



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2014

COMPUTER APPLICATIONS TECHNOLOGY P1

MARKS: 180

TIME: 3 hours



This question paper consists of 17 pages including an annexure of 3 pages.

INSTRUCTIONS AND INFORMATION

1. Due 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. Enter 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. If a disk has been issued to you, you must write your name on the label. If your work is 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 you accidentally corrupt the files given to you, you may request further copies from the invigilator.
5. Make sure that you save each document using the file names given. Save your work at regular intervals as a precaution against possible power failures.
6. Read through EACH question before answering or solving the problem. Do NOT do more than what is required by the question.
7. At the end of the examination you must hand in the disk given to you by the invigilator with all the answers saved on the disk OR make sure that ALL the files have been saved on the network as explained to you by the invigilator/educator. Ensure that ALL files can be read.
8. Note that NO printing is required.
9. During the examination you may use the help functions of the programs which you are using. You may NOT use any other resource material.
10. Note that if data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
11. Formulas and/or functions must be used for ALL calculations in questions involving spreadsheets, unless otherwise specified. *Absolute cell references* must only be used where necessary to ensure that formulas are correct when they are copied to other cells in the spreadsheet.
12. In ALL questions involving word processing, the language should be set to *English (South African)* and the paper size is assumed to be *A4 portrait*, unless otherwise instructed.
13. All measuring units should be set to *centimetres*.
14. This question paper consists of seven questions. Answer ALL the questions.

NOTE:

The examinations folder/data disk that you receive with this question paper contains the files listed below. Ensure that you have ALL these files before you begin this examination.

A folder called **EXAM DATA**

with files and a sub-folder called:

- Q1_ID Word processing file
- Q2_Brochure Word processing file
- Q3_Budget Spreadsheet file
- Q4_Ward_Reps Spreadsheet file
- Q5_Reps_Info Database file
- Q6_Webdesign Folder
- Q6_files

Name
Animated-Flag-South-Africa.gif
Annexure_Web.pdf
Brochure_Annexure .pdf
IEC.jpg
isiXhosa.pdf
Q7Webdesign.html

- Q7_Egos_Salon Word processing file
- Q7_Intergration Word processing file
- Question7_Data Folder
- Images Folder

SCENARIO

You were asked to help the municipal election secretary, Mr Johnson, with the organising and administration of the voters registration which will take place on the 8th February till 9th February 2014. There are some flaws in the administration. Because of your experience gained in Microsoft applications during the past three years as a Computer Applications Technology learner you should help with the organisation, as well as the processing and implementation of certain aspects of the administration.

QUESTION 1

A document **Q1_ID** has been saved in your **EXAM DATA** folder. This document will be made available to all South African citizens to inform them about voter registration needs. The municipal election team requested that you make the following changes to this document:

Open the file **Q1_ID**.

- 1.1 The main heading *Identity document* should be Bold and Dark blue in colour. (2)
- 1.2 Mr Johnson would like to add a picture of the new smart ID card to the description in the middle of the document. Use the following criteria:
 - 1.2.1 Insert the picture labelled ***smart ID card.jpg*** from your **EXAM DATA** folder. (1)
 - 1.2.2 Place the picture in the middle of the first paragraph, set in such a way that the text flows around the picture. (2)
 - 1.2.3 Add a black, 3pt border to the picture. (2)



- 1.3 Add the style **Heading 1** to the two subheadings on pages 1 and 2, namely identity document and re-issuing an identity document. (2)
- 1.4 Create a new style named **Register elections** using the following criteria:
 - 1.4.1 Base the style on Heading 2. (1)
 - 1.4.2 The font must be Comic Sans 16. (1)
 - 1.4.3 The new style should also have a blue paragraph border, with a pink background. (2)

- 1.4.4 If changes were to be made to the style, all the headings in the document of this style should be made to change automatically. (1)
- 1.5 Insert a table of content and format by using the following criteria and example:
- 1.5.1 Format this text with the Modified Heading 1 style. (2)
- The table of content needs to be created and formatted as indicated below:**
- 1.5.2 Do not show page numbers, instead, show hyperlinks. (2)
- 1.5.3 Show only one level. (1)
- 1.5.4 Use the Modern style. (1)

Identity documents 1

Re-Issuing an ID book 2

- 1.6 Insert the following in the footer of the document:
- 1.6.1 Add a built-in footer called alphabet with the text “Quote by Mandela”. (2)
- 1.6.2 Add a cover page to the document in any style, using a feature from the word processing application you are using. Only add the *main heading* of your document to the cover page. Remove any other information from the cover page. (2)
- 1.7 Use automatic page numbers, but it should not appear on the cover page. (2)
- 1.8 Change the paragraph spacing of the entire document to 12pt after each paragraph. (2)
- 1.9 Insert a Horizontal Water mark displaying Copy. (2)
- 1.10 Replace the occurrences of the word “identity” with the word “ID” so that they all appear in red font. (3)

Save and close the document. [34]

QUESTION 2

Mr Johnson would like to hand out brochures to inform voters/citizens about the registration weekend for all eligible voters. He asks you to assist in the design of the **Brochure**.

Open the document **Q2Brochure** and make the necessary changes.

Also refer to **Brochure Annexure A**.

- 2.1 Change the margins of the entire document to “narrow”. (1)
- 2.2 Change the entire document as follows:
- Page orientation to landscape (1)
 - Insert a column break as indicated (Annexure A) – make sure that heading that start with: **You have ...** is at the top of column 2 and the heading starting with: **Am I ...** is at the top of column 3. (1)
 - Use three equal columns with a line between (2)

Note: Column width (8.22 cm) and spacing (1.25 cm)

- 2.3 Add a 6pt art border (of your choice) around the whole document. (3)
- 2.4 Edit the form in the third column “**Am I registered**” as follows:
- Insert a table for the ID number underneath the heading “**ID Number**”. The table must have 13 columns and 1 row and the columns must be 0.44 cm. (2)
 - Add a **text form field next** to the word “Municipality”. (1)
 - Add a **drop-down list** to the right of the word “Province” with the following options: Western Province, Eastern Cape, Gauteng, KZN and Northern Cape. (2)
 - Add a **check box** form fields to the right of the sentence, “You are eligible ...” (1)
- 2.5 Group the pictures under the heading “You can find us on”, so that it appears as one object. (1)

Save and close the document.

