**Computer Applications Technology**

**Study Opportunities**

**Grade 10**

**November 2014**

**Paper 1 Practical**

Time: 3 hours Marks: 150

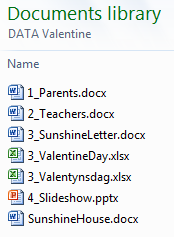
This paper consist of **12** pages (title page included)

**Instructions and information**

1. Note that you will not be allowed to leave the examination venue before the end of the examination period.
2. Save your work at regular intervals.
3. Read through each question before answering or solving the problem. Do not do more than is required by the question.
4. Note that no printing is required.
5. During the examination you may make use of the help facilities of the programs which you are using. You may not use any other resource material.
6. Note that if data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
7. Formulas and/or functions must be used for all calculations in questions involving spreadsheets unless specified otherwise – in other words do not manually calculate and type in the answers!

***Please note****:*

You will receive together with the question paper an examination folder called **DATA Valentine**, which contains the following files:



This folder will be referred to as your *exam folder*.

***Theme: Valentine’s Day***

*The celebration of Valentine’s Day forms one of the school’s main fund-raising events, and it has been decided to plan the 2015 event well in advance. Parents and other role-players need to become involved and costing needs to be worked out.*

**Question 1 – Word processing**

*A document has been created for the parents, containing information on the Valentine’s Day 2015 celebrations. The document needs to be edited before it can be sent out.*

Open the document **1\_Parents**.

1.1 Change the paper size to A4 and set the bottom margin to 1.5 cm. (2)

1.2 Remove the page border from the whole document. (1)

1.3 Format the heading ‘VALENTINE’S DAY 2015 NEWSLETTER’ at the top of page 1 to appear as follows:

*Note the following:*

* Right-alignment of text
* Font size: 16 pt
* Bottom paragraph border: red, 3 pt (4)

1.4 Locate the red text ‘Good news!’ on page 1.

Insert a soft return after this text, so that the sentence after it, ‘We have decided …’, starts on a new line (but without starting a new paragraph). (1)

1.5 Locate the paragraph of pink shaded text on page1.

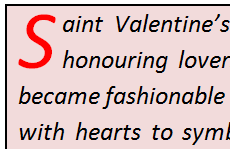
1.5.1 Remove the indentation of the paragraph, so that it is against the left margin. (1)

1.5.2 Change the line spacing of the paragraph to Multiple 1.15. (1)

1.5.3 Place a thin black border around the paragraph. (1)

1.5.4 Insert a Drop Cap on the first letter of the paragraph.

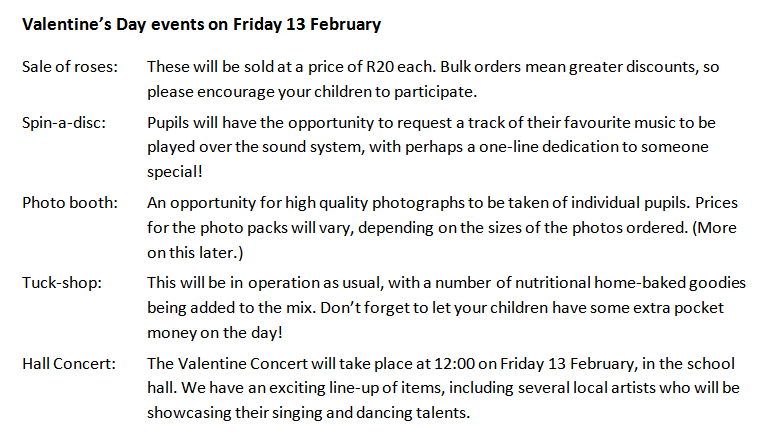
* The position and size (lines to drop) of the Drop Cap must be as in the example shown below.
* The distance of the Drop Cap from the text must be 0.1 cm.
* The colour of the Drop Cap must be red. (4)



1.6 Replace all occurrences of the word ‘learners’ throughout the document with the word ‘pupils’. (2)

1.7 Locate the list of events under the heading ‘Valentine’s Day events on Friday 13 February’.

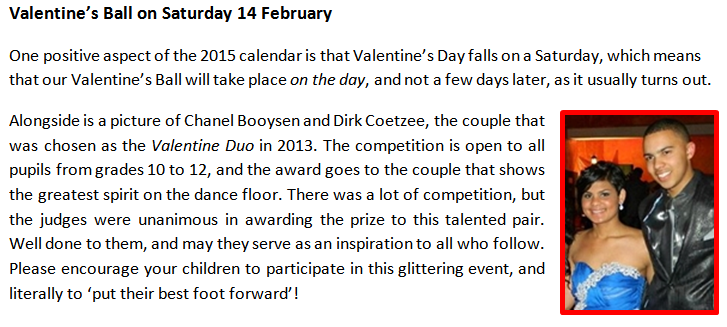
Use hanging indents at 2.75 cm to format the list of events, as in the example below: (3)



Please note that you do not have to add a border.

