



Province of the
EASTERN CAPE
EDUCATION

**NATIONAL
SENIOR CERTIFICATE**

GRADE 11

NOVEMBER 2014

COMPUTER APPLICATIONS TECHNOLOGY P1

MARKS: 180

TIME: 3 hours



This question paper consists of 15 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:

A folder called **EXAM DATA** with the following files and a sub-folder:

Q1_ Types of road accidents	Word processing file
Q2_ Results	Word processing file
Q2_ SA flag	Image file
Q3_ Entries Data	Spreadsheet file
Q4_ Invoice	Spreadsheet file
Q5_ Helmet	Image file
Q5_ Volunteers_K2K	Database file
Q6_ BStander_foundation	HTML file
Q6_ SA mug	Image file
Q7_ Answer	Word processing file
Q7_ Export	Spreadsheet file
Q7_ Hard facts	Text file
Q7_ Manager_Details	Spreadsheet file
Q7_ Slide Show	Presentation file
Q7_ Working Men	Database file
Q7_ DATA	Folder

SCENARIO

“Road transportation is a critical element supporting and directly contributing to growth in any economy. Road accidents are, unfortunately, a negative consequence of this economic growth, affecting both economically active members of our society and other citizens”.

© Copyright 2011 Road Accident Fund

<http://www.raf.co.za/Pages/default.aspx>

A local charity organisation annually holds a cycling event and would like you to help with the administration of the event because of your experience in Application Software gained over the past 2 years doing Computer Applications Technology. **The event is called “Children Safety Cycling”.**

QUESTION 1: WORD PROCESSING

One of the committee members has done research on the types of road accidents in our country especially over Easter weekends and festive seasons.

Open the document **Q1_Types of road accidents**.

1.1 Right-Align the text in the header and then format this text to Italics. (2)

1.2 Modify the Heading 1 style by changing the font colour to red.

Format the Main heading ‘Background’ with the modified Heading 1 style.

Format ALL subheadings from the subheading ‘3 Counts of culpable homicide case’ to the subheading ‘The role of SAPS, Traffic Police and or Metro Police’ with Heading 2 style. (3)

1.3 In the blue-shaded text, insert a citation for the Report used. The following are the details required:

- Author: Volminck S.D. Nathan
- Title: News Updater
- Year: 2013
- City: Pretoria
- Publisher: Daily News

(7)

1.4 Insert a 3pt page border around the document. (2)

1.5 Add the caption “Vehicle types” above the diagram on page 1 and change the numbering format to display A. (3)

1.6 Remove the border, around the first paragraph under the subheading ‘3 counts of culpable homicide’. (1)

- 1.7 1.7.1 Create a new style using the following criteria:
- Name: Arrive Alive
 - Style type: Linked (Paragraph and Character)
 - Style and Following style based on: Normal
 - The font color should be dark red and the font size 16.
 - Set the paragraph spacing of this style to 3pt after.
- 1.7.2 Format the highlighted text “SAPS or the Metro Police”: with this new style you created in QUESTION 1.7.1. (6)
- 1.8 1.8.1 Add a footnote to the text “skid marks”, which is highlighted in blue under the subheading ‘Taxi and pedestrian accident case’. (1)
- 1.8.2 Change the number format to Roman figure i. (1)
- 1.8.3 Text in the footnote should read: “Skid marks are marks left on the roadway from a vehicle that has locked its brakes.” (1)
- 1.9 Insert a section break before the main heading (Background) which will display the next section on a new page. (1)
- 1.10 Add a Table of Contents at the top of the first page.
• Show Heading 1 and Heading 2 Styles. (3)
- 1.11 Add automatic page numbering in the centre of the footer. (2)
- 1.12 Add a drop cap to the first letter of the first paragraph of the document. (1)
- Set the distance of the drop cap to 0.5 cm from text. (1)
- Save and close the document. [35]**

QUESTION 2: WORD PROCESSING

Mr Tommy, who owns a printing shop proposed that the top participants' details and results need to be captured in a suitable manner.

Work on 'Q2_Results'.

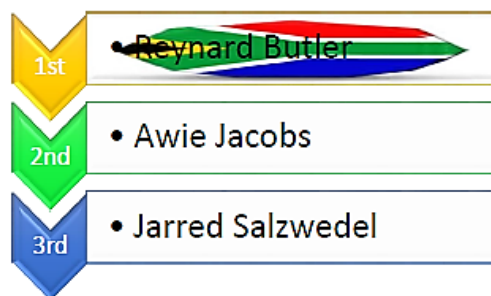
- 2.1 Change the text 'Children Safety' and 'Cycle Fun Race' to WordArt, style Gradient Fill, Gold, and Accent 4. (2)
- 2.2 Set the size of both pictures to be exactly 2.73 cm by 2.73 cm each. (3)
- 2.3 Align the pictures on either side of the WordArt and group them together with the WordArt. (2)



Children Safety Cycle Fun Race



- 2.4 A SmartArt Object (Vertical Object list) is already inserted underneath the first three finalists of the race. Make changes to the object as indicated:
- 2.4.1 Change the colour of the object under the Colourful Range tab to Accent Colours 4 to 5. (2)
- 2.4.2 Change the style of the object to be a 3-D Inset SmartArt Style. (1)
- 2.4.3 Enter the information/text (as indicated below) for the first three finalists. (3)



- 2.4.4 Apply a Picture Fill effect to the 1st place holder using the image Q2_SA flag.jpg. (2)

Save and close the document.