[15]

QUESTION 3

The secretary would like to use a spreadsheet to keep track of all the ward leaders' personal details and their financial contributions towards the campaign. Open the file **Q3_Budget** that is saved in the **EXAM DATA_2014** folder and work in the **Wards_2014** worksheet.

- 3.1 Make sure that all the data in column B is visible. (1)
- 3.2 Change the tab colour of the Ward_2014 sheet to blue. (1)
- 3.3 Add a hyperlink to the word Wards in cell A1 with the image **thumb.jpg** in the **Images** folder. (2)
- 3.4 **Remember registration starts at 06:00 am daily.**
Determine the time the secretary will spend at the voting station in **K2** if he takes 1 hour lunch break twice a day and 2 tea breaks of 30 minutes.
Copy the formula for all days. (3)
- 3.5 In cell K22 calculate the total amount he will earn if he is paid R45.25 per hour for his time spent at the voting station. (2)

(Remember to first calculate his time at the office in the Range K2:K20.)

- 3.6 Each ward needs a Ward_ID code. In cell C2 create a code using the first two letters of the "ward" and the last three digits of the "Ward Code", together with an asterisk (*) separating the two, e.g. 'bu*016'. (5)

The code must be in small letters.

- 3.7 The total due by each ward is calculated by multiplying the number of voter registered by the registration fee per person. Use a formula to calculate the **Total due** in cell H2. (1)
- 3.8 In cell J2 insert a formula to calculate the amount still outstanding. (2)

Drag the formula down to show all wards outstanding amounts.

- 3.9 In cell D25, insert an appropriate function to calculate the number of wards. (2)
- 3.10 Use **Conditional formatting** to format all wards where no payment was made, to red font with yellow underlining. (2)

3.11 Use a suitable label to add a random number to cell D26, which must be between 10 and 20. (2)

3.12 Ward “bu*012” decides to donate money to the election committee. Use an appropriate function to calculate the amount due in cell H27and use the following data as a guide:

(Add a column “Amount donated” to calculate the donation.)

If there are less than 70 voters, only 8% will be donated, and for 100 or more voters 12% will be donated. (3)

3.13 Add South African currency to the spread sheet where required. (1)

Save and close the documents.

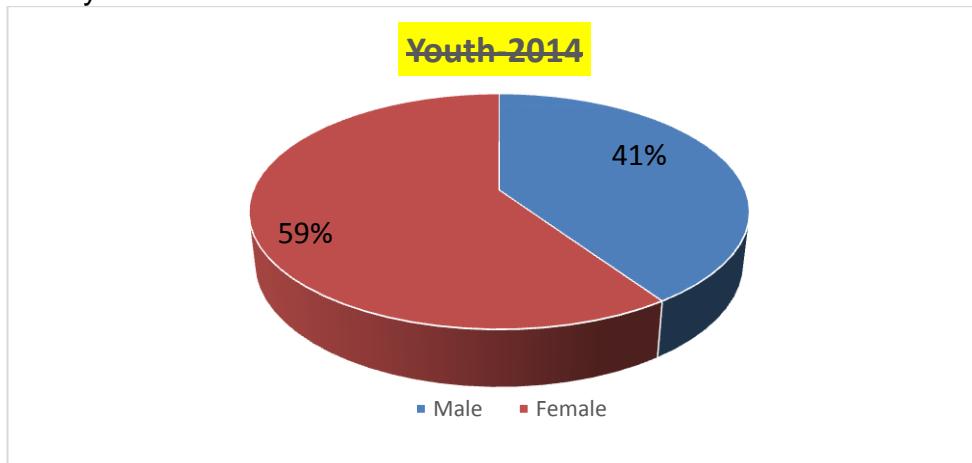
[27]

QUESTION 4

The details of all the ward representatives are stored in the **Q4_Ward_Reps** spreadsheet.

Open the **Q4_Ward_Reps** spreadsheet and work on the Ward_Reps Worksheet:

- 4.1 Mr Johnson adds the ward representatives contact numbers in range D3:D28, but cannot get it to display correctly. Help him by adding the numbers to display correctly to the cells so it displays as 0712444567. (2)
- 4.2 Insert a formula in cell F3 to calculate the total VAT 14% of each candidate's fee which will later be used as a donation to charity. VAT is in cell L2.
(Use an absolute cell reference). Copy the formula to all the remaining cells. (3)
- 4.3 Use a suitable function in E33 to calculate the total amount contributed by candidates from **Ward Fynbos**. (4)
- 4.4 Insert an appropriate function in cell C35 to determine the total female candidates that will stand in the ward elections. (2)
- 4.5 Insert a function in cell D36 to determine the number of candidates who have not supplied the organisers with their contact details. (2)
- 4.6 All candidates are uniquely identified by their ID numbers. Use a lookup function in cell J12 to find the ID number of Mrs C. Johnson. (5)
- 4.7 Create a chart based on the data in cells G14:H14 using the following:
 - Create a 3D Pie Chart similar to the example below (1)
 - Display the data labels as percentage (1)
 - The heading 'Youth-2014' appears above the chart/graph (1)
 - Font must be bold italic (1)
 - Add a strikethrough effect and (1)
 - A yellow solid fill (1)



Save and close the documents.

[24]

QUESTION 5

The data collected during registration of ward representatives has been captured in a database. Help Mr Johnson's management team to edit the data where necessary so that it can provide useful information.

Open the database **Q5_Reps Info**.

TABLES:

The following questions refer to the table **Ward_Reps**.

- 5.1 Edit the **Contact No** field using the following criteria:
• Data Type: Text
• Field size: 10
• Input Mask: restrict the entry to display as:
e.g. 074 987 4422 (3)
- 5.2 Add a new field above Ward Representative's field and name the field **Title**. (2)
- 5.3 Modify the field **Title** (created in **QUESTION 5.2**) so that it displays the following list: "Mr", "Mrs" or "Prof". (**"Prof" must be a default field.**) (3)
- 5.4 Sort the **Ward Representatives** field in ascending order. (1)
- 5.5 Rename the field name **Computers** to **Computer Skills**.
Note: Do not use the rename function. (2)
- 5.6 Modify the properties of the **Ward** field so that it always appears in **capital letters**. (1)
- 5.7 Add a Validation Rule with Validation Text to the table to ensure that the **Gender** field only accepts "F" and "M" and add an appropriate description. (3)
- 5.8 Add a **Primary Key** to an appropriate field in the table. (1)
- 5.9 Move the column **T-shirt Costs** between **T-shirt size** and **Computer Skills**. (1)

QUERIES:

- 5.10 Open the **Ward_Reps Query**.
Modify the query to display the **records** of only the 'male' **Ward Reps** that has 'advance' computer skills and 'medical aid'. (3)
- 5.11 Create your own query based on the **Accommmodation** table.
• Name the query "**Voters Accom**". (1)
• Show all the data base fields. (1)
• Hide the **contact number** field. (1)

- 5.12 From the query in QUESTION 5.11 you created add a calculated field called **Deposit**. The new field must calculate 25% of the **Rate** field and display as a currency. (4)

Save and close **Ward_Reps Query**.

