



# education

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Department:  
Education  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 12**

**CATN.1(1)**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**NOVEMBER 2009(1)**

**MARKS: 200**

**TIME: 3 hours**

**This question paper consists of 23 pages, a 2-page appendix and  
a separate candidate's information sheet.**



**INSTRUCTIONS AND INFORMATION**

1. Owing 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. Key in your **examination number** 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, follow the instructions provided by the invigilator.
4. A copy of the master files will be available from the invigilator. Should there be any problem with a file/files, you may request another copy from the invigilator.
5. 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.
6. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
7. At the end of the examination, you must hand in the disk given to you by the invigilator or make sure that ALL the files have been saved on the disk or on the network as explained to you by the invigilator/teacher. Make absolutely sure that all files can be read.
8. 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.
9. If data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
10. Formulae and/or functions must be used for ALL calculations in questions involving spreadsheets, unless stated otherwise. Absolute cell references must only be used where necessary to ensure that formulae are correct when they are copied to other cells in spreadsheets.
11. In all questions involving word processing, the language should be set to English (South Africa). The paper size is assumed to be A4 Portrait, unless stated otherwise.
12. Complete the separate information sheet that has been provided with the question paper and hand it to the invigilator at the end of the examination.
13. This question paper consists of SEVEN questions. Answer ALL the questions.



**NOTE:**

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.

A folder called **Outreach** and also

**Files called:**

1Q&A	Word processing file
2Report	Word processing file
2WheelChairIcon	Word processing file
3CollectorsLetter	Word processing file
3CollectorsList	Spreadsheet file
3Disabled	Picture/Image/Graphic file
3ParkingDisc	Word processing file
3Survey	Word processing file
4Fundraising	Spreadsheet file
5LabelsData	Word processing file
5SurveyResults	Spreadsheet file
6Disabled	Picture/Image/Graphic file
6WheelChairs	Database file
7NewsReport	Word processing file
7NotLegal	Database file
7WheelchairCosts	Spreadsheet file
7WheelChairs	Picture/Image/Graphic file

Read the following scenario carefully and then answer the questions that follow.

**SCENARIO**

John Abrahams, a member of your CAT class, has injured his leg in a motorbike accident. He has been confined to a wheelchair for 6 weeks. John's accident has made your class aware of the difficulties people in wheelchairs experience.

Knowing that you have computer skills, the Outreach Club has asked you to assist with some of their activities. The activities include:

- A community awareness campaign
- A fund-raising campaign to build a ramp for wheelchairs at your school
- Providing information about wheelchairs
- Providing information about the costs of wheelchairs
- The making of stickers to put on the side windows of cars
- Providing statistics/reports on various issues
- Reporting back to the governing body about the activities of the Outreach Club

The Outreach Club members will use the computers in the media centre at your school. The computers have all been loaded with all the relevant software, that is an operating system and an office suite.

**QUESTION 1**

Open the file **1Q&A** and key in your examination number in the space provided in the document. Work in the **Outreach** folder for this question. Some answers to the questions below may need to be keyed into **1Q&A**.

- 1.1 Rename the file **Camp** as **Tent** in the **Outreach** folder. (1)
- 1.2 Delete the file **Ramps** from the **Outreach** folder. (1)
- 1.3 One of the files in the **Outreach** folder is in a compressed format. Key in the name of this file in the space provided in **1Q&A**. (1)
- 1.4 There are some graphic/image files in the **Outreach** folder. Key in the size of the largest graphic file in the space provided in **1Q&A**. (1)
- 1.5 Create a new folder called **Correspondence** in the **Outreach** folder. (2)
- 1.6 Place a shortcut to the file **Assistive Devices** in the **Outreach** folder. (1)
- 1.7 Move all the presentations files from the **Outreach** folder into the folder called **Presentations** found in the **Outreach** folder. (2)
- 1.8 Change the file attribute of the file **Swimming** in the **Outreach** folder to hidden. (1)
- 1.9 Rearrange the **Outreach** folder as follows:
  - Use the details view.
  - Sort the files in the folder according to type.
  - Move the size field so that it appears first.
  - Now paste a screen dump/screen shot of the contents of the **Outreach** folder on the space provided in **1Q&A**. (4)

Save **1Q&A** and close the file.

Close the **Outreach** folder as it is only used for QUESTION 1.

