



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2013

COMPUTER APPLICATIONS TECHNOLOGY P1

MARKS: 200

TIME: 3 hours



This question paper consists of 16 pages.

INSTRUCTIONS AND INFORMATION

1. Due 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 or computer. If a disk has been issued to you, you must write your Name and Surname on the disk. If your work is 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 you accidentally corrupt the files given to you, you may request further copies from the invigilator.
5. Make sure that you save each document using the file name given. Save your work at regular intervals as a precaution against possible power failures.
6. Read through EACH question before answering or solving the problem. Do NOT do more than is required by the question.
7. At the end of the examination you must hand in the disk given to you by the invigilator with ALL your answers saved on the disk, OR make sure that ALL the files have been saved on the network as explained to you by the invigilator/educator. Ensure that ALL files can be read.
8. Note that NO printing is required.
9. During the examination you may use the help function of the program which you are using. You may NOT use any other resource material.
10. Note that if data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
11. Formulas and/or functions must be used for ALL calculations in questions involving spreadsheets, unless otherwise specified. *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.
12. In ALL questions involving word processing, the language should be set to *English (South Africa)*. The paper size is assumed to be *A4 Portrait*, unless otherwise instructed.
13. All measuring units should be set to *centimetres*.
14. This question paper consists of *seven* questions. Answer ALL the questions.

15. 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.

A folder called **2013 EXAM DATA** and files called:

▪ q1Thermo_Rec	Word processing file
▪ q2Waste	Word processing file
▪ q3Details	Database file
▪ q3Certificate	Word processing file
▪ q4Calculations	Spreadsheet file
▪ q5Quarterly	Spreadsheet file
▪ q6Branches	Database file
▪ q7Answers	Word processing file
▪ q7Energy	Word processing file
▪ q7Recycling	Word processing file
▪ q7Sweden	Word processing file
▪ q7Trash	Word processing file
▪ Garbage	Image file
▪ Energy	Image file
▪ Green	Image file

SCENARIO

“The World is drowning in WASTE! One man’s trash is however another man’s treasure. Over 1,8 billion ton of waste is generated every year in Europe. This equals to 3,5 ton of trash per person.”

[Adapted from Discovery Channel, DSTV 2010]

The Clean Development Mechanism subsidiary of the Department of Energy reported that 70% of the gas created by decaying organic waste is highly volatile, flammable, methane gas. This methane gas has a negative impact on the atmosphere. Only through the **capture** and **control** of methane gas can this be remedied.

Your **Community Forum** and the **School Recycling Club** offer the following services:

- They provide:
 - Researched information about new **technology** that could be a solution to the problem
 - Maintain spreadsheets about Recycling and Thermal decomposition
 - Maintain a database containing records of different **countries** that have already introduced Thermo-Rec technology

The Chairperson of the **Community Forum** asked you to help them edit some documents regarding recycling.

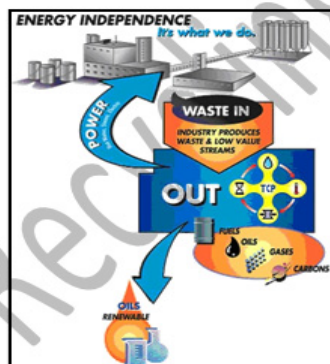
QUESTION 1

Open the **q1Thermo_Rec** word processing document.

- 1.1 Apply paragraph spacing of 10 pt after (2 line/0.35 cm below), to the entire document. (2)
- 1.2 Set the right-hand margin of the whole document to 1.3 cm. (1)
- 1.3 Change the layout of the entire document as follows:
- Change the automatic hyphenation zone to 0.5 cm.
 - Justify the text. (2)
- 1.4 Apply the following changes to the heading “THERMO-REC” on the first page.
- It must appear in **WordArt style 1**.
 - It must appear in **3D Parallel style 1**.
 - It must have a **Curved Right Arrow** and a **Curved Left Arrow** inserted next to it as shown in the example below.
 - Group the **WordArt** and the **Arrows**.
 - Resize the new grouped logo to 10 cm wide and 3 cm high.
 - This new **WordArt** logo must be centred horizontally, relative to the page. (8)
- 1.5 Insert the image called **Energy** (found in the **2013 Exam Data** folder) below the words “**CONVERTING/TURNING WASTE INTO WEALTH**” on the first page.
- Move the image and the words “**CONVERTING/TURNING WASTE INTO WEALTH**” so that they appear centred horizontally.
 - Place a **3 pt wide blue** border around the image.
 - Change the background of the image to appear **transparent**.



CONVERTING/TURNING WASTE INTO WEALTH



(5)

1.6 Modify the **Heading 2 style** so that the font appears in a **red** colour and is automatically updated. (2)

1.7 Make the following changes to the page number in the header:

- Change the automatic page numbering in the header of the document so that it appears in the format a, b, c instead of Roman numerals.
- Make sure that the page numbering is continuous and in the same format for all the sections of the document.
- Make the necessary changes so that the page number appears in the header of every page.

(3)

1.8 Change the dropped capital letter 'T' (in the first paragraph) so that it appears in the margin and drops over two lines. (2)

1.9 Apply the following changes to the watermark:

- Correct the spelling of the watermark so that it reads 'Recycling'.
- Make the watermark semi-transparent.
- Change the layout of the watermark to diagonal.

(3)

1.10 Replace all occurrences of the words "Thermo Rec" so that the words appear in **Small caps** and in **Outline** effect. (3)

1.11 Place the text that is highlighted in three columns and edit the paragraphs so that they appear **similar** to the example provided below.

- Use column breaks to make sure that each paragraph starts at the top of a new column.
- The first column must be 6 cm wide and the remaining two columns must be 4.5 cm wide each.
- Ensure that a vertical line appears between the three columns.

While service delivery remains lacking in many parts of the country waste disposal is now being promoted in the form of recycling in accordance with the Polokwane Declaration. However, one most important factor is being overlooked, which is the fact that, if all the recyclable(inorganic) waste is removed, it merely serves to expose the ultimate influence in the atmosphere

Organic waste, which must now be buried in the land-fill, This then decomposes into methane gas which is liberated and has a most deleterious effect on the atmosphere. The introduction of the THERMO REC technology now offers, not only a solution to the problem, but also an opportunity to recover valuable energy rich substance.

The THERMO REC technology consists of two basic functions, namely, a Recycling (Sorting) process separating recyclable inorganic waste from the organic....and a Thermal decomposition process by which organic waste can be converted into either power or fuel. The end result would be that there would be no further creation of Greenhouse gases and no further need for landfills (waste dumps).

(5)

1.12 Change the line spacing of the entire document to 14 pt. (1)

Remember to save and close the **q1Thermo_Rec** document. [37]

QUESTION 2

Open the file **q2Waste**.

- 2.1 Add the date to the page header and set it to update automatically. (2)
- 2.2 Select the entire document and edit the **gutter** position so that it is **left** and **1 cm** and make sure that the paper size is **A4**. (2)
- 2.3 Insert an automatic Table of contents below the heading "**TABLE OF CONTENTS**", so that it appears similar to the example below. The heading style called "**NEW**" is the only heading style that should appear in the table of contents.

