**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2019

COMPUTER APPLICATIONS TECHNOLOGY P1

MARKS: 180
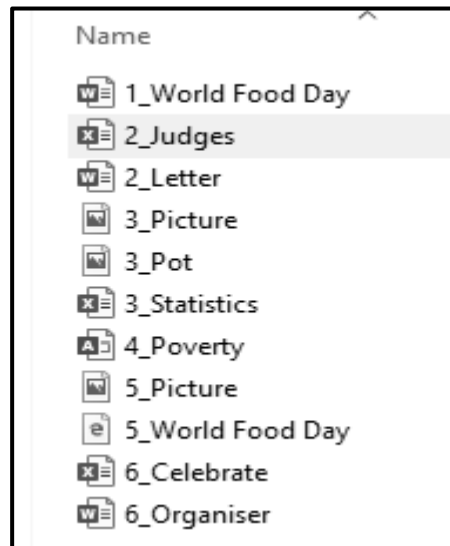
TIME: 3 hours

ICATNE1

This question paper consists of 16 pages, HTML tag sheet and an input mask character sheet.

INSTRUCTIONS AND INFORMATION

1.   Owing to the nature of this practical 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.   Insert your surname and name 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 or computer. If a disk has been issued to you, you must write your centre number and examination number on the label. If you are working 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 there be any problems with a file, you may request another copy from the invigilator.

5.   This question paper consists of SIX questions.

6.   Answer ALL the questions.

7.   Ensure that you save EACH document using the file name given in the question paper. Save your work at regular intervals as a precaution against possible power failures.

8.   Read through each question before answering or solving the problem. Do NOT do more than required by the question.

9.   At the end of the examination you must hand in the disk given to you by the invigilator with ALL the files saved on the disk, OR you should make sure that ALL the files are saved on the network/computer as explained to you by the invigilator/teacher. Make absolutely sure that all files can be read.

10.   During the examination you may make use of the help functions of the programs which you are using. You may NOT use any other resource material.

11.   If data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.

12.   Unless instructed otherwise, you must use formulae and/or functions for ALL calculations in questions involving spreadsheets. Use *absolute cell references* only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.

13. In ALL questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise.

14. In Annexure A the HTML tag sheet is provided.

15. The examination folder/data disk that you receive with this question paper will contain the folder and files listed below. Ensure that you have the folder and all the files before you begin this examination.

Name
1_World Food Day
2_Judges
2_Letter
3_Picture
3_Pot
3_Statistics
4_Poverty
5_Picture
5_World Food Day
6_Celebrate
6_Organiser

SCENARIO

The world celebrates **World Food Day** each year on 16 October to commemorate the founding of the organisation in 1945. Events are organised in over 150 countries across the **world**, making it one of the most celebrated **days** of the UN calendar. On this day strategies on fighting poverty throughout the world are discussed.

QUESTION 1: WORD PROCESSING

A document was created to give an insight about what World Food Day is. Edit the document as requested.

Open the **1_WorldFoodDay** word processing document.

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

    1.1.1   Select the Ion (Dark) cover page.   (1)

    1.1.2   Type in the document name as World Food Day and the year as 2019.   (2)

1.2   Find the heading on page two 'World Food Day' and apply the following changes.

    1.2.1   Create a heading style called 'Main Heading' with font Century Gothic, font size 20, bold and red font colour.   (3)

    1.2.2   Apply the Main Heading style to the main heading, "World Food Day".   (1)

1.3   Locate the paragraph starting with 'World …' and ending with '… Agricultural Development' and format it to resemble the rest of the paragraphs in the document.   (3)

1.4   Find all occurrences of the word 'poverty' in lower case and replace it with <u>poverty</u> underlined.   (2)

1.5   Find the green shaded part Placeholder 1 below the heading Theme and add the following references to the report:

Author: Dominic Anriasse

Title: Celebrating World Food Day by Feeding the Needy

Year: 2016

Publisher: IOL

City: Cape Town   (4)

1.6   Use the multilevel list or outline numbering to renumber the items to resemble the list below:

      1.   2010
          1.1   2010:   United against hunger
          1.2   2011:   Food prices – from crisis to stability
          1.3   2012:   Agricultural cooperatives – key to feeding the world
          1.4   2013:   Sustainable Food Systems for Food Security and Nutrition
               1.4.1   2014:   Family Farming: "Feeding the world, caring for the earth"
      2.   2015:
          2.1   2015:   "Social Protection and Agriculture: Breaking the Cycle of Rural Poverty"
          2.2   2016:   Climate change: "Climate is changing. Food and agriculture must too"
          2.3   2017:   Change the future of migration. Invest in food security and rural development.
               2.3.1   2018:   Our actions are our future.   (5)