**[14]**

**QUESTION 2**

The Outreach Club has started an awareness campaign on disability and assistive devices. They found a report on the Internet and wish to format it for distribution.

Open the file **2Report**.

Key in your examination number in the header of the document.

2.1 Remove the hyperlink from the words '**MINISTER'S FOREWORD**'. (1)

2.2 Create and format a footer as follows:



Page 2

- Create a footer margin of 2.54 cm or 1 inch.
- Insert and right align the page number, so as to appear in the format Page X in the same font as the rest of the document.
- Insert and left align the graphic of a wheelchair found in the file **2WheelChairIcon**.
- Insert a horizontal line across the page in the footer, above the image and the page number in the footer. (9)

2.3 The second paragraph on page 3 beginning 'As Government We ...' needs to be reformatted. Reformat this paragraph to appear as follows:  
(NOTE: The highlighting need not be removed.)

As government we have a commitment to improve the quality of life of people with disabilities in this country. We are fully aware that people with disabilities are among the poorest and the most vulnerable groups in society. They are often denied access to education and training, which in turn results in lack of skills that are necessary for employment. (1)

2.4 On page 3 paragraph 3, insert a comment 'So true!' linked/anchored to the word 'learning' which appears in the paragraph starting with the words 'An assistive device opens doors to learning, ...'. (1)

2.5 2.5.1 Create a new paragraph style called **SectionHead**.

The new paragraph style must:

- be 17 pt;
- have an outline effect. (3)

2.5.2 Apply the **SectionHead** style to the main headings SECTION 1 and SECTION 2 on the first page to appear as shown below.

SECTION 1

Introduction

1. Significance of Assistive Devices for People with Disabilities
2. The Epidemiology of Disability in South Africa

SECTION 2

1. Budget for Assistive Devices
2. Assessment, Prescription and Ordering of Assistive Devices
- 3.
- 4.

(2)

2.6 Amend the report as follows:

- Page 4: 'Significance of Assistive Things for People with Disabilities' should read 'Significance of Assistive Devices for People with Disabilities'.
- Page 11: Insert a page break so that the heading 'Acknowledgements' appears on a new page.
- Update the Table of Contents on page 2 to show the changes you have made.

(3)

2.7 Format the table on page 6 of the document as follows:

- Remove the left and top border line of the left-hand, top cell of the table.

NOTE: Keep the bottom and right-hand borders as is.

- Merge the three cells containing the words VISUAL to appear as one cell. The word VISUAL must appear only ONCE.
- Locate the four blank cells in the last two columns in the top part of the table and fill them, using the same colour with which the other blank cells have been filled.
- Split the table after the Visual Impairment section so that it appears as two tables with the same headings.

		CRUDE PREVALENC RATES (%)		
TYPE OF IMPAIRMENT		Confirmed Impairment	Type of Disability	Reported Disability
VISUAL	Visual impairment	1,4 (sancb, 1999)	Seeing disability	1,7 (doh, 1999)
	Blindness	0,644 (sancb, 1999)		
	Partially sighted	0,76 (sancb, 1999)		

		CRUDE PREVALENC RATES (%)		
TYPE OF IMPAIRMENT		Confirmed Impairment	Type of Disability	Reported Disability
COMMUNICATION Speech-Voice- Language	Moderate	4,0 – 6,0 (caac, 1996)	Communication disability	0,8 (doh, 1999)
	Severe	0,8 – 1,0 (caac, 1996)		

(8)

2.8 Find all the occurrences of the whole word 'education' and format them to appear in a red font throughout the document.

(3)

Save **2Report** and close the document.

[31]



**QUESTION 3**

- 3.1 You need to create a form to measure public opinion on what should be done with inconsiderate people who park illegally in disabled bays. Someone has already started working on the word processing document. Follow the steps below to complete the form.

Open the file **3Survey**. Key in your examination number in the header of the document.

- 3.1.1 Amend the form controls given as follows:

Field	Data entered displays as ...
Name and surname	capital letters or upper case
Age	a number type
Gender	as text with a maximum length of 1
Action	a drop-down list with the following options, arranged in this order:  Click here Clamp their wheels Nothing Put a sticker on a SIDE window

(6)

- 3.1.2 Create a graphic object at the end of the form by:

- Creating WordArt/Text Art/Fontwork with the words 'Thank you for your input'
- Curving the WordArt/Text Art/Fontwork in a similar style to that shown below
- Using the image called **3Disabled** (provided) as a fill effect for the WordArt/Text Art/Fontwork
- Grouping the image and the WordArt/Text Art/Fontwork so that it behaves as one object



(5)

- 3.1.3 Lock the form. DO NOT ADD A PASSWORD.

