

Province of the

**EASTERN CAPE**

EDUCATION

**NATIONAL**

**SENIOR CERTIFICATE**

**GRADE 11**

**NOVEMBER 2010**

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

**MARKS: 200**

**TIME: 3 hours**

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| This question paper consists of 13 pages and an annexure. |

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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. | Enter your name and surname 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 you work 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 names 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 the files saved on the disk OR you should make sure that ALL the files are saved on the network as explained to you by the invigilator/teacher. Make absolutely sure that all files can be read. | |
|  |  | |
| 10. | During the examination you may make use of the help function of the programs which you are using. You may NOT use any other resource material. | |
|  |  | |
| 11. | If data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow. | |
|  |  | |
| 12. | Formulae and/or functions must be used for ALL calculations in questions involving spreadsheets unless instructed otherwise. Absolute cell references must only be used where necessary to ensure that formulae are correct when they are copied to other cells in a spreadsheet. | |
|  |  | |
| 13. | In all questions involving word processing, the language should be set to English (South Africa) and the paper size is assumed to be A4 Portrait, unless instructed otherwise. All measurement units should be set to centimetres. | |

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| **NOTE**:  The data disk that you receive with this question paper contains the folder and the files listed below. Ensure that you have the folder and all the files before you begin this examination:  A folder called **Dress4Less**  and files called:   * q1file Word processing file * q2advert Word processing file * Uniform Graphics file * q3parent Word processing file * q3price list Spreadsheet file * q4orderform Spreadsheet file * Skool Graphics file * q5purchases Spreadsheet file * q7suppliers Database file * q7letter Word processing file | |
|  | |
| **SCENARIO**  The learners have difficulty in getting to clothing stockists to purchase the required school and sport clothes due to school and extramural commitments. The Governing Body of the school decided to approach the Parent Teacher Association (PTA) of the school to start a clothing shop, *Dress4Less*. This shop will be open for business during school hours. The school provided the PTA with a computer that can be used by *Dress4Less*. They do however require help, as none of the parents has the required knowledge of computer software.  Your mother serves on the PTA and has thus offered your services with administrative work, since you have CAT as a subject. | |
|  | |
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| **QUESTION 1**  The following folder structure has been created: | | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  | Answer the following questions related to the folder called **Dress4Less**: | |  |
|  |  | |  |
| 1.1 | Answer the following questions in the **q1file.doc** file: | |  |
|  |  |  |  |
|  | 1.1.1 | Open the **Dress4Less** folder and sort the files according to type. View the files in list format and take a screenshot of the active window. Paste only the section containing the actual file names in the space provided. | (3) |
|  |  |  |  |
|  | 1.1.2 | Find out how many words the file **Advertisement.doc** contain and type your answer in the space provided. | (1) |
|  |  |  |  |
|  | 1.1.3 | Find the file containing the word ‘children’ in the **Dress4Less** folder and its sub-folders and type the name of the file in the space provided. The word ‘children’ must be used in the file and not be the filename. | (1) |
|  |  |  |  |
| 1.2 | Create a sub-folder called **Supplier Requests** in the **Needs and Requests** sub-folder. | | (2) |
|  |  | |  |
| 1.3 | Copy all the files in the **Dress4Less** folder and sub-folders with a size of 1 KB to the **Needs and Requests** sub-folder. | | (2) |
|  |  | |  |
| 1.4 | Move all the *Word* *processing* files, with filenames beginning with ‘Supplier’ in the **Dress4Less** folder*(not sub-folders)* to the sub-folder **Supplier Requests**. | | (2) |
|  |  | |  |
| 1.5 | Change the attribute of the file **Income** in the **Dress4Less** folder so that your name appears as the *Author*. | | (1) |
|  |  | |  |
| 1.6 | The presentation ‘School Uniform’ has been zipped and saved as **School Uniform.zip** in the **Dress4Less** folder. Unzip the contents of this document and save it in the **Dress4Less** folder. | | (2) |
|  |  | |  |
| 1.7 | Protect the file **Main Supplier** in the **Dress4Less** folder with the password **ZiP** so that it cannot be opened without the password. | | (2) |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | |  |
| 1.8 | Create a new Rich Text file called ‘**School.rtf**’ and save it in the **Finances** sub-folder. The file need not contain any data. | | (2) |
|  |  | |  |
| 1.9 | Rename the file **Prices** in the **Finances** sub-folder to ‘**Uniform Prices’**. | | (1) |
|  |  | |  |
|  | Remember to save your work and close the **q1file.doc** file. | | **[19]** |