1.7   The picture Figure 1 below the heading 'Events' has been wrongly labelled. Change this label so that it resembles the rest of the pictures.   (3)

1.8   Locate the text 'Go to Africa' under the heading 'Europe' and create a hyperlink to the bookmark 'Africa'. Add a screentip 'See how Africa commemorates WFD'.   (3)

1.9   Sort the paragraphs below the heading 'Africa' in descending order.   (2)

1.10   Add a footnote to the text 'Action Against Hunger (AAH)' as follows:

- Use a, b, c number format.
- Add the text 'This is a non-profit organisation.'
- Add the footnote below the text.   (3)

1.11   Insert page numbers in the page footer as follows:

- Use the 'Stacked Pages 1' page numbering style.
- Align the odd page number to the left of the footer.
- Align the even page numbers to the right of the footer.   (4)

1.12   Insert an automatic bibliography on the last page of the document.   (1)

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QUESTION 2: WORD PROCESSING

You were also requested to modify the letter that was created in Word. This letter will be distributed to those people who would like to be judges.

Open the **2_Letter** word processing document and modify the document.

2.1   Locate the highlighted word email and replace it with a symbol Wingdings 2-character code 63. (2)

2.2   Apply a right-aligned tab setting at 10 cm in line with the highlighted date and insert a field with today's date. The date should show the current date on any day that the letter will be opened. (4)

2.3   Locate the heading 'Registration information' and make the following changes:

    2.3.1   Change the properties of the 'Name' text form field to accept a maximum of 15 characters. (1)

    2.3.2   Add a checkbox form field before the text 'Male' so that the person can choose either male or female. (1)

    2.3.3   Insert a dropdown form field next to the text 'Qualification'. The following options must appear on the dropdown list.

- Degree
- Diploma
- Higher Certificate (3)

2.4   Send letters to the people who are interested in becoming judges. The names of the people are stored in the **2_Judges** spreadsheet.

- Use the 'Applicants' worksheet from the **2_Judges** spreadsheet as a data source.
- Replace the 'Sir / Madam' with the data in the 'Name' column.
- Send letters only to those who have a degree.
- Sort the letters according to 'Name'.

Save the letters as **2_Merged letters**. (6)

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QUESTION 3: SPREADSHEET

A spreadsheet file containing Better Life Index of World Countries has been stored in the **3_Statistics** spreadsheet.

Open the **3_ Statistics** spreadsheet and work in the **World Data** worksheet.

3.1   Row 1 has been merged from **A1** to **N1**. Format the worksheet as follows:

     3.1.1   Increase the height of **Row 1** to 60 pt or 120 pixels.   (1)

     3.1.2   The heading 'Better Life Index of World Countries' must be centred both vertically and horizontally.   (2)

     3.1.3   Insert a Two colour red gradient fill in the merged cells **A1:N1**.   (2)

     3.1.4   Insert the picture 3_Picture.jpg found in your data folder, in **Row 1**. The picture must be formatted as follows:

         •   The height of the picture must be 2 cm and width 6 cm.
         •   The picture must be placed on the right side of merged **Row 1**.   (4)

3.2   Use a spreadsheet feature so that all contents in **Row 2** is visible.   (1)

3.3   Ensure that all headings in **Row 1** and **Row 2** remain visible when scrolling down the worksheet.   (2)

3.4   Insert a function in cell **C42**, to determine the number of countries used in this study.   (2)

3.5   Use a spreadsheet feature to determine the 5 countries with the highest Net Household Adjusted Disposable Income. Format those names with red font colour.   (3)

3.6   In cell **C44**, determine the second highest value of the Net Household Financial Wealth.   (2)

3.7   The countries' ability to fight food shortages are influenced by the insecurities in the labour market. Countries with a volatile labour market will suffer. In cell **C46**, use the criteria below to determine the status of South Africa.

     Hint: Is the status of South Africa volatile or fair?

