



**GAUTENG DEPARTMENT OF EDUCATION
GAUTENGSE DEPARTEMENT VAN ONDERWYS**

**PREPARATORY EXAMINATION
VOORBEREIDENDE EKSAMEN**

2009

10811

**COMPUTER APPLICATIONS TECHNOLOGY
REKENAARTOEPASSINGSTEGNOLOGIE**

First paper: Practical / Eerste vraestel: Prakties

18 pages/bladsye

COMPUTER APPL. TECH/REKENAARTOEPASSINGSTEG. P1
CATN



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GAUTENGSE DEPARTEMENT VAN ONDERWYS
VOORBEREIDENDE EKSAMEN

REKENAARTOEPASSINGSTEGNOLOGIE
(Eerste Vraestel: Prakties)

TYD: 3 uur

PUNTE: 200

INSTRUKSIES:

1. Weens die aard van hierdie drie uur lange eksamen is dit belangrik om daarop te let dat jy NIE toegelaat sal word om die eksamenlokaal te verlaat voordat die eksamensessie verstreke is NIE.
 2. Plaas jou naam, van en die vraagnommer in die bladsyboskrif ("header") van ELKE dokument wat jy skep of stoor.
 3. Die opsiener sal aan jou 'n disket gee met AL die lêers wat jy vir die eksamen benodig, of vir jou sê waar om dit op die netwerk te vind. Indien 'n disket aan jou uitgereik word, moet jy jou naam op die etiket skryf; indien jy op die netwerk werk, moet jy die instruksies van die opsiener volg.
 4. 'n Kopie van die meesterlêers sal deur die opsiener beskikbaar gestel word. Indien daar enige probleem met die lêer/lêers is, mag jy die opsiener vir nog 'n kopie vra.
 5. Maak seker dat jy elke dokument stoor met die naam soos dit in die vraestel gegee is. Stoor jou werk gereeld as 'n voorsorgmaatreël teen moontlike kragonderbrekings.
 6. Lees aandagtig deur ELKE vraag alvorens jy dit beantwoord of die probleem oplos. MOENIE meer doen as wat die vraag vereis nie.
 7. Aan die einde van die eksamensessie moet jy die disket wat die opsiener aan jou gegee het inlewer, of seker maak dat AL die lêers op die netwerk gestoor is, soos die opsiener/opvoeder aan jou verduidelik het. Maak absoluut seker dat AL die lêers gelees kan word.
 8. Gedurende die eksamen mag jy gebruik maak van die helpfunksies van die programme wat jy gebruik. Jy mag GEEN ander bronne gebruik NIE.
 9. Let daarop dat, indien data afgelei word van 'n vorige vraag wat jy NIE kon beantwoord nie, jy nog steeds met die daaropvolgende vrae moet voortgaan.
 10. Formules en/of funksies moet vir ALLE bewerkings in vrae oor sigblaaie gebruik word tensy dit anders gespesifiseer is. Absolute selverwysings moet slegs waar nodig gebruik word, om seker te maak dat die formules korrek is wanneer dit na ander selle in sigblaaie gekopieer word.
 11. Vir AL die woordverwerkingsvrae moet die taal op *English (South Africa)* gestel wees. Daar word aangeneem dat die papiergrootte A4-grootte Portret is, tensy die instruksies anders aandui.
 12. Alle maateenhede moet op cm gestel wees.
 13. Streeksinstellings en -formate moet na *South Africa* en *English (South Africa)* gestel word.
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**GAUTENG DEPARTMENT OF EDUCATION
PREPARATORY EXAMINATION**

**COMPUTER APPLICATIONS TECHNOLOGY
(First Paper: Practical)**

TIME: 3 hours

MARKS: 200

INSTRUCTIONS:

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, surname, and question number 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; if you are working on the network, follow instructions provided by the invigilator.
 4. A copy of the master files will be available from the invigilator. Should there be any problem with a file/files, you may request another copy from the invigilator.
 5. Ensure that you save each document using the file name given in the question paper. 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 is 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/educator. Make absolutely sure 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. 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 spreadsheets.
 11. In all questions involving word processing, the language should be set to *English (South Africa)*. The paper size is assumed to be A4 portrait, unless instructed otherwise.
 12. All measuring units should be set to cm.
 13. Regional settings and formats should be set to *South Africa* and *English (South Africa)*.
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LET WEL

Die datadisket wat jy saam met hierdie vraestel ontvang (genoem *CAT Prelim Data 2009*), bevat die volgende lêergidse en lêers. Maak seker dat jy al hierdie lêergidse en lêers het voordat jy met hierdie eksamen begin.

'n Lêergids genoem:

- Electricity

Lêers genoem:

- q1Answers.doc (woordverwerkingslêer)
- q2Brochure.doc (woordverwerkingslêer)
- q3Analysis.xls (sigblادلêer)
- q4Appliances.mdb (databasislêer)
- q4Appliances.txt (gewone tekslêer ("plain text"))
- q5Staff.xls (sigblادلêer)
- q5Text.txt (gewone tekslêer ("plain text"))
- q5Other list.rtf ("rich text"-lêer)

Maak seker dat alle lêers wat jy skep, in hierdie *CAT Prelim Data 2009*-lêergids gestoor word.

SCENARIO

Jy werk vir 'n organisasie genaamd SAVE – Save and Value Electricity. Hulle taak is om mense bewus te maak van hulle elektrisiteitsgebruik en hoe elektrisiteitsgebruik verlaag kan word.

Die organisasie gebruik verskeie rekenaarhulpmiddels om sy data in stand te hou en sy werk uit te voer. Jy is in die administrasiedepartement wat verantwoordelik is vir algemene kantooradministrasie en om ander departemente met hulle rekenaargebaseerde werk te help.

NOTE

The data disk that you receive (named *CAT Prelim Data 2009*) with this examination paper will contain the following folders and files. Ensure that you have all these folders and files before you begin this examination.

A folder called:

- Electricity

Files called:

- q1Answers.doc (word processing file)
- q2Brochure.doc (word processing file)
- q3Analysis.xls (spreadsheet file)
- q4Appliances.mdb (database file)
- q4Appliances.txt (plain text file)
- q5Staff.xls (spreadsheet file)
- q5Text.txt (plain text file)
- q5Other list.rtf (rich text file)

Ensure that all files you create are saved into this *CAT Prelim Data 2009* folder.

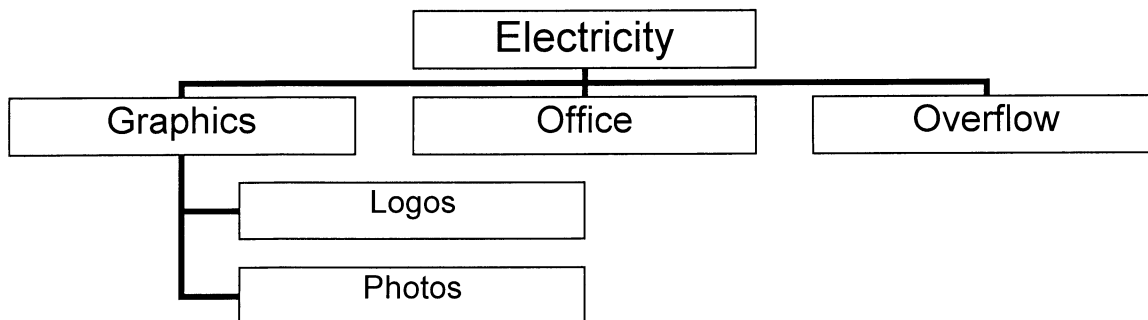
SCENARIO

You work for an organisation named SAVE – Save And Value Electricity. Their task is to make people aware of their usage of electricity and how electricity usage can be reduced.

