



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 11**

**NOVEMBER 2018**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**MARKS: 180**

**TIME: 3 hours**



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This question paper consists of 15 pages, an HTML tag sheet, an input mask character sheet and a separate information sheet.

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**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. The invigilator will give you a disk containing ALL the files needed for the examination OR you will be told where the files can be found on the network or computer. If a disk has been issued to you, you must write your centre number and examination number on the label. If you are working on the network, you must follow the instructions provided by the invigilator.
3. 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.
4. This question paper consists of SIX questions.
5. Answer ALL the questions.
6. 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.
7. Read through EACH question before answering or solving the problem. Do NOT do more than required by the question.
8. At the end of the examination you must hand in the disk given to you by the invigilator with ALL the files saved on the disk, OR you should make sure that ALL the files are saved on the network/computer as explained to you by the invigilator/teacher. Make absolutely sure that ALL files can be read.
9. During the examination you may make use of the help functions of the programs which you are using. You may NOT use any other resource material.
10. If data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
11. 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.
12. 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 instructed otherwise.

13. In Annexure A the HTML Tag sheet is provided.
14. The examination folder/data disk that you receive with this question paper will contain the folder and files listed below. Ensure that you have the folder and all the files before you begin this examination.

-  1 Bullet.jpg
-  1 Mauritius Tourist Attractions.docx
-  2 Certificate.docx
-  2 Humanity.jpg
-  2 Members of Stokvel.xlsx
-  2 Ribbon.jpg
-  3 Ocean.jpg
-  3 Stokvel Expenditure.xlsx
-  4 Mauritius.jpg
-  4 Stokvel.accdb
-  5 beach-accessories.jpg
-  5 Mauritius flyer.pdf
-  5 Mauritius.html
-  6 Member Registration Form 2018.docx

**SCENARIO**

Ubuntu – Humanity Stokvel is an investment society to which members regularly contribute an agreed amount and from which they receive a lump sum payment. Your mother is a member of this Stokvel.

In December they will be going on holiday to Mauritius. They asked you to help them with finding information about Mauritius, bookings, payments and look for places to visit.

**QUESTION 1: WORD PROCESSING**

A document that shows the various tourist attractions in Mauritius was created.

Open the **1 Mauritius Tourist Attractions** word processing document.

1.1 Insert a cover page in the document where the following must be displayed:

- Choose a Filigree cover page.
- Type in the document name as “Mauritius Tourist Attractions” and insert today’s date in the space provided. (3)

1.2 Modify the style Heading 2 as follows:

- Font: 14 pt, bold, any dark blue colour.
- Paragraph spacing: 6 pt After Heading.
- Apply the modified style to all Heading 2 headings. (5)

1.3 Modify the existing table of contents to display headings formatted with the Heading 1 and Heading 2 styles. (1)

1.4 Format the first paragraph as follows:

- Only the top and bottom paragraph borders are displayed.
- Border thickness – ‘Width’ = 2¼ pt.
- The paragraph is shaded in yellow. (3)

1.5 Locate the letter **M** found in the second paragraph under the heading Mauritius Botanical Garden.

- Add a drop cap effect for the letter **M** to drop over 2 lines.
- The distance from the text should be set to 2 cm. (2)

1.6 Insert a caption to the first picture on the document. The caption must be formatted as follows:

- Name of caption must be “Bot Gardens I”.
- Numbering – Roman figures in capital letters.
- The position of the caption must be above the picture. (3)

- 1.7 Format the paragraph under the heading “Île aux Cerfs Island” to resemble the picture below.

#### Île aux Cerfs Island

Île aux Cerfs Island, known in English as the deer island is an island near the east coast of Mauritius in the Flacq district. beaches, beautiful lagoon and facilities. In Ile Aux Cerfs you are fun on one of the picture-swim and snorkeling in the Mauritius constitutes of around there are no more deers on the the worlds beautiful beaches to visit and see in Mauritius.



