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# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

## **NATIONAL SENIOR CERTIFICATE**

**GRADE 12**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**FEBRUARY/MARCH 2014**

**MARKS: 200**

**TIME: 3 hours**

**This question paper consists of 18 pages and a separate information sheet.**

**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 examination number 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 or computer. If a disk has been issued to you, you must write your examination number and centre number on the label. If you are working on the network, you must follow the instructions provided by the invigilator.
4. 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.
5. This question paper consists of SEVEN questions.
6. Answer ALL the questions.
7. **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.
8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
9. At the end of the examination you must hand in the disk given to you by the invigilator with ALL your answer files saved onto the disk, OR you should make sure that ALL your answer files are saved on the network/computer as explained to you by the invigilator/educator. Make absolutely sure that all files can be read. Do NOT save unnecessary files/folders and do not hand in duplicate answer files/folders.
10. The separate information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION** and then handed to the invigilator.
11. During the examination you may use the help functions of the programs which you are using. You may NOT use any other resource material.
12. If data is derived from a previous question that you could not answer, you should still proceed with the questions that follow.
13. Unless instructed otherwise, formulae and/or functions must be used for ALL calculations in questions involving spreadsheets. Absolute cell references must be used only where necessary to ensure that formulae are correct when they are copied to other cells in a spreadsheet.

14. In all questions involving word processing, the language should be set to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise.
15. Use centimetres as the unit of measurement when answering this question paper.
16. **Alternative instructions for LibreOffice users are given in a dashed line border, in brackets or separated by a slash where the instructions differ from those for Microsoft Office users.**
17. The examination folder/data disk that you receive with this question paper will contain a folder and the files listed below. Ensure that you have the folder and all the files before you begin this examination.

• Old_Oud	Folder
• 1Form_Vorm	Word processing file
• 2Info_Inlig	Word processing file
• 3Votes_Stemme	Spreadsheet file
• 4Results_Resultate	Spreadsheet file
• 5Final_Finaal	Spreadsheet file
• 5Vote_Stem	Database file
• 6Interview_Onderhoud	Word processing file
• 6Scores_Punte	Spreadsheet file
• 7Beauty_Skoonheid	Image file
• 7Doc_Dok	Word processing file
• 7Password_Wagwoord	Word processing file

### SCENARIO

Your school's district manager is organising the annual District School Beauty Competition. Each school has been asked to send one CAT learner to be part of the committee which will assist with, amongst other things, the following:

- Creating an entry form
- Creating an information sheet and programme
- Collecting and processing the votes of each contestant
- Maintaining a database of the contestants
- Preparing envelopes for the winners
- Managing electronic files and folders

**QUESTION 1**

Girls who would like to enter the district round of the School Beauty Competition have to fill in an entry form. The form has been created but needs some modification.

Open the document **1Form\_Vorm**.

1.1 Change the paper setting to A4 Portrait. (2)

1.2 Locate the text 'Contestant's Personal Data Form'.

Format this text so that it appears in a white font in bold italics and on a black background, as shown in the example below:

***Contestant's Personal Data Form*** (3)

1.3 Locate the text 'Name of Contestant' and 'Name of School' and apply a solid leader tab at 15 cm so that lines are created to fill in the details, as shown in the example below.

Name of Contestant	
Name of School	

1.4 Locate the text 'Yes' and insert a square shape, e.g. ☐, next to this 'Yes' option so that its appearance is the same as the 'No' option. (1)

1.5 Convert the text 'Height: Dress size: Waist: Hips:' to a table with four columns, as shown below.

Height:	Dress size:	Waist:	Hips:
---------	-------------	--------	-------

1.6 Locate the paragraph starting with '5. In the ...' and ending with '... person to contact:' and apply single-line spacing to this paragraph. (1)

1.7 Locate the two paragraphs below the heading 'DECLARATION' and:

- Align the text to both the left and right margins.
- Apply an orange paragraph shading to these two paragraphs. (2)

1.8 Apply a 4½ pt shadow border to only the page containing the declaration. (3)

Save and close **1Form\_Vorm**. [16]

**QUESTION 2**

An information sheet and a programme for the district round of the School Beauty Competition has been created.