The organisation uses various computer tools to maintain its data and carry out its work. You are in the administration department which is responsible for general office administration and for helping other departments with their computer-based work.

VRAAG 1

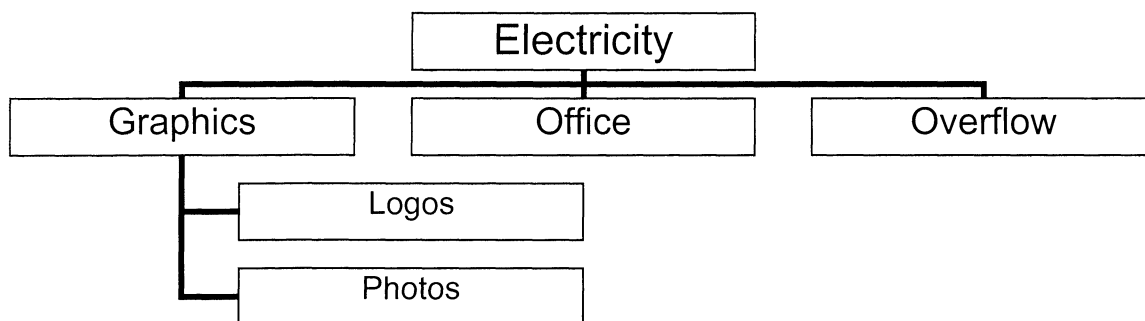
Die lêers op jou rekenaar (van die vorige gebruiker) moet geherorganiseer word. Die *Electricity*-lêergids het die volgende lêergidsstruktuur.



- 1.1 Wat is die werklike grootte van die *Electricity*-lêergids (nie sy grootte op diskette nie)? Tik die grootte in MG ("MB") in die spasie daarvoor voorsien in die lêer **q1Answers.doc**. (1)
- 1.2 Bepaal die naam en grootte (in KG) van die kleinste lêer in die *Electricity*-lêergids (sy subgidse ingesluit). Tik die naam en grootte van hierdie lêer in die spasie daarvoor voorsien in die lêer **q1Answers.doc**. (2)
- 1.3 Vee die *Overflow*-lêergids en al sy inhoud uit. (1)
- 1.4
 - 1.4.1 Skep 'n nuwe subgidse genaamd *Word* in die *Office*-lêergids.
 - 1.4.2 Skuif al die Word-dokumente van die *Office*-lêergids na die *Word*-subgidse.
 - 1.4.3 Beskerm die **Build Programme.doc**-lêer met 'n wagwoord: Gebruik die wagwoord 123 om die lêer oop te maak en 456 om die lêer te wysig.
 - 1.4.4 Watter lêer in hierdie *Word*-subgidse bevat die naam van die Lethabokragstasie ("Lethabo Power Station")? Tik die naam van die lêer in die spasie voorsien in die lêer **q1Answers.doc**.
 - 1.4.5 Hoeveel woorde is daar in die **Pollution.doc**-lêer? Tik die aantal woorde in die spasie daarvoor voorsien in die lêer **q1Answers.doc**. (6)
- 1.5 Doen die volgende in die *Office*-lêergids:
 - 1.5.1 Skep 'n lêer, gewone tekslêer ("plain text") genoem **message.txt**.
 - 1.5.2 Vind die PowerPoint-lêer **Annual Report 2008.pps**. Zip/pers hierdie lêer saam, en vee dan die oorspronklike een uit (sodat net die saamgeperste weergawe oorbly). (3)

QUESTION 1

The files on your computer (from the previous user) need reorganisation.
The *Electricity* folder has the following folder structure.



- 1.1 What is the actual size of the *Electricity* folder (not its size on disk)? Enter the size in MB in the space provided in the file **q1Answers.doc**. (1)
- 1.2 Determine the name and size (in KB) of the smallest file in the *Electricity* folder (including its subfolders). Enter the name and size of this file in the space provided in the file **q1Answers.doc**. (2)
- 1.3 Delete the *Overflow* folder and all its contents. (1)
- 1.4 1.4.1 In the *Office* folder, create a new subfolder named *Word*.
- 1.4.2 Move all the Word documents from the *Office* folder to the *Word* subfolder.
- 1.4.3 Password protect the **Build Programme.doc** file: use the password 123 to open the file, and 456 to modify the file.
- 1.4.4 Which file in this Word subfolder contains the words *Lethabo Power Station*? Enter the name of the file in the space provided in the file **q1Answers.doc**.
- 1.4.5 How many words are there in the **Pollution.doc** file? Enter the number of words in the space provided in the file **q1Answers.doc**. (6)
- 1.5 Do the following in the Office folder:
- 1.5.1 Create an empty plain text file named **message.txt**.
- 1.5.2 Find the PowerPoint file **Annual Report 2008.pps**. Zip/compress this file, and then delete the original (leaving only the compressed version). (3)

- 1.6 Gebruik die soekfunksie om spesifieke lêers te kry:
- 1.6.1 Soek vir al die .jpg-lêers in die *Electricity*-lêergids.
 - 1.6.2 Verander die vertoonwyse ("view") van die resultate na die "*Details view*".
 - 1.6.3 Vertoon net die naam, grootte en eienskappe ("attributes") van die lêers wat gevind is, in hierdie volgorde.
 - 1.6.4 Sorteer die resultate in stygende volgorde, volgens grootte.
 - 1.6.5 Maak 'n skermkopie ("screenshot") van die resultate, en plak hierdie skermkopie ("screenshot") in die spasie daarvoor voorsien in die lêer **q1Answers.doc**.

(7)

Druk die volgende:

- Druk die lêer **q1Answers.doc**.

Onthou om die **q1Answers.doc**-lêer te stoor en toe te maak.

[20]

1.6 Do a search for particular files:

1.6.1 Do a search for all .jpg files in the *Electricity* folder.

1.6.2 Change the view of the results to the Details view.

1.6.3 Display only the name, size, and attributes of the files found, in this order.

1.6.4 Sort the results by increasing size.

1.6.5 Make a screenshot of the results and paste this screenshot in the space provided in the file **q1Answers.doc**.

(7)

Print the following:

- Print the file **q1Answers.doc**.

Remember to save and close the **q1Answers.doc** file.

[20]

VRAAG 2

'n Brosjyre oor "SAVING ELECTRICITY" en "UNDERSTANDING POLLUTION" is deur SAVE se uitgewersdepartement voorberei, maar het 'n bietjie redigering nodig. Hulle het jou gevra om dit te doen. Die instruksies word hieronder gegee. Sien Bylae A vir 'n voorbeeld van hoe hierdie brosjyre behoort te lyk.