(1)

Save **3Survey** and close the document.

3.2 To limit access to the parking bays you need to make parking discs.

Open the file **3ParkingDisc**. Key in your examination number in the header of the document.

3.2.1 Set the row height of the table to be exactly 12 cm or 4.75 inches. (1)

3.2.2 Working in the first cell of the table, create a parking disc similar to the example below.

- Set right tab stops at 8 cm or 3.15 inches with a dot leader as displayed in the example below.
- Set the left cell margins at 0.3 cm or 0.12 inches.
- Correct the alignment of the text 'Hoërskool NCS High School' and 'Dr. Groot Boss Principal/Hoof' as shown.
- Arrange the text vertically and horizontally in the cell, as shown.

<b>Hoërskool NCS High School</b>	
Name / Naam .....	Jo Bloggs
Student number / Studentenommer .....	98765
Date / Datum .....	31 January 2008
Issue number / Uitreikingsnommer .....	808
Signature / Handtekening	
	Dr. Groot Boss <u>Principal / Hoof</u>

(8)

Save **3ParkingDisc** and close the document.

3.3 The Outreach Club decided to build a wheelchair ramp at the school. Open the file **3CollectorsLetter**. Key in your examination number in the header of the document.

Hoërskool NCS  
Hoofweg  
Manzi  
9011

# Hoërskool NCS High School

NCS High School  
Main Road  
Manzi  
9011

3.3.1 The text box on the right at the top of the document should look like the example above. Change it as follows:

- Move the text box so that the first line of text is horizontally aligned with the first line of text on the left.
- Remove the borders of the text box.

(2)

3.3.2 Refer to the table in the document.

- Change the colour of the table border lines to blue.
- Format the outside border to a thickness of at least 3 pt. Use thinner lines for the inside borders.
- Change the text direction and cell alignment in the second row of the table to display as shown below.
- Centre the table horizontally on the page.

<b>To build one ramp you will need the following:</b>				
<b>Material</b>	<b>Quantity needed per ramp</b>	<b>Unit</b>	<b>Cost per unit</b>	<b>Cost per ramp</b>
Concrete	1.4	m <sup>3</sup>	R 750.00	R 1,050.00
Cement	10	packet	R 70.00	R 700.00
Bricks	400		R 2.00	R 800.00
Sand	30	bag	R 12.00	R 360.00
Paving brick	600		R 3.50	R 2,100.00
Water				
Labour	28	hours	R 250.00	R 7,000.00
<b>Total cost</b>				R 12,010.00

(6)

3.3.3 Refer to the text box containing Collector Name, Collector Code and Age at the bottom of the page.

Make the text box transparent so that the WordArt/Text Art/Fontwork can be seen through it.

(1)

Save **3CollectorsLetter**.



3.4 Learners need their permit details in the letters they use to raise funds.

Create personalised letters with the mail merge feature of the word processor, using the instructions below.

- Use the file **3CollectorsLetter** together with the data from the spreadsheet **3CollectorsList**.
- The letters should be sent only to those learners who are at least 18 years old.
- The merge fields should be placed in the corresponding spaces in the text box at the bottom of the page.
- Save the letter showing the merge fields as **3CollectorsFields**.
- Perform the mail merge and save the merged letters as **3CollectorsOver18**.

(4)

Save **3CollectorsFields** and close the document.

Save **3CollectorsOver18** and close the document.

[34]

**QUESTION 4**

The Outreach Club has started a fund-raising campaign to improve accessibility at school and to provide wheelchairs for children who need them.

The club has nominated various members who will coordinate different aspects of the fund-raising campaign. All the data concerning the fund-raising is kept in a spreadsheet document.

Open the file **4Fundraising**. Work in the **Collectors** worksheet, unless stated otherwise.

- 4.1 The first row contains the row headings. Ensure that the row headings are all visible, without making the columns wider. (1)
- 4.2 At first there were 38 members in the club. Three of them have left the club, and their names were deleted.  
  
