



# CURRO

Serengeti

## Computer Applications Technology

### Study Opportunities

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**Grade 11**

**16 November 2015**

**Practical**

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*Time: 3 hours*

*Marks: 180*

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This paper consists of **15** pages (title page and HTML Tag list included)














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**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 which 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 Gr11**, which contains all the files you will require, namely:

 1\_Memorandum.docx  
 2\_Letter.docx  
 3\_TicketSales.xlsx  
 4\_Lockers.docx  
 4\_Production.accdb  
 5\_WebPage.html  
 All\_Members.xlsx  
 MaskBullet.png  
 RJ\_Graphic.jpg  
 RJ\_Romantic.jpg  
 RJ\_Slideshow.pptx  
 RomeoJuliet.docx  
 TeamGreen.docx

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

### **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**

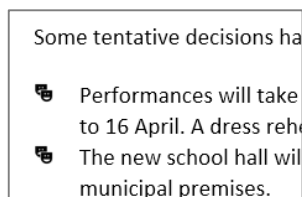
*A document has been drafted that needs to be rounded off.*

Open the document **1\_Memorandum**.

- 1.1 Locate the heading 'E-MEMORANDUM' at the top of the document.
- Remove the underlining from the heading.
  - Change the spacing after the heading to 12 pt. (2)

- 1.2 Replace the yellow placeholder on the first page with the current date as a field that appears in the DD MMM YYYY format. (2)

- 1.3 Locate the numbered list on the first page and change it to a bulleted list as follows:
- Use the image **MaskBullet.png** for the bullet character.
  - The bullet positioning and text indents must appear as follows:



(3)

- 1.4 Locate the graphic under the heading 'Official logo'.  
Change the graphic to appear as follows:



(2)

- 1.5 Make the following style changes:
- Modify the New\_Heading style by changing the font size to 13 pt.
  - Apply this modified New\_Heading style to all headings that are currently formatted with the Old\_Heading style. (2)

1.6 Locate the table under the heading 'Production team' on page 2.

- Obtain the details of the 5 members listed as 'Contracted' members (column H) of the 'Production team' (column I) from the **All\_Members** spreadsheet. Then copy only the columns indicated below, to the table in your *Word* document.

Note that only the first two members' details are shown in the following screenshot:

Production Team (Contracted)				
Surname	Name	Cell Number	E-mail Address	Role
Dhaya	Keneilwe	0721014254	keneilwe@live.com	_Costume Designer
Pillay	Nivesh	0844765810	nivesh@live.com	_Choreographer

- Remove the internal vertical borders.

Close the spreadsheet **All\_Members**.

(5)

1.7 Locate the italicised list of roles ('Romeo' down to 'Anthony') under the heading 'Auditions'.

- Change the centre tab at 1 cm to a left tab.
- Set a right tab at 15 cm, with a solid leader line.

The first few lines of tab section should appear as follows (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)

1.8 Locate the seven items on the agenda under the heading 'Agenda for planning meeting'.

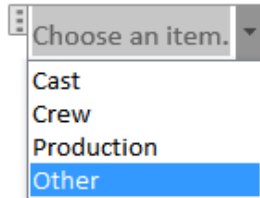
Format this list to appear as follows (without the border) using a multilevel list:

1. Duties and responsibilities
2. Auditions
3. Advertising
  - 3.1 Print media
  - 3.2 Social media and website
4. Finance and budgeting
5. General

Note carefully the number formats and styles.

(4)

- 1.9 Locate the rounded rectangle shape containing various content controls on page 3 and do the following:
- Replace the yellow placeholder with a Rich Text control.
  - Locate the Drop-Down control next to the text 'Position'.
- Add 'Cast' to the items in the drop-down list, so that the list appears in the order shown below:



- Change a property of the Check Box control next to 'Transport needed', so that the unchecked symbol will be Wingdings character code 251 (✖).

*Note:* do NOT restrict editing of the form.

(4)

- 1.10 Locate the last page starting 'Esperanza High invites all interested learners to AUDITIONS'.
- Add an Art page border of your own choice to this page only. (Note that the necessary section break has already been created).
  - Remove the page number from this (last) page only.

(4)

**Save and close the document.**

**[33]**

## Question 2 – Word processing

*A letter needs to be sent to all the role-players, announcing the results of the auditions and providing further information.*

Open the document **2\_Letter**.

