



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2015

MARKS: 180

TIME: 3 hours

**This question paper consists of 18 pages, an HTML tag sheet and
a separate information sheet.**



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 disk. 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 your answer files saved onto the disk, OR you should make sure that ALL the answer files are saved on the network/computer as explained to you by the invigilator/educator. Make absolutely sure that all files can be read. Do NOT save unnecessary files/folders and do NOT hand in duplicate answer files/folders.
10. The information sheet that has been provided with the 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 use the help functions of the programs which you are using. You may NOT use any other resource material.
12. Unless instructed otherwise, you must use formulae and/or functions for ALL calculations in questions involving spreadsheets. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.



13. If data is derived from a previous question that you could not answer, you should still proceed with the questions that follow.
14. In all questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless stated otherwise.
15. Use centimetres as the unit of measurement when answering this question paper.
16. **Alternative instructions for candidates using LibreOffice are given in cases where they differ from the instructions for candidates using Microsoft Office.**
17. Generally, one mark is allocated per action; therefore a two-mark question would usually require TWO actions, et cetera.
18. The examination folder/data disk that you receive with this question paper contains the folders and files listed below. Ensure that you have all the files before you begin with this examination.

• 1Bullet_Kolpunt	Image file
• 1Energy_Energie	Word processing file
• 1Social_Sosiaal	Image file
• 2Back_Agter	Image file
• 2School_Skool	Word processing file
• 3Individ	Spreadsheet file
• 4Countries_Lande	Spreadsheet file
• 5Course_Kursus	Database file
• 6Save_Spaar	Image file
• 6Tips_Wenke	HTML file
• 7Act_Akt	Word processing file
• 7Temp	Spreadsheet file
• 7Video	Compressed/Zippped file



SCENARIO

The average person's lifestyle uses too many resources. If everyone in the world lived like the average person, we would need three planet Earths to sustain us all. Sustainable living is following a lifestyle that will use resources wisely as if we were going to live forever.



The school asked the Grade 12 learners to assist in a campaign to promote sustainable living.

QUESTION 1: WORD PROCESSING

A document was created to give background information on sustainable energy.

Open the **1Energy_Energie** word processing document and insert your examination number in the header.

- 1.1 This document has a cover page. Make the following changes to the cover page:
- 1.1.1 Add any page border of your choice. (1)
- 1.1.2 Ensure that the watermark that currently appears on all the pages in the document appears only on the cover page. (1)
- 1.2 Insert an automatic table of contents below the heading 'Table of Contents' as follows:
- Use the 'Title' style for the level 1 headings.
 - Use the 'Heading 1' style for the level 2 headings.
 - Use the 'Heading 2' style for the level 3 headings. (3)
- 1.3 Apply automatic page numbering to the document as follows:
- Display the page numbers in the page header.
 - Start the page numbering from the second page of the document, numbering the pages from page 1 onwards.
- NOTE:** No page number should appear on the first page. (3)
- 1.4 Locate the image on the page after the table of contents that shows the three parts of sustainability: 'Environmental', 'Economic' and 'Social'.
- Fill the 'Social' shape with the picture **1Social_Sosiaal** found in the data folder. (1)

- 1.5 Locate the text 'resources' in the paragraph under the image on the third page of the document.

Create a hyperlink on this text that links to the heading 'Where does our energy come from?' in this document.

(2)

- 1.6 Locate the text below the heading 'The difference between sustainable and non-sustainable resource use'.

Create a table using the tab-delimited text and the following instructions so that it resembles the example below:

- Convert the text to a table.
- Apply any table style/format to the table other than the existing style.

	Sustainable resource use	Non-sustainable resource use
People and the environment	Ecotourism, protecting scenery and wildlife	Large scale tourism, especially at mountain and coastal resorts
People and resources	Re-use, recycle and reduce, soil conservation, reforestation, organic farming, renewable energy use, clean drinking water	Continued use of fossils such as coal and oil, unnecessary use of minerals, deforestation, soil erosion, heavy fertilizer and agrichemical use, polluted drinking water
Socio-economic	Controlled urban growth	Rapid urbanization and loss of farmland

(2)

- 1.7 Locate the text 'Insert Citation' below the heading 'Energy'.

Insert a citation applying the APA style to this text using the following information for a book:

SMART LIVING HANDBOOK
2011

(3)

- 1.8 Locate the automatic caption 'Table 1' below the picture under the heading 'Energy' and do the following:

- Change this caption to a figure that displays 'Figure1: Electricity'.

(2)

- 1.9 Locate the bulleted list under the heading 'What can we do?'.

Change the format of the bullets to the picture **1Bullet_Kolpunt** found in the data folder.

(2)

- 1.10 Create a new style named 'Energy'. Set the font size to 16 pt and the font colour to red.

Locate the text 'Decommissioning' after the heading 'Nuclear power' and apply the 'Energy' style to the heading 'Decommissioning'.

(4)



- 1.11 The word 'sustainable' has been spelt incorrectly as 'sustainnable' in some places.

Replace all occurrences of the word 'sustainnable' with the correct spelling and highlight the corrected text.

(2)

- 1.12 Locate the heading on the second last page that starts with 'Strategies for ...' and ends with '... in South Africa'. Change the setting of the third column of the table so that the widow/orphan setting is NOT applied.

(1)

- 1.13 Locate the Table of Figures/Illustration Index on the last page of this document.

Update the Table of Figures/Illustration Index to appear as indicated below.

TABLE OF FIGURES/ILLUSTRATION INDEX

Figure 1: Electricity	2
Figure 2: Residential	7
Figure 3: Industry	7
Figure 4: Biofuels	7
Figure 5: Renewable energy sources	7
Figure 6: Nuclear.....	7
Figure 7: Hydroelectricity	8
Figure 8: Imported gas.....	8
Figure 9: Government.....	8

(1)

Save and close the **1Energy_Energie** document.

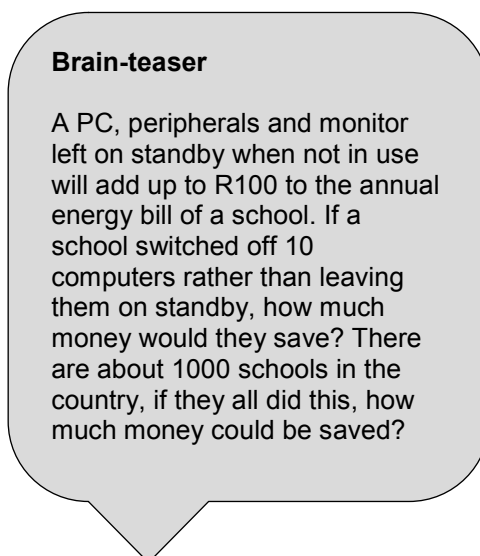
[28]

QUESTION 2: WORD PROCESSING

As part of the school's sustainability development programme, you were asked to create a poster and to complete a survey form on how to save electricity at school.

Open the **2School_Skool** word processing document and insert your examination number in the header.

- 2.1 Change the document orientation of the first page only to landscape.
The orientation of the second page must remain portrait. (2)
- 2.2 Change the top margin of the page border to 17 pt from the edge of the page. (2)
- 2.3 Centre the heading 'Climate change and energy use'. (1)
- 2.4 Place the paragraphs that start with 'Electricity at school ...' and end with '... used in schools' into columns as follows:
 - Place the text in three columns.
 - Change the space between the columns to 0.6 cm.
 - Ensure that the three headings will always appear at the top of a column. (3)
- 2.5 Edit the text box so that it appears similar to the one shown below.

**NOTE:**

- All the text must be clearly visible and a similar shape must be used.
- Change the fill colour to grey.
- The font colour of the text in the shape may differ from the one shown above. (3)

2.6 Use the two pictures on the first page to create the picture below.

NOTE: The pictures must be grouped.