|  |  | |  |
| **QUESTION 2** | | |  |
|  |  | |  |
| *Dress4Less* would like to send out an advertisement and price list to inform all parents and learners about the clothing shop at the school. They supplied you with an example of the advertisement and asked you to edit and refine it to look like Annexure A. | | |  |
|  |  | |  |
| 2.1 | Open the file **q2advert** and format it as instructed.  Enter your name and surname in the header of the document. | |  |
|  |  | |  |
|  | 2.1.1 | Insert the picture called **uniform** (which can be found in your Exam Data folder) at the beginning of the document and format it as follow:   * The picture must be centred. * The wrapping style of the picture must be *tight*. * The size of the picture must be 3.3 cm x 4.5 cm. * There should be a *dotted blue 3 pt* line around the picture. * Make use of WordArt to type the name ***Dress4Less***. The WordArt must be a wave shape. * The picture and the WordArt must be grouped as in Annexure A. | (7) |
|  |  |  |  |
|  | 2.1.2 | Left align the lines beginning with ‘Where’ and ‘When’. | (1) |
|  |  |  |  |
|  | 2.1.3 | Insert the *Explosion 1* AutoShape underneath the words ‘LOOK AT …’.   * The AutoShapes must have a light blue fill colour. * Type the following words in the AutoShape, using Arial Narrow 10 pt and centre the words.   Shirts  from R55 | (3) |
|  |  |  |  |
|  | 2.1.4 | Add the symbol (Wingdings 40), as indicated in the Annexure, on the left hand side of the telephone number. | (1) |
|  |  |  |  |
|  | 2.1.5 | Insert a section break (next page) underneath the telephone number on the first page.   * Centre the first page vertically. * Insert a *(light blue double line page border)* on the first page only. | (5) |
|  |  |  |  |
|  | 2.1.6 | Type the words, ‘See our price list’, using the font Arial Narrow, 8 pt, in the footer of the document. Centre these words. | (3) |
|  |  |  |  |
|  | 2.1.7 | Insert a row with a height of 5 cm at the top of the table on page 2. Merge the cells of the top row to become one cell. | (3) |
|  |  |  |  |
|  | 2.1.8 | Copy the logo at the beginning of the document and place the copy in the inserted row. | (2) |
|  |  |  |  |
|  | 2.1.9 | Change the text direction of the three words in the heading row of the table to vertical and centre the words vertically. | (2) |
|  |  |  |  |
|  | 2.1.10 | Shade the last column of the table grey. Do not include the column heading. | (1) |
|  |  |  |  |
|  | 2.1.11 | Change the outside border of the table to a 3-line border. | (1) |
|  |  |  |  |
|  | 2.1.12 | Split the table above the row with the word ‘OTHER’. | (1) |
|  |  |  |  |
|  | 2.1.13 | Convert the table with ‘GIRLS’ as heading to text and separate it with tabs. | (2) |
|  |  |  |  |
|  | 2.1.14 | Clear all tab settings for the ‘GIRLS’ and ‘BOYS’ section. Insert a left tab with leader dots at 11 cm and a right tab with leader dots on 16 cm, as indicated in Annexure A. Do not set tabs for the rows ‘GIRLS’ and ‘BOYS’. | (4) |
|  |  |  |  |
|  | 2.1.15 | Set the line spacing for all the text below the last table to (1.5 lines). | (1) |
|  |  |  |  |
|  |  | Remember to save and close your document. | **[37]** |
|  |  |  |  |
| **QUESTION 3** | | |  |
|  |  | |  |
| *Dress4Less* would like to hand out an informative document regarding a parents guide to schooling. The information has been gathered from the Internet, ([www.southafrica.info/services/education/edufacts.htm](http://www.southafrica.info/services/education/edufacts.htm)), but the document needs some formatting to give it a professional look.  Open the document called **q3parent** and format it as follow:  Enter your name and surname in the header of the document. | | |  |
|  |  | |  |
| 3.1 | Change the font type of the entire document (except the heading) to Comic Sans 12 pt. | | (1) |
|  |  | |  |
| 3.2 | Change the paragraph spacing of the first paragraph, above the bulleted list, to 12 pt after. | | (1) |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 3.3 | Change the main heading as follow:   * Place a border around the main heading of the document. * The border must have a shadow. * Give it a 2¼ pt thick dotted border. * Give the heading a yellow background shading. * The heading must have and an outline effect so that it appears as shown below: |  |
|  |  |  |
|  | **A PARENT'S GUIDE TO SCHOOLING** | (5) |
|  |  |  |
| 3.4 | Insert the words ‘FOR YOUR INFO’ as a watermark in the background of the document. The watermark should be in the font Comic Sans and have a yellow colour. Use the watermark function of Word and not WordArt to create this watermark. | (4) |
|  |  |  |
| 3.5 | Remove the page break below the first bulleted list so that only the section break (next page) remains before the heading ‘WHAT ARE THE SOUTH …’. | (1) |
|  |  |  |
| 3.6 | Change the layout of the first page to landscape. | (1) |
|  |  |  |
| 3.7 | Add a dropped cap effect that runs over 3 lines to the first letter of the first paragraph. | (2) |
|  |  |  |
| 3.8 | Change all the bulleted rows on the first page into 4 columns with a space of 1 cm between all the columns. | (3) |
|  |  |  |
| 3.9 | Change the bullets to a man🚹(Webdings 128),16 pt in size. | (2) |
|  |  |  |
| 3.10 | Indent the first line of the second paragraph with the heading ‘WHAT ARE THE …’ to 1.5 cm. | (1) |