[15]

QUESTION 3: SPREADSHEET

The data for all the entries have been captured on a spreadsheet called **Q3_Entries Data**. The Organising Committee need exact information based on Gender, Amounts, Contact Details etc.

Open the file **Q3_Entries Data**.

- 3.1 Merge cells A1: L1 and apply a red fill colour to the merged cells. (2)
- 3.2.1 Change the height for row 1 to 34. (1)
- 3.2.2 Wrap text and vertically centre all the column headings in row 3. (2)
- 3.3 Freeze the column headings in row 3, so that they remain visible when you scroll up and down the worksheet. (1)
- 3.4 In column H apply conditional formatting to display "Paid in" amounts which are above R65 with any green fill colour. (3)
- 3.5 Use a function in cell D106 to calculate the number of riders in the 75 km race. (3)
- Note: All the 75 km riders are marked with the letter "L" in the race type column.**
- 3.6 Use a function in cell D107 to determine the total number of riders already registered. All participants in the spreadsheet are registered. (2)
- 3.7 Use a function in cell H106 to indicate the number of riders who do not have cell phone numbers. (2)
- 3.8 Add a function in H107 to calculate the amount already paid in by 75 km riders. (4)
- 3.9 Some riders will do the 40 km race while others will do the 75 km race.
- Use a suitable function in cell L4 to display **40 km** if Race Type (Column C) is marked with an "S", if not, **75 km** must be displayed. (4)
- 3.10 In cell J6 a cell phone number is incorrectly displayed as it does not have the leading 0. Format the cell so that the number is displayed correctly: 076565889. (2)
- 3.11 Insert borders in the range A3 to L104. (2)

[28]

QUESTION 4: SPREADSHEET

The caterer for the Cycle race will be using a spreadsheet to create invoices for the customers.

Open the **Q4_Invoice** spreadsheet and make the following changes to the **Invoice sheet**.

- 4.1 4.1.1 Insert a formula in cell G8 to calculate the subtotal for each item. (2)
- 4.1.2 Copy the formula down to G12. (1)
- 4.2 Add a function in cell G16 to calculate the subtotal of the invoice. (2)
- 4.3 Use a function in cell G17 to calculate the discount of 10% if the subtotal of the invoice is above R3 000, otherwise the discount should be indicated as 0. (3)
- 4.4 In cell G19, the VAT must be calculated as 14% of the total amount as in G18 (after the discount has been deducted). (3)
- 4.5 Calculate the amount due in cell G20. (2)

Work in the Graph worksheet.

- 4.6 A chart can be used for analysing the prices.
- 4.6.1 Create a suitable chart to compare the **unit prices of the platters ONLY**. (2)
- 4.6.2 Insert a relevant title and ensure that no legend appears. (2)
- 4.6.3 Set the Y-axis to end at 100 (maximum value) and display the axis title as Price. (2)
- 4.6.4 Display the data values. Names of platters must appear in full on X-axis. (1)
- 4.7 Hide sheet 1. (1)

Save and close the spreadsheet. [22]

QUESTION 5: DATABASE

A number of schools in your area have decided to ask learners, educators, governing body members and parents to do volunteer work during the K2K cycling race to assist with the smooth running of the event. Each school involved in the race has appointed representatives to act as team leaders. The particulars of the team leaders have been stored in a database.

Open the database **Q5_Volunteer_K2K** and open the table **Volunteer list**.

Note that the values in the field Volunteer code indicate the following:

K2K_G	G overning Body Chairman
K2K_E	E ducator
K2K_P	P arent
K2K_L	L earner Representative Council
8, 9,10,11,12	Grade

- 5.1 Make the following changes to the design of the **table**. (Do not change or edit any data in the table.)
- 5.1.1 Set a Primary key to an appropriate field in the table. (1)
- 5.1.2 Create a drop down list for the School field with the following values:
Mougins High
Kilmore High
Appleby High (2)
- 5.1.3 Set a suitable field property for the Volunteer Code field so that it may not be left blank. (1)
- 5.1.4 Make use of a suitable property to ensure that the user must enter 10 digits in this field when adding a value for the Cell No field. (2)
- 5.2 Create a **query** that will display only the names, surnames, cell phone numbers and Volunteer Code of the team leaders from Mougins High in Grade 12.
Base this query on the **Volunteers list table**.
Save the query as **Mougins High**. (5)
- 5.3 Create a new query based on the **Volunteer List Table** that will do the following:
- 5.3.1 Show only the fields Name, Surname, School, Volunteer Code and Cell No of the **K2K Volunteer List Table** of all the **parents, educators** and **learner representative** council who are involved in **both V_1st Aid and V_Vita C**.
- 5.3.2 Sort the list alphabetically according to the school.
Save the query as K2K Volunteers. (6)

5.4 Open the **List of Helpers** form. Modify it to appear as follows:

The screenshot shows a form titled "K2K_Volunteers_2014" with a helmet image. The form has the following fields and controls:

- ID: []
- School: Mougins High
- Volunteer Code: 8
- T-Shirt Colour: Sky Blue
- Name: Geraldo
- Surname: Alexander
- CellNo: 0824782523
- Email: gerrier@gmail.co.za
- V_H20:
- V_1st Aid:
- V_Time Keepers:
- V_Vita C:

Note the following important aspects of the form:

- The form title *K2K_Volunteers_2014* should be formatted with a Calibri (detail) font and size 12 pt.
- Insert the image **Q5_Helmet.jpg** provided in your examination folder to appear in the *Form Header*.
- Resize the picture to 3cm in height.
- Insert a 6 pt solid red rectangular border around the four fields of the *Detail* section as shown in the screenshot above.
- Move the fields *V_H20*, *V-1st Aid*, *timekeepers* and *V_Vita C* to the right side of the form, next to the other fields in the *Detail* section.