FORM:

- 5.13 Modify the form called **MyVote** using the following criteria.

- 5.13.1 Insert a logo in the header from the **Images** folder called **SA_Flag**. (1)
- 5.13.2 Resize the image to 4 cm x 4 cm and right align it. (1)
- 5.13.3 Fill the background colour of all the form fields to yellow. (1)

- 5.14 Insert a combo box for the **T-shirt Size** field. The options that need to be added to the combo box are: S, M, L, XL and XXL. (4)

Save and close the form.

REPORT:

- 5.15 Modify the report called **Total Costs** using the following criteria:

- Change the page orientation of the report to landscape (1)
- Display todays date in a label at the bottom of the report (1)
- Group the report by the **T-shirt size** field and sort by **Ward Representative** field (2)
- Calculate the totals of each group by using a function (2)

Save and close the report.

[40]

QUESTION 6

One of the Election Awareness Campaign members created a web page to inform people about the election processes and what's needed to vote. Open the file **Q6Webdesign** in the **Q6Webdesign** folder. Carry out the instructions below. Use the application program **Notepad** to edit the web page. **The final web page should resemble the image below:**

IEC

Street address



27 Cameron road, Seaview, Johannesburg

To vote in elections, you must register as a voter. You only have to register once, unless you move or your voting district changes.

Who can register?

You must:

A. be a South African citizen

B. be at least 16 years old

C. and have a green, bar-coded ID book.

When can I register?

You can apply for registration at any time however, to be able to vote in a specific election, you must be registered before the election date is proclaimed (published in the Government Gazette) by the President. The Voters' Roll for a specific election closes at 5pm on the day of proclamation. Contact your Municipal Electoral Office for details .

Important

ACCOMODATION

TYPE	RESORT NAME	RATE
The Twins	Chalet	R5500
Self Catering	Times Travel	R330
Hotel	Osner Hotels	R1 630

- 6.1 The title of the web page should be “Election Help”. (1)
- 6.2 Heading “IEC” should be centre aligned. (1)
- 6.3 Insert the image called **IEC.jpg** found in the **Q6Webdesign** folder above the heading “IEC” of the web page. Right align the image horizontally. (3)
- 6.4 Format the paragraph heading “when can I register” using the following criteria:
 - font face: comic sans ms
 - size: 6
 - colour: green(3)

- 6.5 Change the part of the document under the paragraph “You must” using Upper case alphabetical list.

Example:

- A. be a South African citizen
B. be at least 16-years-old
C. and have a green, bar-coded ID book (2)

- 6.6 Below the paragraph “To vote …”, hyperlink the file **isiXhosa.pdf** found in the **Q6_Webdesign** folder. The file must be linked to the text “Important”. (4)

- 6.7 Format the table below the paragraph “You can Apply …” to resemble the example below:

ACCOMMODATION		
TYPE	RESORT NAME	RATE
Chalet	The Twins	R550
Self-Catering	Times Travel	R330
Hotel	Osner Hotels	R1 630

- a *caption* “ACCOMMODATION” should display
- table headers should be italic
- table data should be entered correctly (6)

Save and close the file.

[20]

QUESTION 7

Open the **Q7_Intergration** document and do the changes as required by the election committee:

7.1 Insert page numbers x of y on the right hand side of the footer. (1)

7.1.1 The page number must not appear on the first page. It should start at page number 1 on the second page. (1)

7.1.2 Insert a date on the left side of the footer. It must update automatically. (2)

Save the document.

7.2 7.2.1 Open the **Q7_Equipment** file and export the query **Totals** to a rich text format file and save it as **Q7_Export**. (3)

7.2.2 Import data from the Register worksheet in **Q7_Employee Register** spreadsheet into a table called **Import**. (3)

Save this file in the **Q7_Intergration** folder. (1)

7.3 Open the **Q7_Letter** as a form letter and use the **Q7_List** spreadsheet to prepare for a mail merge as follows:

Add the merge fields **<<name and surname>>**. (2)

Sort the letters in ascending order of surname. (1)

Complete the mail merge and save the document as **Q7_merge**. (2)

7.4 Open the **Q7_Egos Salon** spreadsheet. (1)

7.4.1 On the **Extra** worksheet accept all track changes. (1)

7.4.2 Turn off the track changes. (1)

7.4.3 Rename the **Income** worksheet to **Egos_Income**. (1)

7.4.4 On the **Egos_Income** sheet, delete the comment in **Cell C4**. (1)

Save and close the spreadsheet. [20]

TOTAL: 180

ANNEXURE A

If every South African citizen register to vote and votes in Election 2014, we will as a Nation practise our democratic right to freedom.

But

If we don't vote, then we allow other people to take that right away from us without any effort.

This can happen:

Our constitution protects:

- Property rights
- Language rights
- Press freedom
- The right to decent education



You have the power to protect our Constitution with your vote!

Here's what you need to know about registration:

- If you've registered before, you're still registered.
- If you've moved since the last election, you must re-register where you live.
- You can register on the weekend of the 9th and 10th November by taking your ID to your nearest voting station.
- On this weekend, all voting stations will be open from 8am till 5pm.
- To check whether you're registered, SMS your ID to 32810.
- If you need help in registering, call the IEC on 0800 11 8000(Toll free) or email on iec@elections.org.za.

In this **BROCHURE ANNEXURE A**
and register to win!

Am I registered?

