



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

SEPTEMBER 2014

COMPUTER APPLICATIONS TECHNOLOGY P1

MARKS: 180

TIME: 3 hours



This question paper consists of 17 pages including an annexure of 3 pages.

INSTRUCTIONS AND INFORMATION

1. Due 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. Enter your examination 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 your work is 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 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 before answering or solving the problem. Do NOT do more than what is required by the question.
7. At the end of the examination you must hand in the disk given to you by the invigilator with all the answers saved on the disk OR make sure that ALL the files have been saved on the network as explained to you by the invigilator/educator. Ensure that ALL files can be read.
8. Note that NO printing is required.
9. During the examination you may use the help functions of the programs which you are using. You may NOT use any other resource material.
10. Note that if data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
11. 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 the spreadsheet.
12. 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.
13. All measuring units should be set to *centimetres*.
14. This question paper consists of *seven* questions. Answer ALL the questions.

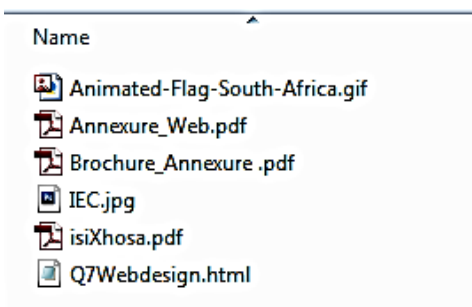
NOTE:

The examinations folder/data disk that you receive with this question paper contains the files listed below. Ensure that you have ALL these files before you begin this examination.

A folder called **EXAM DATA**

with files and a sub-folder called:

- Q1_ID Word processing file
- Q2_Brochure Word processing file
- Q3_Budget Spreadsheet file
- Q4_Ward_Reps Spreadsheet file
- Q5_Reps Info Database file
- Q6_Webdesign Folder
- Q6_files



- Q7_Egos Salon Word processing file
- Q7_Intergration Word processing file
- Question7_Data Folder
- Images Folder

SCENARIO

You were asked to help the municipal election secretary, Mr Johnson, with the organising and administration of the voters registration which will take place on the 8th February till 9th February 2014. There are some flaws in the administration. Because of your experience gained in Microsoft applications during the past three years as a Computer Applications Technology learner you should help with the organisation, as well as the processing and implementation of certain aspects of the administration.

QUESTION 1

A document **Q1_ID** has been saved in your **EXAM DATA** folder. This document will be made available to all South African citizens to inform them about voter registration needs. The municipal election team requested that you make the following changes to this document:

Open the file **Q1_ID**.

- 1.1 The main heading *Identity document* should be Bold and Dark blue in colour. (2)
 - 1.2 Mr Johnson would like to add a picture of the new smart ID card to the description in the middle of the document. Use the following criteria:
 - 1.2.1 Insert the picture labelled **smart ID card.jpg** from your **EXAM DATA** folder. (1)
 - 1.2.2 Place the picture in the middle of the first paragraph, set in such a way that the text flows around the picture. (2)
 - 1.2.3 Add a black, 3pt border to the picture. (2)
-
- 1.3 Add the style *Heading 1* to the two subheadings on pages 1 and 2, namely identity document and re-issuing an identity document. (2)
 - 1.4 Create a new style named **Register elections** using the following criteria: (1)
 - 1.4.1 Base the style on Heading 2. (1)
 - 1.4.2 The font must be Comic Sans 16. (1)
 - 1.4.3 The new style should also have a blue paragraph border, with a pink background. (2)

- 1.4.4 If changes were to be made to the style, all the headings in the document of this style should be made to change automatically. (1)

1.5 **Insert a table of content and format by using the following criteria and example:**

- 1.5.1 Format this text with the Modified Heading 1 style. (2)

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

- 1.5.2 Do not show page numbers, instead, show hyperlinks. (2)

- 1.5.3 Show only one level. (1)

- 1.5.4 Use the Modern style. (1)

Identity documents 1

Re-issuing an ID book 2

- 1.6 Insert the following in the footer of the document:
- 1.6.1 Add a built-in footer called alphabet with the text "Quote by Mandela". (2)
- 1.6.2 Add a cover page to the document in any style, using a feature from the word processing application you are using. Only add the *main heading* of your document to the cover page. Remove any other information from the cover page. (2)
- 1.7 Use automatic page numbers, but it should not appear on the cover page. (2)
- 1.8 Change the paragraph spacing of the entire document to 12pt after each paragraph. (2)
- 1.9 Insert a Horizontal Water mark displaying Copy. (2)
- 1.10 Replace the occurrences of the word "identity" with the word "ID" so that they all appear in red font. (3)

Save and close the document. [34]

QUESTION 2

Mr Johnson would like to hand out brochures to inform voters/citizens about the registration weekend for all eligible voters. He asks you to assist in the design of the **Brochure**.

Open the document **Q2Brochure** and make the necessary changes.

Also refer to **Brochure Annexure A**.

2.1 Change the margins of the entire document to “narrow”. (1)

2.2 Change the entire document as follows:

- Page orientation to landscape (1)
- Insert a column break as indicated (Annexure A) – make sure that heading that start with: **You have ...** is at the top of column 2 and the heading starting with: **Am I ...** is at the top of column 3. (1)
- Use three equal columns with a line between (2)

Note: Column width (8.22 cm) and spacing (1.25 cm)

2.3 Add a 6pt art border (of your choice) around the whole document. (3)

2.4 Edit the form in the third column **“Am I registered”** as follows:

- Insert a table for the ID number underneath the heading **“ID Number”**. The table must have 13 columns and 1 row and the columns must be 0.44 cm. (2)
- Add a **text form field** next to the word “Municipality”. (1)
- Add a **drop-down list** to the right of the word “Province” with the following options: Western Province, Eastern Cape, Gauteng, KZN and Northern Cape. (2)
- Add a **check box** form fields to the right of the sentence, “You are eligible ...” (1)

2.5 Group the pictures under the heading “You can find us on”, so that it appears as one object. (1)

Save and close the document. [15]

QUESTION 3

The secretary would like to use a spreadsheet to keep track of all the ward leaders' personal details and their financial contributions towards the campaign. Open the file **Q3_Budget** that is saved in the **EXAM DATA_2014** folder and work in the **Wards_2014** worksheet.