Save the form. (9)

5.5 Create a **report** as follows:

5.5.1 Base the report on the table **Volunteer list** and include the following fields:
Name, Surname, School, Volunteer Code, V_H20, V-1st Aid, V_timekeepers, V_Vita C and T-shirt Colour. (1)

5.5.2 Group the report first by *School*, and then by *volunteer Code*. (2)

5.5.3 Sort the records according to the surnames. (1)

5.5.4 The report must be in landscape orientation. (1)

5.5.5 Save the report as **List of Volunteers**. (1)

5.5.6 The title of the report must be *Save our cyclists!* (1)

5.5.7 Make any adjustments, if necessary, to ensure that all headings and details **display in full In Print Preview**. Also centre-align the detail in the *School* field. (2)

5.5.8 Perform the necessary calculations **in the report footer** to produce the following statistics:

- Total number of team leaders (volunteers) listed in the report
- Total number of schools, as indicated in the field *School*.
- Add a descriptive label for each calculation.

(5)

Save and close all open files.

[40]

QUESTION 6: WEB DESIGN (HTML)

A basic HTML page on cycling accidents in South Africa has been created. However, there are a number of errors, therefore it does not display correctly in a browser. You have been requested to correct this website. Use the **Q6_Screenshot** to assist you.

An HTML tag sheet (ANNEXURE 1) is provided for reference purposes.

Your final web page should look as follows:

The Burry Stander Foundation

On 3 January 2013 Burry Stander *lost* his life on South African roads while riding his bike. The Burry Stander Foundation was founded to be a catalyst for change in memory of the life of Burry Stander.

The Burry Stander Foundation is a charity with one goal in mind, to leave a legacy for Burry Stander by bringing about lasting change to save lives

We stand for more than just cyclists:

1. Pedestrians
2. Cycling commuters
3. Motorbikes

Immediate Goals

1. Drive a nationwide petition to change legislation
2. Hand over petitions to government at mass rides in Cape Town and Johannesburg
3. Pass the 1.5m passing rule into National law

How can you help?

- Sign the petition and add your voice
- Pledge towards the Foundation to help fund what we stand for
- Show your support, wear the armband

PETITION

Open the file **Q6_BStander_Foundation** in your text editor, e.g. Notepad.

- 6.1 Set the title of the HTML document to 'Zero Tolerance'. (2)
- 6.2 Change the background colour of the page to green. (1)
- 6.3 Format this text 'The Burry Stander Foundation' with tags and attributes in order to display as Heading 1, with yellow text, and Centre aligned. (4)
- 6.4 The rest of the text should be white. (1)

- 6.5 There is an image **Q6_SA mug** which is meant to display to the right of the text in the first paragraph.
Correct the HTML code to display the image correctly. (1)
- 6.6 After the word 'lost' in the first paragraph, all the text in the document appears in italics, instead of **just** the word 'lost'. Correct that mistake. (1)
- 6.7 The list under the Heading 'We stand for more ...' should be a numbered list, NOT a bulleted list.
Correct the HTML code so that the list displays as a numbered list. (3)
- 6.8 **Locate the text 'Immediate Goals:'** Modify the necessary tags as follows:
- 6.8.1 Remove bold from the text. (1)
- 6.8.2 Underline the text. (1)
- 6.9 **Locate the text 'How can you help' at the bottom of the document.**
- 6.9.1 Centre this text. (1)
- 6.9.2 Display a horizontal red line above and below the text 'How can you help' by adding HTML code. (2)
- 6.10 The text 'Petition' should be Jokerman font. (2)
- Save and close all documents. [20]**

QUESTION 7: INTEGRATION**Open work book Q7_Export.**

- 7.1 Remove sheet 2 from the workbook. (1)
- 7.2 7.2.1 Copy the chart from Fatalities sheet to a new word document named **Q7_Fatalities**. N.B. Ensure that the data can be **updated** each time the source data is edited. (3)

In Q7_Fatalities:

- 7.3 Use a feature of the word processing application to add a caption, Figure 1, to the chart. (1)
- 7.4 Insert the PowerPoint presentation file **Q7_Slide Show** as an icon at the top of page of **Q7_Fatilities** above the chart and link it to the original file location. Save and close the document. (2)

Open the Database file Q7_Working Men.

- 7.5 7.5.1 Import the spreadsheet **Q7_Manager_Details** to a new table in this database. (1)
- 7.5.2 DO NOT include column Date of Birth into the import. (1)
- 7.5.3 DO NOT use a primary key. (1)
- 7.5.4 Ensure table is renamed to **Q7_Manager_Details**. Save and close the document. (1)

The file **Q7_Hard facts** in your Exam folder was saved as a text file by mistake.

