

# **Computer Applications Technology**

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**Grade 10**

**June 2017**

**Paper 1 Practical**

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*Time: 2.5 hours*

*Marks: 120*

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This paper consists of **10** pages (title page included)


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## Instructions and information


1. Note that you will not be allowed to leave the examination venue before the end of the examination period.
2. Save your work at regular intervals.
3. Read through each question before answering or solving the problem. Do not do more than is required by the question.
4. Note that no printing is required.
5. During the examination you may make use of the help facilities of the programs which you are using. You may not use any other resource material.
6. Note that if data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
7. Formulas and/or functions must be used for all calculations in questions involving spreadsheets unless specified otherwise – in other words do not manually calculate and type in the answers!


### ***Please note:***


You will receive together with the question paper an examination folder called **Gr10\_DATA**, which contains the following files:


 1\_Circular.docx

 2\_Traders.docx

 3\_Finances.xlsx

 May2017.docx

 scissors.png

 Trading post.jpg

This folder will be referred to as your *exam folder*.

## Theme: School Market

*It has been decided to hold a monthly market on the school grounds. Teachers, parents and learners must be informed. A spreadsheet has also been created to help manage the project.*

### Question 1 – Word processing

Open the document 1\_Circular.

- 1.1 Locate the two shapes and text 'Highview Secondary School' that make up the school logo at the top of the first page.

Change these to appear as in the screenshot below, by following the instructions under the screenshot:

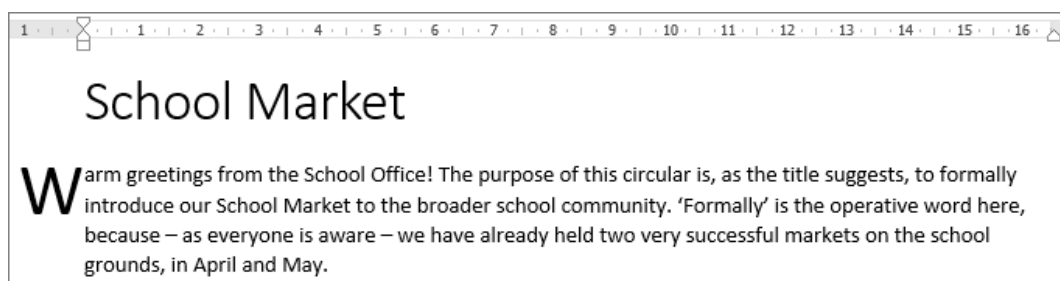


- Change font of the text to Calibri, 20 pt.
- Remove the text border from the text.
- Ensure that the text is not formatted in italics.
- Apply the 'Small caps' font effect to the text.
- Ensure that the triangle shape appears as shown.
- Change the fill colour of the top part of the triangle from blue to red. (The fill colour of the bottom part of the triangle must remain white).
- Use a *Word* feature to ensure that the two shapes can be manipulated as a single object.

(8)

- 1.2 Locate the heading 'School Market' and the paragraph below it.

Format these to appear as follows:



(4)

- 1.3 Locate the paragraph in red under the heading 'School Market'.

Change the line spacing of this paragraph to be the same as the line spacing of the paragraph just above it.

(1)

1.4 Locate the table at the bottom of the first page and do the following:

- Shade the top row any colour of your choice.
- AutoFit the table to its contents.
- Change the table so that it appears as follows:

DATE	THEME
Sat 27 May	All things bright and beautiful
Sat 24 Jun	Bring on the winter cheer
Sat 29 Jul	Gizmos and gadgets
Sat 26 Aug	You snooze – you lose!
Sat 30 Sep	Spring has sprung
Sat 28 Oct	Something new, something old
Sat 25 Nov	A few of my favourite things

(4)

1.5 Insert the picture **Trading Post** under the heading ‘Practical arrangements’, so that it appears on the page as follows:

### Practical arrangements

These are important. A school market involves many people and a lot of equipment. There are at least as many people who deal with the myriad of administrative functions, as there are traders eager to sell their wares – not to mention the crowds of buyers eager to oblige. Many of these administrative activities take place before and after the event: what Joe Public witnesses on market day is the proverbial tip of the iceberg.

