

***This paper consists of 14 pages excluding the Cover Page***

***Please make sure your paper is complete.***

**Theme: Fun Walk / Run 2016**

*Champion High is organising a Fun Walk / Run event. The Microsoft Office Suite is being used to prepare the documents and files that will be needed. A web page has also been created to promote the event.*

**Question 1 – Word processing**

*An information brochure has been created which needs to be finalised.*

Open the document **1\_Brochure** and complete it by doing the following:

- 1.1 Locate the graphic on the cover page.
- Change the graphic so that it appears as shown below.
  - Group all the parts of the graphic so that it acts as a single unit.



(2)

- 1.2 Remove the line in the page header on page 2.

(1)

- 1.3 Locate the paragraph under the heading 'Introduction'.

Use a text box and change the paragraph so that it appears as follows:

The *Champion High – Walk / Run* takes place on Saturday 6 August 2016. This information brochure has been put together in response to a need to draw together various aspects of this annual event in the school calendar, and to make all the important information available in one document. Please glance through the Contents and familiarise yourself with what is relevant to YOU. **“The most effective way to do it is to do it” – Amelia Earheart** There are many roleplayers in an event of this magnitude. The effectiveness of the planning is only as good as the people who put the plan into action. This document has a wide circulation – from the organisers and sponsors to the runners and walkers themselves. Let us join together to make this year’s event truly representative of the whole school community, and one that we may all look back on with good memories.

(4)

- 1.4 Reject the formatting change under the heading 'Background'.

(1)

- 1.5 Locate the text in red 'See what others have said on the subject:' under the heading 'Health Benefits'.

Use a paragraph option (not a page break) to ensure that this text (paragraph) will always remain together with the following paragraph on the same page. (1)

- 1.6 Locate the text 'metabolic syndrome' under the heading 'Health Benefits'.

- Hyperlink the text to the file **What is Metabolic Syndrome** in your exam folder.
- Add the ScreenTip 'PDF file'. (3)

- 1.7 Locate the text 'one mile' under the heading 'Health Benefits'.

Add a footnote to this text that reads '1.6 km'.

The position of the footnote must be below the text on this page, and not at the bottom of the page. (3)

- 1.8 Locate the citation 'Ayers, 2015' on the text 'Running is welcoming ... enjoy the ride' under the heading 'Health Benefits'.

- Add the page number 17 to the citation.
- Add the publisher 'Difference Press' to the source of the citation. (2)

- 1.9 Locate the place holder << Insert chart here >> under the heading 'Champions @ Home'.

Replace the place holder with the chart in the spreadsheet **Chart** in your exam folder.

The chart must be pasted in such a way that any changes made to the chart in the spreadsheet will show in the *Word* document. (2)

- 1.10 Locate the text 'Starting Times' under the heading 'Six Main Events'.

Hyperlink this text to the bookmark StartingTimes (in the same document). (2)

- 1.11 Locate the table under the heading 'Six Main Events'.

Change the table so that it appears as follows:

LETTER	GROUP	AGE	RUN			WALK		
			21km	10km	5km	8km	5km	2km
J	Junior	12—19						
S	Senior	20—39						
V	Veteran	40—49						
M	Master	50—59						
G	Grandmaster	60+						

*Note the following:*

- Text direction
- Alignment of text
- Number of columns
- Black and white fill colours in the rightmost column (2km Walk) (5)

- 1.12 Locate the place holder << Replace with bulleted list >> under the heading 'Walk / Run Basics'.

Replace the place holder with a bulleted list of the FIVE most popular tips for walking / running, as found in the document **SportTips** in your exam folder.

Only the tips must appear in the list (not the sport type or the number of votes). (6)

- 1.13 Locate the text in red under the heading 'Registration and Starting Times' and format it to appear as follows:

Run	Walk
21 km _____ 06:00	8 km _____ 06:15
10 km _____ 06:30	5 km _____ 06:45
5 km _____ 07:00	2 km _____ 07:15

(2)

- 1.14 Locate the bulleted list under the heading 'Awards Function'.

