

## Module 7.3 Activity 7 Sample Paper [Time: 3 hours, Marks: 150]

### Theme: Romeo and Juliet Production

*The school will be staging their annual drama production early in 2016. There are a number of people involved, and it has been decided to start the planning process well in advance.*

### Question 1 – Word processing

*The Drama Department has put out a memorandum which needs to be finalised.*

Open the document 1\_Memo.

- 1.1 Change the page size to A4. (1)
- 1.2 Change the left margin to be the same size as the right margin. (1)
- 1.3 Locate the text 'memorandum – esperanza high school' at the top of the document.  
Format the text as follows:
  - Change the text to uppercase.
  - Change the space after the paragraph to 8 pt. (2)
- 1.4 Locate the yellow placeholder next to the text 'Date:' on the first page.  
Replace the yellow placeholder with the current date as a field that appears in the DD MMM YYYY format, e.g. 12 Nov 2015. (2)

The top part of the memorandum should now appear as follows:

#### MEMORANDUM – ESPERANZA HIGH SCHOOL

**To:** SMT Members, Governing Body Chairman  
**From:** Drama Head  
**Subject:** School Production 2016 – Romeo & Juliet  
**Date:** 12 Nov 2015

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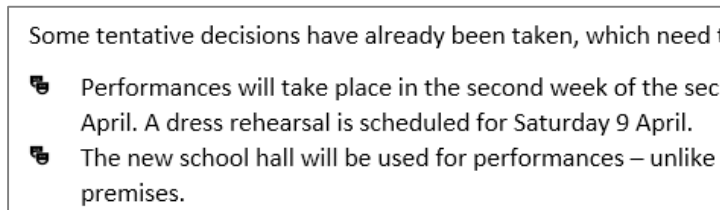
- 1.5 Locate the Drop Cap on the first page and change it to appear as follows:

**F**urther to our  
the 2016 drar  
important that th  
event in the scho

- (3)
- 1.6 Locate the text in red 'HIP2B2' in the first paragraph.  
Change the text to appear as follows: HIP2B<sup>2</sup> (1)

1.7 Locate the bulleted list on the first page.

- Change the indentation of the list to appear as in the screenshot below (without the border). Only the top part of the screenshot is shown.



*Note that the bullets are against the left margin.*

- Replace the em-dash in the second list item with an en-dash.
- Locate the text in blue 'Note: the coding ... class.' in the last bulleted item. Place this text on the next line, but without creating another bulleted item or a new paragraph.

(4)

1.8 Locate the graphic under the heading 'Official logo'.

Change the layout of the graphic to appear as follows:



(2)

1.9 Locate the table under the heading 'Production team'.

Change the table to appear as follows:

Production Team				
Name	Surname	Cell Number	Role	Rate / hour
Keneilwe	Dhaya	0721014254	Costume Designer	R 150.00
Keenan	Orien	0821145784	Musical Producer	R 160.00
Nivesh	Pillay	0844765810	Choreographer	R 175.00
Bernard	Robert	0736622589	Soundtrack Producer	R 150.00
Pieter	Steenkamp	0821147548	Photographer	R 130.00
Average rate / hour				R 153.00

Do the following:

- Shade the top row a (light) colour of your choice.
- Change the height of the top row to 1 cm exactly.
- Delete the row containing the details of Joe Neveling.
- Change the borders of the bottom row to match the example above.
- Sort the members by their surnames.
- Add a suitable *Word* formula in the bottom right cell.
- Autofit the table to its contents.

(7)

1.10 Locate the heading 'Auditions' on page 2.  
Change the style of the heading to the R&J style. (1)

1.11 Locate the italicised list of roles ('Romeo' down to 'Anthony') under the heading 'Auditions'.  
Use tab settings at 1 cm and 15 cm so that the list of roles will be displayed as shown below. Only the first few lines are shown (ignore the border):

<i>Romeo</i>	_____	<i>son of Montague</i>
<i>Juliet</i>	_____	<i>daughter of Capulet</i>
<i>Mercutio</i>	_____	<i>kinsman of the Prince and friend of Romeo</i>
<i>Benvolio</i>	_____	<i>nephew of Montague and friend of Romeo</i>

(5)

1.12 Locate the heading 'Agenda for planning meeting'.  
Insert a page break to ensure that this heading appears at the top of the next page. (1)

1.13 Locate the numbered list under the heading 'Agenda for planning meeting'.  
Add the additional agenda item and format the list to appear as follows:

1. Duties and responsibilities
2. Auditions
3. Advertising
4. Finance and budgeting
5. General

(3)

1.14 Locate the paragraph and the image under the heading 'Conclusion'.  
Change the image so that the paragraph is displayed as follows:

### Conclusion

On behalf of the Drama Department I would like to thank the Principal and other staff of the school for being so supportive of us in our annual drama production. This is a highlight of the school year for many learners. We know that it counts towards the practical mark of those who take Dramatic Art as an elective subject, but it goes further than that: all the world is indeed a stage and, even if we are only 'merely players', to have been allowed the opportunity to play our several parts well is all that we could ask.