The general layout of the trading areas will remain unchanged (see further under Location & facilities below), as will the use of various locations within the school buildings for key management functions. The Staff Area will continue to be used as a general control centre, for the sale of tickets for the craft workshops, the announcer (PA system), the drop-safe for monies collected, the first-aid point in case of any mishaps, and so forth.

A senior management member will also be on duty in the Staff Area at all times, to keep an eye on things and to provide general support. The Bursar will also be on duty throughout the day, to fulfil the all too familiar request ‘Please may I have some change’. For security purposes she will provide this service from the secure precinct of the Finance Office.



(3)

1.6 Format the paragraph under the heading ‘Stall administration’ so that it appears as follows:

### Stall administration



Healthy stall administration is key to a successful market. The Deputy Head, Mrs Stryver, has been appointed to oversee this function, and she is assisted by an able team of volunteers. Items from arts and crafts to foodstuffs to garden produce will be on sale.

*Note:* The symbol at the left side is Webdings character code 148.

(2)

- 1.7 Locate the paragraph with a yellow background and do the following:
- Find and correct the two spacing errors.
  - Format the text 'ASAP' at the end of the paragraph so that it displayed as follows: ASAP
  - Remove ALL the yellow colour from the paragraph.
- (5)

- 1.8 Locate the picture under the heading 'Traders' and do the following:
- Reset the picture to its original colours.
  - Change the picture so that it is displayed next to the paragraph alongside it as follows (in its original colours):

The emphasis is on home-grown, home-baked, home-sewn, home-crafted ... basically HOME-MADE. There is a place for mass-produced goods and the selling of these types of products, but we wish to promote the burgeoning talents within our local school community. As mentioned above, entrepreneurship and inventiveness is what we are seeking to encourage, and this cannot be achieved if we allow ourselves to become simply the instruments of trade, rather than the originators of new ideas, designs and methods.



(3)

- 1.9 Locate the list of items in blue under the heading 'Items on sale' and format the list to appear as follows:

- ✂ Pastries
- ✂ Clothing
- ✂ Craft
- ✂ Bric-a-brac
- ✂ Produce

*Note:*

- The bullet character is the image **Scissors** in your exam folder.
  - The bullets must be against the left margin.
- (4)

- 1.10 Locate the paragraph under the heading 'Other activities' and do the following:

- Format the text HIPSQUARED so that it is displayed as follows:  
HIP<sup>SQUARED</sup>
- Change the em-dash to an en-dash.
- Format the word 'INTEGRATION' at the end of the paragraph so that it is displayed as shown below, without using the space bar to 'space out' the letters:

done in isolation. We give two examples of  
impasse. Both are practical issues that have  
concept here is **I N T E G R A T I O N** .

(4)

- 1.11 Change the style of the heading 'Sports matches' so that has the same style as the heading 'School choir and dramatic performances' above it.
- (1)

1.12 Locate the text in red under the heading 'Responsibilities and portfolios'.

Use tab settings at 8 cm and 15 cm so that the text is displayed as follows (do not change any colours):

Ms L. Roper	Room 25	Pastries
Mr J. Mpondo	Room 16	Clothing
Mrs S. Munro	Administration	Craft
Mrs N. Texeira	(Parent)	Bric-a-brac
Ms F. Rabie	Reception	Produce
Mr A. Abraham	Room 6	Setting up; clean-up
Mr J. Koen	Administration	PA
Mrs K. Molefe	(Parent)	Marketing

(4)

1.13 Format the table under the heading 'Finances' so that it appears as follows:

Income – May 2017	Craft workshops	Grade 8	R1725.75
		Grade 9	R1365.50
		Grade 10	R855.00
		Grade 11	R1230.50
		Grade 12	R1140.60
	Trading post	Stall hire	R2220.00
		Sales	R1678.50
	Entrance fees		R1245.20
	Takeaways		R1470.75
	Beverages		R890.80
	Donations		R600.50
TOTAL			R14423.10

Do also the following:

- Set the height of the bottom row (containing the Total amount) to 0.7 cm exactly.
- Change the formula in the bottom right cell so that it displays the total of the amounts.
- Format the shaded cells so that they appear as in the screenshot (do not change any colours).