Change the bullet character to the picture **BulletImage** in your exam folder. (1)

- 1.15 Locate the multilevel list under the heading 'Sequence of Events' and format it to appear as follows (without the border):

- |  |
|--|
| <ol style="list-style-type: none"> <li>1. Welcome by Deputy Principal</li> <li>2. Short speech by Mr Goliath</li> <li>3. Handing out of awards and prizes           <ol style="list-style-type: none"> <li>a. Running events</li> <li>b. Walking events</li> <li>c. Fun events</li> </ol> </li> <li>4. Lucky draw</li> <li>5. Sponsor address and closing</li> </ol> |
|--|

(2)

- 1.16 Locate the page containing the heading 'Appendix 1: Route Map' and an image of a map.

Make the following changes:

- Ensure that the heading 'Appendix 1: Route Map' together with the image of the map appear on a page by themselves (i.e. without Appendix 2) in landscape orientation. The orientation of all the other pages must remain portrait.
- Change the width of the map image to exactly 22 cm, while maintaining the same aspect ratio (i.e. do not distort or stretch the image). (3)

- 1.17 Remove the page numbers from the last two pages of the document only (i.e. from the two Appendices). (1)

- 1.18 Change the styles used in the document as follows:

- Change the Paragraph 'After' spacing of the Heading 2 style to 6 pt. (Do not change the Paragraph 'Before' spacing).
- Change all instances of the Temp style to the Heading 3 style. (2)

1.19 Change the Table of Contents under the heading 'Contents' at the top of the document so that it appears as shown below:

<h2>Contents</h2> <hr/>	
Introduction.....	2
Six Main Events.....	4
General Information .....	4
Administration.....	7
Closing .....	7
Appendix 1: Route Map.....	8
Appendix 2.....	9

(3)

1.20 Update the bibliography on the last page of the document. (1)

1.21 Change the properties of the document by adding your own initials and surname as an author. (1)

**Save and close the document. [48]**

## Question 2 – Word processing and mail merge

Open the document **2\_EntryForm** and complete it by doing the following:

- 2.1 Locate the following two paragraphs under the heading ‘Walk / Run 2016 – Entry Form’ and format them using appropriate word processing techniques so that they appear as shown (without the border):

<u>Electronically:</u>	Complete this <i>Word</i> form electronically and e-mail it back to us before Friday 10 June 2016. This is the preferred means.
<u>In person:</u>	Collect a hardcopy entry form from the school secretary, and either complete and submit it right away, or return / post it to the school, to reach us before Friday 17 June 2016.

(2)

- 2.2 Locate the text in green.

Use tab settings at 1 cm, 8 cm and 15 cm to display the text as shown below. Note that some tabs have already been added and need to be changed.

Event	Group	Entry Fee
21 km run	SVM	R30.00
10 km run	JSVMG	R25.00
5 km run	JSV	R12.00
8 km walk	SVMG	R15.00
5 km walk	JSV	R8.00
2 km walk	JSG	R5.00

(3)

- 2.3 Locate the form fields next to each of the following headings, and change the properties of the form fields as indicated:

**Date of Birth:** Add the help text ‘DD/MM/YY’ for when the Help Key (F1) is pressed.

**Grade:** Ensure that the grades 8–12 in the drop-down list are displayed in ascending order.

(3)

**Save and close the document.**

*Notices for the six registration tables must be created using mail merge.*

Open the document **2\_TableNotices**.

