

Memorandum

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| Programme | DIPLOMA IN INFORMATION TECHNOLOGY |
| Module | Advanced PC Skills |
| Module Code | PCS210 |
| Module NQF Level | 6 |
| Credits | 10 |
| Test/Exam | Exam |
| Semester | 1 st |
| Date Written | 2019 |

| | |
|-------------|-----------------|
| Total marks | 100 |
| Duration | 2 Hours |
| Pass mark | 50% |
| Weighting | 20% |
| Examiner | Claudious Utete |
| Moderator | Francis Rampai |

This question paper consists of 8 pages including the cover page.

REQUIREMENTS:

Learner Requirements: Stationery and Examination Answer booklet

Equipment Requirements: Computer with Notepad

This paper consists of:

| | | |
|----|------------|----------|
| 1. | Section A: | 20 marks |
| 2. | Section B: | 30 marks |
| 3 | Section C: | 50 marks |

ALL sections are **COMPULSORY**. It is in your own interest to write legibly and to present your work neatly.

PLEASE READ THE ASSESSMENT RULES AND REGULATIONS THAT FOLLOW

Learners are warned that contravening any of the examination rules or disobeying the instructions of an invigilator could result in the examination being declared invalid. Disciplinary measures will be taken which may result in the students' expulsion from Damelin.

ASSESSMENT RULES AND REGULATIONS

Please ensure that you have read and fully understand the following assessment rules and regulations prior to commencing with your assessment:

1. To be permitted access to the examination, a learner must arrive with:
 - an Identity Document or other official proof of identity (for example,
 - a student card, passport or driver's licence card with photo); and
 - the required exam stationery.
2. No learner may enter the examination room more than 30 minutes after the examination sitting has commenced and no candidate may leave the room less than one hour after the examination sitting has commenced.
3. No extra time will be allowed should a student arrive late.
4. All learners must sign the *Attendance Register* for the examination on arrival.
5. It is the responsibility of learners to familiarise themselves with the examination rules prior to sitting for the examination.
6. All examinations are to be written on the date and time officially stipulated by the College.
7. It is the responsibility of learners to ensure that they are writing the correct paper and that the question paper is complete
8. Cell phones must be switched *off* prior to entering the exam venue. Cell phones and wallets may be placed under candidates' chairs rather than at the front of the room.
9. Learners may not handle cell phones or wallets during the exam.
10. No weapon of any description may be taken into the assessment room.
11. All personal belongings are to be placed at the front of the examination room. Personal belongings brought to the examination are at the owner's risk.
12. Smoking is not permitted and learners will not be allowed to leave the examination room in order to smoke
13. Once the examination has commenced, all conversation of any form between candidates must cease until after candidates have left the room, after the examination.
14. *Only* the official College examination book, as supplied by the College, may be used.
15. Learners must ensure that their student number is written on the answer book.
16. Learners are responsible for ensuring that they follow the instructions in the examination for submitting their answers.
17. Please read the instruction appearing on the examination paper carefully
18. The number of every question must be clearly indicated at the top of every answer.
19. No pages may be torn out of the answer book. All question papers and scrap paper must be handed to the invigilator after the examination.
20. Learners finishing earlier are to leave the examination room as quietly as possible on the instruction of the invigilator and may not talk until outside the building where the examination is being written.
21. Only under exceptional circumstances will a learner be permitted to leave the examination room during the examination, and if the invigilator gives permission. An invigilator must accompany the learner. Only one learner at a time may be absent from the examination room.
22. Candidates may not act dishonestly in any respect.

SECTION A:**20 Marks****MULTIPLE CHOICE QUESTIONS**

Select the correct answer from the options available.

In the provided answer book, write down the question number and the letter of the correct answer next to it.

For example: 1.1 D

Each question is worth one (2) marks.

QUESTION 1**(20 marks)**

Learning outcomes: Understand the concept of design. Know the fundamentals of layout and design.

