

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 11**

**NOVEMBER 2020**

**COMPUTER APPLICATIONS TECHNOLOGY P1  
(EXEMPLAR)**

**MARKS: 150**

**TIME: 3 hours**

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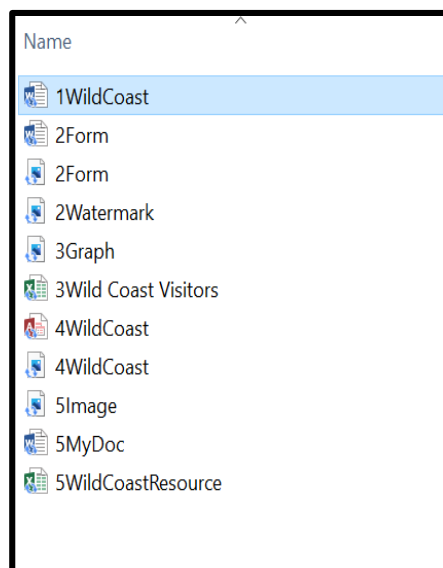
This question paper consists of 12 pages, including an input mask character sheet.

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## INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this practical examination, it is important to note that, even if you complete the examination early, you will NOT be permitted to leave the examination room until all the administrative functions associated with the examination have been finalised. During the examination, normal rules regarding leaving the examination room apply.
2. If you are working on the network, or the data files have been preloaded, you must follow the instructions provided by the invigilator/teacher. Alternatively, the invigilator will give you a CD/DVD/flash drive containing all the files needed for the examination. If a CD/DVD/flash drive has been issued to you, you must write your examination number and centre number on the CD/DVD/flash drive.
3. At the end of the examination, you must hand in the CD/DVD/flash drive given to you by the invigilator with ALL your answer files saved onto the CD/DVD/flash drive, OR you should make sure that ALL the answer files are saved on the network/computer as explained to you by the invigilator/teacher.
4. Make absolutely sure that ALL files can be read. Do NOT save unnecessary files/folders and do NOT hand in duplicate answer files/folders. Do NOT delete any original files that you did not work on.
5. 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.
6. This question paper consists of FIVE questions. Answer ALL the questions.
7. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
8. 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.
9. You may NOT use any resource material.
10. Accuracy will be taken into account, e.g. if a question requires the answer to be in cell F3 in a spreadsheet, and you enter the answer in cell G4, it will NOT be marked.

11. Ensure that the regional settings are set to South Africa and date and time settings, number settings and currency settings are correctly set.
12. 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. Use centimetres as the unit of measurement.
13. Formulae and/or functions must be used 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.
14. NOTE: All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if changes are made to the existing data.
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**

Your mother is part of a women's group who wishes to visit the Wild Coast for their end year function. They do not know anything about the Wild Coast but are interested in going there as they have heard about it from other people. They have requested you to do research for them regarding accommodation, transport and bookings. You have to give them a report after a week.

**QUESTION 1: WORD PROCESSING**

Edit the document 1WildCoast as requested. It will be part of your report to the group.

Open the **1WildCoast** word processing document.

- 1.1 A cover page has been created for the document. Edit the document as follows:
  - 1.1.1 Format the picture on the cover page so that the width and height is 5 cm. (2)
  - 1.1.2 Set the position of the picture to Middle Centre of the cover page. (1)
  - 1.1.3 Insert your name and surname in the author control. (1)
- 1.2 Insert border left page numbers to the document. Make sure that zero (0) does not appear on the cover page. (2)
- 1.3 Use a word processing feature to move the heading "Wild Coast Region, Eastern Cape" to the next page. (1)
- 1.4 The heading "Wild Coast Region, Eastern Cape" must be changed as follows:

Create a new style called "Eastern Cape Coasts" as follows:

  - Base the style on Heading 1 style.
  - Centre the new style horizontally.
  - The font colour must be red.
  - Apply the style to the heading. (5)
- 1.5
  - 1.5.1 Insert a modern style automatic table of contents in the space provided. (3)
  - 1.5.2 Insert a caption on the picture on page 4 and then update the automatic table of figures to include this picture as well. (2)

- 1.6 Locate the text 'Xolobeni region' highlighted in yellow and add a footnote as follows:
- The footnote must appear below text.
  - Insert the symbol ☞ (Wingdings character code 0046 or new version code 70) and add the text '(www.wildcoast.com/xolobeni)'. (4)
- 1.7 Find the word Transkei and replace it with Former Transkei. (2)
- 1.8 Locate the 'Placeholder 1' on page 5 and do the following:
- Add a new Website with Wild Coast as the website name.
  - The URL must be [www.wildcoast.com](http://www.wildcoast.com). (3)
- 1.9 Insert a horizontal scroll shape at the end of the document.
- Insert the text (Adapted from [www.wildcoast.com/shipwrecks](http://www.wildcoast.com/shipwrecks) for more info.) found at the end of the document.
  - Change the shape style to Subtle effect – Blue Accent 1.
  - Remove the highlight colour from the text. (4)
- [30]**

**QUESTION 2: WORD PROCESSING**

You were asked to help create a booking form for the trip.

