



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 11**

**NOVEMBER 2011**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**MARKS: 200**

**TIME: 3 hours**

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This question paper consists of 16 pages including an annexure.

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**INSTRUCTIONS AND INFORMATION**

1. Due 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. Enter 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 and surname on the label. If you work 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 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 before answering or solving the problem. Do NOT do more than what 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 or make sure that all the files have been saved on the network as explained to you by the invigilator/educator. Ensure that ALL files can be read.
8. Note that NO printing is required.
9. During the examination you may use 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 the spreadsheet.
12. In ALL questions involving word processing, the language should be set to *English (South Africa)* and the paper size is assumed to be *A4 Portrait*, unless otherwise instructed.
13. All measuring units should be set to *centimetres*.
14. This question paper consists of *seven* questions. Answer ALL the questions.

**NOTE:**

The Data disk that you will receive with this question paper contains the folders and the files listed below. Ensure that you have ALL these files before you begin this examination:

A folder called **EXAM DATA**

with files and a sub-folder called:

- q1Data Folder
- q1AnswerSheet Word processing file
- q2Promotion Word processing file
- q2Table Word processing file
- q3Advert Word processing file
- q4Scores Spreadsheet file
- q5Price Spreadsheet file
- q6Where2stay Database file
- q7Attend Spreadsheet file
- q7Entry Word processing file
- Idol Image file
- Logo Image file

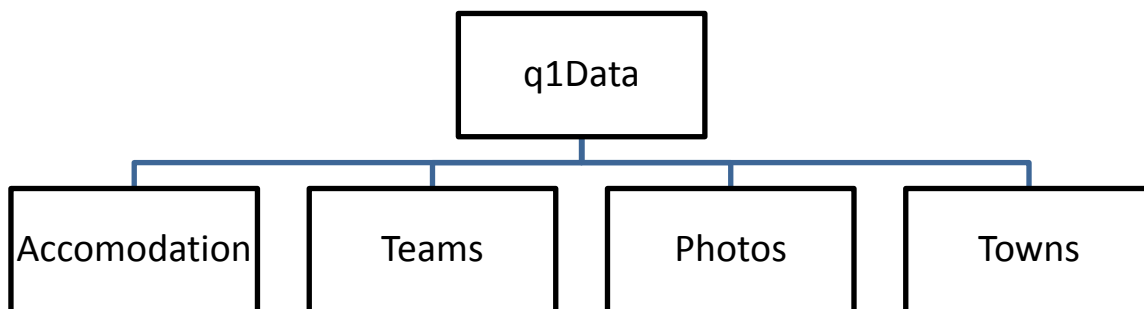
## SCENARIO

Mrs Lindy Smith is the secretary and bursar of Sports Academy.

Sports Academy decided to have their administrative work done electronically in the future. The use of a computer in administration is new to Mrs Smith. She has therefore asked you to assist her in doing the work electronically in preparation of a big sports tournament that will take place in your town this year.

## QUESTION 1

The following folder structure has been created:



Answer the following questions related to the sub-folder called **q1Data** in your **EXAM DATA** folder.

- 1.1 Rename the folder called **Towns** to **Places**. (1)
- 1.2 Create a sub-folder called **Tshabalala** within the folder **Places**. (1)
- 1.3 Save the file called **Reef.txt** in the **q1Data** folder as a **Rich Text Format** file called **ReefA**. (2)
- 1.4 Delete all **text** files in **q1Data** folder. (1)
- 1.5 Protect the file **Stadium.doc** in **q1Data** folder with the Password **Z11** so that it cannot be opened without the password. (2)
- 1.6 Change the properties of the **Teams.xls** file so that your name appears as the **Author**. (1)
- 1.7 Move all the image files in **q1Data** folder to the **Photos** sub-folder. (2)
- 1.8 The presentation **Sport** in the **q1Data** folder has been zipped and saved as **Sport.zip** in the **q1Data** folder. Unzip the contents of the document and save it in the **q1Data** folder as **Sport2**. (2)

1.9 Answer the following questions in the **q1AnswerSheet** file in your **EXAM DATA** folder.

1.9.1 Which file in the **Photos** folder is the biggest? Type the **name** and **size** of the file in the space provided in the **q1AnswerSheet** for **QUESTION 1.9.1**. (2)

1.9.2 Sort the files in the **q1Data** folder by name in descending order, with only the **Date modified** field and **Name** field appearing. The **Date modified** field must appear before the **Name** field.