TABLE OF CONTENTS

SCOPING REPORT FOR THERMOREC PLANT AT UMDONI MUNICIPALITY	1
BACKGROUND.....	1
NATIONAL WASTE MANAGEMENT STRATEGY.....	2
POLOKWANE WASTE SUMMIT DECLARATION.....	2
THE TERREIN	3
MAINE GARBAGE STUDY SHOWS 60 PERCENT OF TRASH COULD BE DIVERTED.....	4


(2)

NOTE: The page numbers in your table of content may differ from the example, depending on your page setup.

- 2.4 Add picture bullets to the highlighted text under the heading "NATIONAL WASTE MANAGEMENT STRATEGY". Begin with '**The roles ...**' and end with '**...facilities.**'
- Use the **Garbage.jpg** image found in **2013 Exam Data** folder for the bullets.
 - Change the alignment of only the bullets to centre.
 - Move the bullets so that they appear at the left hand margin.

NOTE: Your data should look similar to the following **extract**:

NATIONAL WASTE MANAGEMENT STRATEGY

 The roles and responsibilities in terms of the NWMS for local government i

(4)

- 2.5 Remove the hyperlink from the main heading: "SCOPING REPORT FOR THERMOREC PLANT AT UMDONI MUNICIPALITY". (1)
- 2.6 Correct the spelling errors/error found in the document. (1)
- 2.7 Add a bookmark called '**First**' to the picture on the first page. (1)

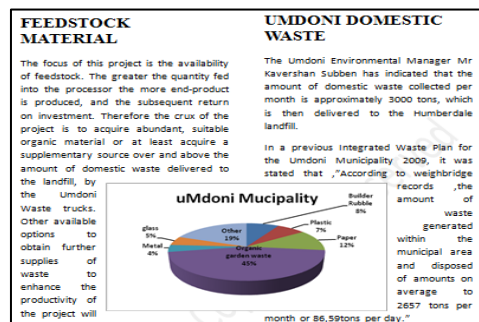
2.8 Convert the text that is highlighted in green (on the 2nd last page of the document) to a table with two columns and format it as follows:

WASTE STREAM COMPOSITION	
Umdoni Municipality	Percentage
Builder Rubble	8
Plastic	7
Paper	12
Organic garden waste	45
Metal	4
Glass	5
Other	19

- Convert the text in the first row to uppercase.
 - Merge the cells of the first row without deleting the text.
 - Centre the content of the **first two** rows vertically and horizontally.
 - Change the direction of the text in the second row as indicated.
 - Change the height of the second row to exactly 3 cm.
 - Shade the first row grey.
 - Add borders to the cells as indicated in the example.
- (8)

2.9 Modify the formula (highlighted in yellow) in the table at the end of the document so that it calculates the **number of people** who took part in the survey. (1)

2.10 Move the pie chart near the end of the document so that it appears across the two highlighted columns of text starting with 'FEEDSTOCK...' and ending with '...Umdoni.' The text must flow around the chart. The exact position of the chart is not important.



(2)

2.11 Add a **hyperlink** to the word, 'FIRST' (that appears on the last page of the document), so that the word is linked to the bookmarked image on the first page. Refer to **question 2.7** where the bookmark was created. (1)

2.12 Change the orientation of the last page to Landscape. (1)

2.13 Insert the name of the **Author** of the document as a **field** on the right hand side of the footer of the document, in uppercase format. (3)

Save and colse the **q2Waste** document.

[29]

QUESTION 3

The Chairperson of the **Community Forum** created a certificate that he would like to hand out to the **School Recycling Club** as a token of his appreciation for the work they have done in promoting recycling. He asked you to make some changes to the certificate, so that it would appear more professional.

Open the word processing document called **q3Certificate** and answer the following questions relating to this document:

- 3.1 Convert the table that is **shaded in yellow** to text. Use **commas** to separate the text. (1)
- 3.2 Delete the table **shaded in blue** from the certificate. (1)
- 3.3 Insert any page border from the **Art** gallery to the certificate. (1)
- 3.4 Use this certificate to perform a **Mail Merge** by following the instructions below:
 - 3.4.1 Use the **DATA** table in the **q3Details.mdb** database as data source. (1)
 - 3.4.2 The certificates must be sorted in descending order according to **Surname**. (1)
 - 3.4.3 Certificates must only be given to members with **Dedication** as their **Outstanding Quality**. (1)
 - 3.4.4 Replace the words indicated as follow: **<<Name>>** and **<<Surname>>**, with the relevant merge fields. (2)

Save **q3Certificate** document.

- 3.4.5 After completing all 6 steps of the Mail Merge Wizard you must edit the individual certificates and save the final merged certificates as **q3Final.doc** in your **2013 EXAM DATA** folder. (1)
- 3.5 Create a subfolder in your **2013 EXAM DATA** folder named **Certificate** and move the **q3Final.doc** document into this folder. (2)
- 3.6 Create a copy of the **q3Final.doc** file and save the copy in the **Certificate** folder in **pdf** format. (1)

Save and close all your documents.

[12]

QUESTION 4

Help the **Community Forum** Chairperson with some calculations in a spreadsheet regarding recycling, in order to obtain certain helpful statistics. The spreadsheet has some useful information on individuals who live in our country and who seek business opportunities from recycling.

Open the spreadsheet **q4Calculations** that is saved in the **2013 EXAM DATA** folder and work in the **Sales** worksheet.

- 4.1 Improve the readability of the **Sales** worksheet by completing the following formatting for **Row 1**:
- merge **Cells A1 to I1**.
 - centre the main heading "**Turning Waste into Job Opportunities**" horizontally and vertically across the new merged cell.
 - change the font of the main heading to **Arial Black**, 27 pt. (3)
- 4.2 Make the following changes to **Row 2**:
- change the text orientation of the headings in **Row 2** to 86°.
 - increase the row height of **Row 2** to 75.
 - wrap the text in this row.
 - add a blue fill colour to the cells in **Row 2** that contain the headings. (4)
- 4.3 Make sure that all the data is clearly visible. (1)
- 4.4 Display all the values in the **Range F4:F29** in South African currency with no decimal places. (2)
- 4.5 Each sales person from each branch is given a **Code**. Make use of functions and formulae to generate the **Code** in **Cell C4** as follows:
- The abbreviation of the City name found in **Column D**, followed by the first three letters of the Surname in **Column E** must be used.
 - Add a forward slash (/) between the City name and the first three letters from the Surname.
 - The **Code** must appear in uppercase e.g. JHB/SWA
- Drag the function down to the rest of the salespeople. (5)
- 4.6 Use the Vlookup function in **Cell F9** to display the basic monthly salary for Mr Voight. The lookup values can be found in the **VLOOKUP** worksheet. Ensure that the function will work when dragged down to the rest of the sales people. (4)
- 4.7 Add a function in **Cell F30** that will determine the most commonly occurring value for **Basic Monthly Salary**, in **Column F**. (2)