Maak die dokument **q2Brochure.doc** oop, en bring die onderstaande veranderings aan:

- 2.1 Bring veranderings op die dokument aan:
 - 2.1.1 Verander die papiergrootte van die hele dokument na A4.
 - 2.1.2 Verander die boonste, onderste, linker- en regterkantlyne na 2 cm.
 - 2.1.3 Voeg 'n toepaslike bladsybreuk ("appropriate page break") net voor die opskrif UNDERSTANDING POLLUTION in – die eerste deel van die dokument moet in landskap en die tweede deel in portret wees.
 - 2.1.4 Verander die oriëntasie van die eerste bladsy na landskap; die res van die dokument moet in portret wees. (4)
- 2.2 Voeg 'n bladsyraam ("page border") by deur die volgende kriteria te gebruik:
 - 2.2.1 Die bladsyraam moet net rondom die eerste bladsy wees.
 - 2.2.2 Die bladsyraam moet 12 pt van die kant van die bladsy af wees (vir boonste, onderste, linker- en regterkantlyne). (2)
- 2.3 Verander die hoofopskrif op die eerste bladsy van die brosjyre soos volg:
 - 2.3.1 Voeg 'n raam in rondom die teks *MISSION POSSIBLE – SAVING ELECTRICITY* wat strek van die linker- tot die regterkantlyn.
 - 2.3.2 Vul die ruimte met 'n geel agtergrondkleur/vulkleur. (2)
- 2.4 Voeg kolomme in soos hieronder beskryf:
 - 2.4.1 Plaas die teks vanaf die begin van die *Table of Contents*-opskrif tot ... *education and attitude* (aan die einde van die landskapbladsy) in drie kolomme.
 - 2.4.2 Verander die spasiëring tussen die kolomme na 1 cm. (2)

QUESTION 2

A brochure on “SAVING ELECTRICITY” and “UNDERSTANDING POLLUTION” has been prepared by SAVE's publishing department, but needs some editing. They have asked you to do this. The instructions are given below. See Appendix A for an example of what this brochure should look like.

Open the document **q2Brochure.doc**, and make the changes indicated below:

2.1 Make changes to the document:

2.1.1 Change the paper size of the whole document to A4.

2.1.2 Change the top, bottom, left, and right margins to 2 cm.

2.1.3 Insert an appropriate page break just before the heading UNDERSTANDING POLLUTION – the first part of the document must be in landscape and the second part in portrait.

2.1.4 Change the orientation of the first page to landscape; the rest of the document must be in portrait. (4)

2.2 Add a page border using the following criteria:

2.2.1 The page border should be around the first page only.

2.2.2 The page border should be 12 pts from the edge of the page (for top, bottom, left, and right margins). (2)

2.3 Change the main heading on the first page of the brochure as follows:

2.3.1 Insert a border around the text *MISSION POSSIBLE – SAVING ELECTRICITY* that extends from the left margin to the right margin.

2.3.2 Fill the area with a yellow background/fill. (2)

2.4 Insert columns as described below:

2.4.1 Place the text from the start of the *Table of Contents* heading to ... *education and attitude* (at the end of the landscaped page) in three columns.

2.4.2 Change the spacing between the columns to 1 cm. (2)

2.5 Korrigeer die style wat in die dokument gebruik word:

2.5.1 Formateer die teks *Why must consumption be reduced?* met die styl *Heading 1*.

2.5.2 Verander die *Heading 1*-styl soos volg:

- Verander die teksgrootte na 12 pt.
- Verander die lynspasiëring van die opskrif vanaf 1.5 na enkel-lynspasiëring.

2.5.3 Verander die *Normal*-styl deur hierdie styl ten volle volinlyn te stel (justeer) ("justify").

(4)

2.6 Die inhoudsopgawe moet geskep en geformateer word soos hieronder aangedui:

2.6.1 Formateer die opskrif *Table of Contents* soos volg:

- Maak die teks vetdruk ("bold").
- Verander die opskrif na hoofletters ("uppercase").

2.6.2 Voeg 'n outomaties gegenereerde inhoudsopgawe ("table of contents") onder die opskrif in, en laat een reël onder die opskrif oop:

- Bladsynommers moet nie vertoon word nie.
- Net een vlak moet vertoon word.

(5)

2.7 Voeg 'n prent van die Ankerlig-kragstasie in:

2.7.1 Die grafika kan in die lêergids wat vir hierdie eksamen voorsien is, in die *Electricity*-lêergids, gevind word.

2.7.2 Voeg die prent bokant die subopskrif *Producing electricity from coal* in en laat een reël bokant en onderkant die ingevoegde grafika oop.

2.7.3 Verander die grootte van die grafika sodat dit steeds in verhouding bly; die wydte daarvan moet dieselfde as die wydte van die teks in die kolom wees.

(2)

2.8 Voeg kolpunte ("bullets") in soos hieronder aangedui:

2.8.1 Voeg enige kolpunt ("bullet") in vir die drie paragrawe onder die laaste opskrif in die eerste afdeling (*How can electricity use be reduced*), beginnende met *We need to eliminate ...* tot *Finally ...*

2.8.2 Die kolpunte ("bullets") moet inlyn wees met die linkerkantlyn van die kolom.

(3)

2.5 Correct the styles used in the document:

2.5.1 Apply the style Heading 1 to the text *Why must consumption be reduced?*

2.5.2 Change the Heading 1 style as follows:

- Change the text size to 12 pt.
- Change the line spacing of the heading from 1.5 to single line spacing.

2.5.3 Change the Normal style by fully justifying this style. (4)

2.6 The table of contents needs to be created and formatted as indicated below:

2.6.1 Apply the following formatting to the heading *Table of Contents*:

- Apply bold formatting.
- Change the case of the heading to uppercase.

2.6.2 Insert an automatically generated table of contents under the heading, leaving one blank line under the heading:

- Do not show page numbers.
- Show only one level.

(5)

2.7 Insert a picture of the Ankerlig power station:

2.7.1 The graphic can be found in the folder provided for this exam, in the *Electricity* folder.

2.7.2 Insert the picture above the subheading *Producing electricity from coal*, leaving one blank line above and below the inserted graphic.

2.7.3 Resize the graphic without pulling it out of proportion so that it's width is the same as the width of the text in the column. (2)

2.8 Insert bullets as indicated below:

2.8.1 Insert any bullet for the three paragraphs below the last heading in the first section (*How can electricity use be reduced*) beginning with *We need to eliminate ... to Finally*