3.1 Make sure that all the data in column B is visible. (1)

3.2 Change the tab colour of the Ward_2014 sheet to blue. (1)

3.3 Add a hyperlink to the word Wards in cell A1 with the image **thumb.jpg** in the **Images** folder. (2)

3.4 **Remember registration starts at 06:00 am daily.**

Determine the time the secretary will spend at the voting station in **K2** if he takes 1 hour lunch break twice a day and 2 tea breaks of 30 minutes.
Copy the formula for all days. (3)

3.5 In cell K22 calculate the total amount he will earn if he is paid R45.25 per hour for his time spent at the voting station. (2)

(Remember to first calculate his time at the office in the Range K2:K20.)

3.6 Each ward needs a Ward_ID code. In cell C2 create a code using the first two letters of the "**ward**" and the last three digits of the "**Ward Code**", together with an asterisk (*) separating the two, e.g. 'bu*016'. (5)

The code must be in small letters.

3.7 The total due by each ward is calculated by multiplying the number of voter registered by the registration fee per person. Use a formula to calculate the **Total due** in cell H2. (1)

3.8 In cell J2 insert a formula to calculate the amount still outstanding. (2)

Drag the formula down to show all wards outstanding amounts.

3.9 In cell D25, insert an appropriate function to calculate the number of wards. (2)

3.10 Use **Conditional formatting** to format all wards where no payment was made, to red font with yellow underlining. (2)

3.11 Use a suitable label to add a random number to cell D26, which must be between 10 and 20. (2)

3.12 Ward “bu*012” decides to donate money to the election committee. Use an appropriate function to calculate the amount due in cell H27 and use the following data as a guide:

(Add a column “Amount donated” to calculate the donation.)

If there are less than 70 voters, only 8% will be donated, and for 100 or more voters 12% will be donated. (3)

3.13 Add South African currency to the spread sheet where required. (1)

Save and close the documents. [27]

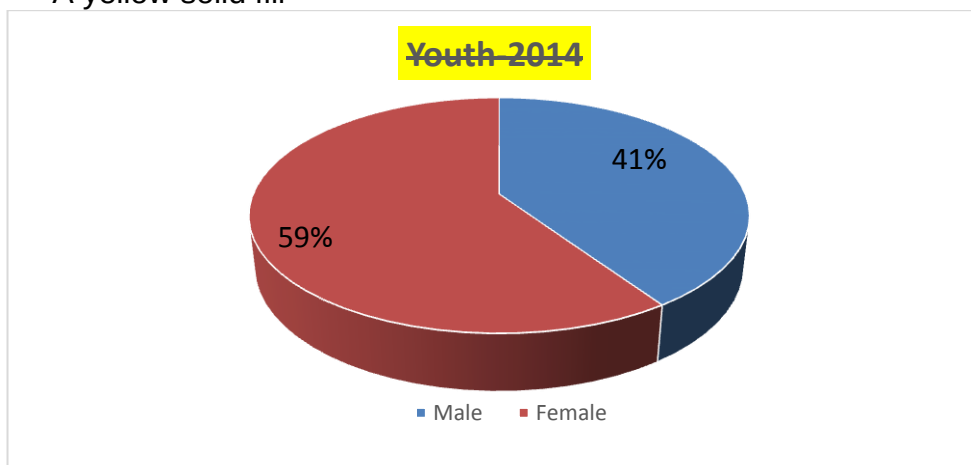
QUESTION 4

The details of all the ward representatives are stored in the **Q4_Ward_Reps** spreadsheet.

Open the **Q4_Ward_Reps** spreadsheet and work on the Ward_Reps Worksheet:

- 4.1 Mr Johnson adds the ward representatives contact numbers in range D3:D28, but cannot get it to display correctly. Help him by adding the numbers to display correctly to the cells so it displays as 0712444567. (2)
- 4.2 Insert a formula in cell F3 to calculate the total VAT 14% of each candidate's fee which will later be used as a donation to charity. VAT is in cell L2.

(Use an absolute cell reference). Copy the formula to all the remaining cells. (3)
- 4.3 Use a suitable function in E33 to calculate the total amount contributed by candidates from **Ward Fynbos**. (4)
- 4.4 Insert an appropriate function in cell C35 to determine the total female candidates that will stand in the ward elections. (2)
- 4.5 Insert a function in cell D36 to determine the number of candidates who have not supplied the organisers with their contact details. (2)
- 4.6 All candidates are uniquely identified by their ID numbers. Use a lookup function in cell J12 to find the ID number of Mrs C. Johnson. (5)
- 4.7 Create a chart based on the data in cells G14:H14 using the following:
 - Create a 3D Pie Chart similar to the example below (1)
 - Display the data labels as percentage (1)
 - The heading 'Youth-2014' appears above the chart/graph (1)
 - Font must be bold italic (1)
 - Add a strikethrough effect and (1)
 - A yellow solid fill (1)



Save and close the documents.

[24]

QUESTION 5

The data collected during registration of ward representatives has been captured in a database. Help Mr Johnson's management team to edit the data where necessary so that it can provide useful information.

Open the database **Q5_Reps Info**.

TABLES:

The following questions refer to the table **Ward_Reps**.

- 5.1 Edit the **Contact No** field using the following criteria:
- Data Type: Text
 - Field size: 10
 - Input Mask: restrict the entry to display as:
e.g. 074 987 4422 (3)
- 5.2 Add a new field above Ward Representative's field and name the field **Title**. (2)
- 5.3 Modify the field **Title** (created in **QUESTION 5.2**) so that it displays the following list: "Mr", "Mrs" or "Prof". (**"Prof" must be a default field.**) (3)
- 5.4 Sort the **Ward Representatives** field in ascending order. (1)
- 5.5 Rename the field name **Computers** to **Computer Skills**.
Note: Do not use the rename function. (2)
- 5.6 Modify the properties of the **Ward** field so that it always appears in **capital letters**. (1)
- 5.7 Add a Validation Rule with Validation Text to the table to ensure that the **Gender** field only accepts "F" and "M" and add an appropriate description. (3)
- 5.8 Add a **Primary Key** to an appropriate field in the table. (1)
- 5.9 Move the column **T-shirt Costs** between **T-shirt size** and **Computer Skills**. (1)

QUERIES:

- 5.10 Open the Ward_Reps Query.
Modify the query to display the **records** of only the 'male' **Ward Reps** that has 'advance' computer skills and 'medical aid'. (3)
- 5.11 Create your own query based on the **Accommodation** table.
- Name the query "**Voters Accom**". (1)
 - Show all the data base fields. (1)
 - Hide the **contact number** field. (1)

- 5.12 From the query in QUESTION 5.11 you created add a calculated field called **Deposit**. The new field must calculate 25% of the **Rate** field and display as a currency. (4)

Save and close **Ward_Reps Query**.

