

This information sheet **MUST NOT** be completed during the examination session!

200

COMPUTER APPLICATIONS TECHNOLOGY P1 – NOVEMBER 2011
INFORMATION SHEET (to be completed by the candidate AFTER the three-hour session)

CENTRE NUMBER _____

EXAMINATION NUMBER _____

WORK STATION NUMBER _____

SUITE USED
 (Mark the appropriate
 box with a cross (X))

Open/Libre Office 3.1/3.2/3.3/3.4	Microsoft Office 2000/XP	Microsoft Office 2003	Microsoft Office 2007	Microsoft Office 2010
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FOLDER NAME _____

Candidate to enter the file name(s) used for each answer. Tick if saved.

Question number	File name	Saved (tick ✓)	Maximum mark	Mark achieved	Marker initial/ code
1			11		
2			34		
3			30		
4			30		
5			35		
6			42		
7			18		
TOTAL			200		

Comment (for office/marker use only)



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2011 (1)

MARKS: 200

TIME: 3 hours

This question paper consists of 18 pages, an addendum and a separate 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. Insert 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 problems with a file, 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/computer as explained to you by the invigilator/teacher. Make absolutely sure that all files can be read.
10. The separate information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION**. Hand it to the invigilator at the end of the examination.
11. 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.
12. If data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
13. Unless instructed otherwise, you must use formulae and/or functions for ALL calculations in questions involving spreadsheets. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.

14. In all questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise.
15. 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 **Question1_Vraag1**

and files called:

- 1Answer_Antwoord Word processing file
- 2Cat_Kat Image file
- 2Shelter_Herberg Word processing file
- 3Pamphlet_Pamflet Word processing file
- 4Volunteer_Vrywilliger Spreadsheet file
- 5AnimalData_Dierdata Spreadsheet file
- 6Helpers Database file
- 6Tiger_Tier Image file
- 7Cat_Kat Image file
- 7Data Spreadsheet file
- 7Form_Vorm Word processing file
- 7Label_Etiket Word processing file

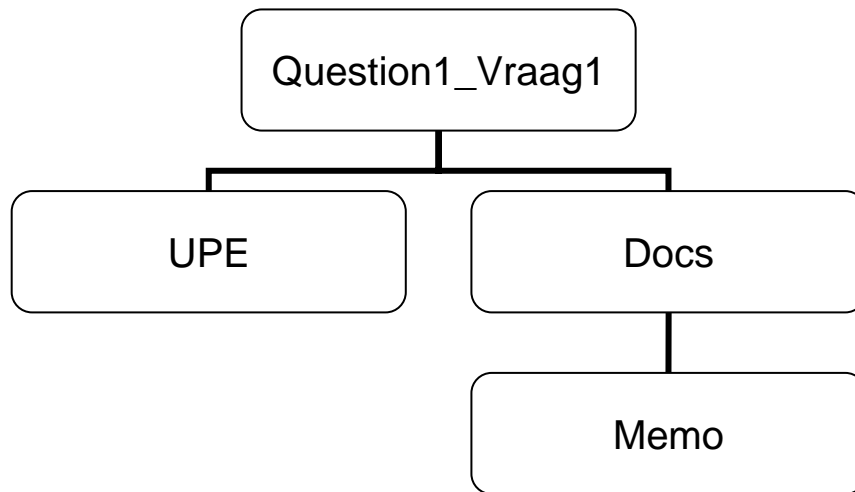
SCENARIO

The local animal shelter uses volunteers from the community to help them care for abandoned and mistreated animals. They have asked the CAT learners to assist them with the following computer-related tasks:

- File and folder management
- Creating information materials
- Perform various calculations based on volunteers and animals
- Maintenance of a database of volunteers

QUESTION 1

The folder structure below has been created.



Work in the **Question1_Vraag1** folder to answer all the questions, unless otherwise specified.

- 1.1 Delete the folder **Memo** in the **Docs** folder in the **Question1_Vraag1** folder. (1)
- 1.2 Convert only the first page of the file called **Kelly** in the **Question1_Vraag1** folder to a template file with the same name. (2)
- 1.3 Copy all the database files in the **Question1_Vraag1** folder to the **Docs** folder. (2)
- 1.4 Remove the password 'Z' from the document **APPS** in the **Question1_Vraag1** folder. (1)
- 1.5 Type the last THREE digits of your examination number in the 'Author' property of the **Players** image in the **Question1_Vraag1** folder. (1)

Open the file **1Answer_Antwoord**.

Type your examination number in the space provided in the **1Answer_Antwoord** file.

Type your answers to QUESTIONS 1.6 and 1.7 in the spaces provided in this document.

- 1.6 Enter the amount of space the **UPE** folder takes up on the disk in the space provided in the **1Answer_Antwoord** document. (1)
- 1.7 A screenshot of the **UPE** folder is required.
 - Sort the files in the UPE folder by size from the largest to the smallest.
 - Paste a screenshot showing only the file size and name fields (in that order) into the **1Answer_Antwoord** document. (4)

Save **1Answer_Antwoord** and close the document. [12]

QUESTION 2

Open the file **2Shelter_Herberg**.

Type your examination number in the header of the document.

- 2.1 Locate the WordArt/Fontwork on the first page. It must be changed to resemble the example shown below.

Wild Animals
choose freedom

NOTE:

This WordArt/Fontwork text must appear as follows:

- The text must run across two lines, as shown in the example
- Be filled in a blue colour
- Be centred horizontally and vertically on the first page (4)

- 2.2 Insert centred, automatic page numbering starting on page 2 of the document in the page footer. The first page will therefore NOT be numbered. The second page must be numbered as 1, etc. (5)

- 2.3 Use the find and replace function to underline all occurrences of the exact phrase 'Animal Shelter', using double red underlining. (4)

- 2.4 Use a special symbol of your choice to insert and indicate a footnote anchored to the highlighted occurrence of the word 'ANIMAL' towards the end of the first paragraph on page 3.

The footnote must read 'e.g. lions'. (3)

- 2.5 Insert a hyperlink on the heading 'LOOKING FOR A MEDIA MONITORING SERVICE' on page 3 to link to the file named **2Cat_Kat**. (3)

2.6 Locate the image of a lion on page 3 of the document.

2.6.1 Change the colour setting of the picture so that the picture appears in colour. (1)

2.6.2 Crop the picture so that the vertical bar on the extreme right of the picture does not appear, as shown below.



(1)

2.6.3 Insert a caption below the picture to read 'Lion'. The label of the caption must be set to 'Picture'.

The caption should read 'Picture 1: Lion'.

(4)

2.7 Insert customised bullets to the list that appears on page 3, starting with 'Dogs' and ending with 'Cattle'.

- Customise the bullets using the **2Cat_Kat** image for the bullets.
- Insert a 9 pt paragraph space after each bulleted line.



(4)

2.8 Apply the Heading 1 style to the heading 'CONCLUSION' on the last page of the document. (1)

2.9 Insert an automatically generated table of contents on page 2 as follows:

- Show only two levels in the table of contents.
- Use headings formatted with the style Heading 1 for the first-level entries.
- Show the captions of the images for the second-level entries. (4)

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

[34]

QUESTION 3

A pamphlet to raise funds for the animal shelter has been created.

Open the file **3Pamphlet_Pamflet**.

Type your examination number in the header of the document.

The pamphlet will be sent out to get support for the animal shelter. The finished pamphlet appears in ANNEXURE A of this question paper.

- 3.1 Change the paper size of the document from Letter to A4. (1)
- 3.2 Locate the image which was placed at the top of the document.

Change the image so that it has the following appearance:



- 3.3 Insert a family symbol (Webdings character code 148) to the left of the heading '**Helping in the charity shop**'. (1)
- 3.4 Insert a comment with the word '*Confirm*', anchored on the name 'Nico' in the first paragraph under the heading '**Helping in the charity shop**'. (2)
- 3.5 Place all the text on page 1 from '**Helping in the charity shop**' to '**... Jones on 082 147 8965**' in TWO columns as follows: (4)
- Place a vertical line between the two columns.
 - Ensure that the heading '**🐱 Cats and other animals**' will always appear at the top of the second column.
- 3.6 Locate the paragraph starting with the heading '**🔧 Specialised skills**'. (2)
- Apply a shading of your own colour choice to the paragraph.
 - Remove the paragraph border.

3.7 Change the formatting of the table so that it appears as follows:

Activities Available at the Fun Day	
Activity	Organiser
Animal Look-alike Competition	Serumula S
Bingo	Louw M
Dog Show	Van Rooyen J
Dog Tricks	Hill J
Horse Riding	Pillay N
Tombola	Malatji K

(6)

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

[19]

QUESTION 4

The animal shelter has created a spreadsheet to keep track of the times and shifts worked by the volunteers.

Open the spreadsheet called **4Volunteer_Vrywilliger**.

4.1 Merge cells A1:D1 and centre the contents of the cell vertically. (2)

4.2 Change the alignment of the headings in cell A2 to be the same as the other cells in the same row. (1)

4.3 An identification code for each of the volunteers has been generated in column A.

The code is formed by taking the second and third letters of the surname and combining this with the age (column E) of the volunteer.

For example: Liena MARX, age 19, will have an identification code of AR19. Similarly, Linda MSIMEKI, age 20, will have an identification code of SI20.

Use suitable functions to create an identification code in cell A3 for Mpho Podile. (5)

4.4 Use the conditional formatting feature to apply a fill colour of your choice to the cells in column E for those volunteers who are 18 years or younger. (3)

4.5 An attempt has been made in cell J3 to create a formula to calculate the number of years that Mpho Podile has worked at the animal shelter.

The formula uses the current date in cell G1 and the date that Mpho Podile started working at the animal shelter (column I).

Correct the formula in the cell, rounding off your answer to display ONE decimal place. (4)

4.6 Each volunteer is presented with a certificate of service for the work done at the animal shelter.

4.6.1 Volunteers qualify to receive a certificate if they have worked at the animal shelter *for two years or more*.

Use functions in cells K4:K6 to determine if these three volunteers qualify to receive a certificate or not.

