



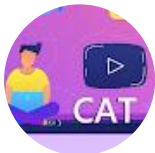
eduresourceza.com

Mr Long's PAT Guide for CAT

Use this guide to find help with completing your CAT PAT!

Use the *Computer Applications Technology* channel:

- Get step by step walkthrough on every aspect of the PAT.
- Each video covers an individual aspect of each phase of the PAT.
- Full playlist can be accessed here: <https://tinyurl.com/MatricCATPATWalkthrough>
- Channel produced by *Claire Smuts*



For more CAT related material find Claire Smuts on:

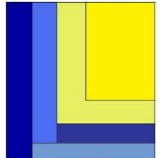


youtube.com/@CATRTT

SUBSCRIBE

Use the *Mr Long Education IT & CAT* channel:

- Get tips and ideas on various aspects of the PAT.
- Videos give supplementary examples to help complete your PAT.
- Full playlist can be accessed here: <https://tinyurl.com/MrLongCATPATTips>
- Channel produced by *Mr Long Education*



For more IT & CAT related material find Mr Long on:



youtube.com/@MrLongITandCAT

tiktok.com/@mrlongeducation



SUBSCRIBE

Practical Assessment Task

- ↳ Phase 1
 - ↳ Report / Word *page 2*
- ↳ Phase 2
 - ↳ Questionnaire / Survey *page 3*
 - ↳ Spreadsheet / Excel *page 3*
 - ↳ Database / Access *page 4*
- ↳ Phase 3
 - ↳ Report / Word *page 6*
 - ↳ Website / HTML *page 6*

PHASE 1: Report / Word	
Description	Link
Introduction and overview	https://youtu.be/0jfhhr9PhPY
General tips for PAT Phase 1 	https://youtu.be/fpvLPa9RQ34 
Step 1 – Create a folder & report	https://youtu.be/OHMZfJo7boY
Step 2 – Create cover page & headings	https://youtu.be/KP_DilmvGg
Step 3 – Report structure & page numbers	https://youtu.be/TYQg_yxug7k
Step 4 – Research	https://youtu.be/9V-B5Xcfskc
Step 5 – Task Definition	https://youtu.be/1zjq7D1V5ak
Step 6 – Focus Question	https://youtu.be/W3L26gvFqDY
Step 7 – Structure your table	https://youtu.be/TUQ1bHBw8T8
Step 8 – Questions & Answers	https://youtu.be/lx_Sw12MaA
Step 9 – Bibliographical Info	https://youtu.be/599z5ATv4vw
Step 10 – Plagiarism & copy content	https://youtu.be/yH2ZBrASXWE
Step 11 – Quality of information	https://youtu.be/DNArlNgtTtM

EXTRA TIP
Convert webpages
into PDF



Phase 1 Checklist

Due Date: ____ / ____ / ____

- ☐ Report Document
 - ☐ All headings present
 - ☐ Task Definition
 - ☐ Focus Question
 - ☐ Diagram of folder structure (Appendix A)
 - ☐ 10 Questions (Appendix B)
 - ☐ 3 Different question levels
 - ☐ All questions have a category
 - ☐ All questions have a source
 - ☐ All questions have a summary
- ☐ Sources
 - ☐ At least 2 website sources
 - ☐ At least 1 other source
 - ☐ Bibliographical information for all sources
 - ☐ Evaluation for all sources
 - ☐ Sources

PHASE 2: Questionnaire / Survey

Description	Link
 Planning your questionnaire	https://youtu.be/EGNgxQ4rVsc 

Learn about Google Forms

Google Forms Part 1 	Google Forms Part 2 	Google Form Settings 	Getting Responses 
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Create easier to remember website link



Prefer to use Microsoft Word for your Form?



Also see

- Step 1 – Questionnaire <https://youtu.be/sJJXsif1HHk>
- Step 2 – Google Form <https://youtu.be/fYWwqcXg6bo>
- Step 3 – Get your data ready https://youtu.be/JgFRBX_3is

PHASE 2: Spreadsheet / Excel

Description	Link
 Spreadsheet Layout	https://youtu.be/4TkbtSj9ddU 
 Get External Data	https://youtu.be/rReBZSmazz0 
 Spreadsheet Formulas	https://youtu.be/L8JkpnJPoL8 
 Spreadsheet Charts	https://youtu.be/SwKwgRcyNBI 

Also see

- Step 4 – Spreadsheet formatting <https://youtu.be/HFVrGHbtgYw>
- Step 5 – Spreadsheet functions <https://youtu.be/2hLW4rliUwA>
- Step 6 – Graphs <https://youtu.be/cpV8a3-0FLc>
- Step 7 – Other data <https://youtu.be/1886600u>

