



education

Department:
Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

CATN.1

COMPUTER APPLICATIONS TECHNOLOGY P1

FEBRUARY/MARCH 2010

MARKS: 200

TIME: 3 hours

This question paper consists of 16 pages and 2 annexures.

NOTE: Complete the separate information sheet and hand it to the invigilator.

MORNING SESSION



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 session.
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, you must 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. This question paper consists of SEVEN questions.
6. Answer ALL the questions.
7. 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.
8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
9. At the end of the examination you must hand in the disk given to you by the invigilator with ALL the files saved on the disk OR you should make sure that ALL the files are saved on the network as explained to you by the invigilator/teacher. Make absolutely sure that all files can be read.
10. 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.
11. If data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
12. Formulae and/or functions must be used for ALL calculations in questions involving spreadsheets, unless instructed otherwise. Absolute cell references must only be used where necessary to ensure that formulae are correct when they are copied to other cells in a spreadsheet.
13. 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 instructed otherwise.



NOTE: The 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 **Gino** and

Files called:

1Answers	Word processing file
2Donations	Word processing file
2Invitation	Word processing file
2MeetingRec	Word processing file
3Clubs	Word processing file
4Membership	Spreadsheet file
6Details	Database file
7Braai	Spreadsheet file
7BraaiPic	Picture/Image file
7Mat	Database file
7PlaceMat	Word processing file
7SupperClub	Word processing file

SCENARIO

Many people are interested in cooking and love to share food and spend time with their friends. Some friends have created a club called Club Gino to do this. The club:

- meets once a month to share a meal prepared by one of the members
- goes to a restaurant once a year and
- supports the library at the local school with donations of books, funds and their time.

Club Gino has become very popular and now has many members. You are asked to help computerise the administration of the club. The computers have been loaded with all the relevant software, that is an operating system and an office suite.



QUESTION 1

Open the file **1Answers** and key in your examination number in the space provided. Some answers for this question need to be keyed in in the spaces provided. Work in the **Gino** folder for this question.

- 1.1 Rename the file called **HowItAllBegan** as **Begin** in the **Gino** folder. (1)
- 1.2 Delete the file called **Lilies** from the **Gino** folder. (1)
- 1.3 Create a new folder called **Library** in the **Gino** folder. (1)
- 1.4 Save the **Restaurant** file as a text file in the **Gino** folder. (1)
- 1.5 Set the author property of the **Titles** file in the **Gino** folder to be your examination number. (1)
- 1.6 There are image files in the folder called **Gino**. Key in the name of the smallest image file in the **Gino** folder in the space provided in the file **1Answers**. (1)
- 1.7 The file called **Finance** in the **Gino** folder has been protected with the password **clubgino**. Open the file to get the number on the first slide. Key in this number in the space provided in the file **1Answers**. (1)
- 1.8 In the space provided in **1Answers**, key in the name of the file/folder that is compressed. (1)
- 1.9 Arrange and display the contents of the **Gino** folder as follows:
 - Use the details view.
 - Move the type field so that it appears first.
 - Sort the files according to type.
 - Now paste a screen dump/screen shot of the contents of the **Gino** folder in the space provided in the file **1Answers**. (4)

Save **1Answers** and close the file. [12]

QUESTION 2

Before falling ill, Club Gino's secretary worked on three documents that you now need to change.

2.1 An invitation is sent out for every meeting.

Open the file **2Invitation**.

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

2.1.1 Use WordArt/Text Art/Fontwork to change the appearance of the word **Invitation**. (1)

2.1.2 Format all the borders of the table so that they will not be visible when the document is printed. (1)

2.1.3 Insert a symbol of a pair of scissors, for example ✂ (Wingdings 34) and a tab with a dot leader at 17,5 cm (6,9 inches) just above RSVP, to display as follows:

✂

RSVP (3)

2.1.4 Change the tab settings for the FIVE items shown in the following diagram:

Name and surname
Host name
Venue
Date
Focus

- Insert a left tab at 4 cm (1,6 inches).
- Remove the tab set at 5 cm (2 inches).
- Change the centre tab set at 8 cm (3,15 inches) to a right tab.
- Make sure that the tab settings are applied to all FIVE items as shown in the diagram. (4)

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



2.2 A table has been created to record the attendance at meetings for the year.

Open the file **2MeetingRec**.

Key in your examination number in the header of the document. Your final answer should resemble **ANNEXURE A**.