Open the document **2Info\_Inlig**.

2.1 Make the following changes to the header:

2.1.1 Insert your examination number against the left margin of the header and highlight it in a yellow colour. (1)

2.1.2 Insert and align the text 'Rules' to the right of the header. (1)

2.1.3 Add a horizontal line below the text in the header of the document. (1)

Refer to the screenshot below to answer QUESTIONS 2.2 and 2.3.



- 2.2 Locate the WordArt/Fontwork with the text 'School Beauty Competition' on the first page of the document.

Modify the WordArt/Fontwork as follows to resemble the screenshot (on the previous page):

- In Microsoft Office, apply the Wave 1 shape to the WordArt. (In LibreOffice, apply the Favorite 2 style to the Fontwork.)
- Apply a blue fill colour to the WordArt/Fontwork.
- Rotate the WordArt/Fontwork so that it reads from bottom to top.
- Place the WordArt/Fontwork on the left side of the page so that it fills the length of the page without overlapping any other object on the page.

(5)

- 2.3 Locate the photo of a contestant and the image of a picture frame on the first page of the document.

Modify the images as follows:

- Set the absolute position of the picture frame to exactly 8 cm below the top margin.
- Place the photo inside the picture frame. Remove the red background of the photo and fit it into the picture frame.
- Add a caption with the text '2013 Winner' below the picture frame.

(5)

- 2.4 Locate the text 'Table of Contents' at the top of page 2 and apply the Title style to this text.

(1)

- 2.5 Locate the text 'Introductory appearance'.

The style called Contest has been applied to the subheading 'Introductory appearance' and several other subheadings.

Modify the Contest style by applying the numbering format a), b), c), etc. and ensure that all occurrences of this style are automatically updated in the document.

(2)

- 2.6 Modify the Table of Contents on page 2 to include the Contest style as level 2.

Update the Table of Contents to display the Heading 1 and Contest style headings.

(2)

- 2.7 Insert page numbering in the page footer as follows:

- Page numbers must start on the third page of the document and appear in the format 'Page 1'.
- Page numbers on the odd-numbered pages must appear on the left-hand side and page numbers on the even-numbered pages must appear on the right-hand side of the respective footers.

(5)

- 2.8 Locate the text from 'The School Round ...' to '... will be decided.' on the third page of the document.
- 2.8.1 Apply green heart-shaped customised bullets to this list. (3)
- 2.8.2 Set the distance of the text from the bullet to 1.5 cm and set the position of the bullet at 0.5 cm. (2)
- 2.9 Apply an Emboss font effect to the text 'Who may enter?' found on the third page of the document. (1)
- 2.10 Locate the paragraph starting with the text 'The Contestant is ...' found on the third page of the document.
- Add a first-line indent of 2 cm at the beginning of this paragraph. (2)
- 2.11 Locate the numbered list from '1. One digital picture ...' to '... and your school.'
- Format the paragraph spacing to 15 pt after for this text only.
- (Do NOT add spaces between paragraphs of the same style.) (2)
- 2.12 Locate the text 'CD' on the fourth page of the document.
- Insert a bookmark called 'CD' on this text. (1)
- 2.13 Locate the first instance of the text 'Fantastic Evening Creation' just below the text 'CD'.
- Insert a hyperlink from this text to the bookmark 'Fantastic'. (2)
- 2.14 Locate the first table, towards the end of the document, containing information about the prizes.
- Remove all the borders of this table. (1)
- 2.15 Locate the second table, on the last page of the document, containing information about the contestants.
- 2.15.1 Merge the cells in the first row of the table so that they form one cell. (1)
- 2.15.2 Move the text 'Order of appearance of contestants', which is located just above the table, into the first row of the table.
- Centre this text horizontally. (2)
- 2.15.3 Change the outside single-line border of the whole table to a 3 pt dotted line border. (3)



- 2.16 Locate the text starting with 'Immediate requirements for ...' and ending with '... and your school.'

