



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2010

**COMPUTER APPLICATIONS
TECHNOLOGY – PAPER 1
(Practical)**

MARKS: 200

TIME: 3 hours



This question paper consists of 16 pages.

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.
14. All measurement units should be set to centimetres.

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 **AnimalCare**

and files called:

- | | |
|------------------|----------------------|
| • Question1 | Word processing file |
| • q2form | Word processing file |
| • q2petition | Word processing file |
| • LOGO | Graphics file |
| • q3information | Word processing file |
| • q4fundraising | Spreadsheet file |
| • q5remuneration | Spreadsheet file |
| • q6staff | Database file |
| • q7donation | Word processing file |
| • q7flyer | Word processing file |
| • q7donors | Spreadsheet file |

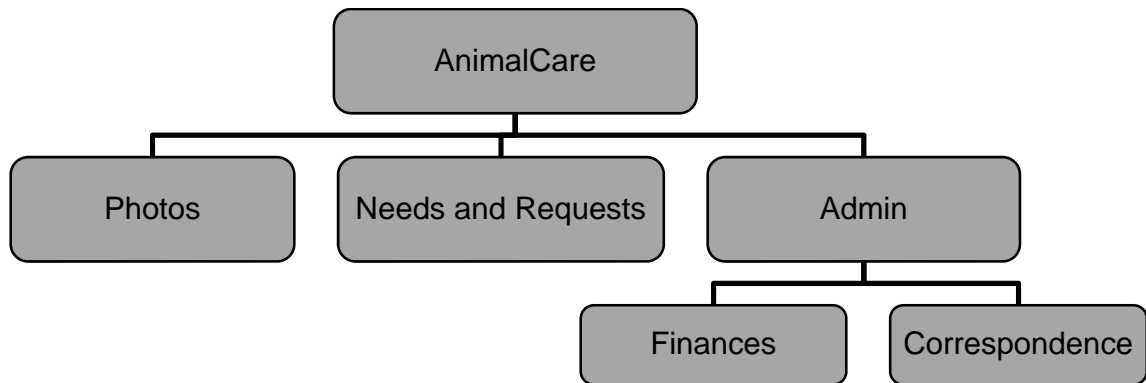
SCENARIO

After repeated incidents with stray cats and dogs on the school campus, the Charity Club at the school have decided to get involved with the local *AnimalCare Association* as a project. The Charity Club will be helping *AnimalCare* with administrative work, looking for donors and by doing fund-raisers to raise money for the Association.

Knowing that as a CAT learner, you have more computer skills, they asked you to assist them with the administrative work.

QUESTION 1

The following folder structure has been created:



Answer the following questions related to the folder called *AnimalCare*.

- 1.1 Create a sub-folder called **Adoptions** within the folder **AnimalCare**. (2)
- 1.2 Delete the database file in the **AnimalCare** folder. (1)
- 1.3 Create a shortcut to the **Animal Action** file in the **Animal Care** folder and place the shortcut in the **Needs and Requests** folder. (2)
- 1.4 Protect the file **Adoptable Pets** file in the **AnimalCare** folder with the password A2c. (1)
- 1.5 Compress (zip) the file Help and Volunteers.doc in the **AnimalCare** folder. (1)
- 1.6 Change the format of the text file **Cats and dogs** to a web page format. (1)
- 1.7 Answer the following questions in the **Question 1.doc** file in the **Exam Data** folder:
 - 1.7.1 Move all the picture files from the **AnimalCare** folder into the **Photos** folder. Sort the picture files according to size from the largest to the smallest. Place a screen dump/shot of the sorted files in the space provided in the **Question 1** file. (3)
 - 1.7.2 Enter the size of the largest file in the **Photos** folder in the space provided in the **Question 1** file. (1)
 - 1.7.3 Copy the picture from the file **Animal Rescue** (in the **AnimalCare** folder) and paste it in the space provided in the **Question 1** file. Resize the picture to 2 cm (height) by 3 cm (width). (3)

- 1.7.4 Change the view of the **Photos** folder to tiles. Paste a screen dump/screen shot of the contents of the **Photos** folder in the space provided in the Question 1 file.

(2)

Remember to save and close your **Question 1.doc** file.

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QUESTION 2

AnimalCare would like the Charity Club to draw up a petition, to allow an annual tax deduction for qualified pet care expenses. The secretary of the Charity Club supplied you with an example of what they want and asked you to edit and refine it to look like the example below.