FORM:

- 5.13 Modify the form called **MyVote** using the following criteria.

5.13.1 Insert a logo in the header from the **Images** folder called **SA_Flag**. (1)

5.13.2 Resize the image to 4 cm x 4 cm and right align it. (1)

5.13.3 Fill the background colour of all the form fields to yellow. (1)

- 5.14 Insert a combo box for the **T-shirt Size** field. The options that need to be added to the combo box are: S, M, L, XL and XXL. (4)

Save and close the form.

REPORT:

- 5.15 Modify the report called **Total Costs** using the following criteria:

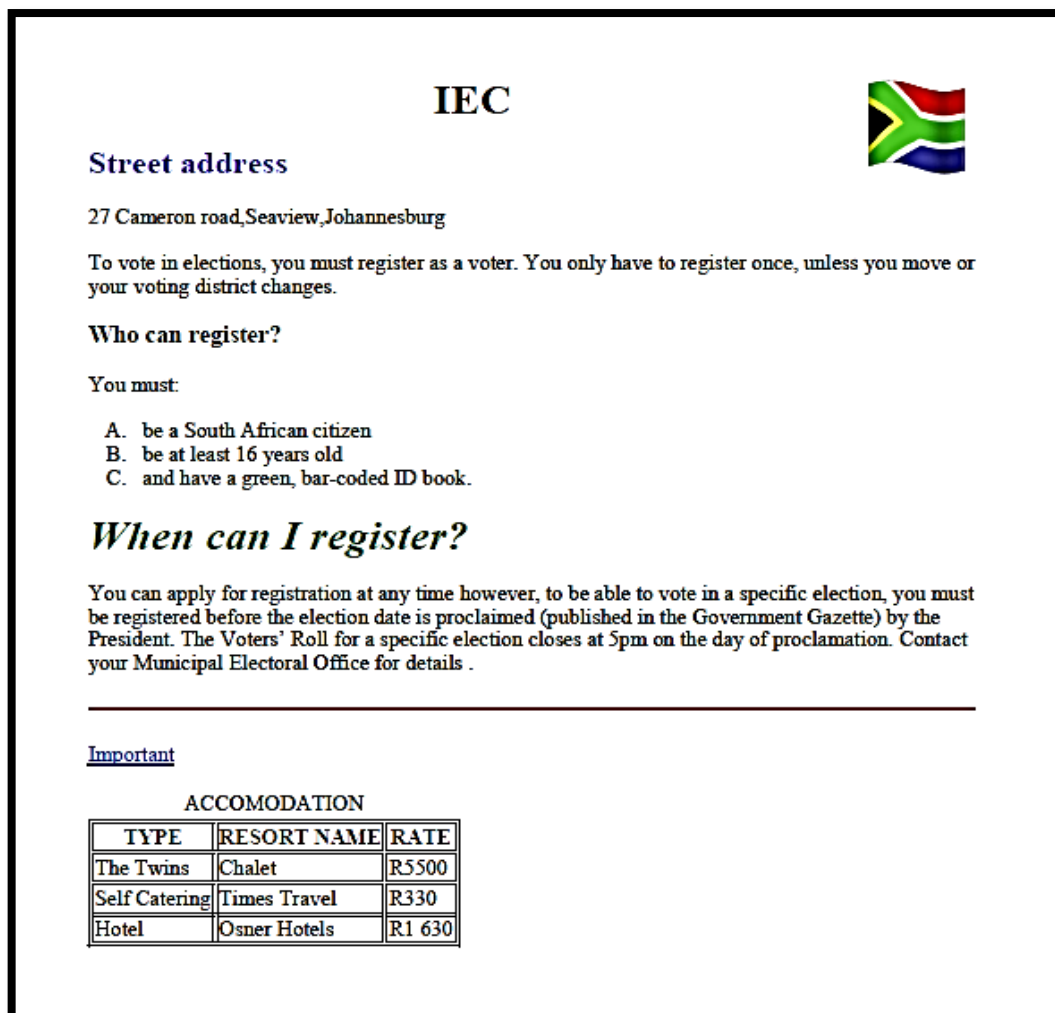
- Change the page orientation of the report to landscape (1)
- Display today's date in a label at the bottom of the report (1)
- Group the report by the **T-shirt size** field and sort by **Ward Representative** field (2)
- Calculate the totals of each group by using a function (2)

Save and close the report.

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QUESTION 6

One of the Election Awareness Campaign members created a web page to inform people about the election processes and what's needed to vote. Open the file **Q6Webdesign** in the **Q6Webdesign** folder. Carry out the instructions below. Use the application program **Notepad** to edit the web page. **The final web page should resemble the image below:**



- 6.1 The title of the web page should be "Election Help". (1)
- 6.2 Heading "IEC" should be centre aligned. (1)
- 6.3 Insert the image called **IEC.jpg** found in the **Q6Webdesign** folder above the heading "IEC" of the web page. Right align the image horizontally. (3)
- 6.4 Format the paragraph heading "when can I register" using the following criteria: (3)
- font face: comic sans ms
 - size: 6
 - colour: green

- 6.5 Change the part of the document under the paragraph “You must” using Upper case alphabetical list.

Example:

- A. be a South African citizen
 - B. be at least 16-years-old
 - C. and have a green, bar-coded ID book
- (2)

- 6.6 Below the paragraph “To vote ...”, hyperlink the file **isiXhosa.pdf** found in the **Q6_Webdesign** folder. The file must be linked to the text “**Important**”.
- (4)

- 6.7 Format the table below the paragraph “You can Apply ...” to resemble the example below:

ACCOMMODATION		
TYPE	RESORT NAME	RATE
Chalet	The Twins	R550
Self-Catering	Times Travel	R330
Hotel	Osner Hotels	R1 630

- a *caption* “ACCOMMODATION” should display
 - table headers should be italic
 - table data should be entered correctly
- (6)

Save and close the file.

