

**GRADE 10**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**MARCH 2018**

**MARKS: 50**

**TIME: 1 HOUR**

**SCENARIO**

*The grade 9 Natural Science teacher wants to do a few lessons on birds for the grade 9 class. He asked you to help him because he is not very computer literate.*

**Question 1**

**FILE MANAGMENT**

|  |  |  |
| --- | --- | --- |
| Assist the teacher with his file structure on the computer.  Work in the **DATA**-folder. | | |
|  | | |
| 1.1 | Create a new folder with the name [**PICTURES]** | 2 |
|  |  |  |
| 1.2 | Move all the pictures into the new folder.**[PICTURES]** | 2 |
|  |  |  |
| 1.3 | Copy the text file **BIRDS** in the **DATA** folderto the **INLIGTING\_INFORMATION** folder. | 2 |
|  |  |  |
| 1.4 | Rename the folder **INLIGTING\_INFORMATION** to **INFORMATION ON BIRDS.** | 1 |
|  |  |  |
| 1.5 | Change the view of the folder from **LIST** to **DETAIL.** | 1 |
|  |  | **[8]** |

**QUESTION 2**

**WORD PROCESSING**

|  |  |  |
| --- | --- | --- |
| You must change the document called **Voëls\_Birds** so that the teacher can use it. | | |
| Open the file 2\_**Voëls\_Birds** | | |
| 2.1 | Change the main heading as follows:  Bold  Font type to Broadway  Use font size 20pt  Centre the heading | 4 |
| 2.2 | Put a 3 pt red border around the main heading. | 3 |
| 2.3 | Change the first word of the first paragraph to italic and underline the word. | 2 |
| 2.4 | Change the page size to A4. | 1 |
| 2.5 | The page orientation must be Portrait. | 1 |
| 2.6 | Set the page margins on right and left hand side to 2 cm. | 2 |
| 2.7 | Insert a page break before the heading “Migration” | 2 |
| 2.8 | Insert page numbering in the bottom left corner of the document. | 2 |
| 2.9 | Justify the document except the main heading. | 2 |
| 2.10 | Apply Heading 1-Style to the subheading “**Diet and Feeding**” | 2 |
| 2.11 | Shade the first paragraph of **Diet and Feeding** with a green colour. | 2 |
| 2.12 | Insert the **Migration** picture from the **Picture folder** under the paragraph **Migration.** Put a Green frame of 3pt around the picture. | 3 |
| 2.13 | Change the line spacing of the whole document to 1.5 and the spacing after each paragraph should be 10pt. | 3 |
| 2.14 | Remove the paragraph **Feather Care** but leave the heading. | 2 |
| 2.15 | Inset the picture **Bluecrane.jpg**, from the **[PICTURE]** folder under the heading **Feather Care**. | 2 |
| 2.16 | Use the spellchecker to correct to spelling mistakes in the document | 2 |
| 2.17 | Change all the occurances of the word “geese” to red font in italics | 3 |
| 2.18 | Put a page border around the first page only. | 2 |
| 2.19 | Save the document as **Voëls\_Birds\_Complete**. | 2 |
|  |  | **[42]** |
|  | **Total: 50** | |
|  |  |  |
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