into the document.
    - The graphics and/or graphs must add value to the document.
    - Graphics obtained from the Internet must be acknowledged.
  - Use a word processing function to insert page numbers into the footer of the document. Page numbers should not be used on the title page.

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## PRESENTATION

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1. Create a presentation in your presentation program. Save it in your Phase 2 folder making use of a meaningful file name such as *Grade 8 LO Online Dangers*.
2. Your presentation should have at least the following slides
  - A title slide
  - A contents slide
  - Introduction
  - Heading 1 from phase 1
  - Heading 2 from phase 2
  - Heading 3 from phase 3
  - Survey results
  - Tips for safe **online** ICT use
3. The presentation should be a summary. Large amounts of text are not required. You should not simply copy and paste what you did in the fact sheet into the presentation. You will be penalised heavily for doing this.
  - Make sure that your presentation has a consistent appearance.
  - Similar elements on a slide such as headings should be formatted in the same way.
  - Slides should have the same background.
  - The text on each slide must be easy to read when projected onto a screen in a classroom.
4. Add graphics and/or graphs where appropriate.
5. Choose an appropriate transition effect and apply it to all slides except the title slide.
6. Apply appropriate animations to **no more than one** element on each slide.
  - It is not considered good style to animate headings.

- Remember that the presentation is going to be used in class by a teacher, so make sure that the animations you choose do not distract learners.
- The timing of the presentation must be controlled by the teacher. It should not run automatically.

Once you have completed this part of the project, submit your entire folder to your teacher. Make sure that the spreadsheet, fact sheet and presentation are saved correctly. You must also hand in the file containing the completed surveys as well as any other evidence you have collected. Your teacher will give you the date on which to submit your work for assessment.

You should have completed and submitted this project before you start your end of year examinations.

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ANNEXURE A

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Heading: \_\_\_\_\_

No.	Question	Possible source
1		
2		
3		
4		
5		
...		

ANNEXURE B

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<b>Title of website</b>	<b>Author or publisher of site</b>	<b>URL</b>	<b>Date last updated</b>	<b>Brief summary (in own words) of information on the site</b>	<b>Trustworthy? (Yes/No)</b>

## ANNEXURE C

### POSSIBLE WEBSITES FOR GRADE 10 PAT 2011

Website title	URL
Dangers of computers	<a href="http://www.123helpme.com/view.asp?id=61211">http://www.123helpme.com/view.asp?id=61211</a>
Kids and computer danger	<a href="http://quazen.com/kids-and-teens/school-time/kids-and-computer-danger/">http://quazen.com/kids-and-teens/school-time/kids-and-computer-danger/</a>
Internet Safety: Safe surfing tips for teens	<a href="http://kidshealth.org/teen/safety/safebasics/internet_safety.html">http://kidshealth.org/teen/safety/safebasics/internet_safety.html</a>
cyber-bullying	<a href="http://www.e4africa.co.za/?tag=cyber-bullying">http://www.e4africa.co.za/?tag=cyber-bullying</a>
Cyber-bullying stories	<a href="http://cyberbullyingstories.org/">http://cyberbullyingstories.org/</a>
Sex tapes 'tip of iceberg'	<a href="http://www.timeslive.co.za/local/article780310.ece/Sex-tapes-tip-of-iceberg">http://www.timeslive.co.za/local/article780310.ece/Sex-tapes-tip-of-iceberg</a>
FPB welcomes Vodacom blocking site	<a href="http://www.timeslive.co.za/scitech/article779846.ece/FPB-welcomes-Vodacom-blocking-site">http://www.timeslive.co.za/scitech/article779846.ece/FPB-welcomes-Vodacom-blocking-site</a>
STOP Cyberbullying	<a href="http://www.stopcyberbullying.org/index2.html">http://www.stopcyberbullying.org/index2.html</a>
Computer addiction	<a href="http://en.wikipedia.org/wiki/Computer_addiction">http://en.wikipedia.org/wiki/Computer_addiction</a>
How computer addiction works	<a href="http://computer.howstuffworks.com/internet/basics/computer-addiction.htm">http://computer.howstuffworks.com/internet/basics/computer-addiction.htm</a>
Computer game addiction	<a href="http://computergameaddiction.net/">http://computergameaddiction.net/</a>
Computer game addiction – Parents, prevention and solutions	<a href="http://hubpages.com/hub/Computer-Game-Addiction---Parents--Preventions-and-Solutions">http://hubpages.com/hub/Computer-Game-Addiction---Parents--Preventions-and-Solutions</a>
Children at risk of online bullying	<a href="http://mg.co.za/article/2011-02-04-children-at-risk-of-online-bullying/">http://mg.co.za/article/2011-02-04-children-at-risk-of-online-bullying/</a>
Mean girls get meaner online	<a href="http://mg.co.za/article/2011-01-21-mean-girls-get-meaner-online/">http://mg.co.za/article/2011-01-21-mean-girls-get-meaner-online/</a>
Cyber-bullying common among Japan's children	<a href="http://mg.co.za/article/2008-04-16-cyberbullying-common-among-japans-children/">http://mg.co.za/article/2008-04-16-cyberbullying-common-among-japans-children/</a>

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## ANNEXURE D

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### SURVEY

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It would be appreciated if you would take the time to complete this survey. The information will be treated confidentially. You do not have to supply your name.

*Write your answer in the space provided.*

Gender: \_\_\_\_\_ (M for male, F for female)

Age: \_\_\_\_\_ (In years)

*Cyber-bullying is becoming a common problem for South African teenagers.*

*Answer 1 for Yes and 2 for No.*

Have you heard of cyber-bullying?

Do you know anyone who has been a victim of cyber-bullying?

Have you yourself been a victim of cyber-bullying?

*Computer games can be played on a personal computer, laptop computer, cellular phone, or a games console.*

Do you play computer games?

Have you ever gone without a meal because of playing a computer game?

How many hours per day do you spend playing computer games?  
(Give your answer to the nearest hour)  hours

Do you become anxious if you cannot access the Internet for more than a day?

*Thank you for completing this survey.*

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## ANNEXURE E

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### STYLE GUIDE FOR WORD PROCESSING DOCUMENTS

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#### TITLE PAGE

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- Text should be centred both vertically and horizontally on the page
- Text should be **typed** using a font size of about 20 pt.
- This should be the only page on which you make use of a page border.
- Do **NOT** use Word Art/Text Art.

#### HEADINGS

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- Font size should be 16 to 18 pt.
- Use a sans serif font such as Arial or Comic Sans for headings.
- Make use of font styles, colour and paragraph spacing to ensure that headings stand out clearly from other text.

#### BODY TEXT

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- Use a serif font such as Times New Roman or Cambria.
- Font size should be no larger than 12 pt and no smaller than 10 pt.

#### PAGE LAYOUT

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- Use word processing functions to add page numbers.
- Make use of page breaks to start new pages.
- Use the built-in heading styles feature so that all headings are formatted in the same way as other headings.
- Use the built-in styles feature so that all body text is formatted in a consistent way. Body text should be different to headings.
- Make use of tools such as the Format Painter/Paintbrush to speed up your work.