[20]

QUESTION 7

Open the **Q7_Intergration** document and do the changes as required by the election committee:

7.1 Insert page numbers x of y on the right hand side of the footer. (1)

7.1.1 The page number must not appear on the first page. It should start at page number 1 on the second page. (1)

7.1.2 Insert a date on the left side of the footer. It must update automatically. (2)

Save the document.

7.2 7.2.1 Open the **Q7_Equipment** file and export the query **Totals** to a rich text format file and save it as **Q7_Export**. (3)

7.2.2 Import data from the Register worksheet in **Q7_Employee Register** spreadsheet into a table called **Import**. (3)

Save this file in the **Q7_Intergration** folder. (1)

7.3 Open the **Q7_Letter** as a form letter and use the **Q7_List** spreadsheet to prepare for a mail merge as follows:

Add the merge fields <<name and surname>>. (2)

Sort the letters in ascending order of surname. (1)

Complete the mail merge and save the document as **Q7_merge**. (2)

7.4 Open the **Q7_Egos Salon** spreadsheet. (1)

7.4.1 On the **Extra** worksheet accept all track changes. (1)

7.4.2 Turn off the track changes. (1)

7.4.3 Rename the **Income** worksheet to **Egos_Income**. (1)

7.4.4 On the **Egos_Income** sheet, delete the comment in **Cell C4**. (1)

Save and close the spreadsheet. [20]

TOTAL: 180

ANNEXURE A

If every South African citizen register to vote and votes in Election 2014, we will as a Nation practise our democratic right to freedom.

But

If we don't vote, then we allow other people to take that right away from us without any effort.

This can happen:

Our constitution protecects:

- Property rights
- Language rights
- Press freedom
- The right to decent education



You have the power to protect our Constitution with your vote!

Here's what you need to know about registration:

- If you've registered before, you're still registered.
- If you've moved since the last election, you must re-register where you live.
- You can register on the weekend of the 9th and 10th November by taking your ID to your nearest voting station.
- On this weekend, all voting stations will be open from 8am till 5pm.
- To check whether you're registered, SMS your ID to **32810**.
- If you need help in registering, call the IEC on **0800 11 8000** (Toll free) or email on iec@elections.org.za.

In this **BROCHURE ANNEXURE A** and register to win!

Am I registered?

You have applied for registration with:

ID number:

and are registered in:

Province:

Minicipality:

Ward Number:

You are eligible to vote: ☐

You can find us on:



Formatting	
Tag	Description
	Creates a new paragraph
<p align="left">	Aligns a paragraph to the left (default), can also be right, or center
 	Inserts a line break
	Creates a numbered list
<ol type="A", "a", "I", "i", "1">	Defines the type of numbering used
	Creates a bulleted list
<ul type="disc", "square", "circle">	Defines the type of bullets used
	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
<imgsrc="name">	Adds an image
	Aligns an image: can be left, right, center; bottom, top, middle
	Sets size of border around an image
	Sets the height and width of an image
	Displays alternative text when the mouse hovers over the image
	Inserts a horizontal line
<hr size="3"/>	Sets size (height) of line
<hr width="80%"/>	Sets width of line, in percentage or absolute value
<hr color="ff0000"/>	Sets the colour of the line

Tables	
Tag	Description
<table></table>	Creates a table
<tr></tr>	Creates a row in a table
<td></td>	Creates a cell in a table
<th></th>	Creates a table header (a cell with common bold, centered text)
<table border="1">	Sets the width of the border around the table cells
<table cellspacing="1">	Sets the space between the table cells
<table cellpadding="1">	Sets the space between a cell's border and its contents
<table width="50">	Sets width of table
<tr align="left">	Sets alignment for cell(s) (left, can also be center, or right)
<tr valign="top">	Sets vertical alignment for cell(s) (top, can also be middle, or bottom)
<td colspan="2">	Sets number of columns a cell should span
<td rowspan="4">	Sets number of rows a cell should span

HTML Tag Sheet	
Basic Tags	
Tag	Description
<code><body></body></code>	Defines the body of the webpage
<code><body bgcolor="pink"></code>	Sets the background color of the web page
<code><body text="black"></code>	Sets the colour of the body text
<code><head></head></code>	Contains information about the document
<code><html></html></code>	Creates an HTML document - starts and end a web page
<code><title></title></code>	Defines a title for the document
<code><!-- --></code>	Comment

Text Tags	
Tag	Description
<code><h1></h1></code>	Creates the largest heading
<code><h6></h6></code>	Creates the smallest heading
<code></code>	Creates bold text
<code><i></i></code>	Creates italic text
<code></code>	Sets size of font, from 1 to 7
<code></code>	Sets font color
<code></code>	Sets font type

Links	
Tag	Description
<code></code>	Creates a hyperlink
<code></code>	Creates an image link
<code></code>	Creates a target location
<code></code>	Links to a target location created somewhere else in the document

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<imgsrc="name">	Adds an image
	Aligns an image: can be left, right, center, bottom, top, middle
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	Displays alternative text when the mouse hovers over the image
	Inserts a horizontal line
<hr size="3"/>	Sets size (height) of line
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<tr valign="top">	Sets vertical alignment for cell(s) (top, can also be middle, or bottom)
<td colspan="2">	Sets number of columns a cell should span
<td rowspan="4">	Sets number of rows a cell should span

BYLAAG/ANNEXURE A

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But

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In this **BROCHURE ANNEXURE A** and register to win!

Am I registered?

You have applied for registration with:

ID number:

and are registered in:

Province:

Municipality:

Ward Number:

You are eligible to vote: ☐

You can find us on:



VRAAG 7

Maak die **Q7 Integration** dokument oop en bring die nodige veranderinge soos vereis deur die verkiesingskomitee aan:

- 7.1 Voeg bladsynommers x of y aan die regterkant van die voetskrif. (1)
- 7.1.1 Let daarop dat die bladsynommer nie op die eerste bladsy moet vertoon nie. Dit moet by bladsy 1 op die tweede bladsy begin. (1)
- 7.1.2 Plaas 'n outomatiese gegenereerde datum aan die linkerkant van die voetskrif. (2)

Stoor die dokument.