2.8.2 The bullets should be in line with the left margin of the column. (3)

- 2.9 Voeg op hierdie bladsy 'n skakel ("link") na die bron van die inligting in:
- 2.9.1 Voeg enige AutoShape ná die laaste paragraaf aan die einde van die derde kolom in.
- 2.9.2 Plaas die teks *Source: City Power* in die AutoShape.
- 2.9.3 Sentreer die teks in die AutoShape.
- 2.9.4 Maak die buitelyne van die AutoShape dikker.
- 2.9.5 Voeg 'n rooi skaduwee by die AutoShape.
- 2.9.6 Skep 'n hiperskakel ("hyperlink") vanaf die AutoShape na www.citypower.co.za. (9)
- 2.10 Verander die karakterspasiëring van die opskrif op die tweede bladsy: UNDERSTANDING POLLUTION na 5 pt. (1)
- 2.11 Gebruik outomatiese nommering by die subopskrifte op die tweede bladsy, en formateer die nommervlakke soos hieronder aangedui. Gebruik die voorbeeld in Bylae 1 aan die einde van hierdie vraestel om te sien waar die opskrif geplaas moet word:
- 2.11.1 Vlak een: nommerposisie: 0 cm; teksposisie: 0.8 cm
- 2.11.2 Vlak twee: nommerposisie: 0.8 cm; teksposisie: 2 cm
- 2.11.3 Vlak drie: nommerposisie: 2 cm; teksposisie: 2.5 cm
- 2.11.4 Die teks van elke paragraaf moet onder die opskrif ingekeep word soos in die voorbeeld in Bylae 1, nie onder die nommer nie. (5)
- 2.12 Voeg 'n lyn in voor *Request for information*, en laat 'n reël bo en onder die ingevoegde lyn oop. Gebruik die instruksies hieronder om jou te lei:
- 2.12.1 Voeg 'n skêr-simbool in by die linkerkantlyn.
- 2.12.2 Voeg 'n tabelstoppunt met gidsstippels ("dashed leader") by die regterkantlyn in. (3)
- 2.13 Formateer die *Request for information*-opskrif soos volg:
- 2.13.1 Stel die opskrif regslyn.
- 2.13.2 Voeg 'n boekmerk in by die opskrif. Gebruik die naam *slip*. (2)

- 2.9 Insert a link to the source of the information on this page:
- 2.9.1 Insert any AutoShape after the last paragraph at the end of the third column.
 - 2.9.2 Add the following text to the AutoShape: Source: City Power
 - 2.9.3 Centre the text in the AutoShape.
 - 2.9.4 Apply a thick border to the AutoShape.
 - 2.9.5 Add a red shadow to the AutoShape.
 - 2.9.6 Hyperlink the AutoShape to www.citypower.co.za. (9)
- 2.10 Apply a 5 pt character spacing to the heading on the second page: UNDERSTANDING POLLUTION. (1)
- 2.11 Apply automatic numbering to the subheadings on the second page, formatting the number levels as indicated below. Use the example in Appendix 1 at the end of this paper to see where the heading should be placed:
- 2.11.1 Level one: number position: 0 cm; text position: 0.8 cm
 - 2.11.2 Level two: number position: 0.8 cm; text position: 2 cm
 - 2.11.3 Level three: number position: 2 cm; text position: 2.5 cm
 - 2.11.4 The text of each paragraph should be indented under the heading, not the number, as in the example in Appendix 1. (5)
- 2.12 Insert a line before *Request for information*, leaving a blank line above and below the inserted line. Use the instructions below to guide you:
- 2.12.1 Insert a pair of scissors symbol at the left margin.
 - 2.12.2 Insert a dashed tab leader at the right margin. (3)
- 2.13 Format the *Request for information* heading as follows:
- 2.13.1 Right align the heading.
 - 2.13.2 Add a bookmark to the heading. Use the name *slip*. (2)

2.14 Formateer die tabel soos volg:

2.14.1 Verander die ryhoogtes om presies 1 cm te wees.

2.14.2 Smelt die drie onderste selle in die linkerkolom saam vir die *Address*-opskrif.

2.14.3 Verander die teksrigting van die *Address*-opskrif sodat dit opwaarts loop.

2.14.4 Sentreer die *Name*- en *Address*-opskrifte horisontaal en vertikaal in hulle selle.

2.14.5 Formateer die buitelyne van die tabel met 'n 3 pt rooi raam. (6)

2.15 Verander die font van die laaste paragraaf (1 kW = ...) na *Times New Roman*. (1)

2.16 Voeg die lêernaam in die bladsyonderskrif ("footer") in deur AutoText te gebruik. (1)

2.17 Bring die volgende verbeterings op die dokument aan:

2.17.1 Korrigeer enige spelfoute in die dokument.

2.17.2 Verander die CO₂-teks (eerste bladsy, in die paragraaf onder die *Producing electricity from coal*-opskrif) na CO₂ deur die 2 na onderskrif ("subscript") te verander.

2.17.3 Voer die proefleesinstruksies in die laaste paragraaf uit. (3)

Druk die volgende:

- Druk die lêer **q2Brochure.doc**.

Onthou om die **q2Brochure.doc**-dokument te stoor en toe te maak.

[55]

2.14 Format the table as follows:

2.14.1 Change the row heights to exactly 1 cm.

2.14.2 Merge the three bottom cells in the left column for the Address heading.

2.14.3 Change the text direction of the Address heading so that it runs upwards.

2.14.4 Centre the Name and Address headings horizontally and vertically in their cells.

2.14.5 Format the outside borders of the table using a 3 pt red border. (6)

2.15 Change the font of the last paragraph (1 kW = ...) to *Times New Roman*. (1)

2.16 Using AutoText, insert the filename into the footer. (1)

2.17 Make the following corrections to the document:

2.17.1 Correct any spelling errors in the document.

2.17.2 Change the CO₂ text (first page, in the paragraph under the *Producing electricity from coal* heading) to CO₂ by subscripting the 2.

2.17.3 Carry out the proofreading instructions in the last paragraph. (3)

Print the following:

- Print the file **q2Brochure.doc**.

Remember to save and close the **q2Brochure.doc** document.

[55]

VRAAG 3

Heelwat van die elektrisiteitgebruikdata waaraan SAVE werk, is op 'n sigblad ingetik en moet ontleed word.

Maak die sigbladlêer **q3Analysis.xls** oop.

3.1 Bring die volgende veranderinge op die elektrisiteitgebruikdata aan op die *Appliances*-blad:

3.1.1 Verander die *Appliances*-blad se tabuleerder ("sheet tab") na blou.

3.1.2 Sorteer die toestelle alfabeties in stygende volgorde.

3.1.3 Wend voorwaardelike formatering ("conditional formatting") aan op die *Rating*-kolom sodat waardebepalings ("ratings") groter as of gelyk aan 1 'n geel selskakering het.

3.1.4 Voeg 'n funksie in die *Comment*-kolom in wat 'n toepaslike boodskap vertoon deur die volgende te gebruik:

- As die waardebepalings ("rating") minder as 1 is, vertoon die teks *Low*.
- As die waardebepalings ("rating") tussen 1 en 2 (albei ingesluit) is, vertoon die teks *Medium*.
- As die waardebepalings ("rating") groter as 2 is, vertoon die teks *High*.

(9)

3.2 Doen nou 'n ontleding van die data op die *Appliances*-blad. Al hierdie take hou verband met die lys waardebepalings ("rating") in selle B2 tot B29:

3.2.1 Voeg 'n funksie in sel B32, langs die *Number of items over 1.5 kW*-opskrif in wat tel hoeveel van die items in die lys 'n waardebepalings ("rating") groter as 1.5 kW het.

3.2.2 In sel B33, voeg 'n funksie in wat die gemiddelde waardebepalings ("rating") van die lys vind.

3.2.3 In sel B34, gebruik 'n funksie om die tweede laagste waardebepalings ("rating") in die lys te vind.

(7)

QUESTION 3

Much of the electricity usage data that SAVE works on has been entered into a spreadsheet and needs to be analysed.