Change the view settings so that all the extensions of the files are visible. Paste a screen shot/screen dump showing the contents of the folder in the space provided in the **q1AnswerSheet** for **QUESTION 1.9.2**. (5)

Remember to save and close the **q1AnswerSheet.doc** file. [19]

## QUESTION 2

A draft document has been saved as **q2Promotion**. Mrs Smith would like to use this article in a Brochure promoting sport in local schools. She requested you to make the following changes:

Open the file **q2Promotion**.

2.1 Set the left and right margin to 3 cm and the top and bottom margin to 2 cm. Make sure that the paper size is A4 and change the Page Orientation to Portrait. (3)

2.2 Modify the style of the whole document so that the font is Arial 12 pt and **Justify** the whole document. (2)

2.3 Replace all occurrences of the word "**Football**" in the document with the word "**Soccer**". The replacements must appear in a blue font colour. (2)

2.4 Change the main heading "**IDOLS**" to **WordArt** style 1 and centre it horizontally on the page. (2)

2.5 Fill the **WordArt** with the logo **Logo.gif** that is saved in your **EXAM DATA** folder. Give the **WordArt** a red 3 pt thick border and a **Shadow Style 1** effect, so that it looks similar to the following example.



(3)

2.6 Format the fourth paragraph that starts with the words "**McCathy will then be expected to lead...**" and ends with "**...in his court.**" to two columns with a line in-between. (2)

- 2.7 Insert the image **Idol.jpg** saved in your EXAM DATA folder in the centre of the second paragraph. Set the **Text Wrapping** to **Tight** and resize the image to 2 cm by 2 cm. (3)
- 2.8 Insert a page break before the heading “**1. The Field of Play**” so that it appears at the top of a new page. (1)
- 2.9 Insert an automatic page number in the format “Page X of Y” in the centre of the footer. The page number must not appear on the first page. (3)
- 2.10 Create the following logo at the top of page 2. It must look exactly like the example below.
- Select **Bevel** under the Basic Shapes for the background.
  - Select the **Horizontal Scroll** under the Stars and Banners group and place it on the background.
  - Add the words “Tournament Rules” and change the font colour to white.
  - Fill the Horizontal scroll in a light blue colour.
  - Group the various components of the logo.
  - Centre the new logo at the top of the page.



- (4)
- 2.11 Use the **Word Count** feature of the word processor to automatically count the total number of words in the document. Add the total at the end of the document under the heading: **Total number of words.** (1)

Remember to enter your name in the header of the document. Save the changes you have made.

Open the file **q2Table**.

2.12 The file **q2Table** contains data regarding seat prices in different places in the country.

Make suitable changes to the table so that it appears as follows:

- Add the column on the left and merge the cells as indicated.
- Add the text “Details” and change the text direction as indicated.
- Centre the content of the table Horizontally and Vertically.
- Add 6 pt paragraph spacing before and after all the text in the table.
- Add the double line border as indicated.
- Remove all *Underlining*, *Shading* and use of *Bold*.
- The shaded cells as indicated should be shaded in 5% grey.
- Change all the text in the table to Black.
- Make all the **headings** Bold.
- Make the row height exactly 1 cm for all the rows.
- **Auto fit** the table to the contents.
- Copy the table and past it at the end of the document **q2Promotion**.

	<b>Stad</b>	<b>Stadion</b>	<b>Sitplekke</b>
	Bloemfontein	Vodacompark	40 000
	Kaapstad	African Renaissance-stadion (beplan)	68 000
	Durban	King Senzangakhona-stadion (beplan)	80,000
	Johannesburg	Soccer City	94 700
Details	Johannesburg	Ellispark-stadion	70 000
	Nelspruit	Mbombela-stadion (beplan)	45 000
	Pietersburg	Peter Mokaba-stadion	40 000
	Port Elizabeth	Nelson Mandela Bay-stadion (beplan)	50 000
	Pretoria	Loftus Versfeld-stadion	52 000
	Rustenburg	Royal Bafokeng-stadion	40 000

(12)

2.13 Insert a Section Break (Next Page) before the table you have inserted at the end of the document **q2Promotion**. Change the page orientation of the last page to landscape and place any page border around this section only.

(3)

Remember to enter your name in the header of the document. Save and close the document.