1.8 Locate the picture and the two paragraphs under the heading ‘Valentine’s Ball on Saturday 14 February’.

Place the picture against the right hand margin, next to the second paragraph, and format the picture and the paragraph to appear as in the example below:



* The text wraps around the left side of the picture.
* The picture has been cropped to show the centre couple only.
* The paragraph next to the picture has been fully justified. (4)

1.9 Locate the Reply Slip on the last page of the document, and round it off as follows:

1.9.1 Ensure that the entire highlighted date ‘14 November 2014’ will always remain together on one line and never be split by word-wrapping over two lines. (2)

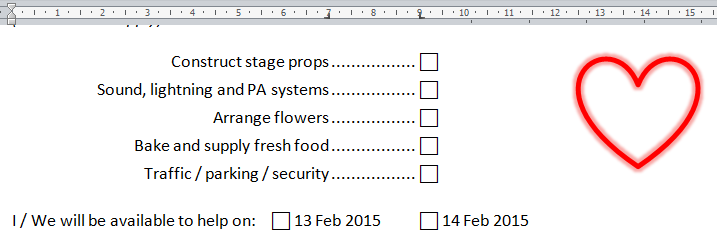
1.9.2 Insert the symbol of a scissors (Wingdings character code 34) at the left side of the dotted ‘tear-off’ line. (1)



1.9.3 Apply double underlining to the heading ‘**VALENTINE’S DAY 2015 SURVEY OF SKILLS / AVAILABILITY**’**.** (1)

1.9.4 Remove the arrow only from the graphic of the heart with the arrow. (1)

1.9.5 Use tab settings at 7 cm and 9 cm to format the Skills and Availability section as shown in the following example:



* The tab leader line between the dates 13 Feb 2015 and 14 Feb 2015  
  has also been removed. (4)

1.10 Perform a spell check on the document to remove any spelling mistakes. (2)

**Save the document and close it. [35]**

**Question 2 – Word processing**

*A separate document has been created for the teachers, to inform them and help them prepare for the event.*

Open the document**2\_Teachers**.

2.1 Delete the comment on page 1. (1)

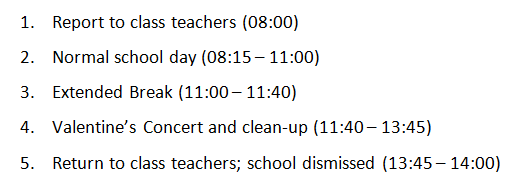
2.2 Move the shaded paragraph on page 1 so that it will be the first paragraph below the title of the document.

Remove any empty or ‘blank’ paragraphs that are created. (2)

2.3 Apply the *Heading 1* style to the heading ‘Shortened school day (Fri 13 Feb)’. (1)

2.4 Locate the numbered list under the heading ‘Shortened school day (Fri 13 Feb)’.

Change the format of the automatic numbering as shown in the example below:

 (1)

2.5 Remove the hyperlink from the e-mail address in the paragraph under the heading ‘Fund-raising items’. (1)

2.6 Locate the yellow highlighted text under the heading ‘Sale of red roses’.

Hyperlink this text to the file **SunshineHouse.docx** which you will find in your exam folder. (2)

2.7 Add automatic page numbering centred in the footer to appear in the format ‘Page X of Y’. (3)

2.8 Locate the list of four photo sizes and prices under the heading ‘Photo booth’.

Format the list as a bulleted list. (1)

2.9 Locate the table with three example images of finishing effects on page 2.

Remove all the table borders. (1)

2.10 Locate the heading ‘Tuck-shop’ and the paragraphs below it.

2.10.1 Replace the hyphen after the words ‘CHOCOLATE HEARTS’ with an en‑dash. (1)

2.10.2 Format the blue text so that it will be displayed without columns, i.e. in one column. (1)

2.10.3 Insert a page break so that the paragraph ‘Several enthusiastic parents …’ will start on a new page. (1)

2.11 Locate the table of home-baked goods under the heading ‘Tuck-shop’.

2.11.1 Centre the table horizontally on the page. (1)

2.11.2 Shade the cell containing the column heading ‘Unit Price’ with the same light pink colour that was used for the other column headings. (2)

2.11.3 Sort the table by Item (column 1). (1)

2.11.4 Add a formula in the bottom cell of the rightmost column that will show the average unit price of all the items. (1)

