

GAUTENG DEPARTMENT OF EDUCATION
PREPARATORY EXAMINATION

COMPUTER APPLICATIONS TECHNOLOGY
(First Paper)

POSSIBLE ANSWERS

QUESTION 1 TOTAL 20 marks

No.	Criteria	Marks	Max.																																															
q1Answers.doc file																																																		
1.1	1.63 MB✓	1	1																																															
1.2	SAVE or SAVE.wmf✓ 2KB✓	1 1	2																																															
1.4.4	CoalFired or CoalFired.doc✓	1	1																																															
1.4.5	1487✓	1	1																																															
1.6	<table><thead><tr><th>Name</th><th>Size</th><th>Attributes</th><th></th></tr></thead><tbody><tr><td> plug.jpg</td><td>5 KB</td><td>A</td><td></td></tr><tr><td> lamp.jpg</td><td>6 KB</td><td>A</td><td></td></tr><tr><td> LIVELINE50[1].jpg</td><td>7 KB</td><td>A</td><td></td></tr><tr><td> WIND3[1].jpg</td><td>14 KB</td><td>A</td><td></td></tr><tr><td> Drakens~2.jpg</td><td>22 KB</td><td>A</td><td></td></tr><tr><td> ankerlig.jpg</td><td>24 KB</td><td>A</td><td></td></tr><tr><td> Kendal~2.JPG</td><td>26 KB</td><td>A</td><td></td></tr><tr><td> ARNOT03[1].jpg</td><td>27 KB</td><td>A</td><td></td></tr><tr><td> Gariep3[1].jpg</td><td>33 KB</td><td>A</td><td></td></tr><tr><td> InsideNC.jpg</td><td>53 KB</td><td>A</td><td></td></tr><tr><td> fast facts.jpg</td><td>117 KB</td><td>A</td><td></td></tr></tbody></table> 1.6.5 Screenshot pasted✓ 1.6.1 Shows 11✓ .jpg files✓ 1.6.2 Details view✓ 1.6.3 Name, Size, Attributes shown✓, in this order✓ 1.6.4 Sorted by increasing size✓	Name	Size	Attributes		plug.jpg	5 KB	A		lamp.jpg	6 KB	A		LIVELINE50[1].jpg	7 KB	A		WIND3[1].jpg	14 KB	A		Drakens~2.jpg	22 KB	A		ankerlig.jpg	24 KB	A		Kendal~2.JPG	26 KB	A		ARNOT03[1].jpg	27 KB	A		Gariep3[1].jpg	33 KB	A		InsideNC.jpg	53 KB	A		fast facts.jpg	117 KB	A		
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QUESTION 2 TOTAL 55 marks

No.	Criteria	Marks	Max.	
Page 1				
2.1	2.1.1 Paper size A4✓ 2.1.2 All 4 margins 2 cm✓ 2.1.3 Section break at UNDERSTANDING POLLUTION✓ 2.1.4 1 st page only landscape✓	1 1 1 1	4	
2.2	2.2.1 Page border around 1 st page only✓ 2.2.2 12 pts from edge of page (for all margins)✓	1 1	2	
2.3	2.3.1 Border around main heading, margin to margin✓ 2.3.2 Yellow fill✓	1 1	2	
2.4	2.4.1 Text below main heading in 3 columns✓ 2.4.2 Column spacing 1 cm✓	1 1	2	
2.17	2.17.1 CONTENTS spelling corrected✓	1	1	
2.6	2.6.1 TOC heading in bold✓ Heading in uppercase✓ 2.6.2 Automatic TOC inserted (3 items in TOC)✓ Shows only 1 level✓ No page numbers✓	1 1 1 1 1	5	
2.5	2.5.1 Why must consumption heading in Heading 1 style✓ 2.5.2 Heading 1 style: 12 pt✓ Heading 1 style: single line spacing✓ 2.5.3 Normal style: fully justified✓	1 1 1 1	4	
2.7	2.7.1 (and 2.7.2) Insert correct picture above Producing heading with blank lines above and below✓ 2.7.3 Picture resized to fit across column without pulling it out of proportion✓	1 1	2	
2.17	2.17.2 CO2 changed to CO ₂ ✓	1	1	
2.8	2.8.1 Apply any bulleted style✓ To the 3 paragraphs (We..., Plan..., Finally...)✓ 2.8.2 Bullets at left margin✓	1 1 1	3	
2.9	2.9.1 Insert any AutoShape at end of 3 rd column✓ 2.9.2 Add text (without using a separate text box)✓ Without any typing errors (Source: City Power)✓ 2.9.3 Centre text in AutoShape✓ 2.9.4 Apply a thick border✓ 2.9.5 Add a shadow effect✓ Shadow red (semitransparent or not)✓ 2.9.6 Hyperlink whole AutoShape✓ Hyperlink to www.citypower.co.za ✓	1 1 1 1 1 1 1 1	9	