The text 'Y' should appear in the cell if they qualify for a certificate, otherwise the text 'N' should appear. (3)

4.6.2 Nested IF functions were used in cells L4:L6 to indicate if the volunteer qualified for a certificate and what type of certificate he/she obtained, based on the number of years he/she has worked at the animal shelter (column J) as follows:

Years worked	Certificate
Less than 2	None (indicated by a '-')
Less than 3	Silver
3 or more years	Gold

Correct the nested IF functions used in cell L4 and copy the corrected functions to cells L5 and L6. (3)

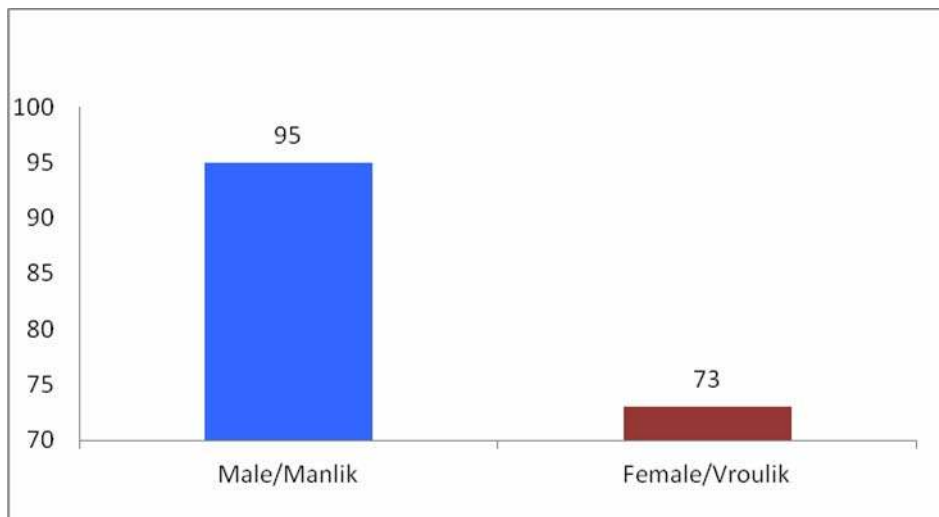
4.7 Use a function in cell N3 to determine the number of volunteers who received certificates. (3)

4.8 Enter a formula in cell N5 to determine the percentage of volunteers that received certificates. Use the data in cells N3 and N4 to help you determine this answer. You do not need to set the number of decimal places used. (3)

4.9 Enter a function in cell N6 to determine how many of the volunteers do not have a cellphone number listed in column G. (2)

4.10 Locate the graph showing the number of male volunteers versus female volunteers.

Make the necessary changes to the graph so that it appears like the one shown below.



Note the following:

- The type of graph used
- The data labels used
- The formatting of the Y-axis
- Each column must appear in a different colour (6)

Save and close **4Volunteer_Vrywilliger**. [35]

QUESTION 5

Open the spreadsheet **5AnimalData_Dierdata**. This spreadsheet contains data about the animals in the animal shelter.

5.1 Rename the worksheet **Sheet1** as **Data**. (1)

Work in the **Animals_Diere** worksheet.

5.2 The animal shelter orders the animal feed specifically for the different age groups of the animals.

Use a function in cell G2 to display the age group of each animal for feeding purposes.

Use the approximate age in column D and the data in the **Lookup_Opsoek** worksheet for this function. (4)

5.3 The approximate age of the animals is indicated in column D.

Use the data in this column to add a function in cell J2 to calculate the *average age of the animals* in the animal shelter. (2)

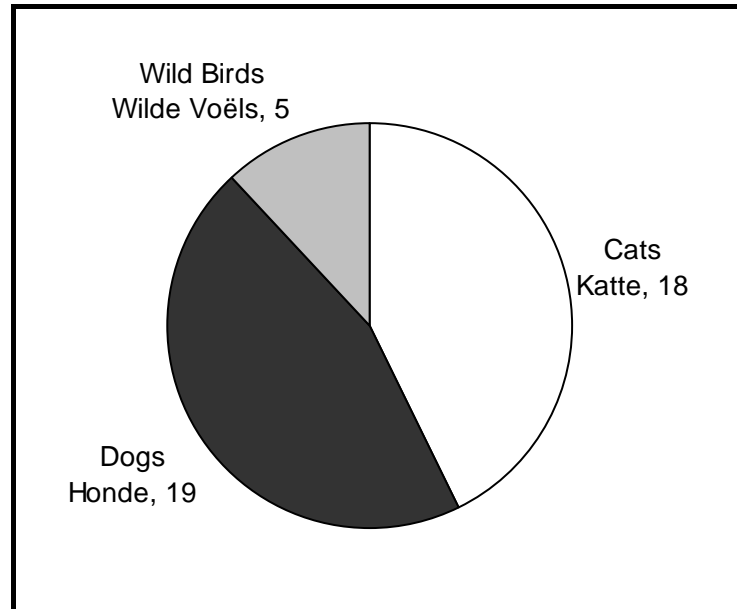
5.4 Add a function in cell J3 to calculate the number of juvenile animals in the animal shelter. (3)

5.5 It costs R12,50 per day to feed each dog. Column E contains the number of days the animals have been in the animal shelter.

Use this information to add a function in cell J4 to calculate how much it has cost to feed the dogs so far. (5)

Work in the **Summary_Opsomming** worksheet.

- 5.6 Use the data in the **Summary_Opsomming** worksheet to create a graph like the one shown below.



Note the following:

- The same layout and options must be used.
- The graph must be saved in the **Data (Sheet1)** worksheet.

(5)

Save and close **5AnimalData_Dierdata**.

[20]

QUESTION 6

The CAT learners have been asked to interpret data from the database **6Helpers**.

6.1 Open the table **New_Nuwe** and make the following changes:

▲	Field Name	Data Type	Description
	Surname_Van	Text	Surname/Van
	Name_Naam	Text	Name/Naam
	DOB_Geb	Text	Date of Birth/Geboortedatum
	Age_Ouderdom	Number	Age/Ouderdom
	Contactno_Kontaknr	Text	Contact Number/Kontaknommer
	Start_Begin	Text	Start Date/Begindatum
	Cert_Sert	Text	Qualifies for Certificate/Kwalifiseer vir Sertifikaat
	Type_Tipe	Text	Certificate Type/Tipe Sertifikaat
	VolunteerID_VrywilligerID	AutoNumber	ID of Volunteer/ID van Vrywilliger
	F1	Text	

- 6.1.1 Delete the field F1 from the table as it is no longer needed. (1)
- 6.1.2 Change the data type for the *Start_Begin* field to a more suitable data type. (1)
- 6.1.3 Set a primary key on an appropriate field. (2)
- 6.1.4 Volunteers may not be younger than 14 years of age.
- Set a validation rule to prevent users from entering an invalid age.
 - Add a suitable validation text. (2)
- 6.1.5 Make it compulsory for a user to enter a value for any new records for the *Surname_Van* field. (1)
- 6.1.6 Change the properties of the *Cert_Sert* field so that the value of the field is automatically set to *No* for all new records. (1)
- 6.1.7 Create a new field called *Pic* between the *Name_Naam* field and the *DOB-Geb* field to store a photograph of the volunteer.
- Choose an appropriate data type for the field. (3)
- 6.1.8 Set the properties of the *Contactno_Kontaknr* field so that ten digits have to be entered in that field. (3)

Save and close the table.

- 6.2 Export the data from the table called *Export_Uitvoer* to a spreadsheet called **MyData**. (2)
- 6.3 Create a form called **frmData**, based on the table **Volun_Vrywil**, as follows:
- 6.3.1 Add only the *Surname_Van*, *Name_Naam* and *Age_Ouderdom* fields to the form. (2)
- 6.3.2 Type your examination number in a label in the form header and place a 5-point, blue border around the label. (4)
- 6.3.3 Create a drop-down list for the *Cert_Sert* field with the options 'Yes' and 'No'. (3)
- 6.3.4 Place the image **6Tiger_Tier** in the header of the form so that it does not obscure any of the data. (3)
- Save and close the form.
- 6.4 Create a query called **q64** which will display an alphabetical list. Use the *Surname_Van* and *Name_Naam* fields of all the records from the **Volun_Vrywil** table to sort the data.
- Display only the *Name_Naam*, *Surname_Van* and *DOB_Geb* fields. (4)
- Save and close the query.
- 6.5 Open the query **qry1Silver**.
- Modify the query to display only the names and surnames of those volunteers who are older than 18 years and who will receive a silver certificate. (4)
- Save and close the query.
- 6.6 Open the **qry2Old_Oud** query.
- 6.6.1 Insert a calculated field called *NY* which will take the value of the *Years_Jare* field and round it to the nearest number of years.
- For example: 1,2 would be displayed as 1 in the new field and 0,7 would be displayed as 1 in the new field. (3)
- 6.6.2 Amend the query so that the only records displayed are those of the volunteers who do NOT have a contact number listed. (2)

- 6.7 Open the **RepVolun_Vrywil** report and make the following changes:
- 6.7.1 Change the background of the report header to a colour of your choice. (2)
- 6.7.2 Swop the order of the *Surname_Van* and *Name_Naam* fields, as well as the headings for these two fields. (3)
- Ensure that no data is deleted in the process. (3)
- 6.7.3 A function to calculate and display the average age of all the volunteers in the report, correct to TWO decimal places, was added to the report. (4)
- However, the function produces an error. Correct this error so that the correct answer (in the correct format) is displayed. (4)
- 6.7.4 Insert a function in the report, together with an appropriate label, to show the number of volunteers in each category of certificates, that is Gold, Silver, Bronze and None. (5)
- Save and close the report.
- Save and close the **6Helpers** database. [55]

QUESTION 7

Use the files **7Label_Etiket** and **7Data**.

The animal shelter needs labels for each of the cages housing the dogs. The finished labels will appear as in the example below.

Name: Rocco	Name: Sammy
Gender: M	Gender: M
Weight: 3,6	Weight: 3,2

7.1 Open the file **7Label_Etiket**.

7.1.1 Change the dashed border around each label to a double-line border. (1)

7.1.2 Centre the table vertically on the page. (1)

7.1.3 Use the spreadsheet **7Data** to prepare the **7Label_Etiket** document for a mail merge.

- Labels are only required for dogs weighing less than 5 kilograms.
- Add the merge fields *Name_Naam*, *Gender_Geslag* and *Weight_Gewig* next to the corresponding heading.
- Sort the recipients (the dogs) in descending order of weight. (5)

Save the document as **7MergeReady** before performing the mail merge.