- 4.8 Use a function in **Cell F31** to calculate the average **Basic Monthly Salary** in **Column F**. Use a function to round your answer to the nearest whole number. (4)
- 4.9 Use the function in **Cell F33** to *count* the number of sales people who are **men** (Mr) and who are based in Durban ("**DBN**"). Use **Column D** and **Column A** in the function.
- NOTE:** Make use of the help function of the spreadsheet application to guide you on how to use this function if you have not used it before. (5)
- 4.10 Use a function in **Cell F36** to determine the second largest number of sales in **Column G**, made by the sales people from all branches. (3)
- 4.11 Insert the suitable function in **Cell F37** to determine the number of outstanding e-mail addresses in **Column I**. (2)
- 4.12 Statistically these sales people have had an increase of 7% in monthly salary yearly. Determine their envisaged monthly income for the following year (**Envisaged Monthly Income for next year**) in **Cell K4**. Make use of **Cell K3** to determine their Envisaged Income in **Cell K4**.
- Drag the formula down for all the sales people in **Column K**. (3)
- 4.13 If a sales person worked for more than 8 years (**Column L**) and his sales figures (**Column G**) are more than 250, he qualifies for a bonus. Add a function to **Cell M4** to determine if Mr Swanepoel qualifies for a bonus from the Department of Energy. The words "**True**" or "**False**" must appear in **Cell M4**. (3)
- 4.14 Remove the comment added to **Cell G31**. (1)
- 4.15 Use a function to determine the length of the longest email address that is captured in **Cell I20**. Enter your function in **Cell F38**. (2)
- Save and close the **q4Calculations** document. [44]

QUESTION 5

Open the spreadsheet called **q5Quarterly**.

Work in the **Data** worksheet.

5.1 Add diagonal borders to the **Range C3:H3** as shown below:

 Recycling Sales for first six months							
District	Branches	January	February	March	April	May	June

(1)

5.2 Move the picture found in the **Image** worksheet to the **left** of the main heading in **Row 1** of the **Data** worksheet.

(1)

5.3 Modify the function in **Cell B12** so that it gives the total sales for **District B** in **January**. The function is correct but the criteria and cell ranges are incorrect.

(3)

5.4 Remove the **Conditional Formatting** used in the **Range C4:H9**. Add a new condition to this range that will display sale amounts greater than R65 000 in a yellow fill colour.

(3)

5.5 Sort the **Range A4:H9** as follows:

- firstly the **Districts** must appear in descending alphabetical order,
- and secondly the **Branches** must appear in ascending alphabetical order.

(4)

Work in the **Totals** worksheet.

5.6 Use a function to calculate the total sales from January to June for **Sandton** in **Cell B2** as captured on the **Data** worksheet.

(2)

5.7 Rename sheet called **Totals** to **Sales** and change the **tab** colour to red.

(2)

5.8 Make use of a **function** in **Column C** to rate the Branches according to their total sales in **Column B**.

The rating must be calculated as follows:

- Totals that are equal to R400 000 and more get a rating of **Excellent**
- Totals of R300 000 and more get a rating of **Good** and
- Totals less than R300 000 are left empty.

The words "**Excellent**" and "**Good**" or **empty cells** must appear in **Column C**.

(5)

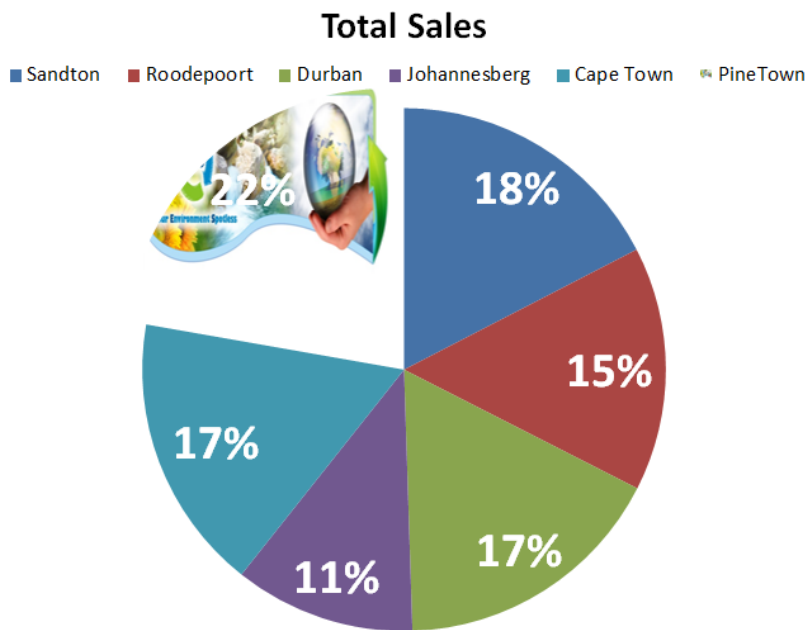
Work in the **Password** worksheet.

- 5.9 The worksheet named "**Password**" is protected with the password **12**.
Remove the password from the worksheet and save it without the password. (1)

Work in the **Graph** worksheet.

The Chairperson create a chart/graph showing the total sales for all the branches.
Help him to modify the chart so that it is easier to interpret.

Study the image of the chart below. This is how the final chart should look, after you have made the necessary changes.



- 5.10 Apply the following changes to the chart:

- Move the chart location to a new sheet where it does **not appear as an object in a sheet** but as a *New sheet* called **Chart**.
- Add a **Chart Title** above the chart that reads: "**Total Sales**".
- Change the chart to a **Pie** chart.
- The **Legend** must appear above the chart as indicated.
- Format the Data Labels as **percentages** and the label position must be **Inside End**.
- The font size and colour of the Data Labels must be 36 pt and white.
- Explode the largest segment/slice of the graph and fill it with the image named **Green** that is saved in your **2013 EXAM DATA** folder. (10)

Save and close the spreadsheet.

[32]

QUESTION 6

Some recycling shops sell a variety of recycled bins. Data of these bins are recorded in a database table. Make the following changes to the database to help find statistics regarding these recycled products.

Open the database called **q6Branches** that is saved in your **2013 EXAM DATA** folder.

TABLES:

Work in the **RecycledStock** table.

- 6.1 Change the Data Type of the **ItemImage** field to a suitable field type for images. Add the image **Green.bmp** to the record of the *Norwood* branch in Cape Town, for this particular field. (2)
- 6.2 Change the *Field Size* of the **InStock** field so that it is **Double**. (1)
- 6.3 Add a new field above the **PersonResponsible** field and name the field **Title**. (2)
- 6.4 Add a drop-down list control to the **Title** field (created in **question 6.3**) which will allow the user to choose from: "Mr", "Mrs" or "Ms". (3)
- 6.5 *Sort* the **City** field in *descending* order. (1)
- 6.6 Modify the properties of the **City** field to make sure that the city names always appear in **capital letters**. (1)
- 6.7 Add a *Validation Rule* with *Validation Text* to the table to ensure that the **InStock** field cannot be less than 1 and cannot exceed 9 000 bins. (3)
- 6.8 Add an *Input Mask* to the **BranchCode** field to accept only branch codes in the following format: 3 letters and 4 numbers followed by the text "-REC" e.g. JUK1245-REC. The first 3 letters added to the *Input Mask* are **optional** but the 4 numbers are **required**. (3)
- 6.9 Change the properties of the **BranchCode** field so that it becomes a required field. (1)
- 6.10 Show only the vertical gridlines of the table and change them to a red colour. (2)

Save and close the table.