Renummer the data in column A from 1 to 35. (1)
- 4.3 Each team member must have a code. The code is compiled using the collector number, the letters 'NCS' and the first three letters of the surname.  
  
In column B, use spreadsheet functions to create the code for each member, for example the first member on the list is Nyamane Grace and her code is 1NCSNya. (6)
- 4.4 Collectors must be at least 18 years old to collect donations on a property that sells alcohol.
- 4.4.1 Display the age of each learner as of today in column E.  
NOTE: The number of days in a year may be taken as 365.25. (5)
- 4.4.2 Column E now shows the ages as the number of years plus parts or fractions of years. Add suitable functions in column F to display the ages of each of the learners as a completed number of (whole) years, for example 16.45 should be displayed as 16 and 17.75 should be displayed as 17. (3)
- 4.5 Add a function or formula in cell F39 to display the average amount of money collected per money-collector, as indicated in column I. (2)



- 4.6 The value of the non-monetary items is found in the **Ramp** worksheet. The club wishes to see the value of the non-monetary donations.
- 4.6.1 Sort the **Collectors** worksheet alphabetically according to the non-monetary donations in column G. Make sure that all the data is sorted. (3)
- 4.6.2 Use a VLookup function in the column 'Value of donation/Waarde van skenking' (Column J) to determine the value of the non-monetary items.
- THEN calculate the monetary value of the donation.
- Use the data found in cells A3:D9 in the **Ramp** worksheet for the lookup table.
- (Example: Look up the value of the bricks and then multiply it by the number of bricks donated, for example 150 bricks x value of R2 per brick gives R300, etc.)
- HINT: If you cannot complete the formula and function in one cell, you may add an extra column. (6)
- 4.7 Add functions in the **Summary** worksheet to perform the following calculations, using the data from the **Collectors** worksheet:
- 4.7.1 Calculate the amount of money donated to the project (column I) in cell B7. Do not include non-monetary donations. (2)
- 4.7.2 In cell B4, show the total value of the donations collected by the 18-year-old age group from '*Monetary donation/Geldelike skenking*' and '*Value of donation/Waarde van skenking*' columns (columns I and J). (4)
- Save **4Fundraising** and close the spreadsheet [33]



**QUESTION 5**

The participants in the survey sent their forms back to the club. You are asked to assist with the processing of the data.

5.1 Open the file **5SurveyResults**. Work in the **Rawdata** worksheet.

5.1.1 Information about the respondents will be placed in cells G6 and G7.

- Use a function in cell G6 to determine the age of the oldest respondent.
- Use a function in cell G7 to determine the number of people who took part in the survey.

(4)

5.1.2 A validation tool has been used to facilitate the input of accurate data in column D.

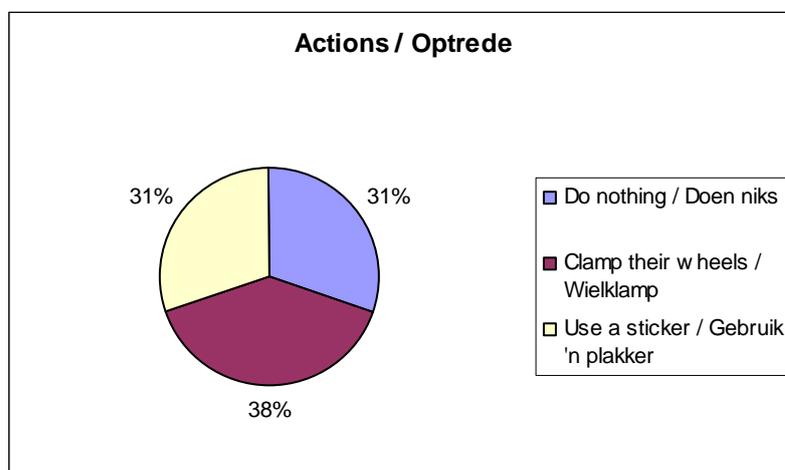
In cell D5 in the **Rawdata** worksheet, the action is given as '*Clamping their wheels/Wielklamp*'. This should read '*Clamp their wheels/Wielklamp*'. Correct the error for all records.

(2)

Work in the **Results** worksheet.

5.1.3 A pie graph/chart was sketched to display the total number of responses per category. This graph/chart is very difficult to interpret, as the segments of the graph/chart are very similar. Make the changes suggested below to the pie graph/chart, as shown.

