MAFIKENG HIGH SCHOOL

GRADE 11

COMPUTER APPLICATIONS TECHNOLOGY P1

JUNE 2023

MARKS: 150

TIME: 3 hours

This question paper consists of 14 pages, HTML TAGSHEET and an INPUT MASK CHARACTER 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 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 on the label.

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 carefully before answering or solving the problem. Do NOT do more than required by the question.

7.   At the end of the examination, you must hand in the disk given to you by the invigilator or make sure that ALL the files have been saved on the network as explained to you by the invigilator/teacher. Ensure that ALL files can be read.

8.   During the examination, you may make use of the help functions of the programs which you are using. You may NOT use any other resource material.

9.   Note that if data is derived from a previous question, that you CANNOT answer, you should still proceed with the questions that follow.

10.   In ALL questions involving word processing, the language should be set to *English (South African)* and the paper size is assumed to be A4 portrait, unless otherwise instructed.

NOTE: The data disk that you received with this question paper contains the folder **DATA** with the following files. Ensure that you have ALL these files before you start this examination.

1Genres	Microsoft Word D...	818 KB
2Funds	Microsoft Word D...	29 KB
3Expensive_Films	Microsoft Excel W...	17 KB
6Movies	Chrome HTML Do...	1 KB
6Wild West	Text Document	1 KB
Batman vs Superman	PNG File	2 KB
Comedies	Microsoft Word D...	41 KB
Madagascar_Penguins	JPG File	13 KB
MovieGenres	JPG File	7 KB
4PouringRain	JPG File	7 KB
4Rainfall	Microsoft Excel W...	9 KB
5CitiesWheather	Microsoft Access ...	532 KB

SCENARIO

The principal asked the grade 11 CAT learners to do research on different types of movies that can be used to raise funds for the school.

QUESTION 1: WORD PROCESSING

Open the **1Genres** word processing document and adjust to use in your advertisement campaign.

1.1　　Change the paper size to A4.　　(1)

1.2　　Remove the cover page.　　(1)

1.3　　The title 'DEFINITIONS OF GENRES' has been formatted with the styl *Title*. Change this style as follows:

- Font size: 20 pt

- Spacing after paragraph: 18 pt

- Width of the paragraph border (below the text: 4 ½ pt and center horizontally*.*　　(4)

1.4　　Replace all occurrences of '&' with 'and' in a green highlight. (E.g. 'speakers & authors' must be changed to 'speakers and authors'.)　　(3)

1.5　　Header:

- Insert the date, as a field in the format '8 June 2016', left-aligned in the header　　(4)

- Move the text 'Main articles: Literary genre' from the beginning of the document to the header. Right-align and italicise the text you moved.　　(4)

1.6　　Justify the paragraph starting with the words: 'By the end…' and ending with '…..*revisionist'.*　　(1)

1.7　　Locate the paragraph 'Action Films', heading included and format as follows. Change the paragraph spacing to 13 pt after paragraphs and the line spacing to 1.2.　　(2)

1.8　　Format the action movie for 2016 to appear as in the example below:

Batman vs Superman: Dawn of Justice – March 25, 2016

Note the following:

- Paragraph borders must be used

- Only the top and bottom paragraph borders are displayed

- Border thickness – 'Width' is 2¼ pt

- The colour of the paragraph borders is blue　　(3)

1.9　　Change all subheadings which are formatted with **Heading 3 style** to Heading 2 style.　　(2)

1.10   Paragraph: 'Some examples of adventure films are:'

- Change the pink shaded section to a bulleted list

- Use the picture **Batman vs Superman** as bullets

- Left-align the bulleted list, ensure that it is in line with the left margin   (3)

1.11   Insert automatic page numbering in the footer as follows:

- The numbers must be in the format Mosaic 1

- Odd page numbers must be displayed right-aligned, and even page numbers left-aligned   (3)

Save and close the document.   **[31]**

QUESTION 2: WORD PROCESSING

The school started to raise funds to buy movies and they have to organise a meeting. Open the **2Funds** word processing document and edit as indicated.