(2)

2.7 Set the hyphenation of the whole document to automatic.

(1)

2.8 Locate the heading 'Electricity Usage: Survey Form' on the second page of the document and make the following changes:

- Remove the tab with the three leader tab lines.
- Change the text form field next to 'Age' to accept only numbers.
- Replace the placeholder next to the text 'How would you describe your usage of electricity?' with a drop-down list form field.
- Include the following items in the drop-down list:

Moderate

Mild

Excessive

(4)

2.9 Insert a symbol in the last line of the document to appear as follows:

Use Electricity Sparingly ☺

- Microsoft Office: Wingdings, character code 75
- LibreOffice: Wingdings, character code U+F04B

(1)

2.10 Use the image **2Back_Agter** as a watermark and set the scaling to 120%.

(3)

Save and close the **2School_Skool** document.

[22]



QUESTION 3: SPREADSHEET

The statistical report for the carbon footprint of the average person in the world is stored in the **3Individ** spreadsheet.

Open the **3Individ** spreadsheet and work in the **Main_Hoof** worksheet. Insert your examination number in the header of the document.

3.1 A value, attempting to display the current date, appears in **cell B3**.

Replace this value with a function that will automatically display the current date. (1)

3.2 The report will expire in two years and three months from the current date. Add a calculation in **cell B4** to automatically determine the expiry date of the report. (4)

3.3 Use suitable text functions to create a code in **cell B7**.

The code is created by combining the following:

- First three letters of the name of the item in **column A** followed by the:
- Footprint index in **column J**

Example: The code for 'Public Services' will be Pub9. (4)

3.4 Enter a function in **cell C19** to display the most frequently occurring percentage for all the years from 1990 to 2014. (1)

3.5 Use a spreadsheet feature to force the user to enter a whole number that cannot be greater than 100 in **column I**. Add a suitable error message that the user will receive if invalid data is entered.

HINT: Use data validation. (4)

3.6 Change the page setup as follows:

- Set the **range A1:J19** as the print area.
- Ensure that gridlines will be printed if the worksheet is printed.

NOTE: Do NOT print. (2)



- 3.7 Copy the **range A14:I16** on the **Main_Hoof** worksheet to the **Transp** worksheet starting at **cell A1**. The copied data must appear similar to the table below.

Public transport	Holiday transport	Private transport
3%	6%	10%
3%	7%	10%
3%	7%	6%
3%	7%	4%
3%	7%	2%
3%	6%	2%
2%	6%	2%

(2)

Save and close the **3Individ** spreadsheet.

[18]

QUESTION 4: SPREADSHEET

The **4Countries_Lande** spreadsheet contains the carbon footprints of countries.

Open the **4Countries_Lande** spreadsheet and work in the **Carbon_Koolstof** worksheet. Insert your examination number in the header of the document.

4.1 Change the tab colour of the **Carbon_Koolstof** worksheet to any colour other than the original. (1)

4.2 Insert a comment in **cell A1** that reads 'Carbon released'. (2)

4.3 The capital of 'South Korea' is needed in **cell C10**.

The names of the countries appear in **column B** and the lookup data is provided in the **Capital_Hoofstad** worksheet of the spreadsheet.

Add a VLOOKUP function in **cell C10** to display the capital of 'South Korea'.

NOTE: The capital of South Korea is Seoul. (4)

4.4 Insert a function in **cell F22** to determine the total population of all the countries on the continents 'North America' and 'South America'. (5)

4.5 The CO₂ emissions in **column G** and the average CO₂ emissions in **cell F24** are used to determine the carbon footprint of a country as follows:

CO ₂ emissions and average CO ₂ emissions	Carbon footprint
CO ₂ emissions greater than or equal to the average CO ₂ emissions in cell F24	High risk
CO ₂ emissions smaller than the average CO ₂ emissions in cell F24	Low risk

Add a function in **cell H3** to determine the carbon footprint for 'China'.

Copy the function you added in **cell H3** to **cells H4:H21**. Ensure that it works correctly. (5)

4.6 The average emissions per person per country appear in **column I**.

- Insert a function/formula in **cell J3** to determine the percentage that China's emission per person represents against the total emissions per person for all the countries.
- Format **cell J3** to display the answer with four decimal places. (5)



4.7 Emissions tax for each country will be calculated as follows:

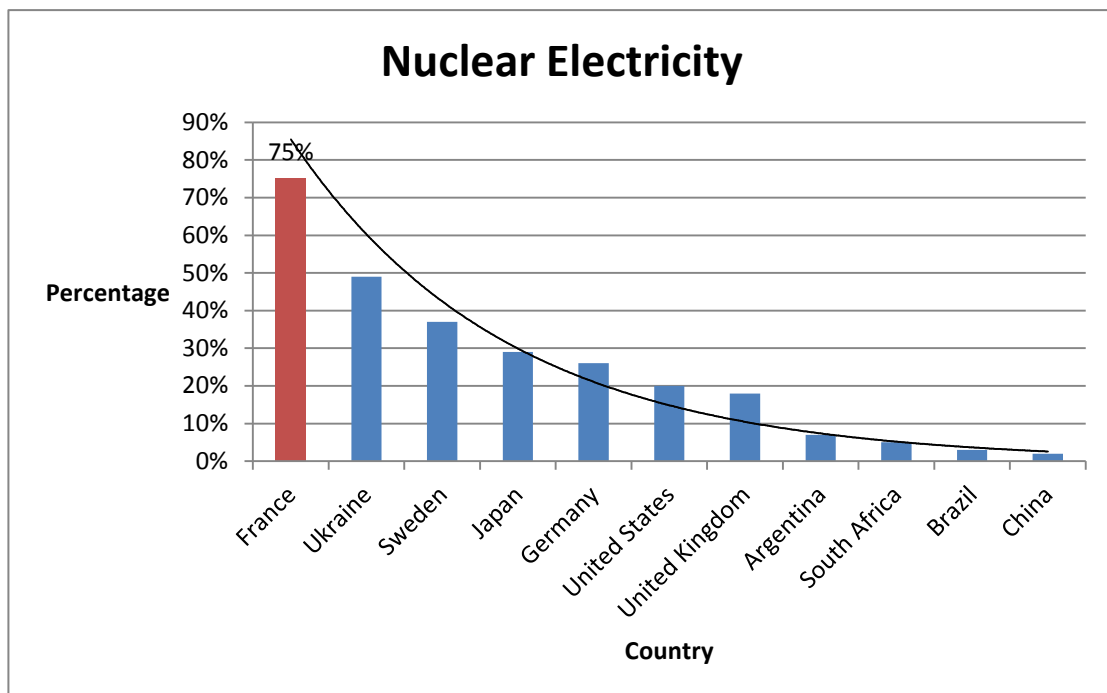
$$\text{Emissions tax} = \frac{\text{population}}{\text{area (in km}^2\text{)}} * (\text{emissions per person})^5$$

Use this information to insert a formula in **cell F26** to calculate the emissions tax for China.

(4)

Work in the **Nuclear_Kernkrag** worksheet.

4.8 Change the graph/chart to appear as follows:



NOTE:

- Insert the horizontal axis title 'Country'.
- Fill the highest column with a colour different to the other columns.
- Add a data label only for the first column (France).
- Insert an exponential trend line.
- Change the vertical axis scale to automatically display the maximum value of the scale.

(5)

Save and close the **4Countries_Lande** spreadsheet.

[31]



QUESTION 5: DATABASE

A database was created for learners who are interested in a career in the sustainability field.

Open the **5Course_Kursus** database.

5.1 Edit the **Cur_Kur** table as follows:

- 5.1.1
- Change the *Type_Tipe* field by adding a combo box so that the user can choose between the two options, 'Sust-Related' and 'Sust-Focused'.
 - Change the field size of the *Dept_Dept* field to 15.
 - Set the field properties of the *CourseID_KursusID* field so that the user is forced to insert data in this field AND to accept no duplicates. Do NOT change the primary key.

NOTE: Ignore warning messages that may appear.

- Create an input mask on the *CourseID_KursusID* field to ensure that the user inserts a code made up as follows:
 - Three compulsory capital letters
 - One optional capital letter
 - Three compulsory digitsExample: DIET303 or PPS543 can be entered.
- Change the format of the data in the *Cost_Koste* field to currency in rand.
- Change the field properties of the *Avail_Beskik* field to display Yes/No instead of the check boxes for True/False. (12)

5.1.2 Format the table as follows:

- Remove all the gridlines.
- Change the background colour of the table to grey. (2)

Save and close the **Cur_Kur** table.