You have applied for registration with:

ID number:

and are registered in:

Province:

Municipality:

Ward Number:

You are eligible to vote:

You can find us on:



Formatting	
Tag	Description
<p></p>	Creates a new paragraph
<p align="left">	Aligns a paragraph to the left (default), can also be right, or center
 	Inserts a line break
	Creates a numbered list
<ol type="A", "a", "I", "i", "1">	Defines the type of numbering used
	Creates a bulleted list
<ul type="disc", "square", "circle">	Defines the type of bullets used
	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
<imgsrc="name">	Adds an image
	Aligns an image: can be left, right, center; bottom, top, middle
	Sets size of border around an image
	Sets the height and width of an image
	Displays alternative text when the mouse hovers over the image
<hr/>	Inserts a horizontal line
<hr size="3"/>	Sets size (height) of line
<hr width="80%"/>	Sets width of line, in percentage or absolute value
<hr color="ff0000"/>	Sets the colour of the line

Tables	
Tag	Description
<table></table>	Creates a table
<tr></tr>	Creates a row in a table
<td></td>	Creates a cell in a table
<th></th>	Creates a table header (a cell with common bold, centered text)
<table border="1">	Sets the width of the border around the table cells
<table cellspacing="1">	Sets the space between the table cells
<table cellpadding="1">	Sets the space between a cell's border and its contents
<table width="50">	Sets width of table
<tr align="left">	Sets alignment for cell(s) (left, can also be center, or right)
<tr valign="top">	Sets vertical alignment for cell(s) (top, can also be middle, or bottom)
<td colspan="2">	Sets number of columns a cell should span
<td rowspan="4">	Sets number of rows a cell should span

HTML Tag Sheet**Basic Tags**

Tag	Description
<body></body>	Defines the body of the webpage
<body bgcolor="pink">	Sets the background color of the web page
<body text="black">	Sets the colour of the body text
<head></head>	Contains information about the document
<html></html>	Creates an HTML document - starts and ends a web page
<title></title>	Defines a title for the document
<!-- -->	Comment

Text Tags

Tag	Description
<h1></h1>	Creates the largest heading
<h6></h6>	Creates the smallest heading
	Creates bold text
<i></i>	Creates italic text
	Sets size of font, from 1 to 7
	Sets font color
	Sets font type

Links

Tag	Description
	Creates a hyperlink
	Creates an image link
	Creates a target location
	Links to a target location created somewhere else in the document

Links	Tag	Description
<code></code>	<code></code>	Creates a target location created somewhere else in the document
<code></code>	<code></code>	Creates an image link
<code></code>	<code></code>	Creates a hyperlink

Text Tags	Tag	Description
<code></code>	<code></code>	Sets font color
<code></code>	<code></code>	Sets size of font, from 1 to 7
<code><i></i></code>	<code><i></i></code>	Creates italic text
<code></code>	<code></code>	Creates bold text
<code><h6></h6></code>	<code><h6></h6></code>	Creates the smallest heading
<code><h1></h1></code>	<code><h1></h1></code>	Creates the largest heading

Basic Tags	Tag	Description
<code><body text="black"></code>	<code><body text="black"></code>	Sets the colour of the body text
<code><body background="pink"></code>	<code><body background="pink"></code>	Sets the background color of the webpage
<code><body></body></code>	<code><body></body></code>	Defines the body of the webpage
<code><html></html></code>	<code><html></html></code>	Creates an HTML document - starts and end a web page
<code><title></title></code>	<code><title></title></code>	Defines a title for the document
<code><!-- --></code>	<code><!-- --></code>	Comment

Tag	Description
<td colspan="4">	Sets number of rows a cell should span
<td colspan="2">	Sets number of columns a cell should span
<tr valign="bottom">	Sets vertical alignment for cell(s) (top, can also be middle, or bottom)
<tr align="left">	Sets alignment for cell(s) (left, can also be center, or right)
<table width="50">	Sets width of table
<table cellpadding="1">	Sets the space between a cell's border and its contents
<table cellspacing="1">	Sets the space between the table cells
<table border="1">	Sets the width of the border around the table cells
<th></th>	Creates a table header (a cell with common bold, centred text)
<td></td>	Creates a cell in a table
<tr></tr>	Creates a row in a table
<table></table>	Creates a table
Tables	

Tag	Description
<hr color="#FF0000"/>	Sets the colour of the line
<hr width="80%"/>	Sets width of line, in percentage or absolute value
<hr size="3"/>	Sets size (height) of line
<hr/>	Inserts a horizontal line
	Displays alternative text when the mouse hovers over the image
	Sets the height and width of an image
	Sets size of border around an image
	Aligns an image: can be left, right, center, bottom, top, middle
	Symbol depending upon the type of list selected
	Inserted before each list item, and adds a number or symbol
<ul type="disc">	Creates a bulleted list
<ul type="square">	Defines the type of bullet used
<ol type="I" style="list-style-type: none; margin-left: 20px;">	Defines the type of numbering used
<ol type="A" style="list-style-type: none; margin-left: 20px;">	Creates a numbered list
 	Inserts a line break
<p align="center">	Aligns a paragraph to the left (default), can also be right, or center
<p></p>	Creates a new paragraph
Formatting	

BYLAGE/ANNEXURE A

If every South African citizen register to vote and our democratic right to freedom.

If we don't vote, then we allow other people to take that right away from us without any effort.

But

This can happen:

Our constitution protects:

- Properly rights
- Language rights
- Press freedom
- The right to decent education

You have the power to protect our Constitution with Your vote!



Here's what you need to know about registration:
If you've registered before, you're still
registered.
If you've moved since the last election, you
must re-register where you live.
You can re-register on the weekend of the 9th
and 10th November by taking your ID to
your nearest voting station.

If you've applied for re-registration, you
must re-register where you live.
You can re-register on the weekend of the 9th
and 10th November by taking your ID to
your nearest voting station.
On this weekend, all voting stations will be
open from 8am till 5pm.
To check whether you're registered, SMS
your ID to 32810.
If you need help in registering, call the IEC
on 0800 11 8000 (toll free) or email on
iec@elections.org.za.

In this BROCHURE ANNEXURE A



You are eligible to vote:

Ward Number:

Municipality:

Province:

and are registered in:

ID number:

You have applied for registration with:

Am I registered?