|  |  |  |  |  |  |
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|  |  | | | |  |
| 3.11 | Apply outline numbering to the paragraphs underneath the heading ‘CAN MY CHILD …’. Format the paragraphs so that the text layout is nearly the same as displayed below: | | | |  |
|  |  | | | |  |
|  |  | | | | (3) |
|  |  | | | |  |
| 3.12 | *Dress4Less* would like to advertise their shop in this article. Paste the advert/price list contained in the spreadsheet **q3price list** at the bottom of this word processing document. | | | | (3) |
|  |  | | | |  |
| 3.13 | Flip the picture in the document vertically and change it to ‘*wash out’*. Format the picture so that it appears ‘*behind text’* and place it behind the price list on the last page. | | | | (4) |
|  |  | | | |  |
| 3.14 | Insert the date at the end of the document so that it is displayed as follows: 06 September 2010. The date must update automatically and must be right aligned. | | | | (4) |
|  |  | | | |  |
|  | Remember to save and close your document. | | | | **[35]** |
|  |  | | | |  |
| **QUESTION 4** | | | | |  |
|  | | |  | |  |
| *Dress4Less* is placing an order for school wear with the company *Professional Clothing*. They have however, a few problems with the layout and calculations of the order. Help them by answering the following questions relating to the spreadsheet. Open the spreadsheet **q4orderform** and answer the following questions.  Work on the **Sheet 3** worksheet.  Enter your name and surname in the header of the document. | | | | |  |
|  | |  | |  |  |
| 4.1 | | Insert a column at the beginning of the worksheet. Name the column ‘APPROVED’ and show the lines like the other active columns. | | | (3) |
|  | |  | | |  |
| Work on the **Sheet 1** worksheet. | | | | | |
| 4.2 | | Rename Sheet 1 to **OrderForm**. | | | (1) |
|  | |  | | |  |
| 4.3 | | Change the paper orientation of the worksheet to portrait. | | | (1) |
|  | |  | | |  |
| 4.4 | | Supply a number, starting with 1, in the ‘CODE’ column for each item. Centre the numbers horizontally in the column. | | | (2) |
|  | |  | | |  |
| 4.5 | | Merge cells A – G in row 1 and increase the height of row 1 to 60 pt (80 pixels or 1.44 cm). | | | (2) |
|  | |  | | |  |
| 4.6 | | Copy the heading on Sheet 2 and paste it in row 1. | | | (2) |
|  | |  | | |  |
| 4.7 | | Move the logo and place it above the company’s name. Re-size the logo to fit in the cell. | | | (2) |
|  | |  | | |  |
| 4.8 | | Change the text alignment of row 4 to 90° vertical, as well as centred horizontally and vertically. Change the row hight to an appropriate height. | | | (2) |
|  | |  | | |  |
| 4.9 | | Hide column C (heading ‘SIZE’) of the worksheet. | | | (1) |
|  | |  | | |  |
| 4.10 | | In column D, use conditional formatting to shade the cells with amounts of 100 in green. | | | (3) |
|  | |  | | |  |
| 4.11 | | Use a function in cell D43 to display today’s date. (Do not include the time) | | | (1) |
|  | |  | | |  |
| 4.12 | | Use a function in cell D45 to determine the third smallest quantity of the items that were ordered. | | | (3) |
|  | |  | | |  |
| 4.13 | | Use a function in cell D46 to determine how many items have a unit price of R15. | | | (3) |
|  | |  | | |  |
| 4.14 | | Add a formula in cell F36 to calculate the VAT. The VAT must be 14% of the total amount in F35. | | | (1) |
|  | |  | | |  |
| 4.15 | | Add a formula in cell F37 to calculate the total amount payable before discount is given. | | | (1) |
|  | |  | | |  |
| 4.16 | | Change the formatting in column F so that the amounts are displayed in South African currency. | | | (1) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | | |  |
| 4.17 | The supplier gives *Dress4Less* a discount of 10% on items of which they place an order of R10 000 or more. If the order is less than R10 000 a discount of 5% is given. Use a function in column G to calculate the discount for the different items. | | | (4) |
|  |  | | |  |
| 4.18 | Use a function to calculate the total discount in cell G34 and use a formula in cell G38 to determine the total after discount is given. | | | (2) |
|  |  | | |  |
| Work on the **Chart 1** worksheet. | | | | |
|  |  | | |  |
| 4.19 | Change the graph by doing the following:   * + - * Change the graph type to a column graph.       * Change the font of the chart title to Comic Sans 20 pt.       * Format the y-axis scale to a minimum of 0 and a maximum of 160.       * The background of the graph should have a pink and black pattern.       * Use the graphic **skool.jpg** (which can be found in your Exam Data. folder) in stack format to fill the columns of the graph. | | | (6) |
|  |  | | |  |
|  | Remember to save and close your document. | | | **[41]** |
|  |  | |  |  |
| **QUESTION 5** | | | |  |
|  | |  | |  |
| *Dress4Less* uses a spreadsheet to keep record of their purchases for each term. They need your help with a few calculations and a graph. Help them by answering the following questions relating to the spreadsheet **q5purchases**.  Work in the **Term 1** worksheet.  Enter your name and surname in the header of the file. | | | |  |
|  |  | | |  |
| 5.1 | Insert the file name as a field in the right section of the header. | | | (1) |
|  |  | | |  |
| 5.2 | Add formulae in column G to display the discount. A discount of 5% is given. Use the percentage given in cell J2 to calculate the discount in column G. Absolute cell referencing must be used. | | | (4) |
|  |  | | |  |
| 5.3 | Add formulae in column H to calculate the totals. Make use of the subtotal in column F and the discount in column G to calculate the total amount. | | | (1) |
|  |  | | |  |
| 5.4 | Sort the worksheet in descending order according to the units ordered. | | | (2) |
|  |  | | |  |
| 5.5 | Insert a function in cell C21 to calculate the second highest **value** of school wear items. | | | (2) |
|  |  | | |  |
| 5.6 | Insert a function in cell C22 to calculate the average discount received by *Dress4Less*. | | | (2) |
|  |  | | |  |
| 5.7 | Insert a function in cell C23 to calculate how many types of items were ordered by *Dress4Less*. | | | (2) |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | | | | | | |  |
| 5.8 | | Use a function in cell C24 to determine how many units were ordered form Symara. | | | | | | | (4) |
|  | |  | | | | | | |  |
| 5.9 | | Insert a pie chart to display how many units were ordered of each item this term. Use the following criteria and insert the pie chart in the current worksheet:   * The title of the chart must be ‘UNITS ORDERED OF EACH ITEM’. * The legend must be placed below the chart. * Show the percentages of each item. * Pull out the slice that represents the sport shorts. | | | | | | | (7) |
|  | |  |  | | | | | |  |
|  | | Remember to save and close your document. | | | | | | | **[25]** |
|  | | | | | | | | |  |
| **QUESTION 6** | | | | | | | | |  |
|  | | | | | | | | |  |
| *Dress4Less* order the school wear from different suppliers and they are always looking for new suppliers to order from. Because their suppliers are becoming more by the day, they have decided to create a database of their suppliers. They asked you to assist them. | | | | | | | | |  |
|  | | | | | | | | |  |
| 6.1 | Create a new database called **q6orders** in your exam folder. | | | | | | | | (2) |
|  |  | |  | | | | | |  |
| **Field name** | | **Data type** | | **Format/Field size** |  | |
| Code | | **?** | | Long Integer |  | |
| Company | | Text | | 50 |  | |
| Telephone | | **?** | | 10 |  | |
| E-mail | | Text | | 40 |  | |
| Logo | | **?** | |  |  | |
|  |  | |  | | | | | |  |
|  | 6.1.1 | | In the database **q6orders**, create a table called **Suppliers** with the fields as shown above. | | | | | | (2) |
|  |  | |  | | | | | |  |
|  | 6.1.2 | | Insert the appropriate data types to replace the **?** abovein the **Suppliers** table. | | | | | | (3) |
|  |  | |  | | | | | |  |
|  | 6.1.3 | | Make the code field the primary key. | | | | | | (1) |
|  |  | |  | | | | | |  |
|  | 6.1.4 | | Enter the following data: | | | | | |  |
|  |  | |  | | | | | |  |
| **Field name** | **Record 1** | | **Record 2** | |  | |
| Code | 10010 | | 10011 | |  | |
| Company | Symara | | All wear | |  | |
| Telephone | 043 227 1034 | | 041 556 3789 | |  | |
| E-mail | syma@webmail.co.za | | allwear@mweb.co.za | |  | |
| Logo |  | |  | | (2) | |
|  |  | | | | | | | |  |
|  | Remember to save and close your document. | | | | | | | | **[10]** |