2.11.5 Copy the following information from the table to a new *Word* document **BakedGoods** in your exam folder:

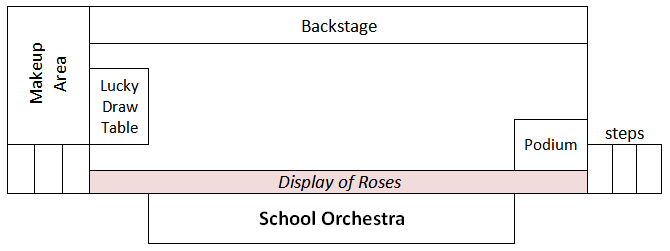
A table which contains the contents of the two columns ‘Item’ and ‘Unit Price’ only, excluding the bottom row with the average price, as shown in the following example:



Save and close the document **BakedGoods**. (4)

2.12 Locate the stage plan for the Valentine Concert on page 3. The plan has been designed through the use of a table.

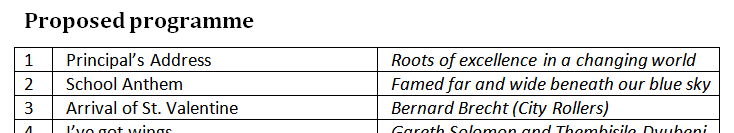
Format the table to be displayed as shown, by following the instructions below it:



* Merge the five cells of the top row (Backstage) as shown.
* Change the height of the top row (Backstage) to exactly 0.75 cm.
* Change the direction of the text ‘Makeup Area’ in the first column to vertical, as shown.
* Centre-align the text ‘School Orchestra’ in its cell, both horizontally and vertically. (5)

2.13 Locate the list of 15 programme items under the heading ‘Proposed programme’ on page 4.

Convert the entire list to table format. The first few rows of the table should look as follows:



* Note that the colon (:) is used as a text separator.
* Autofit the size of the table to its contents. (4)

2.14 Locate the three paragraphs of text under the heading ‘Valentine’s Ball on Saturday 14 February’.

2.14.1 Format the three paragraphs in three equal-width columns.

2.14.2 Place a line between the columns.

2.14.3 Set the spacing between the columns to 1 cm.

2.14.4 Use Column Breaks to ensure that each of the three headings, ‘General’, ‘Costs’ and ‘Charity Donation’, appears at the top of its column. (4)

2.15 Insert the file name of the current document in the header as follows:

* The file name must be inserted as a *Word* field.
* The path of the file must be added to the file name. (3)

2.16 Locate the paragraph on the last page, beginning ‘FINALLY, THE SCHOOL WOULD LIKE TO THANK …’.

The paragraph was accidentally typed with the CAPS LOCK key on!

Correct this problem without retyping the paragraph. (2)

2.17 Locate the highlighted text ‘G.B. le Riche’ on the last page.

Change the paragraph spacing before this text to 30 pt. (1)

2.18 Locate the acronym (text) ‘TEAM’ on page 5.

Expand the character spacing of just this text by 4 pt, so that it appears as follows: (2)



2.19 Format the two graphics (photo and star shape) on the last page to be displayed as follows:



* The photo is visible inside the star shape.
* The tallest person (dressed in black) appears on the left.
* The photo and the shape have been grouped, so that the whole graphic can be manipulated as a single unit. (4)

**Save the document and close it. [50]**

**Question 3 – Spreadsheet**

*A spreadsheet containing two worksheets has been created to capture details of the Valentine’s Day celebrations.*

* TicketsBall worksheet: Contains details of ticket sales by Grade 10 pupils who have undertaken to sell tickets for the Valentine’s Ball.
* General worksheet: Contains details of the sale of roses and orders for photos that have already been received from the various classes.

Open the spreadsheet**3\_ValentineDay**. Work in the **TicketsBall** worksheet.

The number of tickets sold by the pupils are stored in column D. The corresponding amounts due, paid in, and owing, are stored in columns E, F and G respectively.