7.1.4 Complete the mail merge, saving the results to a new document called **7Dogs**. Ensure that no blank labels appear on a page. (1)

Save the merged document as **7Dogs**.

Close **7MergeReady** and **7Dogs**.

Open the **7Form_Vorm** document. Enter your examination number in the header.

- 7.2 A form has been created for people to fill in if they wish to adopt an animal. You are required to edit the form by following the instructions below.
- 7.2.1 Add a 'Date and Time' field that will automatically update and that is aligned on the right-hand side of the footer. The date and time should appear in the format DD/MM/YY HH:MM. (5)
- 7.2.2 The maximum number of characters that can be entered into the *Name* field must be 15. (1)
- 7.2.3 Insert a check box for the heading '**Have you owned a pet before?**' aligned under the text field for the name. Ensure that the check box is checked or 'ticked' by default. (3)
- 7.2.4 Insert a drop-down form field for the heading '**How many pets do you currently own?**'
- Add the following three options for the drop-down list:
0
1
>1
 - Add a help text function to the drop-down list on the F1 key option. The help text message should read 'Choose one'. (5)
- 7.2.5 Insert a leader tab to create a solid line from 8 cm/3,5 inches to 14 cm/5,5 inches in line with the text 'Signature'. (3)

Save the **7Form_Vorm** document.

Save and close all the documents. [25]

TOTAL: 200



ADDENDUM A

👤 Helping in the charity shop

This is a valuable source of income for the charity and shop assistants are always needed, whether it be only a morning a month or an afternoon every week, or whatever is convenient to you. There are lots of jobs associated with running the shop which you could volunteer for (sorting the stock, pricing the stock, serving in the shop, etc). Contact Nico on 083 456 9876 if you can help.

🐕 Dogs

We are happy to train anyone over 18 years old for dog walking.

🐈 Cats and other animals

Do you want to spend time with our cats or other animals we have at the sanctuary? Most enjoy human contact and the ones who are a little timid and shy will benefit from gentle interaction with volunteers.

👍 Fundraising events

Help is always greatly appreciated on the day, manning stalls, serving refreshments, etc. However, there is always the build-up to the event: collecting bric-a-brac, baking cakes, washing teddies, promotional activities, etc. You may even know someone willing to open our events. If you are interested in helping with fundraising, please ring Jones on 082 147 8965.

🔧 Specialised skills

Are you a builder, electrician, joiner, plumber, general 'jack of all trades'? If so, your help is always needed on a random basis when the need arises.

Activities Available at the Fun Day	
Activity	Organiser
Animal Look-alike Competition	Serumula S
Bingo	Louw M
Dog Show	Van Rooyen J
Dog Tricks	Hill J
Horse Riding	Pillay N
Tombola	Malatji K



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2011

MARKS: 200

TIME: 3 hours

This question paper consists of 21 pages and a separate information sheet.

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and files called:

- 1Answer_Antwoord Word processing file
- 2MediaW Word processing file
- 3Doc_Dok Word processing file
- 4MediaS Spreadsheet file
- 5Users_Gebruikers Spreadsheet file
- 6BkPic_BkPrent Image file
- 6Club_Klub Database file
- 6Don_Sken Text file
- 7Data Database file
- 7Donations_Skenkings Spreadsheet file
- 7Fax_Faks Word processing file

SCENARIO

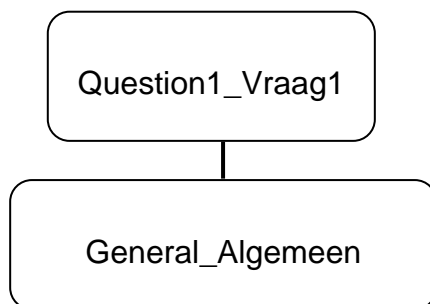
Your school has a media exchange centre which allows people to borrow books, CDs and DVDs. The CAT learners have been requested to assist the media exchange centre. Part of your responsibility will be to request donations to purchase more media resources.

The CAT learners will assist with the following:

- Advertising and supplying the centre with information
- Keeping records of resources and donations
- Maintaining a database of all the resources

QUESTION 1

The questions that follow are contained in the folder structure below.



- 1.1 Create a subfolder called **Data** in the **General_Algemeen** folder. (1)
- 1.2 Create a shortcut in the **Question1_Vraag1** folder which links to the file called **Practice_Oefen** in the **General_Algemeen** folder. (2)
- 1.3 Move ALL the spreadsheet files from the **General_Algemeen** folder to the **Question1_Vraag1** folder. (2)
- 1.4 Save the bitmap image called **Head_Kop** found in the **Question1_Vraag1** folder as a JPEG image in the same folder. (1)

Open the file **1Answer_Antwoord** in the main folder.

Type your examination number in the space provided in the header of the **1Answer_Antwoord** file.

Add your answers to the following questions in the spaces provided in this file:

- 1.5 Enter the name of the compressed file found in the **General_Algemeen** folder in the space provided in the **1Answer_Antwoord** file. (1)
- 1.6 How many times does the lower-case letter 'e' appear in the file called **Material_Materiaal** in the **Question1_Vraag1** folder? Enter your answer in the space provided in the **1Answer_Antwoord** file. (1)
- 1.7 Sort the files in the **General_Algemeen** folder in descending order of their name. Display only the size and name fields in the **General_Algemeen** folder.

Paste a screenshot of the folder structure of the **General_Algemeen** folder in the space provided in the **1Answer_Antwoord** file. (3)

Save **1Answer_Antwoord** and close the document. [11]

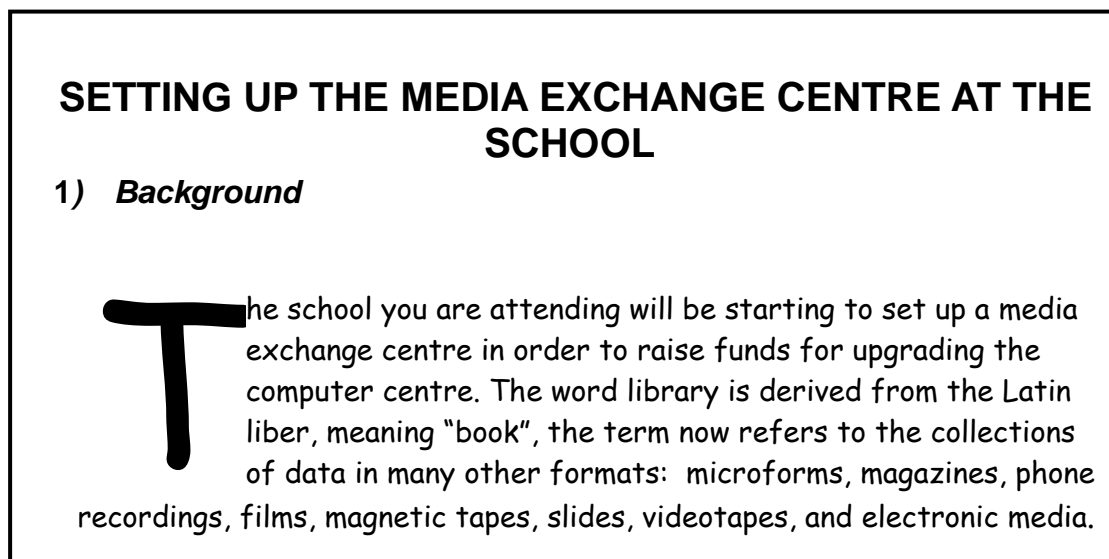
QUESTION 2

Open the document called **2MediaW**.

Type your examination number in the header of the document.

- 2.1 Apply the style '*Title*' to the main heading at the top of page 2 of the document. (1)
- 2.2 Correct the main heading 'SETTING uP tHE ...' on page 2 so that all the text appears in upper case. (1)
- 2.3 Add a dropped-cap effect, that drops over 5 lines, to the first paragraph under the heading '**Background**' starting with the text: 'The School you ...'.

Your answer should be similar to the screenshot shown below. Note the positioning of the dropped cap in the screenshot.



- (2)
- 2.4 Change the paragraph spacing to *12 pt after* to only the paragraph in QUESTION 2.3. (1)
- 2.5 Insert right-aligned automatic page numbering in the footer of the document. Use the format i, ii, iii ... (4)
- 2.6 Insert an 80 pt horizontal-text watermark to read 'DRAFT'. (3)
- 2.7 Change the indentation of the second heading '**2) Organising a book club**' to match that of the first heading '**1) Background**' exactly. (2)

2.8 Create a table of contents on page 1 under the heading '**TABLE OF CONTENTS**'.

The table of contents should have a format similar to the one shown in the screenshot below.

1) Background.....	ii
2) Organising a book club	ii
3) Advertise your book club -	iii
4) The first meeting	iii
5) Book reading.....	v
6) Choosing a book	v
7) Outcomes in the USA	vi
8) List of material in the media exchange centre	vii

NOTE:

- Only headings formatted with the style Heading 2 must appear in the table of contents.
- The heading '**TABLE OF CONTENTS**' does NOT appear in the table of contents.
- Page numbers may differ from that shown.

(3)

2.9 Apply a two-column format to the highlighted text on page 4 of the document.

Refer to the example below and note the following:

- A 1 cm/0.39 inches space must appear between the columns.
- A border appears around each of the columns.
- Ensure that paragraph 'c) Example Ground Rules:' will always start at the beginning of the second column.

a) Regular meeting times
Set a regular meeting time - An ideal size for a book club is 8 - 11 people. As you can imagine, it is often difficult to coordinate that many schedules. Go ahead and set a regular meeting time and date for your book club with your core group. By setting the time before advertising the book club, you avoid playing favourites when working around schedules and are up front about what commitment is required.

b) Establish ground rules
Get together with your potential book club members and set the group's ground rules. If you did not set the meeting time with your core group, do that now.

c) Example Ground Rules:
My book club decided that a different person would host each month. The hostess is responsible for picking the book, leading the discussion and providing the meal. If we meet at a restaurant, the hostess buys appetizers and wine. We place no restrictions on what books the hostess chooses--fiction, non-fiction, self-help--everything's fair game. We always take December off from reading and plan a fun event out.

d) Hosting Ideas:
Food is not required, but it helps the discussion roll and makes the book club meetings more fun. Some book clubs meet at a different restaurant each month. Sometimes meetings are held in people's homes. Be sure to check out our ready to go discussion questions on best sellers. Just print out the questions and you're ready to lead.

