

**NATIONAL**

**SENIOR CERTIFICATE**

**GRADE 11**

**NOVEMBER 2019**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

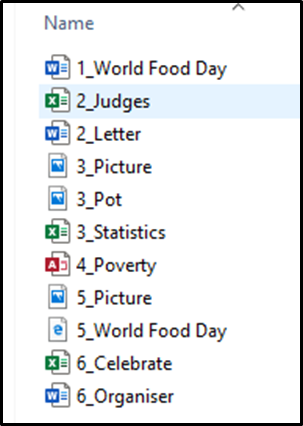
**MARKS: 180**

**TIME: 3 hours**

**This question paper consists of 16 pages, an input mask character sheet and a HTML tag sheet.**

**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. Insert your surname and name 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 center number and examination number on the label. If you are working 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 SIX questions.
6. Answer ALL the questions.
7. Ensure that you save each document using the file name given in the question paper. Save your work at regular intervals as a precaution against possible power failures.
8. Read through each question before answering or solving the problem. Do NOT do more than 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/computer 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 functions 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. Unless instructed otherwise, you must use formulae and/or functions for ALL calculations in questions involving spreadsheets. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.
13. In all questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise.
14. In Annexure A, the HTML Tag sheet is provided.
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.



**SCENARIO**

The world celebrates **World Food Day** each year on 16 October to commemorate the founding of the Organization in 1945. Events are organized in over 150 countries across the **world**, making it one of the most celebrated **days** of the UN calendar. On this day strategies on fighting poverty throughout the world are discussed.

**QUESTION 1: WORD PROCESSING**

A document was created to give an insight about what World Food Day is. Edit the document as requested.

Open the **1\_WorldFoodDay** word processing document.

|  |  |  |  |
| --- | --- | --- | --- |
| 1.1 | Insert a cover page in the document. The cover page must display the following: | |  |
|  | 1.1.1 | Select the Ion (Dark) cover page. | (1) |
|  | 1.1.2 | Type in the document name as World Food Day and the year as 2019. | (2) |
| 1.2 | Find the heading on page two ‘World Food Day’ and apply the following changes. | |  |
|  | 1.2.1 | Create a heading style called ‘Main Heading’ with font Century Gothic, font size 20, bold and red font colour. | (3) |
|  | 1.2.2 | Apply the Main Heading style to the main heading. | (1) |
| 1.3 | Locate the paragraph starting with ‘World ….and ends with …….Agricultural Development’ and format it to resemble the rest of the paragraphs in the document. | | (3) |
| 1.4 | Find all occurrences of the word ‘poverty’ in lower case and replace it with poverty underlined. | | (2) |
| 1.5 | Find green shaded Placeholder 1 below the heading Theme and add the following references to the report:  Author: Dominic Anriasse  Title: Celebrating World Food Day by Feeding the Needy  Year: 2016  Publisher: IOL  City: Cape Town | | (4) |

|  |  |  |  |
| --- | --- | --- | --- |
| 1.6 | Use the multilevel list or outline numbering to renumber the items to resemble the list below: | |  |
|  |  | 1. 2010    1. 2010: United against hunger    2. 2011: Food prices - from crisis to stability    3. 2012: Agricultural cooperatives – key to feeding the world    4. 2013: Sustainable Food Systems for Food Security and Nutrition       1. 2014: Family Farming: "Feeding the world, caring for the earth" 2. 2015    1. 2015: "Social Protection and Agriculture: Breaking the Cycle of Rural Poverty"    2. 2016: Climate change: "Climate is changing. Food and agriculture must too"    3. 2017: Change the future of migration. Invest in food security and rural development.       1. 2018: Our actions are our future. | (5) |
| 1.7 | The picture Figure 1 below the heading Events has been wrongly labelled. Change this label so that it resemble the rest of the pictures. | | (3) |
| 1.8 | Locate the text ‘Go to Africa’ under the heading Europe and create a hyperlink to the bookmark Africa. Add a screentip ‘See how Africa commemorates WFD’. | | (3) |
| 1.9 | Sort the paragraphs below the heading ‘Africa’ in descending order. | | (2) |
| 1.10 | Add a footnote to the text ‘Action Against Hunger (AAH)’ as follows:   * Use a, b, c number format. * Add the text ‘This is a non-profit organization.’. * Add the footnote below text. | | (3) |
| 1.11 | Insert page numbers in the page footer as follows:   * Use the ‘Stacked Pages 1’ page numbering style. * Align the odd page number to the left of the footer. * Align the even page numbers to the right of the footer. | | (4) |
| 1.12 | Insert an automatic bibliography on the last page of the document. | | (1) |
|  |  | | **[37]** |

**QUESTION 2: WORD PROCESSING**

You were also requested to modify the letter that was created in Word. This letter will be distributed to those people who have an interest to be judges.

