



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2011

**COMPUTER APPLICATIONS TECHNOLOGY P1
MEMORANDUM**

NAME OF CANDIDATE: _____

GRADE: _____

SIGNATURE OF EDUCATOR: _____

	TOTAL	Q1	Q2	Q3	Q4	Q5	Q6	Q7
MARKS:	200	19	41	27	44	22	29	18

This memorandum consists of 8 pages.

QUESTION 1 Folder: q1Data folder File: q1AnswerSheet

No.	Criteria	Max.	✓	Mark
Open the q1Data folder				
1.1	The folder Towns is renamed to Places ✓	1		
1.2	A sub-folder called Tshabalala is created in the Places folder ✓	1		
1.3	Reef.txt is saved as a Rich Text Format file ✓ called ReefA ✓	2		
1.4	All the text files in q1Data folder are deleted ✓	1		
1.5	A password has been added to the Stadium file ✓ The file cannot be opened without the password Z11 ✓	2		
1.6	The learners name appears as the Author for the Teams.xls file ✓	1		
1.7	The image files are moved ✓ all of them appear in the Photos sub-folder ✓	2		
1.8	The Sport.zip file has been unzipped ✓ and save in the q1Data folder as Sport2 ✓	2		
Open the q1AnswerSheet file				
1.9.1	Funny.JPG ✓ 26 KB ✓	2		
1.9.2	Files sorted by Name in descending order ✓ Only the Date modified and Name fields appear ✓ Date modified appears before Name ✓ Extensions of the files are visible ✓ Screen shot pasted in q1AnswerSheet ✓	5		
		[19]		

QUESTION 2

File: q2Promotion

No.	Criteria	Max.	✓	Mark
Open the file q2Promotion				
2.1	Left and Right margin changed to 3 cm and Top and Bottom margin changed to 2 cm ✓ Paper size set to A4 ✓ Page Orientation is set to Portrait ✓	3		
2.2	Whole document: Font changed to Arial 12 pt ✓ Whole document: Justified ✓	2		
2.3	Replace all: " Football " with the word " Soccer " ✓ (2 replacements) Replacements: in blue font colour ✓	2		
2.4	Main heading "IDOLS" - changed to WordArt style 1 ✓ WordArt: Centred horizontally ✓	2		
2.5	Fill the WordArt with the image Logo.gif ✓ WordArt formatted with: red 3 pt thick border ✓ WordArt formatted with: Shadow style 1 effect ✓	3		
2.6	Fourth paragraph in two columns ✓ with a line between the columns ✓	2		
2.7	Image inserted in second paragraph ✓ Image: Centred and Text Wrapping set to Tight ✓ Image: size 2 cm x 2 cm ✓	3		
2.8	Page break inserted before the heading " The Field of Play " ✓	1		
2.9	Automatic page numbering inserted in footer ✓ Format of page number: Page X of Y and centred ✓ No numbering in the first page ✓	3		
2.10	Logo created at the top of page 2 ✓ Logo: grouped and centred ✓ Correct shapes used and shaded in blue colour as instructed ✓ " Tournament Rules " added in a white font colour ✓	4		
2.11	Words counted and total added to the end of the document under the heading " Total number of words " ✓ (approximately 1270 words)	1		
Open the file q2Table or find the table pasted at the end of the q2Promotion file				
2.12	Table edited as follows: <ul style="list-style-type: none"> • Left column added and cells merged ✓ • Text added and text direction changed ✓ • Table content centered Horizontally and Vertically ✓ • 6 pt paragraph spacing is added before and after ✓ • Double line border added ✓ • Shaded in 5% grey ✓ • Text changed to Black ✓ • Underlining, unwanted Shading and Bold is removed ✓ • Headings appear in Bold ✓ • All rows 1 cm high ✓ • Auto fit the content ✓ • Table pasted at the end of q2Promotion ✓ 	12		
Work in the file q2Promotion				
2.13	Section Break (Next Page) inserted before the table ✓ Page with table: Page Orientation is Landscape ✓ Page with table: any page border inserted only on this page ✓	3		
		[41]		


