

Module 7.1, Activity 6 Sample Paper

Try to complete the paper in 3 hours when you practise. In an exam you will have to complete it in 2½ hours.

Theme: Orientation Day

The school is planning an Orientation Day for prospective Grade 8s and other new learners.

Question 1 – Word processing (I)

A letter has been drafted to inform teachers, parents and learners.

Open the document **1Letter**.

- 1.1 Locate the text 'Orientation Day NEW' at the top of page 1.
- Change the font of the text to Tahoma.
 - Remove the underlining from the text. (2)
- 1.2 Locate the first paragraph under the text 'Dear Stakeholders' towards the top of page 1.
- Add a Drop Cap that appears as shown below.
- Note:* The distance of the Drop Cap from the text must be 0.15 cm.
- A rectangular box containing a large, bold, black drop cap letter 'E' on the left. To its right, the text 'ach year at an', 'following year', 'the pre-planning a', and 'since critical input' is arranged in four lines, aligned with the top, middle, and bottom of the 'E'.
- (3)
- 1.3 Locate the text (paragraph) highlighted in yellow ('The actual date ... details.') towards the top of page 1.
- Remove the highlighting from the text.
 - Change a paragraph setting so that the paragraph will consist of THREE lines of text only. (Do not delete any text or format the text itself in any way.) (2)
- 1.4 Locate the heading 'Introduction' on page 1.
- Format this heading with the Heading 1 style. (1)
- 1.5 Locate the text (paragraph) in blue ('New learners ... good musicians.') under the heading 'Introduction'.
- Insert the picture **1Choices**, so that this picture and the paragraph will be displayed as shown on the next page. (Do not change any colours.)

New learners at a new high school are bombarded with choices. The first (tentative) choice was to select that particular high in the first place. But it doesn't end there. Future careers are at stake. What am I good at? What do I do well? What do I most ENJOY doing? While final subject choice for matriculation is not settled in Grade 8, there are some broad choices which nevertheless should be made at this early stage. Children are gifted in various ways, and it is important to begin nurturing inborn talents at an early age – indeed, even during the preparatory school phase. The broad learning area of Arts & Culture (see further below) is the first junction for this level of streamlining. Every child must know how to read and write, and have some knowledge of history, geography and the scientific enterprise, BUT good artists are necessarily good musicians.



(3)

1.6 Locate the image and the shape containing the text 'Many hands make light work' under the heading 'Involvement'.

- Display the image and the shape so that it appears as shown below.
- Ensure that the image and the shape can be selected together with a single mouse click.



(2)

1.7 Locate the line of text (paragraph) in blue ('School ... Applications') under the heading 'Feeder Schools'.

Change the paragraph 'after' space to 3 pt.

(1)

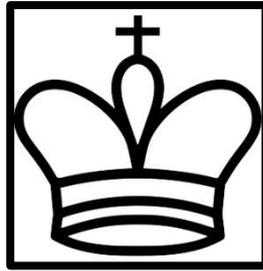
1.8 Locate the table under the heading 'Sport and Extramural'.

- Insert a formula in the empty cell in the rightmost column, to determine the number of learners whose sporting preference is *tennis*.
- Change the table to appear as follows:

		Vista	Trinder Park	Denville	Misty Hills	TOTALS
SPORT	Netball	3	3	0	2	8
	Athletics	1	6	2	0	9
	Swimming	2	2	1	2	7
	Tennis	2	3	3	2	10
	Cricket	3	3	1	0	7
	Hockey	2	1	1	2	6
	Rugby	2	4	4	3	13

(5)

- 1.9 Locate the image under the heading 'Sport and Extramural'.
- Change the weight (thickness) of the border to half its current value.
 - Display the image as follows:



(2)

- 1.10 Locate the highlighted word 'address' under the heading 'Hall'.
Ensure that if a user performs a 'Ctrl+Click' action on this word, they will jump to the heading 'Principal's Address'.

(1)

- 1.11 Locate the highlighted text 'H₂O' in the text box under the heading 'Classrooms, Laboratories, etc.'.