- 7.6 7.6.1 Save this file in *Rich Text Format* under the same name (**Q7_Hard facts**). (Do not delete the original text file.) (2)
- 7.6.2 Change the *Author* property of the file **download.jpg** found in the Q7 Data folder to your own name and surname. (1)
- 7.6.3 Change the file **Q7_Hard facts.rtf** to read-only. (1)
- 7.7 How many files are contained in your **Q7_DATA folder**? Fill your answer in the space provided on the **Question_7 Answer sheet**. (1)
- 7.8 7.8.1 Change the order of the fields in this folder, from left to right, to *Size, Name* and *Type*. (1)
- 7.8.2 Paste a screenshot of the contents of the folder in the space provided in the file **Question_7 Answer sheet**. (1)
- 7.9 Protect the file **My bike.docx** located in the Q7 Data folder with the Password **NOV_14**. (2)

Save and close all open documents.

[20]

TOTAL: 180

ANNEXURE 1

	Opening tag	Closing tag
Document tags	<html> <head> <title> <body>	</html> </head> </title> </body>
Heading elements	<h1> : <h6>	</h1> : </h6>
Tag elements	<p> <hr/>	</p>
Text formatting	 <i> <u> ^{ _{ <code>	 </i> </u> } } </code>
Alignment	<p align="left"> (also "right", "justify" "center")	</p>
Font formatting	<p> (also face=, color=)	</p>
Body colour	<body bgcolor="green">	</body>
Link syntax	<a> 	
Images syntax		
Image alignment		
Lists	 (numbered list) <ol type="a">(also A, I, i) (bulleted list) <ul type="circle">(also disk, square) List item	

Document tags	<html> <head> <title> </title> </head> </html> <body>	</html> </head> </title> </body>
Heading elements	<h1> : <h6>	</h1> : </h6>
Tag elements	<p> <hr/>	</p>
Text formatting	 <i> <u> ^{ _{ <code>	 </i> </u> } } </code>
Alignment	<p align="left"> (also "right", "justify" "center")	</p>
Font formatting	<p> (also face=, color=)	</p>
Body colour	<body bgcolor="green">	</body>
Link syntax	<a> 	
Images		
Image alignment		
Lists	 (numbered list) <ol type="a">(also A, I, i) (bulleted list) <ul type="circle">(also disk, square) 	
Opening tag		Closing tag

VRAAG 7: INTEGRASIE

Maak die sigblad **Q7_Export** oop.

7.1 Verwyder sheet 2 van die werkblad. (1)

7.2 Kopieer die grafiek vanaf **Fatalities** werkblad na 'n nuwe MS-Word dokument genaamd **Q7_Fatalities**. Versekert dat die data outomaties kan opdateer indien enige veranderinge aan die oorspronklike dokument gebring word. (3)

In Q7_Fatalities:

7.3 Gebruik 'n woordverwerkingsfunksie om die grafiek 'Figure 1' te merk. (1)

7.4 Voeg die PowerPoint voorstelling leer **Q7_Slide Show** as 'n ikoon in die eerste lyn boaan die bladsy van die **Q7_Fatalities** leer en koppel dit aan die oorspronklike leerposisie. (2)

Maak die Q7_Working Men leer oop.

7.5 Voer die sigblad **Q7_Manager_Details** na 'n nuwe databasis tabel in. (1)

7.5.2 MOET NIE die Date of Birth kolom insluit NIE. (1)

7.5.3 MOET NIE 'n primêre sleutel gebruik NIE. (1)

7.5.4 Versekert dat die tabel as **Q7_Manager_Details** herbenoem word. (1)

Die leer **Q7_Hard facts** in jou Eksamen leer was verkeerd as 'n teksleer gestoor.

7.6 Stoor die leer **Rich Text Format** onder dieselfde lêernaam (**Q7_Hard facts**). (Moenie die oorspronklike teksleer verwyder nie.) (2)

7.6.2 Verander die *Author* eienskap van die leer **download.jpg** na jou naam en van. (1)

7.6.3 Verwyder die *read-only* eienskap van die **Q7_Hard facts.rtf** leer. (1)

7.7 Hoeveel lêers bevat die **Q7_DATA** leer. Vul jou antwoord op die **Question_7 Answer sheet** in. (1)

7.8.1 Verander die orde van die kolomme van die **EXAM DATA** leer, van links na regs, na *Size*, *Name* en *Type*. (1)

7.8.2 Plaak 'n 'screenshot' van die inhoud van bogenoemde leer in die spasie voorsien in die **Question_7 answer** leer. (1)

7.9 Beskerm die **My bike.docx** leer gevind in die Q7 Data lêergids met die wagwoord **NOV_14**. (2)

Stoor en maak alle dokumente toe.