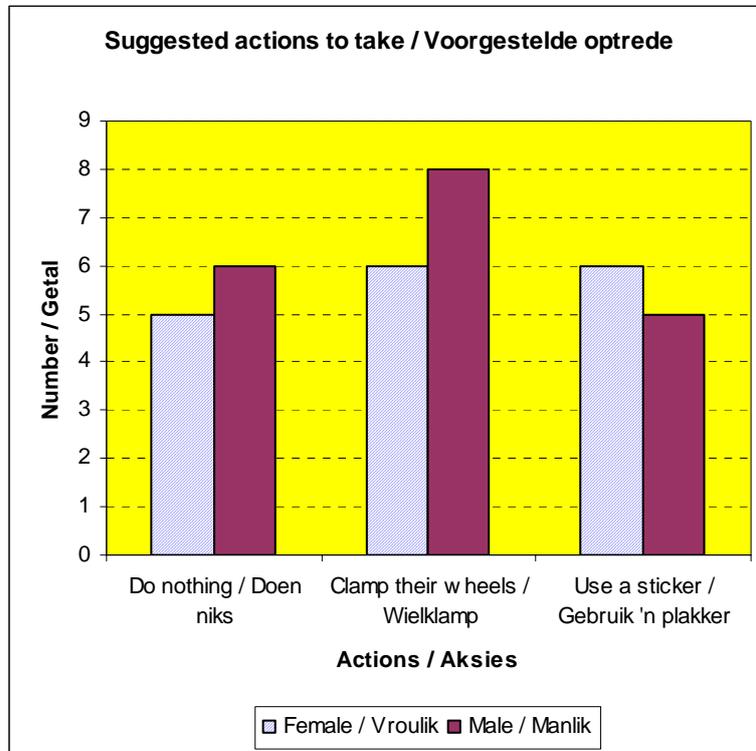
- Display the percentages represented by each segment.
- Include the legends.
- Include a title.



(3)



5.1.4 Male and female respondents may have felt differently about the actions to be taken. Create a graph/chart in the **Results** worksheet to reflect these differences. The graph/chart must resemble the example below.



Please note the following:

- The title of the graph/chart is 'Suggested actions to take/Voorgestelde optrede'.
- The x-axis title is 'Actions/Aksies'.
- The y-axis title is 'Number/Getal'.
- The legend appears underneath the graph/chart.
- The fill colour of the male segment has to be a solid colour, and the female segment has to be filled with pattern.
- The background of the plot area is yellow.
- The horizontal grid lines are dotted lines.

(8)

Save **5SurveyResults** and close the spreadsheet.

5.2 Create a set of labels to put on the side windows of cars that park in disabled parking bays illegally.

Use the text found in the file **5LabelsData**.

'Be thankful for your able body. Please do not park in a disabled parking bay.'

Study the layout of the A4 sheet with the labels below.

Be thankful for your able body. Please do not park in a disabled parking bay.	Be thankful for your able body. Please do not park in a disabled parking bay.	Be thankful for your able body. Please do not park in a disabled parking bay.
Be thankful for your able body. Please do not park in a disabled parking bay.	Be thankful for your able body. Please do not park in a disabled parking bay.	Be thankful for your able body. Please do not park in a disabled parking bay.
Be thankful for your able body. Please do not park in a disabled parking bay.	Be thankful for your able body. Please do not park in a disabled parking bay.	Be thankful for your able body. Please do not park in a disabled parking bay.
Be thankful for your able body. Please do not park in a disabled parking bay.	Be thankful for your able body. Please do not park in a disabled parking bay.	Be thankful for your able body. Please do not park in a disabled parking bay.

Design the labels using whatever method you like. However, they must meet the following conditions:

- Fit 24 labels on one A4 portrait page by arranging 3 labels across and 8 labels down the page.
- Each label must be 3.5 cm or 1.38 inches in height by 7 cm or 2.76 inches in width.
- The top margin should be 0.3 cm or 0.12 inches and the side margins 0 cm or 0 inches

(NOTE: You may need to make some other adjustments to get the labels on one page.)

(4)

Save the file as **5Labels** and close the document.

[21]

**QUESTION 6**

The Outreach Club provides information to the public about wheelchairs. This information is stored in a database called **6WheelChairs**.