- 2.1 Add an endnote to the highlighted text 'potpourri' on page 1 that reads 'Mixture of things'.
- 2.2 Locate the green shaded text under the heading 'The balcony scene'.
- Remove the green shading from all the text.
  - Change the spacing between the columns to 1 cm.
  - Change the position of the column break, so that the second speech of Romeo appears at the top of the second column, as shown below (only the top part is shown):

**ROMEO**

She speaks:

O, speak again, bright angel! for thou art  
As glorious to this night, being o'er my head  
As is a winged messenger of heaven  
Unto the white-upturned wondering eyes

**ROMEO**

Shall I hear more, or shall I speak at this?

**JULIET**

'Tis but thy name that is my enemy;  
Thou art thyself, though not a Montague.  
What's Montague? it is nor hand, nor foot,

(4)

- 2.3 Locate the text in blue under the heading 'Production team and crew'.  
Add a red, 3 pt paragraph border only to the left side of this paragraph. (3)

- 2.4 Locate the yellow shaded text ('The slideshow may be viewed here') below the heading 'Advertising and ticket sales'.  
Add a hyperlink to this text which links to the file **RJ\_Slideshow**. (2)

- 2.5 Locate the image under the heading 'Advertising and ticket sales'.  
Add a caption to appear below the image as follows:  
*Figure 2: Placemat design* (1)

- 2.6 Locate the table under the heading 'Practice times for learners'.  
Change the table to appear like the example below, noting the following:
- The practice for the Music Ensemble has moved from Monday to the open 3 hour slot on Wednesday. (Note carefully the appearance of the Monday time slots!)
  - The Full Dress Rehearsal Cast and Crew on Saturday has been extended for an additional hour.
  - The bottom row of the table (the 20:00 time slot) has been removed.
  - All the text has been centre-aligned.

	Mon	Tue	Wed	Thu	Fri	Sat
	4 April	5 April	6 April	7 April	8 April	9 April
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						

- 2.7 Locate the table under the heading 'Competition time!'.  
The entire text of the play has been inserted as an object (icon) in the leftmost cell of the table, as the file **RomeoJuliet**. Note that this file is also in your exam folder.  
Use the object (i.e. the file **RomeoJuliet**) 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 **2\_Letter** document (light green cell).
  - The number of times the name 'Romeo' (note carefully the capitalisation!) appears in the file **RomeoJuliet**.  
Enter your answer in the space provided in the **2\_Letter** document (light blue cell).
- Close the file **RomeoJuliet**. (3)

- 2.8 Enter the current file name and its path as a field in the header of the document. (3)
- 2.9 Locate the citation (Wells, 1989) in red under the heading 'Closing thoughts' on the last page.
- Add the city 'Worcester' to the source of the citation.
  - Add the page number 88 to the citation. (2)
- 2.10 Insert an automatic bibliography under the heading 'Bibliography'. (1)
- 2.11 Update the entire table of figures under the heading 'Table of Figures'. (1)
- Save and close the document.** [27]

### Question 3 – Spreadsheet

*A spreadsheet is being used to keep track of the ticket sales, which is being undertaken by the grade 8 learners. The three grade 8 classes (8A, 8B and 8C) have been further divided into three teams (Team GOLD, Team GREEN and Team BLUE).*

Open the spreadsheet **3\_TicketSales** and work in the Team GOLD 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.

- 3.1 Centre-align the contents of column C (Class). (1)
- 3.2 The number of tickets sold by the learners for each performance is stored in columns D to H.
- Use a function in cell I3 to determine the total number of tickets sold by Vilash Pillay. (2)
- 3.3 The days of the performances are shown in cells D2 to H2. The ticket price for the weekday performances (Mon 11 Apr to Fri 15 Apr) is stored in cell Q1, and the ticket price for the Saturday performance (Sat 16 Apr) in cell Q2.
- Use a formula in cell J4 to determine the total value of the tickets sold by Amanda Carter. (5)
- 3.4 Learners who have sold 10 or more tickets (column I) are entered in a lucky draw competition, for which they are allocated random 'lucky numbers'.
- Use an IF function together with a random number function in cell K5, that will generate a random whole number between 1 and 1000 for Jodi Barber if he qualifies for the lucky draw. If he does not qualify for the lucky draw, then nothing should be displayed in the cell. (4)
- 3.5 Use a function in cell Q4 to determine the number of learners who sold tickets for the performance on Sat 16 Apr. (2)

- 3.6 Use a function in cell Q8 to determine the total value of the tickets sold by learners in the 8A class. (Note that the cell referencing in your function must be such that the correct ticket values for classes 8B and 8C will be shown in cells Q9 and Q10, if the function is simply copied to those cells.)