Dear Pet Owner

As a concerned animal advocate, AnimalCare are writing to urge you to support our PETTAX™. This legislation would allow an annual tax deduction of up to R1 000,00 per taxpayer for qualified pet care expenses. "Qualified pet care expenses" include veterinary care costs for individuals who care for legally owned, domesticated live animals.

Pet care can be expensive and in these trying economic times, families all over the country have been forced to give up their pets because of financial hardship. PETTAX is important because it would help people provide their pets with the medical attention and quality of life they deserve, while also ensuring that more pets get to remain in their loving homes and don't wind up on the streets or in the already overburdened shelter system.

AnimalCare respectfully urge you to support PETTAX. Thank you for your time and consideration.

PETITION

ALLOW AN ANNUAL TAX DEDUCTION OF UP TO R1 000,00 PER TAXPAYER FOR QUALIFIED PET CARE EXPENSES. "QUALIFIED PET CARE EXPENSES" INCLUDE VETERINARY CARE COSTS FOR INDIVIDUALS WHO CARE FOR LEGALLY OWNED, DOMESTICATED LIVE ANIMALS.

NAME	ADDRESS	TELEPHONE	SIGNATURE

- 2.1 Open the file **q2petition** and answer the following questions:

Enter your name and surname in the header of the document.

- 2.1.1 Create a logo at the top of the document by doing the following:
- Make use of WordArt to type the name **AnimalCare**. The WordArt must be the same shape as the example above and filled in green, with a black outline.
 - Use the heart AutoShape and fill it with the image called **LOGO** (which can be found in your Exam Data folder). The heart must have a 2 pt green outline.
 - Group the components of the logo. (7)
- 2.1.2 Change the paper size of the document to Letter and the vertical page alignment to centre. (2)
- 2.1.3 Format the first paragraph with a 12 pt spacing after the paragraph. (1)
- 2.1.4 Insert a footnote, based on the word 'PETTAX', in the first line of the first paragraph.
- The footnote must be referenced with the symbol ♥.
 - The text reference should be: 'Tax Reduction Campaign For Pets'. (4)
- 2.1.5 Insert a horizontal line above the heading "PETITION". (1)
- 2.1.6 Add an outline effect to the heading "PETITION". (1)
- 2.1.7 Centre the table horizontally. (1)

Remember to save and close your document.

- 2.2 *AnimalCare* would also like the Charity Club to draw up an electronic form should animal lovers request a quote for animal insurance.

Open the file **q2form** and complete the form shown below by answering the questions that follow.

ANIMALCARE – QUOTE FORM

FILL IN THIS FORM TO GET A QUOTE TO INSURE YOUR PET

What type of animal would you like to insure? Cat ☐ Dog ☐

What cover would you like? Plan 10

OWNER DETAILS

Name Email address

ANY OTHER QUESTIONS YOU WOULD LIKE US TO ANSWER

Enter your name and surname in the header of the document.

2.2.1 Add Check Boxes (form controls) at 12,5 cm and 15 cm as shown in the example above. (2)

2.2.2 Use a Drop-down (form control) at 11 cm to list the options in the following order: (3)

- Plan 10
- Plan 8
- Accidental Injury

2.2.3 Use a right tab stop with leader dots at 8 cm and at 16 cm to position the text fields. (4)

Remember to save and close your document. Do not protect the form before you save it. [26]

QUESTION 3

AnimalCare would like to hand out an informative document regarding the pet insurance which they are promoting. The information has been gathered from the Internet (<http://www.petsure.co.za/>), but the document needs some formatting to give it a professional look.

Open the document called **q3information** and format it as instructed.

Enter your name and surname in the header of the document.

3.1 Place a border (not a text box) around the main heading of the document. Change the font colour to yellow and shade the background in black so that it appears as shown below: (3)