PHASE 2: Database / Access		
Description		Link
 Database Tables		https://youtu.be/RfSRs-lAb8g 
 Database Queries		https://youtu.be/L16CHbXPrqw 
 Database Reports		https://youtu.be/VJHzYqWSbTU 
Also see		
 Step 8 – Import into Access https://youtu.be/1Ab2t7WoD5A		
 Step 9 – Table field properties https://youtu.be/FB5EXMv_Afw		
 Step 10 – Queries https://youtu.be/pY518aFjRMc		
 Step 11 – Reports https://youtu.be/jcRguyYOU50		

Phase 2 Checklist

Due Date: ____ / ____ / ____

- ☐ Questionnaire
 - ☐ Instructions present
 - ☐ At least 5 non-biological questions
 - ☐ At least 25 completed questionnaires
(Spreadsheet with responses from Google form / 25 filled-in word or pdf documents)
- ☐ Spreadsheet
 - ☐ Separate worksheet for results
 - ☐ Includes data from external source (not questionnaire)
 - ☐ Formulas used, at least ONE of:
 - ☐ SUM, MAX, MIN, COUNT, AVERAGE, MODE, MEDIAN, ETC
 - ☐ COUNTIF, SUMIF, ROUND, LARGE, SMALL, LEFT, RIGHT, ETC
 - ☐ COUNTIFS, SUMIFS, ROUNDUP, RANDBETWEEN, ETC
 - ☐ LOOKUP / Nested IF
 - ☐ Chart / Graph
 - ☐ At least 2 charts
 - ☐ Includes Title, legend, labels, etc
- ☐ Database
 - ☐ Table
 - ☐ At least 5 fields with suitable names
 - ☐ At least 20 records in table
 - ☐ Text fields' field size altered
 - ☐ At least 1 validation rule and text
 - ☐ At least 1 list/combo box
 - ☐ At least 1 input mask
 - ☐ Queries
 - ☐ At least 3 queries
 - ☐ Contains 1 simple criteria
 - ☐ Contains combined criteria or wildcards
 - ☐ Contains simple calculated field
 - ☐ Contains grouping or complex calculated field
 - ☐ Report
 - ☐ Sorted by a field
 - ☐ Grouped by a field
 - ☐ Contains a calculation in a footer

PHASE 3: Report / Word

Description	Link
 Step 1 – Copy report & check	https://youtu.be/OfxTWLTZ4mM
 Step 2 – Introduction	https://youtu.be/RefYBISTe9Y
 Step 3 – Discussion & analysis	https://youtu.be/SPj38S1zkLQ
 Step 4 – Findings & conclusion	https://youtu.be/jWYKlbVbwE0
 Step 5 – Abstract & basic formatting	https://youtu.be/IUn45p28Qo0
 Step 6 – Final touches	https://youtu.be/S90KnFRsQOk

PHASE 3: Website / HTML

Description	Link
 Website Layout 	https://youtu.be/MrbjZZKISD8 
 Convert Charts into Images 	https://youtu.be/M8Wa1HmqXBs 
 Special Tags for your PAT 	https://youtu.be/j5Q2th7-fYM 
 Website General Tips 	https://youtu.be/oySNDiIDcXw 
Also see  Step 7 – Website design Tips https://youtu.be/C4k42fnZSiE  Step 8 – Create your three webpages https://youtu.be/l6kzGS40fq0  Step 9 – Navigation and extra tags https://youtu.be/BpsCUfzYN-c	

Phase 3 Checklist

Due Date: ____ / ____ / ____

- ☐ Report
 - ☐ Cover page (*from Phase 1*)
 - ☐ Introduction
 - ☐ Body / discussion
 - ☐ Analysis and findings
(At least 3 findings discussed with evidence)
 - ☐ Conclusion
 - ☐ Table of contents
 - ☐ Table of figures
 - ☐ Captions added to images and tables
 - ☐ Bibliography
 - ☐ Hyperlinks
 - ☐ To bookmarks within document
 - ☐ To questionnaire, spreadsheet and database
 - ☐ At least 3 citations used
 - ☐ Formatting
 - ☐ Styles used on headings
 - ☐ Correct formatting
(Paragraph spacing, left-aligned, consistent fonts, spelling and grammar checked)
 - ☐ Page numbering correct
 - ☐ Use of page and section breaks
 - ☐ Headers and footers set for different sections
- ☐ Website
 - ☐ At least 3 webpages
 - ☐ Formatted consistently
 - ☐ Use HTML tags
(Table, lists, paragraph, headings, horizontal rule)
 - ☐ Images displayed
 - ☐ All have an ALT value
 - ☐ External images referenced
 - ☐ Navigation system present and working
 - ☐ Content suitable
 - ☐ Reference sources of content
 - ☐ At least 2 special tags
- ☐ General
 - ☐ All documents have suitable names
 - ☐ All folders have suitable names
 - ☐ All documents in correct folders
 - ☐ Include completed Learner Declaration of Authenticity
(Example in Appendix of PAT Learner Guidelines document)