QUESTION 3

File: q3Advert

No.	Criteria	Max.	✓	Mark
Open the file q3Advert				
3.1	The picture is formatted as follows: <ul style="list-style-type: none"> Moved to the top right of the page ✓ Greyscale ✓ Square Text Wrapping style ✓ Approximately 2 cm x 3.08 cm in size ✓ 3 pt line around picture ✓ dotted line around picture ✓ blue line around picture ✓ WordArt added "SHOP TILL U DROP" above picture ✓ WordArt and picture is grouped ✓ Copy pasted on the top left hand side of the page ✓ 	10		
3.2	Lines that begin with 'Address' and 'Opening Time' left aligned ✓	1		
3.3	Symbols of telephone inserted – left hand side of number ✓	1		
3.4	Border inserted around the heading ✓ Any green line ✓ Heading in Small caps ✓ Text has an outline effect ✓	4		
3.5	Page centred vertically ✓	1		
3.6	Words ' See our price list ' typed ✓ In superscript ✓ Centred in the footer of the page ✓	3		
3.7	Font size of text below the telephone 8 pt ✓	1		
3.8	Table Split above ' EVERYBODY ' ✓	1		
3.9	Text converted to table at end of document ✓ Correct text converted (from FEMALE SPORTS WEAR to end) ✓	2		
3.10	Right tab at 16 cm (next to the Address and Opening Time) ✓ Inserted tab with leader dots ✓	2		
3.11	Single line spacing used for the entire document ✓	1		
		[27]		

QUESTION 4

File: q4Scores

No.	Criteria	Max.	✓	Mark
Open the worksheet Goals (originally Sheet 1)				
4.1	Rename Sheet1 to Goals✓	1		
4.2	Page Orientation changed to Portrait✓	1		
4.3	Data in columns - clearly visible✓	1		
4.4	Row inserted at the top of the worksheet – with following changes: <ul style="list-style-type: none"> • Cells A-J in row 1 merged✓ • Heading “Best Scores” added and centred in the top row✓ • Row height increased to 60 pt (80 pixels or 1.44 cm)✓ • Heading changed to Arial 14 pt, Bold✓ • The merged cell is shaded blue✓ 	5		
4.5	Row 2: Alignment 90° vertically✓ Horizontally and Vertically centred✓	2		
4.6	“ Match Goals ” column is deleted✓	1		
4.7	Cell F2: Heading “ Income ” inserted ✓	1		
4.8	Row 2: Thick blue border✓ at the top and bottom of row 2✓	2		
4.9	Cell F3: =120*D3 Currency in English (United States) ✓ ✓ ✓	3		
4.10	Cell H3: =IF(F3>5000,"Bonus","No Bonus") OR =IF(F3<=5000,"No Bonus","Bonus") ✓ ✓ ✓	3		
4.11	Column F:  <ul style="list-style-type: none"> • Use Conditional Formatting✓ • Condition: Greater than 5000✓ • Format: Red fill✓ 	3		
4.12	Cell G3: ='Exchange Rate'!\$B\$2*Goals!F3 OR =F3*'Exchange Rate'!\$B\$2 ✓ ✓ ✓	3		
4.13	Column G: South African Currency✓	1		
4.14	Cell I3: =14%*G3 OR 14/100*G3 OR =G3*0.14 ✓ ✓	2		
4.15	Auto Fill down all the columns were needed✓	1		
4.16	Cell D84: =SUM(D3:D81) ✓ ✓	14		
	Cell D85: =AVERAGE(D3:D81) ✓ ✓			
	Cell D86: =MAX(D3:D81) ✓ ✓			
	Cell D87: =MIN(D3:D81) ✓ ✓			
	Cell D88: =LARGE(D3:D81,2) ✓ ✓ ✓			
	Cell D89: =COUNTIF(D3:D81,">60") ✓ ✓ ✓			
		[44]		

QUESTION 5

File: q5Price

No.	Criteria	Max.	✓	Mark
Work in the Types worksheet.				
5.1	File name inserted as field in right section of header – &[File] ✓	1		
5.2	Cell F4: =E4*\$J\$1 ✓ ✓ Fill the formula down to cell F11 ✓ Absolute cell reference used ✓	4		
5.3	Cell G4: =E4 - F4 ✓ ✓	2		
5.4	The worksheet sorted in descending order according to Price column ✓	1		
5.5	Cell B16: =COUNTA(A4:A11) ✓ ✓	2		
5.6	Cell B17: =COUNTBLANK(B4:B11) ✓ ✓	2		
5.7	Cell B18 =SUMIF(C4:C11,"B&B",B4:B11) ✓ ✓ ✓ ✓	4		
5.8	Format the chart as follows: <ul style="list-style-type: none"> • Chart Title - Comic Sans 20 pt ✓ • Chart type changed to Column Chart ✓ • Legend below the chart ✓ • Suitable title for X and Y axis inserted ✓ • Columns filled with the image Logo.gif ✓ • Columns filled in stack format ✓ 	6		
		[22]		