- 7.2 7.2.1 Maak die **Q7 Equipment**-leer oop en 'export' die navraag **Totals** na 'n 'rich text' formaat lêer en stoor dit as **Q7_Export**. (3)
- 7.2 7.2.2 Voer die data 'Import data' van die Register werkbld in na die **Q7_Employee Register**-sigblad na die tabel genaamd **Import**. (3)
- Stoor die leer as **Q7 Integration**-lêergids. (1)
- 7.3 Maak die **Q7 Letter** oop as 'n databron en gebruik die **Q7 List**-sigblad table vir 'n possamevoeging ('Mail Merge'). (2)

- (2) Voeg die samevoegingsvelde <<**naam en van**> in jou dokument. (1)
- (1) Sorteer die briewe in stygende order van die van-velde ('surname'). (2)
- 7.4 Maak die **Q7 Egos Salon**-sigblad oop. (1)
- 7.4.1 Aanvaar die veranderingspoor ('track change') op die **Extra** werkbld. (1)
- 7.4.2 Skakel die veranderingspoor af. (1)
- 7.4.3 Herbenoem **Income** werkbld na **Egos_Income**. (1)
- 7.4.4 Verwyder die kommentaar in **Sel C4** op die **Income** werkbld. (1)
- Stoor en maak die sigblad toe. [20]

TOTAAL: 180

6.5 Verander die gedeelte van die dokument onder die paragraaf "You must" na 'n hoofletter alfabetiese lys ('Upper case alphabetical list').

Voorbeeld:

- A. be a South African citizen

B. be at least 16-years-old

C. and have a green, bar-coded ID book
- (2)

6.6 Voeg 'n hiperskakel onderaan die paragraaf "To vote..." met die lêer **isiXhosa.pdf** gevind in die **Q6_Webdesign**-lêergids en skakel dit met die teks "important".

(4)

6.7 Die tabel onderaan die paragraaf "You can Apply ..." moet soos die onderstaande voorbeeld formateer word:

ACCOMMODATION		
TYPE	RESORT NAME	RATE
Chalet	The Twins	R550
Self-Catering	Times Travel	R330
Hotel	Osner Hotels	R1 630

- 'n byskrif ('caption') "ACCOMMODATION" moet vertoon
- tabel opskrifte moet in skuinsdruk wees
- alle data moet korrek ingevul wees

(6)

Stoor en maak die dokument toe.

[20]

VRAAG 6

Een van die verkiesingsbewusmakingskomitee-lede het 'n webblad geskep om die mense oor die verkiesingsprosesse in te lig asook wat nodig is om te stem. Maak die **Q6Webdesign**-lêer in die **Notepad**-program oop. Voer die onderstaande instruksies uit. Gebruik die **Notepad**-program om die webblad te redigeer. Die finale webblad moet soos volg lyk:



IEC

Street address

27 Camerton road,Seaview,Johannesburg

To vote in elections, you must register as a voter. You only have to register once, unless you move or your voting district changes.

Who can register?

You must

A. be a South African citizen

B. be at least 16 years old

C. and have a green, bar-coded ID book.

When can I register?

You can apply for registration at any time however, to be able to vote in a specific election, you must be registered before the election date is proclaimed (published in the Government Gazette) by the President. The Voters' Roll for a specific election closes at 5pm on the day of proclamation. Contact your Municipal Electoral Office for details.

Important

ACCOMODATION

TYPE	RESORT NAME	RATE
The Twins	Chalet	R5500
Self Catering	Times Travel	R330
Hotel	Osner Hotels	R1 630

- 6.1

Die titel van die webblad moet "Election Help" wees.

(1)
- 6.2

Die opskrif "IEC" moet op die bladsy gesentreerd wees.

(1)
- 6.3

Voeg die prent genaamd **IEC.jpg** wat in die **Q6Webdesign**-lêergids gevind kan word bo die opskrif, "IEC" van die webblad in. Stel die prent horisontaal regs in lyn van die webblad.

(3)
- 6.4

Formateer die paragraaf opskrif "when can I register" deur die volgende kriteria te gebruik:

(3)

- font: comic sans ms
- grootte: 6
- kleur: groen

5.12 Voeg 'n berekende veld genaamd **Deposit** by die navraag geskep in VRAAG 5.11. Die nuwe veld moet 25% van die **Rate**-veld bereken en as 'n geldeenheid vertoon.

(4)

Stoor en maak die **Ward_Reps navraag** toe.

VORM:

5.13 Bring die volgende veranderinge aan die **MyVote**-vorm aan:

5.13.1 Voeg die **SA_Flag** prent wat in jou **Image**-lêer gevind kan word in die vormboskif ('Form Header') as 'n "logo" in.

(1)

5.13.2 Verander die grootte van die prent na 4 cm x 4 cm en regs inlynstelling.

(1)

5.13.3 Verander die agtergrond kleur van die vorm velde na geel.

(1)

5.14 Voeg 'n keuselys ('Combo Box') vir die **T-shirt Size**-veld. Die keuses wat in die "Combo Box" vertoon moet word is: S, M, L, XL en XXL.

(4)

Stoor en maak die vorm toe.

VERSLAE:

5.15 Bring die volgende veranderinge aan die **Total Costs**-verslag aan deur die volgende kriteria te gebruik:

- Verander die bladsyoriëntasie na landskap

(1)

- Vertoon vandag se datum in 'n etiket aan die einde van die navraag

(1)

- Groepeer die data volgens die **T-shirt size**-veld en sorteer dit

(2)

- Volgens die **Ward Representative**-veld

(2)

- Gebruik 'n funksie om die totale van elke groep te bereken

(2)

Stoor en maak die verslag toe.

[40]

VRAAG 5

Die data wat tydens die registrasie van wyksverteenwoordigers ('Ward Representatives') ingesamel is, is in 'n databasis ingevoer. Help mnr. Johnson se bestuurspan om die data aan te pas waar nodig sodat dit as nuttige inligting gebruik kan word.

Maak die **Q5_Reps Info**-databasis oop.

TABELLE:

Die volgende vrae is van toepassing op die **Ward_Reps**-tabel.