Use the line- and page-break feature of the word processor to keep these lines together and to keep this paragraph together with the following paragraph on the next page.

(3)

Save and close **2Info\_Inlig**.

**[46]**

**QUESTION 3**

The votes cast for each contestant have been stored in a spreadsheet.

Open the **3Votes\_Stemme** spreadsheet.

- 3.1 Change the height of **row 1** so that all the text in the merged **cells A1:G1** is visible. (1)
- 3.2 Hide **column H**. (1)
- 3.3 Format **cells A2:B2** as follows: (2)
- Change the vertical alignment of these two cells to Distributed.
  - Add a patterned fill effect to these two cells. (2)
- 3.4 Enter a function in **cell K9** to determine the lowest final score found in **column G**. (2)
- 3.5 Use a feature of the spreadsheet application to automatically display cells containing the top 8 final scores, in **column G**, in a green fill. (3)
- 3.6 The final score for each contestant appears in **column G**. (3)
- Enter a function in **cell K10** to determine the number of contestants who scored a mark above the average final score in **cell G43**. (3)
- 3.7 Use the values in **cells J4:K7** to create a chart/graph as follows: (7)
- Create a 3D column-type chart/graph.
  - Insert the title 'Top Scores' to appear above the chart/graph.
  - Do not display the horizontal gridlines.
  - Do not display a legend.

Save and close the **3Votes\_Stemme** spreadsheet. [19]

**QUESTION 4**

The winner is determined by processing the votes.

Open the **4Results\_Resultate** spreadsheet.

4.1 Remove **Sheet1** from the spreadsheet. (1)

Work in the **4Winners\_Wenners** worksheet.

4.2 Add a formula in **cell E4** to calculate the score out of 100 that Thembisa Barnard obtained in the Introduction category. Use the raw score in **cell D4** and the maximum possible score in **cell D2** to determine the score out of 100.

Round off the answer to the next whole number, with NO decimal places.

Ensure that the formula will work correctly if it were to be copied down to the rest of the cells in that column. (6)

4.3 Contestants are scored on each of the four categories as follows:

- **Column E** Introduction/Bekendstelling
- **Column F** Dance costume/Danskostuum
- **Column G** Evening wear/Aanddrag
- **Column H** Interview/Onderhoud

4.3.1 **Column I** contains the final score of the contestants out of 100.

The Interview category (**column H**) is the most important part of the scoring process and therefore counts twice as much as the other categories.

In **cell I5**, calculate the final score of Nomhle Baxter by adding the categories and then dividing by 5. (3)

4.3.2 **Column K** displays the best category for each contestant.

Use a nested IF function in **cell K6** and the value in **cell J6** to display the name of the category in which Thembani Benjamin received her highest score. (5)

4.4 In **cell O7**, use a function to determine the 2<sup>nd</sup> highest final score (**column I**). (3)

4.5 Insert a function in **cell O9** to calculate the average of the maximum scores (**column J**). (2)

4.6 In **column C**, the letter 'S' is used to indicate a school.

Use a spreadsheet feature to change all occurrences of the letter 'S' in **column C** into the word 'School', e.g. Brilliant High S would become Brilliant High School.

(2)

Work in the **4Info\_Inlig** worksheet.

4.7 Change the tab of the **4Info\_Inlig** worksheet to a blue colour.

(1)

4.8 Each contestant must receive a number to enter for the lucky draw. (More than one prize will be awarded if the lucky number occurs more than once.)

Add a function in **cell A3** to generate a random number with three digits, e.g. 234.

(3)

4.9 The format for a month in the date-of-birth column (**column D**) should always display two digits, e.g. 1996/05/31 instead of 1996/5/31.

**Column L** corrects the format for a month as displayed in **column K**.

Use a function/formula in **cell L3** to correct the format for the month so that it displays as 05 and not 5.

**NOTE:** Once the correction has been made in **cell L3**, the date in **cell D3** will automatically display in the correct format.

(**HINT:** You may use building blocks to complete the answer.)

