



**MAFIKENG
HIGH SCHOOL**

GRADE 10

COMPUTER APPLICATIONS TECHNOLOGY P1

JUNE 2023

MARKS: 110

TIME: 2½ hours

This question paper consists of 9 pages.

INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this 2½ hours 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 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.

 1_Information WC	Microsoft Word D...	179 KB
 2_Advert	Microsoft Word D...	152 KB
 A trip to the Crag	Microsoft Word D...	186 KB
 3MovieRatings	Microsoft Word D...	27 KB
 4Expensive_Films	Microsoft Excel W...	13 KB
 Batman vs Superman	PNG File	2 KB
 Madagascar_Penguins	JPG File	13 KB

SCENARIO

The principal asked the grade 10 CAT learners to do research on different types of movies that can be used to raise funds.

QUESTION 1: WORD PROCESSING

You are requested to assist Fransisca with some documents for the distribution to the CAT teachers. Open the **1_Information WC.docx** file from the DATA folder and make the following changes.

- 1.1 Format the main heading, 'Soaking up..... West Coast', to the font Verdana. (1)
- 1.2 Find the words "Langebaan Lagoon" throughout the document and change it to Small Caps. (2)
- 1.3 Correct all spelling, punctuation and layout errors in the paragraph starting with ' The water of Langebaan Lagoon.....' and ending with '..... enormous outdoor buffet.' (4)
- 1.4 Find the paragraph starting with ' Every year thousands of....' and ending with '... population in winter.' (shaded in blue) and format by using hanging indent of 1.7 cm. (2)
- 1.5 Change the word 'Siberian', on page 1, shaded in green, to display without the double lines. (1)
- 1.6 Insert a page break at the end of page 2, after "..... simply relax on the beach." (1)
- 1.7 Change the text wrapping of the pictures to display the text next to all the pictures,(2) (two) excluding the first picture. See example



- 1.8 Find the word 'Geelbek' on page 2, shaded in pink, and format the 'Smart Quotes' to display as 'Straight Quotes'. (1)
- 1.9 Use a feature of your word processor to ensure that the day, month and year of the date, shaded in yellow on the second page, will always display together. (1)
- 1.10 Change the hyphen, selected in red, in the third paragraph to an em-dash. Format (3) the line spacing of this paragraph to Multiple 1.3 and justify the paragraph.

- 1.11 Copy the information in **A trip to the Craggs.docx** to the bottom of **1_Information WC.docx** file just after the page break. Change all the margins to 2 cm. (2)
- 1.12 Format the heading 'Activities' on the last page with the style, Heading 1. (1)
- 1.13 Change the bullets of the *Activities* on the last page, to numbers in the format a) b) and left align the numbers on the left margin. (2)
- 1.14 Number the pages at the bottom by using the Brackets 2 format. (2)
- Save and close the document **[25]**

QUESTION 2: WORD PROCESSING

You are requested to design an attractive advertisement regarding the holiday that can be presented to the teachers. Open the document **2_Advert.docx**.

2.1 Follow the instructions to resemble the table below:

(8)

Accommodation			Telephone
Larus Houseboat	R980.00	1 – 6 People	0827079900
Duinepos Chalets	R1095.00		0793624001
Sea View Hotel	R750.00	Per person	0834539912

- Set the spacing of the table to 6 pt before and 6 pt after Merge row 1, the first 3 columns
- Shade the first row of the table 15% gray
- Change the outside borders to a double line of your choice
- Right align the 2nd column
- Merge the 3rd column (2nd and 3rd row), change text direction to display vertically. Centre text vertically and horizontally in the cell.

Save and close the document

[8]

QUESTION 3: WORD PROCESSING

Open the word processing document **3MovieRatings** and edit as follows.

- 3.1 Insert the symbol, Webdings, character code 105, on both sides of the main heading. Note the example:

Ⓢ Understand Movie Ratings Ⓢ

(2)

- 3.2 Right align the text of the first paragraph starting with "**G:** General Audiences" and ending with "..... Film rated G." (1)
- 3.3 Indent the first line of paragraph 2, starting with "**PG:** Parental Guidance..." and ending with ".... see the film or not." with 1.5 cm. (2)
- 3.4 Change the hyphen at the beginning of paragraph 3 and 5, (**PG-13:** and **NC-17:**) to an en dash. (2)
- 3.5 Swap the bulleted paragraphs below paragraph 2 and 3 (shaded in green and yellow). Ensure that the open lines above and below the bullet paragraphs remain. (2)
- 3.6 Perform a spelling and grammar check on paragraph 1 - 5, ensuring that the words have been spelled correctly in South African English. (2)
- 3.7 Your school wants to create a logo to advertise these films.

Paragraph: 'Proposed logo' (last page)

- Insert a page break so that the heading 'Proposed logo' starts on a new page
- Format the WordArt 'Movie Festival' in an arch format
- Insert a WordArt, 'MADAGASCAR', below 'Movie Festival', font size 20 pt
- Move the text 'Skipper, Kowalski, Rico and Private' to the *Callout Shape*, and ensure all the text are visible
- Format the border of the *Callout Shape* in a red *Dash* style with a weight of 3 pt
- Insert an oval object with a height of 3.3 cm and a width of 6.9 cm
- Fill the oval object with the photo, **Madagascar_Penguins.jpg**
- Use grouping to combine the separate objects, so that the logo may be manipulated as a single object, to appear **approximately** as follows:



(13)

Save and close the document.

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QUESTION 4: SPREADSHEET

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

Open the **4Expensive_Films** spreadsheet and work in the **Films** worksheet.

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

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

- Change the heading in A1 as follows: (2)

Font type and font size: Verdana 19 pt

Change it to bold and the font colour to purple (2)

- Change the row height to 40 (1)

- Center the heading horizontally and vertically (2)

- Fill this cell with a light colour of your choice (1)

- Add a double line border in green around the heading (2)

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

4.4 Format the date in **cell A3** to display in the format 02 June 2016. (2)

4.5 Format all the headings in **row 4** to display in bold. (1)

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

Year	Cost in US Dollar (Millions)	Cost in Rand	Rent Film	Discount	Rent after Discount
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(2)

4.7 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 (6)

4.8 Sort the table according to **column D** to display the largest amount at the top. (2)

4.9 Hide **column I**. (1)

- 4.10 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)
- 4.11 Use a function in **cell C26** to determine the oldest film. Enter the name of the film in **cell D26**. (3)
- 4.12 **Cell D27**: Calculate the \$ value of the most expensive film. (2)
- 4.13 Add a function in **cell D28** to determine the average cost per film, using the data in **column D**. (3)
- 4.14 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)
- 4.15 Calculate the total value of the discount in **cell G29**. (2)
- 4.16 Calculate the amount in **column H** which will be due by your school after the discount. (3)
- 4.17 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. Round off to a whole number. (5)
- 4.18 Add borders around all the cells in the **range A4:H24**. (1)
- Save and close the spreadsheet. [53]

GRANDTOTAL: [110]