Open the spreadsheet file **q3Analysis.xls**.

3.1 Make the following changes to the electricity usage data on the *Appliances* sheet:

3.1.1 Change the *Appliances* sheet tab colour to blue.

3.1.2 Sort the appliances into ascending alphabetic order.

3.1.3 Apply conditional formatting to the *Rating* column so that ratings greater than or equal to 1 have a yellow cell shading.

3.1.4 In the *Comment* column insert a function that displays an appropriate message using the following:

- If the rating is less than 1, display the text *Low*.
- If the rating is between 1 and 2 (inclusive), display the text *Medium*.
- If the rating is greater than 2, display the text *High*.

(9)

3.2 Now do an analysis of the data on the *Appliances* sheet. All these tasks relate to the list of ratings in cells B2 to B29:

3.2.1 Insert a function into cell B32, next to the *Number of items over 1.5 kW* heading that counts how many of the items in the list have a rating greater than 1.5 kW.

3.2.2 In cell B33 insert a function that finds the average rating of the list.

3.2.3 In cell B34 use a function to find the second lowest rating in the list.

(7)

3.3 Bring die volgende veranderings aan op die grafiek op die *Peak demand*-blad:

- 3.3.1 Verander die grafiek van 'n kolomgrafiek na 'n lyngrafiek. Jy kan enige lyngrafiek gebruik.
- 3.3.2 Verander die lynkleur na rooi.
- 3.3.3 Die titel van die grafiek moet *Peak demand 2007* wees en dit moet 'n geel agtergrondkleur hê.
- 3.3.4 Die x-as moet *Week* wees (en moet Wk 1 tot Wk 52 op die as vertoon). Verander die fontgrootte van die byskrif na 7 pt toe.
- 3.3.5 Die y-as se byskrif ("axis title") moet *MW* wees. Verander die skaal van die y-as sodat dit by 27 000 MW begin.
- 3.3.6 Vee die legende ("legend") uit, en verwyder die grafiekruinteraam ("chart area border").

(10)

3.4 Bring die nodige veranderings op die faktuur op *Sheet3* aan:

- 3.4.1 Herbenoem die blad as *Invoice*.
- 3.4.2 Laat die teks van die opskrif in sel D1 (*Total hours*) van een lyn na die volgende binne dieselfde sel vloei ("wrap") .
- 3.4.3 Bereken die totale ure in kolom D as 'n som van die ure en minute. Die minute moet as 'n desimaal uitgedruk word (d.i. 15 minute moet wys as .25 en 30 minute as .5). Vertoon hierdie totaal met 2 desimale plekke sonder om 'n funksie te gebruik.
- 3.4.4 Vind die waardebepaling ("rating") in kolom E deur 'n opsoekfunksie ("lookup") te gebruik. Die opsoektabel is die lys waardebepalings ("ratings") op die *Appliances*-blad.
- 3.4.5 Vind die gebruik in kolom F deur die totale ure met die waardebepaling ("rating") te vermenigvuldig. Gebruik 'n funksie om die gebruik met 2 desimale plekke te vertoon.
- 3.4.6 Die formules in die kostekolom (kolom G) gee 'n fout, aangesien hulle na 'n sel genoem *Cost* verwys. Daar is nog geen sel wat *Cost* genoem is nie. Benoem sel H1 (wat die elektrisiteitskoste per eenheid bevat) as *Cost*.
- 3.4.7 Formateer die waardes in kolom G, waaronder G11 (*Total*) en G12 (*Overuse*), as geldeenheid ("currency").
- 3.4.8 Gebruik 'n funksie om die totale koste in sel G11 te vind.

- 3.3 Make the following changes to the chart on the *Peak demand* sheet:
- 3.3.1 Change the graph from a column chart to a line chart. You may use any line chart.
 - 3.3.2 Change the line colour to red.
 - 3.3.3 The chart title should be *Peak demand 2007*, and it should have a yellow background.
 - 3.3.4 The x axis should be *Week* (and should show Wk 1 to Wk 52 on the axis). Its font size should be set to 7 pt.
 - 3.3.5 The y axis title should be *MW*. Change the scale of the y axis so that it begins at 27 000 MW.
 - 3.3.6 Delete the legend and remove the chart area border. (10)
- 3.4 Make the necessary changes to the invoice on *Sheet3*:
- 3.4.1 Rename the sheet as *Invoice*.
 - 3.4.2 Wrap the text of the heading in cell D1 (*Total hours*).
 - 3.4.3 Calculate the total hours in column D as a sum of the hours and minutes. The minutes should be expressed as a decimal (i.e. 15 minutes should show as .25 and 30 minutes as .5). Display this total with 2 decimal places without using a function.
 - 3.4.4 Find the rating in column E by using a lookup function. The lookup table is the list of ratings on the *Appliances* sheet.
 - 3.4.5 Find the usage in column F by multiplying the total hours by the rating. Use a function to express the usage with 2 decimal places.
 - 3.4.6 The formulas in the cost column (column G) indicate an error as they refer to a cell named *Cost*. There is no cell named *Cost* yet. Name cell H1 (that contains the electricity cost per unit) as *Cost*.
 - 3.4.7 Format the values in column G, including G11 (*Total*) and G12 (*Overuse*), as currency.
 - 3.4.8 Use a function to find the cost total in Cell G11.

3.4.9 Gebruik 'n funksie om enige oorgebruikheffing ("Overuse") in sel G12 te bereken – as 'n gebruiker te veel elektrisiteit gebruik, word 'n ekstra heffing bygevoeg. As die totaal groter as R15 is, word 'n heffing van 5% bygevoeg; andersins is daar geen heffing nie.

3.4.10 Steek kolom H weg ("hide"). (22)

3.5 Voeg 'n opskrif by in die *Invoice/Sheet3*-blad soos hieronder aangedui:

3.5.1 Voeg 'n ry in aan die bokant van die faktuur (bokant die opskrifte-ry).

3.5.2 Smelt selle A1 tot G1 saam en sentreer ("merge and centre").

3.5.3 Sleutel die teks *Invoice* in hierdie saamgesmelte sel in.

3.5.4 Voeg enige raam rondom hierdie saamgesmelte sel in. (4)

3.6 Stel die drukruimte ("print area") van die *Invoice*-blad sodat selle A1 tot G13 die enigste selle is wat gedruk word. (1)

3.7 Voeg 'n nuwe blad ("sheet") vir toekomstige gebruik in (sodat die werkboek nou 4 blaaie ("sheets") het. Skuif hierdie nuwe blad na die einde/regs van die ander blaaie. (2)

Druk die volgende:

Vir elk van die 3 blaaie van **q3Analysis.xls** (*Appliances*, *Peak demand* en *Invoice/Sheet3*):

- Druk elk van die blaaie normaal sonder formules.
- Skakel formule-vertoonwyse aan (Tools – Options – View – Formulas of druk <Ctrl><~>); maak seker dat alle formules sigbaar is en druk dan hierdie vertoonwyse. Let wel: Moenie die lêer in hierdie vertoonwyse stoor nie; gaan terug na die normale vertoonwyse, en gaan kolomwydtes na voordat jy stoor.

