education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

COMPUTER APPLICATIONS TECHNOLOGY P1

EXEMPLAR 2007

MARKS: 200

TIME: 3 hours

This question paper consists of 13 pages.

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 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. If a disk has been issued to you, you must write your name on the label.

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 names given. Save your work at regular intervals, as a precaution against possible power failures.

6.   Read through EACH question carefully before answering or solving the problem. Do NOT do more than required by the question.

7.   At the end of the examination, you must hand in the disk given to you by the invigilator or make sure that ALL the files have been saved on the network as explained to you by the invigilator/teacher. Ensure that ALL files can be read.

8.   Note that NO printing is required.

9.   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.

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 formulas are correct when they are copied to other cells in spreadsheets.

12.   In ALL questions involving word processing, the language should be set to *English (South African)* and the paper size is assumed to be A4 portrait, unless otherwise instructed.

NOTE: The data disk that you receive with this question paper, contains the folder *Data* and the following files. Ensure that you have ALL these files before you begin this examination.


- Cost.xls
- Fax.doc
- Flyer.doc
- Holidays.mdb
- Itinerary.doc
- New_Venues.xls
- Possible Accommodation.xls
- TourInfo.xls
- Tours.mdb

SCENARIO

Your school requires you to undertake practical work experience during the winter school holidays. You have always loved the idea of travelling and as such, have decided to gain your work experience at a travel agency called *Carefree Travel*.

QUESTION 1

The secretary has created the following folder structure on her computer's hard drive, but needs some help in organising the files and folders:
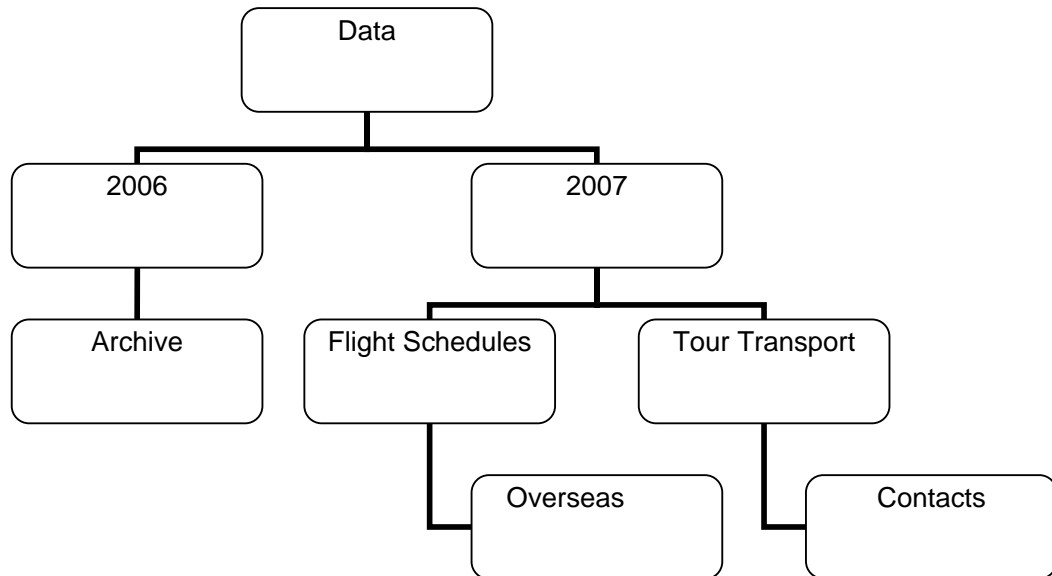
1.1   Determine how many spreadsheet files (.xls) are saved in this *Data* folder, including any subfolders. Enter your answer in the space provided in the file called QUESTION 1 in the *Data* folder.   (2)

1.2   Determine how many files are in the *2007* folder, including any subfolders. Enter your answer in the space provided in the file called QUESTION 1 in the *Data* folder.   (2)

1.3   Select ALL the files of 0 KB in the *Data* folder, including any subfolders, and delete them.   (2)

1.4   Move the *Archive* folder so that it becomes a subfolder of the *2007* folder.

         Remember to save and close the QUESTION 1 document.   (2)

[8]

QUESTION 2

The Marketing Director, Precious Sithole, has created a file called *Flyer.doc.* It contains information on travel insurance to be distributed to all existing and prospective clients.

