****Province of the

**EASTERN CAPE**

EDUCATION

**NATIONAL**

**SENIOR CERTIFICATE**

**GRADE 11**

**NOVEMBER** **2010**

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| **COMPUTER APPLICATIONS TECHNOLOGY P1**  **MEMORANDUM** |

**MARKS: 200**

**TIME: 3 hours**

|  |
| --- |
| This memorandum consists of 11 pages. |

**QUESTION 1 Folder: Dress4Less; File: q1file**

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| --- | --- | --- | --- | --- |
| **No.** | **Criteria** | **Max.** | **✓** | **Mark** |
| 1.1 | Open the file **q1file.doc** | | | |
| 1.1.1 | Files sorted according to type✓  Screenshot pasted in✓  Only the section containing actual file names✓ (Only the active window Alt + PrtSc) *(give the mark if learners used Paint or any other appropriate software to crop the specified section)* | 3 |  |  |
|  |
|  |
| 1.1.2 | 300 words✓ | 1 |  |  |
| 1.1.3 | Help and Volunteers✓ | 1 |  |  |
|  | **Dress4Less folder** | | | |
| 1.2 | Sub-folder called Supplier Requests✓ created in sub-folder Needs and Requests✓ | 2 |  |  |
|  |
| 1.3 | All files with a size of 1 KB copied✓ into Needs and Requests sub-folder✓ (7 files) | 2 |  |  |
|  |
| 1.4 | All Word processing files beginning with *Supplier*  moved✓ into Supplier Requests sub-folder✓ (6 files) | 2 |  |  |
|  |
| 1.5 | Attributes of Income file changed with name as *Author*✓ | 1 |  |  |
| 1.6 | Contents of zip folder School Uniform unzipped✓  to the same folder✓ | 2 |  |  |
|  |
| 1.7 | File **Main Supplier** protected ***(cannot open without the password)***✓ with password ‘ZiP’✓ | 2 |  |  |
|  |
| 1.8 | New Rich Text file called *School.rtf*✓  created in Finances sub-folder✓ | 2 |  |  |
|  |
| 1.9 | *Prices* renamed as *Uniform Prices*✓ | 1 |  |  |
|  |  | **[19]** |  |  |

**QUESTION 2 Filename: q2advert**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Criteria** | **Max.** | **✓** | **Mark** |
| 2.1 | Open the file **q2advert** | | | |
| 2.1.1 | Image called uniform inserted at top of page ✓   * Centred horizontally ✓ * Wrapping style tight✓ * 3.3 cm x 4.5 cm in size✓ * 3 pt dotted blue line around picture✓*(no ½ mark)*   WordArt created: any wave shape*✓*  WordArt and Graphic grouped✓ | 7 |  |  |
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|  |
|  |
|  |
|  |
| 2.1.2 | Lines ‘Where’ and ‘When’ left aligned✓ | 1 |  |  |
| 2.1.3 | AutoShape Explosion 1 inserted✓  Light blue fill colour✓  Text added in AutoShapes using Arial Narrow 10 pt and centred✓*(no ½ mark)* | 3 |  |  |
|  |
|  |
| 2.1.4 | Symbols,🕿 inserted✓ | 1 |  |  |
| 2.1.5 | Section break (next page) inserted underneath ‘telephone’ on first page✓  First page centred vertically✓  Insert a page border✓  Light blue double line page border✓  On first page only✓ | 5 |  |  |
|  |
|  |
|  |
|  |
| 2.1.6 | Words ‘See our price list’✓  Font: Arial Narrow, 8 pt, centred✓  In footer✓ | 3 |  |  |
|  |
|  |
| 2.1.7 | Row inserted at top of table✓  Row height 5 cm✓  Cells merged to be one✓ | 3 |  |  |
|  |
|  |
| 2.1.8 | Logo at beginning of document copied✓  To the inserted row✓ | 2 |  |  |
|  |
| 2.1.9 | Text direction of second row changed to vertical✓  Centred vertically✓ | 2 |  |  |
|  |
| 2.1.10 | Last column shaded grey✓ | 1 |  |  |
| 2.1.11 | Outside border of table changed to 3-line border✓ *(no mark if inside lines does not show)* | 1 |  |  |
| 2.1.12 | Table split above row with word ‘OTHER’✓ | 1 |  |  |
| 2.1.13 | ‘GIRLS’ table converted to text✓  Separated with tabs✓ | 2 |  |  |
|  |
| 2.1.14 | All existing tabs cleared✓  Right tab with leader dots on 16 cm inserted✓  Left tab with leader dots at 11 cm inserted✓  No tabs set for rows ‘GIRLS’ and ‘BOYS’✓ | 4 |  |  |
|  |
|  |
|  |
| 2.1.15 | Line spacing for section below table set to 1.5✓ | 1 |  |  |
|  |  | **[37]** |  |  |

