Grade 10 CAT Term 4 Notes – Part 1

1. Spreadsheets (Solution Development – Practical and Theory)

Charts/Graphs

• Pie Chart – shows parts of a whole (percentages or proportions).

• Line Chart – shows trends or changes over time.

• Column/Bar Chart – compares different items or categories.

Creating and Editing

• Insert a chart from spreadsheet data.

• Format: change colours, labels, titles, and legends.

• Edit data ranges if the chart needs updating.

Interpretation of Graphs

• Always check: What does the graph show?

• Look for patterns, increases, decreases, comparisons.

Integration Techniques

• Copy graphs into a Word document or Presentation.

• Use spreadsheet results in reports for clearer communication.

Problem Solving with Spreadsheets

• Use formulas and functions (e.g., SUM, AVERAGE) to calculate.

• Apply sorting and filtering to organise information.

Troubleshooting

• Check if formulas are typed correctly.

• Make sure cell references are correct (absolute vs. relative).

• Look for missing data or incorrect formats.

2. Information Management and Practical Assessment Task (PAT)

Knowledge vs. Insight

• Knowledge: Facts and information you collect.

• Insight/Decision Making: Understanding the information and making choices based on it.

Manipulating Information

• Summarise in your own words.

• Extract only the core meaning (main idea).

Processing Data

• Organise raw data into useful information.

• Use tools like spreadsheets, databases, or surveys.

Presenting Information

• Use tables, charts, and graphs to make data easy to read.

• Choose the right format depending on your audience.

Report Writing

A good report includes:

1. Introduction – purpose of the report.

2. Body – details, findings, and analysis.

3. Conclusion – summary of results and decisions.

4. Bibliography/References – list of sources.

5. Plagiarism & Copyright – always use your own words, give credit to authors, and respect intellectual property.

Using Presentation Software

• Summarise information in slides (don't copy long paragraphs).

• Use visuals (charts, pictures, diagrams) to support the message.

Finalising PAT Phase 2

• Organise data clearly.

• Present findings in a professional format.

• Check for errors before submission.