basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

CATN.1

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2011

MARKS: 200

TIME: 3 hours

This question paper consists of 20 pages and a separate information sheet.

MORNING SESSION

INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this three-hour examination, it is important to note that you will NOT be permitted to leave the examination room before the end of the examination period.

2. Type your examination number in the header of EVERY document that you create or save.

3. The invigilator will give you a disk containing all the files needed for the examination OR you will be told where the files can be found on the network or computer. If a disk has been issued to you, you must write your centre number and examination number on the label. If you are working on the network, you must follow the instructions provided by the invigilator.

4. A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator.

5. This question paper consists of SEVEN questions.

6. Answer ALL the questions.

7. Ensure that you save each document using the file name given in the question paper. Save your work at regular intervals as a precaution against possible power failures.

8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.

9. At the end of the examination you must hand in the disk given to you by the invigilator with ALL the files saved on the disk, OR you should make sure that ALL the files are saved on the network as explained to you by the invigilator/teacher. Make absolutely sure that all files can be read.

10. The separate information sheet which has been provided with this question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION.** Hand it to the invigilator at the end of the examination.

11. During the examination you may make use of the help functions of the programs which you are using. You may NOT use any other resource material.

12. If data is derived from a previous question that you could not answer, you should still proceed with the questions that follow.

13. Unless instructed otherwise, formulae and/or functions must be used for ALL calculations in spreadsheet questions. Absolute cell references must be used only where necessary to ensure that formulae are correct when they are copied to other cells in the spreadsheet.

14.   For all word processing questions, the language should be set to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise.

15.   The examination folder/data disk that you receive with this question paper will contain the folder and all the files listed below. Ensure that you have the folder and all the files before you begin this examination.

A folder called **Question1_Vraag1**	
and files called:	
• 1Answer_Antwoord	Word processing file
• 2Choice_Keuse	Word processing file
• 3Form_Vorm	Word processing file
• 4Info_Inlig	Spreadsheet file
• 5Travel_Reis	Spreadsheet file
• 6Careers_Loopbane	Database file
• 7Data	Spreadsheet file
• 7Merge_Saamvoeg	Word processing file
• 7Pic_Prentjie	Image file

SCENARIO

Your school will be hosting a careers day to give information about career choices. They will invite representatives from higher education institutions to exhibit their courses.
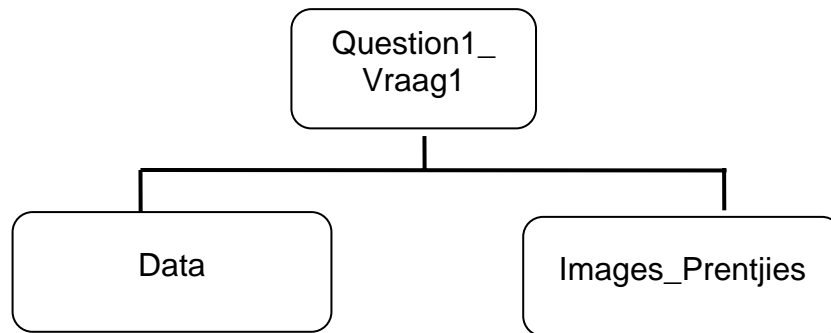
The CAT learners have been asked to give assistance with the following:

• Creating brochures and information sheets
• Sending out invitations and bursary letters
• Calculating costs
• Database tasks

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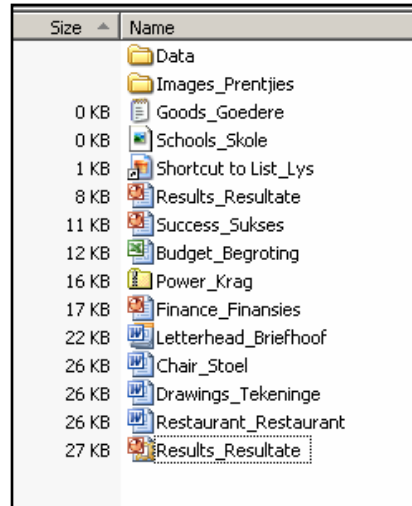**QUESTION 1**

The folder structure below has been created.