5.2 Export the **Course_Kursus** table and save it as a file named **5Exp_Uit**, which can open in a word processing program. (2)

5.3 Create a query called **qry5_3** based on the **Cur_Kur** table as follows:

- Display only the *Title_Titel*, *Cost_Koste* and *VATInc* fields (see next bullet).
- Insert a calculated field called *VATInc* which will calculate the cost of the course if VAT (14%) has been added to the cost.

Save and close the **qry5_3** query. (5)



5.4 Open the **qry5_4** query.

- Display only the courses that contain the word 'sustainable' anywhere in the title AND that have 60 or more students but fewer than 100 students.

Save and close the **qry5_4** query.

(5)

5.5 Create a query called **qry5_5** based on the **Cur_Kur** table.

The query must display only the information, in the same order, as shown in the example below.

Dept_Dept	Cost_Koste	Title_Titel	Avail_Beskik
ACCT	6061	Contemporary Acct Issues	Yes
ACCT	5242	International Taxation	Yes
ACCT	2543	Managerial Accounting	Yes
ACCT	1343	Managerial Acct Concepts	Yes
ACCT	9980	State and Local Taxation	Yes

NOTE: The *Avail_Beskik* data shown above may differ in format from yours.

Save and close the **qry5_5** query.

(4)

5.6 Create a form called **frm5_6** based on **Cur_Kur** table.

- Insert only the fields *CourseID_KursusID*, *Title_Titel*, *Avail_Beskik* in the form.
- Change the content of the label in the form header to 'Courses'.
- Insert the date as a field in the footer of the form.

Save and close the **frm5_6** form.

(3)

5.7 A report called **rpt5_7** has been created.

- Base the report on the **qry5_7** query.
- Group the records in the report according to the *Avail_Beskik* field.
- Ensure that a group is not split over two pages.
- Insert a function to determine how many courses are available and how many courses are not available.
- Add a suitable label for the function.

Save and close the **rpt5_7** report.

(7)

Close the **5Course_Kursus** database.

[40]



QUESTION 6: WEB DESIGN (HTML)

A web page was created to give tips on how to save electricity.

Open the incomplete **6Tips_Wenke** web page in a web browser and also in a text editor.

NOTE:


- Question numbers are inserted as comments in the coding as guidelines to show approximately where the answer(s) should be inserted.
- An HTML tag sheet has been attached for reference.

Your final web page should look like the example below.

Energy Saving Tips

Save Energy

Tip 1	Leaving a computer monitor on overnight wastes as much energy as making 800 A4 photocopies!
Tip 2	Overfilling an electric kettle can waste enough energy to run a TV set for 26 hours!
Tip 3	Lighting an empty meeting room overnight can waste enough energy to make 1000 cups of tea!



1. Change a light!
2. Fight the light!
3. Don't leave it on!
4. Shocking battery power

[Link to Google](#)

- 6.1 Add HTML code so that the text 'Energy Tips' appear in the browser tab. (2)
- 6.2 Change the background colour of the web page to white. (1)
- 6.3 Format the text 'Energy Saving Tips' so that it appears as a level 1 heading and is horizontally centred. (2)
- 6.4 Change the size of the horizontal line to 10. (1)
- 6.5 The webpage includes a table containing two rows and two columns. Extend the table by adding a new row above the current first row.
- Place the text 'Tip 1' in the first cell of the new row.
 - Place the text 'Leaving a computer monitor on overnight wastes as much energy as making 800 A4 photocopies!' in the second cell of the new row.
 - Change the font of the entire table to Arial. (4)
- 6.6 Insert the **6Save_Spaar** image below the table. Set the height and width of the image to 200. (4)
- 6.7 Edit the unordered list that appears on the web page as follows:
- Change the list to an ordered list.
 - Change the font size of all the items in the list to 6. (2)
- 6.8 Add the text 'Link to Google' between the paragraph tags at the bottom of the web page and link it to the website 'www.google.com'. (4)
- Save and close the **6Tips_Wenke** web page. [20]



QUESTION 7: GENERAL

You were asked to design a sheet to inform learners about climate change and how it affects temperatures.

7.1 Extract the file from the **7Video** compressed file to your examination folder. (1)

7.2 Open the **7Act_Akt** word processing document.

7.2.1 Locate the text 'Temperatures' and add a cross-reference to the bookmark called Graph. (3)

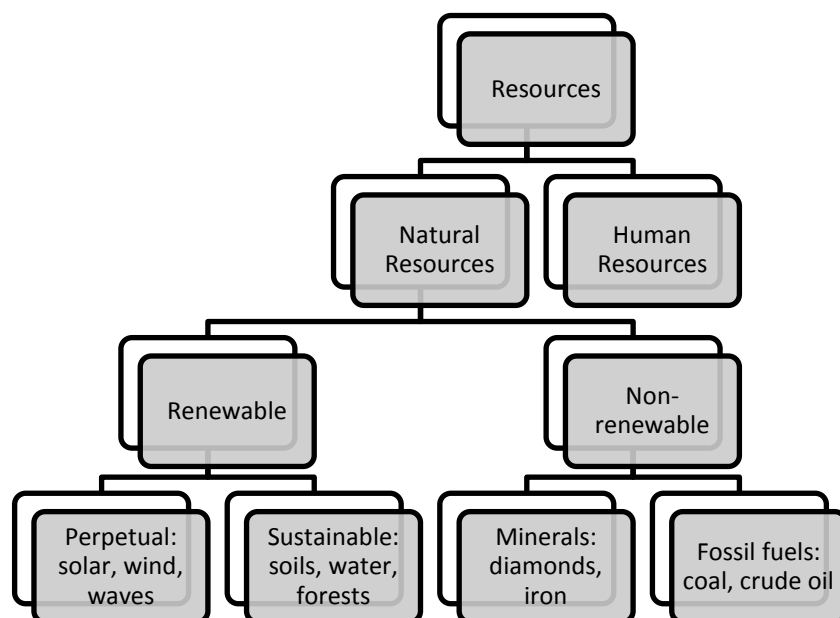
7.2.2 An equation showing electricity consumption appears at the end of the first page. A part of the equation has been omitted.

$$\left(\frac{\text{ElectricityConsumption} \left(\frac{\text{Kwh}}{\text{day}} \right)}{\text{Use}(\text{Suite} / \text{Individual})} \right) \times 365 \text{days} \times \left(1.486 \frac{\text{lbsCO}_2}{\text{Kwh}} \right) \div 2204.6 = \text{CO}_2 \text{Emissions}(\text{tonnes})$$

Refer to the equation above and add the part that was omitted from the equation. (2)

7.2.3 Locate the organogram on page 2.

Add a shape for 'Human Resources' in the diagram as shown below.



(2)

7.3 Open the **7Temp** spreadsheet.

A chart/graph was created in the spreadsheet **7Temp**. Edit the chart/graph as follows:

- Sort the data in the spreadsheet according to years in ascending order.
- Some of the rows have duplicate values. Remove the rows with duplicate values.
- Use conditional formatting to display the top three temperatures with any border of your choice.
- Insert the chart/graph in the third column of the table in the **7Act_Akt** document. Reduce the size of the chart/graph to fit in the table cell.

NOTE: The chart/graph in the word processing document does not have to update automatically.

(6)

Save and close the **7Temp** spreadsheet.

7.4 Continue working on the **7Act_Akt** document.

Use a function to calculate the average temperature in the last row of the table.

(2)

7.5 Change the text form field next to the text 'Completed by' as follows:

- Set the text form field property to accept no more than 30 characters.
- Add default text that reads 'Add your name here'.

(2)

7.6 Change the author property of the document to your examination number.

Insert the author field to display in capital letters next to the text 'Created by:'.

(3)

Save and close the **7Act_Akt** document.