**QUESTION 3 Filename: q3parent**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Criteria** | **Max.** | **✓** | **Mark** |
| 3. | Open the file **q3parent** | | | |
| 3.1 | Font type of document (except heading) Comic Sans 12 pt✓ | 1 |  |  |
| 3.2 | Paragraph spacing of first paragraph changed to 12 pt after✓ | 1 |  |  |
| 3.3 | Border inserted around main heading   * Shadowed✓ * Dotted line✓ * 2¼ pt thick✓   Background shaded yellow✓  Outline effect applied to heading✓ | 5 |  |  |
|  |
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|  |
|  |
| 3.4 | Words ‘FOR YOUR INFO’ inserted✓  As watermark✓  Font Comic Sans✓  Yellow colour✓ | 4 |  |  |
|  |
|  |
|  |
| 3.5 | Page break removed before heading ‘WHAT ARE THE..’✓ | 1 |  |  |
| 3.6 | Layout of first page changed to landscape✓ | 1 |  |  |
| 3.7 | Dropped cap added to first letter of first paragraph✓  Runs over 3 lines✓ | 2 |  |  |
|  |
| 3.8 | Correct text body (bulleted rows on first page)✓  Changed into 4 columns✓  Space between columns 1 cm✓ | 3 |  |  |
|  |
|  |
| 3.9 | Change bullet to 🚹✓  16 pt in size✓ | 2 |  |  |
|  |
| 3.10 | First line of second paragraph indented 1.5 cm✓ | 1 |  |  |
| 3.11 | Outline numbering applied:  First level applied to correct text and correct format✓  Second level is applied to correct text and the correct format✓  Third level is applied to correct text the correct format✓ | 3 |  |  |
|  |
|  |
| 3.12 | Copied to document✓  Advert contained in spreadsheet q3price list✓  Bottom of document✓ | 3 |  |  |
|  |
|  |
| 3.13 | Picture flipped vertically✓  Washed out✓  Layout ‘behind text’✓  Placed behind price list on last page✓ | 4 |  |  |
|  |
|  |
|  |
| 3.14 | Date inserted as a field✓  In day and date format✓  Placed at end of document *(not footer)*✓  Right aligned✓ | 4 |  |  |
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|  |  | **[35]** |  |  |