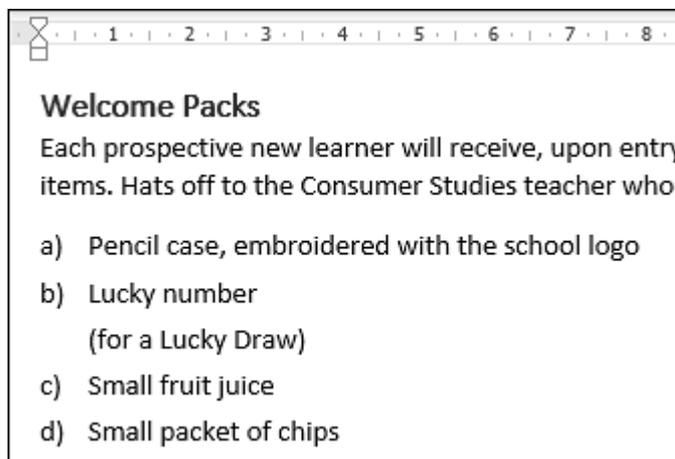
Display the text as shown below. (Do not change any colours.)

H₂O

(1)

- 1.12 Locate the image and the list of items in blue under the heading 'Welcome Packs'.

- Set the height of the image to 3 cm. (Do not change the width of the image.)
- Display the list as shown below, against the left margin. (Do not add a border and do not change any colours).



(4)

- 1.13 Locate the paragraph with text in red under the heading 'General'.
Correct all the spacing mistakes in the paragraph.

(2)

1.14 Locate the text (paragraphs) in blue under the heading 'Other'.

Format this text in columns as shown below.

Do NOT use the Enter key to position any text, and do NOT change the column widths.

CATERING

As in previous years, catering facilities will be provided. Our baking team has come up with a new selection of goodies that is sure to tempt the most jaded palate. Different types of beverages will likewise be on sale, ranging from home-made ginger beer to freshly squeezed juices to ordinary lemonade. Understandably, NO alcoholic beverages may be bought, sold or consumed on the premises. The tuck shop will also be open for the duration of the event, with their standard selection of commercial offerings.

MUSIC

The Music Department has kindly assented to adding a live musical accompaniment to proceedings. An ideal location for this would be the grassed area under the large trees in the quad. There is nothing quite like music to lend atmosphere to a situation. The programme will have to be carefully chosen: adjectives that spring to mind are 'unobtrusive' and yet 'alluring'. This is not to deny, of course, that we might wish to include a 'mini-concert' as part of the offering: surely a powerful incentive to those considering Music as an elective for the Arts & Culture program.

(3)

1.15 Locate the highlighted text 'torch of learning' under the heading 'Closing'.

Ensure that this text will always remain on a single line, i.e. it will never be 'split' over two lines (as is currently the case).

(1)

IMPORTANT: Save the **1Letter** document NOW, but do NOT close it yet.

1.16 Locate the heading 'Appendix: Choir Members' and the table below it on the last page.

- Insert a page break, so that this heading and the table will appear on a new page at the end of the document.
- Change the height of only the top row of the table to 1.2 cm.
- Open the **1Helpers** document.
 - Copy only the details of all helpers whose duty (4th column – **Duty**) is 'Choir'.
 - Paste these details in the table in the **1Letter** document, arranging them by surname in ascending order.

IMPORTANT: Continue working in the **1Helpers** document.

- Save the **1Helpers** document as a PDF file in your exam folder, using the same file name.
- Close the PDF file that you created.
- Save and close the **1Helpers** *Word* document.

(6)

Continue working in the **1Letter** document.

1.17 Apply automatic hyphenation to the document.

Ensure that hyphenation will NOT be applied to two or more consecutive lines.

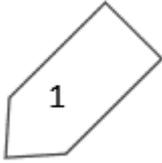
(2)

1.18 Correct all the spelling mistakes in the document. (Ignore the spelling of surnames in the table on the last page.)

(1)

1.19 Replace all instances of the word 'head' with the word 'principal'.
Ensure that words such as 'headlines' and 'heading' will not also be replaced. (2)

1.20 Insert automatic page numbering in the footer, in the format shown below. (Do not change any colours.)



(3)

1.21 Insert the name of the current document in the header as follows:

- If the document is renamed, the file name of the file must update automatically.
- The drive letter and the sequence of folders in which this document (file) is stored must also be displayed. (3)

Save and close the 1Letter document. [50]

Question 2 – Word processing (II)

An information sheet will be handed out on the day.