[21]

TOTAL: 180



HTML TAG SHEET

Basic Tags	
Tag	Description
<body></body>	Defines the body of the web page
<body bg_color="pink">	Sets the background colour 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 colour
	Sets font type
Links Tags	
Tag	Description
	Creates a hyperlink
	Creates an image link
	Creates a target location
	Links to a target location created somewhere else in the document
Formatting Tags	
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

Formatting Tags continued	
Tag	Description
	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
	Adds an image
	Aligns an image: can also be "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 or when the image is not found
<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
Table Tags	
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 bold, centred text)
<table width="50">	Sets the width of the table
<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 border and its contents
<tr align="left">	Sets the alignment for cell(s) (can also be "center" or "right")
<tr valign="top">	Sets the vertical alignment for cell(s) (can also be "middle" or "bottom")
<td colspan="2">	Sets the number of columns a cell should span
<td rowspan="4">	Sets the number of rows a cell should span



COMPUTER APPLICATIONS TECHNOLOGY P1 – FEBRUARY/MARCH 2015**INFORMATION SHEET** (to be completed by the candidate AFTER the 3-hour session)**180**

CENTRE NUMBER _____

EXAMINATION NUMBER _____

WORK STATION NUMBER _____

SUITE USED
(Mark appropriate
box with a cross (X))LibreOffice 4.2 or
higherMicrosoft Office
2007Microsoft Office
2010Microsoft Office
2013

FOLDER NAME _____

Candidate to enter the file name(s) used for each answer. Tick if saved and done.

Question Number	File name	Saved (✓)	Done (✓)	Maximum Mark	Mark Achieved	Marker Initial/ Code
1				28		
2				22		
3				18		
4				31		
5				40		
6				20		
7				21		
TOTAL				180		

Comment (for office/marker use only)



REKENAARTOEPASSINGsteGnologie V1 – FEBRUARIE/MART 2015

INLIGTINGsBLAD (moet NA die 3-uur-sessie deur die kandidaat voltooi word)

180

SENTRUMNUMMER

EKSAMENNUMMER

WERKSTASIE NUMMER

SUITE GEBRUIK
(Maak 'n kruisie in die
toepaslike blokke (X))

LibreOffice 4.2 of hoër	Microsoft Office 2007	Microsoft Office 2010	Microsoft Office 2013
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LÊERGIDSNAAM

Kandidaat moet die lêernaam (-name) vir elke antwoord inskryf. Maak 'n regmerk in die
gestoor en gedoen is.

Vraag- nommer	Lêernaam	Gestoor (✓)	Gedoen (✓)	Maksimum Punt	Behaal Punt	Nasiener Voorletter/ -kode
1				28		
2				22		
3				18		
4				31		
5				40		
6				20		
7				21		
TOTAAL				180		

Kommentaar (slegs vir kantoor/nasiener se gebruik)



HTML-MERKERSBLAD (HTML TAG SHEET)

Formateringsmerkers vervolg	
Merker ('Tag)	Beskrywing
	Word voor elke lysitem ingevoeg, en voeg dan 'n nummer of simbool by afhange van die tipe lys wat geselekteer is
	Voeg 'n prent in
	Stel 'n prent inlyn: kan ook "right", "center", "bottom", "top", "middle" wees
	Stel die grootte van die raam rondom 'n prent
	Stel die hoogte en breedte van 'n prent
	Vertoon alternatiewe teks wanneer die muis oor 'n prent gehou word of wanneer die prent nie gevind word nie
<hr/>	Voeg 'n horisontale lyn in
<hr size="3"/>	Stel die grootte (hoogte) van 'n reël
<hr width="80%"/>	Stel die breedte van 'n lyn, in persentasie of absolute waarde
<hr color="#ff0000"/>	Stel die kleur van die lyn
Tabelmerkers ('Table Tags)	
Merker ('Tag)	Beskrywing
<table></table>	Skep 'n tabel
<tr></tr>	Skep 'n ry in 'n tabel
<td></td>	Skep 'n sel in 'n tabel
<th></th>	Skep 'n tabelopskrif (in 'n sel met algemene vetgedrukte, gesentreerde teks)
<table width="50">	Stel die breedte van die tabel
<table border="1">	Stel die breedte van die raam rondom die selle van die tabel
<table cellpadding="1">	Stel die spasie tussen 'n selraam en die inhoud daarvan
<tr align="left">	Stel die inlynstelling vir die sel(ie) (kan ook "center" of "right" wees)
<tr valign="top">	Stel die vertikale inlynstelling vir sel(ie) (kan ook "middle" of "bottom" wees)
<td colspan="2">	Stel die getal kolomme waaraan 'n sel moet strek
<td rowspan="4">	Stel die getal rye waaraan 'n sel moet strek

Basiese Merkers ('Basic Tags)	
Merker ('Tag)	Beskrywing
<body></body>	Definieer die liggaam van die webblad
<body bg color="pink">	Stel die agtergrondkleur van die webblad
<body text="black">	Stel die kleur van die liggaamteks
<head></head>	Bevat inligting oor die dokument
<html></html>	Skep 'n HTML-dokument – begin en eindig 'n webblad
<title></title>	Definieer 'n titel vir die dokument
<!-- -->	Kommentaar
Teksmerkers ('Text Tags)	
Merker ('Tag)	Beskrywing
<h1></h1>	Skep die grootste opskrif
<h6></h6>	Skep die kleinste opskrif
	Skep teks in vetdruk
<i></i>	Skep teks in skuinsdruk
	Stel fontgrootte van "1" tot "7"
	Stel fontkleur
	Stel fonttipe
Skakelmerkers ('Links Tags)	
Merker ('Tag)	Beskrywing
	Skep 'n hiperskakel
	Skep 'n prentskakel
	Skep 'n teikenarea
	Skakel na 'n teikenarea wat elders in die dokument geskep is
Formateringsmerkers ('Formatting Tags')	
Merker ('Tag)	Beskrywing
<p></p>	Skep 'n nuwe paragraaf
<p align="left">	Stel 'n paragraaf links inlyn (verstek), kan ook "right" of "center" wees
 	Voeg 'n reëlbreuk ('line break') in
	Skep 'n genommerde lys
<ol type="A", "a", "I", "i", "1", "1">	Definieer die tipe nommers wat gebruik is
	Skep 'n kolpuntlys
<ul type="disc", "square", "circle">	Definieer die tipe kolpunte wat gebruik word





7.3	Maak die Temp -sigblad oop.	'n Grafiek is in die Temp -sigblad geskep. Redigeer ('Edit') die grafiek soos volg: <ul style="list-style-type: none">• Sorteer die data in die sigblad in stygende volgorde volgens jare.• Sommige van die rye het duplikaatwaardes. Verwyder die rye met duplikaatwaardes.• Gebruik voorwaardelike formatering ('conditional formatting') om die top drie temperature met enige raam van jou keuse te vertoon.• Voeg die grafiek in die derde kolom van die tabel in die Fact_Akt-dokument in. Verklein die grafiek om in die tabel te pas. LET WEL: Die grafiek in die woordverwerkingsdokument hoef nie outomates op te dateer nie.	(6)
7.4	Gaan voort om aan die Fact_Akt -dokument te werk.	Gebruik 'n funksie om die gemiddelde temperatuur in die laaste ry van die tabel te bereken.	(2)
7.5	Verander die teksvormveld ('text form field') langs die teks 'Completed by' soos volg: <ul style="list-style-type: none">• Stel die teksvormveld-eienskap om nie meer as 30 karakters te aanvaar nie.• Voeg versteekteks ('default text') by wat 'Add your name here' lees.	Verander die outeursienskap ('author property') van die dokument na jou eksamenommer.	(2)
7.6	Voeg die outeursveld langs die teks 'Created by:' in om in hoofletters te vertoon.	Stoor en maak die Fact_Akt -dokument toe.	(3)
TOTAL: 180			

VRAAG 7: ALGEMEEN

Jy is gevra om 'n blad te ontwikkel om leersers oor klimaatverandering in te lig en hoe dit temperature beïnvloed.