Open the **2\_Letter** word processing document and modify the document.

|  |  |  |  |
| --- | --- | --- | --- |
| 2.1 | Locate the highlighted word email and replace it with a symbol Wingdings 2 character code 63. | | (2) |
| 2.2 | Apply a right aligned tab setting at 10 cm in line with the highlighted date and insert a field with today’s date. The date should show today’s date on any day that the letter will be opened. | | (4) |
| 2.3 | Locate the heading ‘Registration information’ and make the following changes: | |  |
|  | 2.3.1 | Change the properties of the ‘Name’ text formfield to accept a maximum of 15 characters. | (1) |
|  | 2.3.2 | Add a check box formfield before the text ‘Male’ so that the person can chose either male or female. | (1) |
|  | 2.3.3 | Insert a dropdown formfield next to the text ‘Qualification’. Include the following options as a dropdown list for the field.   * Degree * Diploma * Higher Certificate | (3) |
| 2.4 | Send letters to the people who are interested to be judges. The names of the people are stored in the 2\_Judges spreadsheet.   * Use the ‘Applicants’ worksheet from the 2\_Judges spreadsheet as a datasource. * Replace the ‘Sir / Madam’ with the data in the ‘Name’ column. * Send letters to only those who have a degree. * Sort the letters according to ‘Name’. * Save the letters as **2\_Merged letters**. | | (6) |
|  |  | | **[17]** |

**QUESTION 3: SPREADSHEET**

A spreadsheet file containing Better Life Index of World Countries has been stored in the **3\_Statistics** spreadsheet.

Open the **3\_ Statistics** spreadsheet and work in the **World Data** worksheet.

|  |  |  |  |
| --- | --- | --- | --- |
| 3.1 | Row 1 has been merged from **A1 to N1**. Format the worksheet as follows: | |  |
|  | 3.1.1 | Increase the height of **Row 1** to 60 pt or 120 pixels. | (1) |
|  | 3.1.2 | The heading ‘Better Life Index of World Countries’ must be centred both vertically and horizontally. | (2) |
|  | 3.1.3 | Insert a Two colour red gradient fill in the merged cells **A1:N1**. | (2) |
|  | 3.1.4 | Insert in **Row 1** the picture 3\_Picture.jpg found in your data folder. The picture must be formatted as follows:   * The height of the picture must be 2 cm and width 6 cm. * The picture must be placed in the right side of **Row 1**. | (4) |
| 3.2 | Use the spreadsheet feature so that all contents of **Row 2** are visible. | | (2) |
| 3.3 | Ensure that all headings in **Row 1** and **Row 2** remain visible when scrolling down the worksheet. | | (1) |
| 3.4 | Insert a function in cell **C42**, to determine the number of countries used in this study. | | (2) |
| 3.5 | Use the spreadsheet feature to determine the 5 countries with the highest Net Household Adjusted Disposable Income. Format them with red font colour. | | (3) |
| 3.6 | In cell **C44**, determine the second highest value of the Net Household Financial Wealth. | | (2) |
| 3.7 | The countries ability to fight food shortages are influenced by the insecurities in the labour market. Countries with a volatile labour market will suffer. In cell **C46**, use the criteria below to find what the status of South Africa is.  Hint: Is the status of South Africa volitile or fair??   * Countries whose insecurity in the labour market are more than and equal to the average of all countries, their Labour Market Insecurities are considered to be volatile but those with less are fair. | | (6) |
| 3.8 | In cell **F6**, use a spreadsheet function to insert any number between 1 and 20. | | (2) |
| 3.9 | Insert a function in cell **C48** to determine the number of countries whose life expectancy is 60 years and above. | | (3) |
| 3.10 | In cell **O1**, insert the date in year 2019 in which the World Food Day was commemorated. The date must be a long date type. | | (3) |
| 3.11 | The number of years expected in education have been mistakenly inserted in cell **O34**. Use a spreadsheet feature to insert this in the correct cell **M34**. | | (2) |
| 3.12 | Use a function in cell **C50** to determine the total amount paid by all the countries starting with letter ‘S’. | | (4) |
| 3.13 | The amount used by each worker per month in South Africa is stored in cell **N34** and is in US Dollars. In cell **C52** convert the amount to South African currency. The exchange rate is stored in cell **B52**. | | (3) |
| 3.14 | In cell **C54** calculate the percentage of the amount used by South African workers per month within the amount used per month by all the workers. | | (4) |
| 3.15 | Amongst the countries used in the study are the Bricks countries namely: Brazil, Russian Federation, South Africa and United Kingdom.  Create an appropriate graph / chart that will display the Educational attainment of the adult working-age population and Expected years in education.   * Add an appropriate title above the graph. * Name both the axes. * Rename both series with the appropriate heading. * Fill the plot area with the image 3\_Pot.jpg. * Add a Data Callout to the highest bar and fill this bar with a solid purple colour. * Use a spreadsheet feature to move the graph to a new tabsheet and name it Graph. | | (11) |
|  |  | | **[57]** |