- 5.1
- Verander die **Contact No**-veld met behulp van die volgende kriteria:
- Datatype ("Data Type"): Text
 - Veldgrootte ("Field size"): 10
 - Toevoermasker ("Input Mask"): beperk die invoer bv. 074 987 4422
- (3)

- 5.2
- Voeg 'n nuwe veld boaan die Ward Representative's-veld by met die naam **Title**.
- (2)

- 5.3
- Formateer die veld **Title** (geskep in **VRAAG 5.2**) sodat dit die volgende lys kan vertoon: "Mr", "Mrs" of "Prof". ("**Prof**" veld moet die verstek veld ('Default field') wees).
- (3)

- 5.4
- Sorteer die **Ward Representative's**-veld in stygende order.
- (1)

- 5.5
- Verander die naam van die **Computers**-veld na **Computer Skills**.
Nota: Moet nie die herbenoemingsfunksie gebruik nie.
- (2)

- 5.6
- Verander die eienskappe van die **'Ward'**-veld sodat die teks in **hooftletters** sal vertoon.
- (1)

- 5.7
- Stel 'n valideringsreël ('Validation Rule') met valideringstekes ('Validation Text') om te verseker dat die **Gender**-veld slegs "F" en "M" sal aanvaar en voeg 'n geskikte beskrywing by.
- (3)

- 5.8
- Voeg 'n primêre sleutel ('**Primary Key**') by die mees gepaste veld in die tabel.
- (1)

- 5.9
- Plaas die **T-shirt Costs**-kolom tussen die **T-shirt size** en **Computer Skills**.
- (1)

NAVRAAG:

- 5.10
- Maak die Ward_Reps-navraag oop.
Formateer die navraag om slegs die 'manlike' **Ward Reps** wat 'n 'advance' computer skills en 'medical aid' het, se **records** sal vertoon.
- (3)

- 5.11
- Skep 'n nuwe navraag gebaseer op die **Accommodation**-tabel.
Noem die navraag "**Voters Accom**".
Vertoon al die databasis-velde van die tabel.
Verskuil ('Hide') **contact number**-veld.
- (1)
- (1)
- (1)

VRAAG 4

Die inligting van die wykverteenvoordigers is op die Q4_Ward_Reps_Wyk_Verteenvoordiger-sigblad gestoor.

Maak die Q4_Ward_Reps sigblad oop en werk in die Ward_Reps-werkblad:

- 4.1
- Mnr. Johnson voeg die "Ward Representatives" se kontakbesonderhede in die reeks D3:D28, maar die telefoonnommers bly verkeerd vertoon. Korrigeer dit sodat die telefoonnommers korrek in die selle soos in die voorbeeld vertoon, bv. 0712444567.
- (2)

- 4.2
- Voeg 'n formule in sel F3 om die verkoopsbelasting ('BTW') te bereken as 14% van elke kandidaat se fooi wat later as donasie vir liefdadigheid geskenk sal word. (Die 'VAT' is in sel L2.)

- (3)
- (Gebruik 'n absolute selverwysing.) Kopieer die formule na onder toe in die kolom.

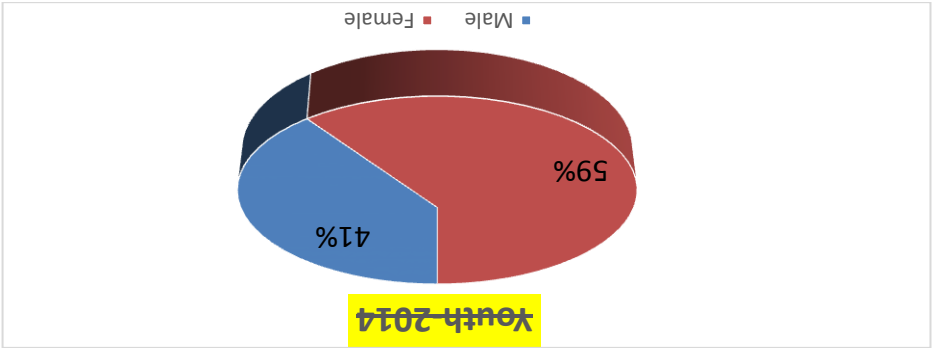
- 4.3
- Gebruik 'n funksie in sel E33 om die totale bedrag wat deur die kandidate van **Wyk Fynbos** ('Ward Fynbos') bygedra was, te bereken.
- (4)

- 4.4
- Gebruik 'n toepaslike funksie in sel C35 om die aantal vroulike kandidate wat die wyksverkiezing gaan deelneem te bereken.
- (2)

- 4.5
- Voeg 'n funksie in sel D36 om die aantal kandidate te bereken wat nie hul kontak besonderhede vir die organiseerders ingedien het nie.
- (2)

- 4.6
- Alle kandidate word uniek geïdentifiseer deur gebruik te maak van hul ID-nommers. Gebruik 'n geskikte opsoekfunksie in J12 om Mrs C. Johnson se ID-nommer op te soek.
- (5)

- 4.7
- Stel 'n grafiek saam deur gebruik te maak van die data in selle G14:H14 en die volgende opsies:
- Skep 'n 3D sirkelgrafiek soortgelyk aan die onderstaande voorbeeld.
 - Vertoon die databyskrifte ('data labels') as persentasie
 - Die titel 'Youth-2014' moet bo aan die grafiek vertoon
 - Die font moet vet- en skuinsdruk wees
 - Voeg 'n ('strikethrough') effek en
 - 'n Geel soliede vulkleur.
- (1)
- (1)
- (1)
- (1)
- (1)
- (1)



Stoor en maak die dokumente toe.

[24]

- 3.11 Gebruik 'n toepaslike funksie in sel D26 om 'n ewekansige ('random') getal tussen 10 en 20 te vertoon.
- (2)
- 3.12 Wyk "bu*012" besluit om geld aan die verkiesingskomitee te skenk. Gebruik 'n toepaslike funksie in sel H27 om die uitstaande bedrag te bereken. Gebruik die volgende inligting om jou te help:
- (Voeg 'n kolom "Amount donated" om die donasie te bereken.)
- As daar minder as 70 kiesers is, sal slegs 8% geskenk word, en vir 100 of meer kiesers sal 12% geskenk word.**
- (3)
- 3.13 Voeg Suid-Afrikaanse geldeenheid op die sigblad waar nodig.
- (1)
- Stoor en maak die dokumente toe.
- [27]

VRAAG 3

Die sekretaris wil 'n sigblad gebruik om rekord te hou van die persoonlike besonderhede en finansiële bydrae van die wyksleiers tydens die verkiesingsveldtog. Maak die **Q3_Budget_Begroting** oop wat in jou **EXAM DATA_2014** lêergids gevind kan word en werk in die **Wards_2014** werkblad.