     Countries whose insecurity in the labour market is more than and equal to the average of all countries, their Labour Market Insecurities are considered to be volatile but those with less are fair.   (6)

3.8   Use a spreadsheet function to insert any number between 1 and 20, in cell **F6**.   (2)

3.9   Insert a function in cell **C48** to determine the number of countries whose
       citizens have a life expectancy of 60 years and above.   (3)

3.10   In cell **O1**, insert the date in year 2019 on which the World Food Day was
       commemorated. The date must be a long date type.   (3)

3.11   The number of years expected in education have been mistakenly inserted in
       cell **O34**. Use a spreadsheet feature to insert this in the correct cell **M34**.   (2)

3.12   Use a function in cell **C50** to determine the total amount paid by all the
       countries starting with letter 'S'.   (4)

3.13   The amount used by each worker per month in South Africa is stored in cell
       N34 and is in US Dollars. In cell **C52** convert the amount to South African
       currency. The exchange rate is stored in cell **B52**.   (3)

3.14   In cell **C54** calculate the percentage of the amount used by South African
       workers per month compared to the amount per month used by all the other
       workers.   (4)

3.15   Amongst the countries used in the study are the Bucks countries namely:
       Brazil, Russian Federation, South Africa and United Kingdom.

       Create an appropriate graph / chart that will display the Educational
       attainment of the adult working-age population and Expected years in
       education.

       • Add an appropriate title above the graph.
       • Name both the axes.
       • Rename both series with the appropriate heading.
       • Fill the plot area with the image 3_Pot.jpg.
       • Add a Data Callout to the highest bar and fill this bar with a solid purple
         colour.
       • Use a spreadsheet feature to move the graph to a new tabsheet and name
         it Graph.   (11)
                                                                                            [57]

QUESTION 4: DATABASE

A database of all provincial poverty statuses was created. **Modify the database and use design view in all queries.**

Open the **4_Poverty** database.

4.1   As part of the World Food Day awareness campaign schools are requested to write an essay. Learners of Village Primary School will be stored in the Essay Registration table. Edit the **Essay Registration** table as follows:

      4.1.1   Apply a feature to any field of the database that can uniquely identify the records in the table.   (1)

      4.1.2   Use a database feature in the **IDNo** field to make sure that a correct number of digits are inserted for the identity number of the learner.   (3)

      4.1.3   Move the **Name of School** field to be between **IDNo** field and **School Logo** field.   (1)

      4.1.4   Change the data type of the **School Logo** field so that a picture can be inserted in the table.   (1)

      4.1.5   Set the **Size of family** field to always display the number 3 in this field.   (1)

      4.1.6   The learners of Village Primary School come from PE, EL and KWT. Change the data type of the **Town** field to show these towns in alphabetical order.   (3)

      4.1.7   Add a validation rule to the **Rural School** field to accept R for Rural and U for Urban only.

              Add an appropriate message to help the user.   (3)

      4.1.8   Change the property of the **Essay** field so that it may not be left blank.   (1)

4.2   Create the form **frm4_2** based on the Provincial Data table.

- Include the following fields: Province, Households in Agriculture, % in National GDP, Average Household size, Main Source of Income and Source of Employment.
- Edit the form heading to be 'Provinces of SA'.
- Sort the data of '**Households in Agriculture'** field in descending order.
- Apply a red fill colour to all the labels in the detail section.
- The layout of the table should be stacked.
- Add a horizontal line at the top of the form footer.
- Add today's date as a field in the form footer.   (8)

4.3 Create a query called **qry4_3** based on Provincial Data-table.

- Add the following fields: Province, % in National GDP and Source of Employment.
- Add criteria to show the provinces whose % in National GDP is 10% or more **and**
- show the provinces that have a majority of people that are working.
- Sort in ascending order of % in National GDP. (5)

4.4 Open query **qry4_4** and do the following:

A calculated field was added in **qry4_4** to determine whether there has been an improvement in the people's poverty gap between 2006 and 2015.

- Correct the error in the calculated field to determine the poverty gap.
- Add a criteria to show which provinces had a negative impact. (4)

4.5 Create a report called **rpt5_5** based on the Provincial Data-table.

- Add the following fields: Province, Main Source of income, Source of Employment, Poverty Gap 2015, % in National GDP and Average Household.
- Group according to Main Source of Income field.
- Set the page orientation of report to landscape.
- Sort according to Source of Employment field.
- Calculate and display the total number of provinces as per Main Source of Income, in the group footer. (7)

4.6 Export the results from the QueryExport to a spreadsheet and save it as **Query Export.** (2)

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QUESTION 5: WEB DESIGN (HTML)

A web page has been created to make people aware of World Food Day.

Open the incomplete **5_World Food Day** web page in a web browser and also in a text editor.

NOTE:
- Question numbers are inserted as comments in the coding as guidelines to show approximately where the answer(s) should be inserted. Do NOT remove the comments.
- An HTML tag sheet has been attached for reference.