(6)

2.10 Apply the following changes to the image that appears under the heading '**6) Choosing a book**'.

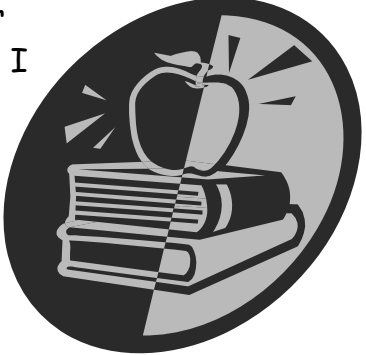
2.10.1 Flip the image horizontally. (1)

2.10.2 Change the colour of the image to greyscale. (1)

2.10.3 Move the whole image to the right-hand margin with the text flowing to the left of the image, as shown in the diagram below.

6) Choosing a book

We're talking about books that you can choose for your book group. When I organised my book group, I wanted to have a variety of books available to discuss. I didn't want to just discuss novels; I wanted to discuss non-fiction as well. So we set up categories that we chose from every year. And my book group chooses their books as a whole. We vote on the books that we're going to



(2)

2.11 Locate the highlighted text '**Oprah's Book Club**' on the second last page and add an endnote to reference this text as follows:

- Use the Wingdings symbol number 38 as a custom mark to indicate the endnote.
- Add the text 'Launched 17 September 1996' as text for the endnote. (4)

2.12 A list appears at the end of the document under the heading '**8) List of material in the media exchange centre**'.

The outline numbering has been applied incorrectly as the numbers of the headings are **1.8.1 Books**, **1.8.2 Video Materials** and **1.8.3 Journals**.

Change the outline numbering so that it appears as **8.1 Books**, **8.2 Video Materials** and **8.3 Journals**. (3)

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

[34]

QUESTION 3

A working document was created for the media exchange centre called **3Doc_Dok**.

A draft electronic form appears on the first page of the document. This form was created to obtain information from learners who wish to belong to the centre. You are required to adapt the form. The adapted form should appear similar to the example below.

MEDIA EXCHANGE CENTRE/MEDIA-UITRUISENTRUM INFORMATION/INLIGTING	
Today's date/Vandag se datum	2011-Aug-17
Borrower Name/Lenernaam	<input type="text"/>
ID Number/ID-nommer	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Language/Taal	<input checked="" type="checkbox"/> English/Engels <input type="checkbox"/> Afrikaans
..... Signature/Handtekening	

Open the document called **3Doc_Dok**.

Type your examination number in the header of the document.

3.1 Insert a date field in line with the heading 'Today's date/Vandag se datum'.

The date must:

- Be in the format YYYY-MMM-DD, for example 2011-Oct-17
- Update automatically
- Be positioned at 7 cm/2.75 inches

(4)

3.2 Change the properties of the text field for the 'Borrower Name/Lenernaam' so that the name will automatically appear in Title Case when the user enters a name in the field.

(1)

3.3 Insert a table for the ID Number in line with the heading 'ID number/ID-nommer'.

The table must:

- Have 13 columns and 1 row (13 x 1)
- Have columns of 0.5 cm/0.2 inches wide (4)

3.4 Remove the cross from the check box for the Afrikaans option. (1)

3.5 Use a dotted leader to allow space for a signature below the text 'Signature/Handtekening' to end at 8 cm/3.15 inches from the left margin. (2)

3.6 Make the following changes to the 'face' image on the form:

- Change the mouth from a sad mouth (downward curve) to a smile (upward curve), as shown in the example on the previous page.
- Add a shadow effect to the image of the 'face', as shown in the example on the previous page.
- Add a callout to the 'face' image, as shown in the example on the previous page. The text in the callout must read 'Thank you/Dankie!'.
- Combine the callout and the 'face' so that it can be moved as one object. (4)

3.7 A table, in draft form, showing the details of some donors, appears on page 2 of the document **3Doc_Dok**.

Study the example below before carrying out the instructions that follow.

Donations/Skenkings					
Media donated/geskenk					
Surname/ Van	Name/ Voornaam	Media	Value/ Waarde	Items	Total/ Totaal
					2
WIESEMAN	Owen	CD	50	3	150
MANTSINA	Jannie	Book_Boek	80	4	320
ESTERHUIZEN	Jan	DVD	50	1	50
MSIMEKI	Linda	CD	40	4	160

3.7.1 Merge ALL the cells in the first row of the table 'Media donated/geskenk' of the document. (1)

3.7.2 Use a table option to automatically adjust the width of all the columns to fit the data in the table. (1)

3.7.3 Use diagonal lines in the third row of the table to form a cross in the first cell, as shown in the other cells in that row (see diagram above). (1)

3.7.4 A drop-down form-field control has been added in the fourth row in the third column (under the heading 'Media'), as shown in the example).

Amend the properties of this control so that the only options that the user can choose are the following (*in the same order*):

- Book_Boek
- DVD
- CD

(3)

3.8 An incorrect formula has been added in the shaded cell in the third row of the last column ('Total/Totaal') to total all the values in the cells below it.

Correct the formula so that the correct value is given.

(2)

3.9 Use the table on page 2 to create another table on the last page of the document which shows an alphabetical list of those people who donated at least two books (see 'Media' and 'Items' columns).

Note the following:

- The table must show all the columns used in the original table.
- The headings from the original table must be used, as shown in the following extract of some of the records that should appear in the table:

Donations/Skenkings					
Surname/ Van	Name/ Voornaam	Media	Value/ Waarde	Items	Total/ Totaal
BARNARD	Samantha	Book_Boek	80	3	240
CROWTHER	Jake	Book_Boek	80	4	320
JONKER	William	Book_Boek	80	3	240
KGATLE	Alan	Book_Boek	80	4	320
KRIEK	Kevin	Book_Boek	80	2	160
MALATJI	Andrew	Book_Boek	50	3	150

(6)

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

[30]

QUESTION 4

The manager of the media exchange centre has created a spreadsheet to help with various calculations.

Open the spreadsheet **4MediaS** and work in the **Resources_Bronne** worksheet.

4.1 Make the worksheet **Resources_Bronne** easier to read by completing the following formatting changes:

- Merge and centre the contents of the cells in the range A1:H1.
- Apply word wrapping to row headings in row 2.
- Add cell borders to the headings in row 2.

(You may use any colour or formatting of your choice for the cell borders.) (4)

4.2 Some of the books in the centre are very old.

Use a feature of spreadsheets to format the contents of the cells in column E ('Year Published/Jaar uitgegee') which have a value before 1995 in a different font colour to the rest of the cells in that column. (3)

4.3 Display all the values in column F as the South African currency with NO (zero) decimal places. (2)

4.4 Add a function in cell L6 to calculate the average price of all the media given in column F.

Round off your answer to TWO decimal places. (4)

4.5 The different media available in the spreadsheet are indicated by a letter in column I:

- B – Books
- C – CDs
- D – DVDs

Add a function in cell L8 to determine the number of books that are listed in the spreadsheet. (3)

4.6 Use a VLOOKUP function in cell C3 to display the name of the Publisher based on the code provided in cell D3 and the data provided in the **Data** worksheet.

Ensure that the function will work correctly if it were to be copied down to the rest of the cells in the column. (4)

- 4.7 The publisher, Bookworld, has increased its prices by 10%.
- Add IF functions in column G to calculate the new prices of all the media. In the case of media published by Bookworld, add 10% to the price shown in column F.
- In all other cases, prices for the media remain the same as in column F. (4)
- 4.8 The purpose of the chart/graph shown in the worksheet **Resources_Bronne** is not clear. Make the following changes to the chart/graph:
- 4.8.1 Change the chart/graph type to a column graph. (1)
- 4.8.2 The chart/graph was designed to display the different number of titles per type of media.
- Give the chart/graph a suitable title and display it below the chart/graph. (2)
- 4.8.3 Remove the legend 'Series 1' from the chart/graph. (1)
- 4.8.4 Insert a title on the Y-axis to read 'Units'. (1)
- 4.8.5 Change the graph so that the values on the Y-axis are shown in intervals of 10 and not of 5, as is currently the case. (1)
- Save **4MediaS** and close the document. [30]

QUESTION 5

The manager of the media exchange centre has created a spreadsheet to show the details of the learners who are using the centre.

Open the spreadsheet **5Users_Gebruikers** and work in the **Helpers** worksheet.

5.1 Apply any fill colour (other than the current one) to cell A1 (the merged cell). (1)

5.2 Add a function in cell L3 to determine the second highest number of hours worked, as indicated in column G. (3)

5.3 Each learner has to be given a user name in order to use a computer. The user names in column D are formed by combining the learner's surname and initial and converting this to upper case.

For example: John Smith becomes SMITHJ and Miriam Somlata becomes SOMLATAM.

Add a suitable formula in cell D3 to determine the user name for the learner Vanessa Adam. (5)

5.4 Correct the formula in cell F3 which is trying to calculate the age of the learner (in years) using today's date and the learner's date of birth in cell E3. (3)

5.5 The management of the media exchange centre has decided to divide the users into various categories, according to the hours they worked (column G).

A	Learners who worked more than 9 hours
B	Learners who worked between 5 and 9 hours (inclusive)
C	Learners who worked less than 5 hours

Use nested IF statements in cells H3:H5 to determine the categories of the first three learners. (5)

5.6 Add a function in cell L4 to determine the total number of hours worked by the learners in category A (as indicated in column H). (4)

5.7 Use the LEN function to determine the length of the longest surname. Enter your answer in cell L5. (2)

The names and times worked by the helpers at the media exchange centre are recorded in the worksheet **Time_Tyd**.