**QUESTION 4 Filename: q4orderform**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Criteria** | **Max.** | **✓** | **Mark** |
| 4. | Open the worksheet **Sheet 3** | | | |
| 4.1 | Column inserted at beginning of worksheet✓  Word ‘APPROVED’ added to column✓  Lines like other columns✓ | 3 |  |  |
|  | Open the worksheet **Sheet 1** |  |  |  |
| 4.2 | Sheet 1 renamed to OrderForm✓ | 1 |  |  |
| 4.3 | Orientation of worksheet changed to portrait✓ | 1 |  |  |
| 4.4 | Each item numbered in ‘CODE’ column✓  Numbers centred horizontally in column✓ | 2 |  |  |
|  |
| 4.5 | Cells A-G merged in row 1✓  Row height of row 1 increased to 60 pt (1.44 cm)✓ | 2 |  |  |
|  |
| 4.6 | Heading on Sheet 2 copied✓  Pasted in row 1 on OrderForm worksheet✓ | 2 |  |  |
|  |
| 4.7 | Logo moved to top of company’s name✓  Sized to fit in cell above name✓ | 2 |  |  |
|  |
| 4.8 | Text alignment of row 4 changed to 90° vertical✓  adjust row height✓ | 2 |  |  |
|  |
| 4.9 | **Column C** hidden✓ | 1 |  |  |
| 4.10 | **Column D**  Use conditional formatting✓  Condition: equal to 100✓  Format: green shading✓ | 3 |  |  |
|  |
|  |
| 4.11 | **D43**  =TODAY()✓ | 1 |  |  |
| 4.12 | **D45**  =SMALL(D6:D33,3)  ✓ ✓ ✓ **(solution 50)** | 3 |  |  |
|  |
|  |
| 4.13 | **D46**  =COUNTIF(E6:E33,15)  ✓ ✓ ✓ **(solution 3)** | 3 |  |  |
|  |
|  |
| 4.14 | **F36**  =F35\*14% ✓ OR = F35\*0.14 OR =F35\*14/100 | 1 |  |  |
| 4.15 | **F37**  =F35+F36✓ | 1 |  |  |
| 4.16 | **Column F**  Amounts displayed in SA currency✓ | 1 |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.17 | **Column G**  =IF(F6>=10000,10%\*F6,5%\*F6)  ✓ ✓ ✓ ✓  OR  =IF(F6>=10000,F6\*0.1,F6\*0.05) | 4 |  |  |
|  |
|  |
|  |
| 4.18 | **G34**  =SUM(G6:G33) ✓  **G38**  =F37-G34✓ | 2 |  |  |
|  |
|  | Open the worksheet **Chart 1** | | | |
| 4.19 | Changed to column graph✓  Chart title Comic Sans 20 pt✓  Minimum of 0 and maximum of 160 scale on y-axis✓  Background pink and black pattern✓  Data series filled with graphic ‘skool’✓  Graphic stacked in bars (1 per unit) ✓ | 6 |  |  |
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|  |  | **[41]** |  |  |

**QUESTION 5 Filename: q5purchases**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Criteria** | **Max.** | **✓** | **Mark** |
| 5. | Open the worksheet **Term 1** | | | |
| 5.1 | File name inserted as field in right section of header✓ | 1 |  |  |
| 5.2 | **Column G**  =F4\*$J$2  ✓ ✓  Copied down✓  Absolute cell references used✓ | 4 |  |  |
|  |
|  |
|  |
| 5.3 | **Column H**  =F4-G4✓ *(if not filled down no mark)* | 1 |  |  |
| 5.4 | Worksheet sorted in descending order✓  According to ‘Units ordered’ column✓ | 2 |  |  |
|  |
| 5.5 | **C21**  =LARGE(E4:E16,2)  ✓ ✓ | 2 |  |  |
|  |
| 5.6 | **C22**  =AVERAGE(G4:G16)  ✓ ✓ | 2 |  |  |
|  |
| 5.7 | **C23**  =COUNTA(C4:C16)  ✓ ✓ | 2 |  |  |
|  |
| 5.8 | **C24**  =SUMIF(B4:B16,"Symara",D4:D16)  ✓ ✓ ✓ ✓ | 4 |  |  |
|  |
|  |
|  |
| 5.9 | Pie Chart inserted✓  In the current worksheet✓  Correct data range used✓  Chart title: ‘UNITS ORDERED OF EACH ITEM’✓  Legend placed below chart✓  Percentages of each item show✓  ‘Sport shorts’ slice pulled out✓ | 7 |  |  |
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|  |
|  |  | **[25]** |  |  |

