

# **Computer Applications Technology**

## **Study Opportunities**

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**Grade 10**

**November 2012**

**Paper 1 Practical**

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*Time: 3 hours*

*Marks: 150*

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This paper consists of 10 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 could not 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 an examination folder called **DATA 4PAWS** which contains the following files:



This folder will be referred to as your *examination folder*.

## **Theme: 4 Paws Dog Training School**

You have volunteered to assist with certain administrative tasks at the 4 Paws Dog Training School.

### **Question 1**

A document with information about caring for pets has to be finalised.

Open the document **Caring for your pet**.

- 1.1 Change the page orientation to *portrait* and the paper size to A4. Set the top and bottom margins to 2.5 cm and the left and right margins to 2 cm. (4)
- 1.2 Change the font of the whole document to Calibri. (1)
- 1.3 Set the line and paragraph spacing of the entire document, except the list of dog breeds at the end, as follows:
- Line spacing: Multiple 1.2
  - Paragraph spacing: 6 pt after
- (2)
- 1.4 Format the main heading *Caring for your pet* as follows:
- Font: Size 36 pt using a green colour with a *shadow* effect.
  - Centre the heading.
- (4)
- 1.5 Use Quick Styles to format the different paragraph headings as follows:
- Use *Heading 1* for all the paragraph headings: *Sterilisation, Vaccination, Fleas and ticks, Diet and Safety measures*.
  - Use *Heading 2* for the two sub-headings on page 1: *Female dogs* and *Male dogs*.
- (4)
- 1.6 The Enter key was used to create open lines between paragraphs. Delete all these 'empty' paragraphs. (1)
- 1.7 Edit the first paragraph of the document (*We all know...*) as follows:
- Change the whole paragraph to bold.
  - Change the first letter (W) of the paragraph to a Drop Cap that looks like the example below:
- W**e all know the  
questions or d  
unconditional love. W
- *Straight quotes* have been used in the first sentence. Replace them with the correct *smart quotes*.
- (4)

- 1.8 Find the paragraph heading *Vaccination*:
- Remove the first line indent from the paragraph below the heading *Vaccination*.
  - Change the numbering of the five items in the section below *Vaccination* from Roman numerals to bullets. Use Webdings symbol 245 (☼) for the bullets. (3)
- 1.9 Find the paragraph highlighted in yellow.
- Move the paragraph which is immediately *after* the yellow paragraph (*Let us respect and care for these creatures...*) to the end of the document (after the list of dog breeds).
- Continue working on the paragraph you have moved.
- Indent the paragraph by 3 cm on both the left and the right sides.
  - Change the paragraph spacing to *24 pt before*.
  - Centre-align the text.
  - Place a single line paragraph border around this paragraph. (6)
- 1.10 Now work on the paragraph highlighted in yellow.
- The whole paragraph was typed in upper case letters. Change this to *sentence case*.
  - Remove the yellow highlighting.
  - Place this paragraph in a text box. Use *square wrapping* to position the text box next to the first paragraph on page 1 (see the example below).
  - Set the width of the text box to approximately 8 cm. (5)

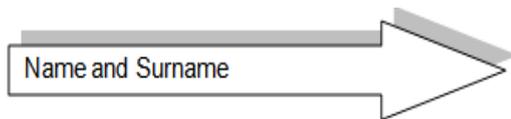
## Caring for your pet

**W**e all know the saying “A dog is man’s best friend”. A dog is a loyal companion who never questions or doubts us. In return for a daily meal and some shelter he will give us unconditional love. We need to make sure we care for these trusted friends.

We should get to know where our local veterinary clinic is so that if our pet is ill we can take him there for treatment. If he is not eating or drinking and lying around he should be taken to the vet or clinic.