Ile Aux Cerfs is famous for its sandy big selection of activities and sure to have a day of relaxation and postcard beaches, and to enjoy a lagoon. This paradise island of 100 hectares of land. Nowadays island, but you will find there some of and as such it is one of the must place

#### NOTE:

- The size of the picture must be exactly 4 cm x 4 cm.
  - Use the correct picture wrapping and paragraph alignment. (3)
- 1.8 Locate the shaded word “Port Louis” under the heading Port Louis. Add a footnote to the word and the footnote must read: “The Port is named in honour of King Louis XV.” (2)
- 1.9 Locate the highlighted text below the paragraph Grand Bassin and insert the citation to the source *Mark*. The year in the citation must not show. (2)
- 1.10 Find all occurrences of the word “Visitors” and replace them with the word “Tourists”. (2)
- 1.11 Locate the text “Most famous Waterfalls in Mauritius” and add picture bullets on the list below. Use the picture 1 Bullet found in your folder as your picture bullet. (2)
- 1.12 Insert an automatic bibliography under the heading **Bibliography**. (2)
- 1.13 The table of figures in the last page shows 5 pictures. Modify it to show all 6 pictures in the document. (2)
- 1.14 Insert automatic page numbering:
- In the header.
  - Display numbers from the third page of the document; numbering must start at 1.
  - The numbering must be displayed in the centre. (4)

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**QUESTION 2: WORD PROCESSING**

While in Mauritius, the Stokvel group will award the founding members of the group. The founding members are people who are 60 years and older. The group asked you to create certificates for them. They gave you the list of the recipients in a spreadsheet file.

Open the **2 Certificate** word processing document.

- 2.1 Change the orientation of the page to landscape. (1)
- 2.2 Insert the picture **2 Humanity** and resize it to 1.5 cm both height and width. Format the picture and the heading Ubuntu – Humanity Stokvel that is typed in WordArt, to be one picture. (3)
- 2.3 Format the text “Certificate of Appreciation” to font size 36, font colour red and centre the text. (3)
- 2.4 Insert an Art page border of your choice. (2)
- 2.5 Insert today’s date on the place marked **Date** and set it to update automatically. (2)
- 2.6 You want to create one certificate for all recipients. Prepare the mail merge as follows:
- Use the **Members** worksheet of the **2 Members of Stokvel** spreadsheet as the data source.
  - Only those who are 60 years and older will get certificates.
  - Sort the members ascending according to *Surnames*.
  - Add the merge fields, *Surname*, *Name* and *Gender* in the spaces provided in the document.
  - Save the **2 Members of Stokvel** document before completing the merge.
  - Complete the mail merge and save the new merged document as **2 Complete letters**.

(5)  
**[16]**

**QUESTION 3: SPREADSHEET**

You were asked to calculate the projected expenditure of the tour to Mauritius.

Open the **3 Stokvel Expenditure** spreadsheet and work in the **Expenditure** worksheet.

3.1 Format the cells in **row 1 to 5** as follows:

- Change the merged cell to include **cells A1:J5**.
- Apply a 'red two colours diagonal down shading to the merged cell.
- Apply any fill effect
- Centre the text horizontally and vertically. (4)

3.2 Change the formatting of row 6 without enlarging the cell so that all data is visible. (1)

3.3 Use the spreadsheet feature to ensure that the contents in only column 1 and 2 remain on the screen if the user scrolls to the right. (2)

3.4 Use a spreadsheet feature to show the 3 youngest people on the trip. Format the answer to a light blue font colour. (3)

3.5 In cell **H7**, use a formula to calculate the amount each person has to pay for his/her stay in Mauritius. Price per day reflects in **L1**. Change to South African currency with no decimal places. Copy the formula to all cells below. (3)

3.6 Some members of the Stokvel have already paid some money. In cell **I7**, calculate the outstanding amount for Allen. (2)

3.7 Since this is an overseas trip, a levy will be charged from the total amount each person pays for the trip.  
Use a formula in cell **K7** to calculate the levy that Allen must pay. Use the percentage in cell **L3** in your calculation. (2)

3.8 In cell **L7**, use a formula to calculate the amount each person is supposed to pay, taking into consideration the discounts and levies charged. (3)