7.1 Onttrek die lêer uit die saamgeperste lêer **7Video** na jou eksamenlêergids. (1)

7.2 Maak die **7Act**-woordverwerkingsdokument oop. (2)

7.2.1 Wind die teks 'Temperatures' en voeg 'n kruisverwysing ('cross-reference') na die boekmerk met die naam 'Graph' in. (3)

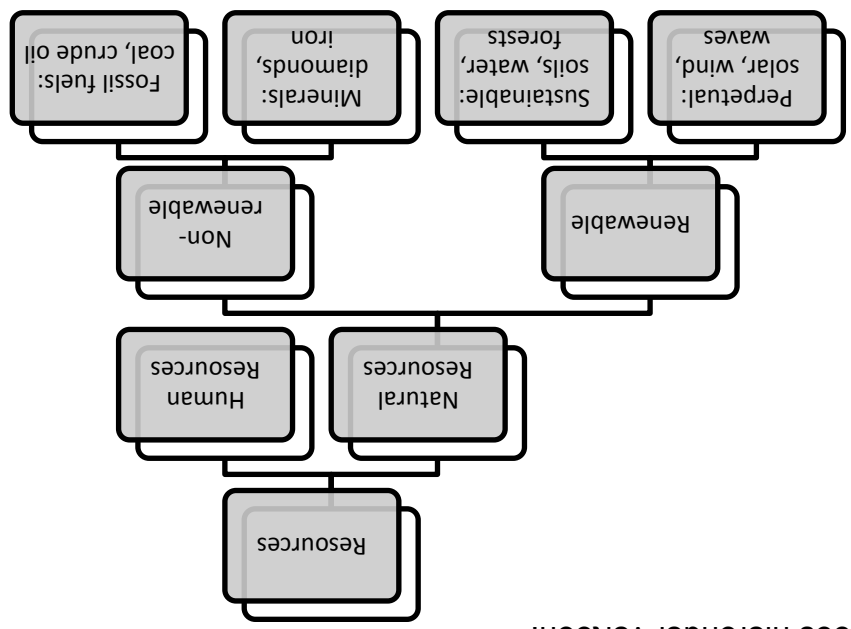
7.2.2 'n Vergelyking wat elektrisiteitsverbruik aandui, verskyn aan die einde van die eerste bladsy. 'n Gedeelte van die vergelyking is weggelaat. (2)

$$\left(\frac{\text{Electricity Consumption}}{\text{day}} \left(\frac{\text{Kwh}}{\text{day}} \right) \right) \times 365 \text{ days} \times 1.486 \frac{\text{lbs CO}_2}{\text{Kwh}} \div 2204.6 = \text{CO}_2 \text{ Emissions (tonnes)}$$

Verwys na die vergelyking hierbo en voeg die gedeelte wat weggelaat is, in die vergelyking by. (2)

7.2.3 Wind die organogram op bladsy 2. (2)

Voeg 'n vorm ('shape') vir 'Human Resources' in die diagram by soos hieronder vertoon:



(2)



6.1	Voeg HTML-kode by sodat die teks 'Energy Tips' in die webblaaier-oortjie ('browser tab') vertoon.	(2)
6.2	Verander die agtergrondkleur van die webblad na wit.	(1)
6.3	Formateer die teks 'Energy Saving Tips' sodat dit as 'n vlak 1-opskrif vertoon en horisontaal gesentreerd is.	(2)
6.4	Verander die grootte van die horisontale lyn na 10.	(1)
6.5	Die webblad sluit 'n tabel in wat uit twee rye en twee kolomme bestaan. Vergroot die tabel deur 'n nuwe ry bo die huidige eerste ry in te voeg.	
	<ul style="list-style-type: none"> Plaas die teks 'Tip 1' in die eerste sel van die nuwe ry. Plaas die teks 'Leaving a computer monitor on overnight wastes as much energy as making 800 A4 photocopies!' in die tweede sel van die nuwe ry. Verander die font van die hele tabel na 'Arial'. 	(4)
6.6	Voeg die Save-Spaar -prent onder die tabel in. Stel die hoogte en breedte van die prent na 200.	(4)
6.7	Redigeer ('Edit') die ongeordende lys ('unordered list') wat op die webblad verskyn, soos volg:	
	<ul style="list-style-type: none"> Verander die lys na 'n geordende lys. Verander die fontgrootte van al die items in die lys na 6. 	(2)
6.8	Voeg die teks 'Link to Google' tussen die paraagrafmerkers ('paragraph tags') onderaan die webblad in en koppel dit met die webtuiste 'www.google.com'.	(4)

Stoor en maak die **6Tips_Wenke**-webblad toe.

[20]



VRAAG 6: WEBONTWERP (HTML)

In Webblad is geskep om wenke te gee oor hoe om elektrisiteit te bespaar.

Maak die onvoltooide **6Tips_Wenke**-webblad in 'n webblaaiër ('web browser') oop, asook in 'n teksredigeerder.

LET WEL:

- Vraagnummers word as opmerkings ('comments') in die kodering ingevoeg, as riglyne om aan te dui ongeveer waar die antwoord(e) ingevoeg behoort te word.


- 'n HTML-merkiesblad is as verwysing aangeheg.

Jou finale webblad moet soos die voorbeeld hieronder lyk.

Energy Saving Tips

Save Energy

Tip 1	Leaving a computer monitor on overnight wastes as much energy as making 800 A4 photocopies!
Tip 2	Overfilling an electric kettle can waste enough energy to run a TV set for 26 hours!
Tip 3	Lighting an empty meeting room overnight can waste enough energy to make 1000 cups of tea!



1. Change a light!
2. Fight the light!
3. Don't leave it on!
4. Shocking battery power

[Link to Google](#)



5.4

Maak die **qry5_4**-navraag oop.

- Vertoon slegs die kursusse wat die woord 'sustainable' op enige plek in die titel bevat EN wat 60 of meer, maar minder as 100, studente het.

Stoor en maak die **qry5_4**-navraag toe. (5)

5.5

Skep 'n navraag met die naam **qry5_5** wat op die **Cur_Kur**-tabel gebaseer is.

Die navraag moet slegs die inligting vertoon, in dieselfde volgorde, soos in die voorbeeld hieronder getoon.

Dept_Dept	Cost_Koste	Title_Titel	Avail_Besik
ACCT	6061	Contemporary Acct Issues	Yes
ACCT	5242	International Taxation	Yes
ACCT	2543	Managerial Accounting	Yes
ACCT	1343	Managerial Acct Concepts	Yes
ACCT	9980	State and Local Taxation	Yes

LET WEL: Die formaat van die **Avail_Besik**-data wat hierbo vertoon word, mag van joune verskil.

Stoor en maak die **qry5_5**-navraag toe. (4)

5.6

Skep 'n vorm met die naam **frm5_6** wat op die **Cur_Kur**-tabel gebaseer is.

- Voeg slegs die *CourseID_KursusID*-, *Title_Titel*-, *Avail_Besik*-velde op die vorm in.
- Verander die inhoud van die etiket in die vormkopskrif ('form header') na 'Courses'.
- Voeg die datum as 'n veld in die bladsy-onderskrif ('footer') van die vorm in.

Stoor en maak die **frm5_6**-vorm toe. (3)

5.7

'n Verslag met die naam **rpt5_7** is geskep.

- Baseer die verslag op die **qry5_7**-navraag.
- Groepeer die rekords in die verslag volgens die *Avail_Besik*-veld.
- Maak seker dat 'n groep nie oor twee bladsye verdeel word nie.
- Voeg 'n funksie in om te bepaal hoeveel kursusse beskikbaar is en hoeveel kursusse nie beskikbaar is nie.
- Voeg 'n geskikte etiket vir die funksie in.

Stoor en maak die **rpt5_7**-verslag toe. (7)

Maak die **5Course_kursus**-databasis toe.

[40]



VRAAG 5: DATABASES

'n Databasis is geskep vir leerders wat in 'n beroep in die volhoubaarheidsveld belangstel.

Maak die **5Course_Kursus**-databasis oop.