1.1 Move all the picture files found in the **Question1_Vraag1** folder into the subfolder called **Images_Prentjies**. (2)

1.2 Add the password 'win' to the file **Payment_Betaling** in the **Data** folder. (1)

1.3 The file **Results_Resultate** found in the **Question1_Vraag1** folder is a presentation file. Save this file as a web page in the **Question1_Vraag1** folder. (1)

1.4 Change the author property of the **Budget_Begroting** file in the **Question1_Vraag1** folder to examination number. (1)

Open the file **1Answer_Antwoord** in the **Question1_Vraag1** folder and type your examination number in the space provided in the document.

1.5 Find the number of paragraphs in the document **Advice_Advies** found in the **Question1_Vraag1** folder. Type your answer in the space provided in the **1Answer_Antwoord** document. (1)

1.6 Type the name of the compressed file in the **Question1_Vraag1** folder in the space provided in the **1Answer_Antwoord** document. (1)

1.7 Type the name of the file found in the **Question1_Vraag1** folder that can only be opened with an Adobe (Acrobat) Reader, in the space allocated in file **1Answer_Antwoord**. (1)

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1.8   Sort the files in the **Question1_Vraag1** folder by size from smallest to largest. Show only the size and folder/file name fields. The size field must appear to the left of the folder/file name field.

Paste a screenshot of the folder contents in the space provided in the **1Answer_Antwoord** file.

Size ▲	Name
	📁 Data
	📁 Images_Prentjies
0 KB	📄 Goods_Goedere
0 KB	🖼 Schools_Skole
1 KB	🔗 Shortcut to List_Lys
8 KB	Results_Resultate
11 KB	Success_Sukses
12 KB	Budget_Begroting
16 KB	Power_Krag
17 KB	Finance_Finansies
22 KB	Letterhead_Briefhoof
26 KB	Chair_Stoel
26 KB	Drawings_Tekeninge
26 KB	Restaurant_Restaurant
27 KB	Results_Resultate

(4)

Save **1Answer_Antwoord** and close the document.   **[12]**

QUESTION 2

The Life Orientation teacher created a draft information sheet on career choices that will be distributed during the career exhibition. You are required to edit and format this document.

Open the file **2Choice_Keuse**.

Type your examination number in the header of the document.

2.1   Change the paper size to A4.   (1)

2.2   Change the bottom page margin to 2.5 cm or 0.98".   (1)

2.3   Format the jigsaw puzzle object on page 1 to resemble the example below.

        Note that the object must have the following features:

- 3-D effect
- The orange piece is moved away from the group
- All the elements are combined to form one object   (3)

2.4   Rearrange and resize all objects to fill the whole page to resemble the example alongside.

      (3)

       WESTERN CAPE   Please turn over
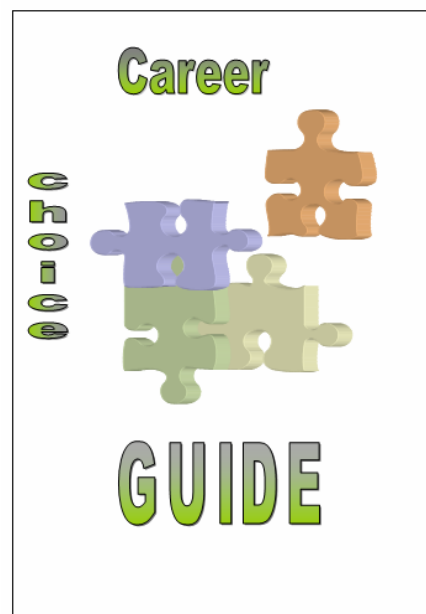
2.5　　Generate an automatic table of contents similar to the example below.