2.2.1 Underline the heading **RECORD OF MEETINGS FOR 2009** with a double line to appear as follows:

RECORD OF MEETINGS FOR 2009 (1)

2.2.2 Delete the first column of the table as it is not required. (1)

2.2.3 Carry out the instruction in the comment box. Remove the comment once you have made the amendment. (2)

2.2.4 Resize the table so that it fits across the width of a landscape page as shown in **ANNEXURE A**. (2)

2.2.5 The numbers in the last column must be right-aligned. (1)

2.2.6 Merge the first FIVE cells in the last row to appear as ONE cell. It must contain only the word **TOTAL**. (1)

2.2.7 Sort the table so that the suburbs appear in descending alphabetical order. The headings (top) row and the total (bottom) row of the table must not form part of the sort area. (2)

2.2.8 Change the outside border of the table to a 3-point dashed line as shown. (2)

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

2.3 A form was created to capture details of the fund-raising.

Open the file **2Donations**.

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

2.3.1 Change the given form controls as follows:

Field	Data entered must display as ...
Name and Surname	Title case
Amount of money	Currency
Number of books	Number

(4)

2.3.2 Lock the form. Do not use a password. (1)

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

[26]



QUESTION 3

Members of Club Gino found a document on the Internet that they would like to share with like-minded people. The document needs to be formatted to make it more presentable.

Open the file **3Clubs**.

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

- 3.1 Remove the shadow effect from the words **Supper Club** on page 1. (1)
- 3.2 Insert any art-/shadow-style page border of your choice, only on the first page of the document. (2)
- 3.3 Create a footer as follows:
- 3.3.1 The website that the information was found on, needs to be acknowledged. Move the first line on page 3, namely **<http://www.cookinglight.com/entertaining/supper-clubs>** to the footer. The text must appear in a black font, size 10 pt. (4)
- 3.3.2 Add the word **Page** together with a page number in a box in the footer. Right align the box so that it appears as follows:
- <http://www.cookinglight.com/entertaining/supper-clubs>**

Page 1

- The page numbering must only start on the page after the Contents page (page 3 of the document) and the numbering should start at number 1. (5)
- 3.4 Change the **MainHead** style used in the document by adding a small caps effect. Change the style so that all text formatted with this style is automatically updated. (2)
- 3.5 Generate an automatic Table of Contents on page 2 under the heading **Contents**. Use only the **MainHead** style headings. (3)
- 3.6 Format the paragraphs starting with **The Cooking** and ending with **stories and guides** (on page 3) so that:
- The spacing after the paragraphs is 12 pt.
 - The paragraphs have 1,5 line spacing. (2)
- 3.7 Remove the hanging indent in the paragraphs beginning with **The topic** and ending with the words **supper club** on page 4. (1)

- 3.8 Replace all occurrences of the words **Cooking light** in the document so that it appears in a red font. (2)
- 3.9 Change the bullets of the list under the last paragraph heading **Communal Cooking** (on page 9) to smiley faces, for example ☺ (Wingdings 74). (1)
- Save **3Clubs** and close the document. [23]

QUESTION 4

When a person joins Club Gino, he/she pays an administration fee to cover administrative costs. After this initial payment, the member only pays for the meals that he/she attends. All fees are used to buy the ingredients for each meal.

Open the spreadsheet **4Membership** and work in the **MembersLede** worksheet.

Key in your examination number in the header.

4.1 Merge cells A1 to N1. (1)

4.2 Change the height of row 3 to show the full row headings without making the columns wider. (1)

4.3 Using conditional formatting in column E, insert a shaded background in the cells of all the members whose month of birth is the same as the month of the meal, which appears in cell C2. (3)

4.4 Club Gino wishes to address letters to the members using the surname and initial on the envelope.

Use functions in cell C4 to display the surname and initial of the member in row 4 in upper case. There must be a space between the surname and initial, for example ABRAHAMS G. (6)

4.5 In cell H4, calculate the number of years that Gino Abrahams (in row 4) has been a member of the club. (5)

4.6 The membership status of a member (column I) depends on the age of the member, as displayed in column F. The membership status can be looked up in the **Status** worksheet.