5.1 Redigeer ('Edit') die **Cur_Kur**-tabel soos volg:

- 5.1.1 Verander die *Type_Tipe*-veld deur 'n kombinasieys ('combo box') by te voeg sodat die gebruiker tussen die twee opsies, 'Sust-Related' en 'Sust-Focused', kan kies.
- Verander die veldgrootte van die *Dept_Dept*-veld na 15.
- Stel die veldienskappe van die *CourseID_KursusID*-veld om die gebruiker te dwing om data in hierdie veld in te voeg EN om geen duplikate te aanvaar nie. MOENIE die primêre sleutel verander NIE.

LET WEL: Ignoreer waarskuwingsboodskappe wat mag verskyn.

- Skip 'n toevoermasker ('input mask') op die *CourseID_KursusID*-veld om te verseker dat die gebruiker 'n kode invoeg wat soos volg saamgestel is:

- Drie verpligte hoofletters
- Een opsionele hoofletter
- Drie verpligte getalle

Voorbeeld: DIET303 of PSS543 kan ingevoer word.

- Verander die formaat van die data in die *Cost_Koste*-veld na geldeenheid ('currency') in rand.
- Verander die veldienskappe van die *Avail_Besik*-veld om 'Yes/No' te vertoon in plaas van merkblokkies ('check boxes') vir 'True/False'.

5.1.2 Formateer die tabel soos volg:

- Verwyder al die roosterlyne ('gridlines').
- Verander die agtergrondkleur van die tabel na grys.

Stoor en maak die **Cur_Kur**-tabel toe.

5.2 Voer die **Course_Kursus**-tabel uit en stoor dit as 'n lêer met die naam **Exp_Uit**, wat in 'n woordverwerkingssprogram kan oopmaak.

5.3 Skip soos volg 'n navraag met die naam **qry5_3** wat op die **Cur_Kur**-tabel gebaseer is:

- Vertoon siegs die *Title_Titel*-, *Cost_Koste*- en *VAInc*-velde (sien volgende kolpunt).
- Voeg 'n berekende veld met die naam *VAInc* in wat die koste van die kursus sal bereken as BTW ('VAT') (14%) by die koste bygevoeg is.

Stoor en maak die **qry5_3**-navraag toe.



4.7

Vrystellingsbelasting vir elke land sal soos volg bereken word:

$$\text{Vrystellingsbelasting} = \frac{\text{bevolking}}{\text{area (in km}^2\text{)}} * (\text{vrystellings per persoon})^5$$

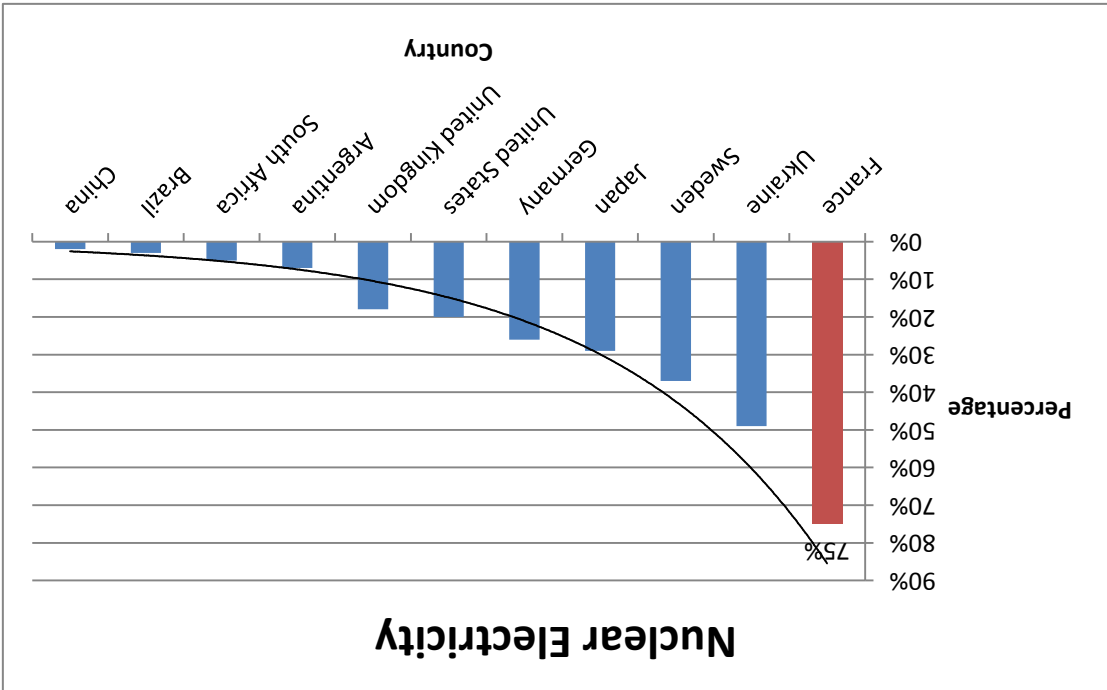
Gebruik hierdie inligting om 'n formule in **sel F26** in te voeg om die vrystellingsbelasting vir China te bereken.

(4)

Werk in die **Nuclear_Kernkrag**-werkblad.

4.8

Verander die grafiek om soos volg te vertoon:



LET WEL:

- Voeg 'Country' by as die horisontale as se titel.
- Vul die hoogste kolom met 'n ander kleur as die ander kolomme.
- Voeg 'n data-etiket ('data label') vir slegs die eerste kolom ('France') by.
- Voeg 'n eksponensiaal-tendenslyn ('exponential trendline') in.
- Verander die vertikale as se skaal om die maksimum waarde van die skaal outomaties te vertoon.

(5)

Stoor en maak die **4Countries_Lande**-sigblad toe.

[31]



VRAAG 4: SIGBLAD

Die **4Countries_Lande**-sigblad bevat die koolstofvoetspore van lande.

Mak die **4Countries_Lande**-sigblad oop en werk in die **Carbon_Koolstof**-werkblad. Voeg jou eksamennummer in die bladsyboskriif ('header') van die dokument in.

Verander die oortjie-kleur ('tab colour') van die **Carbon_Koolstof**-werkblad na enige ander kleur as die oorspronklike kleur.

Voeg 'n kommentaar ('comment') in **sel A1** in wat 'Carbon released' lees.

Die hoofstad van 'South Korea' word in **sel C10** benodig.

Die name van die lande verskyn in **kolom B** en die opsoek ('lookup')-data word in die **Capital_Hoofstad**-werkblad van die sigblad verskat.

Voeg 'n **VLOOKUP**-funksie in **sel C10** in om die hoofstad van 'South Korea' te vertoon.

LET WEL: Die hoofstad van 'South Korea' is 'Seoul'.

Voeg 'n funksie in **sel F22** in om die totale bevolking van al die lande op die kontinente 'North America' en 'South America' te bepaal.

Die CO₂-vystellings in **kolom G** en die gemiddelde CO₂-vystellings in **sel F24** word gebruik om die koolstofvoetspoor van 'n land soos volg te bepaal:

CO ₂ -vystellings en gemiddelde CO ₂ -vystellings	Koolstofvoetspoor
CO ₂ -vystellings groter as of gelyk aan die gemiddelde CO ₂ -vystellings in sel F24	High Risk
CO ₂ -vystellings kleiner as die gemiddelde CO ₂ -vystellings in sel F24	Low Risk

Voeg 'n funksie in **sel H3** by om die koolstofvoetspoor van 'China' te bepaal.

Kopieer die funksie wat jy in **sel H3** bygevoeg het na **sel H4:H21**. Maak seker dat dit korrek werk.

Die gemiddelde vystellings per persoon per land verskyn in **kolom I**.

Voeg 'n funksie/formule in **sel J3** in om die persentasie wat China se vystellings per persoon teenoor die totale vystellings per persoon vir al die lande verteenwoordig, te bepaal.

Formateer **sel J3** om die antwoord met vier desimale plekke te vertoon.



3.7

Kopieer die reeks A14:116 op die Main_Hoof-werkblad na die Transp-werkblad en begin by sel A1. Die gekopieerde data moet dieselfde lyk as die tabel hieronder.

