**CATN**



# ISEBE LEMFUNDO LEMPUMA KOLONI

EASTERN CAPE EDUCATION DEPARTMENT

OOS-KAAP ONDERWYSDEPARTEMENT

IIMVIWO ZEBANGA LOKUGQIBELA

NATIONAL SENIOR CERTIFICATE EXAMINATION

NASIONALE SENIOR SERTIFIKAAT-EKSAMEN

### SEPTEMBER 2009

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| **COMPUTER APPLICATIONS TECHNOLOGY – FIRST PAPER** |

##### IXESHA: 3 iiyure TIME: 3 hours TYD: 3 uur

**AMANQAKU: 200 MARKS: 200 PUNTE: 200**

*Write on the cover of your answer book, after the word “Subject” –*

**COMPUTER APPLICATIONS TECHNOLOGY – FIRST PAPER**

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| This question paper consists of 13 pages. |

## INSTRUCTIONS AND INFORMATION

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| 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. |
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| 2. | 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. |
|  |  |
| 3. | 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. |
|  |  |
| 4. | Make sure that you save each document using the file names given. |
|  |  |
| 5. | Save your work at regular intervals as a precaution against possible power failures. |
|  |  |
| 6. | Read through each question before answering or solving the problem. Do not do more than is required by the question. |
|  |  |
| 7. | At the end of the examination you must hand in the disk given to you by the invigilator with all the answers saved on the disk. Make sure that ALL the files have been saved on the network as explained to you by the invigilator/teacher. |
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| 8. | Note that no printing is required. |
|  |  |
| 9. | 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. |
|  |  |
| 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 specified otherwise. 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 instructed otherwise. |
|  |  |
| 13. | All measurement units should be set to cm. |

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| **NOTE**: | | |
|  | | |
| The data disk that you receive with this question paper contains the folder *DATA* and the files listed below. Ensure that you have the folder *q1data* and the following files before you begin this examination: | | |
|  | | |
| * elephant.jpg * big five.jpg * q2wild.doc * q3kruger.doc * q4bookings.xls * q5budget.xls * q6tours.mdb * q7best.xls * q7brochure.doc * q7letter.doc * q7prices.xls | | |
|  |  |  |
| **SCENARIO** | | |
|  |  |  |
| After finishing school, you have started working at a new tourism company. The company called *Tour4Africa s*pecialises in holiday packages throughout South Africa.  The owner of the company Mr Roads, has appointed you to streamline the processes in the company by making use of computer software. | |  |

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| **QUESTION 1** | | | |
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| One of the most important things to remember is that the files stored on the computers must be organised in such a way that they will be easy to locate. Answer the following questions related to the folder called *q1data* to aid the company in this regard. The folder structure is indicated below: | | |  |
|  | | |  |
|  | | | |
|  | | |  |
| 1.1 | Move all of the files containing the word *Kruger* in the file name from the folder *Other* to the folder *Kruger*. | | (3) |
|  |  |  |  |
| 1.2 | Delete all of the files in the *Other* subfolder that were modified in 2001. | | (2) |
|  |  | |  |
| 1.3 | Create a subfolder called *Finance* within the folder *Other*. | | (2) |
|  |  | |  |
| 1.4 | Delete the folder called *Garden Route*. | | (1) |
|  |  | |  |
| 1.5 | Add the password *Xyz* to the file *Master.doc* in the *q1data* folder. | | (2) |
|  |  | |  |
| 1.6 | Create a new word processing document called *Question1.doc* in the *q1data* folder and paste a screenshot of the folder structure of *q1data* into the document. | | (3) |
|  |  | |  |
| 1.7 | Change the attribute of the file *thunder.bmp* in the *Other* subfolder to read-only. | | (1) |
|  |  | |  |
| 1.8 | The file called *Lavender* in the *q1data* folder was accidentally saved as a text file. Open it in MS-Word and resave it in Rich Text format under the same name (*Lavender*). | | (2) |
|  |  |  |  |
| 1.9 | Create a shortcut to the folder *Kruger* in the *q1data* folder. | | (2) |
|  |  | |  |
| 1.10 | Copy all the spreadsheet files from the *Addo* subfolder to the subfolder called *Finance*. | | (2) |
|  |  |  | **[20]** |

