



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2015

COMPUTER APPLICATIONS TECHNOLOGY P1

MARKS: 180

TIME: 3 hours



This question paper consists of 16 pages, including an annexure.

INSTRUCTIONS AND INFORMATION

1. Due to the nature of this three hour examination, it is important to note that you will NOT be permitted to leave the examination room before the end of the examination period.
2. Enter your name and surname in the *header* of every document that you create or save.
3. The invigilator will give you a disk containing ALL the files needed for the examination or you will be told where the files can be found on the network. If a disk has been issued to you, you must write your name and surname on the label. If you work on the network, you must follow the instructions provided by the invigilator.
4. A copy of the *master files* will be available from the invigilator. Should you accidentally corrupt the files given to you, you may request further copies from the invigilator.
5. Make sure that you save each document using the file names given. Save your work at regular intervals as a precaution against possible power failures.
6. Read through EACH question before answering or solving the problem. Do NOT do more than what is required by the question.
7. At the end of the examination you must hand in the disk given to you by the invigilator with all the answers saved on the disk or make sure that all the files have been saved on the network as explained to you by the invigilator/educator. Ensure that ALL files can be read.
8. Note that NO printing is required.
9. During the examination you may use the help functions of the programs which you are using. You may NOT use any other resource material.
10. Note that if data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
11. Formulas and/or functions must be used for ALL calculations in questions involving spreadsheets, unless otherwise specified. *Absolute cell references* must only be used where necessary to ensure that formulas are correct when they are copied to other cells in the spreadsheet.
12. In ALL questions involving word processing, the language should be set to *English (South Africa)* and the paper size is assumed to be *A4 Portrait*, unless otherwise instructed.
13. All measuring units should be set to *centimetres*.
14. This question paper consists of *seven* questions. Answer ALL the questions.

NOTE:

The Data disk that you will receive with this question paper contains the folders and the files listed below. Ensure that you have ALL these files before you begin this examination:

About Us	Pdf document
Q1Why give blood	Microsoft processing file
Q2Donor	Image file
Q2Thanks4Giving	Microsoft processing file
Q3Droplets	Image file
Q3Fundraising	Spreadsheet file
Q4SaveALife	Spreadsheet file
Q4DonateBlood	Image file
Q5Donate	Image file
Q5MatricHelp	Database file
Q6HTML	HTML file
Q6Blood Unit	Image file
Q7Email	Microsoft processing file
Q7Emaillist	Spreadsheet file
Q7Screenshot	Microsoft processing file

SCENARIO

Social Awareness in schools is important to ensure that the learners respect people who are affected with illnesses like cancer, blood diseases, etc. Funds are also needed at times to support fundraising and awareness campaigns. Your school has decided to make people/students aware of the importance to donate blood.

The Computer Applications Technology learners were requested by the principal to assist with:

- Editing of documents.
- Setting up and maintaining spreadsheets and database.
- Managing and updating a website.

QUESTION 1: WORD PROCESSING

You are requested to do a research on 'Why we should donate blood'. You came across interesting facts but need to edit the document to give it a more professional look.

Open the document **Q1Why give blood**.

1.1 Insert a Cover Page in the document. The cover page must display the following:

1.1.1 Select the Motion Cover Page. (1)

1.1.2 Type the document name, your name and surname and the date in the required fields. Delete any other information. (2)

1.2 Apply the following changes to the heading 'Why should I donate'.

- Appears in WordArt/FontWorks
- Size 40 (2)

1.3 Modify the normal style as follows:

1.3.1 The style colour must display in blue, size 16 pt and "Algerian font. (2)

1.3.2 Apply the modified style to the red text under the heading: Donation procedures: *"It's easyhere's how"* and *"Are There Any Risks"*. (2)

