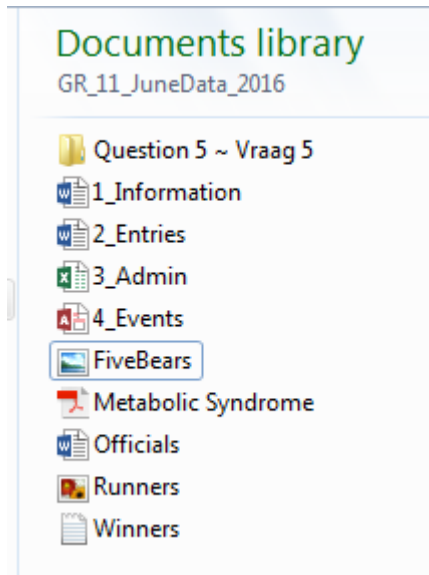


**Please note:**

***This papers consist of 12 pages excluding the cover page please make sure your paper is complete***

You will receive together with the question paper an examination folder called **Gr\_11JuneData\_2016**, which contains the following files:



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

Questions	Question Description	Possible Mark	Learner Mark
<b>1</b>	Microsoft Word	33	
<b>2</b>	Microsoft Word	18	
<b>3</b>	Microsoft Excel	48	
<b>4</b>	Microsoft Access	33	
<b>5</b>	File Management	10	
<b>GRAND TOTAL</b>		<b>142</b>	

**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\_Information**.

1.1 Make the following changes to the cover page:

- Replace the contents of the Learner content control with your own initials and surname.
- Group all the parts of the graphic so that it acts as a single unit. (2)

1.2 Insert the file name of this document as a field left-aligned in the header. (2)

1.3 Insert the image **FiveBears**, which you will find in your exam folder, to appear under the heading 'Bring a Bear' as follows: (Border not required)

<p><b>Bring a Bear</b></p> 	<p>We have since then 'spread our wings' so to speak and widened our horizons to embrace new and good causes. Two years ago we initiated our <i>Bring a Bear</i> scheme whereby participants can donate a teddy bear to the school's Outreach Society: the bears are distributed to hospitals and other places of care, where their sole purpose is to make a child's heart happy. This is not a fund raiser, but there is an incentive for participants to make a donation: their names are entered in a lucky draw that takes place afterwards.</p>
--	---

(2)

1.4 Locate the yellow place holder under the heading 'Health Benefits'.

Insert the document **Metabolic Syndrome.pdf**, found in your exam folder, as an icon to replace the place holder.

Link the file to the original document.

(3)

1.5 Format the table under the heading 'Six Main Events' to appear 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)

1.6 Locate the table under the heading 'Walk / Run Basics' and do the following:

- Change the formula in the bottom right cell to obtain the total number of votes, formatted as a whole number.
- Change the borders of the bottom row to appear as follows:

Wait for at least 2 hours after eating before exercise	213
Consider a new pair of shoes when the old 'spring' has gone	188
<b>Total Votes</b>	1543

(3)

1.7 Locate the text in red under the heading 'Registration and Starting Times'.

Format the text to appear in columns as follows:

Running events	Walking events
21 km _____ 06:00	8 km _____ 06:15
10 km _____ 06:30	5 km _____ 06:45
5 km _____ 07:00	2 km _____ 07:15
<i>Note that the starting times of the running events are 15 minutes EARLIER than the corresponding times of the walking events.</i>	

- The space between the columns must be 0.5 cm. (3)

- 1.8 Locate the multilevel list under the heading 'Sequence of Events' and format it to appear as follows:

1. Welcome by Deputy Principal
2. Short speech by Mr Goliath
3. Handing out of awards and prizes
  - a. Running events
  - b. Walking events
  - c. Fun events
4. Lucky draw
5. Sponsor address and closing

(2)

- 1.9 Locate the table under the heading 'Key Personnel: Parents and Teachers'.

Enter in the table the required details of the parents and teachers, which can be found in the **Officials** document in your exam folder.

*Note the following:*

- Include in the table only those designated as 'Parent / Teacher' in the **Officials** document.
- Add more rows to the table if necessary.
- Do not change the order of the column headings in the table.
- Ensure that the top row (the column headings) will appear automatically at the top of the following page as well, if the table extends over more than one page.

(5)

- 1.10 Make the following changes only to the last page of the document (containing an image of a map):

- Add a page border of your choice.
- Remove the page number.

(2)

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

- Change the font colour of the Heading 2 style to Dark Red.
- Change all instances of the Temp style to the Heading 3 style.