- 1.11 Change all occurrences of the whole word ‘dog’ to have a green and bold appearance. (2)
- 1.12 Insert a page break so that the heading *Safety measures* starts on a new page. (1)
- 1.13 Place the list of dog breeds (Afghan Hound to Yorkshire terrier) in 3 columns with a line between them and a spacing of 1 cm between the columns. (3)

- 1.14 Now insert the picture *pug\_waiting* below the text on page 2. Reduce the size of the picture so that it fits on the page. Centre the picture horizontally. (3)
- 1.15 Add automatic page numbering using the format 'Page X of Y' in the right of the page footer. (2)
- 1.16 Insert an arrow shape in the left of the page footer. Type your name and surname inside the arrow and give the arrow a shadow effect. Your page footer should look like this:



Page 3 of 3

(3)

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## Question 2

*A letter to all members has to be prepared, inviting their participation in a forthcoming dog show.*

Open the document **LetterDogOwners** and make the following changes:

- 2.1 Follow the guidelines below to create the following letterhead:

### **4Paws Dog Training School**

 <b>082 350 1122</b>	<b>745 Long Street</b>
 <b>021 556 4982</b>	<b>Goodwood</b>
 <b>4paws@lantic.co.za</b>	<b>7744</b>

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#### **Guidelines:**

- Tab settings have been used to align the street address, at the right side of the letterhead, against the right-hand margin. (6)
  - Webdings character code 154 has been used to add the symbol next to the e-mail address.
  - A solid 3 pt line has been added at the bottom of the letterhead, extending between the left and right margins. (6)
- 2.2 Insert the date, below the line of the letterhead, right aligned and in the format **13 November 2012**. The date must update automatically. (3)
- 2.3 Locate the date *25 November* (highlighted in green). Add a hard space to ensure that the date will never wrap over two lines. (1)

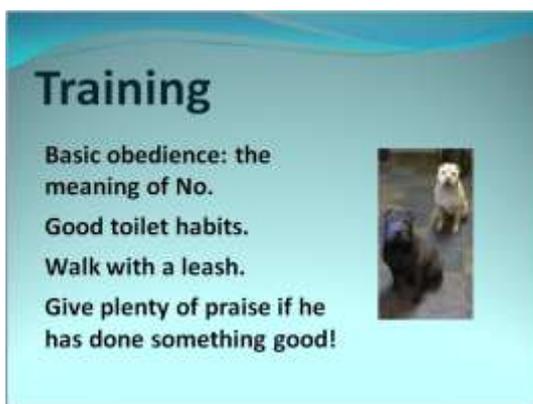


### Question 3

A slideshow is going to be used during a school talk on pet care.

Open the *PowerPoint* file **Caring for your pet** and complete the following tasks to round it off:

- 3.1 Insert the slide number on each slide. (1)
- 3.2 *CONTENTS* slide:
- Add the headings *Training* and *Sources* to the content.
  - Remove all the bullets. (2)
- 3.3 *Diet* slide:
- Remove the slide's Transition. (1)
- 3.4 *Fleas and ticks* slide:
- Open the text file **Fleas and ticks** and copy the last three lines onto the slide.
  - Apply the same format to the copied lines as that used for the first bullet line. (2)
- 3.5 *Grooming* slide:
- Change the line spacing to *1.5 lines*. (1)
- 3.6 *Be responsible* slide:
- Format the picture so that it is displayed behind the text. (1)
- 3.7 *Training* slide:
- Apply any animation effect to the picture.
  - Change the layout of the slide so that the photo and text are arranged as shown below. (3)



- 3.8 *A dog is a friend for ever* slide: (1)
- Change the text to WordArt that looks similar to this: (1)

**A dog is a friend for ever**

- 3.9 Insert the picture *Puppy.jpg* in the placeholder meant for pictures on the *Puppy* slide (second last slide / slide without a heading). (1)
- 3.10 Swap the *Puppy* and *A dog is a friend for ever* slides around. (1)

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#### Question 4

*The dog school recently held a dog show to raise funds. You have been approached by the judges to finalise the score sheet, and to compile some statistics and other useful material.*

Open the spreadsheet **DogShow**, and do the following:

- 4.1 Rename *Sheet1* as *Data*. (1)
- 4.2 Merge and centre the heading in cell A1 across cells A1:K1. Shade the merged cell in green. (2)
- 4.3 Change the height of row 2 to 26.25 (35 pixels), and centre vertically the column headings in this row. (2)
- 4.4 Format the headings in cells D3 to K3 to appear as follows:

Categories Entered	Entrance Fee	Obedience	Ownership	Obstacles	Defence	Raw Points	Final Score
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(3)

The scores (out of 100) are given in columns F to I. A zero (0) in any of these columns indicates that the dog did NOT participate in this particular category.