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| **QUESTION 2** | | | |
|  |  |  |  |
| *Tour4Africa* would like to promote the Wild Card to its customers. The information which was gathered from the Internet needs some formatting. Open the document **q2wild.doc** and do the following formatting to the document. | | | |
|  | | | |
| 2.1 | Move the web address from the top of the document and insert it in the page footer. Change the font style to subscript effect. | | (3) |
|  |  | |  |
| 2.2 | Change the font of the entire document to Arial Narrow 14 pt and the font colour to black. | | (3) |
|  |  | |  |
| 2.3 | Change the main heading “South African National Parks” that appears at the top of the document to WordArt 44 font size. Format the WordArt with the image saved as **big five.jpg**. | | (3) |
|  |  | |  |
|  |  | |  |
| 2.4 | Remove the hyperlink from the words “Wild Card” in the second paragraph. | | (1) |
|  |  | |  |
| 2.5 | Create a new table style called ‘Wild’ with the following properties: | |  |
|  |  | |  |
|  | * + - * Comic Sans 12 pt       * Fill colour: light green       * Show all borders with a line width of 2¼ pt       * Alignment: centred horizontally and vertically | | (4) |
|  |  | |  |
| 2.6 | Convert the first table in the document with the heading, ‘Daily conservation fee for South African residents’ to text (separated with tabs). | | (1) |
|  |  | |  |
| 2.7 | Hide all the lines of the second table with the heading, ‘Daily conservation fee for International Visitors’ but make sure the gridlines show. | | (1) |
|  |  | |  |
| 2.8 | Apply the table style you created in QUESTION 2.5 to the last table with the heading ‘South Africans and SADC Nationals’. | | (2) |
|  |  | |  |
| 2.9 | Set tabs on 2 cm, 7 cm and 16 cm so that the text of the second last paragraph appears as follows: | | (3) |
|  |  | |  |
|  | Individual     R795 ……………………………………….(1 person)  Couple         R1 395 ……………………………….(any 2 persons)  Family         R1 795 ……..(2 adults plus children up to 18 years) | |  |
|  |  | |  |
| 2.10 | Add a footnote based on the paragraph heading ‘Wild Card’. The footnote and should be referenced with the symbol **§**. It must read: ‘Visit the Sanparks website for more information.’ | | (3) |
|  |  | |  |
| 2.11 | Insert the date in the format yyyy – MMMM − dd on the right-hand side of the header in such a way that it is updated automatically. | | (3) |

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| --- | --- | --- |
| 2.12 | Place the text of the last paragraph to 2 columns with a line between the columns. The spacing between the columns must be 2 cm and the alignment must be justified. |  |
|  |  |  |
|  | Remember to save and close your document. | (4) |
|  |  | **[31]** |
|  |  |  |
| **QUESTION 3** | | |
|  |  |  |
| The company would like to hand out a document containing information regarding the Kruger National Park to prospective customers. The information has been gathered from the Internet, but the document needs some formatting to make it usable. Open the document called **q3kruger.doc** and do the following formatting to the document. | | |
|  |  |  |
| 3.1 | Place a border around the main heading of the document. Change the font colour to white and shade the background in black so that it appears as shown below: |  |
|  |  |  |
|  | Kruger National Park |  |
|  | (3) |
|  |  |  |
| 3.2 | Insert a page break before the first paragraph, below the heading ‘From Wikipedia, the free encyclopaedia’. | (1) |
|  |  |  |
| 3.3 | Add a dropped cap effect on the first letter of the first paragraph starting with ‘Kruger National Park is the...’ which runs over three lines. | (1) |
|  |  |  |
| 3.4 | Insert an automatic table of contents below the text ‘From Wikipedia, the free…’ on the first page. The heading *History* must NOT be shown in the table of contents. |  |
|  |  |  |
|  | Note: Do not just delete the heading *History*! | (2) |
|  |  |  |
| 3.5 | Apply a comment to the main heading *‘*Kruger National Park’ at the top of the document which reads: *‘Visit the website www.krugernationalpark.co.za’* | (2) |