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| 1.1 | You can chart a Word table using Word's ____ tab. | (2) |
| | A. Graphic tools | |
| | B. Chart tools | |
| | C. Excel | |
| | D. Graphics | |
| 1.2 | Some indicators and buttons appear and disappear from the ____ as you type text or perform certain commands | (2) |
| | A. status bar | |
| | B. comment bar | |
| | C. track bar | |
| | D. control bar | |
| 1.3 | When you edit a document that has the Track Changes feature enabled, Word marks all text or graphics that you insert, delete, or modify and refers to the revisions as ____. | (2) |
| | A. Tracks. | |
| | B. Status marks. | |
| | C. Markups. | |
| | D. Tool marks. | |
| 1.4 | To keep your computer safe from potentially dangerous files, Word may automatically open certain files in ____ view. | (2) |
| | A. Safe | |
| | B. Protected | |
| | C. Moderated | |
| | D. Restricted | |

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| 1.5 | If you want to use an object in the source program but you want the object's data to remain static if it changes in the source file, then ____ the object. A. embed B. swipe. C. link D. reset | (2) |
| 1.6 | A Word document has an extension of _____. A. .dotx B. .docx C. .docp D. .doti | (2) |
| 1.7 | A ____ is a section of a window. A. Dialog box B. Master document. C. Print layout D. Screen clipping | (2) |
| 1.8 | When you select the Blank document thumbnail in the New gallery of the Backstage view, Word creates a document based on the ____ template. A. Normal B. Basic C. Essential D Distribution | (2) |
| 1.9 | A(n) ____ is a set of codes that instructs Word to perform a certain action A. Index. B. Procedure. C. Field. D. Micro. | (2) |
| 1.10 | A ____ canvas is a rectangular boundary between a shape and the rest of the document. A. View B. Background C. Bounded D. Drawing | (2) |
| <u>SECTION B:</u> | | |
| True/False One(1) mark for each question | | |
| Question 2 | | (10 Marks) |
| 2.1 | A basic Word template can store macros. False | (1) |

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|------|---|-----|
| 2.2 | The icon for a macro-enabled template contains a(n) exclamation point. True | (1) |
| 2.3 | Before a form can be modified, it must be protected. False | (1) |
| 2.4 | A(n) invisible digital signature does not appear as a tangible signature in a document. True | (1) |
| 2.5 | The Building Block Gallery content control is used when the user selects a built-in building block from the gallery. True | (1) |
| 2.6 | To improve readability, a colon or some other character often separates the label from a content control. True | (1) |
| 2.7 | Using longer values in the Add Choice dialog box makes it easier for separate programs to analyze and interpret entered data. False | (1) |
| 2.8 | You cannot change any of the predefined theme colors. False | (1) |
| 2.9 | The index can contain any item a reader might want to look up, such as a heading or a key term. True | (1) |
| 2.10 | By creating a cross-reference to a figure caption, the text that mentions the figure will be updated whenever the caption is updated. True | (1) |

Section C :Practical

Question 3

(20 Marks)

3.1 Using Microsoft word tools , design the form shown below

Instructions

1. Date must have a date picker.
2. Approved by: must consists of three names (Peter, John and Siyanda).

| | |
|--|-----------------|
| <h2 style="text-align: center; margin: 0;">Payment Voucher</h2> <p>REF N0:</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> | Always the best |
| <p>Amount</p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p style="text-align: right;">Date: Click here to enter a date.</p> | |
| <p style="text-align: center;">Method of payment</p> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Cash <input type="checkbox"/> Credit <input type="checkbox"/> Transfer <input type="checkbox"/> Cheque </div> | |
| <p>To: Click here to enter text.</p> <p>Approved by: Choose an item.</p> <div style="display: flex; justify-content: space-between;"> <p>Paid by: Click here to enter text.</p> <p>Signature: _____</p> </div> | |
| <p style="text-align: center;">Rate the service</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <input type="radio"/> Poor <input checked="" type="radio"/> Average <input type="radio"/> Excellent </div> | |