(7)

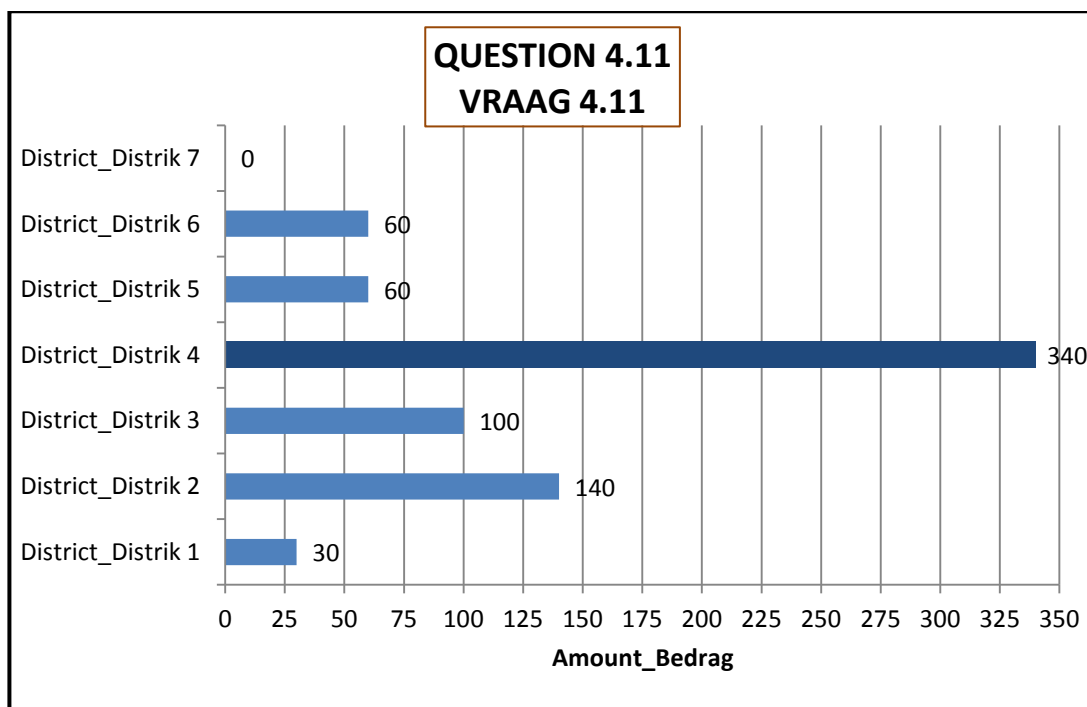
Work in the **4Fees\_Gelde** worksheet.

4.10 In **cell B3**, display the total amount paid by contestants from District 4.

The districts appear in **column F** in the **4Info\_Inlig** worksheet and the registration fees appear in **column G** in the **4Info\_Inlig** worksheet.

(6)

4.11 The chart/graph in the **4Fees\_Gelde** worksheet shows the outstanding registration fees owed by each district.



Modify the chart/graph as follows to resemble the example above:

- Place a dark brown border around the title.
- Display the data labels for each bar.
- Display the major vertical gridlines of the chart/graph.
- Change the colour of only the longest bar so that it has a different colour than the other bars.
- Add the title 'Amount\_Bedrag' to the X-axis.
- Set the units on the X-axis to 25, displaying a maximum of 350.

(7)

Save and close the **4Results\_Resultate** spreadsheet.

[46]

**QUESTION 5**

Details of the contestants are stored in a database.

Open the **5Vote\_Stem** database.

- 5.1 Create a table called **51Tbl** with one field called *ID*.  
Save and close **51Tbl**. (2)
- 5.2 Work in the **52Planning\_Beplanning** table.
- 5.2.1 Move the primary key to the most suitable field. (1)
- 5.2.2 Modify a property of the *Leader\_Leier* field so that the user has to enter a value in that field for any new records they add. (1)
- 5.2.3 Change the data type of the *Task\_Taak* field to allow a user to enter a description longer than 255 characters. (1)
- 5.2.4 Add a new field called *Date\_Datum* with an appropriate data type that will contain the date by which the task should be completed. (2)
- 5.2.5 Change the data type/format of the *Cost\_Koste* field to display the 'R' symbol for each amount. (1)
- 5.2.6 Modify the validation rule already set on the *Cost\_Koste* field to match the validation text so that an amount larger than 0 and smaller than 500 must be entered.