**QUESTION 6 Filename: q6orders** (created)

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| --- | --- | --- | --- | --- |
| **No.** | **Criteria** | **Max.** | **✓** | **Mark** |
| 6.1 | Open the table **Suppliers** | | | |
| 6.1 | Table *Suppliers* created✓  in *q6orders*✓ | 2 |  |  |
|  |
| 6.1.1 | Field names correctly entered ✓  Field sizes correctly entered✓ | 2 |  |  |
|  |
| 6.1.2 | Data types (**?**) correctly entered  Number✓  Text✓  OLE✓ | 3 |  |  |
|  |
|  |
| 6.1.3 | Code field is a primary key ✓ | 1 |  |  |
| 6.1.4 | Data correctly entered ✓✓  (1 per entry) | 2 |  |  |
|  |
|  |  | **[10]** |  |  |

**QUESTION 7 Filenames: q7suppliers; q7letter.doc**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Criteria** | **Max.** | **✓** | **Mark** |
| 7.1 | Open the table **Supplier accounts** | | | |
| 7.1.1 | Last two fields (*Discounts* and *Total 2*) of table deleted✓ | 1 |  |  |
| 7.1.2 | Field added named Cash✓  Data type Yes/No✓ | 2 |  |  |
|  |
| 7.1.3 | Table sorted descending✓  According to Supplier field✓ | 2 |  |  |
|  |
| 7.1.4 | Background colour of table is red✓  Only vertical gridlines✓ | 2 |  |  |
|  |
| 7.2 | Queries | | | |
| 7.2.1 | **Amounts query**  Only *Supplier* and *Item* fields displayed✓  Criterion is: between 10000 and 30000’✓ OR **>10000 And <30000**  in *Total* field✓ | 3 |  |  |
|  |
|  |
| 7.2.2 | **Symara query**  All fields displayed  Criterion is: Like ‘Symara’✓  in *Supplier* field✓ | 2 |  |  |
|  |
| 7.2.3 | **Units query**  *Units* field not displayed✓  Criterion is: <100✓  in *Units* field✓  Sorted ascending according to *Supplier* field✓ | 4 |  |  |
|  |
|  |
|  |
| 7.3 | Open the form **EnterSuppliers** | | | |
| 7.3.1 | Form created using all the fields of *Supplier accounts* table✓ | 1 |  |  |
| 7.3.2 | Justified layout ✓ and  Stone style✓ used when creating form | 2 |  |  |
|  |
| 7.3.3 | *Dress4Less* in 26 pt in a label✓  Inserted in form header✓ | 2 |  |  |
|  |
| 7.3.4 | Date and Time inserted =Now() in a Text box✓  In from footer ✓ | 2 |  |  |
|  |
| 7.4 | Open the report **Dress4Less Suppliers** | | | |
| 7.4.1 | Only *Supplier*, *Item* and *Total* fields are displayed✓ | 1 |  |  |
| 7.4.2 | Records grouped according to *Supplier* field✓ | 1 |  |  |
| 7.4.3 | Records sorted ascending according to *Total* field✓ | 1 |  |  |
| 7.4.4 | Graphic inserted✓  in report header✓ | 2 |  |  |
|  |
| 7.4.5 | **Report footer**  Suitable descriptive label (e.g. Number of items) inserted✓  =Count([Item])  ✓ ✓ | 3 |  |  |
|  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Open the file **q7letter.doc** | | | |
| 7.5 | Table *Supplier accounts* in database copied✓  Pasted in correct place in word processing document q7letter✓ | 2 |  |  |
|  |
|  |  | **[33]** |  |  |

### NOVEMBER 2010

**GRADE 11**

|  |
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| **COMPUTER APPLICATIONS TECHNOLOGY P1**  **(Practical)** |

### CANDIDATE MARK SHEET

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CANDIDATE NAME** |  | | | | | | | | |
|  | | | | | | | | | |
| **QUESTION** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | **TOTAL** |
| **POSSIBLE MARK** | **19** | **37** | **35** | **41** | **25** | **10** | **33** | | **200** |
| **CANDIDATE MARK** |  |  |  |  |  |  |  | |  |
|  | | | | | | | | | |
| **FINAL MARK** | |  | |