- The table of contents must appear below the words 'Table of Contents' on page 2.
- The table of contents must be based on the *Heading 1* and *Heading 2* styles.
- Change the format to formal.

TABLE OF CONTENTS

(3)

2.6　　Insert a footer on page 3 as shown below.

Career Choice Guide

Page 1

- The footer must appear under a horizontal line across the page.
- Use a font style of Arial 10 pt.
- The text 'Career Choice Guide' must appear on the left side.
- The page numbering must appear on the right-hand side.
- Page numbering appears from page 3, and the numbering starts with number 1.
- Each page number must appear in a border, for example Page 1　　(7)

2.7　　Create a paragraph style called 'Idea' so that it has:

- A box border
- Green shading　　(3)

2.8　　Apply the style *PARAHEAD* to the text 'You are your choices. Seneca'　　(1)

2.9　　Format the paragraph spacing of the paragraphs that appear under the main heading 'Career choices' starting with 'Understanding the process …' and ending with ' .. in your future' to 18 pt after.　　(2)

2.10 Correct the alignment of the first paragraph beginning with 'Understanding the …' to 'informed decisions.' to match the alignment of the next paragraph. (1)

2.11 Insert an endnote based on the first main heading 'Career Choices'. The endnote should be referenced with a custom mark copyright symbol [©] and the text 'www.careerchoices'. (3)

2.12 Insert a bookmark called *Understand* anchored to the heading 'Understand yourself' found on page 3. (2)

2.13 Create a hyperlink linking the heading 'Career Personality Tests' on page 5 to the 'Test' bookmark. (2)

2.14 Bullet the list of questions found under the heading 'Career Education' on page 7 as follows:

- The bullets must appear as 'hand' symbols, for example ✋ (found in the Wingdings character set) aligned against the left margin.
- The tab space after the symbol/bullet position must be set at 1 cm or 0.39" and the indent set at 1.5 cm or 0.59". (5)

2.15 Apply automatic numbering to the paragraphs under the heading 'Choosing a College' on page 8.

The paragraph headings should be numbered as follows:

1. Talk to Program Coordinators, But Be Sceptical
2. Talk to Employers in Your Chosen Field
3. Ask the School to Prove Their Brags
4. Review Graduation Rates for Your Chosen Program
5. Consider Any Specific Needs You May Have
6. Visit Your Top Schools
7. Investigate Costs
8. Look at Acceptance Rates (2)

2.16   Arrange the numbered paragraphs listed in QUESTION 2.15 above into two equal columns divided by a vertical line.   (2)

2.17   Insert borders around the text as you would like to draw the reader's attention to the very last paragraph. It should appear as follows:

> Remember, careers aren't built overnight, and a student job search should not begin just weeks before graduation. With a little bit of planning and a willingness to go the extra mile, you will stand out from the crowd when you're ready to launch your career.

(2)

Save **2Choice_Keuse** and close the document.   **[43]**

QUESTION 3

An electronic form has been created to obtain information from the learners that will attend the careers day.

Open the file **3Form_Vorm.**

Type your examination number in the header of the document.

Follow the instructions to create a survey form as shown below.

3.1 Set tab stops as follows:

- Add a tab stop at 8 cm or 3.5" to align the list of subjects.

- Add a tab stop at 6 cm or 2.36" that will create a dotted line above the signature. (3)

3.2 Insert a date field for 'Today's date' in the format yyyy-mm-dd that will update automatically. (3)

3.3 Add a text field for the name together with a help message that reads 'Insert name' that will display on the status bar if the person needs help with the text edit control. (3)

3.4 Add a table for the cellphone number as follows:

- Insert a 10 x 1 table for the cellphone number.

- Make sure that the contents automatically fit into the table.