(3)

**Save the document and close it.**

**[36]**

## Question 2 – Word processing

A poster inviting auditions has been created. The poster needs to be finalised.

Open the document **2\_Poster**.

When you have completed this question your document should look similar to the following:



2.1 Change the WordArt 'Auditions' at the top of the document as follows:

- The font size of the WordArt must be 72 pt.
- Change the shape of the WordArt, i.e. 'stretch' it so that the letters are not all the same size. Two possible shapes are shown below:



(2)

2.2 Ensure that the entire star shape is visible in front of the image of the curtain.

(1)

2.3 Ensure that all the graphics on the page, besides the WordArt and the Watermark, can be manipulated as a single unit.

(2)

2.4 Remove the hyperlink from the text 'dramadept@esperanzahigh.co.za'. (Do not delete the text itself.)

(1)

- 2.5 Change the colour of the text 'BE PART OF SOMETHING BIG' to red. (1)
- 2.6 Remove the watermark. (1)
- 2.7 Change the page border to an Art page border of your choice. (1)
- 2.8 Add a (light) page colour of your choice. (1)

**Save the document and close it. [10]**

### Question 3 – Word processing

*An information letter has been drafted to inform all role-players of the results of the auditions, and to provide further information.*

Open the document **3\_InfoLetter**.

- 3.1 Locate the greyscale image at the left side of the letterhead.  
Reset the image to its original colours. (1)
- 3.2 Locate the telephone number in blue in the letterhead.  
Insert the symbol of a telephone (Wingdings character code 40) on the left side of the telephone number. (1)
- 3.3 Locate the comment on page 1.
  - Carry out the instruction contained in the comment.
  - Delete the comment. (2)
- 3.4 Locate the table under the heading 'Cast'.  
Make the necessary changes to ensure that the learners' names and roles are displayed as follows:
 

*Romeo: Lwando Dyasi*  
*Juliet: Cehane Tavares*  
*Mercutio: Jabu Miller*  
*Benvolio: Nicholas Van der Zwan*  
*Paris: Neill Theunis*  
*Montague: Liam Swartz*  
*Lady Montague: Collette Chivers*  
*Capulet: Albertus Meyer*  
*Lady Capulet: Jerone Mahleza*  
*Tybalt: John Themba*  
*Nurse: Tara Oelofse*  
*Peter: Dennis Makoba*  
*Friar Laurence: Richard Diaz*

 (4)

- 3.5 Locate the green shaded columns of text under the heading 'The balcony scene'.
- Remove the green shading from all the text.
  - Change the spacing between the columns to 1 cm.
  - Make the necessary changes so that the second speech of Romeo appears at the top of the second column, as shown below (only the top part is shown):

<b>ROMEO</b>	<b>ROMEO</b>
She speaks:	Shall I hear more, or shall I speak at this?
O, speak again, bright angel! for thou art	<b>JULIET</b>
As glorious to this night, being o'er my head	'Tis but thy name that is my enemy;
As is a winged messenger of heaven	Thou art thyself, though not a Montague.
Unto the white-upturned wondering eyes	What's Montague? it is nor hand, nor foot,

(4)

- 3.6 Locate the paragraph in blue under the heading 'Production team and crew'.

- Add a red, 3 pt paragraph border only to the left side of this paragraph.
- Change the line spacing of the paragraph to Multiple 1.2

(4)

- 3.7 Locate the yellow shaded text under the heading 'Advertising and ticket sales'.

Hyperlink the yellow shaded text to the PowerPoint presentation **5\_RomeoJuliet**.

(2)

- 3.8 Locate the image under the heading 'Advertising and ticket sales'.

Remove only the reflection from the image. (Do not add or change any other picture formatting options.)

(1)

- 3.9 Perform a spell check only on page 3 of the document, and correct the spelling errors.

(2)

- 3.10 Locate the table under the heading 'Practice times for learners'.