Onthou om die **q3Analysis.xls**-lêer te stoor en toe te maak.

[55]

3.4.9 Use a function to calculate any overuse charge in cell G12 – if a user uses too much electricity an extra charge is added. If the total is greater than R15 a charge of 5% is added; otherwise there is no charge.

3.4.10 Hide column H. (22)

3.5 Insert a heading on the *Invoice/Sheet3* sheet as indicated below:

3.5.1 Insert a row at the top of the invoice (above the headings row).

3.5.2 Merge and centre cells A1 to G1.

3.5.3 Key in the text *Invoice* into this merged cell.

3.5.4 Apply any border around this merged cell. (4)

3.6 Set the print area of the *Invoice* sheet so that cells A1 to G13 are the only cells printed. (1)

3.7 Insert a new sheet for future use (so that the workbook now has 4 sheets). Move this new sheet to the end/right of the other sheets. (2)

Print the following:

For each of the 3 sheets of **q3Analysis.xls** (*Appliances*, *Peak demand*, and *Invoice/Sheet3*):

- Print each of the sheets normally without formulas.
- Turn on formula view (Tools – Options – View – Formulas or press <Ctrl><~>), ensure that all formulas are visible, and then print this view. Note: do not save the file in this view; go back to the normal view and check column widths before saving.

Remember to save and close the **q3Analysis.xls** file.

[55]

VRAAG 4

Om intelligente besluite oor elektrisiteitgebruik te neem, moet 'n mens weet hoeveel energie verskillende huishoudelike toestelle gebruik. SAVE wil 'n databasis van toestelle en hulle elektrisiteitgebruik skep.

Maak die databasislêer **q4Appliances.mdb** oop.

4.1 Voer data in ("import") 'n nuwe databasistabel in vanaf die tekslêer **q6Appliances.txt**. Let op die volgende:

4.1.1 Die tekslêer se data word geskei deur kommas.

4.1.2 Die eerste ry bevat die veldname.

4.1.3 Laat Access die primêre sleutel ("primary key") byvoeg.

4.1.4 Noem die tabel **Appliances**.

Let wel: As jy nie die tekslêer in die databasis ingevoer kan kry nie, moet jy voortgaan met die res van die vraag deur die tabel **Other appliances** te gebruik wat reeds in die databasis is. (3)

4.2 Bring die volgende veranderinge aan op die *Rating*-veld van die tabel:

4.2.1 Gebruik 'n vaste ("fixed") formaat met 3 desimale plekke.

4.2.2 Voeg 'n toevoermasker ("input mask") in wat een verpligte syfer voor die desimale punt en drie opsionele syfers ná die desimale punt het.

4.2.3 Gebruik datavalideringreëls om seker te maak dat die waardebevestiging ("rating") groter as 0 en kleiner of gelyk aan 5 is.

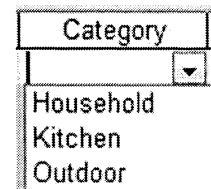
4.2.4 Voeg 'n toepaslike valideringstekstboodskap in.

4.2.5 Maak hierdie veld 'n verpligte veld. (9)

4.3 Bring die volgende veranderinge aan op die *Category*-veld van die tabel:

4.3.1 Maak gebruik van 'n "combo box".

4.3.2 Die waardelys moet die volgende waardes hê: Household, Kitchen en Outdoor.



4.3.3 Verander die veldgrootte na 10. (4)

QUESTION 4

To make intelligent decisions about electricity usage, one needs to know how much energy various domestic appliances use. SAVE wants to create a database of appliances and their electricity usage.

Open the database file **q4Appliances.mdb**.

- 4.1 Import data into a new database table from the text file **q6Appliances.txt**. Note the following:

- 4.1.1 The text file data is delimited by commas.
- 4.1.2 The first row contains the field names.
- 4.1.3 Let Access add the primary key.
- 4.1.4 Name the table **Appliances**.

Note: If you cannot get the text file imported into the database, you should continue with the rest of the question using the table **Other appliances** that is already in the database.

(3)

- 4.2 Make the following changes to the Rating field of the table:

- 4.2.1 Use a fixed format with 3 decimal places.
- 4.2.2 Insert an input mask that has one required digit before the decimal point and three optional digits after the decimal point.
- 4.2.3 Use data validation rules to ensure that the rating is greater than 0 and less than or equal to 5.
- 4.2.4 Insert an appropriate validation text message.
- 4.2.5 Make this field a required field.

(9)

- 4.3 Make the following changes to the Category field of the table:

- 4.3.1 Make use of a combo box.
- 4.3.2 The value list should have the following values: Household, Kitchen and Outdoor.
- 4.3.3 Change the field size to 10.

(4)

4.4 Dit is belangrik om te weet wat die groot energiegebruikers in die huishouding en kombuis is. Skep 'n navraag deur die riglyne hieronder te gebruik om hierdie inligting te vind:

4.4.1 Vertoon net die kategorie ("category"), toestel ("appliance") en apparaat ("device").

4.4.2 Sluit net rekords in die huishouding- ("household") en kombuiskategorieë ("kitchen") in waar die waardebeplating ("rating") groter as of gelyk aan 1.5 is.

4.4.3 Rangskik die resultate volgens kategorie ("category") (in dalende volgorde), dan volgens toestel ("appliance") (in stygende volgorde).

Stoor die navraag as *big users*. (7)

4.5 Skep die volgende verslag:

4.5.1 Sluit alle velde by die verslag in, behalwe die primêre sleutel wat deur Access ingevoeg is.

4.5.2 Groepeer die verslag volgens kategorie ("category").

4.5.3 Sorteer die verslag in stygende volgorde volgens toestel ("appliance").

4.5.4 Gee die verslag die titel: Appliances and energy cost. (6)

4.6 Verander die ontwerp van die verslag deur 'n berekening by die kategoriebladsyonderskrif ("footer") te voeg:

4.6.1 Voeg 'n funksie in om die gemiddelde waardebeplating ("rating") vir elke kategorie te bereken.

4.6.2 Sluit 'n toepaslike byskrif vir die berekening in.

4.6.3 Verander die grootte van die verstekbladsyonderskrif ("footer") sodat die resultaat van die berekening net in die spasie wat voorsien word, pas en daar geen ekstra oop spasie bo of onder die berekening is nie. (5)

4.7 Verander die ontwerp van die verslag deur 'n prent by die verslag se bladsyboskrif ("header") te voeg:

4.7.1 Voeg die **plug.jpg**-lêer, wat in die *Electricity*-lêergids gevind kan word, in die verslag se bladsyboskrif ("header") in.

4.7.2 Die grafika moet 2 cm by 2 cm wees.

4.7.3 Die volle grafika moet sigbaar wees. (3)

4.4 It is important to know which the great energy users are in the household and kitchen. Create a query using the guidelines below to find this information:

4.4.1 Display only the category, appliance, and device.

4.4.2 Include only records in the household and kitchen categories where the rating is greater than or equal to 1.5.

4.4.3 Order the results by category (in descending order), then by appliance (in ascending order).

Save the query as *big users*.