ABOUT ANIMALCARE

- 3.2 Insert the current date in the format **dddd-dd-MMMM-yyyy** between the main heading and the heading “Table of Contents”, so that it updates automatically. The date must be right aligned. (4)
- 3.3 Create a new paragraph style called **ANIMAL** with the following properties:
- Comic Sans MS 12 pt
 - Small Caps effect
- (3)
- 3.4 Format the first 2 underlined headings with the ANIMAL style. If you could not do QUESTION 3.3, use the Heading 2 style. (1)
- 3.5 Insert an automatic table of contents using only the ANIMAL style headings below the text ‘TABLE OF CONTENTS’ on the first page. (2)
- 3.6 On the first page of the document, insert a text box underneath the picture of the dog. The text box should be the same width as the picture with a 2 pt dotted outline and it must contain the words: ‘**PLEASE** insure me!’, centred in the text box. (3)
- 3.7 Insert a section break (next page) underneath the text box on the first page. Put any page border around the first page only. (2)
- 3.8 Add a hyperlink to the word **insurance** in the *first paragraph* on the second page, so that it hyperlinks to the document **q2form**. (2)
- 3.9 Place the bulleted list under the heading ‘**Frequently asked Questions**’ in TWO columns. The spacing between the columns must be 2.5 cm. (2)
- 3.10 Insert bullets to the paragraph below the heading ‘**DID YOU KNOW**’. Customise the bullets as follows:
- Bullet must be a cat 🐈 (Webdings 246)
 - Bullet position must be 1 cm and text indent at 2 cm.
- (2)
- 3.11 Apply outline numbering to the paragraphs underneath the heading ‘**AnimalCare your pet’s medical**’ and format it so that the text layout is approximately the same as displayed below. The numbering of the second and third levels must be right aligned. (4)

1. A comprehensive range of benefits with a choice of cover to suit your needs
 - I. Accidental Injury Cover
 - II. Illness Cover
 - III. Routine Care Cover
 - IV. Exclusions:
 - i. Pre-existing conditions
 - ii. Preventable diseases
 - iii. Breeding related conditions
 - iv. Periodontal disease
 - v. Parasites
2. Multi pet discount
3. Easy monthly payments
4. Use any vet countrywide
5. 14 day money back guarantee
6. Underwritten and backed by The Insurance Company Ltd, one of South Africa's largest insurance underwriters
7. Responsible pet ownership
8. No unexpected vets bills
9. Providing your pet with the best care you can

3.12 Format the following table so that it looks the same as displayed below.

RATES AND BENEFITS TABLE

	Plan 10 (100% of AnimalCare's tariff)	Plan 8 (80% of AnimalCare's tariff)	Accidental Injury Cover (100% of AnimalCare's tariff)
Type of cover	Accident and illness cover	Accident and illness cover	Accident cover only
Premium per month	Dogs R140.00 Cats R118.00	Dogs R121.00 Cats R102.00	Dogs R85.00 Cats R74.00
Overall Annual maximum	R57,500 Annual Max (Sub maxima's apply)	R46,000 Annual Max (Sub maxima's apply)	R5,750 Annual Max (Sub maxima's apply)
Includes hospitalisations, medicine, X-rays, consultations, etc.			R2,155 per accident (no upper age limit applies)

Boarding kennel / cattery fees If the owner of the pet is hospitalised for more than 4 days	R697 p.a. (At a maximum of R28 per day)	R488 p.a. (At a maximum of R28 per day)	R488 p.a. (At a maximum of R28 per day)
Excess	15% of the applicable benefit with a minimum of R77 per claim thereafter benefits are paid at 100% of AnimalCare's Tariff Rate	15% of the applicable benefit with a minimum of R77 per claim thereafter benefits are paid at 100% of AnimalCare's Tariff Rate	15% of the applicable benefit with a minimum of R77 per claim thereafter benefits are paid at 100% of AnimalCare's Tariff Rate
Benefits for covered conditions are reimbursed according to AnimalCare's Tariff Rate which is based on the South African Veterinary Council Guide to Fees			

- Shade the first row light grey as indicated.
- Change the direction of the text in the first row as indicated.
- Remove the extra row.
- The outside border must be a 3 line border of 1½ pt thick and must look like the example.
- Split the table as indicated.

(5)

- 3.13 Move the last sentence of the document 'Please remember ...' to the footer of the document. (2)

Remember to save and close your document.

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QUESTION 4

The Charity Club of the school is raising funds for AnimalCare by running a competition between the different classes. The members of the club must also contact people and ask for donations for AnimalCare. They use spreadsheets to keep record of the competition and the donations. Open the spreadsheet **q4fundraising** and answer the following questions regarding the spreadsheet.

Work on the **Competition** worksheet.

Enter in your name and surname in the header of the document.

