Computer Applications Technology

Study Opportunities

Grade 10

June 2012

Paper 1 Practical

*Time: 2½ hours*   *Marks: 120*

This paper consist of 9 pages (title page included)

Instructions and information

1. Note that you will not be allowed to leave the examination venue before the end of the examination period.

2. Save your work at regular intervals.

3. Read through each question before answering or solving the problem. Do not do more than is required by the question.

4. Note that no printing is required.

5. During the examination you may make use of the help facilities of the programs which you are using. You may not use any other resource material.

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

7. Formulas and/or functions must be used for all calculations in questions involving spreadsheets unless specified otherwise – in other words do not manually calculate and type in the answers!

Please note:

You will receive together with the question paper an examination folder called **DataTech**, which contains the following files:
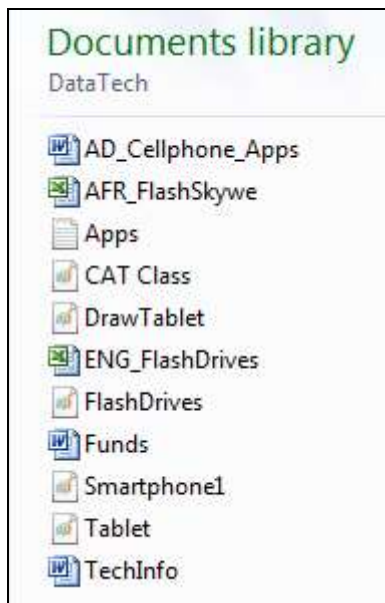
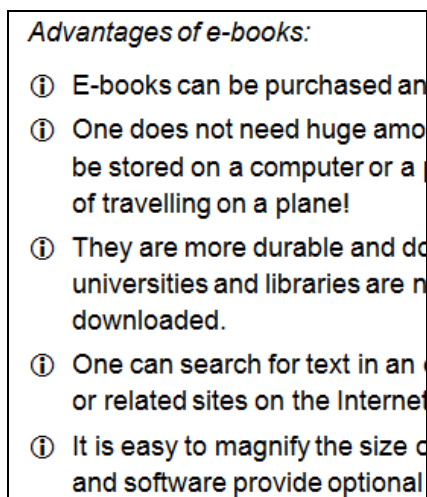This folder will be referred to as your *exam folder*.

Theme: Information about technology

The CAT learners are responsible for keeping the school community members up to date with new technology and helping them to use it. This means that information evenings will need to be held, and articles written for the school newspaper.

Question 1

Open the document **TechInfo**.

1.1   Change the page size to A4 and set all the margins to 2.5 cm.   (3)

1.2   Add the words 'Tech Info' right-aligned in the header.   (3)

1.3   Change the font type of the WordArt to Arial.   (1)

1.4   Replace all occurrences of the whole word 'phone' so that they will appear in red.   (2)

1.5   Add automatic page numbering in the format 'Page X of Y', centred in the footer.   (4)

1.6   Change the style of all paragraph headings that have been formatted with the *Heading 2* style, to the *Heading 1* style.   (2)

1.7   Swop the order of the two highlighted paragraphs under the heading *E-books / Digital books* on page 1, maintaining correct spacing.   (1)

1.8   Replace the numbering of the five items under the sub-heading *Advantages of e-books* with bullets. Use the Webdings symbol 105 with 12 point font size (ⓘ).   (4)

Advantages of e-books:

ⓘ   E-books can be purchased an

ⓘ   One does not need huge amo
    be stored on a computer or a
    of travelling on a plane!

ⓘ   They are more durable and do
    universities and libraries are n
    downloaded.

ⓘ   One can search for text in an
    or related sites on the Internet

ⓘ   It is easy to magnify the size o
    and software provide optional

1.9   Format the first paragraph under the heading *E-book reader* using the style of the <u>second</u> paragraph (under the same heading).   (1)

1.10   Ensure that the heading *Netbooks* will always appear at the top of a new page.   (1)

1.11   Remove the soft Enter that was used in the first paragraph under the heading *Netbooks.*   (1)

1.12 Smart quotes have been used in the paragraph under the heading *Netbooks* on page 2.
Locate these and replace them with the correct straight quotes. (2)

1.13 Locate the text March 2012 in the paragraph under *Netbooks*.
Ensure that this text will <u>never</u> be split over two lines. (2)

1.14 Locate the list of disadvantages under the heading *Social networking* on page 3.
Number these disadvantages using the same number style and format as the list of advantages (above the disadvantages). (3)

1.15 Locate the paragraph about *GPS instruments* and delete it. (1)

1.16 Locate the section about *Convergence* (paragraph heading and two paragraphs) and move this whole section to the end of the text on the second last page of the document. (2)

1.17 Add a Drop Cap effect to the first paragraph under the heading *Smartphones* on page 3 (starting with *The modern smartphone…*)

Note the following:

- The alignment and positioning of the Drop Cap must be as shown below.
- The Drop Cap must appear in a red font colour and be placed 0.1 cm from the text. (4)

Smartphones

The modern smartphone is allowing cellular telephones to do the job of computers (and a whole range of other devices). Smartphones include electronics that allow them to act as a GPS, camera, telephone, portable media player, Internet browser, e-mail client, and miniature computer.

1.18 Place the content of the text file **Apps.txt** in a text box to the right of the second paragraph under the heading *Smartphones*, as shown in the diagram below.

Note the following:

- The text in the text box must be formatted as Arial 10 pt.
- The alignment, positioning and size of the text box should be similar to that shown below. (4)

They have their own operating systems (like iOS for Apple products, Android, WebOS and Windows Phone 7) and can have 'apps' (programs) installed onto them to increase their usefulness and versatility.