[41]

**QUESTION 3**

The Sport Academy would like to send out an advertisement and price list to inform spectators and players about the sport clothing shop in town. They have sent you an example of the advertisement and asked you to edit and refine it to look like **Annexure A**.

Open the file **q3Advert** and format it as instructed:

Enter your name and surname in the header of the document.

- 3.1 Move the picture to the **top right-hand** side of the first page and format it as follow:
- The picture must be grayscale.
  - It must have **Square Text Wrapping** assigned to it.
  - The size of the picture must be approximately 2 cm x 3.08 cm.
  - There should be a dotted blue 3 pt line around the picture.
  - Add the WordArt "**SHOP TILL U DROP**" above the picture.
  - Group the WordArt and the picture and make a copy of it.
  - Paste the copy on the top left hand side of the page as indicated in **Annexure A**. (10)
- 3.2 Left align the lines beginning with '**Address**' and '**Opening Time**'. (1)
- 3.3 Add the symbol (Wingdings 40), as indicated in **Annexure A**, on the left hand side of the telephone number. (1)
- 3.4 Insert any green line text border around the Heading as indicated.
- Change the Heading to **Small caps** and
  - give the text an **outline effect**. (4)
- 3.5 Centre the page vertically. (1)
- 3.6 Type the words, '**See our price list**' in the footer of the document in **superscript** and centre these words. (3)
- 3.7 Change the font size of all the text below the telephone number to 8 pt. (1)
- 3.8 Split the table above the row with the word '**EVERYBODY**'. (1)
- 3.9 Convert the text from '**FEMALE SPORT WEAR**' up to the end of the document to a table using the tab as a separator. (2)
- 3.10 Insert a right tab with leader dots on 16 cm next to '**Address**' and '**Opening Time**', as indicated in **Annexure A**. (2)
- 3.11 Set the line spacing for the entire document to single line spacing. (1)
- Remember to save and close the **q3Advert.doc** file. [27]



**QUESTION 4**

The Sports Academy will use a spreadsheet to keep record of the best scores during the Tournament. Mrs Smith who worked on the spreadsheet used a calculator to work out the totals. Help her by answering the following questions relating to the spreadsheet.

Open the spreadsheet **q4Scores** in the **EXAM DATA** folder.

Enter your name and surname in the header of the document.

- 4.1 Rename **Sheet1** to **Goals**. (1)
- 4.2 Change the *Page Orientation* of the Goals worksheet to *Portrait*. (1)
- 4.3 Make sure that all the data is clearly visible. (1)
- 4.4 Insert a row at the top of the worksheet and make the following changes to it:
- Merge cells A-J in row 1
  - Add the heading "**Best Scores**" to the top row and centre it
  - Increase the height of row 1 to 60 pt (80 pixels or 1.44 cm)
  - Change the Font Type of the heading to Arial 14 pt and bold
  - Shade the merged cell with any blue colour (5)
- 4.5 Change the text alignment of row 2 to 90° vertically, as well as centred horizontally and vertically. Make sure that all the Headings fit in correctly. (2)
- 4.6 Delete the column "**Match Goals**". (1)
- 4.7 Type the heading "**Income**" in **Cell F2**. (1)
- 4.8 Add a thick *blue border* at the *top* and the *bottom* of the cells in row 2 (that contains all the column headings). (2)
- 4.9 Calculate the **Income** for each player in **Column F**. They receive \$120 Dollar for every International goal scored in **Column D**. Format the cells to show the solution in English (United States) currency. (3)
- 4.10 Sports Academy wants to give an Additional Bonus to the players depending on the **Income** they have received in **Column F**. Players who have earned more than **\$5 000**, will receive an Additional Bonus.
- Use the **If function** in **Column H** to determine whether the player must receive an **Additional Bonus** or not. The words "**Bonus**" or "**No Bonus**" should appear in **Column H**. (3)
- 4.11 Add **Conditional Formatting** to **Column F** so that cells with a value of more than \$5 000 will have a *Red Fill colour*. (3)