Open the file *Flyer.doc* and edit and format this document according to the instructions below:

2.1   2.1.1   Adjust the logo to appear as follows:

(3)

      2.1.2   Group the two parts that make up the logo and resize this logo to 5 cm x 5 cm to appear to the left of the words *Travel Safely*.   (4)

2.2   Set and apply appropriate tabs so that the text in the first paragraph appears as follows:

Boost your holiday and stand the chance of winning one of the following trips:

Bali	February 2008	R 7 918,00
Iberia	June 2008	R 14 135,00

(4)

2.3   Make use of outline numbering in the paragraph on insurance so that the bulleted text appears as follows:

1.   Medical expenses
2.   Travel accidents
3.   Hotel/Household accidents
4.   Assistance service for replacement of lost tour documents
    4.1   Travellers' cheques
    4.2   Passport
    4.3   Ticket
5.   Legal assistance
6.   Transmission of urgent messages
    6.1   Fax
    6.2   E-mail   (4)

2.4   Set the text on only the first page to be fully justified.   (2)

2.5   Set the paragraph spacing in the document to 3 points before and after each paragraph.   (3)

2.6   The word *tour* was mistakenly used instead of the word *travel*. Replace ALL occurrences of the word *tour* with the word *travel* in **bold.**   (4)

2.7   Place a red border around ALL the text under the first heading (ARE YOU PLANNING AN OVERSEAS TRIP?).   (3)

2.8   On the last page, find the following text: With optional top-up ... age of 75 years.

     Manipulate this text to appear exactly as shown below:

With optional top-up and mandate options you receive cover for cancellation or curtailment, baggage loss, baggage delay, **travel** delay, natural disaster, and personal liability and hijack cover.

This is real value for money as similar **travel** insurance programmes can cost in the region of R600.

For more information, or to view the lucky draw terms and conditions, go to www.carefree.co.za.

The quoted premiums are for trips up to 90 days for clients under the age of 75 years.

     Remember to save and close the document.   (8)

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QUESTION 3

Open the spreadsheet document *TourInfo.xls.*

This spreadsheet contains details of all the customers and the tours that they have booked.

	A	B	C	D	E	F	G	H	I
1	TOURIST INFORMATION				Date for calculation	2007/12/31			
2									
3		June 2007							
4									
5	SURNAME	INITIALS	DEPOSIT	DESTINATION	DATE OF BIRTH	AGE	TOUR PRICE	LEVY	TOTAL DUE
6	Arendse	T	R 675.00	Namibia	1957/11/16		R 5,100.00		
7	Benecke	NP	R 550.00	Namibia	1963/02/04		R 5,100.00		
8	Bush	GW	R 1,000.00	Sun City	1946/07/06		R 4,000.00		
9	Hastie	CJ	R 1,200.00	Sun City	1990/03/09		R 4,000.00		
10	Jack	MR	R 1,120.00	Kakamas	1992/11/12		R 2,300.00		
11	Jacobs	Y	R 750.00	Mozambique	1967/05/06		R 5,000.00		
12	Jones	AB	R 550.00	Drakensberg	1963/01/14		R 3,000.00		
13	Kersten	V	R 780.00	Namaqualand	1938/01/01		R 3,780.00		
14	Klaas	MO	R 525.00	Sun City	1992/04/01		R 4,000.00		
15	Mbatha	X	R 1,000.00	Swaziland	1945/07/11		R 7,500.00		
16	Nesi	V	R 500.00	Durban	1991/02/04		R 3,800.00		
17	Pillay	VS	R 750.00	Wild Coast	1924/02/03		R 3,790.00		
18	van Leeuwen	B	R 510.00	Cape Town	1990/04/04		R 5,900.00		
19									
20	Totals		R 9,910.00				R 57,270.00	R -	R -

3.1   Wrap the headings in row 5, centering them both horizontally and vertically.   (3)

3.2   Change the text in cell A3 so that it is horizontal.   (1)

3.3   Hide COLUMN B.   (1)

3.4   Perform the following calculations for the customer, Arendse (row 6), in the appropriate cells:

     3.4.1   Use the date in cell F1 to calculate the AGE of the customer as on that date. The AGE is calculated as follows:

          •   Take the difference between these two dates
          •   Divide by 365,25 (to allow for leap years)
          •   Round off the answer to the nearest whole number   (6)