TOTAL: 180

- [20] Stoor en mak die sigblad toe.
- 7.4.4 Verwyder die kommentaar in **Sei C4** op die **Income werkblad**. (1)
- 7.4.3 Herbenoem **Income** werkblad na **Egos_Income**. (1)
- 7.4.2 Skakel die veranderingsspoor af. (1)
- 7.4.1 Anvaar die veranderingsspoor ('track change') op die **Extra werkblad**. (1)
- 7.4 Mak die **Q7_Egos_Salon**-sigblad oop. (1)
- 7.3 Mak die **Q7_Letter** oop as 'n databron en gebruik die **Q7_List**-sigblad tabel vir 'n possameweeging ('Mail Merge'). (2)
- 7.2.2 Voer die data, limport data, van die Register werkblad in na die **Q7_Employee Register**-sigblad na die tabel genaamd **Import**. (3)
- 7.2.1 Mak die **Q7_Equipment**-leer oop en 'export' die navraag **Totals** na 'n 'rich text' formaat leer en stoor dit as **Q7_Export**. (3)
- Stoor die dokument.
- 7.1.2 Plaas 'n outomatisé gegeenererde datum aan die linkerkan van die voetskif. (2)
- 7.1.1 Let daarop dat die bladsy nommer nie op die eerste bladsy moet vertoon nie. Dit moet by bladsy 1 op die tweede bladsy begin. (1)
- 7.1 Voeg bladsynummers x of y aan die regterkant van die voetskif. (1)
- Mak die **Q7_Integrat**ion dokument oop en bring die nodige veranderinge soos vermeld deur die werkiesingskomitee aan:

[20] Stoer en mak die dokument toe.

- (6) **ACCOMMODATION**
- | TYPE | RESORT NAME | RATE |
|---------------|--------------|--------|
| Chalet | The Twins | R550 |
| Self-Catering | Times Travel | R330 |
| Hotel | Osnur Hotels | R1 630 |
- alle data moet korrek ingevul wees
 - tafel opskrifte moet in skuinstryk wees
 - h byskrif ("caption", "ACCOMMODATION") moet vertoon

6.7 Die tabel onderaan die paragraaf "You can Apply ..." moet soos die onderslaande voorbeeld formaat toe:

- (4) **SIXHOSEA.PDF** gevind in die **G6_Webedesign-leergids** en skakel dit met die teks "Important".
- 6.6 Voeg 'n hipersekakel onderaan die paragraaf "To vote..." met die leier [sixhoasea.pdf](#)
- (2) C. and have a green, bar-coded ID book
- B. be at least 16-years-old
- A. be a South African citizen

Voorbeeld:

6.5 Verander die gesette van die dokument onder die paragraaf "You must" na 'n hoofletter alfabetiese lys ("Upper case alphabetical list").

(3)

- Kleur: groen
- grootte: 6
- font: comic sans ms

Kriteria te gebruike:

6.4 Formateer die paragraaf opskrif "When can I register" deur die volgende

(3)

gevind kan word bo die opskrif, "IEC" Van die webblad in. Stel die prent horisontaal regt inlyn van die webblad.

6.3 Voeg die prent genaam **IEC.jpg** wat in die **GWebdesign-leergids**

(1)

Die opskrif "IEC" moet op die bladsy gesentreerd wees.

(1)

Die titel van die webblad moet "Election Help" wees.

ACCOMMODATION		
TYPE	RESORT NAME	RATE
The Twins	Chalat	R500
SELF-Catering	Times Travel	R330
Hotel	Osmer Hotels	R1 630

Important

You can apply for registration at any time however, to be able to vote in a specific election, you must be registered before the election date is proclaimed (published in the Government Gazette) by the President. The Voter Roll for a specific election closes at 5pm on the day of proclamation. Contact your Municipal Electoral Office for details.

Who can register?

You must

- A. be a South African citizen
- B. be at least 18 years old
- C. and have a green, bar-coded ID book.

To vote in elections, you must register as a voter. You only have to register once, unless you move or change address.

Where can I register?

27 Cameron road, Seaview, Johannesburg

Street address

IEC



Een van die verkiessingskomitee-lede het 'n webblad geskep om die mens oor die verkiessingsprosesse in te lig soos wat nodig is om die onderskeide instrukies uit. Gebruik die **GWebdesign-leergids**-program om die stem. Maak die **GWebdesign-leer** in die **GWebdesign-leergids** oop. Vier webblad te redigger. Die finale webblad moet soos volg lyk:

[40]

Stoor en mak die verslag toe.

- (2) • Gebruik h funksie om die totale van elke groep te bereken volgens die **Ward Representative**-veel
 - (2) • Groep eer die data volgens die **T-shirt size**-veel en sorteer dit volgens van dag se datum in h etlike aan die einde van die navraag
 - (1) • Verander die bladsyorientasie na landskap
 - (1) • Verander die bladsyorientasie na landskap
- die volgende kriteria te gebruik:

5.15 Bring die volgende veranderinge aan die **Total Costs**-verslag aan deur**VERSLAE:**

Stoor en mak die vorm toe.

5.14 Voeg h keuseslys ("Combo Box") vir die **T-shirt Size**-veel. Die keuses wat in die "Combo Box" vertoon moet word is: S, M, L, XL en XXL.

5.13.3 Verander die agtergrond kleur van die vorm veld na geel.

5.13.2 Verander die grootte van die prent na 4 cm x 4 cm en reg s inlynstelling.

5.13.1 Voeg die **SA Flag** prent wat in jou **Image**-leer gevind kan word in die vormboskrif ("Form Header") as h "logo" in.5.13 Bring die volgende veranderinge aan die **MyVote**-vorm aan:**VORM:**Stoor en mak die **Ward Reps** navraag toe.5.12 Voeg h berekende veld genaamd **Deposit** by die navraag geskep in VRAG 5.11. Die nuwe veld moet 25% van die **Rate**-veel bereken en as h geleenthedeid vertoon.

- 5.11 Skép 'n nuwe navraag gebaseer op die **Accommodation-table**.
 • Noem die navraag "**Voters Accom**".
 • Vertoon al die databasis-veld van die tabel.
 • Verskui ("Hide") **Contact number**-veld.
 (1)

- 5.10 Maak die Ward_Rep-s-navraag oop.
 Formateer die navraag om slegs die manlike **Ward Reps** wat 'n
 advantage, computer skills en medical aid, het, se **records** sal vertoon.
 (3)

NAVRAAG:

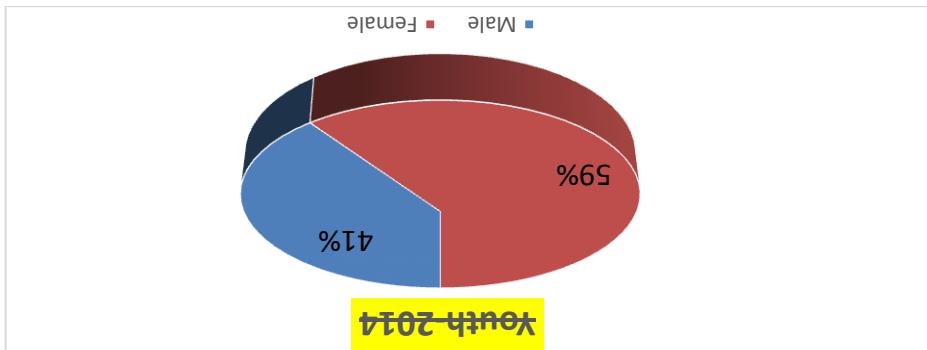
- 5.9 Plaas die **T-shirt Costs**-kolom tussen die **T-shirt size** en **Computer Skills**.
 (1)
- 5.8 Voeg 'n primêre sleutel (**Primary Key**) by die mees gepaste veld in die
 tabel.
 (1)
- 5.7 Stel 'n valideringsregel (**Validation Rule**) met valideringstekks (**Validation Text**) om te versker dat die **Gender**-veld slegs "F" en "M" sal aanvaar
 en voeg 'n geskikte beskrywing by.
 (3)
- 5.6 Verander die eienskappe van die **Ward**-veld sodat die teks in
hoofletters sal vertoon.
 (1)
- 5.5 Verander die naam van die **Computers**-veld na **Computer Skills**.
 Nota: Moet nie die herbenoemingstrukture gebruik nie.
 (2)
- 5.4 Sorteer die **Ward Representative**'s-veld in stygende orden.
 (1)
- 5.3 Formateer die veld **Title** (geskep in VRAG 5.2) sodat dit die volgende
 lys kan vertoon: "Mr", "Mrs", "Prof". ("Prof" veld moet die eerste
 veld (**Default field**) wees).
 (3)
- 5.2 Voeg 'n nuwe veld boaan die Ward Representative's-veld by met die
 naam **Title**.
 (2)
- 5.1 Verander die **Contact No**-veld met behulp van die volgende kriteria:
 Die volgende vrae is van toepassing op die **Ward_Rep**-tafel.
 Mak die Q5_Rep info-databasis oop.
 (3)
- Toevoermasker ("Input Mask"): beperk die invloer
 bv. 074 987 4422
 - Veldgrootte ("Field size"): 10
 - Datatype ("Data Type"): **Text**

TABELLE:

Die data wat tydens die registrasie van wkyserneenwoordigers (**Ward Representatives**) ingesamel is, is in 'n databasis ingevoer. Help mnr. Johnson se besturspan om die data aan te pas waar nodig sodat dit as nuttige intelligente gesbruik kan word.

[24]

Stoor en mak die dokumente toe.



- 4.7 Stel 'n grafiek saam deur gebruik te maak van die data in sele G14:H14 en die volgende opslies:
- (1) Skep 'n 3D sirkelgrafiek soortgelyk aan die ondersatrede voorbeeld.
 - (1) Vertoon die databystryfie ("data labels") as presentasie.
 - (1) Die titel "Youth-2014" moet bo aan die grafiek vertoon.
 - (1) Die font moet vett- en skuiinsdruk wees.
 - (1) Voeg 'n ("strikethrough") effek en Geel soliede vulkleur.
 - (1) In Geel soliede vulkleur.

4.8 Alle kandidate word uniek geïdentifiseer deur gebruik te maak van hul ID-nommer. Gebruik 'n geskikte opsoekfunksie in J12 om Mrs C. Johnson se ID-nummer op te soek.

4.9 Voege 'n funksie in sel D36 om die aantal kandidate te bereken wat nie hul kontak besonderehede vir die organisereders ingedien het nie.

4.10 Voege 'n funksie in sel C35 om die aantal vroulike kandidate wat die wkyksverkiesing gaan deelnem te bereken.

4.11 Gebruik 'n toepaslike funksie in sel E33 om die totale bedrag wat deur die kandidate wat 'n fyndos ("Ward Fynbos") bygedra was, te bereken.

4.12 Gebruik 'n funksie in sel F3 om die verkoopsbelasting ("BTW") te bereken as van WYK Fynbos ("Ward Fynbos"). Kopieer die formule na ondertoe in die kolom.

(Gebruik 'n absolute selverwysing.) Kopieer die formule na ondertoe in die geskeenk sal word. (Die "VAT" is in sel L2.)

4.13 14% van elke kandidaat se fooi wat later as donasie vir liefdadighheid voorgee in die reeks D3:D28, maar die telefoonnummers korrek in die selle soos in die formule in sel F3 om die verkoopsbelasting ("BTW") te bereken as geskeenk sal word.

4.14 Mr. Johnson voeg die "Ward Representatives" se kontakbesonderehede voorbeeld vertoon, bv. 0712444567.

4.15 Korrigeer dit sodat die telefoonnummers bly verkeerd vertoon. in die reeks D3:D28, maar die telefoonnummers korrek in die selle soos in die formule in sel F3 om die verkoopsbelasting ("BTW") te bereken as geskeenk sal word.

Mak die Q4_Ward_Reps sigblad oop en werk in die Ward_Reps-werkblad:

Q4_Ward_Reps_Wyk_Verreenvwoerdiger-sigblad gestoor.

Die inligting van die wykverteenwoordigers is op die REKENAARTOEPASSINGSTECHNOLOGIE VI SEPTEMBER 2014

[27]

Stoor en mak die dokumente toe.

(1)

3.13 Voeg Suid-Afrikaanse geledeenhed op die sigblad waar nodig.

(3)

100 of meer kiesers sal 12% geskenk word.**As daar minder as 70 kiesers is, sal slegs 8% geskenk word, en vir**

(Voeg 'n kolom "Amount donated" om die donasie te bereken.)

(2)

tussen 10 en 20 te vertoon.

3.11 Gebruik 'n toepaslike funksie in sel D26 om 'n ewekansige ("random") getal

3.12 Wanneer "bu*012" besluit om geld aan die werkiesingskomitee te skenk.
Gebruik 'n toepaslike funksie in sel H27 om die uitstande bedrag te bereken. Gebruik die volgende instigting om jou te help:

(2)

fontkleur en geel-onderstreping.

3.10 Mak gelerik van voorwaardelike formatering ("Conditional formatting") om alle wylke te formater waar geen detailing ontvango was, na rooi

(2)

Voe g h gepaste funksie in sel D25, om die aantal wylke te bereken.