GRADE	SURNAME	NAME	CLASS	AMOUNT
			FUNDS TO BUY MOVIES	
Grade 10	Diphoko	Doris	D	230
	Jacobs	Peter	A	210
	Makgoba	Dwayn	C	225
	Meintjies	Katrina	B	150
	Sherman	Susanna	D	100
	Stroebel	Megan	A	80
Grade 11	Mabusela	Tulell	B	320
	Mbetse	Simpiwe	C	50
	Peters	Lily	A	90
	Raman	Lilly	A	120
Grade 12	Adams	John	B	160
	Batiks	Jonathan	D	140
	Benadie	Bhram	D	250
	Van Heerden	Johan	B	320
				174.64

2.1   Add a formula in the bottom right-hand cell to calculate the average of the amounts in the column.   (1)

2.2   Find the Agenda below the table. Use a multilevel list to number the items on the agenda as indicated below. Take note that level 3 is a bullet that must be inserted via the multilevel list feature of your computer. Use Wingdings 2 character code 170.

1) Welcome
2) Election
    a) Fund raising Committee
       ◙ Ten members
       ◙ Chairperson
       ◙ Scribe
    b) Marketing Committee
       ◙ Eight members
       ◙ Chairperson
       ◙ Scribe
3) General
4) Date of next meeting

     (3)

2.3   Place the 3 paragraphs below the heading ' **HOW TO CHOOSE A GOOD MOVIE TO WATCH'** in three columns:

- There must be a line between the columns

- The distance between the columns should be 1 cm

- Each subparagraph must begin in its own column   (4)

2.4   Insert the file **Comedies.docx** as a linked object below the columns. The file must be displayed as an icon.   (3)

2.5   The form must be completed before the learners can attend the meeting. Format the already existing form as follows:

Surname: Must be in capital letters

Age: Choose the correct type for the data that must be inserted

Preference: Insert two choices i.e. 'Fund raising' and 'Marketing'

Attendance: Indicate if you will attend the meeting or not

(Do NOT protect the form)   (4)

2.6   The gr 11s decided to create a logo to use on advertisements. They started with a logo on the last page, but it is not completed yet.

- Format the WordArt 'Movie Festival' in an arch format

- Format the border of the C*allout Shape* in a red *Dash* style with a weight of 3 pt

- Fill the oval object with the photo, **Madagascar_Penquins.jpg**

- Use grouping to combine the separate objects, so that the logo may be manipulated as a single object, to appear **approximately** as follows

                                                                                         (5)

Save and close the document.   **[20]**

QUESTION 3: SPREADSHEET

The learners in your school want to know more about the cost regarding the manufacturing of films.

Open the **3Expensive_Films** spreadsheet and work in the **Films** worksheet.

3.1   Ensure that all the data fit in the columns.   (1)

3.2   Merge **cells A1:G1**.   (1)

3.3   Enter a cell phone number 0727890123 in **cell C2**. Ensure that the 0 appears
        in front of the number.   (2)

3.4   Use a function to insert today's date in **cell C3** in the format 02 June 2016.   (2)

3.5   Format the text direction of the *Year* and *Discount* columns to appear vertically
        as in the example below.

                                                                                             (2)

3.6   Use a formula in **cell D5** to calculate the Rand value per Dollar ($).

        • The cost of one Dollar ($) is R14.62

        • Copy the formula to cell D24

        • **Column D** must display in SA Rand with 2 decimals   (3)

3.7   Insert a column to the left of **column A**. Use Auto Fill in column A to number all
        the films from 1 to 20.   (2)

3.8   Use a function in **cell C26** to determine the second oldest film.   (3)

3.9   Use conditional formatting in **column F** to shade the films with a rent of R180
        or more in a light purple.   (2)

3.10   Add a function in **cell D28** to determine the average cost per film, using the
        data in **column D**. Use a function to round the number off to 1 decimal place.   (4)

3.11   The rent that the school has to pay per film is indicated in **column F**. Your
        school will receive 5% discount when they rent a film.

        • Add a formula in **cell G5** to determine the amount of discount

        • Copy the formula to **cell G24**   (4)

3.12   Calculate the total value of the discount in **cell G29**.   (2)

3.13   Calculate the amount in **column H** which will be due by your school after the
        discount.   (3)

3.14   The rent that the school has to pay per film is indicated in **column F**.

        Use a formula in **cell G30** to calculate which percentage the rent of the film
        'Pirates of the Caribbean: On Stranger Tides' will be towards the total rent.

        Use Rand values and round off to a whole number.   (5)

Work in the **Fund raising** worksheet.

3.15   There is going to be a lucky draw. Add a function in **cell C19** to assign a
        random number between 1 and the number of the learners, to determine the
        winner.   (2)

3.16   Use a function in **column G** to display the word 'Gift' if the learner raised R250
        or more, otherwise leave the cell blank.   (4)

3.17   Determine in **cell C20** how many learners did not raise any funds.   (2)

3.18   Correct the formula to calculate the total amount of funds raised by
        gr 11s in **cell C21**.   (1)

Save and close the spreadsheet.   **[45]**

QUESTION 4: SPREADSHEET

Open the **4Rainfall** spreadsheet and work in the **Rain** worksheet. Insert your name in the header of the worksheet.