[20]
TOTAAL: 180

- 6.5 Daar is 'n prent **Q6-SA mug** wat aan die regterkant van die eerste paragraaf moet verskyn. (1)
- 6.6 Al die teks na die woord 'lost', in die eerste paragraaf in die dokument verskyn in skuinsdruk, in plaas van **net** die woordjie 'lost'. Maak die fout in die kode reg. (1)
- 6.7 Die lys onder die opskrif 'We stand for more ...' moet 'n genommerde lys wees, NIE 'n *bullet-lys* nie. Maak die fout in die kode reg, sodat dit as 'n genommerde lys vertoon. (3)
- 6.8 **vind die teks 'Immediate Goals'**: Formateer die opskrif soos volg: (1)
- 6.8.1 Verwyder die vetdruk in die teks. (1)
- 6.8.2 Onderstreep hierdie teks. (1)
- 6.9 **vind die teks 'How can you help' aan die einde van die dokument.** (1)
- 6.9.1 Sentreer hierdie teks. (1)
- 6.9.2 Voeg HTML-kode in wat 'n rooi horisontale streep bokant en onderkant die teks 'How can you help' sal plaas. (2)
- 6.10 Die teks 'Petition' moet in Jockerman font-styl wees. (2)
- Stoor en maak die dokument toe.** [20]

VRAAG 6: WEB ONTWERP (HTML)

'n Basiese HTML-bladsy oor fietsry-ongelukke in Suid-Afrika is saamgestel. Daar is egter 'n paar foute. Jy moet jou kennis gebruik om die foute te verbeter sodat die webblad gepubliseer kan word. Gebruik die **Q6_Screenshot** om jou te help.

Jy is voorsien van 'n HTML TAG SHEET (Annexure 1) vir verwysingsdoeleindes.

Jou finale webblad behoort soos volg te lyk:

On 3 January 2013 Burry Stander *lost* his life on South African roads while riding his bike. The Burry Stander Foundation was founded to be a catalyst for change in memory of the life of Burry Stander.

The Burry Stander Foundation is a charity with one goal in mind, to leave a legacy for Burry Stander by bringing about lasting change to save lives

We stand for more than just cyclists:



1. Pedestrians
2. Cycling commuters
3. Motorbikes

Immediate Goals

1. Drive a nationwide petition to change legislation
2. Hand over petitions to government at mass rides in Cape Town and Johannesburg
3. Pass the 1.5m passing rule into National law

How can you help?

- Sign the petition and add your voice
- Pledge towards the Foundation to help fund what we stand for
- Show your support, wear the armband

PETITION

Maak die lêer **Q6_Bstander_Foundation** in jou HTML redegteringsprogram oop
bv. Notepad.

- 6.1 Stel die titel van die HTML-dokument as 'Zero Tolerance'; (2)
- 6.2 Verander die agtergrondkleur van die dokument na groen. (1)
- 6.3 Formateer die teks 'The Burry Stander Foundation' met tags en attribute as Heading 1, met 'n geel fontkleur, gesentreer. (4)
- 6.4 Die res van die dokument moet in wit fontkleur verskyn. (1)

5.5.8

Doen die nodige berekeninge aan die einde van die verslag (Report Footer) om die volgende inligting te verskat:

- Totale aantal helpers (volunteers) wat in die verslag gelys is
- Totale aantal skole soos aangedui in die *School*-veld.
- Voeg beskrywende byskritte (labels) by.

(5)

Stoor en maak alle lêers toe. [40]

5.4 Maak die **List of Helpers** vorm oop. Pas die volgende veranderinge aan sodat dit soos volg lyk:

Die vorm moet aan die volgende belangrike aspekte voldoen:

- Die vorm titel is *K2K_Volunteers_2014* en is in 'n Calibri (detail) 12 pt font geformateer.
- Die prent **q5_Helmet.jpg** (verskat in jou eksamenleërgids), verskyn in die *Form Header*. Die prent moet 3 cm hoog wees.
- 'n 6 punt soliede rooi reghoekige ommaring om die vier velde aan die bokant van die *Detail* afdeling word vereis. Sien "Screenshot".
- Die velde *V_H20*, *V-1st Aid*, *v_timekeepers* and *V_Vita C* moet regs, langs die ander velde in die *Detail*-afdeling geplaas word.

5.5 **Stoor die vorm.** (9)

Skep 'n **Verslag** soos volg:

- 5.5.1 Baseer die verslag op die **Volunteer list** table en sluit die volgende velde in:
Name, Surname, School, Volunteer Code, V_H20, V-1st Aid, V_timekeepers, V_Vita C and T-shirt Colour. (1)
- 5.5.2 Groepeer die verslag eerstens volgens *School*, en daarna volgens *volunteer Code.* (2)
- 5.5.3 Sorteër die rekords volgens vanne. (1)
- 5.5.4 Die verslag moet in landskap oriëntasie wees. (1)
- 5.5.5 Stoor die verslag as **List of Volunteers.** (1)
- 5.5.6 Die titel van die verslag moet *Save our cyclists!* wees. (1)
- 5.5.7 Maak aanpassings indien nodig sodat alle opskritte en besonderhede volledig in "**Print Preview**" vertoon. Sentreer ook die detail in die *School*-veld. (2)

VRAAG 5: DATABASIS

'n Paar skole in jou omgewing het besluit om leerlinge, onderwysers, lede van die skoolbeheerrade en ouers te vra om vrywillige werk te doen tydens die K2K fietsry-kompetisie, om met die vlot verloop van die geleentheid te help. Elke skool wat betrokke is, het verteenwoordigers as spaniers of helpers aangestel. Die besonderhede van die spanne en leiers is in 'n databasis gestoor.

Maak die Q5_Volunteer_K2K databasis oop en ook die tabel **Volunteer list**.