1.4 Create a table of contents after the Cover page.

1.4.1 The table of contents should have a format similar to the one shown in the screenshot below:

Table of Contents	
Why Should I Donate?	1
Who needs blood?.....	1
Donation procedures:.....	1
Important.....	2
Blood has 4 main components:	4
Group O.....	4
Why is group O blood so extraordinary?	4
Adequate stock of Group O blood is vital for two reasons:.....	4
Bibliography.....	5

NOTE

- Only headings formatted with the style Heading 1 and 2 must appear in the table of contents.
- The heading ‘Table of Contents’ does NOT appear in the table of contents.
- Page numbers may differ from that shown.
- The ‘Table of Contents’ need to be on its own page. (3)

1.5 Apply a drop cap effect to the first letter of the word “Donating” in the 1st paragraph so that it appears over two lines and 0.5 cm/14 pt away from the text. (3)

1.6 Insert a watermark ‘URGENT’ in the document. (2)

1.7 Locate the page with the subheading ‘A. Immediate Risks...’ and change the orientation of page to landscape. (2)

1.8 Locate the text that starts with the subheading “A donor will” and ends with “Remember to refer to pre-donation tips ...”

Place this text in columns as follows:

- Text must be in two columns. (1)
- With a line between the columns. (1)
- The text “It’s easyhere’s how” must appear at the top of the second column. (1)
- Set the space to 2 cm between the columns. (1)
- Place a boarder around each column. (1)

1.9 Locate the heading ‘Important’ and add a bookmark called **Risks** to this text. (1)

- 1.10 In order to generate an up-to-date bibliography, with correct sources and citations, make the following reference changes in the document.
- 1.10.1 The source Brown, John displays a wrong date of publication – 2000. Change the date to 2010. (1)
- 1.10.2 Add the following book source.
Author: Mxenge, M
Title: The link: Let's make a difference...
Year: 2010
City: Johannesburg
Publisher: Drift Makers (2)
- 1.10.3 Locate the blue highlighted subheading "A Immediate Risks", and insert the citation to the source *Brown, John* at the end of the text. (2)
- 1.10.4 Insert an automatic bibliography under the heading **Bibliography**. (2)
- 1.11 Insert automatic page numbering in the header. (2)
- Display numbers from the third page of the document with number 1. (2)
 - The numbering must be displayed in the centre. (2)
- Save and close the document.** [36]

QUESTION 2: WORD PROCESSING

A certificate will be awarded to each donor for his/her bravery.

Open the document **Q2Thanks4Giving**.

- 2.1 Change the paper size to Letter size. (1)
- 2.2 Format the heading “Certificate of Bravery” to appear in uppercase.
 - Apply shadow effect to the text. (2)
- 2.3 Replace the text ‘Insert the image here’ with the image **2Donor.jpg** so that it appears below the text “**I’m Brave**”. (1)
 - Change the size of the image to 4 cm height and 5 cm width. (2)
- 2.4 Create a dotted line for the date and the Doctors signature as shown in the example below:



- Set the following tabs to create the dotted line:
 - A left tab with dotted leader at 4 cm
 - A right tab with dotted leader at 15 cm (5)
 - 2.5 Add a date field next to the text “Date Issued” at the bottom of the certificate, so that it will automatically update to display the current date in the format **MMMM yy**. (3)
- Save and close the document.** [14]

QUESTION 3: SPREADSHEET

The details of the Blood donors at the school are stored in a spreadsheet called **3Fundraising**.

Open the spreadsheet **3Fundraising**.

Work in the **DonorsInfo** worksheet.

3.1 Format the headings in **A1:G1** with a red fill and the font colour to be white. (2)

3.2 Change the format of the heading in cell **I2** to resemble the image below: (2)



3.3 In cell **D43**, use a function to extract the year in which the learner, Liyema Frans, was born from the date of births in **column D**. (2)

3.4 Learners that donate more than 30 litres of blood are seen as 'Peer Promoters' and those less than 30 litres seen as 'Beginners'. The words 'Peer Promoter' and 'Beginner' should appear in **column F** based on the Litres of blood donated in column I.