Copy the function to cells Q9 and Q10.

Format the cells Q8:Q10 as Currency (SA Rands).

(7)

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

Work in the **Team BLUE** worksheet.

- 3.7 Unhide column K, to make the contents of this column fully visible. (1)
- 3.8 Change the tab colour of the **Team BLUE** worksheet to a more appropriate colour. (1)
- 3.9 Unprotect the **Team Blue** worksheet. The password is 123. (1)

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

Work in the **Overview** worksheet.

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

B	C	D	E
<b>Tickets Sold</b>			<b>TOTALS</b>
<b>Team GOLD</b>	<b>Team GREEN</b>	<b>Team BLUE</b>	

*Note:* Do NOT change or remove any of the fill colours.

(3)

- 3.11 Use a function in cell C6 to determine the total number of tickets sold by learners in Team GREEN for the performance on Fri 15 Apr.

Note that details of the Team GREEN ticket sales are stored in the **Team GREEN** worksheet.

(3)

- 3.12 The grand totals of the ticket sales for the three teams are stored in cells B8 to D8. Use a function in cell K4 to determine the second highest total number of tickets sold by the teams.

(3)

- 3.13 Use a function in cell K8 to determine how many learners in Team BLUE have not sold any tickets.

Note that details of the Team BLUE ticket sales are stored in the **Team BLUE** worksheet.

(3)

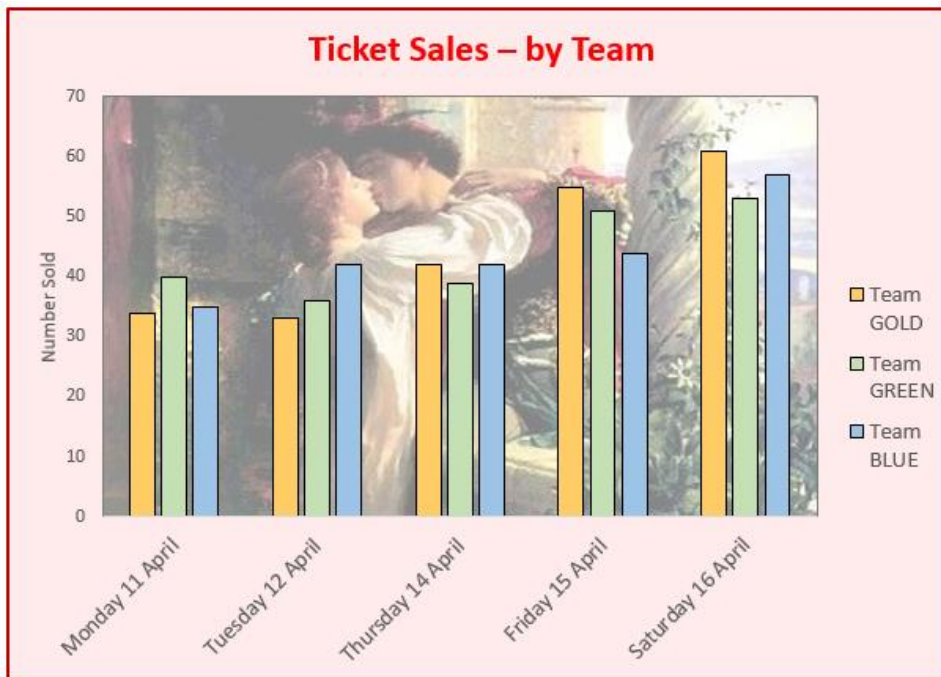
- 3.14 The total number of seats in the theatre is stored in cell K10.

Use a formula in cell K11 to determine the percentage of seats that are still unfilled for the performance on Sat 16 Apr, according to current ticket sales.

