



SEPTEMBER TRIAL EXAMINATION

GRADE 12

**COMPUTER APPLICATIONS TECHNOLOGY P1
SEPTEMBER 2013**

MARKS: 200

TIME: 3 hours

This exam paper consists of 16 pages

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. Type your Name and Surname in the header of EVERY document that you create or save.
3. The data files can be found in the Exam Data folder on the network or a local computer. If you are working on the network, you must follow the instructions provided by the invigilator.
4. A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator.
5. This question paper consists of SEVEN questions.
6. Answer ALL the questions.
7. 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.
8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
9. At the end of the examination you should make sure that ALL the files are saved on the network as explained to you by the invigilator/teacher. Make absolutely sure that all files can be read.
10. The separate information sheet which has been provided with this question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION**. Hand it to the invigilator at the end of the examination.
11. 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.
12. If data is derived from a previous question that you could not answer, you should still proceed with the questions that follow.
13. Unless instructed otherwise, formulae and/or functions must be used for ALL calculations in spreadsheet questions. Absolute cell references must be used only where necessary to ensure that formulae are correct when they are copied to other cells in the spreadsheet.

14. For all word processing questions, the language should be set to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise.
15. The examination folder that you receive with this question paper will contain the folder and all the files listed below. Ensure that you have the folder and all the files before you begin this examination.
16. Rename the folder called **Exam Data** with your Name and Surname (or as instructed by your teacher).

A folder called **Exam Data** contains the following files:

• 1Logo	Image file
• 1Report_Verslag	Word processing file
• 1SANParks	Image file
• 2WCape	Image file
• 2Form_Vorm	Word processing file
• 3Table_Mountain	Image file
• 3Visitors_Besoekers	Spreadsheet file
• 4Accommodation_Akkommodasie	Spreadsheet file
• 5BirdWatching	Spreadsheet file
• 5WestCoast	Database file
• 6Expos	Spreadsheet file
• 6Newsletter_Nuusbrief	Word processing file
• 7Answer_Antwoord	Word processing file
• 7Notes	Text file

SCENARIO

You have been given a holiday job by the Western Cape Tourism Board.

Your responsibilities include having to create and edit documents, edit spreadsheets and assist with the development and editing of databases.

QUESTION 1

Open the document **1Report_Verslag**.

This report provides information about the tourist attractions in the Western Cape region. Make use of your expertise in applying word processing attributes and features to produce a professional document.

- 1.1 Set the top- and bottom margins to 1.5 cm (1)
- 1.2 Apply the following formatting to only the **first page** of the document starting with "General Overview ..."
 - 1.2.1 Change the formatting of the three headings, 'Global', 'National' and 'Regional' to Century Gothic 14pt. (2)
 - 1.2.2 Apply line spacing of exactly 14 pt to only the text underneath each of the above headings. (2)
 - 1.2.3 Apply bullets to the list of South African National Parks under the heading 'South African Parks'. Use the image **1SANParks** found in your exam folder as the bullet symbol. (2)
- 1.3 Replace all the occurrences of the word 'visitors' with 'tourists'. All the replacements must appear in a bright green font. (2)
- 1.4 The text from 'Cape Town Attractions' (in blue on page 1) to '...Jan Dankaert Museum in Q2 2012' end of the second page, must be placed in columns as follows:
 - The text must appear in four columns with a line between each column.
 - The space between the columns must be exactly 1 cm.
 - Make use of a built-in feature that will ensure that the heading 'Cape Garden Route & Klein Karoo Attractions' will always appear at the top of a new column.
 - The text of all four columns must be fully justified. (6)
- 1.5 The text from 'Attraction Visitation Data' to '...Jan Dankaert Museum in Q2 2012' must appear on a single page in landscape orientation. All other pages before and after this page must remain in portrait orientation (3)
- 1.6 Apply styles to the document as follows.
 - 1.6.1 Create a new paragraph style called **Main Headline** based on the **Heading 1** style. Modify the new style as follows:
 - The text should be surrounded by a shadowed border.
 - The paragraph spacing should be set to 3 pt after. (4)
 - 1.6.2 Apply the **Main Headline** style to the three headings, highlighted in green, 'General Overview', 'Attraction Visitation Data' and 'Acknowledgements' (1)

1.6.3 Apply the **Heading 1** style to all the headings of the main attractions which are highlighted in blue. (1)

1.6.4 Apply the **Heading 2** style to **only** the headings highlighted in yellow under 'Cape Town Attractions'. (1)

1.7 Insert an automatic table of contents on a new page at the beginning of the document. Add the heading 'TABLE OF CONTENTS' and format the table of contents as follows:

- The table of contents must show the style **Main Headline** as the *first* level, **Heading 1** as the *second* level and **Heading 2** as the *third* level as shown below

General Overview	2
Attraction Visitation Data	3
Cape Town Attractions	3
Kirstenbosch National Botanical Gardens	3
Table Mountain Aerial Cableway	3
Table Mountain National Park	3
V&A Waterfront Shopping Centre	3
Cape Town Museums	3
Cape Garden Route & Klein Karoo Attractions	3
Cape West Coast Attractions	3
Acknowledgements	4

- Use the Distinctive format.
- No tab leaders should be displayed. (5)

1.8 Insert the image **1Logo** as a watermark in the document. (2)

1.9 Add automatic page numbering to the document as follows:

- The page number appears on the right side of the page.
- The page numbering must start from 1 on the page with the heading 'General Overview'. (5)

1.10 Apply a caption to the table on the last page as follows:

- The caption must be placed below the table and aligned with the table.
- The caption label must display the text as "**Figure 1: Tourist Statistics**". (3)

1.11 Format the text on the last page as follows:

- Apply multi-level numbering to all the attractions as shown in Appendix A (at the end of this question paper). (3)

Save 1Report_Verslag and close the document

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QUESTION 2

A feedback form to assess the level of satisfaction of tourists has been drafted. Make the following changes to the form.

Open the file **2Form_Vorm**.

2.1 Create a cover page for the survey form similar to the example below



Note the following:

- A curved WordArt shape is used for both the top and bottom headings. Use the **chevron** shape outline as indicated.
- The WordArt must have a blue background colour.
- Use the image **2WCape** located in the data folder and place it between the headings. Adjust the height of the image to 4 cm and the width to 16 cm.

(7)

- 2.2 Format the legacy controls on the second page of the survey form as indicated below:
- Change the **Name and Surname** field to ensure that the first letter is capitalized.
 - The **Age** field must display the data as digits.
 - The length of the **Gender** field must make provision for a either M or F.
 - The **Date of Departure** field must display the format of the date as yyyy/MM/dd.
 - Change the control next to 'Feedback of Services' to a drop-down list field that provides for the following options: 'Click Here', 'Excellent', 'Satisfactory' and 'Poor'.
- (7)
- 2.3 Convert the text starting from 'Name and Surname' to 'Feedback of services' to a table as shown below.

SURVEY FORM	Name and Surname:
	Age:
	Gender (M or F):
	Date of Departure:
Feedback on services:	

Note the following:

- Use a table option to automatically adjust the width of all the columns to fit the data in the table.
- Insert a column to the left of the table and insert the text 'Survey Form' as shown. Note the alignment and direction of the text and apply a light blue background shading.
- The height of each row must be set at exactly 1cm.
- Centre align the cell contents of the table vertically.
- Set the outside border of the table to 3 pt and ensure that the inside gridlines are changed to 0.75 pt.

(11)

- 2.4 Protect the form but **DO NOT** add a password

(1)

Save 2Form_Vorm and close the document

[26]

QUESTION 3

You are asked to complete the spreadsheet displaying visitor numbers to the West Coast National Park.

Open the spreadsheet **3Visitors_Besoekers** and do the following:

- 3.1. The **West Coast Nat Park** sheet displays the number of visitors in 2011 and 2012 in different categories. The sheet also displays the difference between the numbers for 2011 and 2012 in each category. Format the sheet in the following way:
- 3.1.1 Add a double line border to the bottom of the merged cells in row 1 and centre the heading vertically and horizontally. (2)
 - 3.1.2 Increase the height of row 2 to 30. (1)
 - 3.1.3 Change the alignment of the headings in B2-E2 to a 45 degree angle. (1)
- 3.2 The difference between the 2011 and 2012 overnight visitors in June has been omitted. Enter a formula in cell D5 to calculate the difference. (2)
- 3.3 Use a function in cell E3 to calculate the total number of overnight visitors for 2011. Use autofill to copy the function to the other cells in column E. (3)
- 3.4 Use a function in cell B19 to determine the monthly average domestic visitors who visited the park in 2011 and 2012. (2)
- 3.5 Use a function in cell B20 to determine the third smallest number of overnight visitors for the months in 2011 and 2012. (3)
- 3.6 Use a formula in cell B21 to determine what percentage of the total day visitors in 2012 visited the park in June 2012. Use a function to round the answer off correct to 0 decimal places. (4)
- 3.7 The tourist office forecasts that there will be a 12% decrease in the number of international visitors in 2013 compared to 2012.
Use a formula in cell B22 to determine the number of international visitors that could be expected between April and June 2013. (3)

Save but do not close the spreadsheet.