Public transport	Holiday transport	Private transport
3%	6%	10%
3%	7%	10%
3%	7%	6%
3%	7%	4%
3%	7%	2%
3%	6%	2%
2%	6%	2%

Stoor en maak die 3individ-sigblad toe.

[18]

(2)



VRAAG 3: SIGBLAD

Die statistiese verslag vir die koolstofvoetspoor van die gemiddelde persoon in die wêreld is in die **3indivd**-sigblad gestoor.

Maak die **3indivd**-sigblad oop en werk in die **Main_Hoof**-werkblad. Voeg jou eksamenommer in die bladsybooskryf ('header') van die dokument in.

3.1 'n Waarde, wat poog om die huidige datum te vertoon, verskyn in **sel B3**.

Vervang hierdie waarde met 'n funksie wat die huidige datum outomaties sal vertoon.

3.2 Die verslag sal oor twee jaar en drie maande vanaf die huidige datum verval. Voeg 'n berekening in **sel B4** in om die vervaldatum van die verslag outomaties te bereken.

3.3 Gebruik geskikte teksfunksies om 'n kode in **sel B7** te skep.

Die kode word geskep deur die volgende te kombineer:

- Eerste drie letters van die naam van die item in **kolom A**

gevolg deur die:

- Voetspoor-indeks in **kolom J**

Voorbeeld: Die kode vir 'Public Services' sal Pub9 wees.

3.4 Voer 'n funksie in **sel C19** in om die persentasie wat die gereeldste vir al die jare vanaf 1990 tot 2014 voorkom, te vertoon.

3.5 Gebruik 'n sigbladeienskap wat die gebruiker sal dwing om 'n heelgetal in **kolom I** in te voer wat nie groter as 100 kan wees nie. Voeg 'n gepaste foutboodskap by wat die gebruiker sal ontvang as ongeldige data ingevoer word.

WENK: Gebruik datavalidering ('data validation').

3.6 Verander die bladsyinstelling ('page setup') soos volg:

- Stel die **reeks A1:J19** as die drukarea ('print area').
- Maak seker dat roosterlyne ('gridlines') gedruk sal word as die werkblad gedruk word.

LET WEL: MOENIE druk NIE.

(2)



2.6 Gebruik die twee prente op die eerste bladsy om die prent hieronder te skep.

LET WEL: Die prente moet gegroep word.



(2)

2.7 Stel die woordafbreking ('hyphenation') van die hele dokument na outomaties.

(1)

2.8 Vind die opskrif 'Electricity Usage: Survey Form' op die tweede bladsy van die dokument en bring die volgende veranderinge aan:

- Verwyder die tabelstop met die drie gidslyne ('leader tabs').
- Verander die teksvormveld ('text form field') langs 'Age' om slegs nommers te aanvaar.
- Vervang die plekhouer langs die teks 'How would you describe your usage of electricity?' met 'n affreklysvormveld ('drop-down list form field').
- Sluit die volgende items in die affreklys ('drop-down list') in:
 - Moderate
 - Mild
 - Excessive

(4)

2.9 Voeg 'n simbool in die laaste reël van die dokument in om soos volg te vertoon:

Use Electricity Sparingly ☺

(1)

- Microsoft Office: Wingdings, karakterkode 75

- LibreOffice: Wingdings, karakterkode U+F04B

(3)

2.10 Gebruik die prent **2Back_Agter** as 'n watermerk en stel die skaal ('scale') na 120%.

Stoor en maak die **2School_Skool**-dokument toe.

[22]



VRAAG 2: WOORDVERWERKING

As deel van die skool se volhoubare-ontwikkelingsprogram is jý gevra om 'n plakkaat te ontwerp en om 'n opname-vorm te voltooi oor hoe om elektrisiteit by die skool te bespaar.

Maak die 2School_Skool-woordverwerkingsdokument oop en voeg jou eksamenommer in die bladsyboskriif ('header') in.

2.1 Verander slegs die eerste bladsy se oriëntering na landskap ('landscape').

(2) Die tweede bladsy se oriëntering moet portret ('portrait') bly.

2.2 Verander die boonste kantlyn ('top margin') van die bladsyraam ('page border') na 17 pt vanaf die rand van die bladsy ('edge of the page').

(2) Sentreer die opskrif 'Climate change and energy use'.

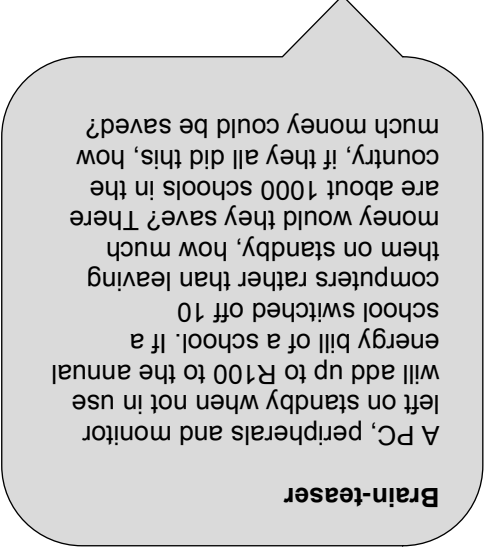
(1) 2.3 Plaas die paragrafe wat met 'Electricity at school ...' begin en met '... used in schools' eindig soos volg in kolomme:

• Plaas die teks in drie kolomme.

• Verander die spasie tussen die kolomme na 0.6 cm.

(3) • Maak seker dat die drie opskrifte altyd boaan 'n kolom sal verskyn.

2.5 Redigeer ('Edit') die teksblokkie ('text box') sodat dit dieselfde lyk as die een wat hieronder vertoon word.



LET WEL:

- Al die teks moet duidelik sigbaar wees en 'n soortgelyke vorm moet gebruik word.
- Verander die vulkleur ('fill colour') na grys.
- Die fontkleur van die teks in die vorm mag van die voorbeeld hierbo verskil.

(3)



1.11 Die woord 'sustainable' is op sommige plekke verkeerdlik as 'sustainable' gespel.

(2) Vervang alle gevalle van die woord 'sustainable' met die korrekte spelling en verhelder ('highlight') die gekorrigeerde teks.

1.12 Vind die opskrif op die tweede laaste bladsy wat met 'Strategies for ...' begin en met '... in South Africa' eindig. Verander die instelling van die derde kolom van die tabel sodat die sweef-/rugreël-instelling ('widow/orphan setting') NIE toegepas word NIE.

1.13 Vind die 'Table of Figures/Illustration Index' op die laaste bladsy van hierdie dokument.

Dateer die 'Table of Figures/Illustration Index' op om te vertoon soos hieronder aangedui.

TABLE OF FIGURES/ILLUSTRATION INDEX

Figure 1: Electricity	2
Figure 2: Residential	7
Figure 3: Industry	7
Figure 4: Biofuels	7
Figure 5: Renewable energy sources	7
Figure 6: Nuclear	7
Figure 7: Hydroelectricity	8
Figure 8: Imported gas	8
Figure 9: Government	8

(1)

Stoor en maak die **1Energy_Energie**-dokument toe.

[28]



1.5 Vind die teks 'resources' in die paragraaf onder die prent op die derde bladsy van die dokument.

Skep 'n hiperskakel ('hyperlink') op hierdie teks sodat dit met die opskrif 'Where does our energy come from?' in hierdie dokument koppel.

(2)

1.6 Vind die teks onder die opskrif 'The difference between sustainable and non-sustainable resource use'.

Skep 'n tabel deur die tabelstop-begrensde teks ('tab-delimited text') en die volgende instruksies te gebruik sodat dit soos die voorbeeld hieronder lyk:

• Skakel die teks om na 'n tabel.

• Pas enige ander tabelstyl/formaat as die huidige styl op die tabel toe.