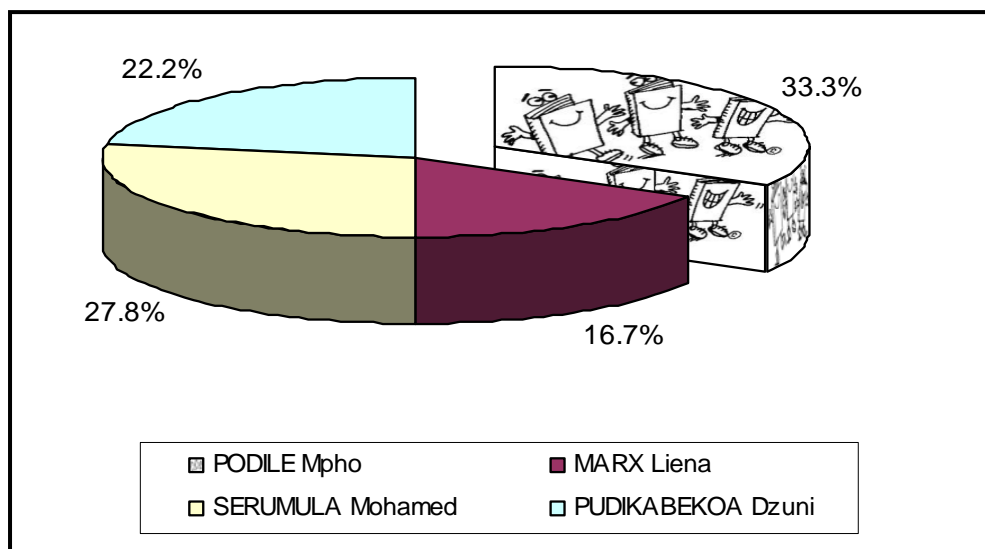
Work in the worksheet **Time_Tyd**.

- 5.8 A formula was entered in cell D4 to determine the number of hours that Mpho Podile worked during the first shift. The formula is correct but does not produce the correct result.

Fix this problem so that the correct result is produced and displayed. (1)

- 5.9 Enter a formula in cell L5 to calculate the total number of hours worked by Liena Marx for all three shifts. (2)

- 5.10 The manager of the media exchange centre tried to create a chart/graph showing the credits (column K) earned by the first FOUR helpers listed in the spreadsheet (rows 4 to 7).



Study the above example of what the final chart/graph should look like. Now change the existing chart/graph using the options and formatting shown in the screenshot above.

Note the following:

- Data (includes the first four helpers in the **Time_Tyd** worksheet)
- Appearance and position of the legend
- Formatting of the data labels
- 3D visual effect of the graph
- The 'pulled out' or 'exploded' segment/slice of the graph (must be filled with the image or picture **6BkPic_Bk**)

The chart/graph must appear in its own worksheet called **Graph**. (9)

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

[35]

QUESTION 6

Open the database **6Club_Klub** which needs to be updated and modified.

6.1 Open the table **Donors_Skenkers** in Design View.

The design of the table **Donors_Skenkers** is shown below.

▲	Field Name	Data Type	Description
	DonorID_SkenkerID	Text	ID No./ID nr.
	Name_Naam	Text	Name of donor/Naam van skenker
	Surname_Van	Text	Surname of donor/Skenker se van
	DOB_GebDat	Text	Date of birth/Geboortedatum
	Item	Text	CD, DVD, Book/Boek

6.1.1 Modify the data type of the field *DOB_GebDat* to make it more suitable for the type of data it is going to store. (1)

6.1.2 Change the field size of the *Surname_Van* field to a more suitable length. (1)

6.1.3 Import the data from the file called **6Don_Sken** into the table **Donors_Skenkers**.
Make sure that the original field names are still used in the table. (3)

6.1.4 Design an input mask for the *DonorID_SkenkerID* field if the field must store data such as the examples shown below. (4)

A62
P8
N4
G56

Save and close the table.

6.2 Open the table **ItemList_ItemLys** in Design View.

▲	Field Name	Data Type	Description
	Title_Titel	Text	Name of media/Naam van media
	Author_Skrywer	Text	Names of writers/Skrywers se name
	Pub_Uit	Text	Name of publisher/Naam van uitgewer
	MediaID	Text	Number of the item/Nommer van die item
	Year_Jaar	Number	Year published/Jaar waarin item uitgegee is
	Pages_Bladsye	Number	Number of pages in book/Getal bladsye in boek
	Price_Prys	Currency	Price of item/Prys van item
	Howmany_Hoeveel	Number	Items available/Getal items beskikbaar
	Type_Tipe	Text	B-Book/Boek, C-CD, D-DVD

6.2.1 Set a primary key on the most appropriate (suitable) field in the table. (2)

6.2.2 Set a validation rule for the *Year_Jaar* field so that only items that have been published later than (after) 1960 can be entered into the table.

Also ensure that nobody can enter a date later than 2011.

Use suitable validation message (text). (4)

6.3 Open the form **frmITEMS**.

6.3.1 Type your examination number in the form footer. (1)

6.3.2 Add the graphic/picture **6BkPic_BkPrent.jpg** in the form header. (2)

Save and close the form.

6.4 Create a query called **qry6_4** to display only the *Title_Titel* and *Author_Skrywer* fields from the **ItemList_ItemLys** table.

The records must be sorted in descending order of the *Type_Tipe* field. (2)

Save and close the query.

6.5 Open the query **qry6_5**.

Modify the query to display only those items that cost R250 or more and that are NOT books (B). (2)

Save and close the query.

6.6 Open the query **qry6_6**.

Insert a calculated field called *VAT_BTW* to display the VAT of 14% calculated on the price of any items with the word 'Mathematics' anywhere within the title.

Format the VAT as currency, as shown in the example below.

Title_Titel	Price_Prys	VAT_BTW
Classroom Mathematics Gr. 10	R 110.00	R 15.40
Classroom Mathematics Gr. 11	R 140.50	R 19.67
Classroom Mathematics Gr. 12	R 150.00	R 21.00
Student-friendly Basic Mathematics	R 109.95	R 15.39
Study and Master Mathematics Gr. 11	R 150.00	R 21.00
Study and Master Mathematics Gr. 11	R 124.00	R 17.36
Study and Master Mathematics Gr. 12	R 188.00	R 26.32

(6)

Save and close the query.

6.7 Open the report named **RepITEMS**.

6.7.1 Place the data (not the heading) for the *Title_Titel* field in a different font colour as the data of the other fields. (2)

6.7.2 Insert a field or function for the current date in the text box provided in the header of the report. (2)

6.7.3 Insert a function in the text box provided in the footer of the report to display the total value of all the items listed.

This amount should be displayed as South African rand. (3)

6.7.4 A function to display the total number of items per publisher was created in the report footer. The formula is correct but it displays only one total.

Modify the report so that the totals for each publisher are displayed. (3)

Save and close the report.

6.8 Create a report called **rep6_8** with the following criteria:

- Base the report on the **Itemlist_ItemLys** table.
- Display only the *Title_Titel*, *Type_Tipe* and *Year_Jaar* fields.
- Group the records by the *Type_Tipe* field.
- Sort the records according to the *Year_Jaar* field.

(4)

Save the report as **rep6_8** and close the report.

Save and close the document.

[42]

QUESTION 7

Use the files **7Fax_Faks**, **7Donations_Skenkings** and **7Data**.

The media exchange centre has prepared a fax from a template. The final document will be sent to the supporters and donors.

7.1 Open the document **7Fax_Faks**.

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

This document is going to be used as part of a mail merge. The document needs to be modified and corrected before it is sent.

- 7.1.1 Remove the extra highlighted table (in pink) towards the top of the document. (1)
- 7.1.2 Delete the word linked to the bookmark *Del*. (2)
- 7.1.3 Find all instances where the name 'Media Book Club' was used and replace it with the name 'Media Exchange Centre'. The corrected name should display in italics. (3)
- 7.1.4 The hyperlink www.mec.org.za in the document currently links to the website www.ccn.com. (1)
- Change the properties of the hyperlink so that the hyperlink links to the website www.mec.org.za. (1)

7.2 All the donations received were recorded in a spreadsheet. Information from the spreadsheet must be used in the letter.

Open the **7Donations_Skenkings** spreadsheet. Keep the **7Fax_Faks** document open.

- 7.2.1 Copy data from the spreadsheet and paste this data as a linked table into the **7Fax_Faks** document in the place indicated in the document. (2)
- 7.2.2 Change the amount in the **7Donations_Skenkings** spreadsheet, donated by the donor who donated the most, to R5 000. (1)
- 7.2.3 Update the link in the **7Fax_Faks** document to reflect the change you have made in the spreadsheet in QUESTION 7.2.2. (1)

Save and close the **7Donations_Skenkings** spreadsheet, leaving the **7Fax_Faks** still open.

7.3 A similar letter needs to be sent to many different recipients.

7.3.1 Use the **7Fax_Faks** document as a form letter and the database **7Data** to prepare for a mail merge as follows:

- Use the existing query **qry7_3** in the **7Data** database as the data source for the letters.
- Sort the recipients (letters) in descending order of the amount donated (*Amount_Bedrag*).
- Add the merge fields *Name_Naam* and *Surname_Van* to the shaded cell (opposite To:) at the top of the document.
- Ensure that there is a space between the name and surname.

Save this document as **7MergeReady** before performing the mail merge in the next question. (6)

7.3.2 Complete the mail merge using the **7MergeReady** document as follows:

- Complete the mail merge for only the first three recipients.
- Save the results of the merge for the first three recipients as a document called **7MergeComplete**. (1)

Save and close all the documents. [18]

TOTAL: 200



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1 NOVEMBER 2011 MEMORANDUM

MARKS: 200

FINAL MARK		
SPEED ENDORSEMENT		WPM

CENTRE NUMBER										
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EXAMINATION NUMBER																			
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QUESTION	1	2	3	4	5	6	7	TOTAL
POSSIBLE MARK	11	34	30	30	35	42	18	200
CANDIDATE'S MARK								
MARKER'S CODE/ SIGNATURE								
MODERATED MARK								

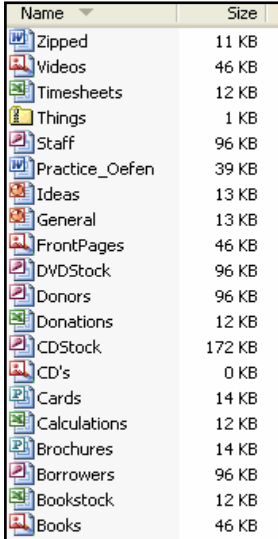
This memorandum consists of 14 pages.

EXAMINATION NUMBER																				
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QUESTION 1: Folder: Question1_Vraag1

TOTAL Q1: 11

Check all answers against candidate's actual work.