**QUESTION 4: DATABASE**

A database of all provincial poverty statuses were created. **Modify the database and use design view in all queries.**

Open the **4\_Poverty** database.

|  |  |  |  |
| --- | --- | --- | --- |
| 4.1 |  | As part of the World Food Day awareness campaign schools are requested to write an essay. Learners of Village Primary School are then stored in the Essay Registration table. Edit the **Essay Registration** table as follows: |  |
|  | 4.1.1 | Apply a feature to any field of the database that can uniquely identify the records in the table. | (1) |
|  | 4.1.2 | Use a database feature in the **IDNo** field to make sure that correct number of digits are inserted for the Identity number of the learner. | (3) |
|  | 4.1.3 | Move the **Name of School** field to be between **IDNo** field and **School Logo** field. | (1) |
|  | 4.1.4 | Change the data type of the **School Logo** field so that a picture can be inserted in the table. | (1) |
|  | 4.1.5 | Set the **Size of family** field to always display the number 3 in this field. | (1) |
|  | 4.1.6 | The learners of Village Primary School come from PE, EL and KWT. Change the data type of the **Town** field to show these towns in alphabetical order. | (3) |
|  | 4.1.7 | Add a validation rule to the **Rural School** field to accept R for Rural and U for Urban only.  Add the appropriate message to help the user. | (3) |
|  | 4.1.8 | Change the property of the **Essay** field so that it may not be left blank. | (1) |
| 4.2 |  | Create the form **frm4\_2** based on Provincial Data table. |  |
|  |  | * Include the following fields: Province, Households in Agriculture, % in National GDP, Average Household size, Main Source of Income and Source of Employment. * Edit the form heading to be ‘Provinces of SA’. * Sort the data of Households in Agriculture field in descending order. * Apply a red fill colour to all the labels in the detail section. * The layout of the table should be stacked. * Add a horizontal line at top of the form footer. * Add today’s date as a field in the form footer. | (8) |

|  |  |  |
| --- | --- | --- |
| 4.3 | Create a query called **qry4\_3** based on Provincial Data. |  |
|  | * Add the following fields: Province, % in National GDP and Source of Employment. * Add criteria to show the provinces whose % in National GDP is 10% or more **and** * show the provinces that has a majority of people that’s working. * Sort in ascending order of % in National GDP. | (5) |
| 4.4 | Open query **qry4\_4** and do the following: |  |
|  | A calculated field was added in **qry4\_4** to determine whether there has been an improvement in the people’s poverty gap between 2006 and 2015.   * Correct the error in the calculated field to determine the poverty gap. * Add a criteria to show which provinces had a negative improvement. | (3) |
| 4.5 | Create a report called **rpt5\_5** based on Provincial Data. |  |
|  | * Add the following fields: Province, Main Source of income, Source of Employment, Poverty Gap 2015, % in National GDP and Average Household. * Group according to Main Source of Income field. * Set the page orientation of report to landscape. * Sort according to Source of Employment field. * Calculate and display the total number of provinces as per Main Source of Income in the group footer. | (7) |
| 4.6 | Export the results from the QueryExport to a spreadsheet and save it as **Query Export.** | (2) |
|  |  | **[40]** |

**QUESTION 5: WEB DESIGN (HTML)**

A web page has been created to make people aware about the World Food Day.

Open the incomplete **5\_World Food Day** web page in a web browser and also in a text editor.

**NOTE:**

* Question numbers are inserted as comments in the coding as guidelines to show approximately where the answer(s) should be inserted. Do not remove the comments.
* An HTML tag sheet has been attached for reference.

Your final web page should look like the example below.



|  |  |  |
| --- | --- | --- |
| 5.1 | Correct the HTML tags to display the text ‘No to Hunger’ in the browser tab. | (1) |
| 5.2 | Change the background colour of the page to light blue. | (1) |
| 5.3 | Centre the main heading ‘World Food Day: Action for #Zero Hunger”. | (1) |
| 5.4 | Add a green line and set the size to 10. | (3) |
| 5.5 | Set the font colour of the whole website to red and the text must be bold. | (3) |
| 5.6 | The text ‘Resource: Food and Agriculture Organization of the United Nations’ should be in italics. | (1) |
| 5.7 | Modify the listed items under the heading ‘HOW CAN I TAKE PART?’ to be in capital letters. | (2) |
| 5.8 | Insert an image below the listed text. The image should be formatted as follows: | (5) |
|  | * Use the picture ‘5\_Picture’ from your folder. * Both the width and the height should be 200. * The abbreviation ‘WFD’ should display when the picture is not displaying. * The picture should be centred. |  |
| 5.9 | Insert a hyperlink to the text ‘For more information’ to link to the website fao.org. | (3) |
|  |  | **[20]** |