Your final web page should look like the example below.

5.1   Correct the HTML tags to display the text 'No to Hunger' in the browser tab.   (1)

5.2   Change the background colour of the page to light blue.   (1)

5.3   Centre the main heading 'World Food Day: Action for #Zero Hunger".   (1)

5.4   Add a green line and set the size to 10.   (3)

5.5   Set the font colour of the text below the horizontal line to red and bold.   (3)

5.6   The text 'Resource: Food and Agriculture Organization of the United Nations' should be in italics.   (1)

5.7   Modify the listed items under the heading 'HOW CAN I TAKE PART?' to be in capital letters.   (2)

5.8   Insert an image below the listed text. The image should be formatted as follows:

•   Use the picture '5_Picture' from your folder.
•   Both the width and the height should be 200.
•   The abbreviation 'WFD' should display when the picture is not displaying.
•   The picture should be centred.   (5)

5.9   Insert a hyperlink to the text 'For more information' to link to the website fao.org.   (3)

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QUESTION 6: GENERAL

Open the file **6_Organiser**.

6.1   Your school will participate in the events of the World Food Day. An organogram of the organising committee has been made. Study the picture below and answer the questions that follow.
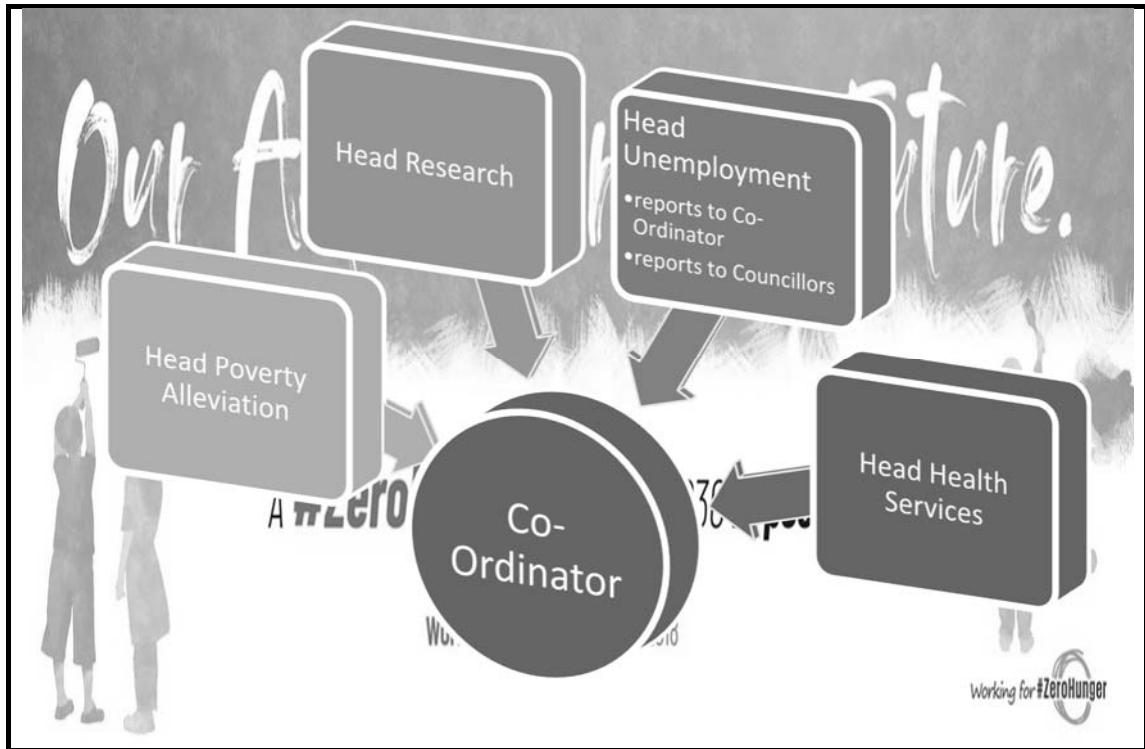
6.1.1   Edit the Co-Ordinator shape so that the text reads correctly.   (1)

6.1.2   Add the following information under Head Unemployment:

● Reports to Co-Ordinator
● Reports to Councillors   (2)