Open the database **6WheelChairs** and work in the database table named **Chairs\_Stoele**.

6.1 Set the primary key on a suitable field. (2)

Create the following queries in order to answer the questions from the public:

6.2 Create a query to display all the wheelchairs that cost less than R2 000. Include all the fields. Save the query as **Less2000**. (2)

6.3 Create a query to display all the wheelchairs that are of type 'Standard' or 'Standard Folding'. Include only the **Brand\_Handelsnaam** and **Type\_Tipe** fields. Save the query as **Standard**. (4)

6.4 Certain people need a foot rest on their wheelchairs.

Create a query to display all the wheelchairs that have foot rests. Include all the fields. Save the query as **Foot**. (3)

6.5 Create a query called **VAT** showing all the fields in the database table together with a new field called **VAT**, which shows the VAT calculated at 14%. (3)



6.6 Create a form called **Chairs**, similar to the example below, to facilitate the input of data.

The screenshot shows a form with the following elements:

- Date: 22 October 2009
- Title: List of wheelchairs/Lys van rolstoele
- Fields:
  - Brand\_Handelsnaam: CE wheelchairs
  - Type\_Type: (empty)
  - Stock Code\_Voorraadkode: 8AC200770SM
  - Description\_Beskrywing: CE transit wheelchair- fixed arm & foot rest
  - Cost\_Koste: R 2,633.40
- Image: A red wheelchair icon on a white background with a black border.

Base the form on the **Chairs\_Stoele** table.

NOTE:

- Form header:
  - Field with current date displayed
  - The label **List of wheelchairs/Lys van rolstoele** is displayed.
  - The label is formatted as shown above.
  - The line between the header section and the detail section is removed.
- Detail section:
  - Format the boxes containing the data and the label boxes so that they are aligned as in the example above:
    - The vertical spaces between all fields are the same.
    - The edit boxes containing the data are all of the same height.
  - Only the **Description\_Beskrywing** box is wider than the other fields to show a description of the wheelchair.
  - The image called 6Disabled (provided) is displayed on the form. Use the image properties to ensure that the whole image is visible, as shown in the example above.

(9)

Members of the public sometimes require printed information which can be taken from the database.

Create the following reports:

- 6.7 Create a report based on the **Chairs\_Stoele** table.
- Show the **Brand\_Handelsnaam**, **Type\_Tipe** and **Description\_Beskrywing** fields.
  - The total number of wheelchairs in the database table must be displayed at the end of the report.
  - The total at the end of the report must have a meaningful label.
  - Save the report as **Chairs List**. (6)
- 6.8 Create a report based on the **5Type\_Tipe** query to show the average price per type of wheelchair.
- Use the **Type\_Tipe**, **Brand\_Handelsnaam**, **Description\_Beskrywing** and **Cost\_Koste** Fields.
  - Group the records by type of wheelchair
  - Display the average cost per type of wheelchair, formatted as currency (rand).
  - Save the report with the name **Average Cost**. (6)



6.9 Create a report based on the **Chairs\_Stoele** table. Display all the wheelchairs grouped by their cost in units of R5 000, as shown below. Save the report as **Cost Group**.

*Chairs\_Stoele*

<i>Cost/Koste by 5000s</i>	<i>Brand/Handelsna</i>	<i>Description/Beskrywing</i>	<i>Cost/Koste</i>
<i>0 - 5000</i>			
	CE wheelchairs	Rainbowwheelchair- fixed arm & foot rest 18"	R1 724.25
	CE wheelchairs	Rainbowwheelchair 18"	R1 724.25
	CE wheelchairs	CE transit wheelchair- rem arm & foot rest	R2 633.40
	CE wheelchairs	CE Quick release cruiser wheelchair	R2 633.40
	CE wheelchairs	CE transit wheelchair- fixed arm & foot rest	R2 633.40
	CE wheelchairs	CE Q/R lowslung wheelchair	R2 884.20
	CE wheelchairs	CE Q/R Tuffee wheelchair	R3 009.60
	CE wheelchairs	CE porter/box wheelchair	R3 009.60
	CE wheelchairs	CE 12" wheelchair	R3 323.10
	CE wheelchairs	CE Q/R Rediner wheelchair	R4 138.20
<i>5000 - 10000</i>			
	CE wheelchairs	CE 22" Extra reinforced wheelchair	R5 517.60
	PacerLite	PacerLite wheelchair, 18", blue	R7 511.46
	PacerLite	PacerLite wheelchair, 14", black	R7 511.46
	PacerLite	PacerLite wheelchair, 16", blue	R7 511.46
	PacerLite	PacerLite wheelchair, 16", black	R7 511.46
	PacerLite	PacerLite wheelchair, 17", black	R7 511.46
	PacerLite	PacerLite wheelchair, 18", black	R7 511.46
	PacerLite	PacerLite wheelchair, 18", red	R7 511.46