Kopiereer die formule ondertoe om al die wylke met uitslaande gelede te wys.

(2)

3.8 Voe g h formule in sel J2 om die uitslaande bedrag ("amount still outstanding") te bereken.

(1)

3.7 Die bedrag verskuldig deur elke wylk word bereken deur die aantal persoon. Mak gelerik van h formule om die bedrag verskuldig ("Total due") in sel H2 te bereken.

Die kode moet in onderskrif wees.

(5)

3.6 Elke wylk benodig h unieke Wyk-ID Kode ("Ward ID code"). Ontwerp in sel C2 die kode deur die eerste twee letters van die "Ward" en die laaste drie syfers van die "Ward Code", te gelerik, maar dit moet deur n asterisk (*) geskei word, bv. bu*016.

(Onthou om eers sy tyd by die kantoor te bereken in die Reeks K2:K20.)

(2)

3.5 In sel K22, bereken die totale bedrag wat hy sal verdiend vir sy tyd wat hy by die werkiesinstasie spandeer as hy R45.25 per uur betaal word.

(3)

3.6 Bereken die hoeveelheid tyd wat die sekretaris by die werkiesinstasie sal spandeer in K2 indien hy elke dag twee keer n 1 uur breek vir etes en 2 keer teepouses van 30 minute elk neem.

Onthou registrasie begin daagliks om 06:00 VM.

(2)

3.3 Plas h hiperskakel ("hyperlink") op die woord Wards in sel A1 wat gekoppel is met die prent **thumb.jpg** in die **images-leergrids**.

(1)

3.2 Verander die tabelnamkleur ("tab colour") van die Wyk_2014 werkblad na blou.

(1)

3.1 Mak sekretaris dat alle data in kolom B sigbaar is.

Die sekretaris will h sigblad gelerik om rekord te hou van die persoonlike besonderehede en finansiële bydrae van die wesklieler tydens die werkiesinstasie. Mak die **Q3_Budget_Begrotting** oop wat in jou **EXAM DATA_2014** veldtoeg. Die sekretaris wil h sigblad gelerik om rekord te hou van die persoonlike leergids gevind kan word en werk in die **Wards_2014** werkblad.

[15]

Stoor en mak dokument toe.

(1)

voorbereeld aangedui.

2.5 Groeppeer die prente onder die opskrif "You can find us on", soos in die

(1)

sin, "You are eligible ...".

• Voeg kuseblok-vormveld ("Check box") aan die regtekant van die

(2)

Provincie", "Eastern Cape", "Gauteng", "KZN" and "Northern Cape".

(1)

die word "Province" met die volgende opsigte in die lys: "Western

(2)

Provinsie" affulek-vormveld ("Drop-down list") aan die regtekant van

(1)

"Municipality".

(2)

• Voeg 'n teks-vormveld ("Text form field next") langs die opskrif

(3)

wees.

tafel moet 13 kolomme en 1 ry het. Die kolomme moet 0.44 cm wyd

• Voeg 'n tabel vir die ID-nommer onder die opskrif "ID Number". Die

2.4 Formateer die derde kolom van die vorm ("Am / registered") soos volg:

(1)

Voege 'n gpt wye kuns-ram (van jou kuse) rondom die hele dokument.

Nota: Kolomwydte (8.22 cm) en spaasie (1.25 cm)

(2)

Gebruik drie gelijke kolomme met 'n lyn tussen in.

(1)

kolom 3 verskyн.

(Aanhangsel A)-die opskrif wat begin met: You have ... moet boaan

(1)

• Mak gebruik van n kolomme break ("column break") soos aangedui in

• Bladsyorientasie na landskap

(1)

2.2 Formateer die hele dokument soos volg:

(1)

2.1 Verander die kantlynne van die hele dokument na "narrow".

Verwys na **Brosjyre Annexure A**.

aan:

Open die dokument **Q2Brochure_Brosjyre** en bring die nodige veranderinge**Brosjyre**.

Mnr. Johnson wil grag 'n brosjyre uitgee om die kiesers bewus te maak van die registrasie-naweek. Hy word gevra om te help met die ontwerp van die

[34]

Stoor en mak die dokument toe.

(3)

1.10 Vinde word "identity" en vervang dit met die word "ID", maar dit moet in rooi fontkleur verskyn.

(2)

1.9 Voeg 'n Horisontale Watermerk wat die teks "Copy" vertoon.

(2)

1.8 Verander die paragraafspasieering van die hele dokument na 12pt na elke paragraaf.

(2)

1.7 Voeg automatis bladsy nommering, maar dit moet nie op die dekblad verskyn nie.

(2)

1.6.2 Voeg 'n dekblad ("cover page") by jou dokument in enige styl, deur 'n funksie van die woordverwerkingsstelsel te gebruik. Sliegs die hoof opschrift van jou dokument moet op die dekblad verskyn. Verwyder enige ander inligting vanaf die dekblad.

(2)

1.6.1 Gebruik die bladsyvoetskrif genaamd "alphabet" uit die gallery met die teks "Quote by Mandela".

(2)

1.6 Voeg die volgende in die bladsyvoetskrif van die dokument:

Re-lissuung an ID book 2***Identity documents 1***

(1)

1.5.4 Gebruik die Modern-styl.

(1)

1.5.3 Toon sliegs een vakk.

(2)

1.5.2 In plas van bladsy nommers moet hyperskakels ("hyperlink") vertoon word.

Die inhoudsopgawe moet geskep en bold geformateer word soos hieronder aangedui:**Die inhoudsopgawe moet geskep en bold geformateer word soos**

(2)

1.5.1 Formateer die teks met die Modified Heading 1-styl.

1.5 Plaas 'n inhoudsopgawe ("Table of Content") by die dokument deur die volgende kriteria en onderstaande voorbeeld te gebruik:

(1)

1.4.4 As daar enige veranderinge aan die styl aangebring word, moet al die hoofopskrifte in die dokument se styl aangepaste verander.