3.9 In cell **D79**, use a function to calculate the age of the second eldest person in the group. (3)

3.10 In cell **D81**, use a function to calculate how many women are part of the group going to Mauritius. (3)

3.11 In cell **D83**, use a function to calculate the number of people who have not yet paid the deposit. (2)

- 3.12 In cell **E85**, use a function to calculate the total amount of deposits paid by people who will be staying at Pearle Beach. (4)
- 3.13 Each person that paid a deposit received a discount as indicated in column J. Use a function in **E87** to determine the average of the discount per person for the Shanti Maurice Hotel and use a function to round off the answer to zero decimal places. (7)

### Graph Worksheet

- 3.14 Use the information provided, to create a graph that will show the percentage of visitors each hotel will host from the total Stokvel members.

#### NOTE:

- The graph must be a 3D graph.
  - It must have a suitable title.
  - The graph must show percentage data labels.
  - The legend must be on the right.
  - The hotel with the highest percentage must be formatted with the **3 Ocean picture** which you will find in your data folder and be drawn out.
  - The chart area must be formatted with any gradient fill with 100% brightness.
- 3.15 Move the graph from the **Graph worksheet** to a **new** worksheet and name it **My Chart**. (2)
- [50]



**QUESTION 4: DATABASE**

A database was created for keeping track of the Stokvel members' details for future reference.

Open the **4 Stokvel** Database.

4.1 Format the **Stokvel Design** table as follows:

- 4.1.1 Set a Primary Key to the most suitable field in the table. (1)
- 4.1.2 Change the row height to 25 pt. (1)
- 4.1.3 Set the background colour of table to maroon 1 and gridlines colour to dark blue. (2)
- 4.1.4 Change the **IDNo** field so that this field is never left empty. (1)
- 4.1.5 Create an input mask on the **Cell Number** field to ensure that the user inserts a cell number as follows:
  - Ten compulsory numbers
  - In the format (000)0000000 (3)
- 4.1.6 Add a drop-down list to the **Hotel** field to include the following:
  - **La Plantation Hotel**
  - **Mon Choisy Beach**
  - **Pearle Beach**
  - **Shanti Maurice** (3)
- 4.1.7 Change data type for the **Deposit** field to an appropriate type. (1)
- 4.1.8 Add a validation rule to the **Age** field so that it accepts only the values between **16** and **80**. Add a suitable validation message so that the entry will be appropriate. (3)

Continue working in the **4 Stokvel** database.

4.2 A form called **Members** based on the **Stokvel Members** table has been created. Modify the form as follows:

- Change the name of the form to Form4\_2.
- The *Surname* field must not display, but must not be deleted.
- Change the property of the image control so that the whole image is visible.
- Change the font colour of heading **Stokvel Members** to red and the background colour of the Form Header to yellow.
- Add a control tip (Check if 'yes') to the Dietary Requirements field.
- Enter your Name and Surname in the form footer.
- Set the properties of the form so that users will not be able to delete any data. (10)

**Queries**

4.3 Create a query called **Qry4\_3** based on the **Stokvel Members** table.

- Display only the Name and CellNo. fields.
- Display only the records of the female Stokvel members who are Vodacom subscribers and whose numbers begin with 082 or 072. (5)

4.4 The organisers expect a minimum of R2000.00 to be paid by now. Modify the query **Qry4\_4** to display the **Surname, Name, Deposit and Hotel** fields of Customers from the Maritime Crystals Beach Hotel that had paid the required amount and more. Sort the query according to Surname in ascending order. (6)

4.5 Create a report called **Rpt4\_5** based on the **Stokvel Members** table.

- Display only the fields **Surname, Name, Gender, Hotel, Deposit and No. of Days** in this order.
  - Group the report based on the **Hotel** field.
  - Sort the report based on the **No of Days** field.
  - Calculate in a group footer the amount deposited by members for each hotel and set the currency to rand.
  - Include proper labels for your calculations. (9)
- [45]

## QUESTION 5: WEB DESIGN (HTML)

A website was created to give information about the tour to Mauritius.


Open the incomplete **5 Mauritius** web page in a web browser and also in a text HTML editor, e.g. Notepad (Not a word processing program like Word).