- 4.1 Increase the height of row 1 to 55 pt. (1)
- 4.2 Change the brightness of the picture to 80% and then move it directly below the data on the Donations worksheet. (2)
- 4.3 Sort the records in the **Competition** worksheet in descending order of the class (column A). (2)
- 4.4 Change the text alignment of the headings in row 3 to 90° vertical and centre the content of the cells horizontally. (2)
- 4.5 Change the formatting in column D so that the amounts display in South African currency. (1)
- 4.6 Use a function in cell E38 to calculate the total for the column. (2)
- 4.7 Add formulas in column F to calculate the average amount raised by each of the learners in each of the classes. (2)
- 4.8 Hide column C of the worksheet. (1)
- 4.9 Use conditional formatting in column D to display the cells as follows:
- Cells with values of more than R1 000 must have a red shading.
 - Cells with values of less than R200 must have a blue border. (4)
- 4.10 All the classes that have raised R1 000 or more are allowed a free cooldrink from the tuckshop. Add functions in column G to determine which classes qualify for cooldrinks. The word 'cooldrink' must be displayed if a class qualifies and the word 'no' should be displayed if a class does not qualify. (4)
- 4.11 Insert the name of the worksheet (not the spreadsheet) as a field in the right section of the footer. (1)

4.12 Rename the *Sheet3* worksheet to **Chart**. (1)

4.13 Create a column chart on the **Chart** worksheet showing the total amount raised by each class.

- Insert appropriate titles to the chart, the y-axis and the x-axis.
- No legend must be shown.
- Format the x-axis so that all the classes appear on the axis.
- Format the y-axis scale to a minimum of 0 and to a maximum of 1500.
- Change the colour of the highest column to red. (6)

Remember to save and close your document.

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QUESTION 5

AnimalCare has asked the Charity Club to create a spreadsheet to keep a record of the remuneration of their staff. Open the spreadsheet **q5remuneration** and answer the following questions regarding the spreadsheet.

Work in the **Time Sheet** worksheet.

Enter your name and surname in the header of the file.

5.1 Shade the headings in rows 6 and 7 to any shade of blue. (1)

5.2 Use the Vlookup function in cell D3 to get the wage per hour of a cleaner. The table of salaries can be found in column L and M in the **Salary** worksheet. (4)

5.3 Add formulas in cells C9:C14 to calculate the hours that the staff member worked on each of the six days using the information in column A and B. (2)

5.4 Add the following formulas to help calculate the staff member's nett wage:

5.4.1 Add formulas in cells D9:D14 to calculate the daily wage of the staff member using the hourly rate in cell D3 and the hours worked in column C. (3)

5.4.2 Add a formula in cell D16 to calculate the income tax that needs to be paid, which is calculated as 7% of the total weekly wage given in cell D15. (2)

5.4.3 Draw a double line bottom border underneath the nett wage in D17. (2)

Work in the **Salary** worksheet.

Enter your name and surname in the header of the file.

- 5.5 Every staff member must have a code. The code is compiled using the last three numbers of their ID and the first three letters of their surname. Use functions in column A to create the code for each member. (5)
- 5.6 Use functions in column I to calculate the amount that must be paid to staff members who have worked overtime as follows: (5)
- The overtime amount is calculated using the hours of overtime worked (column G) and the overtime rate per hour given in cell M13.
 - The word 'zero' must be displayed if the staff member did not work any overtime.
- 5.7 Edit the currency so that no decimals are displayed in column J. (1)
- 5.8 Use a function in cell E34 to calculate how many of the staff are admin workers. (3)
- 5.9 Use a function in cell E36 to calculate how many of the staff did not work overtime. (2)
- 5.10 Use a function in cell E38 to display the third highest salary (column H). (3)

Remember to save and close your document.

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QUESTION 6

The Charity Club has also helped AnimalCare to create a database of all their staff. Open the database **q6staff** and answer the following questions regarding this database.

Work on the table **Staff Members**.

- 6.1 Make the following changes to the Staff Members table:
- 6.1.1 Make changes to the *ID Number* field so that the ID number is displayed correctly and then move it to appear immediately after the Staff Code field. (2)
- 6.1.2 Change the *Staff Code* field size to 10 and make it the primary key. (2)