3.1 Change the height of row 1 to 30. (1)

3.2 Change the contents of cell A1 as follows:

3.2.1 Centre-align the contents horizontally and vertically. (2)

3.2.2 Change the font size to 14 pt. (1)

3.3 Format the date in cell G1 to be displayed in the format ’13 Nov 2014’. (3)

3.4 Place a thick border round cell G1. (1)

3.5 Wrap the contents of cell G2. (1)

3.6 Widen column A so that all the pupils’ names will be visible. (1)

3.7 Format the amounts in cells F3:F31 using the same format as was used in column E. (1)

3.8 Add a formula in cell G3 to determine the amount owed by Brandon Claassen, based on the Amount Due and the Amount Paid. (2)

3.9 Sort all the data (cells A3:G31) first by Class, then by Surname. (2)

3.10 Use functions to complete the Ticket Sale Statistics section at the bottom of the worksheet:

3.10.1 **Cell G34:** The number of pupils whose names appear in the worksheet. (2)

3.10.2 **Cell G35:** The number of pupils who did not sell any tickets. (2)

3.10.3 **Cell G36:** The average amount due from each pupil. (2)

3.10.4 **Cell G37:** The total amount owing. (2)

Work in the **General** worksheet.

3.11 Merge and centre cells G1:I1. (1)

3.12 The total amount paid for roses by each class is stored in column E. Each rose costs R20.

Use a formula in cell F3 to calculate the number of roses paid for by this class. (2)

3.13 There are three sizes of photos that can be ordered: small, medium and large. The number of photos ordered by the classes for each of these sizes are stored in columns G, H and I.

The cost for each photo size is as follows:

|  |  |  |
| --- | --- | --- |
| Small | Medium | Large |
| R 15 | R 18 | R 25 |

Use a formula in cell J3 to calculate total cost of the photos ordered by this class (9D). (3)

3.14 Use a formula in cell K3 to calculate total amount paid by Class 9D for roses AND photos.

Copy the formula down for all the other classes. (3)

3.15 Use functions to calculate the following General Statistics at the bottom of the worksheet:

3.15.1 **Cell E23:** The most common number of pupils in a class. (2)

3.15.2 **Cell E24:** The number of classes with less than 28 pupils. (3)

3.16 A Rose Drive Competition was held between the classes in order to generate extra funds.

3.16.1 Use a function in cell K23 to determine the highest amount paid by a class for roses. (2)

3.16.2 40% of all the money obtained from the sale of roses will be donated to a local charity, Sunshine House.

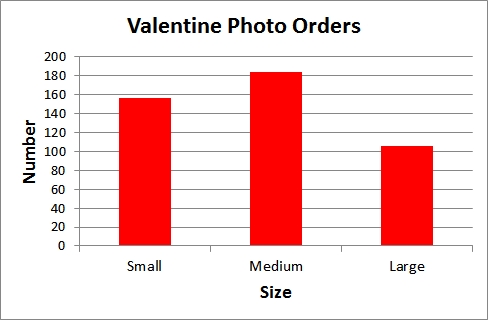
Use a formula in cell K24 to calculate how much money will be donated to Sunshine House. (3)

3.16.3 Copy the cell range G22:K24 into the space provided in the *Word* document **3\_SunshineLetter**, which you will find in your exam folder.

Save and close the document **3\_SunshineLetter**. (1)

3.17 The number of small, medium and large photos that have been ordered are stored in cells G20, H20 and I20 respectively.

Create a column chart to show the comparison between the different orders. Your completed chart should appear as follows:



*Note the following:*

* The chart title and the titles for the axes.
* The bars have a red fill colour.
* Store the chart in a new worksheet **PhotoChart**. (7)

3.18 The text in the header of the worksheet is ‘Valentine’s Day 2014’.

Change this to ‘Valentine’s Day 2015’. (1)

3.19 Change the tab colour of the **General** worksheet to red. (1)

**Save the spreadsheet and close it. [52]**

**Question 4 – PowerPoint**

*A PowerPoint presentation has been created to inform the pupils during an assembly in the school hall. The presentation needs to be rounded off before it is shown.*

Open the *PowerPoint* file **4\_Slideshow** and carry out the following instructions:

4.1 Insert the slide number in the footer of all the slides, except the title slide. (2)

4.2 Add the same transition effect to slide 2, that was used for all the other slides. (2)

4.3 Slide 4 contains the text ‘R5 entrance’ as WordArt.

Format or transform this WordArt into any shaped form. The following are examples: (1)



4.4 Slide 5 contains an image of a heart.

Apply any animation effect to this image. (1)

4.5 Swop the order of slides 6 and 7. *Concert Programme I* must be slide 6 and   
*Concert Programme II* slide 7. (1)

4.6 Add a presenter’s note to slide 8 that reads: “Gr 8 & 9 pupils clean up”. (2)

4.7 Open the *Word* document **SunshineHouse**, which you will find in your exam folder. Copy the first sentence (‘Sunshine House . . . nowhere else to go.’) to the position indicated on slide 9.

Remove the placeholder text ‘Insert sentence here…’.

Close the document **SunshineHouse**. (3)

4.8 Delete slide 11 from the presentation. (1)

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

**TOTAL : 150**