- 4.5 The number of categories for which each dog was entered, appears in column E. Calculate in column D the entrance fees. The entrance fee for each participant is R15, plus R7 for each category entered. Format the amounts as currency in South African Rands. (4)
- 4.6 Determine in column J the Raw Points obtained by each participant. This is given as the sum of the scores obtained for each of the categories entered. (2)

4.7 Use a formula in column K to calculate the Final Score for each contestant. This is given as the Raw Points divided by the number of categories for which the dog was entered. Format the result correct to two decimal places. (3)

4.8 Complete the table of STATISTICS at the bottom of the spreadsheet, replacing the question marks with suitable functions or formulas.

4.8.1 **Cell E31:** The total number of dogs that participated in the show. (2)

4.8.2 **Cell E32:** The most common number of categories entered. (2)

4.8.3 **Cell E33:** The highest final score. (2)

4.8.4 **Cell E34:** The Consistency Award is given to the dog that obtained the *smallest difference* between the highest and the lowest in all four category scores, whether the dog participated in all four categories or not.

Enter in this cell the *smallest difference*, as described above.

(Hint: First calculate, in column L, the difference between the highest and the lowest of the four category scores for each dog.) (3)

4.9 Use a function in cell K31 to calculate the number of Gold diplomas that will be handed out at the awards ceremony, according to the following criterion:

Diploma	Criteria
Gold	Final score is greater than or equal to 95.00

(3)

4.10 The Now() function has already been entered correctly in cell C2 to display the date on which the spreadsheet is printed.

Reformat cell C2 to show the date of printing, in the following format:

**13-11-2012**

(1)

4.11 Enter Mr Nel's cell phone number **0833506611** in cell M4. (2)

4.12 To add some fun to the event, a lucky draw for a year's supply of dog food will be held at the end of the awards ceremony.

Enter in cell M8 a function that will generate a random number between 1 and 25. (2)

4.13 Sort the data, first by the *Breed* alphabetically, then by the *Final Score* in descending order. (3)

4.14 Insert the following fields in the header of the worksheet:

On the left side: The name of the spreadsheet file

On the right side: The page number (4)

Continue working on the worksheet **Chart**.

4.15 The average scores obtained for each breed of dog are displayed on the **Chart** worksheet. Use this information to create a column chart to display the average scores for the different breeds. Use the following guidelines: (6)

- Create a 2-D Column chart, taking care to use the correct data range.
- The X axis contains the names of all the breeds.
- The legend must be deleted, as it is not required.
- Give the chart a suitable title.
- Give the X and Y axes suitable titles.
- Display the average score for each breed above each column.

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## Question 5

Open the document **Grooming**.

5.1 Perform the necessary editing on the table in order to display a list of the breeds, together with the type of grooming required by each, in the following format:

### Grooming

- Chinese Sharpei – Brushing with special attention to wrinkles
- Schnauzer – Thorough brushing and professional clipping
- Labrador – Regular brushing
- Golden Retriever – Weekly brushing monthly trimming
- Yorkshire terrier – Brush daily, keep hair away from eyes
- St Bernard – Brushing with bristle brush
- Bearded Collie – Long hair needs regular brushing at least an hour a week
- Pug – Wrinkles need daily attention to keep it clean. Occasional brushing
- German Shepherd Dog – Daily brushing is essential to remove dead hair
- Great Dane – Easy to groom, use firm brush.
- Maltese – Daily brushing, eyes cleaned regularly
- Rottweiler – Firm bristle brush and weekly bath
- Springer Spaniel – Combing and brushing three times a week, weekly bath
- Weimaraner – Easy coat care, weekly brushing
- Jack Russell – Thorough brush and comb weekly, occasional bath

Take note of the *en dashes* that have been inserted, the single spaces on either side of them, the bullets against the margin, and the distance between bullets and text. (8)

5.2 Insert the picture **Dog.wmf** as a watermark. (1)

5.3 Save the document as **Grooming\_DONE** in your examination folder. (1)

[10]

**TOTAL : 150**