QUERIES:

Open the Query called **NewValue** and make the following changes:

6.11 The chairperson wants a list of Bins in all Branches with the current value and a new value. Edit the query by adding a calculated field called **NewValue**. The **NewValue** field must be **calculated** at **20% more** than the **CurrentValue** field.

- Unhide the hidden fields in this query.
- Sort the query in *Ascending* order according to the **CurrentValue** field.
- The **NewValue** field that you created must be displayed in South African currency.

(6)

Save the **NewValue** query and close it.

Create a query called **Stock** by making use of the **RecycledStock** table.

6.12 The **Stock** query that you create must display the following:

- Show only the following fields: **City** and **Colour**.
- Set the criteria so that only **Blue** bins from *all areas* in **JHB** and **Red** bins from **Cape Town** appear in the query when it is run.

(5)

Save the **Stock** query and close it.

FORMS:

Open the **RecycledStock** form.

6.13 Make the following changes to the form:

- Insert the **Green** image found in your **2013 EXAM DATA** folder in the *Form Header* as a logo.
- Add the **date** as a function to the *Form Footer*.
- Change the background colour (any colour) of the **Branch** field name label so that it stands out from the rest of the field names.
- Insert a *Combo Box* for the **Colour** field. The options that need to be added to the Combo Box are: *Blue, Yellow, Green, Red* and *Black*.

(5)

Save and close the form.

REPORTS:

Open **Branches** report.

6.14 Make the following changes to the report:

- Group the records in the report according to the **City** field.
- Create a calculated field in the report that calculates the total stock value per item by multiplying the **InStock** with the **CurrentValue** field. Name the new field **TotalValue**. (5)

Save and close the report.

Close the **q6Branches** database.

[40]

QUESTION 7

Open word processing file **q7Answers** and answer the following questions in the space provided.

- 7.1 What size is the Check box in the *Check Box Form Field* that appears next to the word "Read" in the file called **q7Trash**? (1)
- 7.2 In the article copied from the Internet and pasted in the **q7Trash** file, there is reference to somebody named Jonathan. What is his surname? (1)
- 7.3 What is the Subject Value in the properties of the file called **q7Trash**? (1)
- 7.4 How many **characters** (no spaces) are found in the word processing file **q7Recycling**? (1)
- 7.5 Is the word "country" at the end of the **q7Sweden** document linked to an endnote or a footnote? (1)
- 7.6 Paste a screen shot, showing the tabs dialog box of the tab settings in the second row of the **q7Energy** document, next to **question 7.6** in the **q7Answers** file. (1)

Save and close all your documents.

[6]

TOTAL: 200

VRAAG 7

Maak die woordverwerkingslêer genaamd **q7Answers** oop en beantwoord die volgende vrae in die spasies wat daarvoor voorsien is.

- 7.1 Wat is die grootte van die keuseblokkie ("Check box") in die "Check Box Form Field" wat langs die woord "Read" in die lêer genaamd **q7Trash** verskyn? (1)
- 7.2 In die artikel wat van die Internet gekopieer is en in die **q7Trash**-lêer gestoor is, word daar verwys na iemand met die naam Jonathan. Wat is sy van? (1)
- 7.3 Wat is die "Subject Value" in die eienskappe van die **q7Trash**-lêer? (1)
- 7.4 Hoeveel karakters ("**characters**"), (spasies uitgesluit) kan gevind word in die woordverwerkingslêer **q7Recycling**? (1)
- 7.5 Is die woord "country" aan die einde van die **q7Sweden** dokument gekoppel aan 'n eindnota ("endnote") of voetnota ("footnote")? (1)
- 7.6 Plak 'n skermkopie ("screen shot") van die tabelstop-stellings ("tabs dialog box") in die tweede ry van die **q7Energy** dokument, langs **vraag 7.6** in die **q7Answers**-lêer. (1)
- [6] Stoor en maak al jou dokumente toe.

TOTAAL: 200

VERSLAE:

Maak die **Branches**-verslag oop.

6:14 Bring die volgende veranderings aan by die verslag:

- Groepeer die rekords in die verslag volgens die **City**-veld.
- Skip 'n berekende veld in die verslag wat die totale waarde van die voorraad per item bereken deur die **InStock**-veld se waarde met die **CurrentValue**-veld se waarde te vermenigvuldig. Die naam van die nuwe veld wat jy skip moet **TotalValue** wees.

(5)

Stoor en maak die verslag toe.

Maak die **q6Branches**-databasis toe.

[40]

NAVRAE:

Maak die **NewValue**-navraag oop en verander dit as volg:

- 6.11 Die voorstatter wil 'n lys van al die dromme ("Bins") in al die takke ("Branches") met hulle huidige waarde en nuwe waarde hê. Pas die navraag aan deur 'n berekende veld genaamd **NewValue** in te voeg. Die **NewValue**-veld moet **bereken** word teen **20% meer** as die **CurrentValue**-veld.

- Maak seker dat geen veld in die navraag verskuil is nie ("Unhide the hidden fields").
- Sorteer die navraag in stygende ("Ascending") orde volgens die **CurrentValue**-veld.
- Die **NewValue**-veld wat jy geskep het moet in Suid-Afrikaanse geldeenheid vertoon word.

(6)

Stoor die **NewValue**-navraag en maak dit toe.

Skep 'n nuwe navraag genaamd **Stock** deur gebruik te maak van die **RecycledStock**-tabel.

- 6.12 Die **Stock**-navraag wat jy skep moet die volgende vertoon:

- Vertoon slegs die veld: **City** en **Colour**
- Slegs blou ("**Blue**") dromme van *alle areas* in **JHB** en rooi ("**Red**") dromme van Kaapstad ("**Cape Town**") moet in die navraag vertoon word.

(5)

Stoor die **Stock**-navraag en maak dit toe.

VORMS:

Maak die **RecycledStock**-vorm oop.

- 6.13 Bring die volgende veranderings by die vorm aan:

- Voeg die **Green**-prent wat in jou **2013 EXAM DATA**- lêergids gevind kan word in die vormboskriif ("**Form Header**") as 'n "logo" in.
- Voeg die **datum** as 'n funksie in die vormonderskriif ("**Form Footer**") in.
- Verander die agtergrondkleur (enige kleur) van die **Branch**-veldnaam etiket sodat dit uitstaan van die res van die veldname.
- Verander die **Colour**-veld na 'n keuselys ("**Combo Box**"). Die keuses wat in die "Combo Box" vertoon moet word is: *Blue, Yellow, Green, Red* en *Black*.

(5)

Stoor en maak die vorm toe.

VRAAG 6

Sommige herwinnings-winkels verkoop 'n verskeidenheid drome wat uit herwinbare materiaal vervaardig is. Data aangaande hierdie drome is aangeteken in 'n databasis tabel. Bring die volgende veranderings by die databasis aan om sodoende sekere statistiek rakende herwinbare produkte te bekom.

Maak die **qbranches**-databasis in jou **2013 EXAM DATA**-leërgids oop.

