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GRADE 12

SEPTEMBER 2021

COMPUTER APPLICATIONS TECHNOLOGY P1

MARKS: 150

TIME: 3 hours

This question paper consists of 16 pages, an HTML tag sheet and an input mask character sheet and an information sheet.

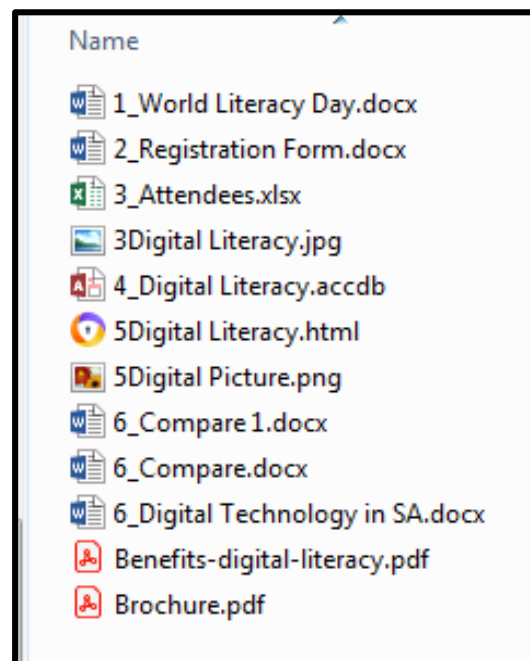
INSTRUCTIONS AND INFORMATION

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, the 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. The information sheet that has been provided with the question paper MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION. Hand it to the invigilator at the end of the examination.
6. 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.
7. This question paper consists of SIX questions. Answer ALL the questions.
8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
9. 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.
10. You may NOT use any resource material.
11. 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.

12. Ensure that the regional settings are set to South Africa and date and time settings, number settings and currency settings are correctly set.
13. 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.
14. 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.

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. You may NOT use a word processing program such as Word to answer the HTML question.
16. The examination folder/CD/DVD/flash drive that you receive with this question paper contains the files listed below. Ensure that you have all the files before you begin this examination.



SCENARIO

Each year on the 8th of September the world celebrates World Literacy Day. The purpose of this day is to make people aware of the high illiteracy rate in the world and use measures to decrease it.

Your school took a decision to use the Grade 12 CAT learners to promote digital literacy among members of the community. Various courses will be done to educate people on Digital Literacy.

QUESTION 1: WORD PROCESSING

A document was created to give more information about the World Literacy Day.

Open and edit the **1_World Literacy Day** word processing document.

- 1.1 Insert a cover page in the document. The cover page must display the following:
 - 1.1.1 Select the Filigree Cover page. (1)
 - 1.1.2 Type the document name and date in the required field. Delete all other fields. (2)
- 1.2 The table of content has been inserted. Please do the following:
 - Modify the table of contents so that the headings of Heading 2 appear. (2)
- 1.3 Edit the page numbering so that number 1 appears on the page after the table of contents. (3)
- 1.4 Locate the paragraph under the heading 'What is World Literacy Day?' and apply a Green Accent 6 shading to the whole paragraph. (2)
- 1.5 Find the text Miriam Webster Dictionary marked in yellow under the heading History of International Literacy Day.
 - Insert a footnote with the following explanation: America's most trusted online dictionary for English word definitions, meanings and pronunciation.
 - Ensure that the footnote is below the text. (3)

- 1.6 Find the picture Figure 1 and move it to the right of the paragraph as shown below. Set the size of the picture to height 3.5 cm and width 7.5 cm.

Can you imagine navigating modern-day life without the basic ability to read and write? Wiping out illiteracy in every local community around the world is what International Literacy Day is all about.

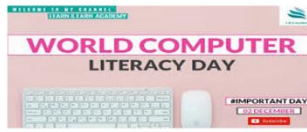


Figure 1

(3)

- 1.7 Locate the Placeholder 1 marked in blue. Edit the placeholder by inserting the following source:

- Book title: Practical guide to functional literacy: a method of training for development.
- Published in 1973.

(3)

- 1.8 Emphasise all the occurrences of the word 'literacy' by making the words bold. Only 'literacy' in lowercase must be changed.

(2)

- 1.9 Set the orientation of ONLY the second last page to landscape.

(2)

- 1.10 Locate the table under the heading International Literacy Day Dates and modify as follows:

- Apply a Grid Table 4 Accent 6 style.
- Edit the style to align text horizontally and vertically.