6.1.3   Add another shape named Head Research.   (1)

6.1.4   Switch the layout of the smart art from right to left.   (1)

6.2   Open the spreadsheet **6_Celebrate.**

This year the celebrations began with the countdown a minute before 12 midnight. Some cities celebrated earlier than others because of their geographical position on the world. A graph was created to show the differences in time and which cities will possibly celebrate first.
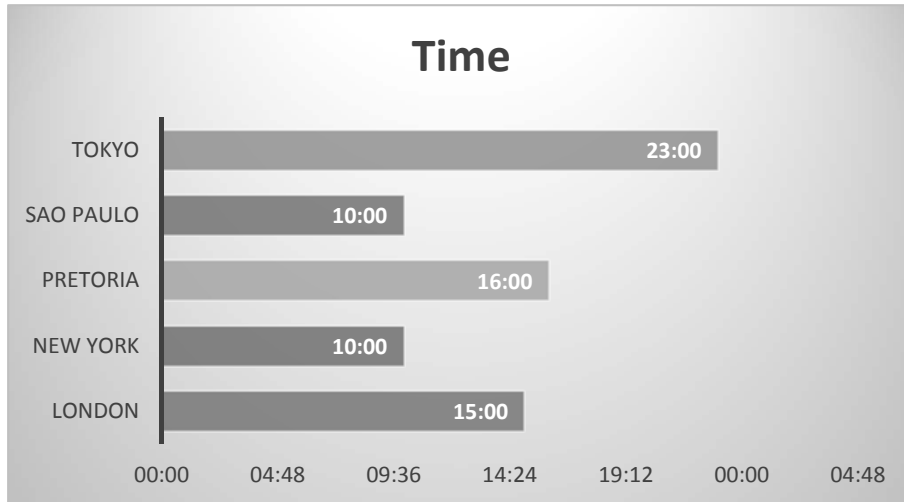
6.2.1   Change the graph to resemble the one above.   (1)

6.2.2   The cities must be sorted in descending order.   (2)

6.2.3   Use a spreadsheet feature to vary the colours of the bars by point.   (1)

[9]

TOTAL: 180

INPUT MASK CHARACTER SHEET

CHARACTER	DESCRIPTION
0	Digit (0 to 9, entry required, plus [+] and minus [–] signs not allowed)
9	Digit or space (entry not required, plus [+] and minus [–] signs not allowed)
#	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus [+] and minus [–] signs allowed)
L	Letter (A to Z, entry required)
?	Letter (A to Z, entry optional)
A	Letter or digit (entry required)
a	Letter or digit (entry optional)
&	Any character or a space (entry required)
C	Any character or a space (entry optional)
. , : ; - /	Decimal placeholder and thousand, date and time separators (The actual character used depends on the settings in the **Regional Settings Properties** dialog box in the Windows Control Panel.)
<	Causes all characters to be converted to lower case
>	Causes all characters to be converted to upper case to right. You can include the exclamation point anywhere in the input mask.
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask.
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A)

ANNEXURE A – HTML TAG SHEET

Basic Tags	
Tag	**Description**
`<body></body>`	Defines the body of the web page
`<body bg color="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**
`<hl></hl>`	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

Link Tags	
Tag	**Description**
`<a href="URL"></a>`	Creates a hyperlink
`<a href="URL"><img src="URL"></a>`	Creates an image link
`<a name="NAME"></a>`	Creates a target location
`<a href="#NAME"></a>`	Links to a target location created somewhere else in the document

Formatting Tags	
Tag	**Description**
`<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

Formatting Tags continued	
Tag	**Description**
`<li></li>`	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
`<img src="name">`	Adds an image
`<img src="name" align="left">`	Aligns an image: can also be "right", "center"; "bottom", "top", "middle"
`<img src="name" border="1">`	Sets size of border around an image
`<img src="name" width="200" height ="200">`	Sets the height and width of an image
`<img src="name" alt="alternative text">`	Displays alternative text when the mouse hovers over the image or when the image is not found
`<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

Table Tags	
Tag	**Description**
`<table></table>`	Creates a table
`<tr></tr>`	Creates a row in a table
`<td></td>`	Creates a cell in a table
`<th></th>`	Creates a table header (a cell with bold, centered text)
`<table width="50">`	Sets the width of the table
`<table border="1">`	Sets the width of the border around the table cells
`<table cellspacing="1">`	Sets the space between the table cells
`<table cellpadding="1">`	Sets the space between a cell border and its contents
`<tr align="left">`	Sets the alignment for cell(s) (can also be "center" or "right")
`<tr valign="top">`	Sets the vertical alignment for cell(s) (can also be "middle" or "bottom")
`<td colspan="2">`	Sets the number of columns a cell should span
`<td rowspan="4">`	Sets the number of rows a cell should span