(2)

- 1.12 Perform a spell check on the document, and correct all spelling mistakes.

(1)

- 1.13 Change all instances of the whole word 'social' to 'community'.

(1)

**Save and close the document.**

**[33]**

**Question 2 – Word processing**

Open the document **2\_Entries**.

2.1 Change the top margin to be the same as the bottom margin. (1)

2.2 Locate the following two paragraphs of text under the heading 'Walk / Run 2016 – Entry Form' and format them to 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)

2.3 Locate the paragraph starting with the text 'IMPORTANT' in red and do the following:

- Change the scale of the character spacing of the word 'IMPORTANT' to 150%.
- Change all the text in the paragraph to uppercase.
- Change the line spacing to Multiple 1.4.
- Change the right indent to 1.5 cm.
- Shade the paragraph a (light) colour of your choice.

(5)

2.4 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.

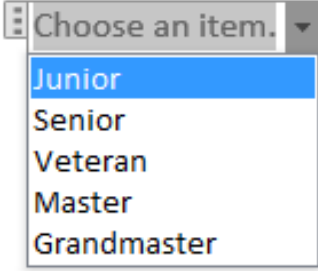
Event	Group	Entry Fee
21 km run	SVM	R30.00
10 km run	JSVMG	R25.00
5 km run	JSV	R12.00
8 km walk	SVMG	R15.00
5 km walk	JSV	R8.00
2 km walk	JSG	R5.00

(3)

2.5 Locate the yellow place holder next to the text 'Surname'.

Replace the place holder with a Rich Text control.

(1)

- 2.6 Locate the blue place holder next to the text 'Date of Birth'.  
Replace the place holder with a Date Picker control. (1)
- 2.7 Locate the Combo Box control next to the text 'Group'.  
Change the items in the drop-down list to appear as follows:
- 
- (1)
- 2.8 Locate the Check Box control next to the text 'I agree to abide by the rules of the event:'.  
Change the unchecked symbol to the Wingdings character code 111 ( □ ). (1)
- 2.9 Locate the text 'Thank you!' at the end of the document.  
Change the paragraph 'before' spacing to 30 pt. (1)
- 2.10 Inspect the document and remove all personal information. (1)
- 2.11 Restrict editing of the document to the filling in of forms. Do NOT add a password.(1)
- Save and close the document. [18]**

**Question 3 – Spreadsheet**

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

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

3.1 Format cell M1 as Currency. (1)

3.2 Change the format of the date in cell D4 to 06 Aug 16. (1)

3.3 Apply conditional formatting to column D, shading all cells where the age of the person is less than 19. You may choose any shading colour (except white). (2)

3.4 Format cells G2:I3 to appear as follows:

Category	Walk / Run	
	Item	Distance

(4)

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

Insert a function in cell K6 to determine the cost of the Goody Bag for R Mkhize. (4)

3.6 The total due (column L) is the sum of the basic fee and 80% of the cost of the Goody Bag.

Insert a formula in cell L7 to calculate the total due by LT Dempers. (3)

3.7 Participants are sponsored the amount in cell M1 for each kilometre of the distance of their item (column I).

Insert a formula in cell M8 to determine the sponsored amount for M Hlongwane.

Your formula must include a reference to cell M1.

Ensure that the formula will work correctly if it is copied to other appropriate cells in column M. (3)

3.8 All the participants will be entered in a lucky draw for a prize.

Insert a function in cell F26 to generate a random number between

1 and 20

(2)

- 3.9 The ages of the participants are stored in column D.
- 3.9.1 A function has been used in cell C29 to calculate the average age of the participants.  
Use the Round function to round the answer to a whole number without decimal places. (2)
- 3.9.2 Insert a function in cell C32 to determine the age of the third oldest participant. (3)
- 3.10 The classifications of the participants are stored in column E.  
Insert a function in cell F33 to determine the number of Grandmaster participants. (3)
- 3.11 The codes for the four categories of participant (Learner, Parent, Teacher and Other) are stored in column G.  
Insert a function in cell J29 to calculate the total due (column L) from all participants in the Learner category.  
The function must be entered in such a way that it can be copied to cells J30:J32 without manual adjustments, and display the correct totals due from the other categories.  
Now copy the function to cells J30:J32. (6)
- 3.12 The totals due and the sponsored amounts of all the participants will be added together. Two thirds of this full amount will be kept by the school, and the rest will be donated to charity.  
Insert a formula in cell C34 to calculate the amount that will be donated to charity. (4)
- 3.13 The school is being extended, and a parent has offered to donate 100 bricks for every participant in an item longer than 5 km.  
Insert a formula in cell C35 to determine the number of bricks the school may expect to receive. (4)

Now work in the **Chart** worksheet.