- 6.2 The Staff Code of the members must consist of only 3 numbers and 3 letters. Use a design feature of the table to make sure that a user can only type in 3 numbers followed by 3 letters in the *Staff Code* field. (2)
- 6.3 Add a new field called 'PHOTO' and set the data type to the option that only represents graphics, so that a photo of each staff member can be added. (2)
- 6.4 Create a query using the **Staff Members** table to find out which staff members have worked overtime. Only the *Surname* and *Name* fields must be displayed. Save the query as **Overtime**. (2)
- 6.5 Create a query using the **Staff Members** table to find all the drivers of AnimalCare. The query must be sorted in descending order according to the *Surname* field. Save the query as **Drivers**. (2)
- 6.6 Create a form based on the **Staff Members** table using the following criteria:
- 6.6.1 The form should have a justified layout, using the following fields from the **Staff Members** table: *Staff Code*, *Surname*, *Name* and *ID Number*. Save the form as **Staff Data**. (2)
- 6.6.2 Insert a combo box for the Job Description field. The options that need to be added to the combo box are: *Manager*, *Admin*, *Technician*, *Driver*, *Carer* and *Cleaner*. (3)
- 6.6.3 Change the background colour of the label of the *Staff Code* field so it stands out from the rest of the field names. Save and close the form. (2)
- 6.7 Create a report based on the **Staff Members** table using the following criteria:
- 6.7.1 The fields *Surname*, *Name*, *ID Number*, *Job Description* and *Hours Worked* should be displayed and the following options must be selected:
- Group the report by *Job Description*.
 - Sort the report by *Hours Worked* in descending order. (3)

6.7.2 Make the flowing changes to your report:

- The title in the report header should read “**AnimalCare Staff Members**”.
- Insert the logo called **LOGO** (which can be found in the Exam Data folder) underneath the heading.
- Move the title and the logo to the centre of the report header. (3)

6.7.3 Add a function to calculate and display the total hours worked by all the staff. (3)

6.7.4 Use conditional formatting to indicate more than 48 hours worked in the HOURS WORKED field, by changing the font colour to green. (3)

Save the report as **AnimalCare Staff**.

Save **q6staff** and close the document.

6.8 *AnimalCare* also asked the Charity Club to create a database to help them keep track of their donors.

6.8.1 Import the data from **q4fundraising** (Donations worksheet) to a new database called **q6donation**. Save the database in your Exam Data folder.

- No primary key is needed and name the table **donors**.
- Sort the table in descending order according to the *Amount*-field. (5)

6.8.2 *AnimalCare* must make a contribution of 3% of all their donations to their Head Office.

- Create a query based on the table **donors** and
- create a new field called **Contribution** to calculate the amount per donation payable to Head Office.
- The values in the Contribution field must be displayed as currency.
- Save the query as **q6contribution**. (4)

Remember to save and close your document.

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QUESTION 7

- 7.1 *AnimalCare* would like a list of their staff who work either as Carers or Cleaners. Create a table in a word processing document called **q7care** by using the data in the *Staff Members* table of the **q6staff** database. Save this document in your Exam Data folder.

Enter your name and surname in the header of the document.

- The table in the word processing document should display columns for the *Surname, Name, Job description* and *Hours worked*.
- Insert a formula in a new row at the bottom of the table to calculate the total hours worked by the staff displayed.

(6)

Remember to save and close your document.

- 7.2 *AnimalCare* would like to send out thank you letters to the people who have supported them financially. Open the file **q7donation**. This file will be used to send out the thank you letters by using the mail merge function.

Enter your name and surname in the header of the merged document.

- The **q4fundraising** spreadsheet (use the Donations worksheet) must be used as the data source.
- The letter must only be sent to persons who have donated R200 and more.
- Add the merge fields <Title><Name> and <Surname> after the word 'Dear' and the merge field <Amount> after the R sign.
- Remove the X's that were used as placeholders on the original document and save.
- Save the completed merged document (individual letters) as **q7merged** in your Exam Data folder.

(5)


Remember to save your documents in the Exam Data folder and close your documents.

- 7.3 *AnimalCare* would like to distribute flyers to inform the public of their duties and to ask for donations. They also want to thank the people who have given donations in the past. They have asked the Charity Club to edit and refine the flyer to look like the example given below.



Open the file **q7flyer**.

Enter your name and surname in the header of the document.

- 7.3.1 Copy the logo you created in the q2petition.doc file and paste it at the beginning of the flyer as indicated. (1)
- 7.3.2 Remove the table from the list of duties (convert the table to text). (1)
- 7.3.3 Change the colour of the megaphone to black and resize it to a smaller size , as indicated. (2)
- 7.3.4 The spreadsheet **q7donors** contains a table of the donors who supported AnimalCare this week. Insert the table containing the donors in the space indicated. Make sure that the table updates automatically when the data in the spreadsheet changes. (3)
- 7.3.5 Add a page border with 3 lines to the flyer, and make the necessary changes to fit the flyer on to one page. (2)

Save and close the document.

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TOTAL: 200