| Question 4 | | (50 Marks) |
|---|--|------------|
| 4.1 Open the file named rainbow | | |
| (a) On the yr 2008 worksheet: Simultaneously sort the cell range A1:D81 by City in ascending order then by Sales (€000) in descending order. | | (3) |

| (b) Filter the cell range A1:D81 so that only Sales (€000) greater than 10 are visible. | (2) | | | | | | | | | | |
|---|-------------|----------------|-------------|----|-------|----|-------|----|-------|----|-------|
| 4.2 On the forecast 2009 worksheet: | (2) | | | | | | | | | | |
| (a) Delete the year range name. | | | | | | | | | | | |
| (b) Edit the formula in cell B10 by using named cells instead of the B5:B8 cell references. Save the rainbow file | (3) | | | | | | | | | | |
| 4.3 On the forecast 2009 worksheet: | | | | | | | | | | | |
| (a) Delete the scenario named Mid Case. | (2) | | | | | | | | | | |
| (b) Create a scenario named Worst Case as follows: | (3) | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Changing Cells</th><th>Cell Values</th></tr> </thead> <tbody> <tr> <td>B5</td><td>6,200</td></tr> <tr> <td>B6</td><td>6,500</td></tr> <tr> <td>B7</td><td>6,700</td></tr> <tr> <td>B8</td><td>6,400</td></tr> </tbody> </table> | | Changing Cells | Cell Values | B5 | 6,200 | B6 | 6,500 | B7 | 6,700 | B8 | 6,400 |
| Changing Cells | Cell Values | | | | | | | | | | |
| B5 | 6,200 | | | | | | | | | | |
| B6 | 6,500 | | | | | | | | | | |
| B7 | 6,700 | | | | | | | | | | |
| B8 | 6,400 | | | | | | | | | | |
| 4.4 On the forecast 2010 worksheet: | (3) | | | | | | | | | | |
| (a) Apply validation criteria to the cell range B5:B8 so that only a whole number between 6,500 and 8,000 can be entered. | (2) | | | | | | | | | | |
| b. Apply a validation input message to the cell range B5:B8 | | | | | | | | | | | |
| 4.5 On the subtotals worksheet: | | | | | | | | | | | |
| (a) Use a ribbon feature to subtotal by sum the Sales (€000) column after each change in Region of Europe in the cell range A1: D81. | (3) | | | | | | | | | | |
| (b) Collapse all the subtotalled data so that only the Region of Europe subtotals and the Grand Total are displayed. Save the rainbow file. | (2) | | | | | | | | | | |
| 4.6 On the charting worksheet: | | | | | | | | | | | |
| (a) On the chart beginning at cell A7 change the chart type for the Total Overheads (€000) data series only to a Line chart. | (3) | | | | | | | | | | |
| (b) On the chart beginning at cell A35 without editing the contents of the cell range A33:F33 delete the data series for Budgeted Overheads (€000) . | (2) | | | | | | | | | | |
| (c) On the chart beginning at cell A35: Format the Budgeted Sales (€000) data series to display the jet image from your candidate drive. | (3) | | | | | | | | | | |
| (d) Format the position of the Budgeted Sales (€000) data labels to appear at the outside end. | (2) | | | | | | | | | | |
| 4.7 On the pivot worksheet: | | | | | | | | | | | |
| (a) Change the content of cell C4 to 16 and refresh the pivot table. | (3) | | | | | | | | | | |

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| (b) Filter the pivot table so that the East and West details do NOT display. | (2) |
| (c) Use built-in commands to replace the formulas in the cell range C104:C106 with values. | (3) |
| (d) In cell A108 type the commands you used. Save and close the rainbow file. | (2) |
| 4.8 Open the file named 2011 forecast.xlsx. Select the cell range A4:B8. | |
| (a) Record a macro called darkstyle stored in the 2011 forecast workbook (accepting default settings) that applies the style Table Style Dark 2 to the cell range A4:B8. | (4) |
| (b) Save the 2011 forecast file as an Excel macro-enabled workbook to your candidate drive. | (1) |

∞*End of Question Paper*∞