Page 2				
2.10	5 pt character spacing to UNDERSTANDING heading✓	1	1	
2.11	2.11.1 Level 1: number at 0 cm; text at 0.8 cm✓	1	5	
	2.11.2 Level 2: number at 0.8 cm; text at 2 cm✓	1		
	2.11.3 Level 3: number at 2 cm; text at 2.5 cm✓	1		
	2.11.4 Numbering applied to correct headings✓	1		
	Paragraphs indented under heading text✓	1		
2.12	2.12.1 Insert pair of scissors symbol at left margin✓	1	3	
	2.12.2 Dashed tab leader used✓	1		
	At right margin✓	1		
2.13	2.13.1 Request heading right aligned✓	1	2	
	2.13.2 Bookmark added to heading, named <i>slip</i> ✓	1		
2.14	2.14.1 Table row heights exactly 1 cm✓	1	6	
	2.14.2 Address area merged (3 cells into 1)✓	1		
	2.14.3 Address heading's text direction changed✓	1		
	2.14.4 Name and Address centred horizontally & vertically✓	1		
	2.14.5 Outside border 3 pt thickness✓	1		
	Outside border red✓	1		
2.15	Last paragraph font Times New Roman✓	1	1	
2.17	2.17.3 <i>being</i> not deleted✓	1	1	
2.16	Filename (<i>q2Brochure</i>), as AutoText, inserted in footer✓	1	1	
Total			55	

QUESTION 3 TOTAL 55 marks

No.	Criteria	Marks	Max.	
3.1	Appliances sheet 3.1.1 Appliances tab blue✓ 3.1.2 Sort appliances in ascending alphabetic order✓ 3.1.3 Rating conditional formatting >= 1✓ Rating conditional formatting yellow cell shading✓ 3.1.4 Comment =IF(B2<1,"Low",IF(B2>2,"High","Medium")) OR IF(B2<1,"Low",IF(B2<=2,"Medium","High")) OR IF(B2>2,"High",IF(B2<1,"Low","Medium")) OR IF(B2>2,"High",IF(B2>=1,"Medium","Low")) ✓ ✓ ✓ ✓ ✓	1 1 1 1 5	9	
3.2	Appliances sheet 3.2.1 B32: =COUNTIF(B2:B29,">1.5"✓) 3.2.2 B33: =AVERAGE(B2:B29) 3.2.3 B34: =SMALL(B2:B29, 2)✓	3 1 3	7	
3.3	Peak demand sheet/chart 3.3.1 Changed to any line chart✓ 3.3.2 Line colour red✓ 3.3.3 Chart title <i>Peak demand 2007</i> ✓; Yellow background✓ 3.3.4 X axis changed to Week (labels Wk 1 to Wk 52)✓ 7 pt font size✓ 3.3.5 Y axis title <i>MW</i> ✓; Scale starts at 27000✓ 3.3.6 Delete legend✓; Remove chart area border✓	1 1 2 1 1 2 2	10	
3.5	Invoice/Sheet3 sheet heading 3.5.1 Insert row above headings row✓ 3.5.2 Merge and centre A1 to G1✓ 3.5.3 Invoice keyed in✓ 3.5.4 Any border around merged cell✓	1 1 1 1	4	
3.4	Invoice/Sheet3 sheet 3.4.1 Renamed Invoice✓ 3.4.2 Total hours heading wrapped to 2 lines✓ 3.4.3 Col D =B3+C3/60✓ 2 decimal places (without using ROUND/function)✓ 3.4.4 Col E =LOOKUP(A3,Appliances!\$A\$2:\$B\$29)✓ ✓ for absolute cell reference or =VLOOKUP(A3,Appliances!\$A\$2:\$B\$29,2,FALSE) 3.4.5 Col F =ROUND(D3*E3, 2)✓ 3.4.10 Hide column H✓ 3.4.6 H1 named Cost (see cell address box)✓ 3.4.7 Col G (including G11 & G12) formatted as currency✓ 3.4.8 G12/Total =SUM(G3:G11) must use sum/func 3.4.9 G13/Overuse =IF(G12>15,G12*5%,0)✓	1 1 2 1 5 3 1 1 1 2 4	22	
3.6	Print area set to A1 to G13✓ (go to Print Preview, return to sheet, see dashed line around print area)	1	1	
3.7	New sheet inserted✓ New sheet at end/right of other sheets✓	1 1	2	
Total			55	