Change the table to appear like the following example:

		Mon	Tue	Wed	Thu	Fri	Sat
		4 April	5 April	6 April	7 April	8 April	9 April
TIMES	13:00					Lead Cast	Full Dress Rehearsal Cast and Crew
	14:00		Support Cast		Support Cast		
	15:00						
	16:00		Lead Cast		Lead Cast		
	17:00			Music Ensemble			
	18:00						
	19:00						

Note the following:

- The direction of the text 'TIMES' in the leftmost cell has been changed as shown.
- The practice for the Music Ensemble has moved from Monday to the open 3 hour slot on Wednesday.
- The Full Dress Rehearsal Cast and Crew on Saturday has been extended for an additional hour.
- All the text has been centre-aligned.

(5)

- 3.11 Locate the text 'Room 34' under the heading 'Competition time!'.  
Ensure that the entire text 'Room 34' will always remain together on one line and never be split by word-wrapping over two lines. (1)
- 3.12 Locate the table under the heading 'Competition time!'.  
The entire text of the play is contained in the document **FullText** in your exam folder.  
Open and use the document **FullText** to determine the following:
- The character or person in the play who said '*Wisely and slow; they stumble that run fast.*' (the name of the person appears alongside the text).  
Enter your answer in the space provided in the **3\_InfoLetter** document (light green cell).
  - The number of times the name 'Romeo' appears in the document **FullText**.  
Enter your answer in the space provided in the **3\_InfoLetter** document (light blue cell). (2)
- Close the document **FullText**.
- 3.13 Locate the paragraph under the heading 'Hoodies'.  
Correct the spacing mistakes in the paragraph. (3)
- 3.14 Locate the double straight quotation mark at the end of the first paragraph under the heading 'Closing thoughts'.  
Replace this double straight quotation mark with a double smart quotation mark. (1)
- 3.15 Enter the current file name and its path as a field in the header of the document. (3)
- 3.16 Insert automatic page numbers, noting the following:
- The page numbers must be displayed at the bottom centre of the pages.
  - The format must be 'Page X of Y'. (3)
- 3.17 Change the document's hyphenation options to limit the number of consecutive hyphens in the document to 1. (1)
- Save the document and close it. [40]**

## Question 4 – Spreadsheet

*A spreadsheet containing several worksheets has been created to keep track of ticket sales for the drama production.*

Open the spreadsheet **4\_Tickets** which contains the following worksheets:

- **10A, 10B and 10C:** Contain details of tickets sold for the five performances, by learners in the Grade 10 classes.
- **Summary:** Contains a summary of ticket sales by each class.
- **Graph:** Empty worksheet.

**Important:** If you are requested to insert a function or formula in a single cell, you must ensure that the function / formula will work correctly if it is copied to other appropriate cells in that particular column or row.

Work in the **10A** worksheet.

- 4.1 Change the height of the first row to 30 pt. (1)
- 4.2 Merge and centre cells A1:C1. (1)
- 4.3 Left-align the names in column A. (1)
- 4.4 The cellphone number of Luke Keyter in cell C3 is displayed without the leading zero. Make the necessary correction. (1)
- 4.5 Format the amounts in column J (Total Value) as Currency in South African Rands. (1)
- 4.6 Delete column K (Paid). (1)
- 4.7 Sort the learners by Surname. (1)
- 4.8 Display the gridlines in the worksheet. (1)

**Save the spreadsheet, but do not close it yet.**

Work in the **10B** worksheet.

- 4.9 The number of tickets sold by the learners for the performances from Monday 11 April to Saturday 16 April are stored in columns D to H.  
Use a function in cell I3 to determine the total number of tickets sold by Robin Alexander. (2)
- 4.10 The tickets cost R35 each.  
Use a formula in cell J4 to calculate the total value of the tickets sold by Rajeet Bushra.  
Copy the formula down for all the other learners. (3)



- 4.11 Each learner has been allocated a random number between 1 and 1000 (column K) for a lucky draw competition.  
The function in cell K5 contains errors.  
Correct the function in cell K5, so that it displays a random number between 1 and 1000. (2)
- 4.12 Use a function in cell F28 to determine the number of learners who sold tickets for the performance on Thursday 14 April. (2)
- 4.13 Use a function in cell D30 to determine the most common number of tickets sold by a learner for any of the five performances. (2)
- 4.14 Use a function in cell D32 to determine the number of learners who sold a total of 10 or more tickets. (3)
- 4.15 Open the *Word* document **LuckyDrawSheet**.  
Copy the names, surnames and lucky draw numbers of all the learners in the Grade 10B class, from the **10B** worksheet, and paste these in the spaces provided in the *Word* document.  
Save and close the *Word* document. (2)

**Save the spreadsheet, but do not close it yet.**

Work in the **Summary** worksheet.

The number of tickets sold by the three Grade 10 classes for the five performances are stored in cells B3:D7.