(3)  
[38]



**QUESTION 7**

An article titled 'In a wheelchair for a day' appeared in the *Weekend Post* (4 June 2005, retrieved from

[http://www.weekendpost.co.za/main/2005/06/04/news/nl17\\_04062005.htm](http://www.weekendpost.co.za/main/2005/06/04/news/nl17_04062005.htm)).

A large part of the article has been copied and pasted into a word processing file called **7NewsReport**. The document is not formatted as it would appear normally in a newspaper or magazine. The document has to be reformatted to resemble **Appendix A** by making the following changes:

Refer to **Appendix A** to see the desired result.

You will need the following files to answer this question:

- 7NewsReport (Word processing file)
- 7WheelchairCosts (Spreadsheet file)
- 7Wheelchairs (Picture file)
- 7NotLegal (Database file)

Open the file **7NewsReport**. Format the document to resemble **Appendix A**.

- 7.1 Change the page orientation to landscape. (1)
- 7.2 Move all the text (including the web address) from the first line of the document and place it in the footer. (2)
- 7.3 Change the layout of the document so that it has three columns. (1)
- 7.4 Format the letter P of Port Elizabeth in the first paragraph to be a dropped capital letter, as shown in **Appendix A**. (2)
- 7.5 Refer to the first picture (of the person at the ATM):
- Format the picture to greyscale.
  - Apply the formatting from the last paragraph starting with 'And to add ...' to the text that appears under the picture, as shown in **Appendix A**. (2)
- 7.6 Insert a footnote anchored to the abbreviation ATM (in the fourth paragraph). Use the ¶ symbol to show that a footnote has been inserted. Add the text 'Automatic Teller Machine' to the footnote. (3)

The spreadsheet called **7WheelchairCosts** has two worksheets. The **Wheelchairs** worksheet contains data and a graph/chart relating to the costs of the different types of wheelchairs. The **Illegal** worksheet contains data referring to illegal parking.



7.7 Open the spreadsheet called **7WheelchairCosts**. Work in the **Wheelchairs** worksheet.

7.7.1 Format the graph/chart to resemble the graph/chart in **Appendix A**.

Note the following:

- Create a stacked effect on the bars of the graph/chart as shown in **Appendix A** using the picture/image file **7Wheelchairs**.
- Use a scale of 1:500 (that is 1 picture represents 500).
- Show the data values on the graph.

(4)

7.7.2 Open the file **7NewsReport**.

- Copy the data/table from the **Wheelchairs** worksheet in the **7WheelchairCosts** spreadsheet to the space shown in **Appendix A**, into the **7NewsReport** document.
- Sort the data in the table in descending order of prices.
- Calculate the total cost of buying one of each type of wheelchair by using a suitable formula/function in the last row of the table.
- Insert a customised picture bullet for the items in the table. Use the picture saved as **7Wheelchairs** for the bullet, as shown in **Appendix A**.
- Widen the table so that the bullet and the text can be clearly seen, as shown in **Appendix A**.
- Insert the graph/chart from the table from the **Wheelchairs** worksheet in the **7WheelchairCosts** into the **7NewsReport** document above the last paragraph, starting with 'And to add ...,' as shown in **Appendix A**.

(9)

Save **7WheelchairCosts** and **7NewsReport** and close the documents.

7.8 One of the members wishes to set up a database containing data related to illegal parking. The data already exists in the spreadsheet called **7WheelchairCosts**.

Open the file **7NotLegal**. Import the data from the file **7WheelchairCosts** from the worksheet **Illegal** into a new table to be named **7DBTable**. Use the row headings as field names. Format the table so that all the data is visible.

(5)

Save **7NotLegal** and close the document.