Sustainable resource use		Non-sustainable resource use
People and the environment		
Ecotourism, protecting scenery and wildlife	Large scale tourism, especially at mountain and coastal resorts	

People and resources		
Re-use, recycle and reduce, soil conservation, such as coal and oil, unnecessary use of fertilizers and agricultural use, polluted drinking water	farm, clean drinking water	Continued use of fossils such as coal and oil, unnecessary use of fertilizers and agricultural use, polluted drinking water
Socio-economic		
Controlled urban growth	Rapid urbanization and loss of farmland	

1.7 Vind die teks 'Insert Citation' onder die opskrif 'Energy'.

Voeg 'n aanhaling ('citation') in deur die APA-styl op hierdie teks toe te pas en die volgende boek-inligting te gebruik:

SMART LIVING HANDBOOK
2011

(3)

1.8 Vind die outomatiese byskrif ('caption') 'Table 1' onder die prent onder die opskrif 'Energy' en doen die volgende:

• Verander hierdie byskrif ('caption') na 'n figuur wat 'Figure1: Electricity' vertoon.

(2)

1.9 Vind die kolpunte onder die opskrif 'What can we do?'

Verander die formaat van die kolpunte ('bullets') na die prent **Bullet_Kolpunt** wat in die dataleërgids gevind kan word.

(2)

1.10 Skep 'n nuwe styl met die naam 'Energy'. Stel die fontgrootte na 16 pt en die fontkleur na rooi.


Vind die teks 'Decommissioning' na die opskrif 'Nuclear power' en pas die 'Energy'-styl op die opskrif 'Decommissioning' toe.

(4)



SCENARIO

Die gemiddelde persoon se leefsyl gebruik te veel hulpbronne. As elkeen in die wêreld soos die gemiddelde persoon sou leef, sou ons drie Aarde-planete benodig om ons almal aan die lewe te hou. 'n Volhoubare leefwys is om 'n leefsyl te volg wat hulpbronne verstandig sal gebruik asof ons vir ewig gaan leef.



Die skool het die graad 12-leerders gevra om deel te wees van 'n veldtog om 'n volhoubare leefwys te bevorder.

VRAAG 1: WOORDVERWERKING

'n Dokument is geskep om agtergrondinligting oor volhoubare energie te gee.

Maak die **1Energy_Energie**-woordverwerkingsdokument oop en voeg jou eksamennummer in die bladsybooskryf ('header') in.

1.1 Hierdie dokument het 'n voorblad. Bring die volgende veranderinge op die voorblad aan:

1.1.1 Voeg enige bladsyraam van jou keuse in. (1)

1.1.2 Maak seker dat die watermerk ('watermark') wat tans op al die bladsye in die dokument verskyn, slegs op die voorblad verskyn. (1)

1.2 Voeg soos volg 'n outomatiese inhoudsopgawe ('table of contents') onder die opskryf 'Table of Contents' in:

- Gebruik die 'Title'-styl vir die vlak 1-opskryf.
 - Gebruik die 'Heading 1'-styl vir die vlak 2-opskryf.
 - Gebruik die 'Heading 2'-styl vir die vlak 3-opskryf.
- (3)

1.3 Pas soos volg outomatiese bladsynommerng op die dokument toe:

- Vertoon die bladsynommers in die bladsybooskryf ('page header').
- Begin die bladsynommerng vanaf die tweede bladsy van die dokument, en nommer die bladsye vanaf bladsy 1 verder.

LET WEL: Geen bladsynommer moet op die eerste bladsy verskyn nie. (3)

1.4 Vind die prent op die bladsy na die inhoudsopgawe wat die drie dele van volhoubaarheid toon: 'Environmental', 'Economic' en 'Social'.

Vul die 'Social'-vorm ('shape') met die prent **1Social_Sosiaal** wat in die dataleërgids gevind kan word.

(1)



13. Indien data afgelei is uit 'n vorige vraag wat jy nie kon beantwoord nie, moet jy steeds voortgaan met die vrae wat volg.
14. Vir alle woordverwerkingsvrae moet die taal op 'English (South Africa)' gestel word. Neem aan dat die papiergrootte A4 Portret ('Portrait') is, tensy anders aangedui.
15. Gebruik sentimeter as maateenheid wanneer hierdie vraestel beantwoord word.
16. **Alternatiewe instruksies vir kandidate wat LibreOffice gebruik, word gegee in gevalle waar dit verskil van die instruksies vir kandidate wat Microsoft Office gebruik.**
17. Gewoonlik word een punt vir een aksie toegeken; dus sal 'n twee-punt-vraag gewoonlik TWE aksies vereis, ensovoorts.
18. Die eksamenleërgids/-datadisket wat jy saam met hierdie vraestel ontvang, bevat al die leërgids en leërs wat hieronder aangedui word. Maak seker dat jy al die leërs het voordat jy met hierdie eksamen begin.

• 1 Buliet_Kolpunt	Prentleër
• 1 Energy_Energie	Woordverwerkingsleër
• 1 Social_Sosiaal	Prentleër
• 2 Back_Agter	Prentleër
• 2 School_Skool	Woordverwerkingsleër
• 3 Individ	Sigbladleër
• 4 Countries_Lande	Sigbladleër
• 5 Course_Kursus	Databasisleër
• 6 Save_Spaar	Prentleër
• 6 Tips_Wenke	HTML-leër
• 7 Act_Akt	Woordverwerkingsleër
• 7 Temp	Sigbladleër
• 7 Video	Saamgeperste/Kompak ('Zipped') -leër



INSTRUKSIES EN INLIGTING

1. As gevolg van die aard van hierdie drie-uur-eksamen 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 bladsybo skrif ('header') van ELKE dokument wat jy skep of stoor.

3. Die toesi ghouer sal 'n disket met al die lêers wat vir die eksamen benodig word, aan jou gee, OF jy sal ingelig word waar die lêers op die netwerk of rekenaar gevind kan word. Indien 'n disket aan jou uitgereik is, moet jy jou sentrum nommer en eksamen nommer op die etiket skryf. Indien jy op 'n netwerk werk, moet jy die instruksies wat deur die toesi ghouer gegee word, volg.

4. 'n Kopie van die meester lêers ('master files') sal by die toesi ghouer beskikbaar wees. Indien daar enige probleme met 'n lêer is, mag jy die toesi ghouer vir 'n ander kopie vra.

5. Hierdie vraestel bestaan uit SEWE vrae.

6. Beantwoord AL die vrae.

7. Maak seker dat jy elke dokument stoor deur die lêernaam wat in die vraestel gegee word, te gebruik. Stoor jou werk gereeld as 'n voorsorgmaatree l teen moontlike kragonderbrekings.

8. Lees deur elke vraag voordat jy dit beantwoord of die probleem oplos. MOENIE meer doen as wat die vraag vereis NIE.

9. Aan die einde van die eksamen moet jy die disket wat deur die toesi ghouer aan jou gegee is, inlewer met AL die antwoord lêers daarop gestoor, OF jy moet seker maak dat AL die antwoord lêers op die netwerk/rekenaar gestoor is, soos wat deur die toesi ghouer/onderwyser aan jou verduidelik is. Maak absoluut seker dat al die lêers ge lees kan word. MOENIE onnodige lêers/lêergids e stoor NIE en MOENIE duplikaata ntwoord lêers/-lêergids e inlewer NIE.

10. Die inligtingsblad wat saam met die vraestel voorsien word, **MOET NA AFLOOP VAN DIE 3-UUR-EKSAMEN SESSIE VOLTTOOI WORD**. Lewer dit aan die einde van die eksamen by die toesi ghouer in.

11. Gedurende die eksamen mag jy die hulp funksies van die programme wat jy gebruik, raadpleeg. Jy mag GEEN ander hulpbronnemateriaal gebruik NIE.

12. Tensy anders aangedui, moet formules en/of funksies vir ALLE berekeninge in sigbladvrae gebruik word. Gebruik absolute selverwysings slegs waar nodig, om seker te maak dat formules korrek is wanneer jy dit na ander selle in 'n sigblad kopieer.





Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

basic education

**NASIONALE
SENIOR CERTIFIKAT**

GRAAD 12

**REKENAARTOEPASSINGSTECHNOLOGIE V1
FEBRUARIE/MART 2015**

PUNTE: 180

TYD: 3 uur

Hierdie vraestel bestaan uit 18 bladsye, 'n HTML-merkersblad en
'n aparte inligtingsblad.



Blaai om asseblief

Kopiereg voorbehou