QUESTION 6

File: q6Where2stay

No.	Criteria	Max.	✓	Mark														
Open the q6tbl table																		
6.1	Rooms available field changed to YES/NO data type ✓	1																
6.2	Customer Rating field - Field Size is double ✓ with 1 decimal place ✓	2																
6.3	Code field added to table ✓ <ul style="list-style-type: none"> is defined as Primary Key ✓ Data Type is set as AutoNumber ✓ Field appears at top of the list ✓ 	4																
6.4	Field size of all text data changed to 25 ✓	1																
6.5	Table sorted according to Name ✓ in descending order ✓	2																
6.6	Background colour of table is changed to red ✓ Alternative rows changed to any green colour ✓ Only vertical gridlines visible ✓	3																
6.7	Enter the Data as shown ✓ <table border="1" data-bbox="300 857 1034 952"> <thead> <tr> <th>Name</th> <th>Type</th> <th>Room available</th> <th>Customer Rating</th> <th>Minimum Price/person</th> <th>Maximum Price/person</th> <th>Meals</th> </tr> </thead> <tbody> <tr> <td>Living Eden</td> <td>Hotel</td> <td>Yes</td> <td>5</td> <td>R450</td> <td>R870</td> <td>All</td> </tr> </tbody> </table>	Name	Type	Room available	Customer Rating	Minimum Price/person	Maximum Price/person	Meals	Living Eden	Hotel	Yes	5	R450	R870	All	1		
Name	Type	Room available	Customer Rating	Minimum Price/person	Maximum Price/person	Meals												
Living Eden	Hotel	Yes	5	R450	R870	All												
Open the q6frm form																		
6.8	Form created with all fields ✓ Columnar layout ✓	2																
6.8.1	Following changes are made: <ul style="list-style-type: none"> Name and Surname added to form header ✓ Today's date =Now() added to form footer in text box ✓ Background colour of the Detail section a light yellow ✓ 	3																
Open the Query q6qry																		
6.9	Query created <ul style="list-style-type: none"> Maximum Price/person – Criteria: >650 ✓ Name field sorted in Ascending order ✓ Show only Name and Code field ✓ 	3																
Open the Report q6rpt																		
6.10	Report created ✓ <ul style="list-style-type: none"> Only Name, Type and Maximum Price/person fields are displayed ✓ Report grouped according to the Type of field ✓ Sort in Ascending order according to Name field ✓ 	4																
6.10.1	<ul style="list-style-type: none"> Report Header: Image Logo.gif inserted ✓ Report Footer: Suitable descriptive label e.g. (Number) ✓ Report Footer: =Count([Name]) ✓ OR = Count(*) 	3																
		[29]																

QUESTION 7

Files: q7Entry; q7Attend

No.	Criteria	Max.	✓	Mark																				
Open the word processing document q7Entry																								
7.1	Image (Vuvuzela) is flipped vertically ✓	1																						
7.2	Image appears behind the text ✓	1																						
7.3	1.5 line spacing used for the Table of contents ✓	1																						
7.4	Numbering levels are added as indicated: <ul style="list-style-type: none"> • First level is the correct format ✓ • Second level is the correct format ✓ • Correct numbers are used next to the correct text ✓ 	3																						
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Table of contents</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Introduction</td> </tr> <tr> <td>2.</td> <td>Soccer teams included</td> </tr> <tr> <td> A.</td> <td>South Africa</td> </tr> <tr> <td> B.</td> <td>Brazil</td> </tr> <tr> <td> C.</td> <td>Argentina</td> </tr> <tr> <td> D.</td> <td>England</td> </tr> <tr> <td> E.</td> <td>Nigeria</td> </tr> <tr> <td>3.</td> <td>Fees</td> </tr> <tr> <td>4.</td> <td>Entry form</td> </tr> </tbody> </table>					Table of contents		1.	Introduction	2.	Soccer teams included	A.	South Africa	B.	Brazil	C.	Argentina	D.	England	E.	Nigeria	3.	Fees	4.	Entry form
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4.	Entry form																							
Table copied from the file q7Attend and pasted in q7Entry																								
7.51	Paste the table from q7Attend below ATTENDANCE on page 2 ✓ AutoFit the table to the window ✓	2																						
7.5.2	All borders removed from the table ✓ All the shading removed from the table ✓	2																						
7.6	Page 3: Scissor Symbol is inserted ✓ any leader dot tab inserted where indicated ✓	2																						
7.7	Date inserted at the end of the document ✓ Date format: YYYY-MM-DD ✓ Date set to update automatically ✓	3																						
7.8	Watermark: "DO NOT COPY" inserted in the background ✓ Watermark: Font type Arial ✓ Watermark: Font size 40 pt ✓	3																						
		[18]																						

TOTAL: 200