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| --- | --- | --- |
| 3.6 | Locate the paragraph just before the heading ‘History’, listing the gates of the Kruger National Park. Insert the following diagram directly below the paragraph naming the different gates: | (3) |

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| 3.7 | Use automatic outline numbering so that the text is exactly the same as displayed below: the text can be found under the heading camps. | | | (3) |
|  |  | | |  |
|  | 1.**Main Camps** | | |  |
|  | 1.1 | **Balule** | |  |
|  | 1.2 | **Berg en Dal** | |  |
|  |  | (a) | Malelane |  |
|  | 1.3 | **Crocodile Bridge** | |  |
|  | 1.4 | **Letaba** | |  |
|  |  | (a) | Bateleur |  |
|  |  | (b) | Biyamiti |  |
|  | 1.5 | **Lower Sabi** | |  |
|  | 1.6 | **Mopani** | |  |
|  |  | (a) | Shimuwini |  |
|  | 1.7 | **Olifants** | |  |
|  | 1.8 | **Pretoriuskop** | |  |
|  | 1.9 | **Punda Maria** | |  |
|  |  | (a) | Boulders |  |
|  |  | (b) | Roodewal |  |
|  |  |  |  |  |
| 3.8 | Apply the following to the tear off slip at the bottom of the document: | | |  |
|  |  |  |  |  |
|  | * Insert a symbol of a scissors at the beginning of the tear off slip. | | | (1) |
|  |  |  |  |  |
|  | * Insert a checkbox form field next to the text ‘I am interested …’ | | | (2) |
|  |  |  |  |  |
|  | * Insert a drop-down form field next to the text ‘I would like …’with the following names: Skukuza, Pretoriuskop, Letaba () | | | (3) |
|  |  |  |  |  |