Use a function in column I of the **MembersLede** worksheet to display the membership status of Gino Abrahams. Make sure that your function will copy correctly to the other cells (members). (5)

4.7 The administration fee differs according to the age of the member. The fee structure is as follows:

- Younger than 20 R45,00 per year
- 20 to 59 R50,00 per year
- 60 and older R40,00 per year

4.7.1 Use a function in cell J4 to display the annual fee due by Gino Abrahams. (7)

4.7.2 Format column J to display the amounts in South African rand. (1)



- 4.8 Each member has to pay R75,00 for each meal he/she attends (column K). The amount that he/she has paid to date is displayed in column L. Use a formula in cell M4 to calculate the amount still owed by Gino Abrahams. (2)
- 4.9 Gino wishes to check whether a member has paid for all his/her meals.
- 4.9.1 Use a function in column N to allow the message 'Paid up' to appear if a member does not owe any money to the club; otherwise the cell must be left blank. (4)
- 4.9.2 Copy this function to all the cells in column N. (1)
- 4.10 Gino can't remember exactly how many people have created the club originally. Use a function in cell O4 to determine the number. (4)
- Save **4Membership** and close the spreadsheet. **[40]**



QUESTION 5

The **4Membership** spreadsheet contains information about the members and the finances of the club. You are asked to fix certain problems in the spreadsheet.

Gino Abrahams requires a summary of the attendance record for 2008 and 2009 to present at the next meeting of the club. In order to make his calculations easier, he divided each year into 4 terms, with each term consisting of 3 months.

Re-open the file **4Membership** (if you have already closed the file).

- 5.1 The **SummaryOpsomming** worksheet is not needed any more. Delete this worksheet. (1)

Work in the **AttendanceBywoning** worksheet.

Key in your examination number in the header of the document (if you have not done so already).

- 5.2 Gino Abrahams calculated the number of times each member attended the meals in 2008 and 2009, but forgot to do his own.
Use a function in cell K4 to calculate the number of times Gino attended meals during this period. (2)
- 5.3 Use a function in cell M4 to calculate the average total attendance by the members during 2008 and 2009. Round off this number without displaying any decimal places. (4)
- 5.4 Use a function in cell M6 to determine the most meals attended in total by any one person. (2)
- 5.5 Gino wishes to know the number of times most people attended meals per term. Use a function in cell M8 to determine the number of attendances that appears most often for all the terms in 2008 and 2009. (2)
- 5.6 Use a function in cell M10 to determine the total number of members that belong to the club. (2)
- 5.7 Gino wishes to know how much money is owed to the club by the younger ('novice') members. The amount owed by individual members is shown in column M on the **MembersLede** worksheet.
Use a function to determine the amount owed by novice members and display it in cell M12 on the **AttendanceBywoning** worksheet. (4)
- 5.8 To make it easier to view the members according to membership status, sort the table in ascending order of membership status. Remember that all the data must be sorted, and not only the membership status. (2)



5.9 Gino wishes to create a graph to see the spread of membership status of the members.

Create a bar graph/chart resembling the one below to show the membership numbers according to membership status. Place the graph/chart in the **AttendanceBywoning** worksheet. Use the data in cells L17 to M22 to create the graph/chart.



Note the following:

- No gridlines are visible.
- No legend is shown.
- Data labels containing the series name appear vertically above the columns.
- No values are shown for the x-axis and y-axis.
- The title of the graph is 'Members'.
- The title of the x-axis is 'Membership Status'.
- The title of the y-axis is 'Numbers'.

(8)

Save **4Membership** and close the file.

[27]

QUESTION 6

The details of the club are kept in the database **6Details**. Open the file **6Details**.

- 6.1 Open the **MembersLede** table. The **MembersLede** table has not been set up properly.
- 6.1.1 Move the **DOB_Geboortedatum** field to appear immediately after the **Gender_Geslag** field. (1)
- 6.1.2 The **Surname_Van** field must be set as a required field. (1)
- 6.1.3 Use an input mask to format the **ID** field so that 13 digits have to be used when entering a value in this field. (2)
- 6.1.4 Amend the table so that any text entered in the **Initials_Voorletters** field is automatically displayed in upper case. (1)
- 6.1.5 Change the properties of the **Gender_Geslag** field to only accept the letters M or F. A message must be displayed if an incorrect option is entered. (2)
- 6.1.6 Set the default value for the **Suburb_Voorstad** field as North View as most members come from this suburb. (1)
- 6.1.7 Insert a new field called **PostalCode_Poskode** after the **Suburb_Voorstad** field. Format it with a suitable data type. (2)
- 6.1.8 Format the **Allergies_Allergieë** field so that the user can just click on it to select one of the following options:
- Milk
Nuts
None (3)
- 6.1.9 Insert a primary key on a suitable field. (1)
- 6.2 Reports are needed for organisation and planning.
- 6.2.1 Create a report based on the query called **November**.
- Display only surnames and names.
 - Save the report using the name **November**.
 - Add the title **Supper in November** to the report. (3)



6.2.2 Create a report based on the **MembersLede** table to show the number of members who have allergies.

- Display the surname, name and allergy of each member.
- Group and display the total number of members with each type of allergy.
- Sort the records alphabetically according to surnames.
- Save the report using the name **Allergies**.
- Label the total numbers of each allergy with suitable text.