- (2) kleur het.
- 1.4.3 Die nuwe styl moet 'n blou paragraafraam, en 'n pienk agtergrond
- (1) 1.4.2 Die fonttype moet Comic Sans 16 wees.
- (1) 1.4.1 Baseer die styl op Heading 2.
- (1) 1.4 Voeg 'n nuwe styl genaamd **Registerser elegctions** by die dokument deur die volgende kriteria te gebruik:
- (2) 1.3 Pas die **Heading 1-styl** by die twee sub-hoofopstelte gevind op bladsye 1 en 2, genaamd 'idenity document' en 're-issuing an identity document'.
- (2) 1.2.3 Plaas 'n swart, 3pt-wye ram om die prent.
- (2) 1.2.2 Plaas die prent in die middel van die eerste paragraaf op so 'n manier dat die teks rondom die prent sal verskyн.
- (1) 1.2.1 Voeg die prent genaamd **smart ID card.jpg** wat in jou **EXAM** beskrywing in die middel van die nuwe smart ID card by die aangedui. Gebruik die volgende kriteria:
- 1.2 Mr Johnson wil graag 'n prentjie van die nuwe smart ID card in die Dokument Q1_ID is in jou **EXAM** DATA-leergrids gevind kan word.
- (2) Kleur wees.
- 1.1 Die hoof opstel 'idenity document' moet in Veturuk en Donkerblou in Mak die leer **Q1_ID** oop.

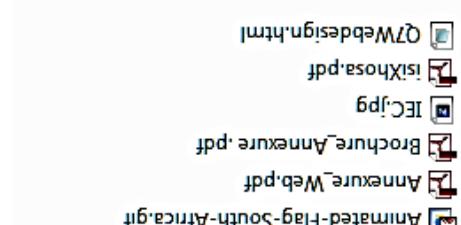
In Dokument Q1_ID is in jou **EXAM** DATA-leergrids gesitoor. Hierdie dokument sal aan alle Suid-Afrikaanse inwoners beskikbaar gestel word om hulle in te lig oor kieserregistrasie-behoeftes. Die munisipale kieserspan versoek dat jy die volgende veranderinge by die dokument moet aanbring:

VRAAG 1

Jy was gevra om die sekretaris van die munisipale verkiesingskomitee, Mr Johnson, te help met organisering en administrasie tydens die kieserregistrasie vanaf 8 Februarie tot 9 Februarie 2014. Daar is sommige gevorderke in die dokument Q1_ID wat vir jou moet gesien word om jou administrasie te help. Die volgende veranderinge moet in die dokument aangebring:

SCENARIO

- Q7_Eggs Salon Woordverwerkingsleer Leergrids
- Q7_Intergration Woordverwerkingsleer Leergrids
- Q7_Questions_Data Leergrids
- Q7_Webdesign.htm
- IISXHOSA.pdf
- IEC.jpg
- Brochure_Annexeure.pdf
- Annexeure_Web.pdf
- Animated-Flag-South-Africa.gif



- Q6_Files
- Q6_Webdesign Leergrids
- Q5_Reps_Info Databaseisleer
- Q4_Ward_Reps_Wyk_Verteenwoordinger Sigbladleer
- Q3_Budget_Begroting Sigbladleer
- Q2_Brochure_Brosjure Woordverwerkingsleer
- Q1_ID Woordverwerkingsleer

met leers en 'n sub-leer genoem:

'n Leergrids genaamd EXAM DATA

Die eksamenleergrids/datadisks wat jy saam met vreesstel onthaal, bevat al die leers wat hieronder aangewend word. Maak seker dat jy AL die leers het voordat jy met hierdie eksamen begin.

LET WELL:

1. As gevoulig van die aard van hierdie drie-oor-eksamens, is dit belangrik om daarop te let dat jy NIE toegelaat sal word om die eksamenlokaal voor die einde van die eksamen sessie te verlaat NIE.
2. Tik jou eksamen nommer in die bladsyboskrif ("header") van ELKE dokument wat jy skep of stoor.
3. Die toesighouer sal hys disket met AL die leers wat vir die eksamen benodig word, aan jou gee, OF jy sal ingelyk word waar die leers op die netwerk of rekenaar gevind kan word. Indien hys disket aan jou uitgerelik is, moet jy jou netwerk werk, moet jy die instruksies volg wat deur die toesighouer gegewe het en eksamen nommer en eksamen nommer op die etiket skryf. Indien jy op die sentrumnommer gevind kan word, moet jy dit nie verwissel nie.
4. In kopies van die meestellerleers ("master files") sal by die toesighouer beskikbaar wees. Indien daar enige probleme met hys leer is, mag jy die toesighouer vir hys ander kopie vra.
5. Mak sekker dat jy elke dokument stoer deur die leermamm wat in die vreesel gegroepe word, te gebruik. Stoer jou werk gerieflik as hys voorsorgmatreel teen moontlike kragonderebrekings.
6. Lees deur ELKE vrag voor dat jy dit benantwoord of die probleem oplos.
7. Aan die einde van die eksamen moet jy die disket wat deur die toesighouer aan jou geggee is, inlewer met AL die leers daarop geslaag, OF jy moet sekere mak toesighouer ondervyser aan jou verduidelik is. Mak absoluut sekere dat AL die toesighouer ondervyser aan jou verduidelik is. Mak absoluut sekere dat AL die leers op die netwerk/rekenaar geslaag is, soos deur die toesighouer gevra.
8. Let daarop dat GEEEN drukwerk vereis word nie.
9. Gedurende die eksamen mag jy van die hulpfunksies van die programme wat jy gebruik, gebruik mak. Jy mag GEEEN ander hulpprogrammaal gebruik Nie.
10. Indien data afgelei is uit hys vorige vrag wat jy nie kon benantwoord nie, moet jy steeds voortgaan met die vrag wat volg.
11. Tensy anders aangedeui, moet formules en/of funksies vir ALLE berekeningne in vrag oor sigblaaie gebruik word. Gebruik absolute selewrywysings slags war nodig, om sekere dat formules korrek is wanneer jy dit na ander sellie in stel. Die papiergroute word as A4 Portret ("Portrait") aangeneem, tensy anders aangedeui.
12. Vir ALLE vragte oor woordverwerkende moet jy die taal op English (South Africa) aangedeui.
13. Alle meeteenhede moet op sentimeter geslaag word.
14. Hierdie vragstel bestaan uit sewe vragte. Beantwoord AL die vragte.

INSTRUKSIES EN INLIGTING

Hierdie vreesstei bestaan uit 17 bladsye insluitend 'n aanhegsel van 3 bladsye.



TYD: 3 uur

PUNTE: 180

REKENAARTOEPASSINGSTECHNOLOGIE V1

SEPTEMBER 2014

GRAAD 12

SENIOR CERTIFIKAAT
NATIONALE

EDUCATION
PROVINCE OF THE
EASTERN CAPE