- 2.4 Change the page size to A4. (1)
- 2.5 Centre the contents of the document vertically on the page. (1)
- 2.6 Change the size of the watermark to fit inside the page borders. (1)
- 2.7 Perform a mail merge as follows:
- Replace the two place holders in the *Word* document with the corresponding fields of the data source spreadsheet **EventSummary**.
  - Ensure that the final merged document will contain only 6 pages – one for each of the six events listed, together with its coordinator.
  - Save the document **2\_TableNotices** just before you complete the merge.
  - Complete the merge and save the merged document as **2\_Merge** in your exam folder. (5)

**Save and close the document.** [16]

### Question 3 – Spreadsheet

*A spreadsheet is being used to keep track of incoming entries and to record the time trial results.*

Open the spreadsheet **3\_Participants** and work in the **Details** worksheet.

- 3.1 Format cells A2:D3 to appear as shown below, by following the instructions under the screenshot:

Personal Particulars			
Surname	M/F	Date of birth	CellNo

*Do the following:*

- Change the height of the second row to 30.
- Merge and centre cells A2:D2.
- Vertically align the text in cell A3 in its cell.
- Change the orientation of cell B3 to 0 degrees.
- Wrap the text in cell C3. (5)

3.2 Change the comment in cell E2 to appear as follows:

<b>L = Learner</b>
<b>P = Parent</b>
<b>T = Teacher</b>
<b>O = Other</b>

(1)

3.3 An indication of participation in previous years (2013, 2014, 2015) is stored in columns F, G and H respectively. A tick mark (✓) means that the person took part in that year.

Insert a function in cell I4 to determine the number of previous years in which JB Visser took part.

(2)

3.4 The basic fee for participants is calculated according to the following formula:

$$\text{Basic Fee} = \text{R20} + \frac{\text{Distance}}{2}$$

The distances to be covered by the participants are stored in column K.

Insert a formula in cell L5 to calculate the basic fee for R Mkhize.

(3)

3.5 Each participant must buy a Goody Bag. The Goody Bag for walking events costs R20 and that for running events R25. The type of event (walk or run) is stored in column J.

Insert a function in cell M6 to determine the cost of the Goody Bag for LT Dempers.

(4)

3.6 The total due is calculated by adding the basic fee (column L) to the cost of the Goody Bag (column M).

Insert a formula in cell N7 to calculate the total due by M Hlongwane.

(2)

3.7 The birth dates of participants are stored in column C, and the date of the event in cell P2.

Insert a formula in cell O8 to determine the age of J Ashwell on the date of the event, as a whole number of completed years.

Assume that there are 365.25 days in a year.

(5)

- 3.8 The classification of each participant (Junior, Senior, Veteran, etc.) is determined by the age of the participant in column O, according to the following rules:

Age	Classification
12–19	Junior
20–39	Senior
40–49	Veteran
50–59	Master
60+	Grandmaster

Insert a lookup function in cell P9 to determine the classification of B Senza. The lookup table is stored in the **Classification** worksheet. (4)

- 3.9 Participants are sponsored by the amount in cell Q1 for each kilometre of the distance of their event. The formula in cell Q10 gives the correct sponsored amount for JJ Potgieter. Change the formula in cell Q10 so that it will work correctly if it is copied to other appropriate cells in column Q. (1)

- 3.10 Each participant is given an Entry ID made up as follows:

- The surname and initials, followed by
- an underscore, followed by
- the last three digits of the cell phone number.

For example, the Entry ID for JB Visser, whose cell phone number is 0733506633, is **Visser JB\_633**.

Complete the function in cell R11, or replace it with an equivalent formula, so that it will display the correct Entry ID for S Abrahams. (4)

- 3.11 Insert a function in cell D25 to calculate the total due by all the participants (column N). Format the answer as currency. (3)

- 3.12 The total amounts due for entry fees, for each of the four categories of participant (Learner, Parent, Teacher and Other), are stored in cells C29:C32.

The function in cell C29 gives the correct amount for the Learner category.

Change this function so that it can be copied to cells C30:C32 to calculate and display the correct amounts for the Parent, Teacher and Other categories without manual adjustments.

Copy the function to cells C30:C32. (3)

- 3.13 Insert a function in cell I32 to determine the number of participants in the Master age classification. (3)

3.14 Insert a function in cell M33 (in the **Details** worksheet) to determine the 5<sup>th</sup> slowest speed recorded by a participant in the 8 km time trials.