(6)

6.3 Queries based on the **MembersLede** table are needed.

6.3.1 The organisers need to check who were present at particular suppers where the library budget was discussed.

Create a query to display only the names of those who have attended the August AND September suppers, OR the October supper only. Save the query as **Attended**.

(3)

6.3.2 Open the query **PartyPartytjie**. Modify the query to display the cost as currency. Display the cost so that it shows a positive value, for example R75,00.

(3)

6.4 Create a form to display data based on the **Memberslede** table as displayed below.

- Display all the fields.
- Use a columnar design where the fields are listed one below the other.
- Display the suppers attended with a border around them.
- Display the text 'Check allergies' in a text box on the form.
- Insert the date (which updates automatically) as a field anywhere on the form.

ID	<input type="text" value="1946082644440"/>	<table> <tr> <td>SupperAug_EteAug</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>SupperSept_EteSept</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>SupperOct_EteOkt</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>SupperNov_EteNov</td> <td><input type="checkbox"/></td> </tr> <tr> <td>SupperDec_EteDes</td> <td><input type="checkbox"/></td> </tr> </table>	SupperAug_EteAug	<input checked="" type="checkbox"/>	SupperSept_EteSept	<input checked="" type="checkbox"/>	SupperOct_EteOkt	<input checked="" type="checkbox"/>	SupperNov_EteNov	<input type="checkbox"/>	SupperDec_EteDes	<input type="checkbox"/>
SupperAug_EteAug	<input checked="" type="checkbox"/>											
SupperSept_EteSept	<input checked="" type="checkbox"/>											
SupperOct_EteOkt	<input checked="" type="checkbox"/>											
SupperNov_EteNov	<input type="checkbox"/>											
SupperDec_EteDes	<input type="checkbox"/>											
Surname_Van	<input type="text" value="Nongogo"/>											
Initials_Voorletter:	<input type="text" value="N"/>											
Name_Naam	<input type="text" value="Beauty"/>											
Gender_Geslag	<input type="text" value="F"/>											
DOB_Geboortedat	<input type="text" value="11/24/1988"/>											
Street_Straat	<input type="text" value="222 Du Noon Drive"/>											
Suburb_Voorstad	<input type="text" value="North View"/>											
PostalCode_Poskode	<input type="text" value="4452"/>											
PaidUp_Opbetaal	<input checked="" type="checkbox"/>											
Allergies_Allergieë	<input type="text" value="Milk"/>	<p>Check Allergies</p> <input type="text" value="11/26/2009"/>										

(7)
[36]

QUESTION 7

Gino would like to promote the supper club. He has downloaded an article titled 'What is a supper club?' from the Internet. This article forms part of a document to be sent out to all the members of the community giving them information about a special Youth Day celebration. Refer to **ANNEXURE B** for the desired result.

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

You need the following files to answer this question:

- 7Supperclub (Word processing file)
- 7Braai (Spreadsheet file)
- 7BraaiPic (Picture/Image file)
- 7Mat (Database file)
- 7PlaceMat (Word processing file)

7.1 Open the file 7Supperclub.

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

7.1.1 Format the heading **What is a supper club?** using an outline effect and a coloured background. (2)

7.1.2 Add a drop-cap, over 4 lines, to the first paragraph. (2)

7.1.3 Remove the hyperlink from the word **supper** in the first line. (1)

7.1.4 Insert an endnote on the word **cocktails** (in the first paragraph). Use the TM symbol (trademark sign) to denote that an endnote has been inserted. Add the text **In-house mixers** to the endnote. (3)

7.1.5 Refer to the picture.

- Change the size of the picture to 5,5 cm x 4,5 cm (2,17 x 1,77 inches).
- Insert the caption **Pot luck** below the picture. (3)

7.1.6 Format the picture and the three paragraphs that follow the picture, into two unequal columns separated by a line. (2)

7.2 Gino would like to arrange a special Youth Day braai. He set up a spreadsheet to work out the major costs involved.

Open the spreadsheet **7Braai**.