Neem kennis dat die waardes in die veld *Volunteer code* die volgende beteken:

K2K_G	Governing Body Chairman (Beheerliggaam voorsitter)
K2K_E	Educator (Onderwyser)
K2K_P	Parent (Ouer)
K2K_L	Learner Representative Council (Leerlingraadverteeenwoordiger)
8, 9,10,11,12	Grade

5.1 Bring die volgende veranderinge aan die ontwerp van die **tabel** aan. (Moenie die data verander nie.)

5.1.1 Stel een van die bestaande veldde wat geskik is om as 'n sleutelveld te dien, as die primêre sleutel.

(1)

5.1.2 Skiep 'n kieslys (Combo Box) vir die Skool-veld met die volgende waardes:

Mougins High
Killmore High
Appleby High

(2)

5.1.3 Stel 'n toepaslike veldienskap (field property) vir die *Volunteer Code*-veld sodat dit nie oop gelaat mag word nie.

(1)

5.1.4 Maak gebruik van 'n geskikte eienskap (property) om te verseker dat die gebruiker 10 syfers moet intik wanneer 'n waarde in die Cell No-veld ingevoer word.

(2)

5.2 Skiep 'n **Navraag** wat slegs die (names), (surname), (cellphone numbers) en Volunteer Code van die spaniers van Mougins High in graad 12 vertoon. Baseer die navraag op die **Volunteers list table**.

(5)

Stoor die navraag as **Mougins High**.

5.3 Skiep 'n nuwe **Navraag** op die **Volunteers list table** wat die volgende sal doen:

5.3.1 Toon slegs die veldde 'Name', 'Surname', 'School', 'Volunteer Code' en Cell No van die K2K Volunteer list tabel van die **ouers, onderwysers en leerlingraadverteeenwoordiger ('learner representative council')** wat in beide die V_1st Aid en V_Vita C betrokke is.

5.3.2 Sorteër die navraag alfabeties volgens die skool.

(6)

Stoor die navraag as **K2K Volunteers**.

Die spysenier tydens die fietsry kompetisie sal van 'n sigblad gebruik te maak om fakture aan kliente uit te reik.

Maak die **Q4 Invoice** sigblad oop en bring die nodige veranderinge aan die **Invoice sigblad** aan.

- 4.1 4.1.1 Voeg 'n funksie in sel G8 om die subtotaal vir elke item te bereken. (2)
- 4.1.2 Kopieer nou die funksie ondertoe tot by G12. (1)
- 4.2 Voeg 'n toepaslike funksie in sel G16 om die subtotaal van die faktuur te bereken. (2)
- 4.3 Gebruik 'n gepaste funksie in sel G17 om 'n afslag van 10% toe te staan indien die subtotaal meer as R3 000 is, anders moet die afslag met 0 aangetoon word. (3)
- 4.4 Die belasting (VAT) in sel G19 moet as 14% van die totaal in G18 bereken word (**nadat die afslag afgetrek is**). (3)
- 4.5 Bereken die uitstaande bedrag in sel G20. (2)

Werk in die Graph werksblad.

- 4.6 'n Grafiek kan gebruik word om die pryse maklik te analiseer. (2)
- 4.6.1 Skep 'n gepaste grafiek om die eenheidsprys per bord ("platter") te vergelyk. Slegs borde eetgoed moet vergelyk word. (2)
- 4.6.2 Verskat 'n beskrywende grafiektitel en sorg dat geen randskrif (legend) vertoon nie. (2)
- 4.6.3 Laat die Y-as eindig by 100 (maksimum waarde) en die as se titel moet 'Price' wees. (3)
- 4.6.4 Vertoon waardes by die datapunte. Die name van die "platters" moet volledig op die X-as verskyn. (1)
- 4.7 Sheet 1 moet nie vertoon nie. (1)

Stoor en maak die sigblad toe.

[22]

VRAAG 3: SIGBLAD

Al die deelnemers se inligting is in 'n sigblad genoem **Q3_Entries Data** gestoor. Die reëlingskomitee het presiese inligting gebaseer op die deelnemers se Geslag, Uitstaande gelde, Kontak besonderhede, ens. nodig.

Maak die lêer **Q3_Entries Data** oop.

- 3.1 Voeg die selle A1:L1 saam en gebruik 'n rooi vulkleur by die saamgevoegde selle. (2)
- 3.2.1 Selekteer die eerste ry en verander die ryhoogte van ry 1 na 34. (1)
- 3.2.2 Omvou die teks en vertikaal sentreer alle kolomopskrifte in ry 3. (2)
- 3.3 Vries ry 3 se kolomopskrifte sodat hulle sigbaar sal bly as jy in die werkblad af beweeg. (1)
- 3.4 Maak gebruik van voorwaardelike formatering (conditional formatting) in kolom H om die "Paid in" bedrae aan te dui wat meer is as R65. Skakeel die selle met hierdie waardes in enige groen kleur. (3)
- 3.5 Gebruik 'n funksie in sel D106 om die aantal fietsryers wat aan die 75 km wedren gaan deelneem. **Nota: Al die 75 km fietsryers deelnemers is met die letter "L" gemerk.** (3)
- 3.6 Gebruik 'n funksie in sel D107 om die aantal ryers wat alreeds geregistreer het, te bereken. Al die deelnemers is geregistreer. (2)
- 3.7 Gebruik 'n funksie in sel H106 om aan te dui hoeveel fietsryers se selfoonnommers uitstaande is. (2)
- 3.8 Voeg 'n funksie in H107 om die totale bedrag wat alreeds deur die 75 km fietsryers inbetaal is, te bereken. (4)
- 3.9 Sommige fietsryers gaan die 40 km afstand ry en ander die 75 km afstand. Gebruik 'n gepaste funksie in sel L4 om **40 km** te vertoon as die "Race Type" (kolom C) met 'n "S" gemerk is. "Anders moet **75 km** vertoon word. (4)
- 3.10 Die selfnommer in sel J6 vertoon verkeerd. Formateer die sel sodat die selfnommer korrek vertoon: "076565889". (2)
- 3.11 Voeg rame (borders) by die reeks A3 tot L104. (2)