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| 3.9 | Insert three oval shapes from the drawing features at the bottom of the tear off slip so that it is exactly the same as displayed below: | | |  |
|  |  |  |  |  |
|  | * + - * Add the text ‘Tour 4 Africa’ to the shapes. | | |  |
|  |  |  |  |  |
|  | * Group the 3 shapes together. | | |  |
|  |  |  |  |  |
|  | Tour 4 Africa  4 | | |  |
|  |  |
|  |  |
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|  |  |  |  |  |
|  | Remember to save and close your document. | | | (4) |
|  |  |  |  | **[25]** |
|  |  |  |  |  |
| **QUESTION 4** | | | | |
|  |  |  |  |  |
| The company is now using a spreadsheet to keep track of how many tours have been booked as well as who will be heading the tour as a guide. Open the spreadsheet **q4bookings.xls** and answer the following questions to complete the spreadsheet. | | | |  |
|  |  |  |  |  |
| 4.1 | Insert a row on top of the corrent row A and increase the height of the inserted row to 30 pt. | | | (2) |
|  |  |  |  |  |
| 4.2 | Merge cells A to F of the inserted row and insert the heading ‘BOOKED TOURS AND TOUR GUIDES’ by using the font Arial 18 pt. Place a thick border around the heading. | | | (4) |
|  |  |  |  |  |
| 4.3 | Insert formulas in column E to calculate the total amount that must be paid for each booking. | | | (2) |
|  |  |  |  |  |
| 4.4 | Add functions in column F to calculate the discount, which is 10% of the total only if more than 12 people are booked for the tour. The word ‘zero’ should be displayed if no discount is applicable. | | | (4) |
|  |  | | |  |
| 4.5 | Use conditional formatting to highlight amounts more than 4000 in column D in a yellow colour and amounts less than 3000 in a thin diagonal crosshatch pattern. | | | (4) |
|  |  | | |  |
| 4.6 | Insert the date and time in the centre of the footer. | | | (1) |
|  |  |  |  |  |
| 4.7 | Rename Sheet1 to *Tourbookings*. | | | (1) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 4.8 | Format all columns with monetary (money) values as currency in South African (R). | | | (2) |
|  |  | | |  |
| 4.9 | Insert a function in cell E24 to find the average of column E. Round the answer off to the nearest whole number. | | | (3) |
|  |  | | |  |
| 4.10 | Sort the table in descending order according to the Total in column E. | | | (2) |
|  |  | | |  |
| 4.11 | Insert a column to the left of column A and number the tours from  1 – 21. | | | (2) |
|  |  | | |  |
| 4.12 | Protect the table in such a way that only the values in the cell range C3:G23 may be selected. The password should be left blank. | | | (3) |
|  |  | | |  |
| 4.13 | Apply the following changes to the bar chart: | | |  |
|  |  |  |  |  |
|  | 4.13.1 | Insert the following titles: chart title: ‘PRICES OF TOURS’ as well as to the y-axis: ‘PRICE IN RAND’. | | (2) |
|  |  |  |  |  |
|  | 4.13.2 | Change the font of the x-axis to Arial Narrow 6 pt and format the axis so that names of all the different tours appear on the axis. | | (2) |
|  |  |  |  |  |
|  | 4.13.3 | Fill the background of the chart with a texture of your choice. | | (1) |
|  |  |  | |  |
|  | 4.13.4 | Format the y-axis scale to a maximum of 7000. | | (1) |
|  |  |  |  |  |
|  |  | Remember to save and close your document. | | (1) |
|  |  |  |  | **[36]** |
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| **QUESTION 5** | | | | |
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| A spreadsheet has been used to keep track of the expenditures and income of the company. Open the spreadsheet called **q5budget.xls**and answer the following questions regarding this spreadsheet. | | | | |
|  |  |  |  |  |
| 5.1 | The *Budget* worksheet is used to keep track of the expenditures and income during the month of January. | | |  |
|  |  |  |  |  |
|  | 5.1.1 | Calculate the total for column C in cell C20. | | (2) |
|  |  |  |  |  |
|  | 5.1.2 | Insert formulas in column E to display the word “*Yes”* if the expenditure in that row is more than 5% of the total expenditure in cell C20, otherwise nothing must be displayed. | | (5) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.2 | Move to the worksheet called 2008 which was used to calculate the total expenditure for the year 2008. | | |  |
|  |  |  |  |  |
|  | 5.2.1 | Insert a suitable function in cell D13 to find the third highest expenditure in column D. | | (3) |
|  |  |  |  |  |
|  | 5.2.2 | Insert a suitable function in cell D14 to calculate the total amount of all the expenditures of over R50 000. | | (3) |
|  |  |  |  |  |
|  | 5.2.3 | Each of the expenditures of the company has a unique identifying code. Insert formulas in column C to create these codes by adding the number in column A to the first 3 letters of the expenditure in column B. For example if the number is *1* and the expenditure is ‘*Telephone*’ then the code will be *1Tel*. | | (4) |
|  |  |  |  |  |
|  | 5.2.4 | Add a column chart to the worksheet using the following criteria: | |  |
|  |  |  |  |  |
|  |  | * Use the descriptions of the expenditure in column C and the total amount for each expense in column D as data. * The heading should be “Total Expenditures”. * The value of each column should be shown in the centre of the column. No legend should be shown. | | (5) |
|  |  |  |  |  |
| 5.3 | The accountant of the company needs two pieces of information as soon as possible. Use suitable functions on the *Profit* worksheet to find the information. | | |  |
|  |  |  |  |  |
|  | 5.3.1 | Insert a formula in cell B4 to find the total profit made in January 2009 by using cell references linked to the data on the *Budget* worksheet. | | (2) |
|  |  |  |  |  |
|  | 5.3.2 | Insert a VLOOKUP function in cell B6 to find the income generated on the 7th of January from the data contained in the *Budget* worksheet. | |  |
|  |  |  |  |  |
|  |  | Remember to save and close your document. | | (5) |
|  |  |  |  | **[29]** |