### 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.

## A guide to Mauritius



Welcome to Mauritius. You will hear this time and again during your stay on this rightly called Paradise Island. Whether it is your first, second or third time visiting the island, you will always find interesting places to see and things to do in Mauritius. But for first timers, let's fly to this paradise island minus the flight time. Located not far from Madagascar and neighboring Reunion Island, Mauritius a destination for the holiday of a lifetime. The island is reputed for its picturesque white sand beaches, tropical climate, copious fauna flora, and legendary hospitality.

### A holiday destination for everyone

Mauritius quite a far-reaching destination when it comes to quenching visitor's expectations. If you want to show your loved ones brighter colours, mix fun with adventure and share magical moments together, this 1 865 km<sup>2</sup> paradise is your destination. The Republic of Mauritius is comprised of more than 30 islands and islets, over 100 beaches and innumerable attractions. A bliss for the explorer and probably a concern for the first-timer and ordinary visitor.

### What to do

This might sound like too much to do in a single day, but that's the pace you will have to keep if you really want to enjoy what Mauritius has to offer. Bullet listed below are what I think are the most interesting things to do in Mauritius.

- Skydive
- Parasailing
- Surfing
- Helicopter ride
- Walk with lion
- Where to stay

Finding the right place to stay is a very important part of holiday planning, that is truer in a tropical destination like Mauritius. The coastal regions of the island overflow with accommodation choices for every budget and type of trip. Here are my recommended accommodation types:

### Hotels

Hotels in Mauritius take hospitality to a whole new level. Most of the hotels are located right on the beach where visitors can enjoy the very best of Mauritius in one place; hospitality and azure laguna beaches.

### Villas

Villa rental in Mauritius is becoming increasingly popular amongst visitors. Like hotels, most villas are located right on the beach. The main plus of booking a villa is privacy. You have a private villa, private pool and a private beach.

### Information

**Language :** Mauritians are amazing when you need help or tips. They answer you in English or French. The majority of the population is at least bilingual. However, the native language of the island is creole. So, if you want to be understood (and answered), use simple English and slow down just a bit.

**Mauritian cuisine:** Mauritian gastronomy is mouth-watering. Whether it is the traditional curry dishes, street foods or seafood, Mauritius attracts food lovers from over the world. The diverse cuisine of the island is a result of a multi-cultural population. As a side note, most Mauritian dishes tend to be a little spicy and sometimes all kinds of chilli mixtures are added.

**Currency:** The Mauritian rupee is the currency of the island (£ 1= Rs 50)

### Useful Tips

Having some valuable tips can save a traveller a decent amount of holiday time especially if it is the very first time visiting Mauritius. From what to bring to what to bring back, here are some useful tips: *Rent a car* : If you have a valid (national) driving license and you're above 21, this is the most useful tip I can share with you. If you go for car rental in Mauritius, it's a completely different island that opens up to you.

For more information [click here](#)

- 5.1 Add the HTML code so that the text **Mauritius** appears in the browser tab. (2)
- 5.2 Change the background colour of the web page to light blue. (2)
- 5.3 Insert a horizontal line above and below the picture "5 beach-accessories.jpg" and the colour of the horizontal line should be red. (3)
- 5.4 A picture has been inserted at the top of the website, but it does not display properly.  
Modify the picture to display and centre it.  
• Insert an alternate text to display "**Beach Accessories**" if the image does not display. (4)
- 5.5 Format the attributes of the list under the heading "**What to do**" to square bullets. (2)
- 5.6 Format the heading "**Information**" to a red colour. (2)
- 5.7 The subheadings under the information heading should be made bold as shown in the screenshot. (2)
- 5.8 Link the document "5 Mauritius flyer.pdf" to the words "**Click here**" displayed at the end of the webpage. (3)
- [20]**

**QUESTION 6: GENERAL**

A form has been created for members of the **Stokvel**.