- Position the table at 7 cm or 2.76" as shown in the example. (4)

3.5 Insert a drop-down list field for the gender. List the options as follows:

Male/Manlik
Female/Vroulik (2)

3.6 Format the subject list for 'Possible Career Choice' as shown in the example.

- Resize the check box for Sciences to exactly 15 pt.

- Align the subject names to 8 cm or 2.16". (2)

Save **3Form_Vorm** and close the document. **[17]**

QUESTION 4

Open the **4Info_Inlig** spreadsheet.

The tertiary institutions requested the learners' marks and possible careers in which the learners are interested. This information was entered into a spreadsheet named **4Info_Inlig**.

Work in the **Learners_Leerders** worksheet.

4.1   Insert a unique learner number in cells A3:A310. The first learner will be Learner1, the second learner will be Learner2, and so on.   (2)

4.2   Merge and centre the heading in row 1 across cells A1:J1.   (1)

4.3   Change the headings in row 2 to appear at a 45° angle.   (1)

4.4   In column B some surnames appear in upper case while others are in lower case. In column K the UPPER function was applied to change the text to upper case for all the surnames.

        Replace all the surnames in column B with the surnames in upper case AND then delete column K.   (2)

4.5   Learners may only apply for bursaries if they have a mark of 70 or more in column E. Using an appropriate operation/feature change the background of all the cells for those who may apply for a bursary to a green colour.   (3)

4.6   Learners can only go to university if they have achieved 60 marks or more. Use an IF-function in cell **F3** to insert the word 'Yes' if the learner will be able to go to university. If the learner does not qualify, the cell should be left blank.   (4)

The universities wish to have information about the top learners as they would like to place or offer bursaries to these learners.

4.7   Use a function in cell **J4** to determine the second highest score.   (3)

4.8   Use COUNTIF functions in cell **J5** to display the number of learners who wish to study in the Physical Science or Natural Science career groups.   (5)

4.9   Change the page scaling of the **Learners_Leerders** worksheet so that it will print on 4 pages only.   (2)

4.10   Sort the table **A1:E310** according to the **Option_Opsie** column and then according to the **Marks_Punte** column, placing the learner with the highest mark first.   (2)

Work in the **Summary_Opsomming** worksheet.

4.11   The universities require a graph to show the <u>proportions</u> of learners who qualify to attend university and those who do not.

Use the data in cells **A7:B8** found in the **Summary_Opsomming** worksheet to create a graph to show the proportion of learners who qualify to attend university or not.

- Provide a suitable title for the graph

- Place the legend below the graph

- Place the percentages represented by each segment <u>on</u> the segments

- Place the graph in this worksheet   (8)

4.12   Remove the gridlines from the **Summary_Opsomming** worksheet   (1)

Save **4Info_Inlig** and close the document.   **[34]**

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QUESTION 5

The school offered to pay each university representative for their travel costs and board and lodging expenses.

Open the **5Travel_Reis** spreadsheet.

Work in the **S&T_R&V** worksheet.

5.1	Wrap the text to display the headings in row 2.	(1)
5.2	Place borders around all the cells containing headings in row 2.	(1)
5.3	Change column **J** so that all the values display as South African rand.	(1)

5.4   The code in column **B** is made up as follows:

- The first 3 letters of the town or city (column D), and
- The first 3 letters of the surname (stored with a single initial in column A)

Use a formula and functions to create the code for Y Madikane in cell **B3**.   (6)

5.5   Use a Vlookup-function in cell **E6** to display the distance from Thohoyandou to Johannesburg according to the table given in the **Distance_Afstand** worksheet.