TABELLE:

Werk in die **RecycledStock**-tabel.

6.1	Verander die datatype ("Data Type") van die ItemImage -veld na 'n geskikte veldtipe vir prente. Voeg die Green.bmp prent vir die rekord van die "Norwood" tak in Kaapstad in, vir hierdie betrokke veld.	(2)
6.2	Verander die veldgrootte ("Field Size") van die Instock -veld na "Double".	(1)
6.3	Voeg 'n nuwe veld voor die PersonResponsible -veld in en noem die veld Title .	(2)
6.4	Voeg 'n affreklyskontrolle ("drop-down list control") by die Title -veld (in vraag 6.3 geskep) wat die gebruiker sal toelaat om "Mr.", "Mrs" of "Ms" te kies.	(3)
6.5	Sorteer die City -veld in dalende ("descending") orde.	(1)
6.6	Pas die eienskappe van die City -veld aan sodat die stadsname altyd in hooftletters sal vertoon.	(1)
6.7	Stel 'n valideringsreël met 'n toepaslike valideringsboodskap vir die Instock -veld op, om te verseker dat die getal drome in voorraad nie minder as 1 of meer as 9 000 kan wees nie.	(3)
6.8	Voeg 'n toevoermasker (" Input Mask ") by die BranchCode -veld in, om slegs takkodes in die volgende formaat te aanvaar: 3 letters en 4 nommers gevolg deur die teks "-REC" bv. JUK1245-REC. Die eerste 3 letters van die toevoermasker is opsioneel maar die 4 nommers word vereis .	(3)
6.9	Verander die eienskappe van die BranchCode -veld sodat dit 'n vereiste ("required") veld is.	(1)
6.10	Toon slegs die vertikale gidsllyne van die tabel en verander hulle na 'n rooi kleur.	(2)

Stoor en maak die tabel toe.

Werk in die **Password**-werkblad.

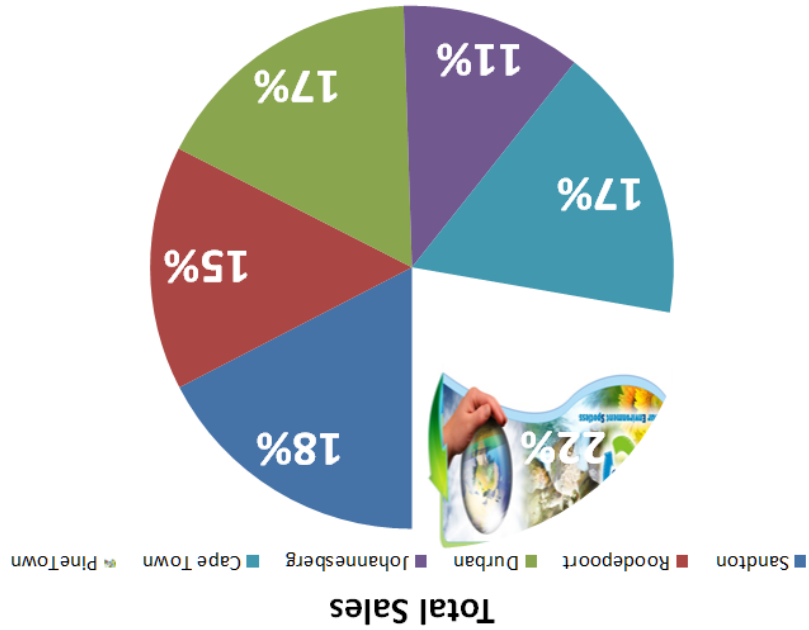
5.9 Die **Password**-werkblad is beskerm met die wagwoord **12**. Verwyder die wagwoord van die werkblad en stoor dit sonder 'n wagwoord.

(1)

Werk in die **Graph**-werkblad.

Die Voorstatter het 'n grafiek ("chart/graph") geskep wat die totale verkope van al die takke aantoon. Help hom om die grafiek te redigeer sodat dit makliker is om te interpreteer.

Bestudeer die grafiek hieronder. Nadat jy die nodige veranderings aangebring het moet jou grafiek soortgelyk vertoon.



5.10

Verander die grafiek as volg:

- Skuif die grafiek na 'n nuwe werkblad. Die grafiek moet **nie** as 'n **objek** in 'n **werkblad** vertoon word nie, maar as 'n nuwe blad ("New sheet") genaamd **Chart**.
- Voeg 'n grafiektitel ("Chart Title") bokant die grafiek in wat lees: "Total Sales".
- Verander die grafiek na 'n sirkelgrafiek ("Pie-chart").
- Die verklaaring ("Legend") moet bokant die grafiek verskyn soos aangedui.
- Die waardes ("Data Labels") van die segmente moet bo aan die binnekant ("Inside End") as **persentasies** vertoon word.
- Die fontgrootte en kleur van die waardes ("Data Labels") moet 36 pt en wit wees.
- Trek die grootste segment ("Explode") van die sirkelgrafiek uit en vul dit met die **Green**-prent in jou **2013 EXAM DATA**-leërgids.

(10)

Stoor en maak die sigblad toe.


[32]

VRAAG 5

Maak die **quarterly**-sigblad oop.

Werk in die **Data**-werkblad.

5.1 Voeg diagonale lyne ("borders") vir die **Reeks C3:H3** in, soos hieronder vertoon:

 Recycling Sales for first six months						
Branches	January	February	March	April	May	June

(1)

5.2 Skuif die prent wat in die **Image**-werkblad gevind kan word sodat dit **links** van die hoofopskrif in **Ry 1** van die **Data**-werkblad verskyn.

(1)

5.3 Verander die funksie in **Sel B12** sodat dit die totale verkope vir "**District B**" in Januarie ("**January**") vertoon. Die funksie is korrek maar die kriteria en die selreëksie is foutief.

(3)

5.4 Verwyder alle voorwaardelike formatering ("**Conditional Formatting**") wat in die **Reeks C4:H9** voorkom. Voeg 'n nuwe voorwaarde vir hierdie reëks in, wat alle selle met waardes van meer as R65 000 in 'n geel vultkleur vertoon.

(3)

5.5 Sorteër die **Reëks A4:H9** as volg:

- die "**Districts**" moet eerstens in dalende alfabetiese volgorde,
- en dan die "**Branches**" in stygende alfabetiese volgorde vertoon.

(4)

Werk in die **Totals**-werkblad.

5.6 Gebruik 'n funksie om die totale verkope van Januarie tot Junie vir **Sandton** in **Sel B2** te bereken soos gevind sal word in die **Data**-werkblad.

(2)

5.7 Verander die naam van die **Totals**-werkblad na **Sales** en verander die werkbldnaam se agtergrondkleur ("**tab**") na rooi.

(2)

5.8 Maak gebruik van 'n funksie in **Kolom C** om die takke te klassifiseer volgens hulle totale verkope in **Kolom B**.

Die klassifikasie moet as volg bepaal word:

- Totale van R400 000 en meer word geklassifiseer as "**Excellent**"
- Totale van R300 000 en meer word geklassifiseer as "**Good**" en
- Totale van minder as R300 000 moet geen klassifikasie ontvang nie.