Apps is just an abbreviation for 'Applications' – and is used to describe smaller programs typically used on a smartphone.

1.19 Locate the first paragraph of text under the heading *E-scamming / Phishing* on the second last page of the document (starting with the text 'Scamming is when someone…' and make the following changes:

- Indent the paragraph by 1.5 cm from both sides.

- Change the line spacing to 1.5 lines.

- Change the spacing after the paragraph to 12 points.

- Add a dotted or dashed (not a solid line) border to the paragraph. (6)

1.20 The logo shown below needs to be added at the end of the document.

Note the following:

- You need to use the two shapes provided on the last page of the document.

- The photo for the fill effect is stored as an image called Tablet.jpg.

- The dimensions used for both shapes must be similar to those shown in the screenshot below.

- The components must act as a single object.

- Note the layout and positioning of the text and the image used in the logo. (6)

1.21 Add a diagonal text watermark that reads 'Draft 1.0' to the document. (2)

1.22 Create a sub-folder, **TechPictures**, in your exam folder.
Move all the picture files in your exam folder to this sub-folder. (2)

Save and close the document. **[57]**

Question 2

One of the teachers agreed to teach people about the use of various applications on their cellphones. Open the document **AD_Cellphone_Apps**.

2.1 Locate the picture of the children and their cellphones and format it so that it appears as shown below:

Note the following:

- Do not delete any other text in the document, as you will need it later.
- The same approximate layout and formatting options must be used as shown in the diagram.
- No border needs to be added (it is only for the use of the diagram).
- The picture must appear in colour (as opposed to grayscale).
- The photo must be cropped so that only the hands and cellphones of the learners appear as shown. (4)

2.2 Make use of tab stops to display the details about the information evening as follows (you may judge for yourself the positions of the tab stops):

(4)

2.3   Format the section about the tear-off slip so that it appears as follows:

COMPLETE THE TEAR-OFF SLIP WITH THE LUCKY DRAW TICKET AND BRING IT ALONG TO THE INFORMATION EVENING AT THE SCHOOL ON 20 JUNE.

✂ ---

Lucky draw ticket

Lucky draw ticket	Information Evening		
	Surname	Name	Ticket Number

Please note:

- The instruction '*Complete …20 June*' must appear in small caps.
- The symbol for the pair of scissors is Wingdings symbol number 34.
  The dash line for the tear-off slip must be added with a suitable tab leader.
- Reconstruct the ticket using the same formatting and layout options as used in the screenshot. (Remove the screenshot in the data when you are finished.)
  Note the following:
  o   All text is centred vertically and horizontally within the cells.
  o   Use similar shading/fill options, as well as borders, as shown in the diagram. (11)

Save and close the document.   **[19]**

Question 3

The CAT learners have been raising funds to buy a data projector for the school hall so that they can have more talks and information sessions for the local community.

3.1   Open the document **Funds** and work on the table on page 1 of the document.

    3.1.1   Change the row height of the top row to 1 cm exactly.   (1)

    3.1.2   Swop the order of the *Grade* and *Class* columns without deleting any data.   (2)

    3.1.3   Autofit the contents of the table.   (1)

    3.1.4   Insert a blank row at the <u>bottom</u> of the table and do the following:

- Add diagonal borders as shown below.

- Add a formula in the bottom right-hand cell to total the amounts in the column.   (5)

VAN RENSBURG	Kirstie	8	A	R 230
				R 10230.0

    3.1.5   Delete the row containing the record of *Cayler KNOETZE* and update the total raised (as shown in bottom right-hand cell).   (2)

3.2   Create a table on the second page with the names of the three grade 12 learners who raised the most money in their grade.
The same headings that appear in the original table should be used.   (4)

3.3   Locate the summary table on the last page and do the following:

- Convert the table to text, separated by commas.

- Save just this converted table to a text file called **Summary** in your exam folder.
(Use the original table if you did not manage to convert the table to text).   (4)

Save and close the document.   **[19]**

Question 4

Open the spreadsheet **ENG_FlashDrives** and do the following:

4.1	Format the date in cell A1 to display in the format 5 June 2012.	(3)
4.2	Enter the cellphone number *0821234567* in cell F1.	(1)
4.3	Merge cells A2:G3 and place a red border around the merged cell.	(2)
4.4	Make the headings in cells B4:G4 run in the opposite direction (so that they read from 'bottom to top').	(1)
4.5	Wrap the contents of cell E4.	(1)

The headings in columns B to G will then appear as follows:

4.6	Format the prices in column C so that no decimal places are shown.	(1)
4.7	Calculate in column D the cost per GB for each of the flash disks, using their prices and sizes in GB from the previous two columns.	(2)
4.8	Calculate in column F the amount owing for each of the flash disk orders, based on the number ordered (column E) and the unit price in column C.	(2)
4.9	The amounts paid in column G were accidentally formatted as Euros. Change the currency symbols to Rand (R) in this column.	(1)
4.10	Add a function in cell B25 to determine average cost per GB of a flash disk, using the data in column D.	(2)
4.11	Add a function in cell B26 to determine total amount due (column F). Ensure that the result displays correctly.	(3)
4.12	The school is given 5.5% of the total amount due. Add a formula in cell B27 to calculate the amount due to the school.	(3)
4.13	Add a formula in cell B28 to determine the total amount still to be paid in, taking into account all the payments already made (column G).	(3)

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TOTAL : 120