No.	Criteria	Max. Mark			Candidate Mark
1.1	<ul style="list-style-type: none"> Subfolder called Data appears ✓ (accept spelling errors) <i>(Note to marker: The subfolder must appear in the General_Algemeen folder to obtain the mark.)</i> 	1		1	
1.2	<ul style="list-style-type: none"> A shortcut is created which links to the file called Practice_Oefen ✓ in the General_Algemeen folder. Placed in Question 1_Vraag1 folder ✓ <i>(Note to marker: The shortcut must appear in the Question 1_Vraag1 folder to obtain the second mark.)</i> 	1 1		2	
1.3	<ul style="list-style-type: none"> All four spreadsheet files (<i>Bookstock, Calculations, Donations and Timesheets</i>) appear in Question1_Vraag1 folder ✓ No spreadsheet files appear in General_Algemeen ✓ 	1 1		2	
1.4	<ul style="list-style-type: none"> Bitmap image Head_Kop.jpg saved as a JPEG image (under any name) ✓ <i>(Note to marker: Original file size was 577 KB. File should be smaller.)</i> 	1		1	
1.5	<ul style="list-style-type: none"> Things.zip ✓ <i>(Note to marker: Do not penalise if file extension .zip is not given.)</i> 	1		1	
1.6	<ul style="list-style-type: none"> Number of lower case 'e' = 39 ✓ 	1		1	
1.7	<ul style="list-style-type: none"> Screenshot appears ✓ Files are sorted according to descending order of Name ✓ Only Name and Size fields are displayed ✓ <p><i>(Note to marker: Only accept if the screenshot consists of a single image)</i></p> <p><i>(Assuming QUESTION 1.3 was answered correctly)</i></p>		1 1 1	3	
Total for QUESTION 1				[11]	

EXAMINATION NUMBER																				
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QUESTION 2: File name: 2MediaW

TOTAL Q2: 34

No.	Criteria	Max. Mark			Candidate Mark
2.1	<ul style="list-style-type: none"> Title style applied to main heading (on page 2) ✓ 	1		1	
2.2	<ul style="list-style-type: none"> All the text in the heading appears in upper case ✓ 	1		1	
2.3	<ul style="list-style-type: none"> Dropped cap created on letter T ✓ <i>(Note to marker: Do not give this mark if dropped cap appears in the margin.)</i> Dropped over five lines (13 pt in reveal formatting) ✓ <i>(Note to marker: Accept if the dropped cap was placed on another letter.)</i> 	1		2	
		1			
2.4	<ul style="list-style-type: none"> Paragraph spacing after paragraph set to 12 pt ✓ 	1		1	
2.5	<ul style="list-style-type: none"> Automatic page numbers are inserted ✓ <i>(Accept any type of page numbering in either the header or footer.)</i> Page numbers appear in the footer ✓ Format is lowercase Roman Numerals (i, ii, iii) ✓ Page numbering is <u>aligned</u> to the right ✓ <i>(Note to marker: Do not penalise if number of pages has also been added.)</i> 	1		4	
		1			
		1			
		1			
2.6	<ul style="list-style-type: none"> Text watermark added ✓ <i>(Accept any text/ignore spelling)</i> Horizontally aligned ✓ Size 80 pt ✓ 	1		3	
		1			
		1			
2.7	<ul style="list-style-type: none"> Alignment matched so that the second heading is aligned to the left margin (indented at 0 cm) ✓ Space between the number and the text is the same as the first heading (hanging indent of 0.63 cm) ✓ 	1		2	
		1			
2.8	<ul style="list-style-type: none"> <u>Automatic</u> table of contents is created ✓ All (eight) headings formatted with the style Heading 2 appear ✓ No other headings appear ✓ <i>(Note to marker: Do not penalise if a different style for the table of contents has been used or if page numbering differs.)</i> 	1		3	
		1			
		1			

EXAMINATION NUMBER																				
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2.9	<ul style="list-style-type: none"> • Correct text appears in two columns ✓ • With 1 cm/ 0.39 inches spacing applied ✓ • Borders appear around both columns ✓ • Paragraph borders are 'rectangular' (not cut off) ✓ • Paragraph c) starts at top of the 2nd column ✓ • Column break is inserted ✓ <p><i>(Note to marker: No marks are awarded for the last two bullets if use of the 'Enter key' has been made to effect the 'break'.)</i></p>	1 1 1 1 1 1		6	
2.10	Image				
2.10.1	<ul style="list-style-type: none"> • Image is flipped horizontally ✓ <p><i>('Darker half of image' appears on left)</i></p>	1		1	
2.10.2	<ul style="list-style-type: none"> • Image is set to greyscale ✓ <p><i>(Note to marker: Do not accept black and white.)</i></p>	1		1	
2.10.3	<ul style="list-style-type: none"> • Image appears against right-hand margin ✓ • All text flows to left of image ✓ 	1 1		2	
2.11	<ul style="list-style-type: none"> • Endnote inserted ✓ • On or alongside the text 'Oprah's Book Club' ✓ • Wingdings symbol 38 (📖) used as a custom mark ✓ • Text 'Launched 17 September 1996' added ✓ <p><i>(Note to marker: Do not penalise for minor spelling errors, etc.)</i></p>	1 1 1 1		4	
2.12	<ul style="list-style-type: none"> • Outline numbering has been applied to fix the numbering ✓ • Numbering appears correctly as 8.1, 8.2 and 8.3 ✓ • Has been applied to all 3 instances ✓ <p><i>(Note to marker: Only 1 mark in total can be awarded if the candidate has 'manually typed in the numbering'.)</i></p>	1 1 1		3	
Total for QUESTION 2				[34]	

EXAMINATION NUMBER																				
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QUESTION 3: File name: 3Doc_Dok

TOTAL Q3: 30

No.	Criteria	Max. Mark	Candidate Mark
3.1	<ul style="list-style-type: none"> Date inserted <u>as a field</u> ✓ (Do not allocate a mark if the date was manually typed in.) Format YYYY-MMM-DD ✓ (Ignore case) Updates automatically ✓ (Should show current date) At the 7 cm/2.75 inches tab stop ✓ (Note to marker: Do not award first three marks if a field was not inserted) 	1 1 1 1	4
3.2	<ul style="list-style-type: none"> Format for Borrower Name/Lenernaam field set to title case ✓ 	1	1
3.3	<ul style="list-style-type: none"> Table inserted ✓ 13 columns x 1 row ✓ Column widths set to 0.5 cm/0.2" ✓ Placed in same line as heading ✓ (Note to marker: Do not penalise if not aligned at 6 cm.) 	1 1 1 1	4
3.4	<ul style="list-style-type: none"> Check box for the Afrikaans options is unchecked ✓ 	1	1
3.5	<ul style="list-style-type: none"> Tab set at 8 cm/3.15 inches (Accept any tab) ✓ (Any) dotted/dashed leader used ✓ (Note to marker: Do not penalise if signature line added above or below the word 'Signature/Handtekening' or alongside.) 	1 1	2
3.6	<ul style="list-style-type: none"> Mouth shape changed to a 'smile' appearance ✓ Any shadow effect added ✓ Text in callout added reading 'Thank you/Dankie!' ✓ (Note to marker: Accept 'Thank you/Dankie!' on one line or wrapped.) Callout and autoshapes grouped as one object ✓ (Note to marker: Ignore spelling and position of callout.) 	1 1 1 1	4
3.7.1	<ul style="list-style-type: none"> Cells merged in first row of table ✓ 	1	1
3.7.2	<ul style="list-style-type: none"> Autofit to Contents option applied to table ✓ 	1	1
3.7.3	<ul style="list-style-type: none"> Both diagonal lines added to form a 'cross' (x) in the first or second cell ✓ (Any method acceptable) 	1	1
3.7.4	<ul style="list-style-type: none"> Magazine/Tydskrif option removed ✓ CD option added ✓ Options in correct order (Book_Boek, DVD, CD) ✓ 	1 1 1	3
3.8	<ul style="list-style-type: none"> =Sum ✓ (Below) ✓ (Note to marker: Do not accept a manually inserted answer of 4 800 but accept = F4+F5 ... + F34.) 	2	2
3.9	<ul style="list-style-type: none"> Table has been copied onto last page ✓ Headings appear in first row as per original table ✓ Only media listed is Book_Boek ✓ only items with at least two items listed ✓ All other records have been deleted ✓ List sorted by Surname ✓ (also accept descending) (13 records expected – or 12 records if Q3.7.4. was incorrectly answered) 	1 1 1 1 1 1	6
Total for QUESTION 3			[30]

EXAMINATION NUMBER															
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QUESTION 4: Filename: 4MediaS

TOTAL Q4: 30

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (Cell references may differ, depending on the candidate's actions.)
- Candidate may use multiple formulae or cells as 'building blocks' to answers.

No.	Criteria	Max. Mark			Candidate Mark
Resources_Bronne worksheet					
4.1	<ul style="list-style-type: none"> • Cells A1:H1 merged ✓ and contents centred ✓ • Text wrapping applied to headings in row 2 ✓ • Any type of cell borders applied to cells containing headings in row 2 ✓ (Note to marker: Do not penalise if cell borders applied to whole row or if cell borders only applied around outer borders.) 	2 1 1	4		
4.2	<ul style="list-style-type: none"> • Conditional formatting applied to cells in column E ✓ • Values which have a value prior to 1995 ✓ (<1995 or <=1994) • Are displayed in any different font colour to the rest ✓ 	1 1 1	3		
4.3	<ul style="list-style-type: none"> • Values in column F formatted as South African currency (rand) ✓ • With NO (zero) decimal places ✓ 	1 1	2		
4.4	<p>Cell L6: =ROUND(AVERAGE(F3:F109),2)</p> <ul style="list-style-type: none"> • ROUND function used ✓ • AVERAGE function used ✓ • Correct range ✓ • Correct number of decimal places specified ✓ (Note to marker: No marks awarded for formatting cells to two zero places as opposed to rounding.) 	1 1 1 1	4		
4.5	<p>Cell L8: =COUNTIF(I3: I109,"B")</p> <ul style="list-style-type: none"> • COUNTIF function used ✓ • Correct range ✓ • Correct criteria used ✓ 	1 1 1	3		