**LibreOffice:**

Work in the table called **52Filter\_Filter**.

Apply a data filter to *Age\_Oud* field to display records of contestants in District 1 who are younger than 19 years old.

(3)

Save and close the **52Planning\_Beplanning** table.

Open the **53Contestants\_Deelnemers** table.

- 5.3 Remove the record of Bonisile Xhasa as she is no longer able to participate in the competition. (1)

Open the **5Final\_Finaal** spreadsheet.

- 5.4 Insert the values found in **cells G4:G41** in the **5Final\_Finaal** spreadsheet into the *Score\_Punt* field in the **53Contestants\_Deelnemers** table. (Assume that the names and details of the contestants in the spreadsheet and database are the same and in the same order.)

Close the **5Final\_Finaal** spreadsheet.

Close the **53Contestants\_Deelnemers** table.

**Libre Office:**

Use the values found in **cells A4:A41** and **cells G4:G41** in the **5Final\_Finaal** spreadsheet to create a new table, called **Final Score** in the **5Vote\_Stem** database, so that only the values in these two columns appear in the new table.

Close the **5Final\_Finaal** spreadsheet.

- 5.5 Create a query based on the **53Contestants\_Deelnemers** table to display the district, name and surname of learners who did not hand in all their documents on time (see the *InTime\_Betyds* field). (2)
- Arrange the list in alphabetical order according to the surname per district.
- Save this query as **MyQry**. Close **MyQry**. (5)

- 5.6 Open **Qry56**.

Contestants have to pay a R200 registration fee.

Modify the query to display the *Name\_Naam* and *Surname\_Van* fields as well as a new field called *Owe\_Skuld* to display the amount still owing by each contestant.

Do not display the details of contestants who do not owe an amount for their registration fee.

- Save and close **Qry56**. (6)

**5.7** Open the form called **Frm57**.

Modify the form as follows:

- Do not display the *IDnumber\_IDnommer* field.
- Change the property of the image control so that the whole image (face and arms) is visible in the control.
- Insert a heading to read 'Competition/Kompetisie' in the form header.
- Set the properties of the form so that users will not be able to delete any data.
- Filter the form to show only the records for the contestants who have paid their R200 registration fee.
- Enter your examination number in a label in the form footer.

Save and close **Frm57**.

(9)

**5.8** Open the report called **RptWinners\_Wenners**.

Modify the report as follows:

- Move the *Name\_Naam* field next to the *Surname\_Van* field.
- Display the name and surname of the contestants per district according to their scores, from the highest to the lowest score.
- Display the number of contestants from each district.
- Display the highest score at the end of the report.

Save and close **RptWinners\_Wenners**.

(9)

**5.9** Create a report as follows:

- Base the report on the query called **QryAge\_Ouderdom**.
- Change the background of the report header to a yellow colour.
- Move the date so that it appears only once at the end of the report.

Save the report as **MyRpt**.

(4)

Save and close all documents.

**[47]**



**QUESTION 6**

Open the **6Scores\_Punte** spreadsheet and the **6Interview\_Onderhoud** document.

The committee would like a list of the top-scoring contestants.

6.1 Use the data in the **6Scores\_Punte** spreadsheet to create a table, in the space provided, in the **6Interview\_Onderhoud** document.

- Display only the name, surname and final score columns (in that specific order) of the top 20 contestants and arrange them from the highest to the lowest score.
- Retain the column headings.
- Insert a column to the left of the table and enter consecutive numbers from 1 to 20 in this column.

(7)

6.2 Add a link to the **6Scores\_Punte** spreadsheet in the **6Interview\_Onderhoud** document. (Do NOT use a hyperlink.)