Open the document **2Handout**.

2.1 Change the size of the bottom margin to 2.54 cm. (1)

2.2 Locate the text 'Welcome!' at the top of page 1.
Format the text as WordArt of your choice. (1)

2.3 Locate the text (paragraph) in red ('Thank you ... a wise decision.') under the heading 'Dear Grade 7 Learner and Parent / Guardian'.
Remove the Outline text effect from the text. (1)

2.4 Locate the *en dash* highlighted in pink under the heading 'Dear Grade 7 Learner and Parent / Guardian'.
Replace the *en dash* with an *em dash*. (1)

2.5 Locate the bulleted list under the heading 'Dear Grade 7 Learner and Parent / Guardian'.
Display the text of the bulleted list as shown below, without cutting or deleting any text.

✓ Relaxing	✓ Rewarding
✓ Confirming	✓ INFORMATIVE

(1)

2.6 Remove the watermark from the document. (1)

- 2.7 Locate the text box and the text (paragraph) in blue ('ENJOY ... should you need them.') under the heading 'Dear Grade 7 Learner and Parent / Guardian'.
- Change the line spacing of the paragraph to Multiple At 1.3.
 - Use the text box to display the text 'ENJOY' and the paragraph approximately as shown below. (Do not change any colours.)

Care has been taken towards ensuring that all of the above will apply. This information sheet will help to ensure that you derive the most from your visit. All the support staff will be wearing name badges. Please feel free to approach any of **ENJOY** these, or any of our friendly tour guides, with any queries you may have. There is also an *Information Desk* in the school foyer, where you may leave any important messages with the Announcer, and where application forms may be collected and completed. Internet facilities will be available, should you need them.

(5)

- 2.8 Locate the text under the heading 'Programme of Events'.
- Format the text as shown below. (Do not change any colours.)



Programme of Events

Start	Event	Responsible
08:00	Handing out of Welcome Packs	Prefects
09:00	Welcome and address	School Principal
09:30	Tours – general and special	Tour guides
09:30	Displays – gymnastic and drama	Departments
11:00	Refreshment break	Catering Staff
12:00	Mini Music Concert	Music Director
12:30	Closing address	Vice Principal

(5)

- 2.9 Locate the bulleted list under the heading 'Sporting Codes and Coaches'.
- Replace all the current bullet characters with the Webdings character code 134 (¶).
 - Change the colour of all the bullet characters to black.

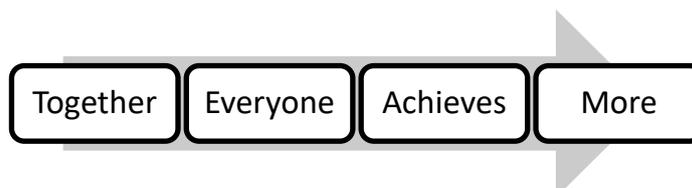
- 2.10 Locate the table on page 2 and the text in red ('New teacher: confirm availability of Mr Otto') just below the table.

Create a comment on the word 'German', which you will find in the leftmost column (*Subject*) of the table.

Move the text in red into the comment which you created.

(3)

- 2.11 Locate the SmartArt at the bottom of page 2.
- Change the SmartArt to appear as shown below. (Do not change any colours.)



(3)

- 2.12 Add a page border of your choice to the whole document.

Save and close the 2Handout document.

[25]

Question 3 – Spreadsheet

A spreadsheet being used to help with administration.

Open the **3General** spreadsheet.

3.1 Locate the worksheet tabs at the bottom of the spreadsheet.

- Change the colour of the *Chart* tab to white.
- Arrange the tabs to appear as follows:



(2)

Work in the *Support* worksheet, which contains details of support provided by teachers, parents and learners.

3.2 Make the following formatting changes:

- 3.2.1 Merge and centre **cells B1:F1**. (1)
- 3.2.2 Hide **column A**. (Do NOT delete this column.) (1)
- 3.2.3 Display **cells C6:E6** as shown below. (Do not change any colours.)