- 4.16 Change the formatting of the column headings at the top of columns A to E to appear as follows:

	A	B	C	D	E
1	<b>Dates of Performances</b>	<b>Tickets Sold</b>			<b>TOTALS</b>
2		<b>10A</b>	<b>10B</b>	<b>10C</b>	

*Note:* Do not change or remove any of the fill colours. (4)

- 4.17 The total number of seats in the theatre is stored in cell H2.  
Use a formula in cell G6 to calculate the percentage of seats that have been filled (i.e. for which tickets have been sold) for the performance on Friday 15 April. (3)
- 4.18 Use a function in cell D13 to determine the highest number of tickets sold for a performance by the Grade 10C class. (2)
- 4.19 Use a function in cell D15 to determine the average number of people attending a performance.  
Format the answer as a whole number. (3)

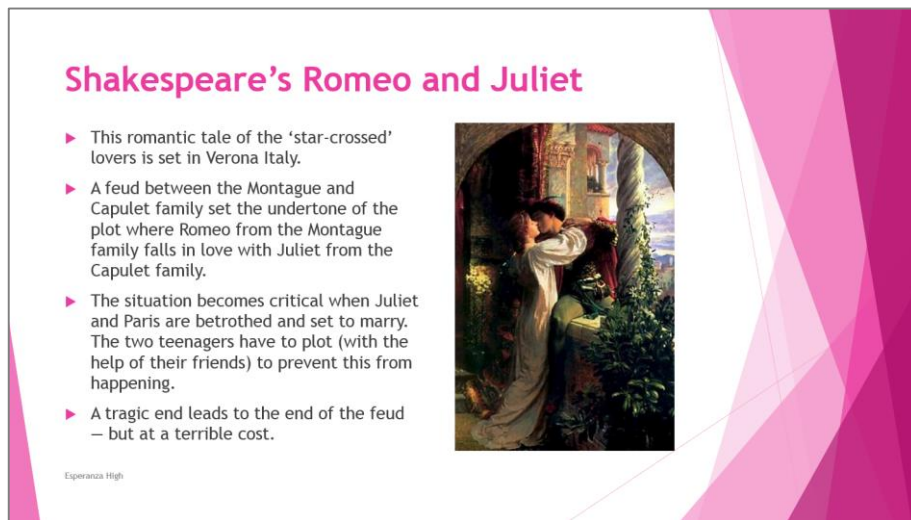
- 4.20 According to the number of tickets sold so far, there are still some seats available for each of the five performances.  
Use the information contained in this worksheet to calculate and display in cell D17 the additional amount of money that could be made from ticket sales, if the theatre were to be fully booked for all the performances (i.e. all the tickets sold). (5)
- 4.21 Format the date in cell B19 so that it is displayed as follows:  
Thursday 12 Nov 2015  
Do not change the function in this cell. (1)
- 4.22 Create a bar chart to show the total number of tickets sold for each of the five performances.  
*Note the following:*
- Chart type: Bar chart
  - Chart title: Romeo and Juliet
  - Title of vertical axis: Performances
  - Title of horizontal axis: Tickets sold
  - Store the chart in the **Graph** worksheet. (6)
- 4.23 Remove the page number from the footer of the **Summary** worksheet. (1)
- 4.24 Remove the colour from the **Summary** worksheet tab. (1)
- 4.25 Change the order of the worksheet tabs to appear as follows:
- |     |     |     |                |       |
|-----|-----|-----|----------------|-------|
| 10A | 10B | 10C | <b>Summary</b> | Graph |
|-----|-----|-----|----------------|-------|
- (1)
- Save the spreadsheet and close it.** [51]

## Question 5 – PowerPoint

A PowerPoint presentation has been created to promote the production.

Open the PowerPoint file **5\_RomeoJuliet** and do the following:

- 5.1 Add the text 'Esperanza High' to the footer of all the slides, except the title slide. (3)
- 5.2 Add the Fade transition effect to all the slides. (2)
- 5.3 Add the image **BalconyScene** to slide 2.  
Arrange the bulleted text and the image so that the finished slide appears similar to the following:



- 5.4 Open the text file **MoreInfo**. Copy all the text and add it as a presenter's note to slide 3.  
Close the file **MoreInfo**. (2)
- 5.5 Remove the animation effect from slide 4. (1)
- 5.6 Swap the order of slides 5 and 6. *List of roles* must be slide 5 and *List of roles (continued)* must be slide 6. (1)
- 5.7 Change the slide layout of the blank slide 8 to 'Title and Content'. (1)
- 5.8 Remove slide 10 from the presentation. (1)

**Save the presentation and close it.** [13]

**TOTAL : 150**