In cell **F26**, use a function to determine category for Liyema Frans. (3)

3.5 The blood bank staff wish to know the exact age of Liyema Frans on the date that blood was donated at the school (**cell H1**).

- Calculate the age in **E26** and ensure that the formula can be correctly copied for all the other donors and use a function to make sure that there are no decimal place. (6)

Work in the **Save-a-ton** worksheet.

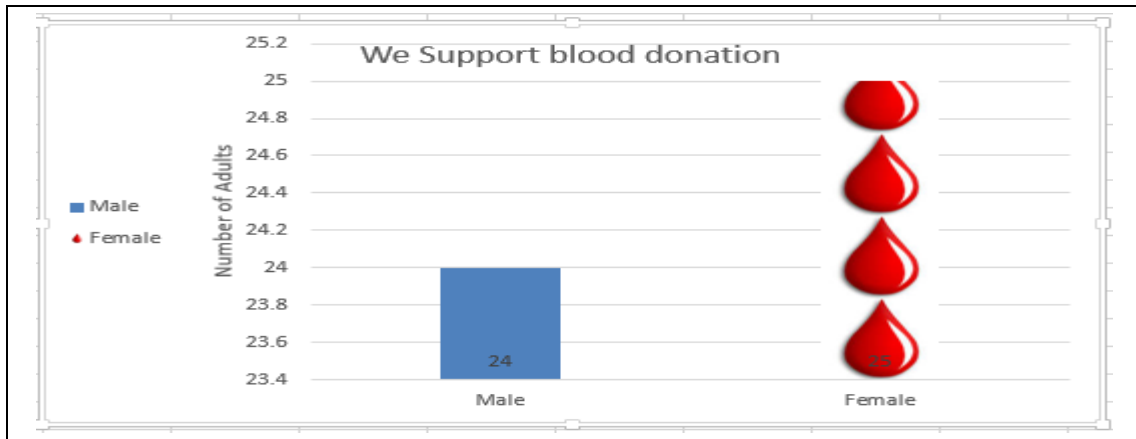
3.6 General statistics are normally needed of the learners that are taking part in the Save-a-Ton.

3.6.1 In **cell I4**, use a function to calculate the number of girls that took part. (3)

3.6.2 In **cell I5**, use a function to calculate the total number of characters in the surname found in **cell B5**. (2)

3.6.3 In **cell I7** insert a function to determine the number of male adults. (4)

3.7 Use the totals for the Male and Female in J1:K2 to create a graph similar to the one below.



NOTE:

- The graph must be a column chart.
- Display a centred overlay chart title: “We support Blood Donation”.
- Format the column for female to a stack filled with a picture **Q3Droplets.jpg**.
- The vertical axis must have a rotated title that reads 'Number of Adults'.
- Legend must be displayed on the left side.
- Data labels must be displayed inside base.

(8)

3.8 Move the chart/graph to a new worksheet within the existing spreadsheet. Rename the new sheet ‘**Chart**’.

(2)

Save and close the spreadsheet.

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QUESTION 4: SPREADSHEET

The details of the Blood donors are saved in the **Q4SaveALife** spreadsheet. Open the spreadsheet and do the following changes.

- 4.1 Rename the worksheet to **Blood donors**. (1)
- 4.2 Insert the picture named **Q4DonateBlood.jpg** in **cell A1** to the right of the text and format the height to 2.8 cm and width to 3.6 cm. (3)
- 4.3 Apply a suitable formatting in **column C** so that all cells with donors who are below the age of 20 are displayed with a red fill. (3)
- 4.4 Use a suitable formatting in **row 1 and 2** to lock the headings so that they are kept visible when you scroll through the rest of the worksheet. (2)
- 4.5 Each donor needs to have a unique number for easy tracking. In **column A** insert a function that will generate a reference number for all the donors. (3)
- 4.6 The list shows that not everybody is donating blood.
- 4.6.1 In **cell F45** insert a function to display the total number of donors. (2)
- 4.6.2 In **cell F46** display the number of people who have not started with donating blood. (2)

Save and close the spreadsheet. [16]

QUESTION 5: DATABASE

A database has been created from the letter that was sent to all the matric learners' parents regarding their monies they should contribute towards the matric farewell.

