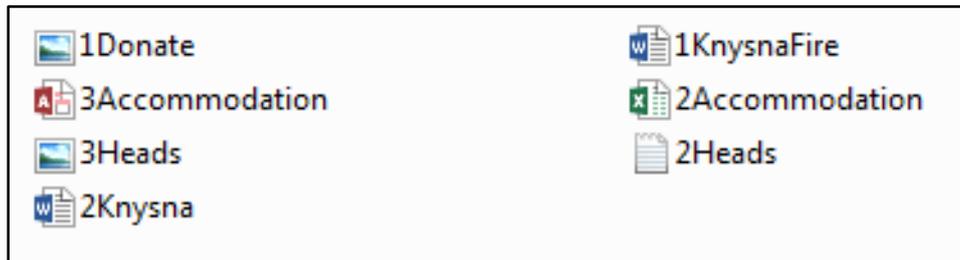**MAFIKENG HIGH SCHOOL**
COMPUTER APPLICATIONS TECHNOLOGY GR 12
Preparation Test (Practical)
Term 3

Time   : 1 hour
Marks   : 60
Date   : 08 August 2023

Please note:
You will receive together with the question paper an examination folder, which contains the
following files:

QUESTION 1: WORD PROCESSING

You read an article on the recent fires in Knysna, but the article needs to be edited.
Open the **1KnysnaFire** word processing document and enter your name and surname in
the header or footer.

1.1	Change the page size of the document to A4.	(1)
1.2	Set the left and right margins of the page to 2 cm AND the gutter position to left.	(2)
1.3	Format the first and the third paragraphs in the document as follows:	
1.3.1	Change the line spacing of the first paragraph in the document to multiple, set at 1.2. (Highlight in purple)	(2)
1.3.2	Indent the FIRST line of the third paragraph to 2 cm. (Highlight in red)	(2)
1.4	Find the word 'Joint' in the fourth paragraph of the document.	(1)
	Replace the word with a synonym from the list of suggestions given by the word processor.	

1.5 Find the SmartArt diagram towards the end of the document. Complete the diagram to appear as follows:

Figure 1: Knysna needs help

- Change the 'SmartArt' layout to a chevron shape as in the example above. (5)
- Fill the last shape with the **1Donate** picture found in the examination folder.
- Add the text 'Music Fest' and 'Donation' to the last two shapes.
- Add the text 'Knysna needs help' as a caption to the diagram, as shown above.

Save and close the **1KnysnaFire** document. **[13]**

QUESTION 2: WORD PROCESSING

You did some research on the tourist attractions in and around Knysna to attract tourism to the area, so that the town of Knysna can be rebuilt again.

Open the **2Knysna** word processing document and enter your name and surname in the header or footer.

2.1 Apply the 'Knysna' style to the heading 'Knysna, Garden Route' (1)

2.2 Delete the comment that appears next to the main heading. (1)

2.3 Find the text 'Insert text' below the heading 'Knysna Heads' and insert all the text found in the **2Heads** text file to replace this text. (2)

   NOTE: The font type of the inserted text differs from the font type of the original text. Leave it like that.

2.4 Find the 'Tide Times for 17 Aug 2017' table. Change the table as follows: (3)

   - Merge the cells in the first column.

   - Centre the contents of the table vertically and horizontally.

   - The formula in the indicated cell (the value at the bottom of the 'Wave Height in ft') was entered to determine the average height of the waves, but displays the incorrect answer. Correct the formula.

2.5 Find the text 'Accommodation'. (2)
   Insert the **2Accommodation** document to display as a linked icon below the text.

2.6 Find the bulleted list below the heading 'Additional Reading'.
Change the list to appear as shown.

1) A few reasons to visit Knysna
2) 10 Great things to do when next in Knysna
   (a) Brunch at East Head Café Eggs Benedict at East Head Café.
   (b) Coffee at Mon Petit Pain. Brioche & apple strudel.
   (c) Picnic at Jubilee Creek.
   (d) Take a ferry trip across the lagoon.
   (e) Wild Oats Community Farmers' Market.
   (f) Go to the beach! ...
   (g) Visit the Knysna Elephant Park. ...
   (h) Hike Featherbed.
3) Knysna, South Africa's favourite holiday destination
4) Knysna - A seaside town close to my heart
5) Experiencing the Knysna Forests

(2)

2.7 Insert the automatic page number with the predefined style called 'Vertical (2)
Outline 1' at the bottom of the document.

Save and close the **2Knysna** document. **[13]**

QUESTION 3: DATABASE
Follow the instructions below to update the database with the details of holiday
destinations in Knysna.
Open the **3Accommodation** database.

3.1 The details of various places in Knysna is saved in the table **Tb3_1**. Open the table
Tb3_1 in design view.

3.1.1 Change the field size of the *Name* field to 35.

(1)

3.1.2 Make sure that the user has to enter data in the *Location* field when adding or
changing a record.

(1)

3.1.3 Set the default value of the *Type* field as 'Double Room'.

(1)

3.1.4 Set a suitable validation rule on the *Price pp* field to ensure that only values
greater than 0 and less than or equal to 2000 are entered.

(4)

Display a suitable message if any other value is inserted.

3.1.5 Create an input mask for the *Code* field to restrict formatting as follows:

(5)

- Accept three or four letters in uppercase.

- Accept two or three numbers.

EXAMPLE: GHJ47 or GROP147

Save and close the **Tb3_1** table. Ignore any error messages.

3.2   Open the form **frm3_2**. Modify the form as follows:

3.2.1   Change the heading to 'Accommodation in Knysna'.   (1)

3.2.2   Change the background colour of the form header to any colour of your choice (except grey).   (1)

3.2.3   Change the *Stars* field so that the following numbers can be selected from a list: **1,2,3,4.**   (2)

    Save and close the **frm3_2**.

3.3   Open the **qry3_3** query.   (4)

    Change the query to display the names and prices of only the 3-star accommodation on Leisure Isle.

    Save and close the **qry3_3** query.

3.4   Open the **qry3_4** query.   (5)

    Change the query to display a list of places determined as follows:

- Firstly sort the records of the *Stars* field in ascending order and then alphabetically according to the *Name field*.
- Display only the places recommended by more than a 100 people and prices less than R1000 per person.
- It must also include a pool.

    Save and close the **qry3_4** query.

3.5   Create a query called **qry3_5** based on the tbKnysna table to display the following result: (2)

Stars	AvgOfPrice
1	R 1 083.33
2	R 750.00
3	R 788.80
4	R 942.14

    Save and close the **qry3_5** query.

3.6   Create a report called **rpt3_6** based on the **tbKnysna** table.   (7)

- Use all the fields in and group the report according to the *Stars* field.
- The layout must be landscape
- Insert the **3Heads** picture found in the examination folder into the report header.
- Insert a function in the *Stars* group footer to determine the average price pp in each group. Insert a suitable label for the function.
- Insert a function to calculate the total number of places available in Knysna in the report footer.

    Save and close the **rpt3_6** report.

Save and close the **3Accommodation** database.   **[34]**