Display the link as an icon in the space provided in the **6Interview\_Onderhoud** document.

(2)

Save and close **6Interview\_Onderhoud**.

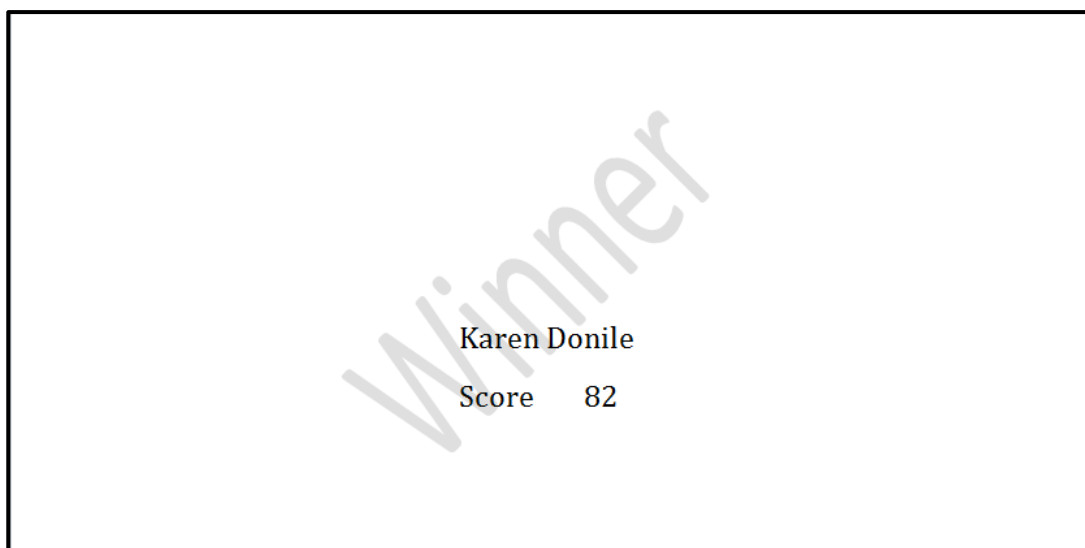
6.3 The top-scoring contestants will each receive a special gift voucher.

Use the **6Scores\_Punte** spreadsheet as the source document to prepare envelopes using the mail merge feature of the word processor.

Open a new word processing document to prepare a mail merge for the envelopes as follows:

- Use a DL size envelope.
- Do NOT insert a delivery address.
- Filter the list of recipients so that only those who attained a score of 70 or more will receive an envelope containing a gift voucher.

Refer to the following screenshot to continue with the mail merge:



- Insert merge fields for the name and surname in the appropriate positions as shown in the screenshot.
- Insert the word 'Score' below the name and surname fields and insert an appropriate merge field one tab space to the right of the word 'Score'.
- Insert a watermark with the text 'Winner'.
- Save the document as **6Envelope\_Koevert** before finalising the merge.
- Complete the merge and then save the document as **6Merge\_Saamvoeg**.

(9)  
[18]

**QUESTION 7**

The district committee needs you to assist them with some file management tasks.

- 7.1 Delete the subfolder called **Today\_Vandag** found in the **Old\_Oud** folder. (1)
- 7.2 Create a shortcut in the **Old\_Oud** folder to the file called **7Beauty\_Skoonheid** (found in your examination folder). (2)
- 7.3 Save the **7Password\_Wagwoord** document with the password '123'. (1)

Open the document called **7Doc\_Dok**.

- 7.4 Display continuous line numbers in the **7Doc\_Dok** document. (1)
- 7.5 The header of the **7Doc\_Dok** document has space for the answers of QUESTIONS 7.5.1 and 7.5.2.
- 7.5.1 How many paragraphs are found on the first page of the **7Doc\_Dok** document, excluding the header? (1)
- 7.5.2 Insert the file path and file name of the document found in the **Old\_Oud** folder, which could be read on a computer that does not have a word processor. (2)

Save and close the **7Doc\_Dok**. [8]

**TOTAL: 200**