(3)

- 1.11 Use a word processing feature to count the number of words in the document starting **from** the heading, 'What is World Literacy Day?' up to the **end** of paragraph 4.5.

(1)

[27]

QUESTION 2: WORD PROCESSING

A registration form has been created for the attendees to fill in and e-mail to the registration office.

Open the **2_Registration Form** word processing document and modify the document as follows.

2.1 Set the top and the bottom page margins to 1 cm. (1)

2.2 Insert a double line page border for the page. (1)

2.3 Centre the picture and apply a soft edge oval picture style. (2)

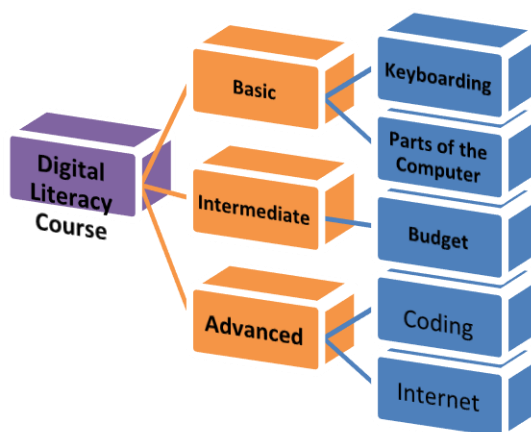
2.4 Set the text form field for the title to:

- Maximum length to 4
- Text format to uppercase (2)

2.5 Modify the dropdown form field for Gender field to include:

- Male and Female as choice options.
- Add a help message 'For accommodation purposes' on help text. (3)

2.6 Modify the horizontal hierarchy for the courses to resemble the image below.



(3)

2.7 Locate the text, 'Insert here' and insert the pdf file 'Benefits-digital-literacy.pdf' as an embedded file. The file must show as an icon. (3)

2.8 Add the text, 'Registration Form' in the footer of the document. Right align the text. (2)

[17]

QUESTION 3: SPREADSHEET

Various courses will be offered to the community members and they have to register for them. A spreadsheet **3_Attendees** has been created to record all the attendees.

Open the **3_Attendees** spreadsheet and work in the **Attendee_Info** worksheet.

- 3.1 Improve the readability of the spreadsheet by applying the following formatting features to the worksheet.
- 3.1.1 Merge and centre rows **A1** to **X2**. (1)
 - 3.1.2 Align the headings in **A8** to **G8** horizontally and vertically. (1)
 - 3.1.3 Use the word processing feature to ensure that the contents in rows 1 to 8 remain on the screen when the user scrolls down. (1)
- 3.2 Use a function in **cell G7** to add today's date in the format yyyy-mmmm-dd. (2)
- 3.3 Use a suitable function in **cell B9** to add a suitable title for the attendee. The male attendees must have 'Mr' as their title and female attendees must have 'Ms'. (3)
- 3.4 Add a function in **cell S10** to calculate the number of courses Ewie Langhon will attend. (3)
- 3.5 The amount for each course is in **cell V7**. In **cell U11** calculate the total amount Bambie Mulles will pay for his courses. Make sure that the formula will work correctly when copied down. (3)
- 3.6 Barnabas decided to do all 11 courses and has paid 75% of the total amount. In **cell V13** calculate the amount paid by Barnabas. (2)
- 3.7 Use a word processing feature in column D (Last Name) to automatically highlight with the colour of your choice any person who does not have a laptop. (3)
- 3.8 The attendees are grouped into four teams depending on how many courses they do.
- 5 courses and less are Greens.
 - 8 courses and less are Blues.
 - 10 courses and less are Reds.
 - More than 10 courses are Yellows.
- Insert a function in **cell W9** to determine in which team Ogdon Polly is. Copy the formula to the other cells. (4)

- 3.9 The organisers decided to give a discount to attendees who own a laptop and have already paid R50,00 deposit.

Insert a function in **cell X9** to display the text 'Discount' for those people who do qualify for a discount and leave the cell blank for those who do not qualify.

(4)

- 3.10 Insert a function or a formula in **cell G111** to determine and display the current age of the last person, Nichole. This function or formula must give the correct age even if the current date changes.

(3)

- 3.11 Insert a LOOKUP function in **cell G113** to determine how many attendees attended the Budget Intermediate Course. Use the information in the Statistics worksheet.