Open the database **Q5MatricHelp**.


- 5.1 Open the table **Gr12Details** and make the following changes to it:
- 5.1.1 Centre-align the names in the Surname field. (1)
 - 5.1.2 Increase the width of the Address field, so that all the words can be fully visible. (1)
 - 5.1.3 Change the alternate row colour from green to brown. (1)
 - 5.1.4 Remove both the vertical and the horizontal gridlines. (2)
 - 5.1.5 Change the data type of the *CellNo* field to a more appropriate type. (1)
- 5.2 Set a Primary Key to the most suitable field in the table. (1)
- 5.3 Create a Validation Rule that will restrict the user to enter only 'M' or 'F' in the *Gender* field.
Add a suitable Validation Text. (2)
- 5.4 The field *LearnerID* is supposed to have has 5 digits.
Create an Input Mask on the *LearnerID* field that will allow the user to enter only 5 digits. (1)
- 5.5 The school's organising committee has invited learner's parents and family members to support the fundraising and donate blood as well.
A table "**GiveLife**" with family member's details has been created.
Use **GiveLife** table to create a query called **Donated** that will display the list of parents and family members who have already donated blood:
- Only the following fields must be displayed:
Surname, Name, Learner'sGrade, TypeOfDonation and Status.
 - The records must be sorted in ascending order by TypeOfDonation. (6)
- 5.6 Modify the query called Gr8BloodTypeO so that only the members who have learners in Grade 8 and have O blood type can be displayed. (2)

- 5.7 Create a query to display the list of members who are between the age of 21–35 and have Red blood cells or Plasma as their TypeOfDonation. Save the query as **Age**. (3)

Save and close the query.

- 5.8 Open the existing form **Outstanding** and change it to appear similar to the one below:

Matric: 12B Outstanding



Learner ID	<input type="text"/>
Surname	<input type="text" value="Nguyen"/>
Name	<input type="text" value="Willie"/>
Grade	<input type="text" value="12B"/>
Cell No	<input type="text" value="089 447 6408"/>
Amount Paid	<input type="text" value="R 0.00"/>

Make the following changes:

- Add the heading 'Matric: 12B Outstanding' in the position above. Format the heading to size 22 pt.
- Swop the position of the Grade label so that it is above the Cell No label.
- Format the text box for 'Amount Paid' to display the amount as currency (Rands).
- Add the image **Q5Donate** in the form header as shown above.

Save and close the form. (6)

- 5.9 The principal has asked for a report of all the people who have donated blood. (1)
- 5.9.1 Create a report based on the query **LifeSavers**. (1)
- 5.9.2 The report must contain the following fields Name, Surname, Age, LearnersGrade, BloodType, TypeOfDonation and Status. (1)
- 5.9.3 Group the report according to BloodType then TypeOfDonation and sort by Surname. (3)
- 5.9.4 Save the report as **NewLife**. (1)

- 5.9.5 Insert functions to calculate or display the following statistics at the bottom of the report:
- The total number of parents/family members who donated blood. (2)
 - The age of the oldest parent who donated blood. (2)
 - Add descriptive labels. (2)
- 5.9.6 Change the heading of the report to **Save those in need**. (1)