The sheet **Cape Town** displays the average cost and number of visitors per suburb in the Cape Town region for June 2012.

Use this sheet to do the following:

- 3.8 The code to identify each suburb can be found on the sheet called **ID**. Use a lookup function in cell A4 to insert the correct ID for the City Centre suburb. Copy the function to the other cells in column A. (6)
- 3.9 Use a suitable function or formula in column E to calculate the subtotal cost generated for each suburb. (2)

- 3.10 Create a bar chart on the **Cape Town** worksheet to indicate the number of visitors by doing the following: (1)
- 3.10.1 Use only the data for the City Centre, South Peninsula and the Southern Suburbs. (1)
- 3.10.2 Supply appropriate titles for the axes and give the graph an appropriate title. (2)
- 3.10.3 Remove the legend. (1)
- 3.10.4 Fill the City Centre bar with the picture **3Table_Mountain** supplied with the data files. Apply the stacked option. (2)
- 3.10.5 Change the major unit on the horizontal axis to 150. (1)
- Save 3Visitors_Besoekers and close the spreadsheet. [37]**

QUESTION 4

Open the spreadsheet **4Accommodation_Akkommodasie** which shows the different categories of accommodation with rates per person for the West Coast region for June 2012. Work on the sheet called **Accom types**.

- 4.1 Each accommodation establishment has been allocated a code, for example 18-Lring.

Insert functions in column G (starting in cell G3) to determine the accommodation code for each establishment.

The code is compiled as follows:

- The number in column A followed by a dash (-)
- The first letter of the Town and
- The last four letters of the Category. (5)

- 4.2 Enter a function in cell G1 to display the current date. (1)

- 4.3 A member of the public phoned the office to enquire about establishments with rates between R450 and R700.

Use conditional formatting in column F to apply gray background shading to the cells with rates that meet these criteria. (2)

- 4.4 The provincial Department of Tourism gives a bonus of R50 per person to the establishments with 20 or more visitors and R20 per person to the establishments with 10 or more visitors.

Use a suitable function in column H (starting with cell H3) to calculate the bonus amounts each establishment will receive. Where no bonus is earned, the cell must be left blank. Refer to cells J1 and J2 in your calculation. (7)

- 4.5 Freeze the top two rows of the sheet. (1)

- 4.6 A summary of the data is required by the manager.

Work on the **Summary** worksheet to complete the following:

- 4.6.1 Use a function in cell **B2** to display the rate that appears most in column F of the **Accom types** sheet. (2)

- 4.6.2 Use a function in cell **B3** to display the number of self-catering units in column C of the **Accom types** sheet. (3)

- 4.6.3 Use the SUMIF function in cell **B4** to calculate the total cost for all self-catering units as displayed in column F of the **Accom types** sheet. (3)

Save 4Accommodation_Akkommodasie and close the spreadsheet [24]

QUESTION 5

You have been asked to make some changes to a database which has information about tourist attractions and restaurants in the Cape West Coast region.

Open the **5WestCoast** database.

5.1 Work in the **Attractions** table.

5.1.1 Change the field size of the *Town* field to a more appropriate size. (1)

5.1.2 Add a new field called *Regions*.

- Make this field the last field in the table
- Make use of a drop down list to ensure that only the regions 'Peninsula', 'Bergrivier' and 'Cederberg' can be captured in the new field.

(3)

5.1.3 Add an input mask to the *IDCode* field to only accept SIX characters in the following format: TWO upper case letters followed by an underscore (_), followed by THREE digits, for example GB_011.

(4)

5.1.4 A number of attractions are to be found in the town 'Velddrif'. The name of the town is incorrectly spelt in one record.

Identify this record and correct the spelling.

(2)

5.2 A report called **repAttractions** has already been created. The report needs to be edited so as to be more meaningful.

Open **repAttractions** and make the following changes.

5.2.1 Group the records in the report by *Town*. (2)

5.2.2 Sort the records alphabetically according to *Category*. (1)

5.2.3 Add a suitable function to display the number of attractions to be found in each town. Add a suitable label. The information should be displayed underneath the town.

(5)

5.2.4 Add a function in the report footer which will show the average distance between Cape Town and all the towns. Display the result correct to 1 decimal place and add a suitable label.

(5)

Work in the **Restaurants** table.

5.3 Create a query called **qryCoffee** which displays a list of all the coffee shops (and 'koffiehuise'). Display the name of the restaurant, the town and the telephone number. Sort the records alphabetically by town.