(5)

- 3.12 Insert a function in **cell G115** to calculate the total amount that will be paid by attendees who own a laptop.

(4)

- 3.13 A graph has been created in the Statistics worksheet. Modify the graph as follows:

- Format the chart area of the graph by adding the picture, 3Digital Literacy, found in your data folder, as a background picture.
- Set the transparency of the picture to 50%.
- Use a filter option to remove the two courses, Typing a letter and Budget.
- Add a data callout label to the most popular course.
- Use a spreadsheet feature to move the graph to a new worksheet called **Graph**.

(7)

[46]

QUESTION 4: DATABASE

The information of the attendees needs to be stored in a database. **Modify the database provided and work in the design view, except when requested otherwise.**

Open **4_Digital Literacy** database and do the following:

4.1 Table: Personal Information

4.1.1 Add a validation rule to the Date of Birth field to prevent the user from entering a date later than the current date. (3)

4.1.2 Each course is assigned with a code. Add an input mask to the Course Code field to only accept a code in the following format:

- Three optional digits,
- followed by a hyphen,
- followed by three compulsory uppercase letters, eg. **22-DLC, 1-SBE or 398-KPP.** (4)

4.1.3 Insert a combo box for the Course field so that the list of courses can be selected.

The courses are stored in the table Course Information. (3)

4.2 Open the form Attendee Information.

Add a function to the details tab to:

- Calculate the age of the attendee in years.
- Format the function to display the age as a whole number.
- Display a suitable label for the calculated age. (6)

4.3 Queries

4.3.1 Modify **Qry4_3_1** to:

- Display all attendees who are 18 years and younger.
- Sort the attendees according to the Level of Literacy in descending order. (3)

4.3.2 The organisers want to give the attendees Internet data. Only Vodacom vouchers are available. They decided to give money to other attendees.

Modify **Qry4_3_2** as follows:

- Show all users who do not use Vodacom.
- Create a calculated field called Data to calculate the money that each person will receive. Each person will be given an allowance of R30 per day.
- Calculate in datasheet view the total amount that will be spend on the attendees. (6)

4.4 Report

Create a report called **rpt4_4** based on the Attendee Information table.

- Show only the following fields: Last Name, Date of Birth, Gender, No of Courses, Level of Literacy and No of days to attend.
- Group the records according to the Gender.
- Then sort according to Level of Literacy.
- Display the report in landscape format.
- Insert a function in the group footer to calculate the number of female and male attendees.
- Add a descriptive label to the calculation.
- Ensure that all the data displays fully.

Save and close the **rpt4_4**.

(10)
[35]

QUESTION 5: WEB DESIGN (HTML)

Open the incomplete **5_Digital Literacy.html** web page in a web browser and also in a text editor. You may NOT use a word processing program such as Word to answer the HTML question.


NOTE:

- Question numbers are inserted as comments in the coding as guidelines to show approximately where the answer(s) should be inserted. **Do NOT delete the comments.**
- A HTML tag sheet has been attached for reference.

Your final web page should look like the example below.

Digital Literacy Day

What is digital literacy?



Digital literacy means having the skills you need to live, learn, and work in a society where communication and access to information is increasingly through digital technologies like internet platforms, social media, and mobile devices.

What are the advantages of digital literacy?

1. Digital literacy boost student engagement.
2. Digital literacy improves learner performance.
3. Makes school more competitive.
4. Promotes collaboration

What are the challenges to digital literacy?

- Authenticating information
- Cyberbullying.
- Excessive use of Internet .

Digital literacy is crucial to helping students become lifelong learners. It teaches them essential life skills as well as academic skills. ... They help students use critical thinking skills to evaluate the quality of digital sources and information, which in turn helps students communicate better.

Courses to be offered

Courses	Day	Level
Hardware.	Friday	Level 1
Keyboard Shortcuts.	Friday	Level 1
Budget	Saturday	Level 2
email	Saturday	Level 2
Basic Coding	Sunday	Level 3

Let us be digital literate

For further digital literacy training, Click here for the brochure

- 5.1 Set the website page colour to Cream. (2)
- 5.2 Rectify the error that occurred when the webmaster was inserting a picture. Centre the picture. (3)
- 5.3 Fix the error under the heading 'What are the challenges to digital literacy?' to be bulleted, using square bullets. (2)

5.4 Modify the table as follows:

- Change the colour of the table to pink.
- The border must be 5 pt and width 70%.
- Row 7 must be merged across the three columns; the text must be centred and in bold.