[29]

**TOTAL: 200**



## In a wheelchair for a day



*Wheelchair-bound people might find it difficult to read the screen or reach the keypad on some of the older ATMs. Pictures: Fredlin Adriaan*

**P**ort Elizabeth may be one of the most disabled-friendly cities in the country, but there are still many facilities that do not

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accommodate wheelchairs, as **Deputy Chief Reporter Francois Rank** found out.

It's hard to understand the frustration that disabled people face when using everyday facilities – but putting yourself in their wheelchair for a day can give a good indication.

And after doing exactly that, I now have nothing but disdain for people who park their cars in spaces reserved for the physically disabled. It's just an added frustration for those whose lives are already filled with challenges.

Try getting information at a kiosk or spend an extra 10 minutes searching for a lift to get to the first floor to use a bank – only to find it is nearly impossible to reach the keypad or read the **ATM\*** screen.

These are the things that drove me crazy when I spent an afternoon rolling around in a wheelchair, trying to discover how disabled-friendly the Friendly City is.

Spurred on by news that disabled sportsman Willie Bosch is taking legal action against the Kabega Park police station because it is not disabled-

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\* Automatic Teller Machine

friendly, I decided to see what other facilities would not get the nod.



*Lowered counter tops, such as these, are built especially for wheelchair-bound people.*

First stop was the Nelson Mandela Metropolitan Art Museum where museum conservator Anthony Keogh took us on a tour.

The art museum has the necessary ramps which make entering the premises easy.

Getting into a secondary hall in the museum is a bit difficult because of the three steps which lead into it, but Keogh said that staff at the museum were on hand to help.

Greenacres shopping complex was the next stop and although the centre is



wheelchair-friendly on the whole, it's here where the little inconveniences start appearing.

Wheel Chair Prices / Rolstoelpryse	
• Electric / Elektries	1800
• Battery	1600
• Mini	1400
• Manual / Handgedrewe	900
	5700

The information kiosk desk is too high for someone in a wheelchair and trying to use some ATMs is difficult. When I was a child, revolving doors were a thing to be praised but using them while confined to a wheelchair struck the fear of God into me. Thankfully the bank which used them as an entrance did have a side door. Greenacres marketing manager Rebecca Phalatse said the centre still needed to upgrade certain aspects to accommodate disabled people.

But she had already instituted training programmes to ensure the disabled were treated properly. "We have tenant training where one of the things we teach people is how to handle disabled people."

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"We tell them not to treat them like they're disabled but to treat them like a customer."

A trip down Beach Road revealed that although some establishments cater for the disabled, it is not the norm. Getting up the stairs at Brookes Pavilion to visit the tourism information kiosk is a nightmare.

But if you just want to visit the pavilion, there is a back entrance.

The majority of accommodation establishments along the beachfront do not have easy access for disabled people.

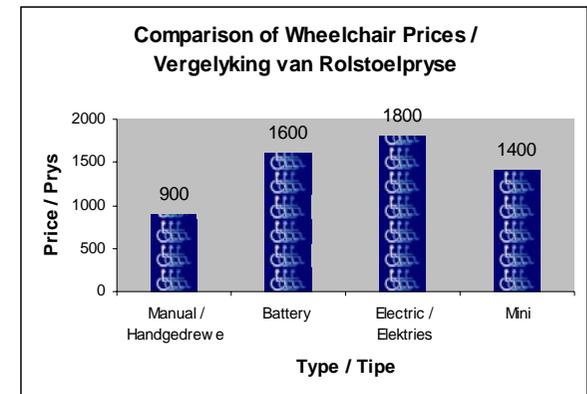
I wanted to see what a room designed to accommodate a disabled person looked like, so I visited Bishops Lodge in Summerstrand, one of the few establishments which advertises that it is disabled-friendly.

Lodge manager Andreas Jarisch said: "In a nutshell we are accessible to people in wheelchairs."

The rooms have wider doors for easier access, eye-level peepholes, lowered kitchen counters including one with a stove, lowered light switches as well as a roll-in shower with a seat.

Besides all the frustrations of using amenities to which I would normally not give a second thought, there are other things which got to me while I was doing this exercise.

Simple things like drinking an orange juice become an infuriating exercise in balancing, dodging and steering. And then there are the constant stares from people.



*And to add insult to injury, at the end of my research outing I arrived back at work to discover that even my building is not very wheelchair friendly . . .*