(7)

1.14 Locate the paragraph under the heading 'Workshops'.

Format the paragraph so that it is displayed as follows:

<p><b>"You can't learn in school what the world is going to do next year." – Henry Ford</b></p>	<p>A novel means of generating interest in a market like ours, is to allow the customer to get an insight into the means of creating (in some cases 'growing') the items that are sold. Some forward-thinking 'living' museums are moving in this direction: instead of displaying some old hand-crafted product (say, a wooden chair), actually <i>demonstrate</i> how the article was made.</p>
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Note:

- The weight (thickness) of the dash line must be 1½ pt.
- The colour of the dash line must be red.

(6)

- 1.15 Locate the text at the end of the document and format it so that it is displayed as follows (without the border):

Yours in education

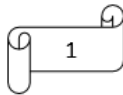
  
  


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**PRINCIPAL**  
Mrs B.L. Veldtsman

*Do the following:*

- Change the paragraph 'After' spacing of the text 'Yours in education' to 40 pt.
  - Change the width of the existing line above the text 'PRINCIPAL' to approximately 3 cm, as shown. (2)
- 1.16 Use Word's 'Search and Replace' to underline all instances of the whole word 'circular', except in the text 'Circular No. 3 of 2017' at the top of page 1. (3)
- 1.17 Perform a spell check on the document, and correct all spelling mistakes. (2)
- Note:* The name of the school and peoples' surnames are NOT spelling mistakes. (2)
- 1.18 Insert automatic page numbering in the footer in the following format: (3)



1.19 Open the document **May2017**, found in your exam folder.  
Change the document **May2017** so that it appears as in the screenshot below, by following the instructions on the next page. (Do not change any colours.)

**MARKET INCOME: May 2017**

The holding of a school market brings with it many benefits, and cash inflow is certainly one of them. Schools, no less than other organisations, need resources (money) in order to run effectively. We are fortunate in having a responsible parent body, in terms of payment of school fees. But school fees and government interventions are not enough. Fund-raising is vital. Not only does the school itself benefit, but we also donate a percentage of the earnings to registered charities. The table shows the income from the May 2017 market.

Income – May 2017	Craft workshops	Grade 8	R1725.75
		Grade 9	R1365.50
		Grade 10	R855.00
		Grade 11	R1230.50
		Grade 12	R1140.60
	Trading post	Stall hire	R2220.00
		Sales	R1678.50
	Entrance fees		R1245.20
	Takeaways		R1470.75
	Beverages		R890.80
Donations		R600.50	
<b>TOTAL</b>		<b>R14423.10</b>	

*Do the following:*

- Copy all the text in blue, under the heading 'Finances' in the document **1\_Circular**, and paste this text under the heading 'MARKET INCOME: May 2017' in the document **May2017**.
- Ensure that the document **May2017** is displayed as shown in the screenshot (on the previous page).
- Save and close the document **May2017**. (5)

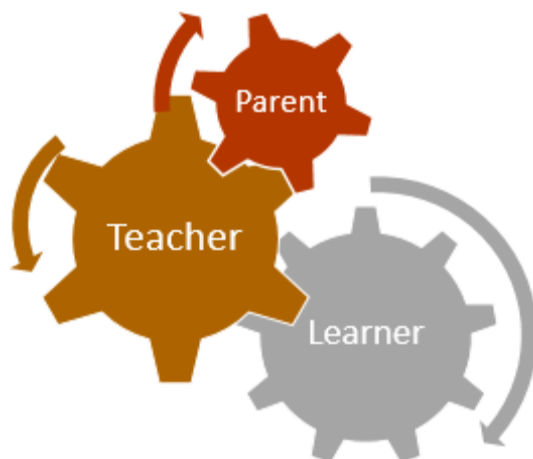
**Save and close the document.**

**[71]**

## **Question 2 – Word processing**

Open the document **2\_Traders**.