(5)



- 3.15 Sort the data in cells A12 to C83 (in italics) as follows:
- first by Class (column B)
  - then by Name (column A)
- (2)
- 3.16 Use conditional formatting on cells C12 to C83 to make the appearance of cells with ticket sales of 10 or more, 'stand out' or be 'different' from the rest of the cells.
- (2)
- 3.17 Make the necessary changes to the chart in the **Overview** worksheet, so that it will appear as follows:



*Note the following:*

- The plot area of the chart has been filled with the image **RJ\_Romantic.jpg**.
  - The vertical axis title 'Number Sold' has been added.
  - The labels on the horizontal axis have been rotated to -45°.
  - The columns for the data series Team GREEN have been filled with green.
  - The legend has been positioned on the right side of the chart.
- (5)
- 3.18 'Freeze' rows 1–8 of the **Overview** worksheet, so that their contents will always remain visible when the user scrolls down the worksheet. Do not 'freeze' any columns.
- (1)
- 3.19 Open the *Word* document **TeamGreen**.
- Copy the cell range A1 to K26 of the **Team GREEN** worksheet to the **TeamGreen** *Word* document.
- Save and close the *Word* document.
- (2)

**Save and close the spreadsheet.**

**[53]**

**Question 4 – Database**

*A database has been created to store information about members involved in the production and other role-players.*

Open the database **4\_Production**.

4.1 Make the following changes to the **Parent\_Donations** table:

4.1.1 Add vertical gridlines (only) to the table in the Datasheet View. (1)

4.1.2 Change the size of the **Firstname** field to 15. (1)

4.1.3 Create a validation rule on the **Learners\_in\_school** field, to ensure that a value of at least 1 will be entered. Also add suitable validation text. (3)

4.1.4 Change the data type of the **CellNo** field to a more suitable type. (1)

4.1.5 Change a property of the **Email\_Address** field, so that an e-mail address does not need to be entered when a new record is added. (1)

4.1.6 Each parent is given a unique code when they make a donation.  
Create an input mask for the **Code** field, to ensure that data for this field is entered in the following format:

- Three compulsory letters (either uppercase or lowercase), followed by
- Two compulsory digits.

Examples of valid codes would be pil01, Van03, etc. (2)

Save the **Parent\_Donations** table (but do not close the database).

Use the table **Members** to do the following:

4.2 A meeting is planned between the teachers and all the junior learners involved in the production.

Create a query called **Meeting** based on the **Members** table.

- Display only the *Surname*, *Name* and *Group* fields.
- The query must display the records of all the learners in Grades 8 and 9 (*Grade* field), as well as all the teachers (*Group* field).
- The teachers must be listed first, before the learners in the query.

Save and close the query. (8)

4.3 The producer wishes to remind all members, except those in the cast, who have not yet ordered a hoodie, to order one.

4.3.1 Open the query **No Hoodies** and modify it as follows:

- Add the *Gender* field, to appear as the third field of the query.
- The query must contain only those who are not in the cast (*Position* field), who have not ordered a hoodie (*Hoodie* field).

Save and close the query.

4.3.2 Export the **No Hoodies** query as a Rich Text Format document called **Reminders** and save it in your exam folder. (6)

- 4.4 Create a form called **Updates** based on the **Members** table.
- Add all the fields except the *ID* field to the form.
  - Change the background colour of only the Form Header section to pink or light red.
  - Add a label to the Detail section of the form, next to the *Amt\_Costume* field, that reads 'Do not enter the Rand sign'.
  - Add the image **RJ\_Graphic.jpg** to the Form Footer section.
- Save and close the form. (6)

- 4.5 Create a report called **Romeo and Juliet** based on the **Cast** query.
- Display only the *Surname*, *Name*, *Grade*, *CellNo*, *Role* and *Amt\_Costume* fields.
  - Group the records by the *Grade* field.
  - Sort the records by the *Surname* field.
  - Display the report in landscape format.
  - Show at the bottom of the report the following calculations:
    - The total number of learners in the report.
    - The average cost per costume. Format the amount as Currency.
  - Display the date in the Page Footer section in the Medium Date format.
- Save and close the report. (12)

**Close the database.**

- 4.6 Use your word processor's mail merge facility to produce identification sheets for storage lockers for the crew members who are learners.
- Open the *Word* document **4\_Lockers**.
- Set the vertical alignment of the page to centre.
  - Replace the blue placeholders in the *Word* document with the corresponding fields of the **Members** table in the source database **4\_Production**.
  - Ensure that the identification sheets in the final merged document will be only for the crew members (*Position* field) who are learners (*Group* field).
  - Save the document **4\_Lockers** just before you complete the merge.
  - Complete the mail merge and save the merged document as **4\_Merge** in your exam folder. (6)


**Close both *Word* documents. [47]**

**Question 5 – Web design (HTML)**

*You need to finalise a web page for the school's intranet.*

Your final web page should appear similar to the example below:

## Drama Production 2016



**Good news!**  
Auditions are now open for the drama production Romeo and Juliet that will take place from 11 April to 16 April 2016. Dates on which the auditions will take place are as follows:

- Thursday 14 January
- Friday 15 January
- Saturday 16 January

If you are interested, please contact the Drama teacher Ms J. Simmons on 0827468236. She will give you further details, and supply you with a script for your audition.