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

- 7.2.1 Format the graph/chart as follows:
- Change the title of the graph/chart to 'Braai Cost Per Person'.
 - Change the chart/graph to a bar graph/chart.
 - Show the values on the graph/chart.
 - Insert the picture called **7BraaiPic** (found on the data disk) as a background for the graph/chart. (4)
- 7.2.2 Insert the graph/chart into the file **7SupperClub** to the right of the table. Adjust the size/properties of the chart so that it resembles **ANNEXURE B**. (2)
- 7.2.3 Calculate the total cost per person for the braai, using a formula/function in the word processing table. Format the total to TWO decimals. (3)
- 7.2.4 Convert the table under the heading **Activities** to text, with the different activities separated by commas. (2)
- 7.2.5 Insert a watermark with the text **Club Gino** in blue, placed diagonally across the page. (3)
- 7.2.6 Ensure that the document fits on one page. (1)

7.3 The year-end (December) supper is a celebration. Personalised place mats will be used.

Open the file called **7PlaceMat**.

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

- Use the **MembersLede** Table in the **7Mat** database for the mail merge.
- Insert the merged fields in the correct area as displayed in **7PlaceMat**.

NOTE: Display only the names and surnames of those attending the December supper.

- Make sure that there is a space between the **Name_Naam** and **Surname_Van** fields.
- Save the field as **7Linked** before completing the mail merge.
- Merge the files and save the merged document as **7 Personal**. (5)

7.4 Gino asks his wife, Gina, to do some calculations on the **SupportSteun** table in the **7Mat** database. However, she prefers to work in a spreadsheet. Export the **SupportSteun** table and save the table in a spreadsheet format as **7Gina**. Ensure that all the headings and data in the spreadsheet are clearly visible. (3)

Save and close all the documents. [36]

TOTAL: 200



CLUB GINO**RECORD OF MEETINGS FOR 2009**

MONTH	SURNAME	NAME	ADDRESS	SUBURB	NUMBERS
August	Abrahams	Gino	212 Main Road	North View	30
September	Parker	Shane	Noordstraat 7	North View	21
November	Elawad	Yousif	22 Main Road	North View	22
December	Ngobeni	John	107 Glen Drive	North View	16
October	Phillips	Lynette	Noordrylaan 22	Blouberg	18
TOTAL					107



Retrieved from <http://www.wisegeek.com/what-is-a-supper-club.htm>

APPENDIX B

What is a supper club?

A **supper** club is a restaurant and a club combined, usually rather high end and typically only open for service in the evening. Based on the model of old-time jazz clubs and speakeasies, a supper club offers more than just the evening meal. Most supper clubs also provide **cocktails**[™], entertainment and ambiance. The old-fashioned models were designed in a way that allowed dining tables to be pushed along the wall so couples could dance after supper. A newer version of the supper club may simply provide a separate dance floor, but nearly all provide plush, comfortable settings, dim lights and a cozy, romantic atmosphere.

While a supper club may be casual, most are a bit formal, catering to dinner guests and making an event out of the evening meal. With drinks before dinner, followed by several courses, from appetizers to dessert and coffee, the dining experience lasts throughout a large portion of the evening. The meal may be followed by entertainment from comedy to music and dancing. In this way, a supper club provides one place to enjoy the entire evening.



Pot-luck

A supper club usually has a nice selection of tasty

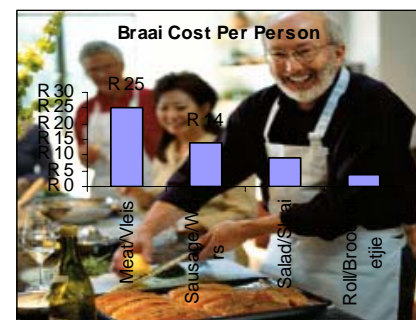
appetizers to start things off, such as shrimp cocktail, oysters, and other rich delicacies that should be savored. Because of the richness of such foods, most people prefer to wait a while before moving on to the next course. Servers in a supper club are often professionally trained, not just in serving food, but in knowing how it is prepared and which wines will complement the guest's choices.

Couples usually linger over the meal, taking their time and enjoying each other's company, as well as the ambiance. It is not unheard of for the meal alone to last more than two hours. This is especially true in a fine dining atmosphere. People don't want to be rushed in a supper club. They may enjoy a few drinks and some good conversation before even ordering their food.

A **supper** club usually offers wonderful after-dinner drinks as well. From a Brandy Alexander to a fine cognac, there is something for every taste. After indulging in delicious foods and beverages for the first few hours, patrons can choose to stay and enjoy the entertainment.

Youth Day Braai

Braai Cost - Per Person/ Braaikoste - Per Persoon	
Meat/Vleis	R 25
Sausage/Wors	R 14
Salad/Slaai	R 9
Roll/Broodrolletjie	R 4
Total/Totaal	R 52.00



Activities

Softball, Soccer, Volleyball, Cricket, Chess, Monopoly, Card Games

[™] In-house mixers
Copyright reserved