The speeds for the 8 km time trials are stored in column F in the **TimeTrials** worksheet. (3)

3.15 Locate the chart in the **Details** worksheet and format it as follows:

- Add a primary vertical axis title called 'Competitors'.
- Display the primary major horizontal gridlines.
- Change the position of the data labels to be displayed outside the ends of the bars. (3)

Now work in the **TimeTrials** worksheet.

3.16 Format the formula in cell D5 to be displayed as mm:ss (minutes:seconds). (1)

3.17 The average time per kilometre for each participant (AVERAGE SPEED, column G) is determined as follows:

- If the participant completed BOTH the 5 km event and the 8 km event, the average of the speeds for these two events (columns D and F) is calculated.
- If the participant completed only ONE of these two events, the SPEED for that event only is displayed.

Change the function in cell G7 so that it displays the AVERAGE SPEED for M Hlongwane. (3)

3.18 Insert a formula in cell D22 to determine how many participants completed both the 5 km event and the 8 km event.

*(Hint: You may use the blank columns to the right of the worksheet for temporary or extra calculations.)* (4)

**Save and close the spreadsheet.** [54]

**Question 4 – Database**

*The Inter-Schools Road Running Association needs help with a database of running and walking events in the district.*

Open the **4\_Calendar** database.

4.1 Make the following changes to the **Old\_Results** table:

4.1.1 Add a new field called *Distance*, that will be used to store the distance of the event in kilometres. (2)

4.1.2 The *Position* field is used to store the race position of a participant. Only the first 5 positions in any event are recorded.

Change the properties of the *Position* field, so that

- Only a number between 1 and 5 can be entered.  
A suitable help message must be displayed if the user tries to enter any other number.
- The field can be left blank if a participant's position is 6 or greater. (3)

4.1.3 The *Rec\_ID* field will be used to store a code to associate each event with a year.

Change the input mask for the *Rec\_ID* field, to force the user to enter data in this field in the following format:

- two compulsory digits, followed by
- a hyphen (-), followed by
- three compulsory letters, all in upper case (2)

4.1.4 Set a primary key for the table on a suitable field. (1)

4.2 Now update the relevant fields for the participant Salmons in the **Old\_Results** table, using the following information:

On 18 Apr 2015 Salmons set a new record for the Zizi Sebenza run which has a distance of 21 km. This was done in a winning time of 1 hr 7 minutes 28 seconds. The value of the *Rec\_ID* field for this performance is 15-ZSB. (2)

Save the **Old\_Results** table, but do not close the database.

4.3 Open the **qry4\_3** query and modify it as follows:

- Change the criteria to display only the following records:
  - All running events, as well as
  - Events that allow pre-entries only
- Display the shorter distance events before the longer distance events.
- Save and close the **qry4\_3** query. (4)

4.4 The principal of Prosper College has asked for a list of all events that have the word 'marathon' somewhere in their name hosted by schools or colleges other than his own.

- Create the necessary query based on the **Fixtures** table.
- Display only the *Event* and the *Date* fields.
- Save the query as **qry4\_4**. (6)

4.5 It has been decided to increase the entry fee of events that take place after 1 July 2016. Open the **qry4\_5** query and modify it as follows:

- Add a new field called *Update*.
  - The *Update* field must display an amount that is 10% more than the amount stored in the *Entry\_Fee* field.
  - Format the *Update* field as currency.
- Display only those events where an entry fee must be paid.
- Save and close the **qry4\_5** query. (6)

4.6 Open the **qry4\_6** query and modify it to display the number of different types of events hosted by each school, as shown below:

Host_School	Type	CountOfType
Alliance High	cross-country	3
Alliance High	run	4
Champion High	cross-country	2
Champion High	run	5
Champion High	walk	1
Duinefontein HS	run	4
Duinefontein HS	walk	3
Munsamy High	cross-country	1
Munsamy High	run	3
Munsamy High	walk	5
Prosper College	cross-country	1
Prosper College	run	7
Prosper College	walk	1

Save and close the **qry4\_6** query. (2)

4.7 Open the **frm4\_7** form and modify it as follows:

- Add the picture **Runners** found in your exam folder to the form header.
- The date in the control used for the *Date* field is displayed incorrectly as a series of hash marks ( ##### ).