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| **QUESTION 6** | | | | |
|  |  |  |  |  |
| The administration of the company has taken a step forward, by making use of a database to store certain information. Open the database **q6tours.mdb** and answer the following questions regarding this database. | | | | |
|  |  |  |  |  |
| 6.1 | The details of tours that have been booked with the company are saved in a table called *Tour\_Details*. | | |  |
|  |  |  |  |  |
|  | 6.1.1 | The company needs to make sure that there aren’t any double bookings. To make sure of this not happening make the *Customer Code* field the primary key. | | (2) |
|  |  |  | |  |
|  | 6.1.2 | Change the field size of the field *Tour* to 25. Ignore any warning messages that may occur referring to a potential loss of data. | | (2) |
|  |  |  | |  |
|  | 6.1.3 | A customer has called to cancel a tour that they have booked. Delete the record containing the tour details for the customer with a customer code of 5. | | (1) |
|  |  |  | |  |
|  | 6.1.4 | Sort the table alphabetically according to the *Tour* field and then in descending order according to the *Departure Date* field. | | (2) |
|  |  |  | |  |
|  | 6.1.5 | Company policy states that a tour may not last longer than 15 days. Add a validation rule to the database which prevents a user from entering a number higher than 15 in the *Days* field. A suitable error message should be displayed if they enter a number larger than 15. | | (3) |
|  |  |  | |  |
| 6.2 | The company will be using the database to keep a record of the vehicles being used for their tours. Answer the following questions regarding the table called *Vehicles* in the *q6tours.mdb* database. | | |  |
|  |  |  |  |  |
|  | 6.2.1 | Add a suitable input mask to the *Odometer Reading* field in order to make sure that a user can only type in an odometer reading of 6 digits followed by the abbreviation *km.*  The input mask must make provision for the fact that the odometer reading could be less than 6 digits. | | (2) |
|  |  |  |  |  |
|  | 6.2.2 | When new vehicles are delivered to the company, the odometer will have read 100 km. Format the table in such a way that the *Odometer Reading* field will display 100 km for all new records. | | (1) |
|  |  |  | |  |
|  | 6.2.3 | The *Registration* field must be formatted in such a way that the registration number of the vehicle can not be entered in the incorrect form. The correct format would look as follows: AAD987EC. Duplicates must not be allowed in this field. | | (3) |
|  |  |  |  |  |