(7)

4.5 Create the following report:

4.5.1 Include all fields in the report except the primary key inserted by Access.

4.5.2 Group the report by category.

4.5.3 Sort the report into ascending order by appliance.

4.5.4 Title the report: Appliances and energy cost

(6)

4.6 Change the design of the report by adding a calculation to the category footer:

4.6.1 Insert a function to calculate the average rating for each category.

4.6.2 Include an appropriate label for the calculation.

4.6.3 Change the default footer size so that the result of the calculation just fits into the space provided and there is no extra blank space above or below the calculation.

(5)

4.7 Change the design of the report by adding a picture to the report header:

4.7.1 Insert the **plug.jpg** file, which can be found in the *Electricity* folder, into the report header.

4.7.2 The graphic should measure 2 cm by 2 cm.

4.7.3 The whole graphic should be visible.

(3)

4.8 Verander die ontwerp van die verslag deur 'n koste-veld by te voeg soos hieronder beskryf wat die koste sal vertoon om elke toestel vir een uur te gebruik:

4.8.1 Voeg 'n opskrif by in die bladsy-/kategoriebladsyboskrif ("header") ná al die ander opskrifte: Cost (c).

4.8.2 Voeg 'n berekende veld in die besonderhede-afdeling ("detail") van die verslag by wat die koste bereken deur elke waardebeoordeling ("rating") met 44.39 te vermenigvuldig.

4.8.3 Die koste moet net 2 desimale plekke vertoon.

4.8.4 Hou die bladsyopset ("page setup") as portret; verstel kolomwydtes om seker te maak dat alle velde op een bladsy pas en die verslag net twee bladsye lank is.

4.8.5 Stel die Cost-opskrif en die kosteberekening regsinlyn. (8)

Druk die volgende:

Maak die volgende skermkopieë ("screen dumps/print screens"), en plak hulle in 'n Word-dokument.

- *Appliances*-tabel: Kopieer en plak die Design View om die veranderings aan die *Rating*-veld en *Category*-veld te vertoon.
- Kopieer en plak beide die Datasheet View en Design View van die navraag.
- *Appliances and energy cost*-verslag: Druk die eerste bladsy van die verslag.
- *Appliances and energy cost*-verslag: Kopieer en plak die Design View van die verslag. Maak seker dat die hele verslagontwerp gesien kan word.

Druk die Word-dokument wat jy geskep het.

Onthou om die **q4Appliances.mdb**-lêer te stoor.

[45]

4.8 Change the design of the report by adding a cost field as described below that will show the cost of using each appliance for one hour:

4.8.1 Add a label in the page/category header after all the other headings:
Cost (c)

4.8.2 Add a calculated field in the detail section of the report that calculates the cost by multiplying each rating by 44.39.

4.8.3 The cost should display only 2 decimal places.

4.8.4 Keeping the page setup as portrait, adjust column widths to ensure that all fields fit across one page and the report is only two pages long.

4.8.5 Right align the cost heading and the cost calculation. (8)

Print the following:

Make the following screen dumps/print screens and paste them into a Word document.

- *Appliances* table: copy and paste the Design View showing the changes to the Rating field and Category field
- Copy and paste both the Datasheet View and Design View of the query.
- *Appliances and energy cost* report: print the first page of the report
- *Appliances and energy cost* report: copy and paste the Design View of the report. Make sure that the whole report design can be seen.

Print the Word document that you have created.

Remember to save the **q4Appliances.mdb** file.

[45]

VRAAG 5

'n Memorandum moet aan alle lede van SAVE wat in die Menslikehulpbronne-departement werk, gestuur word om aan hulle inligting te gee oor hoeveel elektrisiteit verskillende huishoudelike toestelle gebruik.

- 5.1 Die memorandum sal gebaseer word op 'n verslag uit die databasis. Maak die databasislêer **q4Appliances.mdb** oop. Vind die verslag *List of appliances*, en voer dit uit ("export") na 'n "rich text"-formaat(.rtf)-dokument met die naam **q5List of appliances.rtf** in die eksamenlêergids *CAT Prelim Data 2009*.

Maak die **q4Appliances.mdb**-lêer toe.

(1)

- 5.2 Aangesien 'n possamesmelting ("mail merge") gebruik sal word om verpersoonlikte memorandums te stuur, moet die databron eers voorberei word. Maak die sigbladlêer **q5Staff.xls** oop, en doen die volgende:

5.2.1 Voeg 'n nuwe kolomopskrif, *Initial*, in sel E1 in.

5.2.2 Gebruik 'n funksie in kolom E (selle E2 tot E41), om die eerste letter van elke personeellid se naam te verkry.

Stoor en maak die **q5Staff.xls**-lêer toe.

(3)

- 5.3 Berei nou die memorandum soos volg voor:

5.3.1 Maak die "rich text"-formaatlêer **q5List of appliances.rtf** oop, en stoor dit as 'n Word-dokument genoem **q5List of appliances.doc**. Moenie die oorspronklike "rich text"-formaatlêer uitvee nie. As jy nie in staat was om die "rich text"-formaatlêer in Vraag 5.1 hierbo te skep nie, gebruik die lêer **q5Other list.rtf** in die plek daarvan.

5.3.2 Skakel Track Changes aan.

5.3.3 Wend 'n 0 pt voor-paragraafspasiëring op die hele dokument aan.

5.3.4 Skuif die regtertabelstoppunt vir die hele lys toestelle (waaronder die opskrifte) van die regterkantlyn (by omtrent 16.5 cm) na 11 cm.

5.3.5 Sentreer die teks vertikaal op die bladsy.

5.3.6 Bokant die opskrif *List of Appliances*, plak die teks uit die tekslêer **q5Text.txt**.

5.3.7 Vee die laaste reël van die lêer uit (wat die datum en bladsynommer vertoon).

5.3.8 Voeg 'n opmerking ("comment") by hierdie punt in (op die laaste reël van die lêer). Voeg die volgende teks in die opmerking ("comment") in: Check sender.

QUESTION 5

A memo is to be sent to all members of SAVE who work in the Human Resources department giving them information on how much electricity various household appliances use.

- 5.1 The memo will be based on a report from the database. Open the database file **q4Appliances.mdb**. Find the report *List of appliances* and export it to a rich text format (.rtf) document with the name **q5List of appliances.rtf** in the exam folder *CAT Prelim Data 2009*.

Close the **q4Appliances.mdb** file.

(1)

- 5.2 As a mail merge will be used to send personalised memos, the data source needs to be prepared first. Open the spreadsheet file **q5Staff.xls** and do the following:

5.2.1 Insert a new column heading, *Initial*, in cell E1.

5.2.2 In column E (cells E2 to E41), use a function to extract the first letter of each staff member's name.

Save and close the **q5Staff.xls** file.

(3)

- 5.3 Now prepare the memo as follows:

5.3.1 Open the rich text format file **q5List of appliances.rtf** and save it as a Word document named **q5List of appliances.doc**. Do not delete the original rich text format file. If you were unable to create the rich text format file in Question 5.1 above, use the file **q5Other list.rtf** instead.

5.3.2 Turn Track Changes on.

5.3.3 Apply a 0 pt before paragraph spacing to the whole document.

5.3.4 Move the right tab for the whole list of appliances (including the headings) from the right margin (at about 16.5 cm) to 11 cm.