To better prepare yourself for the auditions, you may care to read up on the plot, which is available in a scene-by-scene summary on this [Romeo and Juliet website](#). Good luck!

Open the web page **5\_WebPage** in a browser and also in a text editor.

*Note:*

- Question numbers have been added as comments in the file, to show you approximately where your answers should be inserted.

Please do not remove these comments.

- An HTML tag sheet has been attached below this question for reference.

5.1 Add HTML code to display the text 'Auditions' in the tab of your browser. (2)

5.2 Locate the text 'Drama Production 2016' at the top of the page.

Add HTML code to format the text as follows:

- The text must be displayed as a level 2 heading.
- Change the font type to Arial Black.
- Change the font colour to purple.

(3)

- 5.3 Insert the image **RJ\_Graphic.jpg** under the text 'Drama Production 2016'.  
Display the text 'RJ Logo' if the image cannot be displayed. (4)
- 5.4 Locate the first paragraph 'Good news! ... are as follows:'.  
• Format the text 'Good news!' in bold.  
• Add HTML code so that the text starting 'Auditions are now open ...' begins on a new line, but without beginning a new paragraph. (2)
- 5.5 Locate the second paragraph 'Thursday 14 January ... Saturday 16 January'.  
• Change the font size of all the text in this paragraph to 4.  
• Format the paragraph to appear as a bulleted list as follows (without the border):
- Thursday 14 January
  - Friday 15 January
  - Saturday 16 January
- (5)
- 5.6 Locate the text 'Romeo and Juliet website' near the bottom of the page.  
Hyperlink this text to the following website:  
[http://www.wikisummaries.org/Romeo\\_and\\_Juliet](http://www.wikisummaries.org/Romeo_and_Juliet)  
*Note:* for your convenience this URL is provided inside a comment, directly below the comment < ! – – 5.6 – – > (3)
- 5.7 Locate the horizontal line at the bottom of the page.  
Change the width of the line, so that it extends across 75% of the page. (1)
- Save and close the file 5\_WebPage. [20]**

**TOTAL : 180**

## HTML Tag Sheet

Structural / Basic tags	
<body> </body>	Defines the body of web page
<body bgcolor="pink">	Sets the background colour of web page
<body text="black">	Sets the colour of the body text
<head> </head>	Contains information about document
<html> </html>	Starts and end a web page
<title> </title>	Defines a title for the document
<!-- -->	Comment
Formatting Tags	
<p></p>	Creates a new paragraph
<p align="left">	Aligns a paragraph to the left (default), can also be right, or center
 	Inserts a line break
<ol></ol>	Creates a numbered list
<ol type="A", "a", "I", "i", "1"></ol>	Defines the type of numbering used
<ul></ul>	Creates a bulleted list
<ul type="disc", "square", "circle"></ul>	Defines the type of bullets used
<li></li>	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
Text Tags	
<h1></h1>	Creates the largest heading
<h6></h6>	Creates the smallest heading
<b></b>	Creates bold text
<i></i>	Creates italic text
<font size="3"> </font>	Sets size of font, from 1 to 7
<font color="green"> </font>	Sets font colour
<font face="Times New Roman"> </font>	Sets font type
Graphics Tags	
	Adds an image
	Aligns an image: can be left, right, center; bottom, top, middle
	Sets width of border around an image
	Sets the height and width of an image
	Displays alternative text when the mouse hovers over the image
<hr/>	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="Red"/>	Sets the colour of the line

Links Tags	
<code>&lt;a href="URL"&gt; link text &lt;/a&gt;</code>	Creates a hyperlink displaying the link text
<code>&lt;a href="URL"&gt; &lt;img src="name"&gt; &lt;/a&gt;</code>	Creates an image link
<code>&lt;a name="NAME"&gt; &lt;/a&gt;</code>	Creates a target location
<code>&lt;a href="#NAME"&gt; &lt;/a&gt;</code>	Links to a target location created somewhere else in the document