Open **6 Registration Form** and do the following:

- 6.1 In paragraph 2 make necessary changes to the form to resemble the one below:

*Please use CAPITAL LETTERS or TYPE and return this form to:*  
*ubuntustokvel@gmail.com • Fax: 086 098 8767*  
*☎ Tel: 011 467 7678*

- Insert a 2 ¼ pt yellow paragraph border around the paragraph.
  - Insert a telephone symbol next to Tel. The symbol is a Webdings 201-character.
- 6.2 Format the checkbox form field near Mr. to be 12 pt exactly. (1)
- 6.3 Next to **Family Name**, insert a text form field which is in uppercase and has a maximum length of 12 characters. (3)
- 6.4 Insert a dropdown list on the special dietary requirements to the three options given. (2)
- 6.5 Insert the file path as a field in the centre of the footer. (3)
- [13]**

**TOTAL: 180**

## ANNEXURE A – HTML TAG SHEET

(Basic Tags)		Formatting Tags continued	
Tag	Description	Tag	Description
<body></body>	Defines the body of the web Page	<li></li>	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
<body bg color="pink">	Sets the background colour of the web page		Adds an image
<body text="black">	Sets the colour of the body text		Aligns an image: can also be "right", "center"; "bottom", "top", "middle"
<head></head>	Contains information about the document		Sets size of border around an image
<html></html>	Creates an HTML document – starts and ends a web page		Sets the height and width of an image
<title></title>	Defines a title for the document		Displays alternative text when the mouse hovers over the image or when the image is not found
<!-- -->	Kommentaar	<hr/>	Inserts a horizontal line
Text Tags		<hr size="3"/>	Sets size (height) of line
Tag	Description	<hr width="80%"/>	Sets width of line, in percentage or absolute value
<h1></h1>	Creates the largest heading	<hr color="ff0000"/>	Sets the colour of the line
<h6></h6>	Creates the smallest heading	Table Tags	
<b></b>	Creates bold text	Tag	Description
<i></i>	Creates italic text	<table></table>	Creates a table
<font size="3"></font>	Sets size of font, from "1" to "7"	<tr></tr>	Creates a row in a table
<font color="green"></font>	Sets font colour	<td></td>	Creates a cell in a table
<font face="Times New Roman"></font>	Sets font type	<th></th>	Creates a table header (a cell with bold, centered text)
Link Tags		<table width="50">	Sets the width of the table
Tag	Description	<table border="1">	Sets the width of the border around the table cells
<a href="URL"></a>	Creates a hyperlink	<table cellpadding="1">	Sets the space between the table cells
<a href="URL"></a>	Creates an image link	<table cellspacing="1">	Sets the space between a cell border and its contents
<a name="NAME"></a>	Creates a target location	<tr align="left">	Sets the alignment for cell(s) (can also be "center" or "right")
<a href="#NAME"></a>	Links to a target location created somewhere else in the document	<tr valign="top">	Sets the vertical alignment for cell(s) (can also be "middle" or "bottom")
Formating Tags		<td colspan="2">	Sets the number of columns a cell should span
Tag	Description	<td rowspan="4">	Sets the number of rows a cell should span
<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		
<ol></ol>	Creates a numbered list		
<ol type="A", "a", "I", "i", "1"></ol>	Defines the type of numbering used		
<ul></ul>	Creates a bulleted list		
<ul type="disc", "square", "circle"></ul>	Defines the type of bullets used		

## INPUT MASK CHARACTER SHEET

CHARACTER	DESCRIPTION
0	Digit (0 to 9, entry required, plus [+] and minus [-] signs not allowed)
9	Digit or space (entry not required, plus [+] and minus [-] signs not allowed)
#	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus [+] and minus [-] signs allowed)
L	Letter (A to Z, entry required)
?	Letter (A to Z, entry optional)
A	Letter or digit (entry required)
a	Letter or digit (entry optional)
&	Any character or a space (entry required)
C	Any character or a space (entry optional)
.,:;- /	Decimal placeholder and thousand, date and time separators (The actual character used depends on the settings in the <b>Regional Settings Properties</b> dialog box in the Windows Control Panel.)
<	Causes all characters to be converted to lower case.
>	Causes all characters to be converted to upper case to right. You can include the exclamation point anywhere in the input mask.
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right.
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A)