Die woorde "**Excellent**" en "**Good**" of selle met geen waardes moet in **Kolom C** vertoon word.

(5)

- 4.8 Gebruik 'n funksie in **Sel F31** om die gemiddelde basiese maandelikse salaris ("Basic Monthly Salary") in **Kolom F** te bereken. Gebruik 'n funksie om jou antwoord tot die naaste heelgetal af te rond. (4)
- 4.9 Gebruik 'n funksie in **Sel F33** om die aantal verkoops personeel wat **mans** ("Mr") is en wat in Durban ("DBN") werk te tel ("count"). Gebruik **Kolom D** en **Kolom A** in die funksie. (5)
- 4.10 Gebruik 'n funksie in **Sel F36** om die tweede grootste getal verkope, deur verkoops personeel van al die takke, in **Kolom G** te bepaal. (3)
- 4.11 Voeg 'n geskikte funksie in **Sel F37** in om te bepaal hoeveel epos adresse in **Kolom I** nog uitstaande is. (2)
- 4.12 Dit is bewys dat verkoops personeel statisties 'n verhoging van 7% in hulle maandelikse inkomste jaarliks ondergaan. Bepaal hulle vooruitgeskatte maandelikse inkomste vir die volgende jaar ("Envisaged Monthly Income for next year") in **Sel K4**. Maak gebruik van **Sel K3** in jou funksie om die vooruitgeskatte inkomste in **Sel K4** te bereken. (3)
- 4.13 Indien 'n verkoops persoon vir meer as 8 jaar gewerk het (**Kolom L**) en sy verkoopsyfers (**Kolom G**) meer as 250 is, kwalifiseer hy vir 'n bonus. Gebruik 'n funksie in **Sel M4** wat sal bepaal of Mnr. Swanepoel vir 'n bonus van die Departement van Energie kwalifiseer. Die woorde "True" of "False" moet in **Sel M4** vertoon. (3)
- 4.14 Verwyder die kommentaar wat in **Sel G31** bygevoeg is. (1)
- 4.15 Gebruik 'n funksie in **Sel F38** om die lengte van die langste epos adres wat in **Sel I20** voorkom te bepaal. (2)

Stoor en maak die **q4Calculations** dokument toe. [44]

VRAAG 4

- Help die Voorstter van die **Gemeenskapsforum** met sekere berekenings in die sigblad oor herwinning, sodat betekenisvolle statistiek bymekaar gemaak kan word. Die sigblad het inligting oor mense in ons land wat besighheidsgeleenthede geskep het deur van herwinningseleenthede gebruik te maak.
- Maak die sigblad **q4Calculations** oop wat in die **2013 EXAM DATA**-leërgids gestoor is en werk in die **Sales**-werkblad.
- 4.1 Verbeter die voorkoms van die **Sales**-werkblad sodat dit makliker ontleed kan word deur die volgende formatering op **Ry 1** toe te pas:
- smelt ("merge") die **Selle A1 tot I1** saam.
 - sentreer die hoofskrif "**Turning Waste into Job Opportunities**"
 - horisontaal en vertikaal in die nuwe saamgevoegde sel.
 - verander die font van die hoofskrif na **Arial Black**, 27 pt.
- (3)
- 4.2 Bring die volgende veranderings by **Ry 2** aan:
- verander die teks oriëntering van die opskrifte in **Ry 2** na 'n 86°-hoek.
 - verander die hoogte van **Ry 2** na 75.
 - pas woordomvou ("wrap") op die ry toe.
 - gee die selle met opskrifte in **Ry 2** 'n blou vulkleur.
- (4)
- 4.3 Maak seker dat al die data duidelik sigbaar is.
- (1)
- 4.4 Vertoon al die waardes in die **Reeks F4:F29** in Suid-Afrikaanse geld-eenheid met geen desimale plekke.
- (2)
- 4.5 Daar word aan elke verkopsman ("sales person") van elk van die takke 'n kode ("Code") gegee. Maak gebruik van funksies en formules om 'n kode ("Code") in **Sel C4** as volg te genereer:
- Die afkorting van die stadsnaam ("City") soos vertoon in **Kolom D**, gevolg deur die eerste drie letters van die van ("Surname") in **Kolom E** moet gebruik word.
 - Voeg 'n vorentoe strepie (/) tussen die stadsnaam en die eerste drie letters van die van in.
 - Die kode ("Code") moet in bokas ("uppercase") vertoon bv. JHB/SWA
- (5)
- 4.6 Gebruik die Vlookup-funksie in **Sel F9** om die basiese maandelikse salaris vir mnr. Voight te vertoon. Die opsoekwaardes ("lookup values") kan in die **VLOOKUP**-werkblad gevind word. Maak seker dat die funksie reg sal werk as dit afwaarts na die res van die verkoops personeel gekopieer sou word.
- (4)
- 4.7 Voeg 'n funksie in **Sel F30** in wat die algemeenste maandelikse salaris ("Basic Monthly Salary"), in **Kolom F** sal bereken.
- (2)

VRAAG 3

Die Voorstter van die **Gemeenskapsforum** het 'n sertifikaat ontwerp wat hy graag aan die skool se **Herwinnings-klub** wil oorhandig as 'n blyk van sy waardering vir hulle bydrae tot die bevordering van herwinning. Hy het vir jou gevra of jy sekere veranderinge aan die sertifikaat kan aanbring, om dit sodoende meer professioneel te laat vertoon.

Maak die woordverwerkingsdokument **q3Certificate** oop en beantwoord die volgende vrae rakende die dokument:

- 3.1 Omskep die tabel **wat in geel uitgelig** is na teks ("convert table to text").
 Gebruik **kommas** om die teks te skei. (1)
- 3.2 Verwyder die tabel **wat in blou uitgelig** is van die sertifikaat. (1)
- 3.3 Voeg 'n kuns-/patroonbladsyraam ("**Art border**") rondom die sertifikaat in. (1)
- 3.4 Gebruik hierdie sertifikaat om 'n possamevoeging ("**Mail Merge**") uit te voer deur die instruksies hieronder te volg:
- 3.4.1 Gebruik die **DATA**-tabel in die **q3Details.mdb** databasis as databron. (1)
- 3.4.2 Die sertifikaat moet in dalende orde volgens van ("**Surname**") gesorteer word. (1)
- 3.4.3 Die sertifikaat moet slegs aan lede wat "**Dedication**" as uitstaande kenmerk ("**Outstanding Quality**") het, uitgereik word. (1)
- 3.4.4 Vervang die woorde wat as volg aangedui word: <<**Name**>> en <<**Surname**>>, met die relevante samevoegingsvelde. (2)
- 3.4.5 Redigeer die individuele sertifikaat na voltooiing van al 6 die possamevoegingsstappe en stoor die finale saamgevoegde sertifikaat as **q3Final.doc** in jou **2013 EXAM DATA**- lêergids. (1)
- 3.5 Skep 'n sublêergids in jou **2013 EXAM DATA**-lêergids genaamd **Certificate** en skuif ("move") die **q3Final.doc** dokument na die lêergids. (2)
- 3.6 Skep 'n kopie van die **q3Final.doc** lêer en stoor die kopie in die **Certificate**-lêergids in pdf formaat. (1)

Stoor en maak al die oop dokumente toe.