(6)

5.5 Create a link on the text below the table to open the Brochure file in your data folder.

(3)

[17]

QUESTION 6: GENERAL

Open **6_Digital Technology in SA** and modify the document as follows:

- 6.1 Locate the two words, 'South Africa' in the first paragraph. Use a word processing feature to ensure that the two words remain together even if they are pushed to the next line. (1)
- 6.2 Find the paragraph that is bordered and filled with an orange fill on the first page. Move it and paste it at the end of the document without keeping the current formatting. (2)
- 6.3 The author of the document has made two changes in the document. Find the two changes and accept them. (1)

Open **6_Compare**

- 6.4 Use a word processing feature to compare the two documents: **6_Compare** and **6_Compare 1**. Make a screenshot of the results and paste it at the end of the **6_Compare** document. (4)
- [8]**

TOTAL: 150

ANNEXURE A – HTML TAG SHEET

Basic Tags	
Tag	Description
<body></body>	Defines the body of the web Page
<body bg color="pink">	Sets the background colour of the web page
<body text="black">	Sets the colour of the body text
<head></head>	Contains information about the document
<html></html>	Creates an HTML document – starts and ends a web page
<title></title>	Defines a title for the document
<!-- -->	Comment
Text Tags	
Tag	Description
<h1></h1>	Creates the largest heading
<h6></h6>	Creates the smallest heading
	Creates bold text
<i></i>	Creates italic text
	Sets size of font, from "1" to "7"
	Sets font colour
	Sets font type
Link Tags	
Tag	Description
	Creates a hyperlink
	Creates an image link
	Creates a target location
	Links to a target location created somewhere else in the document
Formatting Tags	
Tag	Description
<p></p>	Creates a new paragraph
<p align="left">	Aligns a paragraph to the "left" (default), can also be "right", or "center"
 	Inserts a line break
	Creates a numbered list
<ol type="A","a","I","i","1">	Defines the type of numbering used
	Creates a bulleted list
<ul type="disc","square","circle">	Defines the type of bullets used

Formatting Tags continued	
Tag	Description
	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
	Adds an image
	Aligns an image: can also be "right", "center", "bottom", "top", "middle"
	Sets size of border around an image
	Sets the height and width of an image
	Displays alternative text when the mouse hovers over the image or when the image is not found
<hr/>	Inserts a horizontal line
<hr size="3"/>	Sets size (height) of line
<hr width="80%"/>	Sets width of line, in percentage or absolute value
<hr color="ff0000"/>	Sets the colour of the line
Table Tags	
Tag	Description
<table></table>	Creates a table
<tr></tr>	Creates a row in a table
<td></td>	Creates a cell in a table
<th></th>	Creates a table header (a cell with bold, centered text)
<table width="50">	Sets the width of the table
<table border="1">	Sets the width of the border around the table cells
<table cellpadding="1">	Sets the space between the table cells
<table cellspacing="1">	Sets the space between a cell border and its contents
<tr align="left">	Sets the alignment for cell(s) (can also be "center" or "right")
<tr valign="top">	Sets the vertical alignment for cell(s) (can also be "middle" or "bottom")
<td colspan="2">	Sets the number of columns a cell should span
<td rowspan="4">	Sets the number of rows a cell should span

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 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 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)

COMPUTER APPLICATIONS TECHNOLOGY P1 – SEPTEMBER 2021**INFORMATION SHEET** *(to be completed by the candidate AFTER the 3-hour session)*

SCHOOL: _____

NAME: _____

WORK STATION NUMBER: _____

SUITE USED (Mark appropriate box with a cross (X))	Microsoft Office 2010	Microsoft Office 2013	Microsoft Office 2016	Office 365
WEB BROWSER USED (QUESTION 6) (Mark appropriate box with a cross (X))	Mozilla Firefox	Google Chrome	Internet Explorer	Other (Specify)

FOLDER NAME: _____

Tick if saved and/or attempted.

Question Number	File name	Saved (v)	Attempted (v)	Maximum mark	Maximum achieved	Marker	HOD	Cluster	EM
1	1_World Literacy Day			27					
2	2_Registration Form			17					
3	3_Attendees			46					
4	4_Digital Literacy			35					
5	5_Digital Literacy			17					
6	6_Digital Technology in SA			8					
	6_Compare								
	6_Compare 1								
			TOTAL:	150					

Comment (for marker use only)