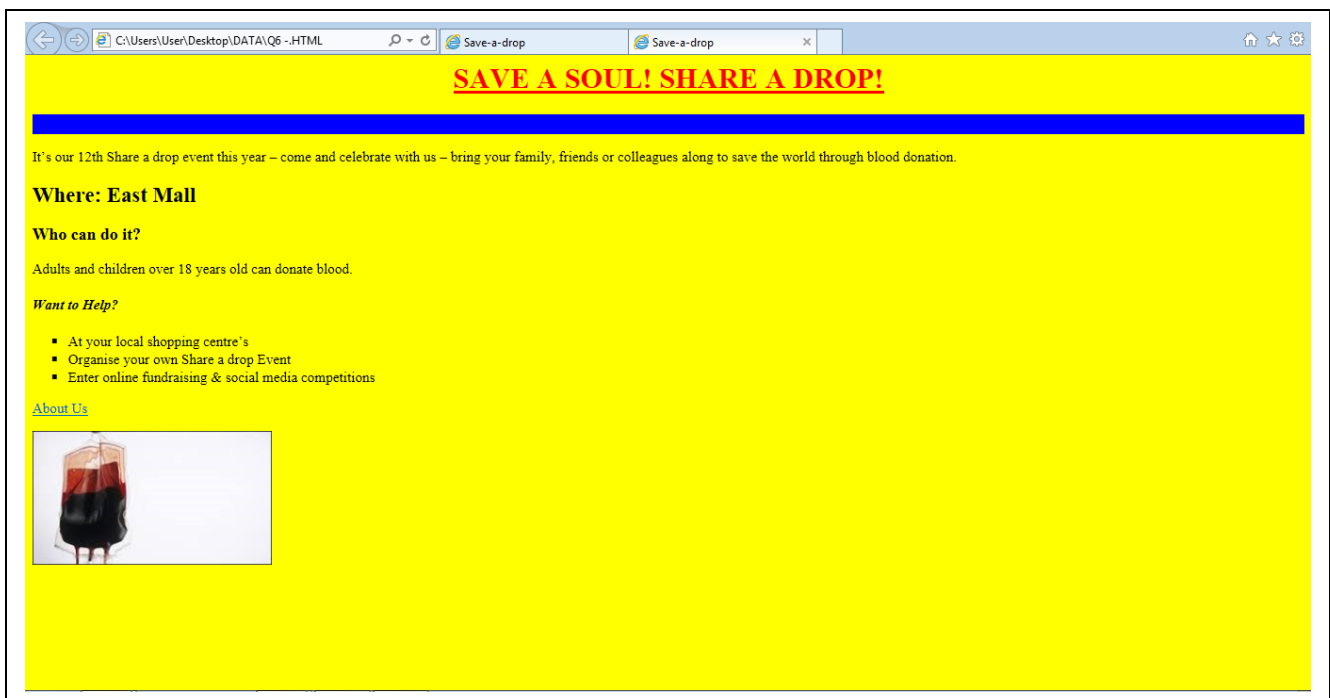
Save and close all open files.

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QUESTION 6: WEB DESIGN (HTML)

One of the learners created a web page to inform people about a fundraiser called save-a-drop that the school intend to have later during the year. You have to finalise the web page that was created.

Open the file called Q6HTML and carry out the instructions below.
You have been supplied with an HTML tag reference sheet.
Your final web page should look as follows:



- 6.1 The title of the webpage should be “save-a-drop”. (1)
- 6.2 Change the background colour of the web page to yellow. (2)
- 6.3 The heading ‘Save a soul! Share a drop!’ should be centre-aligned, in red font and underlined. (3)
- 6.4 Insert a blue horizontal line, with size 20 below the heading “‘Save a soul! Share a drop!’” (3)

- 6.5 Format the attributes of the bulleted list to the square bullets. (2)
- 6.6 The text 'About Us' should be displayed below the bulleted list and linked to the document 'About Us.pdf'. (4)
- 6.7 Insert an image called **Q6Blood Unit.jpg** from your exam folder. The image must appear below the About Us link. Adjust the height of the picture to 150. (3)
- 6.8 The heading "Want to help?" should be italic. (1)
- 6.9 Correct the closing HTML tag. (1)

Save and close all documents.

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QUESTION 7: INTEGRATION

You need to send an e-mail to all the recipients that are part of the fundraising. Open the word processing document **Q7Screenshot**.