     3.4.2   The levy in COLUMN H is calculated as follows:

          •   For persons under the age of 60, it is 7,5% of the tour price in COLUMN G
          •   For pensioners (age 60 and over) there is no levy charged   (5)

3.4.3   The TOTAL DUE in COLUMN I is calculated as the sum of the following items:

- The tour price (COLUMN G) plus 14% VAT
- Plus the levy (COLUMN H) – no VAT is added
- Less the deposit paid (COLUMN C)   (5)

3.5   Copy the formulae you have entered to the relevant cells so that the amounts for ALL customers are shown.   (1)

3.6   Insert a function in cell C22 to calculate the average age of the customers.   (2)

3.7   Insert a function in cell C23 to calculate the second lowest deposit paid.   (3)

3.8   Insert a function in cell C24 to determine what percentage the total deposits received (COLUMN B) forms of the total amount outstanding (COLUMN I).   (3)

3.9   Insert a function in cell C25 to determine the number of deposits that are less than R800,00.   (3)

3.10   Insert a function in cell C26 to calculate the total of the deposits paid only by customers who are going to Sun City.   (4)

3.11   Format the values in COLUMN H and COLUMN I with the same formatting used for the tour price (COLUMN G). Ensure that ALL amounts are still visible.   (3)

3.12   Conditional formatting has been applied to COLUMN C (the deposits), but the secretary would like you to change the following for her:

Change the conditional formatting so that only values **less than R550** appear in a cell with a red border. ALL other conditional formatting must be removed.   (4)

3.13   Construct a bar chart showing the names of the customers (COLUMN A) and their deposits (COLUMN C) with the following instructions:

- Add the heading DEPOSITS.
- Make sure that ALL the names of the customers and their deposits are visible.
- Format the background of the chart with a textured fill effect of your choice.
- Highlight the bar of the customer with the largest deposit in a different colour to the rest.

Remember to save and close the spreadsheet.   (7)

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QUESTION 4

4.1   Open the database called *Tours.mdb*.

4.1.1   Amend the design of the table *Tourists* according to the types, order and format of the fields listed below:

Field Name	Data Type	Length/Format
Customer Code	AutoNumber	Long Integer
Tour	Text	20
Days	Number	Integer
Departure	Date	Short Date
Owing	Currency	Rand with 2 decimal places

(4)

4.1.2   Set the *Customer Code* field as the primary key field.   (2)

4.1.3   Since most tours last for 5 days, set a default value of 5 for the *Days* field.   (2)

4.1.4   The company does not offer day tours, so make sure that any-one entering data into the table, enters a value of at least two or more for the *Days* field.

Display the message '*Minimum of 2 days required*' if a value less than two is entered.   (3)

4.1.5   The date of departure is a critical piece of information for the company. Make sure that this field is NOT left 'blank' if a new record is entered.   (2)

4.2   Create a form called *TourForm* (using ALL fields) to add records to the *Tourists* table.   (4)

4.3   The following questions refer to the table, which can also be found in the same database (*Tours.mdb*):

    4.3.1   All the tours scheduled to depart on 12 December 2007, must now depart exactly one week later due to problems with accommodation. Update the table so that these records are changed appropriately.   (4)

    4.3.2   Export ONLY the records with Sun City (the A or B tour) as destination to a new spreadsheet called *Sun City*, using ALL the fields in the table.   (4)

    4.3.3   Sort the *Special Tours* table in the database in order of the *Days* field and then the *Tour* field, both in ascending order.   (3)

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QUESTION 5

Open the table *Accommodation* in the database called *Holidays.mdb*. This database contains information concerning various holiday resorts around the country.

The fields in this table are as follows:

Field Name	Explanation	Data Type
TYPE	Type of accommodation offered: Budget hotel Bush camp Chalet Hostel Luxury hotel Self-catering Tent	Text
RESORT	Name of the holiday destination	Text
LOCATION	The location of the accommodation	Text
MEALS	Indicates whether meals are included or not	Yes/No
RATE	The rate per person per night	Currency

5.1   The bush camp called 'Big Five in Mpumalanga' has recently burnt down. Delete this record from the database table.   (1)

5.2   Create a query called *Meals* to select only the records for resorts that offer meals. Display ALL fields in the query.   (2)

5.3   Create a query called *Prices* to select ALL the resorts where the accommodation rate is in the range of R300 to R400 (inclusive). Display ONLY the name of the resort, the rate and location (in that order).   (5)