EXAMINATION NUMBER																			
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4.6	<p>Cell C3 =VLOOKUP(D3,Data!\$F\$2:\$H\$76,3)</p> <ul style="list-style-type: none"> • Correct lookup cell used ✓ • Correct lookup range specified ✓ • Correct lookup column specified ✓ • Absolute addressing correctly used for lookup table or if a named range was correctly used ✓ <i>(Note to marker: Do not penalise if an extra fourth parameter of False is added.)</i> 	1 1 1 1		4	
4.7	<p>Column G: =IF(C3="Bookworld",F3+10%*F3,F3)</p> <ul style="list-style-type: none"> • Correct condition (e.g. C3="Bookworld" or D3 = 9) ✓ • Correct mark up of 10% ✓ added to original price ✓ • Original value (F3) specified for other publishers ✓ <p><i>(Note to marker: The expected answer is R757.90. Accept any other valid solutions, e.g.</i></p> <ul style="list-style-type: none"> • =IF(C3="Bookworld",1.1*F3,F3) • =IF(C3<>"Bookworld",F3,10%*F3+F3) • =IF(C3<>"Bookworld", F3,1.1*F3) • =IF(D3=9, 10%*F3+F3, F3) etc.) <p><i>(Do not deduct a mark if formula not copied to rest of cells in the column.)</i></p>	1 2 1		4	
4.8.1	<ul style="list-style-type: none"> • Chart type changed to column graph ✓ 	1		1	
4.8.2	<ul style="list-style-type: none"> • Suitable title provided ✓ <i>(The title must address the different type of media in the worksheet, e.g. Types of Media)</i> • Displayed below the graph ✓ 	1 1		2	
4.8.3	Legend removed ✓	1		1	
4.8.4	Units added as title on the Y-axis ✓	1		1	
4.8.5	Major unit on the Y-axis changed from 5 to 10 ✓	1		1	
	Total for QUESTION 4			[30]	

EXAMINATION NUMBER																				
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QUESTION 5: Filename: 5Users_Gebruikers

TOTAL Q5: 35

- Mark the questions from the formulae and not the values/answers in the cell.
- Check against candidate's actual work. (Cell references may differ, depending on the candidate's actions.)
- Candidate may use multiple formulae or cells as 'building blocks' to answers.

No.	Criteria	Max. Mark			Candidate Mark
Helpers worksheet					
5.1	Any fill colour applied to cell A1 ✓	1		1	
5.2	Cell L3: =LARGE(G3:G42,2) <ul style="list-style-type: none"> • LARGE function used ✓ • Correct range specified ✓ • Correct number (2) specified ✓ 	1		3	
5.3	Cell D3: =UPPER(B3) & LEFT(C3,1) or =CONCATENATE (UPPER (B3), LEFT(C3,1)) <ul style="list-style-type: none"> • UPPER function applied correctly ✓ • Surname appears (cell B3) ✓ • & operator or CONCATENTATE function used ✓ • LEFT function used ✓ • Correct cell used for LEFT function ✓ <i>(Note to marker: No marks if user name is simply typed into the cell.)</i>	1		5	
5.4	Cell F3 =(NOW ()- E3) / 365.25 (Note to marker: accept 365) <ul style="list-style-type: none"> • Correct terms subtracted ✓ • Brackets added to enforce correct division ✓ • Multiplication changed to division ✓ <i>(Note to marker: Do not penalise candidate who used the TODAY function instead of the NOW function. Accept if terms were not swapped and /-365 or ABS was used.)</i>	1		3	
5.5	Cell H3 =IF(G3>9,"A",IF(G3>=5, "B", "C")) <ul style="list-style-type: none"> • Nested IF construct used correctly ✓ • First criteria specified is correct, e.g. G3>9 ✓ • Second criteria specified is correct, e.g. G3>=5 ✓ • All 3 values (A, B and C) correctly match the criteria ✓✓ <i>(Award one mark if only two criteria match.)</i> <i>(Note to marker: Accept any other valid solution such as: =IF(G3<5,"C",IF(G3>=10, "A", "B")) =IF(G3>=10,"A",IF(G3>=5, "B", "C")), etc.)</i>	1		5	

EXAMINATION NUMBER										
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5.6	Cell L4: =SUMIF(H3:H42,"A",G3:G42) <ul style="list-style-type: none"> SUMIF function used ✓ Correct criterion range specified ✓ Correct criteria specified ✓ Correct summing range specified ✓ 	1 1 1 1		4	
5.7	Cell L5: answer is 9 <ul style="list-style-type: none"> LEN function has been used ✓ Correct answer of 9 appears ✓ 	1 1		2	
5.8	Time_Tyd worksheet: Cell D4 <ul style="list-style-type: none"> Cell format set to number/general (displays as 4 or 4.0) ✓ (Ignore decimals) 	1		1	
5.9	Time_Tyd worksheet: Cell L5 = D5+G5+J5 <ul style="list-style-type: none"> Correct cells included (D5, G5, J5) ✓ Addition operator used ✓ (Note to marker: Do not award the second mark if the SUM function was used as the question asked for a formula.) 	1 1		2	
5.10	Graph in Graph worksheet <ul style="list-style-type: none"> The data is set for the first four helpers only (cells A4:A7) (PODILE, MARX, SERUMULA and PUDI KABEK OA) ✓ Pie chart has any 3D effect. Ignore rotation ✓ Data labels set as percentages ✓ Data labels formatted to show one decimal place ✓ The legend appears below the chart ✓ Names in legend are split over 2 lines ✓ Largest segment/slice has been exploded/pulled out ✓ The largest segment/slice is filled with the picture 6BkPic_BkPrent ✓ (Note to marker: Allocate mark to OpenOffice users.) The graph appears in a separate worksheet ✓ (Do not penalise if worksheet not named correctly) 	1 1 1 1 1 1 1 1 1 1 1		9	
Total for QUESTION 5				[35]	

EXAMINATION NUMBER																				
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QUESTION 6: Filename: 6Club_Klub

TOTAL Q6: 42

No.	Criteria	Max. Mark			Candidate Mark
Donors_Skenkers table					
6.1.1	DOB_GebDat field • Data type should be set to Date/time format ✓	1		1	
6.1.2	Surname_Van field • Field size changed (to any value not original of 255) ✓	1		1	
6.1.3	Donors_skenkers table • All 8 records imported into the database from 6Don_Sken text file ✓ • Into Donors_Skenkers table ✓ • Original field names retained (still appear) in table ✓ <i>(Note to marker: Do not penalise if the date field does not appear.)</i>	1 1 1		3	
6.1.4	DonorID_SkenkerID input mask: >L09 • > (uppercase) ✓ • L (compulsory letter) ✓ • O (compulsory digit) ✓ • 9 (optional digit) ✓	1 1 1 1		4	
6.2.1	ItemList_ItemLys table • Primary key set ✓ • On MediaID field ✓ <i>(Note to marker: Automatically award these marks to Openoffice users.)</i>	1 1		2	
6.2.2	Year_Jaar field – validation rule >1960 AND <=2011 • >1960 ✓ (also accept >=1961) • AND ✓ • <=2011 ✓ (also accept <2012) <i>(Note to marker: Also accept BETWEEN 1961 AND 2011)</i> Year_Jaar – validation text • Any suitable message which refers to range of values required ✓ (e.g. 'The year must be between 1960 and 2011')	1 1 1 1		4	

EXAMINATION NUMBER																			
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6.3.1	<p>Form frmITEMS</p> <ul style="list-style-type: none"> Examination number typed in form footer ✓ 	1		1																
6.3.2	<p>Form frmITEMS</p> <ul style="list-style-type: none"> 6BkPic_BkPrent image inserted ✓ In the header of the form ✓ 	1 1		2																
6.4	<p>Query qry6_4</p> <ul style="list-style-type: none"> Only <i>Title_Titel</i> and <i>Author_Skrywer</i> fields are displayed ✓ Sorted in descending order of <i>Type_Tipe</i> field ✓ 	1 1		2																
6.5	<p>Query qry6_5</p> <ul style="list-style-type: none"> Price_Prys criterion: ≥ 250 ✓ Type_Tipe criterion: \neq "B" ✓ or NOT "B" <i>(Note to marker: Also accept "C" or "D" as criteria in the same line. If C and D are in separate lines ≥ 250 must be repeated in the OR line.)</i> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Title_Titel</th> <th style="text-align: center;">Price_Prys</th> <th style="text-align: center;">Type_Tipe</th> </tr> </thead> <tbody> <tr> <td>Harry Potter and the Chamber of Secrets</td> <td style="text-align: right;">R 250.00</td> <td style="text-align: center;">D</td> </tr> <tr> <td>Harry Potter and the Prisoner of AzKaban</td> <td style="text-align: right;">R 265.00</td> <td style="text-align: center;">D</td> </tr> <tr> <td>MS Excel 2000/Visual Basic for Applications</td> <td style="text-align: right;">R 340.95</td> <td style="text-align: center;">C</td> </tr> <tr> <td>White Wedding</td> <td style="text-align: right;">R 345.00</td> <td style="text-align: center;">D</td> </tr> </tbody> </table>	Title_Titel	Price_Prys	Type_Tipe	Harry Potter and the Chamber of Secrets	R 250.00	D	Harry Potter and the Prisoner of AzKaban	R 265.00	D	MS Excel 2000/Visual Basic for Applications	R 340.95	C	White Wedding	R 345.00	D	1 1		2	
Title_Titel	Price_Prys	Type_Tipe																		
Harry Potter and the Chamber of Secrets	R 250.00	D																		
Harry Potter and the Prisoner of AzKaban	R 265.00	D																		
MS Excel 2000/Visual Basic for Applications	R 340.95	C																		
White Wedding	R 345.00	D																		
6.6	<p>Query qry6_6</p> <p>Title_Titel criterion: Like <i>"*Mathematics"</i></p> <ul style="list-style-type: none"> One for correct use of <u>both</u> wild cards (*) ✓ Mathematics ✓ Calculated field: ✓ Criteria: VAT_BTW: $0.14 * [Price_Prys]$ 0.14 (or 14/100) ✓ $[Price_Prys]$ ✓ Formatted as currency ✓ 	1 1 1 1 1 1		6																
6.7.1	<p>Report Repltems</p> <ul style="list-style-type: none"> Data for the Title_Titel field ✓ (not the heading) Placed in different font colour to data of other fields ✓ 	1 1		2																
6.7.2	<p>Report Repltems</p> <ul style="list-style-type: none"> Date appears in text box provided in header ✓ Current date implemented as function =now() or date() ✓ <i>(Note to marker: Do not penalise if time also appears.)</i> 	1 1		2																