C	D	E
Group	Gr	Assigned Responsibility

(3)

3.3 The grades of helpers who are learners (**column C – Group**) are stored in **column D**. Insert a function in **cell C2** to determine the grade that has the most helpers. (2)

3.4 The value of contributions made by teachers (collected by their classes) and by some parents are stored in **column F**.

3.4.1 Insert a function in **cell C3** to determine the total number of contributions that were made. (2)

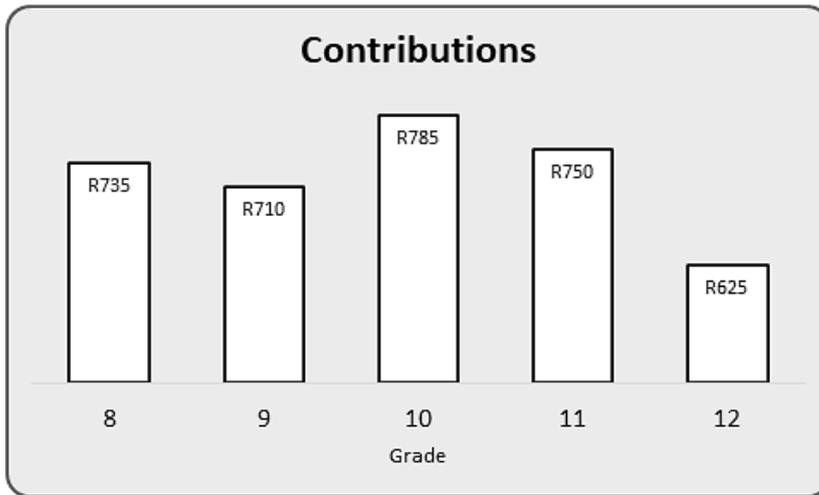
3.4.2 15% of the total amount of the contributions will be spent on decorations, and the balance will be spent on other items.

Insert a formula in **cell C4** to calculate how much money will be spent on the 'other items'. (3)

Work in the *Chart* worksheet, which contains a chart showing the contributions made by each grade.

3.5 Change the chart so that it appears like the example on the next page, by following the instructions under the screenshot. (Do not change any colours.)

A picture of the completed chart is included in the worksheet, to show what your completed chart should look like.



Do the following:

- Remove the vertical axis.
- Set the horizontal axis title to 'Grade'.
- Add data labels inside the ends of the columns.
- Arrange the columns in order of the grades, as shown above. (5)

Work in the *Grade 7* worksheet, which contains details of Grade 7 applicants.

3.6 Marks obtained by learners for their Maths examination in June are stored in **column D**.

3.6.1 Insert a function in **cell B1** to calculate the average mark obtained in the Maths examination.

Format the result as a whole number. (3)

3.6.2 Insert a formula in **cell B2** to calculate the difference between the highest mark and the average mark for this examination. (3)

Tip for questions 3.7 and 3.8: If you want, you can insert extra calculations in the provided building blocks to help you do these questions.

3.7 A lucky draw is planned for the learners.

Insert a formula in **cell B3** to generate a random number between 1 and the number of learners in the worksheet. (4)

3.8 Each learner can order a lunch pack for the day – at half price – either a 'Regular' type or a 'Choice' type. The costs of each of these two types are stored in **cells E4** and **F4**.

3.8.1 Change the existing formula in **cell B4** so that it calculates the total amount, in Rands, owed by all learners for their lunch packs. (4)

3.8.2 Insert a function in **cell B5** to determine the number of learners who have NOT ordered a lunch pack. (4)

3.9 The names of learners' schools are stored in **column C**.
Insert a function in **cell J1** to determine the number of learners from Vista school.
Use a range name (which you must create) to ensure that the function can be copied to **cells J2:J4** to determine the number of learners from the other schools. (4)

3.10 Change the print options as follows:

- Set the print area to **cells A7:F68**.
- Change a scaling option to fit the output to 1 page wide by 2 pages tall.
- Ensure that if the worksheet were to be printed, the print date (current date) would appear at the bottom of each printed page.

Note: Do NOT print anything! (4)

Save and close the 3General spreadsheet. [45]

TOTAL : 120