Open and modify the **2Form** word processing document and modify the document.

2.1 Find the WordArt heading “Wild Coast Trip”.

2.1.1 Transform the WordArt to Warped Ring Inside. (2)

2.1.2 Add the **2Form.jpg** picture found in the examination folder above the heading Wild Coast Trip. Use a word processing feature to group the picture and WordArt to form one picture. (3)

2.2 Insert a page background using:

- A vertical gradient fill effect
- with blue and white colours. (3)

2.3 Use the image **2Watermark.jpg** as a watermark and set scaling to 120%. (3)

2.4 Set tabs to align the form control for Surname with the other fields as follows:

- Set the first tab at 6 cm and
- the second tab at 14 cm (3)

2.5 Format the form controls as follows:

2.5.1 Set the Surname text form field to a maximum length of 20 characters. (1)

2.5.2 Gender form field must be changed to a dropdown form field to add Male and Female. (2)

2.5.3 The check box form field must be set to 14 pt exactly and the BnB form field must be checked/ticked. (3)

**[20]**

**QUESTION 3: SPREADSHEET**

You received a spreadsheet from the Tourism Centre with the all information regarding bookings for accommodation and places to visit.

Open the **3Wild Coast Visitors** spreadsheet and work in the **Information** worksheet.

3.1 Format the worksheet as follows:

3.1.1 Merge and centre row 1 from cell A1 to Q1. (2)

3.1.2 Apply a From Corner shading style to the merged cell, use 2 colours namely yellow and blue. (4)

3.2 Insert today's date in cell D2, with the format 20-Nov-2020. (2)

3.3 Ensure that all the text in row 4 is visible without widening the columns. (1)

3.4 Use a spreadsheet feature to ensure that the contents from row 1 to row 4 remains on screen when the user scrolls down. (2)

3.5 Use a spreadsheet feature to ensure that data from row 1 to row 4 appears on every page and that the gridlines will show when the worksheet is printed. (3)

3.6 Apply conditional formatting to column G to select all the Hotels, use a reddish colour fill. (3)

3.7 Change the Off Peak Rates in column I to South African currency with no decimal places. (2)

3.8 Use a function in cell D67 to display the highest Peak Rate for accommodation. (2)

3.9 Calculate in cell D69 the total deposit paid by the Chinese. (4)

3.10 Use a formula in cell D71 to calculate the amount paid by Cossons Ewart family for their stay in the hotel during the peak season. (3)

3.11 Use a function in cell D73 to determine the number of visitors who did not pay the deposit. (2)

3.12 Determine in cell D75 the number of visitors who chose surfing. (2)

3.13 Visitors who paid R3000 and more will receive "Type A Accommodation" and those who paid less than R3000 will receive "Regular Accommodation".

Determine in cell D77 what type of accommodation will Cossons Ewart receive. (4)

3.14 Cossons Ewart has paid R2 000 deposit. Use a formula in cell D79 to determine the amount in Euros. (2)

3.15 Discount on Accommodation is based on the number of activities that the person chooses.

A person who chooses all the activities will receive a 30% discount on the peak rate, a person who chooses three (3) activities will receive 15% discount of peak rate and those who choose two or less will not receive any discount. Those who will not receive a discount must be left blank.

Use a function in cell Q5 to determine what the discount on peak rates will be. Copy the answer to the other cells in column Q. (7)