Fix this so that the date is displayed correctly, but without changing the width of the control or the font size.

- Change the control used for the *Type* field from a text box to a combo box. The combo box must contain the three options: run, walk, cross-country.
- Save and close the **frm4\_7** form. (4)

4.8 Create a report called **rpt4\_8** as follows:

- Base the report on the **Running** query and include all the fields.
- Add a function to calculate and display, for each school, the number of running events hosted by that school.
- Add a function to calculate and display the average distance of the running events hosted by all the schools.

Display the answer as a number correct to one decimal place.

- Use descriptive labels.
- Save and close the **rpt4\_8** report. (10)

**Close the 4\_Calendar database. [42]**

**Question 5 – Web design (HTML)**

Open the incomplete text file **5\_WebPage** in your HTML editing program and also in a browser.

*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 added below this question for reference.

Your final web page should look like the example below:

## Champion High - Walk / Run 2016



**Saturday 6 August 2016**

Lace up for a day to remember! The Walk / Run event for 2016 promises to be a winner, so put your best foot forward and sign up for one of the events. Do something positive for your school, your grade, and above all for yourself.

Menu		
Background	Entry fees	Goody Bags
On the day	<a href="#">Course Map</a>	Lucky Draw

**Six Main Events**

- 21 km run
- 10 km run
- 5 km run
- 8 km walk
- 5 km walk
- 2 km walk

**How to Enter**

You may enter in one of two ways. Either download the entry form from the website and submit it via e-mail (the preferred means), OR collect a hardcopy from the school secretary and return it to the school as soon as possible.

Either way, please note that entries must be received by the school on or before Friday 17 June 2016. NO late entries will be accepted.

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Champion High 2016

*Do the following:*

- 5.1 Add HTML code to display the text 'Advertisement' in the tab of your browser. (2)
- 5.2 Change the font colour only of the heading 'Champion High – Walk / Run 2016' to green. (1)

- 5.3 The image **Runners** under the heading 'Champion High – Walk / Run 2016' is currently not showing. Do the following:
- 5.3.1 Add HTML code so that the text 'Group of runners' is displayed if the image does not show.
- 5.3.2 Add HTML code so that the image is shown.
- 5.3.3 Change the height of the image to 120. (3)
- 5.4 Display the text 'Lace up for a day to remember!' under the heading 'Saturday 6 August 2016' in bold. (1)
- 5.5 Edit the table to appear as follows, by following the instructions below the screenshot:

<b>Menu</b>		
Background	Entry fees	Goody Bags
On the day	Course Map	Lucky Draw

- Change the cell spacing to 10.
  - Change the table to have 3 rows and 3 columns.
  - Change the top row (containing 'Menu') to extend across all the columns. (3)
- 5.6 Insert a link on the text 'Course Map', found in the table, to link to the file **Map** in your exam folder. (3)
- 5.7 Make the following changes to the numbered list under the heading 'Six Main Events':
- Change the numbered list to a bulleted list.
  - The bullet character must be a square. (2)
- 5.8 Copy all the text from the file **Methods** to appear as the first paragraph under the heading 'How to Enter'. (2)
- 5.9 Locate the horizontal line near the bottom of the page.  
Change the width of the line to 130. (1)
- 5.10 Locate the text 'Champion High 2016' at the bottom of the page.  
Change the size of this text to be smaller than the size of the text directly above it. (2)

**Save and close the file 5\_WebPage.**

**[20]**

**TOTAL : 180**