- 7.1 Apply automatic numbering to all five items below the 1st paragraph, under the heading '5 Fundraising ideas' (1)
- 7.2 Change the properties of the text form field for the Fundraiser needed so that the name will automatically appear in Title Case when the user enters a fundraiser name in the field. (1)
- 7.3 Add a text form field control next to the 'Attendances' field that will only allow digits (numbers) to be entered with a maximum value of 2. (3)
- 7.4 Change the default option for the 'Money procured' drop-down field control to read: 'Selectone_Kieseen'. (2)
- 7.5 Locate the paragraph that starts with the text "Please complete the information below" and end with "Money procured". Place a 3 pt shadow border around the paragraph. (2)

7.6 Study the table below before attempting QUESTION 7.6.1–7.6.3.

Envelope Mailing Results					
Solicitation	#Mailed	#Responded	%	Total Gifts	AVG
Thank You letters (on going)	2,265	138	6%	7,833.00	56.76
Annual Report	3,364	47	1%	8,155.00	173.51
Spring Newsletter	22,993	40	0.20%	4,751.00	118.78
Summer Newsletter	10,717	38	0.40%	1,848.66	48.65
Fall Newsletter	11,000	137	0.30%	30,620.94	223.51
February Envelope Only Mailing	2,200	178	8%	14,566.50	81.83
Summer Envelope Only Mailing	2,457	132	5%	8,051.00	60.99
Year-end Envelope Only Mailing	2,880	134	4%	9,512.00	71.00
Totals in 12 month period					
Total Envelope Mailings	57,876	844	1%	<<Formula>>	101.11

7.6.1 Insert a 2¼ pt double line outer border. (2)

7.6.2 Adjust the column width of the second column to 3.5 cm. (1)

7.6.3 Replace the text <<Formula>> with a formula to calculate the number of gifts. (1)

7.7 A letter needs to be emailed to many different recipients.

7.7.1 Use the **7Email** document as a form letter and the Spreadsheet **7Emailist, Sheet1** for a mail merge as follows:

- Change the form letter to an email message.
- Sort the recipients (emails) in descending order according to their e-mail addresses.
- Add the merge fields Name_Naam, Surname_Van and Email addresses to the shaded field (Next to Dear) at the top of the document. (5)

Save the document as **7MergeReady_MergeGereed** before performing the mail merge in the next question.

7.7.2 Complete the mail merge using **7MergeReady_MergeGereed** as follows:

- Complete the email messages and merge for only the first three recipients.
- Make a screenshot of the merge to email window.
- Paste the screenshot in **7Screenshot_Skermskoot** document. Save the screenshot document.
- DO NOT send the e-mails. (2)

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Annexure A HTML Tag Sheet

Basic Tags	
<body> </body>	Defines the body of the web page
<body bgcolor='pink'>	Sets the background colour of the web page
<body text='black'>	Sets the colour of the body text
<head> </head>	Contains information about the document
<html> </html>	Creates an HTML document – starts and ends a web page
<title> </title>	Defines a title for the document
<!-- -->	Comment
Text Tags	
Tag	Description
<h1></h1>	Creates the largest heading
<h6></h6>	Creates the smallest heading
	Creates bold text
<i></i>	Creates italic text
 	Sets size of font, from 1 to 7
 	Sets font colour
 	Sets font type
Links	
Tag	Description
 	Creates a hyperlink
 	Creates an image link
 	Creates a target location
 	Links to a target location created somewhere else in the document
Formatting	
Tag	Description
<p></p>	Creates a new paragraph
<p align='left'>	Aligns a paragraph to the left (default), can also be right, or centre
 	Inserts a line break
	Creates a numbered list
	Creates a bulleted list
	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
	Adds an image
	Aligns an image: can be left, right, centre; bottom, top, middle
	Sets size 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='ff0000'>	Sets the colour of the line