

Computer Applications Technology

Grade 11

June 2017

Paper 1 Practical

Time: 2.5 hours

Marks: 150









This paper consists of **13** pages
(title page, Input Mask sheet and HTML Tag sheet included)

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 which 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 **DATA_Gr11**, which contains the following files:

-  1_MarketDay.docx
-  2_Letter.docx
-  2Addendum.docx
-  2Bullet.png
-  3_Finances.xlsx
-  4_Market.accdb
-  5_Intranet.html
-  Useful Tips.txt

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

Theme: School Market

It has been decided to hold a monthly school market on the school grounds. Staff, parents and learners must be informed. Sound administration is important, and the stall and traders must be properly managed. A web page is also being designed to promote the event.

Question 1 – Word processing

An information brochure with information about the various events has been created.

Open the document **1_MarketDay**.

- 1.1 Locate the logo (two shapes and text) at the top of the document and do the following:

- Change the logo so that it appears as shown below (do not change any colours):



- Group the shapes, so that they can be manipulated as a single object. (3)
- 1.2 Locate the line with the text 'Circular No. 3' on the left and the date on the right, just below the logo.
- Format the text 'Circular No. 3' using the same style as used on the heading 'School Market'.
 - Format the date field in the yyyy-MMM-dd format. (2)
- 1.3 Locate the highlighted text under the heading 'School Market' ('Warm greetings' ... 'by selling something.'). Place this text in columns as follows:
- There must be two columns with a line between them.
 - A column break must be used to ensure that the text 'We would be lacking ...' starts at the top of the second column. (4)
- 1.4 Locate the table of Dates and Themes and do the following:
- Sort the information in the table so that the events appear in order, from the *latest* to the *earliest* date in the year.

- Change the borders of the table to appear as follows:

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

(3)

- 1.5 Change the font colour of all instances of the whole word 'school' to red. (Note the case of the letters).

(3)

- 1.6 Locate the highlighted paragraph under 'Stall Administration' and format it as follows:

- Remove any 'special' indentation.
- Set the left indentation to match that of the right indentation of this paragraph.
- Change the paragraph spacing and line spacing of the paragraph to match that set in the highlighted paragraph under the heading 'Location & facilities' below.

(4)

- 1.7 Change the style *Draft* so any text formatted with this style is double underlined.

(1)

- 1.8 Create a new style by following the instructions below:

- First select the bulleted list in blue under the heading 'Items on sale' (this list will then automatically be formatted with your new style).
- Now create a new *paragraph* style called *MyStyle* which has the following properties:
 - It must be based on the *Heading 4* style.
 - The (proofing) language must be set to Afrikaans.
 - The numbering for this style must be set to a format of (A), (B) ... etc.

(5)

- 1.9 Locate the inserted *Excel* object 'Chart+Data.xlsx' at the end of the document. Convert the object so that it is displayed as an *Excel* chart with data (i.e. not as an icon).

(1)

- 1.10 Remove the blank page at the end of the document.

(1)

Save and close the document.

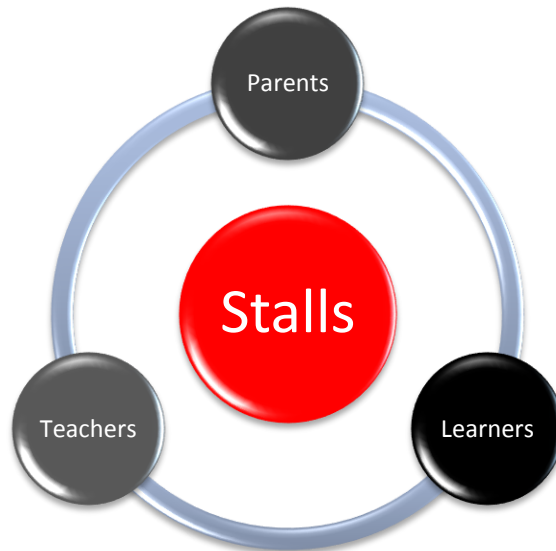
[27]

Question 2 – Word processing

Open the document **2_Letter**.