[12]

2.8 Verander die teks wat in groen uitgelig is (op die 2^{de} laaste bladsy van die dokument) in 'n tabel met twee kolomme en formateer dit as volg:

WASTE STREAM COMPOSITION	
Umdoni Municipality	Percentage
Builder Rubble	8
Plastic	7
Paper	12
Organic garden waste	45
Metal	4
Glass	5
Other	19

- Skakel die teks in die eerste ry om na bokas ("uppercase").
- Smelt die eerste ry se selle saam ("merge") sonder om enige data uit te veë.
- Sentreer die inhoud van die **eerste twee** rye vertikaal en horisontaal.
- Verander die teksrigting in die tweede ry soos aangedui.
- Verander die hoogte van die tweede ry na presies 3 cm.
- Vul die eerste ry met 'n grys skadu ("shade").
- Omraam die selle soos aangedui word in die voorbeeld.

(8)

2.9 Redigeer die formule (in geel uitgelig) in die tabel wat aan die einde van die dokument voorkom, sodat dit die **aantal mense** bereken wat in die opname deelgeneem het.

(1)

2.10 Skuif die sirkelgrafiek ("pie chart")



(2)

naby die einde van die dokument sodat dit oor die twee uitgeligte kolomme teks wat begin met 'FEEDSTOCK...' en eindig met 'Umdoni' verskyn. Die teks moet om die grafiek vloei. Die presiese posisie van die grafiek is nie belangrik nie.

2.11 Heg 'n **skakel** ("hyperlink") aan die woord '**FIRST**' (wat op die laaste bladsy van die dokument verskyn), sodat die woord gekoppel is aan die geboekmerkte prent ("bookmarked image") op die eerste bladsy van die dokument. Verwys na **vraag 2.7** waar die boekmerk geskep is.

(1)

2.12 Verander die oriëntasie van die laaste bladsy na landskap ("Landscape").

(1)

2.13 Plaas 'n veld ("**field**") met die outournaam ("**Author**") van die dokument aan die regterkant van die bladsyonderskrif in bokasformaat.

(3)

Stoor en maak die **q2Waste** dokument toe.

[29]

VRAAG 2

Maak die lêer **q2Waste** oop.

2.1 Voeg die datum in die bladsyboskryf in en maak seker dat dit outomaties opdateer. (2)

2.2 Selekteer die hele dokument en verander die bindspasie-posisie ("**gutter**") sodat dit links ("**left**") voorkom en **1 cm** wyd is, maak ook seker dat die papiergrootte **A4** is. (2)

2.3 Voeg 'n outomatiese inhoudsopgawe ("Table of contents") onder die opskrif "**TABLE OF CONTENTS**" in, sodat dit soortgelyk aan die voorbeeld hieronder vertoon. Die opskrifstyl ("**heading style**") genaamd "**NEW**" is die enigste opskrifstyl wat in die inhoudsopgawe gebruik moet word.

TABLE OF CONTENTS

SCOPING REPORT FOR THERMOREC PLANT AT UMDONI MUNICIPALITY	1
BACKGROUND.....	1
NATIONAL WASTE MANAGEMENT STRATEGY.....	2
POLOKWANE WASTE SUMMIT DECLARATION.....	2
THE TERREIN.....	3
MAINE GARBAGE STUDY SHOWS 60 PERCENT OF TRASH COULD BE DIVERTED.....	4

(2)

LET WEL: Die bladsynommers in jou inhoudsopgawe mag verskil van die voorbeeld aangesien dit afhang van jou bladsystellings.

2.4

Pas prent kolpunte ("picture bullets") op die uitgeligte ("highlighted") teks onder die opskrif "NATIONAL WASTE MANAGEMENT STRATEGY" toe. Begin met 'The roles ...' en eindig met '...facilities.'

- Gebruik die **Garbage.jpg** prent wat in jou **2013 Exam Data**-lêergids gevind kan word vir die kolpunte.
- Verander die oriëntering ("alignment") van slegs die kolpunte sodat hulle gesentreerd ("centre") is.
- Skuif die kolpunte sodat hulle by die linkerkanthlyn verskyn.

LET WEL: Jou data moet soortgelyk aan die volgende **uittreksel** vertoon:

NATIONAL WASTE MANAGEMENT STRATEGY

The roles and responsibilities in terms of the NWMs for local government!

(4)

2.5

Verwyder die skakel ("hyperlink") van die hoofopskrif: "SCOPING REPORT FOR THERMOREC PLANT AT UMDONI MUNICIPALITY". (1)

(1)

Korrigeer die speloute/fout wat in die dokument voorkom. (1)

2.7

Heg 'n boekmerk ("bookmark") genaamd '**First**' aan die prentjie op die eerste bladsy. (1)

1.6 Verander die "Heading 2"-styl sodat die font in 'n rooi kleur vertoon en die styl outomaties opdateer. (2)

1.7 Bring die volgende verandering by die bladsynommerning in die bladsyboskrif aan:

- Verander die outomatiese bladsynommerning in die bladsyboskrif van die dokument sodat dit in die formaat a, b, c in plaas van Romeinse nommers vertoon.
- Maak seker dat die bladsynommerning deurlopend ("continuous") is en in dieselfde formaat vir al die afdelings ("sections") van die dokument vertoon.
- Bring die nodige verandering aan sodat die bladsynommerning in die bladsyboskrif van elke bladsy vertoon.

1.8 Verander die vergrote hoofletter ("dropped cap"), 'T' (in die eerste paragraaf) sodat dit in die kantilyn vertoon en oor twee lye strek. (2)

1.9 Verander die watermerk ("watermark") as volg:

- Korrigeer die spelling van die watermerk sodat dit as 'Recycling' lees.
- Verander die watermerk na semi-deursigtig ("semi-transparent").
- Verander die uitlig van die watermerk na diagonaal ("diagonal").

(3)

1.10 Redigeer alle gevalle van die woorde "Thermo Rec", sodat die woorde in klein hoofletters ("Small caps") en in buitelyn-effek ("Outline effect") vertoon.

(3)

1.11 Plaas die teks wat in kleur uitgelig ("highlighted") is in drie kolomme en bring die nodige verandering aan sodat dit **soortgelyk** aan die voorbeeld hieronder vertoon.

- Gebruik kolombruke ("Column breaks") om seker te maak dat elke paragraaf boaan 'n nuwe kolom begin.
- Die eerste kolom moet 6 cm wyd wees en die oorblywende twee kolomme moet elk 4.5 cm wyd wees.
- Maak seker dat daar vertikale lye tussen die drie kolomme voorkom.