[28]

VRAAG 2: WOORDVERWERKING

Mnr. Tommy, eienaar van die drukkerswinkel stel voor dat die top deelnemers se besonderhede en uitslae professioneel verwerk moet word.

Werk in die 'Q2_Results' dokument.

- 2.1 Verander die font 'Children Safety' en 'Cycle Fun Race' na WordArt styl Gradient Fill, Gold, and Accent 4. (2)
- 2.2 Die grootte van beide prente moet presies 2.73 cm by 2.73 cm gestel word. (3)
- 2.3 Plaas die prente inlyn aan beide kante van die teks en groepeer die WordArt en die twee prente sodat dit as een objek vertoon. (2)



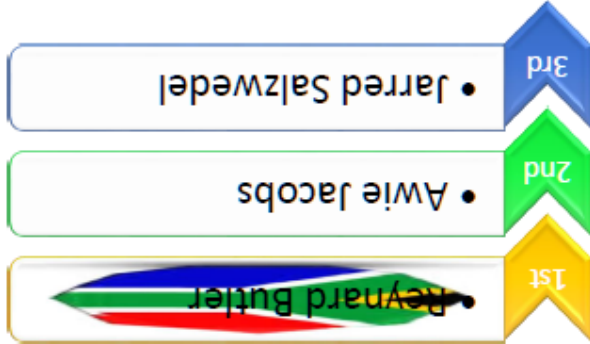
Children Safety
Cycle Fun Race



2.4

n SmartArt Object (Vertical Object list) is alreeds bygevoeg onderaan die eerste drie deelnemers se name. Bring die volgende veranderinge aan:

- 2.4.1 Verander die kleur van die beeld (object) onder die *Colourful Range* tab na *Accent Colours 4 na 5*. (2)
- 2.4.2 Verander die styl van die beeld (object) na die 'Inset' SmartArt Styl. (1)
- 2.4.3 Voeg die informasie/teks van die eerste drie finaliste soos hieronder aangedui. (3)



2.4.4 Vul die vorm van die 1ste plekhouer met die prent **Q2_SA flag.jpg** in die Image prentleër. (2)

Stoor en maak die dokument toe.

[15]

1.7	1.7.1	Skop 'n nuwe styl deur die volgende kriteria te gebruik: <ul style="list-style-type: none"> • Name: Arrive Alive • Style type: Linked (Paragraph and Character) • Style en Following style based on: Normal • Die font kleur moet donker-rooi wees en die fontgrootte 16. • Die paragraafspasiëring vir die styl moet "3pt after" wees. 	(1)
1.8	1.8.1	Voeg 'n voetnota by die teks "skid marks" onder die sub-opskrif 'Taxi and pedestrian accident case'. Die teks is blou geskakel.	(1)
	1.8.2	Verander die nommeringformaat na Roman Figure i.	(1)
	1.8.3	Die teks 'Skid marks are marks left on the roadway from a vehicle that has locked its brakes' moet in die voetnota verskyn.	(1)
1.9		Voeg 'n seksie breuk (section break) voor die hoof-opskrif (Background) sodat hierdie teks op die volgende bladsy kan verskyn.	(1)
1.10		Voeg 'n inhoudsopgawe (<i>Table of Contents</i>) aan die begin van die dokument by.	(3)
		• Vertoon Heading1 en Heading2 style.	(3)
1.11		Voeg gesentreerde outomatiese bladsynommers in die voetnota (<i>footer</i>) by.	(2)
1.12		Voeg 'n 'Drop Cap' in die eerste sin van die eerste paragraaf by.	(1)
		Die afstand (distance) moet 0.5 cm van teks wees.	(1)

[35]

Stoor die dokument en maak dit toe.

- 1.6 Vervynder die raam om die eerste paragraaf onder die sub-opskrif '3 Counts of culpable homicide'.
- 1.5 Voeg 'n byskrif "Vehicle types" bo-aan die diagram op bladsy 1 en verander die nommeringformaat sodat die letter A vertoon.
- 1.4 Voeg 'n 3pt bladsyraam om die hele dokument.
- 1.3 Voeg 'n verwysing by die volgende Verslag/Report in die blou geskakelde teks "Insert citation" deur die volgende te gebruik:
- Author: Volminck S.D. Nathan
 - Title: News Updater
 - Year: 2013
 - City: Pretoria
 - Publisher: Daily News
- 1.2 Formateer die hoof-opskrif 'Background' met die aangepaste Heading1 styl.
- 1.1 Plaas die teks in die header regslyn en formateer die teks na kursief ('italics').