**QUESTION 6: GENERAL**

Open the file **6\_Organiser**.

|  |  |  |  |
| --- | --- | --- | --- |
| 6.1 | Your school will participate in the events of the World Food Day. An organogram of the organizing committee has been made. Study the picture below and answer the questions that follow. | |  |
|  | 6.1.1 | Edit the Co-ordinator shape so that the text reads correctly. | (1) |
|  | 6.1.2 | Add the following information under Head Unemployment:   * Reports to coordinator * Reports to councilors | (2) |
|  | 6.1.3 | Add another shape namely Head Research. | (1) |
|  | 6.1.4 | Switch the layout of the smart art from right to left. | (1) |

|  |  |  |  |
| --- | --- | --- | --- |
| 6.2 | Open the spreadsheet **6\_Celebrate.**  This year the celebrations began with the countdown a minute before 12 midnight. Some cities celebrated earlier than others because of their geographical position on the world. A graph was created to show the differences in time and which cities will possible celebrate first.  Edit the graph to resemble the one above. | |  |
|  | 6.2.1 | Change the graph to resemble the one above. | (1) |
|  | 6.2.2 | The cities must be sorted in ascending order. | (2) |
|  | 6.2.3 | Use a spreadsheet feature to vary the colours of the bars by point. | (1) |
|  |  |  | **[09]** |

|  |  |  |
| --- | --- | --- |
|  | **TOTAL:** | **180** |

**INPUT MASK CHARACTER SHEET**

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

**ANNEXURE A - HTML TAG SHEET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Basic Tags** | |  | **Formatting Tags continued** | |
| **Tag** | **Description** | **Tag** | **Description** |
| <body></body> | Defines the body of the web  Page | <li></li> | Inserted before each list item, and adds a number or symbol depending upon the  type of list selected |
| <body  bg color="pink"> | Sets the background colour of the web page |
| <body text="black"> | Sets the colour of the body text | <img src="name"> | Adds an image |
| <head></head> | Contains information about the document | <img src="name"  align="left"> | Aligns an image: can also be "right", "center"; "bottom", "top", "middle" |
| <html></html> | Creates an HTML document – starts and ends a web page | <img src="name"  border="1"> | Sets size of border around  an image |
| <title></title> | Defines a title for the document | <img src="name"  width="200" height  ="200"> | Sets the height and width of an image |
| <!-- --> | Comment |
| **Text Tags** | | <img src="name"  alt="alternative  text"> | Displays alternative text when the mouse hovers over the image or when the image is not found |
| **Tag** | **Description** |
| <hl></hl> | Creates the largest heading |
| <h6></h6> | Creates the smallest heading | <hr/> | Inserts a horizontal line |
| <b></b> | Creates bold text | <hr size="3"/> | Sets size (height) of line |
| <i></i> | Creates italic text | <hr width="80%"/> | Sets width of line, in percentage or absolute value |
| <font  size="3"></font> | Sets size of font, from "1" to "7" | <hr color="ff0000"/> | Sets the colour of the line |
| <font  color="green"></font> | Sets font colour | **Table Tags** | |
| <font face="Times  New Roman"></font> | Sets font type | **Tag** | **Description** |
| **Link Tags** | | <table></table> | Creates a table |
| **Tag** | **Description** | <tr></tr> | Creates a row in a table |
| <a href="URL"></a> | Creates a hyperlink | <td></td> | Creates a cell in a table |
| <a href="URL"><img  src="URL"></a> | Creates an image link | <th></th> | Creates a table header (a cell with bold, centered text) |
| <a name="NAME"></a> | Creates a target location | <table width="50"> | Sets the width of the table |
| <a href="#NAME"></a> | Links to a target location created somewhere else in the document | <table border="1"> | Sets the width of the border around the table cells |
| **Formatting Tags** | | <table  cellspacing="1"> | Sets the space between the table cells |
| **Tag** | **Description** | <table  cellpadding="1"> | Sets the space between a cell border and its contents |
| <p></p> | Creates a new paragraph | <tr align="left"> | Sets the alignment for cell(s) (can also be "center" or "right") |
| <p align="left"> | Aligns a paragraph to the "left" (default), can also be "right", or "center" | <tr valign="top"> | Sets the vertical alignment for cell(s) (can also be "middle" or "bottom") |
| <br/> | Inserts a line break | <td colspan="2"> | Sets the number of columns a cell should span |
| <ol></ol> | Creates a numbered list | <td rowspan="4"> | Sets the number of rows a cell should span |
| <ol type="A","a",  "I","i","1"></ol> | Defines the type of numbering used |  | |
| <ul></ul> | Creates a bulleted list |
| <ul type="disc",  "square","circle"></  ul> | Defines the type of bullets used |