5.3.5 Centre the text vertically on the page.

5.3.6 Above the heading *List of Appliances* paste the text from the text file **q5Text.txt**.

5.3.7 Delete the last line of the file (that shows the date and page number).

5.3.8 Insert a comment at this point (on the last line of the file). Insert the following text into the comment: Check sender.

5.3.9 Voeg die grafika-/prentlêer genoem **lamp.jpg** (wat in die *Electricity*-lêergids gevind kan word) in die memorandum in:

- Voeg 'n raam by die grafika/prent. Dit moet nie 'n aparte reghoek wees nie, maar deel van die grafika/prent self.
- Skuif hierdie grafika tot agter die teks van die lys toestelle.

(12)

5.4 Die memorandum sal possaamgestel ("mail merged") word om verpersoonlikte briewe vir personeellede te verskaf. Die bokant van die memorandum moet soos volg lyk (sonder die lyne) – gebruik die instruksies hieronder om jou te lei:

Initial Surname

Department

Dear Name

Here is the list of ...

5.4.1 Gebruik die sigbladlêer **q5Staff.xls** as die databron.

5.4.2 Bokant die woord "Dear" in die memorandum, voeg samesmeltingsvelde ("merge fields") vir die voorletter, van en departement in soos hierbo gewys. Onthou om 'n spasie tussen die voorletter en van te laat.

5.4.3 Langs "Dear", voeg 'n samesmeltingsveld ("merge field") vir die naam in.

5.4.4 Konfigureer die samesmelting ("merge") sodat net lede van die Menslikehulpbronne-departement ("Human Resources") die memorandum sal ontvang. Die ontvangers moet in stygende alfabetiese volgorde volgens van gesorteer word.

5.4.5 Voer die samesmelting ("merge") uit na 'n nuwe Word-dokument genoem **q5Letters.doc**.

(9)

Druk die volgende:

- **q5Staff.xls**: Druk die formule-aansig (Tools – Options – View – Formulas of druk <Ctrl><~>) van hierdie dokument.
- **q5List of appliances.doc**: Druk hierdie dokument met die Track Changes-opsie Final Showing Markup gekies.
- **q5Letters.doc**: Druk net die eerste bladsy van hierdie dokument.

Onthou om die **q5List of appliances.doc**- en **q5Letters.doc**-lêers te stoor en toe te maak.

[25]

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5.3.9 Insert the graphic/picture file named **lamp.jpg** (which can be found in the *Electricity* folder) into the memo:

- Add a frame to the graphic/picture. This should not be a separate rectangle but part of the graphic/picture itself.
- Move this graphic to behind the text of the list of appliances.

(12)

5.4 The memo will be mail merged to provide personalised letters for staff members. The top of the memo should look as follows (without the lines) – use the instructions below to guide you:

Initial Surname
Department

Dear Name

Here is the list of ...

5.4.1 Use the spreadsheet file **q5Staff.xls** as the data source.

5.4.2 Above the word Dear in the memo, insert merge fields for the initial, surname, and department as shown above. Remember to leave a space between the initial and surname.

5.4.3 Next to Dear, insert a merge field for the name.

5.4.4 Configure the merge so that only members of the Human Resources department will receive the memo. The recipients should be sorted into ascending alphabetic order by surname.

5.4.5 Perform the merge to a new Word document named **q5Letters.doc**. (9)

Print the following:

- **q5Staff.xls**: Print the formula view (Tools – Options – View – Formulas or press <Ctrl><~>) of this document.
- **q5List of appliances.doc**: Print this document with the Track Changes option Final Showing Markup selected.
- **q5Letters.doc**: Print just the first page of this document.

Remember to save and close the **q5List of appliances.doc** and **q5Letters.doc** files. [25]

GRAND TOTAL: 200

END

Bylae A

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MISSION POSSIBLE – “SAVING ELECTRICITY”

TABLE OF CONTENTS

Reducing Electricity Consumption
Why must consumption be reduced?
How can electricity use be reduced?

Reducing Electricity Consumption

What people fail to realize about electric power is that it is consumed the moment it is created – the amount required also cannot easily be stored for later use. To guarantee its continuity, supply and demand must be perfectly balanced at all times. And, as most people know, continuous power availability is absolutely key to a successful economy.

Why must consumption be reduced?

Currently there is a shortage in national generation capacity – at times of high load the supply cannot meet the demand, and this is likely to be the case for the next four years.

Load shedding is a drastic option and the last resort available to prevent such a grid collapse, as it disrupts business and damages the economy. However, if excessive loads and consumption can be reduced enough, load shedding will not be necessary.

The load problem is aggravated by modern households requiring an ever increasing amount of energy due to more appliances being used. Also of urgent need is also the uplifting of all members of society by eradicating energy poverty through continued electrification.

be a significant environmental benefit in it for all of us.

How can electricity use be reduced?

Simply consider the following themes:

- We need to eliminate all wasted electricity consumption
- Plan ahead when developing new buildings and doing renovations to include energy efficiency investments
- Finally - we need a culture change – better energy awareness, education and attitude



Producing electricity from coal

In SA we depend heavily on coal-fuelled power stations. Each kilowatt-hour of electricity generated requires the burning of about 0,7 kilograms of coal and releases about 1,1 kilograms of carbon dioxide (CO₂) into the atmosphere.

If our electricity consumption is not reduced, all the country's coal will most likely be used up within 200 years. So, if sufficient load reductions are made, not only will load shedding be unnecessary, but there will also

Source:
City Power

a2brochure.doc

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UNDERSTANDING POLLUTION

Pollution and the contributors towards it, as well as the fight against pollution need to be fully understood. This document serves to give a generic overview of what pollution is and what contributes to the various aspects of pollution in a developing country such as South Africa.

1. Introduction

The effect of pollution can be described as a measurable or perceivable detrimental change resulting from an air pollutant. The pollutant may affect humans, plants, animals, microbes – in fact any living matter. It may also affect non-living materials such as paints, metals, fabrics etc. The living and non-living matter that receive pollution are called “receptors”.

2. The science of pollution

Two basic physical forms of pollution exist:

2.1 Particles
Small, discrete masses of solid or liquid matter eg: dust, smoke, mist and fly ash; or those that float in air or settle very slowly.

2.2 Gases
Widely separated molecules in rapid motion which lack definite shape and volume e.g.: carbon monoxide, sulphur dioxide and hydro-carbon vapours.

2.3 Pollutants can also be classified as primary or secondary pollutants:

2.3.1. Primary Pollutants
Emitted into atmosphere, directly from identifiable sources and found in the atmosphere in the same chemical form as when emitted from source.

2.3.2. Secondary Pollutants
Formed as a result of chemical reactions involving primary pollutants in the atmosphere.

Request for information

Name	
Address	

1 kW = 1000 watts and 1 kWh = 1 unit is equivalent to 1000 watts being used for 1 hour or 500 watts for two hours or 2000 watts for hour.

a2brochure.doc

Appendix A

First page

MISSION POSSIBLE – “SAVING ELECTRICITY”

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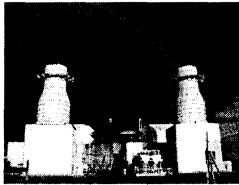
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Source:
City Power

q2brochure.doc

Second page

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