4.1   Create a chart that will display the rainfall per season in the Kruger National Park. Your completed chart should look as follows:
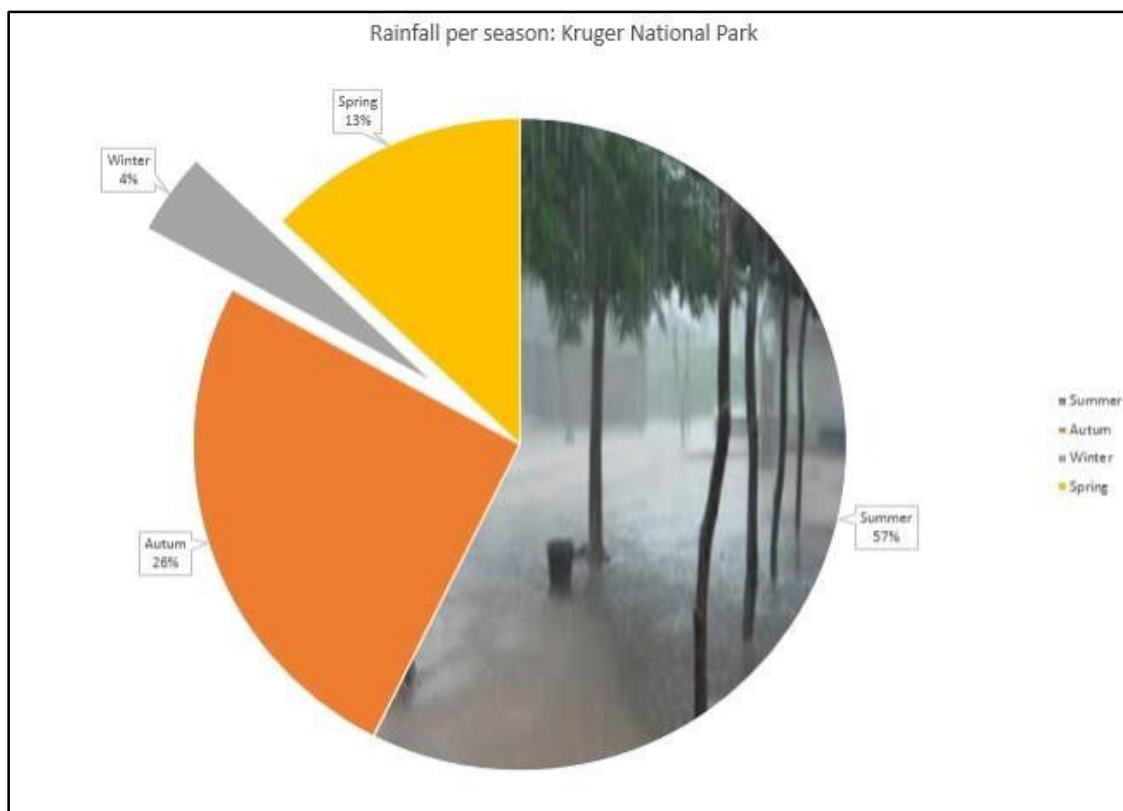
Use the following options:

- Add the chart title Rainfall per season in the Kruger National Park above the chart/graph AND show the legend on the right-hand side of the chart/graph.

- Insert the picture **4PouringRain.jpg** in the plot area as indicated on the example above.

- Insert the data labels to resemble the example above.

- Pull out the smallest piece of the pie chart to resemble the example above   (6)

4.2   The chart/graph should appear in a sheet of its own called **Graph.**   (2)

Save and close the **4Rainfall** spreadsheet.   **[8]**

QUESTION 5: DATABASE

Open the **5CitiesWheather** database.

5.1   Work in the **CapeTown** table.

5.1.1   Make the field called 'Month' the primary key.   (1)

5.1.2   Change the properties of the month field as follows:

- Field size must be 15

- This field must always display in capital letters   (2)

5.1.3   Change the data type for the *Any Snow Days* field, to a more   (1)
          appropriate field

Continue working in the **CapeTown** table but in Datasheet view and apply the following formatting:

5.1.4   Change the alternate row colour to white, for an all-white background.   (1)

5.1.5   Change the gridlines settings so that only the vertical gridlines are
          displayed.   (1)

5.1.6   Change the height of the rows to 20.   (1)

5.1.7   Right-align the names in the 'Month' field.   (1)

5.1.8   Sort the table according to the 'Number' field in ascending order.   (2)

Save and close the **CapeTown** table.