5.4   The secretary created a query called *Coastal* to display ALL fields for records of resorts located in the Western Cape, Eastern Cape and KwaZulu/Natal (KZN), but NO records are displayed. Correct this query.   (4)

5.5   Create a report called 'ReportForMeeting' according to the following criteria:

      5.5.1   The report must be based on the query called *ReportQuery*.   (1)

      5.5.2   The report must show the name of the resort, the location, the resort type and the rate (in that order).   (2)

      5.5.3   Sort the records in ascending order of location, and then in descending order of rate.   (2)

      5.5.4   Change the page orientation to landscape.   (1)

      5.5.5   Change the footer to show the word *Accommodation* instead of the date/time that appears in the footer by default.   (2)

5.6   A list of new accommodation available has been e-mailed and stored in the spreadsheet called *New_Venues*. Import these records by adding them to the existing records in the *Accommodation* table.   (4)

5.7   The manager would like the following:

- A table in a word-processing document containing a list of ALL the resorts in KwaZulu/Natal (KZN) and the Western Cape that offer a rate that is **less than R400,** together with their location and respective rates
- The list in alphabetical order of the resort name
- The average rate of these resorts. This value can simply be added immediately below the table.
- The document must be called *Attention Mr Columbus*

Use the database to help you obtain the information required.

You may use ANY of the programs at your disposal to help produce this document.

Remember to save and close any open documents.   (9)

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QUESTION 6

6.1   Open the document *Fax.doc* which details the tour package of flights and costs for Ms Shani Govender.

6.1.1   Insert the current date in the format yyyy-mm-dd in the appropriate place at the top of the fax so that it updates automatically. (4)

6.1.2   The fax is to be marked as urgent. (1)

6.1.3   Open the file *Cost.xls* and copy cells A1 to C9 and paste this in the last page of the fax in such a way that you can perform calculations in the word-processing document, without having to switch to the spreadsheet application program. (2)

6.1.4   The price of tickets for flights from Durban to Johannesburg have risen from R381,00 to R498,00. Change this amount on the fax. (1)

6.1.5   Save the document in template format as *FaxQuote*. (2)

6.2   Complete the *Cost* spreadsheet by adding formulas in the appropriate cells (highlighted in light yellow) and adding formatting as requested:

6.2.1   There is a special on flights from Johannesburg to Durban. The flight is now two-thirds of the cost of the flight from Durban. (2)

6.2.2   The cost of the accommodation is based on the number of nights stayed and the cost per night given in COLUMN A. (2)

6.2.3   A 17,5% airport tax is charged on the cost of the flights. (4)

6.2.4   The value-added tax (VAT) is calculated at a rate of 14% and is levied on the flights and accommodation, but not on the airport tax. (3)

6.2.5   The total cost is the sum of the accommodation, flights and ALL taxes. (2)

6.2.6   Merge and centre cell A9 and cell B9 and shade them in the same colour as cell C9. (3)

Remember to save and close this spreadsheet.

6.3   Retrieve the itinerary for Mr J Smith that was saved with the filename *Itinerary.doc*.

         6.3.1   Format the table and text as shown in the table below. The alignment and appearance of the text shown must also be taken into account.

ITINERARY – Mr J Smith

	Katanga Airlines	Flight Number	572 Booking code Y	Seats: 1
	Date	08 November 2007	Price	381.00 ZAR
	Departs	05:40 pm	Arrives	06:50 pm
	From	DBN - Durban International South Africa		
	To	JHB – O R Tambo International Johannesburg South Africa		

(8)

         6.3.2   Split the second table so that the accommodation details remain in one table and the details of the return flight appear in the other table. (2)

         6.3.3   Convert this new (third) table to text and separate with paragraph marks. (2)

6.4   Open the spreadsheet called *Possible Accommodation*.

       Mr Smith would like a list of ALL the luxury hotels:

- For the four northern provinces, namely *Gauteng*, *Mpumalanga*, *Limpopo* and *North West*
- Which are in his price range of a *maximum of R800 per night*
- Sorted by the *cost per night*

       A copy of ALL the data which was stored in the *All Resorts* worksheet, has been copied to the *Possibles* worksheet for you to reduce the list of possibilities down to the ones that meet the necessary criteria.

       Remember to save and close any open documents. (7)

[45]

TOTAL: **200**