- 4.12 Use a formula in **Cell G3** that will convert the **Income** of each player to SA Rand.
- Make use of the **Exchange Rate** worksheet to do this calculation.
  - Use the exchange rate in **Cell B2** (in the **Exchange Rate** worksheet) as an absolute cell reference and multiply it with the **Income** (in the **Goals worksheet**) to do the conversion. (3)
- 4.13 Change the formatting of the **SA RAND** column (**Column G**) so that the amounts are displayed in South African currency. (1)
- 4.14 Use a formula in **Cell I3** to calculate the **TAX** for each player. The **TAX** must be 14% of the **Income** in **Cell G3**. (2)
- 4.15 Fill all the formulas/functions down in the columns down where needed. (1)
- 4.16 Use **functions** for the following calculations:
- (Make use of the **International goal** scores in **Column D**)
- Calculate the total of the **International goals** scored in **Cell D84**
  - Work out the average number of goals scored in **Cell D85**
  - Determine the most goals scored in **Cell D86**
  - Determine the least goals scored in **Cell D87**
  - Determine the 2<sup>nd</sup> highest number of goals scored in **Cell D88**
  - Determine how many players got more than 60 **International goals** in **Cell D89** (14)

Remember to save and close the **q4Scores** file. [44]

**QUESTION 5**

The Sports Academy uses a spreadsheet to keep record of the players accomodation. Mrs Smith needs your help with a few calculations and a graph. Help her by answering the following questions relating to the spreadsheet **q5Price**.

Open the Spreadsheet file called **q5Price**.

Enter your name and surname in the header of the document.

Work in the **Types** worksheet.

- 5.1 Insert the **File Name** as a *field* in the right section of the header. (1)
- 5.2 Add formulae in **Column F** to display the discount given. Multiply the **Price** with the percentage given in **Cell J1** to calculate the discount. Absolute cell referencing must be used. Fill the formula down to **Cell F11**. (4)
- 5.3 Calculate the total amount that must be paid in **Column G**, after the **Discount** has been deducted form the **Price**. Fill the formula down to **Cell G11**. (2)
- 5.4 *Sort* the worksheet in *decending* order according to the **Price** column. (1)
- 5.5 Insert a function in **Cell B16** to calculate how many accommodation venues as indicated in the '**Name**' column are listed by the Sports Academy. (2)
- 5.6 Use a function in **Cell B17** to count the number of empty cells in the *Range B4 to B11*. (2)
- 5.7 Use a function in **Cell B18** to determine the sum total for the **Ratings** received for the **B&B** type of accommodation. (4)

Work in the **Chart 1** worksheet.

- 5.8 Format the chart as follows:
- Change the font of the *Chart Title* to Comic Sans 20 pt.
  - Change the *Chart Type* to a *Column Chart*.
  - The *Legend* must be placed below the chart.
  - Insert suitable *Axis Titles* for the X-axis and the Y-axis.
  - Use the image **Logo.gif** (which can be found in the **EXAM DATA** folder) to fill the columns of the chart in stack format. (6)

Save and close the spreadsheet.

**[22]**

**QUESTION 6**

Mrs Smith received many inquiries in connection with accommodation in the area. You suggested that she creates a database with information of all the possible types of accommodation available in the area. Help her to edit the **q6Where2stay** database.

Open the database called **q6Where2stay** in your **EXAM DATA** folder.

Work in the **q6tbl** table.

- 6.1 Change the *Data Type* of the **Rooms available** field to a **Yes/No** field. (1)
- 6.2 Change the *Field Properties* of the field **Customer Rating** so that the *Field Size* is **Double** with 1 decimal place. (2)
- 6.3 Add the field **Code** to the table and make it the **Primary Key**. The *Data Type* of this field must be set as **AutoNumber** and the field must be moved to the top of the list of field names. (4)
- 6.4 Change the *Field Size* of **all** the *Text Data Types* to 25. (1)
- 6.5 *Sort* the Table in *descending* order according to the **Name** field. (2)
- 6.6 Change the background colour of the table to red and the alternative rows to any green colour. Show only the vertical gridlines of the table. (3)
- 6.7 Enter the following record to the table:

Name	Type	Room available	Customer Rating	Minimum Price/person	Maximum Price/person	Meals
Living Eden	Hotel	Yes	5	R450	R870	All

(1)

Save and close the table.

- 6.8 Create a **Form** based on the **q6tbl** table using the following criteria: (2)
- Use the COLUMNAR layout.
  - Use all the fields.
  - Save the form as **q6frm**.
- 6.8.1 Make the following changes to the form: (3)
- Add your **Name** and **Surname** to the header of the form and today's date (using a formula) to the footer of the form.
  - Change the background colour of the *Detail* section to any light yellow colour.