QUESTION 4 TOTAL 45 marks

No.	Criteria	Marks	Max.	
4.1	4.1.1 (and 4.1.4) Import data into Appliances table; (36 items)✓ 4.1.2 Field names correct (Category, Appliance, Device, Rating)✓ 4.1.3 AutoNumber primary key added✓	1 1 1	3	
4.2	Rating field 4.2.1 Fixed format✓; 3 decimal places✓ 4.2.2 Input mask✓0.999✓ 4.2.3 Data validation >0✓ and✓ <=5✓ 4.2.4 Appropriate validation text message✓ 4.2.5 Required✓	2 2 3 1 1	9	
4.3	Category field 4.3.3 Field size: 10✓ 4.3.1 Uses combo box✓ 4.3.2 Uses value list✓ Value list: "Household";"Kitchen";"Outdoor"✓	1 1 1 1	4	
4.4	Query 4.4.1 Show only Category, Appliance, and Device✓ Do not show Rating✓ 4.4.2 Criteria: Category: "Household"✓ or✓ "Kitchen" AND Rating: >=1.5 (same line as Category items)✓ 4.4.3 Order by Category, descending✓ (in this order Then by Appliance, ascending✓ in query)	1 1 2 1 1 1	7	
4.5	Report (Appliances and energy cost) 4.5.1 Includes all fields except ID/primary key✓ 4.5.2 Group✓ by Category✓ 4.5.3 Sort by Appliance✓ in ascending order✓ 4.5.4 Title: Appliances and energy cost✓	1 2 2 1	6	
4.6	Report: Category footer 4.6.1 In Category footer✓ =avg✓([Rating]✓) 4.6.2 Appropriate label used✓ 4.6.3 Footer size made smaller to fit calculation✓	1 1 2 1	5	
4.7	Report: graphic 4.7.1 Insert plug graphic✓ 4.7.2 Measures 2 cm x 2 cm✓ 4.7.3 Size mode set to Zoom✓	1 1 1	3	
4.8	Report: cost field 4.8.1 Cost (c) label added✓ 4.8.2 =[Rating]✓ * 44.39✓ Label added to Page/Category header and calculation to Detail✓ 4.8.5 Both label and calculation right aligned✓ 4.8.3 2 decimal places and Fixed format✓ 4.8.4 Portrait page✓ All fields fit across page / field widths changed✓	1 2 1 1 1 1 1	8	
Total			45	

QUESTION 5 TOTAL 25 marks

No.	Criteria	Marks	Max.	
5.1	Database report exported to rtf✓	1	1	
5.2	q5Staff.xls file		3	
	5.2.1 E1 column heading: Initial✓	1		
	5.2.2 =left(,1)✓	1		
	B2✓	1		
5.3	Memo/q5List of appliances.doc file		12	
	5.3.1 rtf saved as doc (i.e. there are 2 files now)✓	1		
	5.3.2 Track Changes turned on✓	1		
	5.3.5 Text centred vertically on the page✓	1		
	5.3.6 Text from q5Text.txt pasted above list✓	1		
	5.3.3 0 pt before paragraph spacing for whole document (check list heading and list particularly)✓	1		
	5.3.4 Right tab for list moved from ±16.5 cm to 11 cm✓	1		
	5.3.7 Date and page number deleted from last line✓	1		
	5.3.8 Comment inserted at end of document✓	1		
	Text keyed in without error (Check sender)✓	1		
	5.4.5 Graphic lamp.jpg inserted✓	1		
	Frame (not rectangle) added to graphic✓	1		
	Behind text of list✓	1		
5.4	Merging		9	
	5.4.1 Use q5Staff.xls as data source✓	1		
	5.4.2 Merge field inserted: «Initial»✓	1		
	Merge field inserted: «Surname», in this order✓	1		
	1 space between initial and surname✓	1		
	Merge field inserted: «Department» on new line✓	1		
	5.4.3 Merge field inserted: «Name» next to Dear✓	1		
	5.4.4 Only Human Resources staff receive memo✓	1		
	Sorted by surname✓	1		
	5.4.5 Merged to q5Letters.doc✓	1		
		Total:	25	

GRAND TOTAL: 200