3.1 Maak seker dat alle data in kolom B sigbaar is. (1)

3.2 Verander die tabelnaamkleur ('tab colour') van die Wyk_2014 werkblad na blou. (1)

3.3 Plaas 'n hiperskakel ('hyperlink') op die woord Wards in sel A1 wat gekoppel is met die prent **thumb.jpg** in die **images**-lêergids. (2)

3.4 **Onthou registrasie begin daaglik om 06:00 vm.**

Bereken die hoeveelheid tyd wat die sekretaris by die verkiesingsstasie sal spandeer in **K2** indien hy elke dag twee keer 'n 1 uur breek vir etes en 2 keer teepouses van 30 minute elk neem.

Kopieer die funksie ondertoe vir al die ander dae. (3)

3.5 In sel K22, bereken die totale bedrag wat hy sal verdien vir sy tyd wat hy by die verkiesingsstasie spandeer as hy R45.25 per uur betaal word. (2)

(Onthou om eers sy tyd by die kantoor te bereken in die Reeks K2:K20.)

3.6 Elke wyk benodig 'n unieke Wyk_ID kode ('Ward_ID code'). Ontwerp in sel C2 die kode deur die eerste twee letters van die "**ward**" en die laaste drie syfers van die "**Ward Code**", te gebruik, maar dit moet deur 'n asterisk (*) geskei word, bv. 'bu*016'. (5)

Die kode moet in onderskrif wees.

3.7 Die bedrag verskuldig deur elke wyk word bereken deur die aantal geregistreerde kiesers te vermenigvuldig met die registrasiefooi per persoon. Maak gebruik van 'n formule om die bedrag verskuldig ('**Total due**') in sel H2 te bereken. (1)

3.8 Voeg 'n formule in sel J2 om die uitstaande bedrag ('**amount still outstanding**') te bereken. (2)

Kopieer die formule ondertoe om al die wyke met uitstaande gelde te wys.

3.9 Voeg 'n gepaste funksie in sel D25, om die aantal wyke te bereken. (2)

3.10 Maak gebruik van voorwaardelike formatering ('**Conditional formatting**') om alle wyke te formateer waar geen betaling ontvang was, na rooi fontkleur en geel-ondersstreping. (2)

VRAAG 2

Mr. Johnson wil graag 'n brosjure uitgee om die kiesers bewus te maak van die registrasie-naweek. Jy word gevra om te help met die ontwerp van die

Brosjure.

Open die dokument **Q2Broschure_Brosjure** en bring die nodige veranderinge aan:

Verwys na **Brosjure Annexure A**.

- 2.1
- Verander die kantlynne van die hele dokument na "narrow".
- (1)
- 2.2
- Formateer die hele dokument soos volg:
- (1)
- Bladsyoriëntasie na landskap
 - Maak gebruik van 'n kolomme breuk ("column break") soos aangedui in (Aanhangsel A)-die opskrif wat begin met: **You have** ... moet boaan kolom 2 verskyn en die opskrif wat begin met: **Am I** ... boaan kolom 3 verskyn.
 - Gebruik drie gelyke kolomme met 'n lyn tussen in.
- (2)

Nota: Kolomwydte (8.22 cm) en spasie (1.25 cm)

- 2.3
- Voeg 'n gpt wye kuns-raam (van jou keuse) rondom die hele dokument.
- (3)
- 2.4
- Formateer die derde kolom van die vorm ("**Am I registered**") soos volg:
- (2)
- Voeg 'n tabel vir die ID-nommer onder die opskrif "**ID Number**". Die tabel moet 13 kolomme en 1 ry hê. Die kolomme moet 0.44 cm wyd wees.
 - Voeg 'n teks-vormveld ("**Text form field next**") langs die opskrif "Municipality".
 - Voeg 'n affuimel-vormveld ("**Drop-down list**") aan die regterkant van die woord "Province" met die volgende opsies in die lys: "Western Province", "Eastern Cape", "Gauteng", "KZN" and "Northern Cape".
 - Voeg keuseblok-vormvelde ("**Check box**") aan die regterkant van die sin, "You are eligible ...".
- (1)
- 2.5
- Groepeer die prente onder die opskrif "You can find us on", soos in die voorbeeld aangedui.
- (1)
- Stoor en maak dokument toe.

[15]

1.4.4 As daar enige veranderinge aan die styl aangebring word, moet al die hoofopskrifte in die dokument se styl outomaties verander. (1)

1.5 **Plaas 'n inhoudsopgawe ("Table of content") by die dokument deur die volgende kriteria en onderstaande voorbeeld te gebruik:**

1.5.1 Formateer die teks met die Modified Heading 1-styl. (2)

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

1.5.2 In plaas van bladsynommers moet hiperskakels ("hyperlink") vertoon word. (2)

1.5.3 Toon slegs een vlak. (1)

1.5.4 Gebruik die *Modern*-styl. (1)

Identity documents 1

Re-issuing an ID book 2

1.6 Voeg die volgende in die bladsyvoetskryf van die dokument:

1.6.1 Gebruik die bladsyvoetskryf genaamd "alphabet" uit die gallery met die teks "Quote by Mandela". (2)

1.6.2 Voeg 'n deklad ("cover page") by jou dokument in enige styl, deur 'n funksie van die woordverwerkingsstoepassing te gebruik. Slegs die *hoof opskrif* van jou dokument moet op die deklad verskyn. Verwyder enige ander inligting vanaf die deklad. (2)

1.7 Voeg outomaties bladsynommering, maar dit moet nie op die deklad verskyn nie. (2)

1.8 Verander die paragraafspasiering van die hele dokument na 12pt na elke paragraaf. (2)

1.9 Voeg 'n Horisontale Watermerk wat die teks "Copy" vertoon. (2)

1.10 Vind die woord "identity" en vervang dit met die woord "ID", maar dit moet in rooi fontkleur verskyn. (3)

Stoor en maak die dokument toe.