(4)

5.4 A query called **qryMealFor4** has been created. Add a calculated field called *FamilyMeal* to the query to display the cost of a meal for four people, including VAT at 14%. Display the result in South African Rand correct to 2 decimal places. Save your query.

(5)

Form: frmRestaurantInput

- 5.5 Create a form called **frmRestaurantInput** which can be used to input a new record into the **Restaurant** table.

Edit the form as follows: (2)

5.5.1 The heading of the form should be 'Restaurant Input Form'. (1)

5.5.2 Change the background colour of the form header to a light red colour. Ensure that the heading text is easy to read. (1)

5.5.3 Insert a function into the left of the form footer which will display the current date in the format 29 August 2013. (3)

Save your form.

Table: Bird Attractions

- 5.6 Information concerning bird watching attractions has been captured in the spreadsheet **5BirdWatching**. Import the information in the spreadsheet into a new table called **Bird Attractions** in the database **5WestCoast**. The *ID* field should be set as the primary key. (3)

Close the **5WestCoast** database. [42]

QUESTION 6

The West Coast Tourism Board has decided to draw up a newsletter to promote tourism events that will take place in the West Coast.

Open the word-processing file **6Newsletter_Nuusbrief**.

- 6.1 Edit the letterhead for the newsletter so that it is similar to the one below. The text has been typed into a textbox which is at the top of the document.



- 6.1.1 Format the text taking note of text alignment and relative font sizes (2)
- 6.1.2 Place a 3pt black paragraph border around the letterhead (text box) and fill the text box with blue colour shading. Change the text colour to white. (3)
- 6.1.3 Resize and move the logo which is underneath the letterhead (text box) so that it is to the left of the text. Ensure that the logo is visible and the text is similar to 6.1 above. (2)
- 6.2 Place a field with the file name and path in the footer of the **6Newsletter_Nuusbrief** document (2)
- 6.3 Format the 'E' (highlighted in yellow) in the first paragraph as follows: (2)
- Change the 'E' to a dropped capital letter.
 - The letter must drop over 4 lines
 - The letter must be 0.2 cm from the text.
- 6.4 Open the spreadsheet, **6Expos** and copy the data on **Sheet 1** to a table at the bottom of your newsletter. Take note of the following: (4)
- The information in the table must update automatically if changed in the source file.
 - The table must not be placed in a column.
 - The table must be centre aligned.
- 6.5 Add an endnote to 'Tourism Expos 2011' in the second paragraph. The endnote must: (3)
- Display the Phrase '**Contact Mrs Kiewiet @ 082 3002746**'.
 - Use the ☎ symbol (Font type Wingdings 40).
- Save 6Newsletter_Nuusbrief.** (3)

6.6 Copies of the newsletter need to be mailed to certain tourism offices whose information is stored in the spreadsheet **6Source_Bron**.

Use the Mail merge function to create envelopes by following the instructions below.

Open a new document and:

- Use the spreadsheet **6Source_Bron** as the data source.
- Use a B5 envelope.
- Envelopes must only be prepared for the tourism offices in the Swartland region.
- Use all the fields, except the Region and Street fields in the address on your envelope.

Complete the merge and save the document as 6Envelope in your Exam data folder.

(6)

Save and close all open documents and files

[24]

QUESTION 7

Work in your examination folder to answer the following questions.

- 7.1 Save the image found at the bottom of the word-processing document **6Newsletter_Nuusbrief** as a jpg file in your Exam data folder.
Name the image file **Tourism manager**. (2)
- 7.2 Change the Author property of the file **7Answer_Antwoord** to your name and surname. (1)
- 7.3 Save the text file **7Notes** as a web page in your Exam data folder. (1)

[4]

GRAND TOTAL: 200

Appendix A

1. The participating indicators and attractions in Cape Town and the Western Cape:

- a) ACSA (Cape Town International Airport)
- b) ACSA (George Airport)
- c) Cape Town Harbour
- d) Kirstenbosch National Botanical Garden
- e) Table Mountain Aerial Cableway
- f) Table Mountain National Park: Boulders and Cape of Good Hope
- g) V&A Waterfront
- h) Cango Caves
- i) Capri Tours & Helicopters
- j) Department of Cultural Affairs and Sport: Museum Service

2. Cape Agulhas attractions:

- a) De Hoop Nature Reserve
- b) De Mond Nature Reserve
- c) Cape Agulhas Lighthouse
- d) Shipwreck Museum

3. South African National Parks:

- a) Cape Agulhas National Park
- b) Bontebok National Park
- c) Wilderness National Park
- d) Tsitsikamma National Park
- e) Karoo National Park
- f) West Coast National Park