Maak die lêer **Q1_Types of road accidents** oop.

Een van die komiteedelede het navorsing gedoen oor tipes padongelukke in ons land en veral gefokus op Paasnaweke en feestye.

VRAAG 1: WOORDVERWERKING

SCENARIO

"Padvervoer is 'n belangrike ondersteuningslement en dra direk by tot die groei van die ekonomie. Padongelukke, ongelukkig, dra negatief by en kan die ekonomiese groei negatief beïnvloed. wat ook die sosiale lewenswyse van die gemeenskap affekteer."

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<http://www.raf.co.za/Pages/default.aspx>

'n Plaaslike liëtdadigheds-organisasie hou jaarliks 'n fietsrykompetisie en wil graag hê dat jy moet help met die organisasie omdat jou rekenaarvaardigheid wat jy in die laaste 2 jaar opgedoen het, baie handig te pas sal kom. **Die kompetisie word genoem: "Children Safety Cycling".**

Q1_Types of road accidents	Woordverwerkinglêer
Q2_Results	Woordverwerkinglêer
Q2_SA flag	Prentlêer
Q3_Entries Data	Sigbladlêer
Q4_Invoice	Sigbladlêer
Q5_Helmet	Prentlêer
Q5_Volunteers_K2K	Databasislêer
Q6_BStander_foundation	HTML-lêer
Q6_SA mug	Prentlêer
Q7_Answer	Woordverwerkinglêer
Q7_Export	Sigbladlêer
Q7_Hard facts	Tekslêer
Q7_Manager_Details	Sigbladlêer
Q7_Slide Show	PowerPointlêer
Q7_Working Men	Databasislêer
Q7_DATA	Lêergids

In Lêergids genaamd **EXAM DATA** wat die volgende lêers en lêergids bevat:

Die eksamenlêergids/-datadisket wat jy saam met hierdie vraestel ontvang, bevat die lêergids en al die lêers wat hieronder aangedui word. Maak seker dat jy die lêergids en al die lêers het voordat jy met hierdie eksamen begin:

LET WEL:

1. As gevolg van die aard van hierdie drie-uur-eksamen is dit belangrik om daarop te let dat jy NIE toegelaat sal word om die eksamenlokaal voor die einde van die eksamensessie te verlaat NIE.
2. Tik jou eksamenommer in die bladsyboskryf ('header') van ELKE dokument wat jy skep of stoor.
3. Die toesighouer sal 'n disket met AL die lêers wat vir die eksamen benodig word, aan jou gee, OF jy sal ingelig word waar die lêers op die netwerk of rekenaar gevind kan word. Indien 'n disket aan jou uitgereik is, moet jy jou naam en van op die etiket skryf. Indien jy op die netwerk werk, moet jy die instruksies volg wat deur die toesighouer gegee word.
4. 'n Kopie van die meesleërs ('master files') sal by die toesighouer beskikbaar wees. Indien daar enige probleme met 'n lêer is, mag jy die toesighouer vir 'n ander kopie vra.
5. Maak seker dat jy elke dokument stoor deur die lêernaam wat in die vraestel gegee word, te gebruik. Stoor jou werk gereeld as 'n voorsorgmaatreeël teen moontlike kragonderbrekings.
6. Lees deur ELKE vraag voordat jy dit beantwoord of die probleem oplos. MOENIE meer doen as wat deur die vraag vereis word NIE.
7. Aan die einde van die eksamen moet jy die disket wat deur die toesighouer aan jou gegee is, inlewer met AL die lêers daarop gestoor, OF jy moet seker maak dat AL die lêers op die netwerk/rekenaar gestoor is, soos deur die toesighouer/onderwyser aan jou verduidelik is. Maak absoluut seker dat AL die lêers gelees kan word.
8. Let daarop dat GEEN drukwerk vereis word nie.
9. Gedurende die eksamen mag jy van die hulpfunksies van die programme wat jy gebruik, gebruik maak. Jy mag GEEN ander hulpbronnemateriaal gebruik NIE.
10. Indien data atgelei is uit 'n vorige vraag wat jy nie kon beantwoord nie, moet jy steeds voortgaan met die vraag wat volg.
11. Tensy anders aangedui, moet formules en/of funksies vir ALLE berekeninge in vrae oor sigblaate gebruik word. Gebruik *absolute selverwysings* slegs waar nodig, om seker te maak dat formules korrek is wanneer jy dit na ander selle in 'n sigblad kopieer.
12. Vir ALLE vrae oor woordverwerking moet jy die taal op '*English (South Africa)*' stel. Die papiergruotte word as A4 Portret ('Portrait') aangeneem, tensy anders aangedui.
13. Alle meeteenhede moet op *sentimeter* gestel word.
14. Hierdie vraestel bestaan uit sewe vrae. Beantwoord AL die vrae.

INSTRUKSIES EN INLIGTING

Hierdie vraestel bestaan uit 15 bladsye insluitend 'n bylaag.



TYD: 3 uur

PUNTE: 180

REKENAARTOEPASSINGSTEGNOLOGIE V1

NOVEMBER 2014

GRAAD 11

**NASIONALE
SENIOR SERTIFIKAT**