5.2   Create a query called **qry5_2** based on the **KrugerNP** table as follows:

- Only the 'Month' field are displayed.
- Months that have a maximum temperature of more than 25 ℃ and
  rainfall of more than 100 mm   (3)

Save and close the **qry5_2** query.

5.3   Create a query called **qry5_3** based on the **KrugerNP** table as
        follows:

- Show all the fields where the minimum temperature is 15 or 16 and the
  rainfall is more than 90 mm OR the maximumm temperature is between
  25 and 30 and the rainfall is more than 90 mm   (5)

Save and close the **qry5_3** query.

5.4   Create a new table called **tbl5_4** as follows:

Field name	Notes
Number	Auto number, primary key (2)
Contact person	This field cannot be left blank (1)
Contact number	Create an input mask for the entry of the cell phone number so that the number must be captured as follows: (082)3788373 (2)
E-mail address	An e-mail address is valid if it has a '@' in the middle, e.g. piet@gmail.com. Set a validation rule to test the validity of the e-mail address. Remember to add validation text. (4)
Province	Any of the 8 provinces can be chosen. Use the following abbreviations: • EC • WC • NC • FS • NW • GAU • MPU • KZN (3)
City	Field size 20 (1)

(13)

Save and close the **tbl5_4** table.

Save and close the **5CitiesWheather** database.   **[31]**

QUESTION 6: WEB DESIGN (HTML)

You are required to finalise the web page created to provide information on 'Action Movies'.

Open the incomplete **6Movies** web page in your web browser and also in a text editor.

NOTE:

- Question numbers are inserted as comments in the coding as guidelines to show approximately where the answer(s) should be inserted.

   Please do not remove these comments

- An HTML tag sheet has been attached for reference.

Your final web page should look like the example below.

6.1   Display the text 'Movies' in the browser tab to display as in the example below.   (2)

6.2   The learners made some mistakes when they created the page. Some of the closing tags are missing.   (2)

   Correct these mistakes.

6.3   Add a level 1 heading at the top of the body section of the page, with the text 'ACTION MOVIES'.   (2)

6.4   Insert a horizontal line directly below above-mentioned level 1 heading.   (1)

6.5   The two sentences below level 2 heading i.e. *'Western Action Films*', should be   (2)
        divided into two paragraphs. The sentence starting with *'While most
        western…..*' and ending with '*….great chase scene.*' should be placed in a next
        paragraph. Look at the example on the previous page.

6.6   The text starting with '...*western action films*', should be on the next line, but   (1)
        without starting a new paragraph.

6.7   The word *'embodies'*, in the paragraph above, should be displayed in bold AND   (3)
        italics.

6.8   Open the file **6Wild West.txt,** which you will find in your exam folder, and copy   (2)
        all the text in it. Paste this text in the HTML file, to appear as a paragraph under
        the heading *'What Is a Western Film?'*

        Save and close the document **6Movies.**   **[15]**

                                                        GRAND TOTAL: [150]

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
`<b></b>`	Creates bold text
`<i></i>`	Creates italic text
`<font size="3"></font>`	Sets size of font, from "1" to "7"
`<font color="green"></font>`	Sets font colour
`<font face="Times New Roman"></font>`	Sets font type

Links Tags	
Tag	**Description**
`<a href="URL"></a>`	Creates a hyperlink
`<a href="URL"><img src="URL"></a>`	Creates an image link
`<a name="NAME"></a>`	Creates a target location
`<a href="#NAME"></a>`	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
`<ol></ol>`	Creates a numbered list
`<ol type="A","a", "I","i","1"></ol>`	Defines the type of numbering used
`<ul></ul>`	Creates a bulleted list
`<ul type="disc", "square","circle"></ul>`	Defines the type of bullets used

Formatting Tags continued	
Tag	**Description**
`<li></li>`	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
`<img src="name">`	Adds an image
`<img src="name" align="left">`	Aligns an image: can also be "right", "center"; "bottom", "top", "middle"
`<img src="name" border="1">`	Sets size of border around an image
`<img src="name" width="200" height ="200">`	Sets the height and width of an image
`<img src="name" alt="alternative text">`	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

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
!	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)