Make sure that the function can be copied down to the other cells in column E.   (4)

5.6   Calculate in cell **H3** the time Y MADIKANE would travel to the school from Bloemfontein.

- Travel time is the distance divided by a 100
- Add the stopping time (column G)   (3)

Representatives can claim for the days they are away from home as follows:

- 0 days if the distance is less than 500 km
- 1 day if the distance is between 500 km and 1 000 km
- 2 days where the distance is more than 1 000 km

5.7   Use a nested IF-function in cell **I3** to determine the number of days Y MADIKANE may claim for using the criteria listed above.   (6)

5.8   Calculate in cell **J3** the travel claim for Y MADIKANE who is travelling from Bloemfontein. Use the distance in cell **E3** and the rate in cell **J1**.   (2)

5.9   Guests can claim their travelling (in column J) and daily allowance (in column K). Calculate in cell **L4** the total claim for O ADAM.   (1)

Work in the **ClaimsChart_Eisegrafiek** worksheet.

5.10   The graph displaying the total claims for each representative is messy and difficult to read. Make the following changes to the graph to resemble the example below:
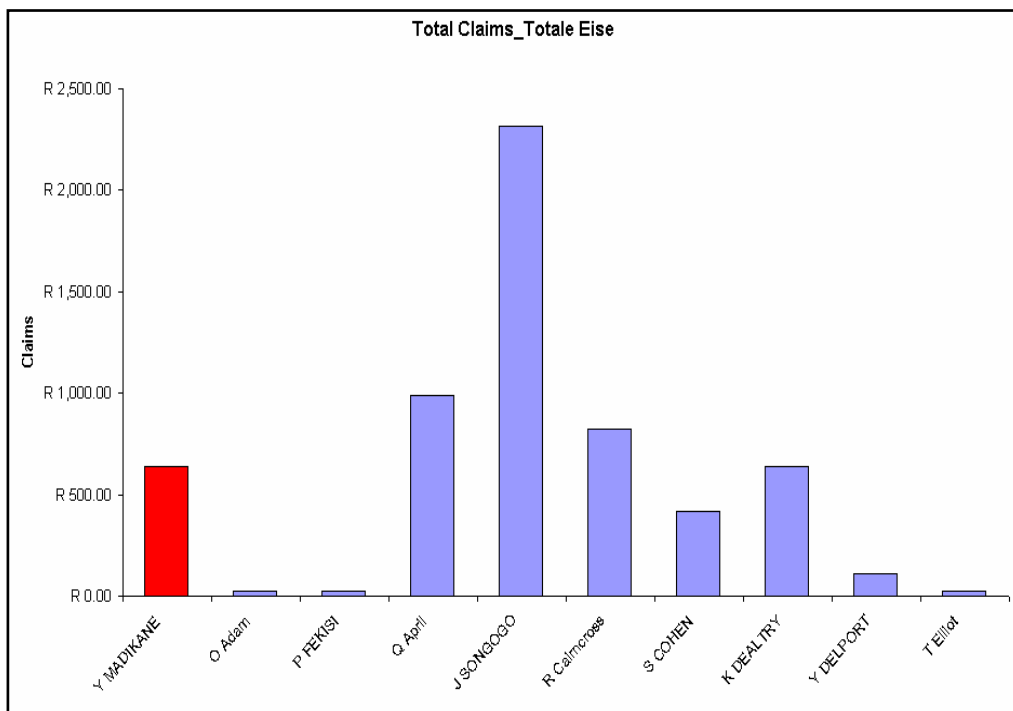
- Change the type of the graph to a column graph.

- Show only the first 10 representatives on this graph.

- Insert the title 'Claims' on the y-axis.

- Remove the data labels and legend.

- Change the colour of the column representing Y MADIKANE only, to red.   (5)

Save and close **5Travel_Reis.**   **[30]**

QUESTION 6

The school has a database of all the universities who will attend the exhibition.

Open the database **6Careers_Loopbane.**

6.1   Create a new table called **STUDENT** with the following fields:

- *Name_Naam* as a text field with a length of 45.

- *Studyfield_Studieveld* as a lookup wizard with Humanities, Sciences and Informatics as options.

- *Points_Punte* as an integer number. All students will have an initial minimum number of points of 950.