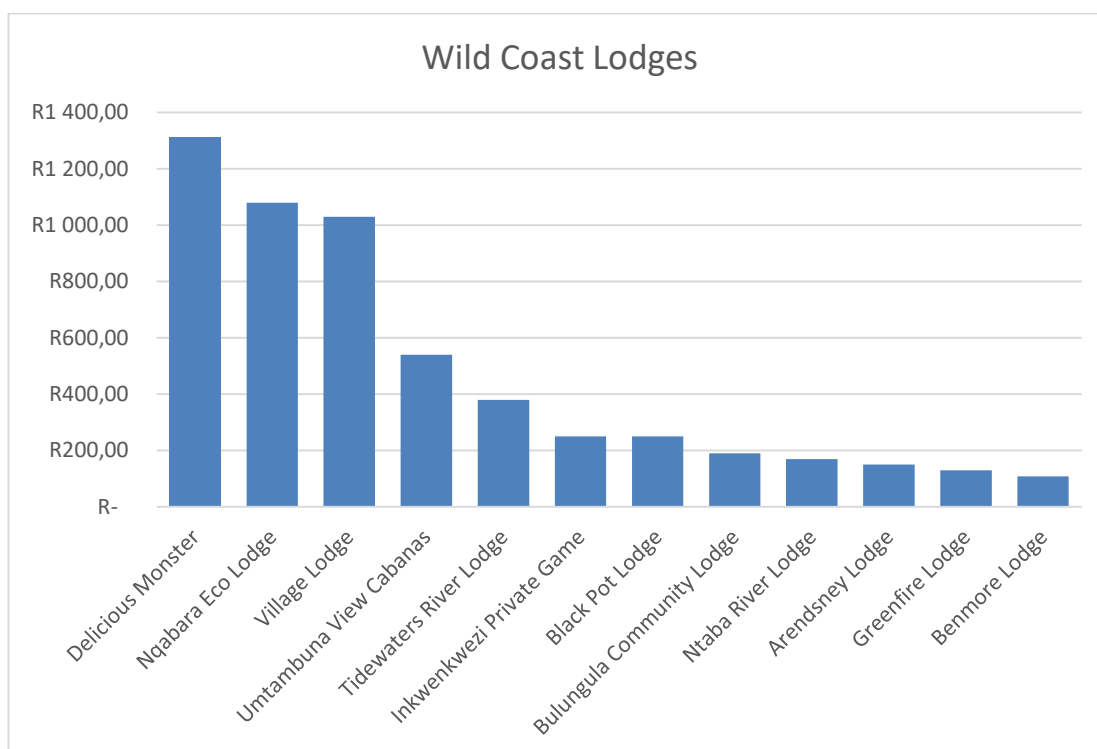
### Lodge worksheet

3.16 Change the tab colour of this worksheet to blue. (1)

3.17 Use a spreadsheet feature to display all the visitors that will make use of Lodge Accommodation. (2)

### Graph worksheet

Create a graph based on the data given in the **Graph** worksheet and ensure that it resembles the one given below:



- Use Visitors and Peak Rates columns.
- Use an appropriate graph with the correct data.
- Insert the chart title as Wild Coast Lodges.
- Set gap width to 50%.

(5)  
[53]



**QUESTION 4: DATABASE**

A database for all visitors has been created. **Modify the database and use Design View in all queries.**

Open the **4WildCoast** database.

4.1 Format the Bookings Info table as follows:

4.1.1 Change the row height to 25 pt. (1)

4.1.2 Set the alternative row colour to red and background colour to green. (2)

4.1.3 Create an input mask on the Cell Number field to ensure that the user inserts a cell number as follows:

- Ten compulsory numbers.
- In the format 000-0000 000. (3)

4.1.4 Ensure that the Cell Number field must be filled in. (1)

4.1.5 Add a validation rule to the Age field so that it accepts only visitors from age 18 to 60. Add a suitable validation message. (3)

4.1.6 Change the Deposit Paid field to an appropriate data field type with 2 decimal places. (2)

4.1.7 Add a dropdown list in the Home Town field and include Port Elizabeth, East London, Mthatha and Queenstown. (3)

4.1.8 Set the e-mail address field so that it is in lowercase. (1)

4.2 Create a form called **Visitors Info** based on the Visitors Info table as follows:

- Include only the following fields: Visitor, Gender, Email address, Country, Number of people, Number of days and Deposit.
- Insert the image **4WildCoast.jpg** in the centre of the form header.
- Insert date and time.
- Sort the Country field alphabetically in descending order.
- Insert a button in the footer of the form and the action of the button must be to close the form. (9)

4.3 Create a query called **QryFemales** based on Visitors Info table and do the following:

- Display Visitors field and Deposit field.
- Show all females who paid a deposit of R3 200 or more. (5)

4.4 Open a query Qry4\_4 and modify it as follows:

- Show Visitors, Country and Deposit fields.
- Use a function in datasheet view to display the total amount of deposits of all the visitors from Russia.

(4)  
**[34]**

**QUESTION 5: INTEGRATION**

Use the spreadsheet 5WildCoastResource as a source and do the following:

5.1 Export the data in Sheet 1 to a new database called **5Resource**.

- Make sure all data fields have an appropriate data type.
- Move the Type of Accommodation field to be the first field.
- Sort the table according to Type of Accommodation in descending order. (6)

5.2 Work in Sheet 2.

- Use a function in J1 and J2 respectively to calculate the number of Males and Females.
- Create an appropriate graph to show the percentage of each gender.
- The graph should have an appropriate heading.
- Move the data to the word document **5MyDoc** in such a way that if changes are made in the spreadsheet the changes will appear in the word document. (7)

[13]

**TOTAL: 150**

## 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 <b>Regional Settings Properties</b> 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 to right. You can include the exclamation point anywhere in the input mask.
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A)