Save and close the form.

Mrs Smith needs certain information about the different types of accommodation. Help her to extract the data by creating a **query** based on the **q6tbl** table.

6.9 Create a **Query** to display the following:

- Show the records of accommodation types where the **Maximum Price/person** is more than R650.
- Sort the query in *Ascending* order according to the **Name** field.
- Show only the **Name** and **Code** field.
- Save the query as **q6qry**. (3)

Save and close the query.

Mrs Smith needs to print a **Report** in order to give feedback at an upcoming meeting. Help her to select the required criteria for her report. The report is based on the **q6tbl** table.

6.10 Create the **Report** based on the following criteria:

- Display only the **Name, Type** and **Maximum Price/person** fields.
- *Group* the records according to the **Type** field.
- Sort the records in *Ascending* order according to the **Name** field.
- Save the report as **q6rpt**. (4)

6.10.1 Make the following changes to the report:

- Insert the image **Logo.gif** (that can be found in **EXAM DATA** folder) in the *Report Header*.
- Add the suitable formula with a suitable label in the *Report Footer* to indicate how many **Names** are listed. (3)

Save and close the report.

Remember to save and close your database.

**[29]**

**QUESTION 7**

The Sports Academy is designing an Information Document that includes an entry form that will be used by the sports teams who will take part in the tournament.

Open the word processing document called **q7Entry** and answer the following questions relating to this document:

7.1 Flip the image of the Vuvuzela at the top of the page vertical. (1)

7.2 Move the image from the top of the page and place it behind the words:  
SPORT TOURNAMENT  
ENTRY FORM (1)

7.3 Use 1.5 Line spacing for the items listed in the Table of contents. (1)

7.4 Add the following numbering levels to the Table of contents:

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

(3)

Open the file **q7Attend**.


7.5 The Sports Academy would like to indicate how many players have attended the Academy Training weeks in the past four years. Open the spreadsheet called **q7Attend** and format it as follows:

7.5.1 Copy and paste the table in the spreadsheet **q7Attend** into the word processing document, just below the heading ATTENDANCE on page 2. AutoFit the table to the window. (2)

7.5.2 Remove all the borders and shading from the table. (2)

7.6 Add any Scissors symbol and any leader dot tab above the entry form on page 3 so that it appears similar to the following example:

✂-----

Name		Soccer Academy	
-----		-----	
 Contact person.....	<input type="checkbox"/> South Africa	Number of Players.....	
	<input type="checkbox"/> Brazil	Number of players.....	
	<input type="checkbox"/> England	Number of players.....	

For office use only

**Rating**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

(2)

7.7 Insert the date at the end of the document on page 3 where indicated. The format of the date must be as follow: YYYY-MM-DD. The date must also update automatically.

(3)

7.8 Insert the words “DO NOT COPY” as a watermark in the background of the document. The font type used for the watermark must be Arial 40 pt.

(3)

Save and close all your documents.

**[18]**

**TOTAL: 200**

ANNEXURE-A (Use the following example as guideline)

**SHOP TILL U DROP**



**SOCCER T-SHIRTS**

This is the time

**SHOP TILL U DROP**





Soccer T-shirts are available for all teams at best prices  
Buy TWO get one FREE  
Right now!!

**Address:** ..... Room 222 Durban Drive  
**Opening Time:** ..... Morning till evening

GREAT PRICES – COME C 4 YOURSELF!

CONTACT US:

 Prices@mweb.com

 041 6656578

	SIZE	PRICE	AMOUNT
<b>EVERYBODY</b>			
Algeria	28-48	R450	
Switzerland		R465	
Nigeria	XS-3XL	R355	
Chile	84-122	R365	
Angola		R420	
South Africa		R495	
Italy	66-122	R550	
Brazil		R460	
Slovenia	24-48	R170	
England		R70	
Nowary	S-3XL	R335	
Nigeria		R395	
Canada		R390	
Australia	S-XL	R470	
<b>OTHER</b>			
Hats ,Scarfs		R390	



<b>FEMALE SPORT WEAR</b>	8-22	R230	
T-Shirts	8-20	R450	
Jackets	S-XL	R620	
Track Suits	S-XL	R366	
<b>MEN SPORT WEAR</b>			
Tracks Suits	80-114	R750	
socks		R65	
Caps	80-117	R150	
Jabulani ball		R850	
Hats		R65	

See our price list