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| **QUESTION 7** | | |  |
|  | | |  |
| *Dress4Less* is keeping record of the accounts of their suppliers in the **q7suppliers** database**.** Open the database and answer the following questions. | | |  |
|  |  | |  |
| 7.1 | Open the table **Supplier accounts** and make the following changes: | |  |
|  |  | |  |
|  | 7.1.1 | Delete the last two fields of the table. | (1) |
|  |  |  |  |
|  | 7.1.2 | Add a field named Cash in which they can indicate if *Dress4Less* is paying cash for the orders or not. | (2) |
|  |  |  |  |
|  | 7.1.3 | Sort the table in descending order according to the Supplier field. | (2) |
|  |  |  |  |
|  | 7.1.4 | Change the background colour of the table to red and show only the vertical gridlines. | (2) |
|  |  |  |  |
|  | Remember to save and close your table. | |  |
|  |  | |  |
| 7.2 | *Dress4Less* need certain information about their suppliers. Create the following queries based on the **Supplier accounts** table: | |  |
|  |  | |  |
|  | 7.2.1 | They want to know how many orders that they have placed are worth more than R10 000 but less than R30 000. Only the *Supplier* and *Item* fields must be displayed. Save the query as **Amounts**. | (3) |
|  |  |  |  |
|  | 7.2.2 | They would also like to know how many orders were placed with the company *Symara*. Display all the fields and save the query as **Symara**. | (2) |
|  |  |  |  |
|  | 7.2.3 | Create a query to display the following:   * Show the records of the items of which less than 100 units were ordered. * Sort the query in ascending order according to the *Supplier* field. * The *Units* field must not be displayed. * Save the query as **Units**. | (4) |
|  |  |  |  |
|  | Remember to save and close your queries. | |  |
|  |  | |  |
| 7.3 | *Dress4Less* need a form to enter data into the *Supplier accounts* table. Do the following: | |  |
|  |  | |  |
|  | 7.3.1 | Create a form called **EnterSuppliers** by using all the fields from the *Supplier accounts* table. | (1) |
|  |  |  |  |
|  | 7.3.2 | Use the justified layout and the stone style when creating the form. | (2) |