[34]

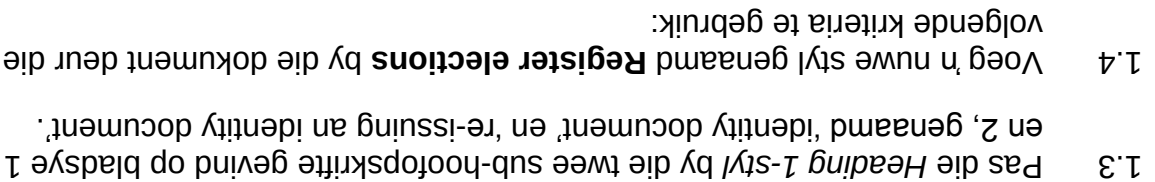
Jy was gevra om die sekretaris van die munisipale verkiesingskomitee, Mr Johnson, te help met organisering en administrasie tydens die kieserregistrasie vanaf 8 Februarie tot 9 Februarie 2014. Daar is sommige gebreke in die administrasie. As gevolg van jou ondervinding in Microsoft-toepassings gedurende die laaste drie jaar as 'n Rekenaartoepassings-technologie-leerder behoort jy te help met die organisasie, sowel as die prosessering en implementering van sekere aspekte van administrasie.

Maak die lêer **q1_id** oop.

1.1 Die hoof opskrif '*identity document*' moet in Vetdruk en Donkerblou in kleur wees.

- 1.2.1 Voeg die prent genaamd **smart ID card.jpg** wat in jou EXAM DATA-leërgids gevind kan word.

- ### 1.2.3 Plaas 'n swart, 3pt-wye raam om die prent.



- Die nuwe styl moet 'n blou paragraafraam, en 'n pienk agtergrond kleur het.

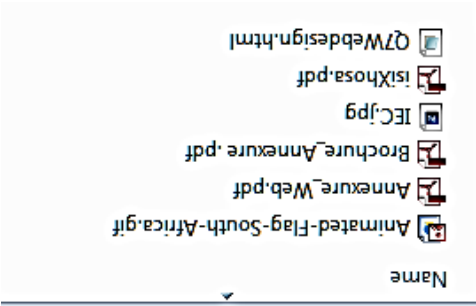
LET WEL:

Die eksamenlêergids/-datadisket wat jy saam met vraestel ontvang, bevat al die lêers wat hieronder aangedui word. Maak seker dat jy AL die lêers het voordat jy met hierdie eksamen begin.

n Lêergids genaamd **EXAM DATA**

met lêers en 'n sub-lêer genoem:

- Q1_ID Woordverwerkinglêer
- Q2_Brochure_Brosjûre Woordverwerkinglêer
- Q3_Budget_Begroting Sigbladlêer
- Q4_Ward_Reps_Wyk_Verteenwoordiger Sigbladlêer
- Q5_Reps Info Databasislêer
- Q6_Webdesign Lêergids
- Q6_Files



- Q7_Egos Salon Woordverwerkinglêer
- Q7_Integration Woordverwerkinglêer
- Question7_Data Lêergids
- Images Lêergids

INSTRUKSIES EN INLICHTING

1. As gevolg van die aard van hierdie drie-uur-eksamen, is dit belangrik om daarop te let dat jy NIE toegelaat sal word om die eksamenlokaal voor die einde van die eksamensessie te verlaat NIE.
2. Tik jou eksamennummer in die bladsybooskriif ('header') van ELKE dokument wat jy skep of stoor.
3. Die toesighouer sal 'n disket met AL die lêers wat vir die eksamen benodig word, aan jou gee, OF jy sal ingelig word waar die lêers op die netwerk of rekenaar gevind kan word. Indien 'n disket aan jou uitgereik is, moet jy jou sentrumnummer en eksamennummer op die etiket skryf. Indien jy op die netwerk werk, moet jy die instruksies volg wat deur die toesighouer gegee word.
4. 'n Kopie van die meesterlêers ('master files') sal by die toesighouer beskikbaar wees. Indien daar enige probleme met 'n lêer is, mag jy die toesighouer vir 'n ander kopie vra.
5. Maak seker dat jy elke dokument stoor deur die lêernaam wat in die vraestel gegee word, te gebruik. Stoor jou werk gereeld as 'n voorsorgmaatreeël teen moontlike kragonderbrekings.
6. Lees deur ELKE vraag voordat jy dit beantwoord of die probleem oplos. MOENIE meer doen as wat deur die vraag vereis word NIE.
7. Aan die einde van die eksamen moet jy die disket wat deur die toesighouer aan jou gegee is, inlewer met AL die lêers daarop gestoor, OF jy moet seker maak dat AL die lêers op die netwerk/rekenaar gestoor is, soos deur die toesighouer/onderwyser aan jou verduidelik is. Maak absoluut seker dat AL die lêers gelees kan word.
8. Let daarop dat GEEN drukwerk vereis word nie.
9. Gedurende die eksamen mag jy van die hulpfunksies van die programme wat jy gebruik, gebruik maak. Jy mag GEEN ander hulpbronnemateriaal gebruik NIE.
10. Indien data afgelei is uit 'n vorige vraag wat jy nie kon beantwoord nie, moet jy steeds voortgaan met die vrae wat volg.
11. Tensy anders aangedui, moet formules en/of funksies vir ALLE berekeninge in vrae oor sigblaie gebruik word. Gebruik absolute selverwysings slegs waar nodig, om seker te maak dat formules korrek is wanneer jy dit na ander selle in 'n sigblad kopieer.
12. Vir ALLE vrae oor woordverwerking moet jy die taal op 'English (South Africa)' stel. Die papiergrootte word as A4 Portret ('Portrait') aangeneem, tensy anders aangedui.
13. Alle meeteenhede moet op sentimeter gestel word.
14. Hierdie vraestel bestaan uit sewe vrae. Beantwoord AL die vrae.

**NASIONALE
SENIOR SERTIFIKAT**

GRAAD 12

SEPTEMBER 2014

REKENAARTOEPASSINGSTECHNOLOGIE V1

PUNTE: 180

TYD: 3 uur