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| 6.3 | The owner needs some information from the database. Create queries using the *Tour\_Details* table to find the following information: | | |  |
|  |  |  |  |  |
|  | 6.3.1 | Find all of the tours that will take more than 12 days. The query must be sorted alphabetically according to the tour destination. Save the query as *Query1*. | | (2) |
|  |  |  |  |  |
|  | 6.3.2 | Find all the records of tours booked to Addo that have not been paid for yet. Only the Customer Code and Departure fields must be shown. Save the query as *Query2*. | | (3) |
|  |  |  |  |  |
|  | 6.3.3 | The company has received a special offer from the hotel on the Wild Coast that they use. All of the tours to the Wild Coast that have been booked and paid for will receive an extra day free of charge. Create a suitable query including an extra field called *Bonus* in which one day is added to the existing days from the Days field. Save the query as *Query3*. | | (5) |
|  |  |  |  |  |
| 6.4 | The secretary who will be using the database needs an easier way to enter data into the database. | | |  |
|  |  |  |  |  |
|  | 6.4.1 | Create a form called *Form1* using all the fields from the *Tour\_Details* table to aid her in this regard. | | (2) |
|  |  |  |  |  |
|  | 6.4.2 | Change the background colour and font colour of the label of the *Customer Code* field so it stands out from the rest of the form. | | (2) |
|  |  |  |  |  |
| 6.5 | The owner would like to see a summary of all the tours that have been booked. Create a report using the following criteria: | | |  |
|  |  |  |  |  |
|  | * The report header should read: *Tour Summary for Mr Roads.* | | |  |
|  | * Group the records according to the *Tour* field. | | |  |
|  | * The current date and time must be shown in the report header using a suitable formula. | | |  |
|  | * All the fields from *Tour\_Details* table, except the *Departure* date field should be displayed. | | |  |
|  | * Calculate the average and total number of days at the end of the report. | | |  |
|  | * Use conditional formatting to highlight the days in the *Days* field that are more than 12 in yellow. | | |  |
|  | * Save the report as *TourSummary.* | | |  |
|  |  | | |  |
|  | Remember to save and close your document. | | | (10) |
|  |  | | | **[40]** |

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| **QUESTION 7** | | | | |
|  |  |  |  |  |
| *Tour4Africa* is introducing a new wildlife tour to their clients. In order to do this Mr Roads asked you to create a document using a word processor and the data that they have collected about the new tour. | | | | |
|  |  |  |  |  |
| 7.1 | Open the word processing document called **q7brochure.doc**. | | |  |
|  |  |  |  |  |
|  | 7.1.1 | Change the heading *Ubuntu Wildlife Tour* to any Word Art. Centre the heading across the page. | | (2) |
|  |  |  |  |  |
|  | 7.1.2 | Justify the whole document. | | (1) |
|  |  |  | |  |
|  | 7.1.3 | The prices for the tours have to be displayed in the document. Paste the table from the spreadsheet *q7prices.xls a*t the end of the document. The table must be linked to the spreadsheet in such a way that the data is updated automatically. | | (2) |
|  |  |  | |  |
|  | 7.1.4 | Insert the picture *elephant.jpg* located in your exam folder into the document so that it appears behind the table inserted in QUESTION 7.1.3. | | (2) |
|  |  |  |  |  |
|  | 7.1.5 | Place the text from the second paragraph starting with ‘The tour starts...’ In two columns with a line between. | | (2) |
|  |  |  |  |  |
|  | 7.1.6 | Move the picture and the table from QUESTION 7.1.3 and 7.1.4 to the left column and arrange the columns in such a way that all the text is in the column on the right and the picture and table appears in the column on the left. | | (2) |
|  |  |  | |  |
| 7.2 | Export the table called *Tour\_Details* from the database *q6tours.mdb* to Microsoft Excel and save the spreadsheet as *q7tours.xls*. | | | (3) |
|  |  | | |  |
| 7.3 | Open the file *q7letter.doc.* This document will serve as a form letter. The following tasks need to be completed to perform this mail-merge: | | |  |
|  |  |  |  |  |
|  | NOTE: Save the *q7letter.doc* document before performing the final  mail-merge. | | |  |
|  |  |  |  |  |
|  | * Use the *q7best.xls* spreadsheet as a data source. | | |  |
|  | * The letter must only be sent to the persons who have a *Yes* appearing in the column headed *Best* in the spreadsheet *q7best.xls.* | | |  |
|  | * Add the merge fields <Name> and <Surname> after the word ‘Dear’. | | |  |
|  | * The finished letters must be sorted alphabetically. | | |  |
|  | * Save the completed merged document as *q7merge.doc* in your exam folder*.* | | |  |
|  |  | | |  |
|  | Remember to save and close your documents. | | | (5) |
|  |  | | | **[19]** |
|  |  | | |  |
|  | **TOTAL:** | | | **200** |