    Close the table **STUDENT**.   (7)

6.2   The **Career_Beroep** table contains the following fields of contact information for universities:

> *ID*
> *Name_Naam*
> *Address_Adres*
> *Code_Kode*
> *Phone_Foon*
> *Fax_Faks*
> *Webaddress_Webadres*
> *Accommodation_Verblyf*
> *Distance_Afstand*

Make the following changes to the table:

- Remove the field **ID** from the table.

- Create an input mask for the *Code_Kode* field so that 4 digits (numbers) must be entered.

- Change the properties for the *Phone_Foon* field so that data must be entered in this field.

    Close the table **Career_Beroep**.   (4)

6.3   Change the query **qryCodes_Kodes** so that only the *Name_Naam* field, *Code_Kode* field and *Phone_Foon* field of those institutions that have a code between 2000 and 3000 (inclusive) are included.

    Save and close the query.   (4)

6.4 Open the query **qryCosts_Koste.**

The *Distance_Afstand* field gives the distance to the city centre.

Add a new field called *Cost* to calculate the cost of travelling to the city centre **and** back by taxi if the taxi charges R5.50 per kilometre. Format this field as currency.

Save and close the query. (5)

6.5 Amend the query **qryWebaddress_Webadres** so that the records are sorted according to the *Name_Naam* field and only the information of those institutions that do **<u>not</u>** have web addresses is displayed. The *Webaddress_Webadres* field should not be displayed.

Save and close the query. (3)

6.6 Make the following changes to the form **frmCareer_Beroep.**

- The heading of the form must be changed to **Wonderful Careers** and must be placed in the centre of the form header.
- Place a yellow line under the heading.
- Add the *Phone_Foon* field to the form so that it displays the data.
- Add the current date as a field in the footer.

Save and close the amended form. (6)

6.7 Make the following changes to the report **Career_Beroep.**

- Group the records according to the *Accommodation_Verblyf* field and sort the records according to the *Name_Naam* field.
- Display the number of institutions for each of the two groups.

Save and close the amended report. (5)

6.8 Change the name of the **Career_Beroep** report to *Expo.* (1)

6.9   Create a new report called **repMyReport.**

- Display the information generated by the query **qryCosts_Koste**.
- Give the report the heading *Travel Costs*.
- Set the page orientation to landscape.
- Use a formula in your report to determine the longest distance a student would have to travel to get to the city centre.   (7)

Save and close the document.   **[42]**

QUESTION 7

You need the following files to answer this question:

4Info_Inlig
7Data
7Pic_Prentjie
7Merge_Saamvoeg

Open the file **7Merge_Saamvoeg**.

Key in your examination number in the header of the document.

Open the spreadsheet **4Info_Inlig** and work in the **Careers_Beroepe** worksheet.

7.1   Paste the information found in the **Careers_Beroepe** worksheet as a linked
        table in the **7Merge_Saamvoeg** document.   (2)

7.2   Modify the tear-off slip as shown below.

- Change the row height of all the rows of the table to exactly 0.75 cm/0.3".
- Vertically centre the contents of the cells.
- Merge the top row of the table.
- Insert a row at the bottom of the table.
- Remove the cell borders of the top row of the table as shown.
- Change the outside border of only the bottom 3 rows to a double line
  border.   (9)

7.3   Insert the **7Pic_Prentjie** image as a watermark, scaled to 500%.   (3)

7.4   Insert a 3 pt shadow page border.

        Save the **7Merge_Saamvoeg** document.   (3)

7.5   Use the **7Data** spreadsheet as a data source for a mail merge as follows:

- Use the mail merge function to insert the name and surname fields of the female learners from Excellence High attending the careers day into the **7Merge_Saamvoeg** document.

- Save the **7Merge_Saamvoeg** document.

- Perform the mail merge to a new document called **7Final_Finaal**.

Do not print the **7Final_Finaal** document.   (5)

Save and close all the documents.   **[22]**

                                                    TOTAL: **200**