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|  |  |  |  |
|  | 7.3.3 | Insert the name *Dress4Less* in 26 pt text size in the form header. | (2) |
|  |  |  |  |
|  | 7.3.4 | Insert the date and time in the form footer. | (2) |
|  |  |  |  |
|  | Remember to save and close your form. | |  |
|  |  | |  |
| 7.4 | *Dress4Less* need a report of all their suppliers. Create a report called **Dress4Less Suppliers** on the *Supplier accounts* table using the following criteria: | |  |
|  |  | |  |
|  | 7.4.1 | Display only the *Supplier*, *Item* and *Total* fields. | (1) |
|  |  |  |  |
|  | 7.4.2 | Group the records according to the *Supplier* field. | (1) |
|  |  |  |  |
|  | 7.4.3 | Sort the records in ascending order according to the *Total* field. | (1) |
|  |  |  |  |
|  | 7.4.4 | Insert the graphic **skool.jpg** (which can be found in your Exam Data folder) in the report header. | (2) |
|  |  |  |  |
|  | 7.4.5 | Add a suitable formula with a suitable label in the report footer to indicate how many different items were purchased. | (3) |
|  |  |  |  |
|  | Remember to save and close your report. | |  |
|  |  | |  |
| 7.5 | *Dress4Less* prepared a letter to the Governing Body to inform them of how they are operating the school wear shop. They would like you to copy the *Supplier accounts* table in the **q7suppliers** database to the word processing document called **q7letter**. | | (2) |
|  |  | |  |
|  | Remember to save and close your documents. | | **[33]** |
|  |  | |  |
|  | **TOTAL:** | | **200** |