2.1 Change the Title property of the document to 'Traders'. (1)

2.2 Locate the SmartArt diagram and change it so that it appears as shown below (no colours or shading etc. need to be changed):



2.3 Copy the SmartArt diagram and paste it as a picture below the SmartArt diagram. (2) (1)

2.4 Locate the items listed under the heading 'Agenda' and number it using *multilevel numbering* so that it appears as follows:

1. Welcome
2. Matters Arising
 - 2.1. Advertising
 - A Facebook
 - B Newspaper
 - 2.2. Safety Checks
3. Finance
 - 3.1. Auditors
 - 3.2. Floats

2.5 Locate the text under the heading 'Agreement'. Change the content controls as follows:

- Remove the option 'Other' from the *Category* drop-down list and make the 'Parent' option appear as the first option in the list.
- Change the checked symbol of the *Electricity* check box control to the Wingdings character code 254 (☒).

2.6 Locate the bulleted items under the heading 'Terms'.

Use the image **2Bullet** to re-bullet these items.

- 2.7 Locate the text box under the heading 'Appendix'.
Insert the file **2Addendum** as a linked object (icon) in the text box. (3)
- 2.8 Locate the table on the last page of the document.
Place *just this page* in landscape format. (2)
- 2.9 Change the page numbering of the document as follows (do not change the existing format, i.e. Page X of Y):
- The page numbering must only display on the even pages of the document.
 - The first page of the document (title page) must NOT have a page number.
 - The number of the last page must follow from the number of the page before it.
- For example, if the second last page is the third of four pages (i.e. page 3 of 4), then the number of the last page must show as 'Page 4 of 4'. (3)
- Save and close the document.**
- 2.10 Open the document **2Addendum**.
Save only the last page (page 3) of the document as a PDF file called **2Agreement** in your exam folder. (3)
- Save and close the document.** [23]

Question 3 – Spreadsheet

A spreadsheet contains some of the financial details for the project.

Open the spreadsheet **3_Finances**.

- 3.1 Swop the order of the **Income** and the **TicketSales** worksheets. (1)
- Now work on the **Income** worksheet.
- 3.2 Use the Format Painter to change the formatting and appearance of cell **H1** to be the same as that of cell **M1**. (2)
- 3.3 The total raised by ticket sales by all the learners is given in cell **G3**.
The answer, however, is not correct. Correct the function in the cell so that the correct answer is calculated and displayed. (2)
- 3.4 A table with the various sources of income is given in cells **A10:B13**.
- 3.4.1 Add a function in cell **C16** to determine the second biggest amount of income. (3)
- 3.4.2 Make sure that the value appears in the appropriate or correct currency format. (1)

- 3.5 The organisers want to donate a quarter of the Grand Total raised (cell **G16**) to charity.
- 3.5.1 Add a formula in cell **G18** to calculate the income remaining after the amount for charity has been considered. (2)
- 3.5.2 Add a top and bottom border (only) to cell **G18**. (2)
- 3.6 Add a field in the left section of the header to indicate how many pages this worksheet will print on. (2)

Now work on the **TicketSales** worksheet.

This worksheet stores details of tickets that were given to learners to sell and the money that was raised.

- 3.7 Apply conditional formatting in **column A** so the cells of the learners in grade 11 are filled in a different colour to the rest of the cells. (3)
- 3.8 Add *IF functions* in cells **E3:E4** to calculate the number of tickets that still need to be sold by the learners. The cell must remain blank if the learners have sold all their tickets. (3)
- 3.9 The price *per ticket* is given in cell **D1**.
Add formulas in cells **F3:F4** to calculate the amount raised by the pupils for the tickets they have already sold.
Note that the formulas should still work if they need to be copied to the rest of the cells in the column. (3)
- 3.10 Add a function in cell **J4** to calculate the total number of learners listed in the worksheet. (2)
- 3.11 Add a function in cell **J7** to calculate the percentage of learners who have sold ALL their tickets.
You may not change the formatting of the cell. (3)
- 3.12 Use a function to round the 'answer' in cell **J10** to ONE decimal place. (2)
- 3.13 Add a function in cell **J13** to calculate the amount that will be raised if 90% of all tickets issued are sold. (4)
- 3.14 Add a function in cell **J16** to calculate the number of tickets sold by learners who were issued with between 1 and 5 (inclusive) tickets to sell. (4)
- 3.15 The organisers want to choose one of the learners randomly for a lucky draw prize. Add a function in cell **J20** to generate a random number which represents the row of the lucky winner. For example, a 5 would mean that 'Turok, Gamila' would be the winner. (3)

Now work on the **Traders** worksheet.