- 3.14 Format the chart in the worksheet as follows:
- Add a primary vertical axis title called 'Competitors'.
  - Add primary major horizontal gridlines.
  - Remove all the data labels. (3)



Now work in the **TimeTrials** worksheet.

3.15 Sort the data by the participants' average time (column G), in order from smallest to largest. (1)

3.16 Copy the entire contents of the **TimeTrials** worksheet to a new *Word* document.  
Save the *Word* document in your exam folder with the file name **Results**. (2)

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

#### Question 4 – Database

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

Open the database **4\_Events**.

4.1 Edit the table **Champions** as follows:

Edit the record for the senior athlete P Kruger, who on 28 March 2016 won the Goodwill Marathon which has a distance of 42 km. This was done in a new best time of 1:12:40. The *Event\_ID* for this event is 16GWM. (3)

4.2 Make the following changes to the design of the **Champions** table:

4.2.1 Add vertical gridlines only. (1)

4.2.2 Change the height of the rows to 15. (1)

4.2.3 Change the field size of the *Init* field, so that a maximum of three characters can be entered. (1)

4.2.4 Ensure that a user is forced to enter a value in the *Surname* field (i.e. it may not be left blank). (1)

4.2.5 Change the position of the *Event* field, so that it is between the *Classification* field and the *Distance* field. (1)

4.2.6 Change the data type of the *Position* field to a more suitable data type. (1)

4.2.7 Change a property of the *Best\_Time* field, so that the check box for this field will automatically be displayed as unchecked and blank (i.e. as ☐ ) when a new entry is added. (1)

4.2.8 Add a new field called *Photo* that can be used to store a photograph of the person. (2)

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

Save the **Champions** table (but do not close the database).

4.3 Create a query as follows:

- Base the query on the **Fixtures** table.
- Show only the fields *Date*, *Event* and *Host\_School*.
- The query must display only events that have a distance of 21 km or greater.
- Sort the records first by the host school, then by the date of the event.
- Save the query as **LongDistance**. (6)

4.4 Open the query **Other\_Schools**. The query must show all events that will take place after 01 September 2016, hosted by schools other than Champion High.


The query contains errors and displays the incorrect records.

- Make the necessary corrections to display the correct records.
- Save and close the **Other\_Schools** query. (3)

4.5 Open the **Admin** query and modify it as follows:

- Remove the *Distance* field from the query. (Do not simply hide it.)
- Change the criteria to display only the following records:
  - Events that allow pre-entries only, as well as
  - Events where an entry fee must be paid.
- Save and close the **Admin** query. (5)

- 4.6 Open the **Update** form and modify it to appear approximately as shown below, by following the instructions under the screenshot:

Fixtures			
Date	06-Feb-16	Host School	Prosper College
Event	10km Championships	Pre Entries Only	<input type="checkbox"/>
Distance	10 km	Entry Fee	R15.00
Type	run	Contact	jadec@webmail.co.za

30 May 2016

*Do the following:*

- Change the border around the heading 'Fixtures' to have a shadow effect.
- Insert the image **Runners**, found in your exam folder, in the header.
- Move the date from the header to the footer.
- Change the background colour of the detail section to white.
- Add the text 'km' next to the *Distance* field as shown above.

(6)

**Save the Update form and close the database.**

**[33]**

### QUESTION 5 – File Management

rAge is South Africa's biggest annual video gaming, computer, technology and geek culture exhibition. Working with the **Question 5** Folder:

- 5.1 Open the **Planning** folder and create a shortcut to the **Internal** folder which can be found in the **Correspondence** folder. Move this shortcut to the **Planning** folder. (2)
- 5.2 You find the file **Repairs to PC**, which is stored in the **Data** folder. Who is the author of this file? Enter your answer in the space provided in the file **Question 5 answers**. (2)
- 5.3 A file called **Inyathi** is stored in the **Data** folder. What type of file is this? Enter your answer in the space provided in the file **Question 5 answers**. (2)
- 5.4 You want to view the files in the **Question 5** folder in groups by name. Capture a screen shot of this view and paste your answer in the space provided in the file **Question 5 answers**. (2)
- 5.5 Create a folder called **Platforms** with two subfolders called **XBox** and **PS**. (2)

[10]

**END OF PAPER [142 MARKS]**