- 2.1 Change the page size to A4. (1)
- 2.2 Set the bottom margin to 2 cm. (1)
- 2.3 The gold page colour is slightly too dark.  
Change the page colour to be one shade (of gold) lighter. (1)
- 2.4 Remove the 'empty' paragraph between the paragraph in red and the paragraph in blue. (1)
- 2.5 Remove the two lines through the text 'Dear Mr / Mrs / Ms / Learner'. (1)
- 2.6 Locate the diagram on the first page and change it so that it looks similar to the following diagram:



*Note:* Each of the three shapes (gears) must have a different colour. (3)

- 2.7 Locate the text 'Mon 5 June 2017' on the first page.  
Make the necessary change(s) to ensure that the entire date 'Mon 5 June 2017' will always appear on the same line. (1)
- 2.8 Remove the page border only from the first page of the document. (1)



- 2.9 Locate the two sentences in red under the heading 'Trading Agreement' on the second page.  
Add these two sentences to the numbered list that follows them, as items number 1 and 2 in the list. (The numbered list will then have a total of 11 items.)  
Use the same formatting for the two added items, as was used for the other items in the list. (2)
- 2.10 Locate the text 'exceed 144" square' on the second page.  
Change the double smart quote to a single straight quote. (1)
- 2.11 Locate the table on the third page and do the following:
- Swap the positions of the last two columns ('Trader' must be the 3<sup>rd</sup> column and 'Stall Type' must be the 4<sup>th</sup> column).
  - Add two further sort orders, so that the table is sorted first by 'Item', then by 'Category', then by 'Trader'.
  - Copy the table to a new *Word* document, and save this new document as a Rich Text Format file (i.e. as a .RTF file) in your exam folder with the name **Stalls**.
  - Close the file **Stalls**. (6)
- 2.12 Insert a text watermark in the document.  
The watermark text must be 'Sample'. (2)
- 2.13 Insert a field in the footer of the document that will help someone who only has a printed copy of the document, to locate the electronic copy (i.e. the filename and the folder in which the document is stored). (3)
- Save and close the document.** [24]

### Question 3 – Spreadsheet

Open the spreadsheet **3\_Finances** and work in the **Traders** worksheet.

- 3.1 Make the following formatting changes:
- 3.1.1 Unhide column B.
- 3.1.2 Change the width of column C to 12.
- 3.1.3 Change the orientation of the text in cell C1, so that it is the same as the orientation of all the other text in the worksheet.
- 3.1.4 Format cells D1:I2 so that they appear as follows (do not change any colours):

D	E	F	G	H	I
<b>Payments</b>					
<b>Basic Fee</b>	<b>Stall Type</b>	<b>Stall Fee</b>	<b>Electricity Fee</b>	<b>Total</b>	<b>Date</b>

- 3.1.5 Format all the dates in column I to be displayed in the format 23 Apr 17.
- 3.1.6 The cell phone number of Mrs Stryver in cell L5 is displayed without the leading zero.
- Make the necessary correction. (9)
- 3.2 The total amount a trader must pay in fees, is obtained by adding together the Basic Fee (column D), the Stall Fee (column F) and the Electricity Fee (column G) – if applicable.
- Insert a formula in cell H3 to calculate the total amount that Gumede P must pay.
- The formula must work correctly if it is copied to other relevant cells in this column. (3)
- 3.3 Replace the value in cell H31 with a function to calculate the total Stall Fees paid by the traders. (2)
- 3.4 Insert a function in cell J30 to calculate the highest Sales Income (column J). (2)
- 3.5 The function in cell J32 is supposed to calculate the average Sales Income, but the result is incorrect.
- Make the necessary correction. (1)
- 3.6 The ‘take home’ amount of a trader is the difference between the Sales Income of the trader, and the amount paid in by the trader (all three types of fees).
- Insert a formula in cell L9 to calculate the average ‘take home’ amount of the 23 traders.
- Display the answer in rands only (no cents). (6)
- 3.7 The Euro / Rand exchange rate is stored in cells N30:O31.
- Complete the formula in cell L30, so that it displays the equivalent of the total Sales Income in Euros.
- The formula must update correctly if the Rand amount in cell O31 is changed. (2)
- Save and close the spreadsheet. [25]**

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**TOTAL : 120**