This worksheet stores details of the income raised by the Parents, Learners and Teachers with the various stalls they ran.

- 3.16 Use the data given in the worksheet to construct a chart that resembles the one given in the picture in the worksheet.

Note the following:

- You must not just copy the picture – you need to construct the actual chart.
- Use the same formatting used for the chart type, labels, the chart itself, etc.
- The size of your constructed chart does not have to be the same as the size of the picture, but try to make it a similar size and position it below the picture.

(8)

Save and close the spreadsheet

[50]

Question 4 – Database

Open the database **4_Market** and work in the **tblTraders** table.

- 4.1 Change the cell phone number of the *parent* with the surname of 'Blom' to 0730026555. (1)
- 4.2 Use the 'best' or 'autofit' option to change the column width of the **Cellphone** field. (1)
- 4.3 Add both horizontal and vertical gridlines. (1)
- 4.4 Make the following changes to the design of the **tblTraders** table:
- 4.4.1 Make it optional for a user to have to enter a value for the **Cellphone** field. (1)
- 4.4.2 Allow the user to enter a maximum of 40 characters for the name of the **Trader**. (1)
- 4.4.3 Ensure that the dates stored in the **Undertaking** field appear in the format of 2017-03-17. (1)
- 4.4.4 Change the properties of the **Category** field so the user can enter a value for this field using a combo box.
The user may only choose from the set of values currently stored in this field in the table. (3)
- 4.4.5 Swop the order of the **Selling** and **Helpers** fields without deleting data. (2)
- 4.4.6 Ensure that a value of zero (0) is automatically entered in the **Helpers** field for any new records added to the table. (1)
- 4.4.7 Examine the validation text given for the **Helpers** field.
Now create a suitable validation rule for this field. (3)

- 4.4.8 The codes in the **AuditorCode** field consist of a letter (upper or lower case) followed by a number between 1 and 99, for example p6 or c45 or B8 or P99.

Based on this, create a suitable input mask for the **AuditorCode** field. (3)

- 4.4.9 Add a new field called **Photo** which will store a photograph of the trader in the field.

Ignore any warning or error messages that may occur. (3)

- 4.4.10 Add a primary key to the table. (1)

Save the **tblTraders** table (but do not close the database).

- 4.5 Open the **frm4_5** form and modify it to appear approximately as shown below, by following the instructions under the screenshot:

Learner name

The screenshot shows a form titled "Add the Trader field and its label below:" in red text. The form contains the following fields:

- Trader**: A text box containing "Gumede P".
- Category**: A dropdown menu showing "Parent".
- Selling**: A text box containing "Pastries" in a different font color.
- Helpers**: A text box containing "2", a label "Indoors", and an unchecked checkbox.
- Date**: A text box at the bottom containing "08/05/17".

- 4.5.1 Add your name in an appropriate control in the form header. (2)

- 4.5.2 Use a command in the Tools group on the Design tab to add the **Trader** field (and label) in the position indicated on the form. (2)

- 4.5.3 Modify the **Selling** field so the values stored in the field are displayed in a different font colour to the other fields. (2)

- 4.5.4 Add the current date as a field in the form footer. (2)

Save the **frm4_5** form (but do not close the database).

- 4.6 Create a query called **qry4_6** as follows:

- Base the query on the **tblData** table.
- The query must only display the names of the parents (**Category** field) who have indoor stalls.
- Save the query as **qry4_6**.

(4)

4.7 Open the query **qry4_7**. The query is currently not working and shows no records.

Correct the query as follows:

- The records must be sorted first by the **Selling** field, and then by the **Trader** field.
- Only the records of parents and learners (**Category** field) whose stalls earned at least R 263 on either of the two dates (**Apr 17** and **May 17** fields) must be shown.

(6)

Save the **qry4_7** query and close the database.

[40]

TOTAL : 140

Input Mask 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
!	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)
""	Characters enclosed in double quotation marks will be displayed literally.