<p>While service delivery remains lacking in many parts of the country waste disposal is now being promoted in the form of recycling in accordance with the Polokwane Declaration. However, one most important factor is being overlooked, which is the fact that, if all the recyclable (inorganic) waste is removed, it merely serves to expose the ultimate influence in the atmosphere</p>	<p>organic waste, which must now be buried in the landfill. This then decomposes into methane gas which is liberated and has a most deleterious effect on the atmosphere. The introduction of the Thermo Rec technology now offers, not only a solution to the problem, but also an opportunity to recover valuable energy rich substance.</p>	<p>The Thermo Rec technology consists of two basic functions, namely, a Recycling (Sorting) process separating recyclable inorganic waste from the organic and a Thermal decomposition process by which organic waste can be converted into either power or fuel. The end result would be that there would be no further creation of Greenhouse gases and no further need for landfills (waste dumps).</p>
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(5)

1.12 Verander die lynnspasering van die hele dokument na 14 pt. (1)

(1)

Onthou om die dokument **Thermo_Rec** te stoor en toe te maak. [37]

VRAAG 1

Maak die **q1Thermo_Rec**-woordverwerkingsdokument oop.

- 1.1 Pas 'n paragraafspasïering van 10 pt na ("2 line/0.35 cm below"), op die hele dokument toe. (2)
- 1.2 Stel die regterkantlyn van die hele dokument op 1.3 cm. (1)
- 1.3 Verander die uitleg van die hele dokument as volg:
 • Verander die outomatiese woordbreking ("automatic hyphenation") "zone" na 0.5 cm.
 • Justeer die teks (vollyn gestel). (2)

- 1.4 Pas die volgende veranderinge op die opskrif "THERMO-REC" toe, wat op die eerste bladsy verskyn. (1)

- Die opskrif moet in "**Wordart style 1**" vertoon.
- Die opskrif moet in "**3D Parallel style 1**" vertoon.
- Dit moet 'n "**Curved Right Arrow**" en 'n "**Curved Left Arrow**" soos in die voorbeeld hieronder ingevoeg hê.
- Groepeer die "**Wordart**" en die pyl ("Arrows").
- Verander die grootte van die nuwe gegroeppeerde logo na 10 cm wyd en 3 cm hoog.
- Hierdie nuwe "**Wordart**" logo moet horisontaal, relatief tot die bladsy, gesentreerd wees.

- 1.5 Voeg die prent genaamd **Energy** (wat in die 2013 Exam Data-lêergids gevind kan word) onder die woorde "**CONVERTING/TURNING WASTE INTO WEALTH**" op die eerste bladsy in. (1)

- Skuif die prent en die woorde "**CONVERTING/TURNING WASTE INTO WEALTH**" sodat hulle horisontaal gesentreerd vertoon.
- Plaas 'n **3 pt wye blou** omraming om die prent.
- Verander die agtergrond van die prent sodat dit deurskynend ("transparent") vertoon.



(5)

15. Die eksamenleërgids/-datadisket wat jy saam met hierdie vraestel ontvang, bevat die leërgids en al die leërs soos hieronder aangedui. Maak seker dat jy die leërgids en AL die leërs het voordat jy met die eksamen begin.
 'n Leërgids genaamd **2013 EXAM DATA** en leërs genaamd:

- q1Thermo_Rec Woordverwerkingsleër
- q2Waste Woordverwerkingsleër
- q3Details Databasisleër
- q3Certificate Woordverwerkingsleër
- q4Calculations Sigbladleër
- q5Quaterly Sigbladleër
- q6Branches Databasisleër
- q7Answers Woordverwerkingsleër
- q7Energy Woordverwerkingsleër
- q7Recycling Woordverwerkingsleër
- q7Sweden Woordverwerkingsleër
- q7Trash Woordverwerkingsleër
- q7Garbage Woordverwerkingsleër
- q7Energy Woordverwerkingsleër
- q7Green Woordverwerkingsleër

SCENARIO

“The World is drowning in WASTE! One man’s trash is however another man’s treasure. Over 1,8 billion ton of waste is generated every year in Europe. This equals to 3,5 ton of trash per person.”

[Aangehaal uit Discovery Channel, DSTV 2010]

Die “Clean Development Mechanism” filiaal van die Departement van Energie het rapporteer dat 70% van die gas wat deur verrotte organiese afval geskep word, hoogs onstabiele, vlambare metaangas is. Hierdie metaangas het 'n negatiewe impak op die atmosfeer. Slegs deur die **opname** en **beheer** van metaangas kan die probleem geredieer word.

Julle **Gemeenskapsforum** en **Skool Herwinningssklub** lewer die volgende dienste:

- Hulle verskat:
- Inligting wat deur navorsing bekom is en wat handel oor nuwe **tegnologie** wat moonklik 'n oplossing vir die probleem kan wees
- Onderhou sigblaasie oor Herwinning en Hitte-ontbinding
- Onderhou 'n databasis met rekords van verskillende **lande** wat reeds “Thermo-Rec” tegnologie bekendgestel het

Die Voorstatter van die **Gemeenskapsforum** het jou gevra om hulle te help om van die dokumente wat handel oor herwinning te redigeer.

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 eksamensessie te verlaat NIE.

2. Tik jou Naam en Van in die bladsybooskrif ('header') van elke dokument wat jy skep of stoor.

3. Die toetsighouer 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 Naam en Van op die etiket skryf. Indien jy op die netwerk werk, moet jy die instruksies van die toetsighouer volg.

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

5. Maak seker dat jy elke dokument stoor deur die lêernaam wat in die vraestel gegee word, te gebruik. Stoor jou werk gereeld as voorsorgmaatreeël teen moontlike kragonderbrekings.

6. Lees deur ELKE vraag voordat jy dit beantwoord of die probleem oplos. MOENIE meer doen as wat deur die vraag vereis word NIE.

7. Aan die einde van die eksamen moet jy die disket wat deur die toetsighouer aan jou gegee is inlewer, met AL die lêers daarop gestoor, OF jy moet seker maak dat AL die lêers op die netwerk gestoor is, soos deur die toetsighouer/onderwyser aan jou verduidelik is. Maak absoluut seker dat AL die lêers gelees kan word.

8. Let daarop dat GEEN drukwerk vereis word nie.

9. Gedurende die eksamen mag jy van die hulpfunksies van die programme wat jy gebruik, gebruik maak. Jy mag GEEN ander hulpbronnemateriaal gebruik NIE.

10. Indien data afgelei is uit 'n vorige vraag wat jy nie kon beantwoord nie, moet jy steeds voortgaan met die vrae wat volg.

11. Formules en/of funksies moet vir ALLE berekenings in sigbladvrae ('spreadsheets') gebruik word, tensy anders aangedui. *Absolute selverwysing* moet slegs waar nodig gebruik word, om te verseker dat die formules korrek is wanneer hulle na ander selle in die sigblad gekopieer word.

12. In ALLE woordverwerkingsvrae moet die taal op 'English (South Africa)' gestel word. Die papiergrootte word as *A4 Portrait* ('Portrait') aangeneem, tensy anders aangedui.

13. Alle meeteenhede moet op *sentimeter* gestel word.

14. Hierdie vraestel bestaan uit sewe vrae. Beantwoord AL die vrae.

Hierdie vraestel bestaan uit 16 bladsye.



TYD: 3 uur

PUNTE: 200

REKENAARTOEPASSINGSTEKNOLOGIE V1

SEPTEMBER 2013

GRAAD 12

NASIONALE SENIOR SERTIFIKAAT

Province of the
EASTERN CAPE
EDUCATION