EXAMINATION NUMBER																				
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6.7.3	Report Repltems = SUM([Price_Prys]) <ul style="list-style-type: none"> • SUM function used ✓ • Correct field [Price_Prys] used ✓ • Displayed as South African rand ✓ 	1		3	
		1			
		1			
6.7.4	Report Repltems (Grouping) <ul style="list-style-type: none"> • Records grouped ✓ • According to Pub_Uit field ✓ • Count function moved or copied to either group header or footer ✓ <i>(Note to marker: Do not penalise if label has not been copied or moved from report footer.)</i>	1		3	
		1			
		1			
6.8	Report rep6_8 <ul style="list-style-type: none"> • Report based on the Itemlist_ItemLys table ✓ • Correct fields (Title_Titel, Type_Tipe, Year_Jaar) ✓ • Grouping according to Type_Tipe field ✓ • Sorted (ascending or descending) on Year_Jaar field ✓ 	1		4	
		1			
		1			
		1			
Total for QUESTION 6				[42]	

EXAMINATION NUMBER																				
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**QUESTION 7: Filenames: 7Data, 7Donations_Skenkings, 7Fax_Faks, 7MergeReady,
7MergeComplete** **TOTAL Q7: 18**

No.	Criteria	Max. Mark			Candidate Mark
7Fax_Faks					
7.1.1	<ul style="list-style-type: none"> Shaded table deleted ✓ (Note to marker: Do not allocate mark if only the content of the table was deleted.) 	1		1	
7.1.2	<ul style="list-style-type: none"> The word <i>many</i> in 'many businesses' deleted ✓✓ (Note to marker: Award 1 mark if the bookmark Del has been deleted instead of the word 'many'.) 	2		2	
7.1.3	<ul style="list-style-type: none"> Four or five ✓ instances of 'Media Book Club' replaced with 'Media Exchange Centre' ✓ (Allocate 1 mark if the whole-word option has not been used and any of the 2 instances where the word book was used outside of the name has also been changed.) Replacements are in italics ✓ 	1 1 1		3	
7.1.4	<ul style="list-style-type: none"> Properties of the hyperlink www.mec.org.za set to link to the website www.mec.org.za ✓ (Note to marker: check properties of the link.) 	1		1	
7.2.1	<ul style="list-style-type: none"> Data copied and pasted from spreadsheet ✓ As a linked object in the 7Fax_Faks document ✓ (If table is right-clicked update link is visible) 	1 1		2	
7.2.2	<ul style="list-style-type: none"> Amount of top donor in the 7Donations_Skenkings spreadsheet ✓ (Should be H van der Merwe but is dependent on data) 	1		1	
7.2.3	<ul style="list-style-type: none"> Link in the 7Fax_Faks document updated to reflect the change of R5 000 made in the spreadsheet ✓ 	1		1	

EXAMINATION NUMBER																				
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7.3 Mail merge																																			
<i>(Note to Marker: Any candidate that has attempted 7.1 or 7.2 or 7.3 is automatically awarded 4 marks. In addition, allocate marks according to the criteria below to a maximum of 3 marks (i.e. a maximum of 7 marks for 7.3.))</i>																																			
7.3.1	7MergeReady/7MergeComplete <ul style="list-style-type: none"> Both merge fields Name_Naam and Surname_Van added ✓ Space added between merge fields ✓ Data source used is query qry7_3 ✓ in 7Data database ✓ <i>(Award 1 mark if the AddressList_Adreslys table used)</i> Recipients sorted in descending ✓ order of amount ✓ 	1 1 1 1 2		6																															
7.3.2	<ul style="list-style-type: none"> Sent to first three (shaded) recipients: ✓ <table border="1"> <thead> <tr> <th>Surname_Van</th> <th>Name_Naam</th> <th>Amount_Bedrag</th> </tr> </thead> <tbody> <tr> <td>H</td> <td>Van der Merwe</td> <td>R 5 000.00</td> </tr> <tr> <td>Samia</td> <td>Barnard</td> <td>R 500.00</td> </tr> <tr> <td>Craig</td> <td>Lebepe</td> <td>R 406.95</td> </tr> <tr> <td>Jabu</td> <td>Crowther</td> <td>R 350.95</td> </tr> <tr> <td>Licia</td> <td>Msimeki</td> <td>R 324.95</td> </tr> <tr> <td>Jimmy</td> <td>Esterhuizen</td> <td>R 269.95</td> </tr> <tr> <td>Steven</td> <td>Barnard</td> <td>R 265.00</td> </tr> <tr> <td>Laura</td> <td>Heyns</td> <td>R 262.95</td> </tr> <tr> <td>Vuyo</td> <td>Malatji</td> <td>R 250.00</td> </tr> </tbody> </table>	Surname_Van	Name_Naam	Amount_Bedrag	H	Van der Merwe	R 5 000.00	Samia	Barnard	R 500.00	Craig	Lebepe	R 406.95	Jabu	Crowther	R 350.95	Licia	Msimeki	R 324.95	Jimmy	Esterhuizen	R 269.95	Steven	Barnard	R 265.00	Laura	Heyns	R 262.95	Vuyo	Malatji	R 250.00	1		1	
Surname_Van	Name_Naam	Amount_Bedrag																																	
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Jimmy	Esterhuizen	R 269.95																																	
Steven	Barnard	R 265.00																																	
Laura	Heyns	R 262.95																																	
Vuyo	Malatji	R 250.00																																	
Total for QUESTION 7				[18]																															

TOTAL: 200

This information sheet **MUST NOT** be completed during the examination session!

200

COMPUTER APPLICATIONS TECHNOLOGY P1 – NOVEMBER 2011 (2)
INFORMATION SHEET (to be completed by the candidate AFTER the three-hour session)

CENTRE NUMBER _____

EXAMINATION NUMBER _____

WORK STATION NUMBER _____

SUITE USED
 (Mark the appropriate
 box with a cross (X))

Open/Libre Office 3.1/3.2/3.3/3.4	Microsoft Office 2000/XP	Microsoft Office 2003	Microsoft Office 2007	Microsoft Office 2010
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FOLDER NAME _____

Candidate to enter the file name(s) used for each answer. Tick if saved.

Question number	File name	Saved (tick ✓)	Maximum mark	Mark achieved	Marker initial/ code
1			12		
2			34		
3			19		
4			35		
5			20		
6			55		
7			25		
TOTAL			200		

Comment (for office/marker use only)



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P2

(THEORY)

NOVEMBER 2011

MARKS: 150

TIME: 3 hours

This question paper consists of 16 pages.

INSTRUCTIONS AND INFORMATION

1. This question paper consists of SECTION A and SECTION B.
2. Answer ALL the questions.
3. Number the answers correctly according to the numbering system used in this question paper.
4. Start EACH question on a NEW page.
5. Do NOT write in the right-hand margin.
6. Leave a line between each subquestion.

SECTION A**QUESTION 1: MATCHING ITEMS**

Choose a term/concept from COLUMN B that matches a description in COLUMN A. Write only the letter (A–R) next to the question number (1.1–1.10) in the ANSWER BOOK, for example 1.11 S.

COLUMN A		COLUMN B	
1.1	A component that determines the quality of the display on the screen	A	NIC (network interface card)
		B	disk defragmenter
1.2	A utility program that will speed up disk access by rearranging the contents of a hard disk	C	malware
		D	switch/hub
1.3	A device that protects your computer against power dips	E	CPU
		F	Blu-Ray
1.4	The main memory of the computer	G	router
1.5	Software that secretly monitors activity on a computer	H	disk clean-up
		I	spyware
1.6	A central node where all the computers on a network plug in	J	RAM
1.7	The component in your computer that allows you to connect the computer to a network	K	graphics/video card
		L	shareware
1.8	A term used to describe high-speed connections to the Internet	M	power supply
		N	memory card
1.9	The group or class of software that is specifically created to protect against detrimental or harmful influences	O	HDMI
		P	broadband
1.10	A type of DVD technology	Q	power bus
		R	UPS

(10 x 1)

[10]

QUESTION 2: MULTIPLE-CHOICE QUESTIONS

Various options are provided as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (2.1–2.10) in the ANSWER BOOK, for example 2.11 E.

- 2.1 Which ONE of the following components is the least important in terms of the functioning of a computer?
- A Memory
 - B Hard disk
 - C Processor
 - D DVD-writer
- 2.2 Which ONE of the following statements about good password practice or policy is FALSE?
- A Passwords should be changed frequently.
 - B It is better to use the same password for every situation that requires one.
 - C Your identity number is not a good example of a secure password.
 - D Never tell other people what your password is.
- 2.3 Which ONE of the following is the best option to choose if you think the web page you are viewing, is outdated (old)?
- A Change to a different ISP
 - B Update your antivirus software
 - C Refresh the web page
 - D Change to a 3G connection
- 2.4 Which ONE of the following options would be the most effective device for inputting large quantities of numbers?
- A A virtual keyboard
 - B A numeric keypad
 - C A mouse
 - D A calculator program
- 2.5 Which ONE of the following components should be upgraded to allow more programs and data to be simultaneously loaded into memory?
- A RAM
 - B ROM
 - C CPU
 - D Hard drive

- 2.6 Which ONE of the following refers to software that is designed to fix bugs (errors) and provide new features for existing software?
- A Updates
 - B Drivers
 - C Virus definitions
 - D Wizards
- 2.7 Which ONE of the following refers to the use of material and sources without acknowledging them?
- A Data theft
 - B Identity theft
 - C Piracy
 - D Plagiarism
- 2.8 Which ONE of the following ports is the best to use to transfer videos from a digital video camera to a PC?
- A VGA
 - B HDMI
 - C FireWire
 - D USB
- 2.9 Which ONE of the following can you use to decrease the size of a large document to be e-mailed?
- A WinZip
 - B Paint
 - C Snipping Tool
 - D Screenshot
- 2.10 Which ONE of the following statements about a firewall is TRUE?
- A A firewall is not needed if you have an Internet connection.
 - B A firewall monitors communication between your computer and the Internet.
 - C Firewall software must be updated daily.
 - D A firewall will prevent software piracy.

(10 x 1) **[10]**

TOTAL SECTION A: 20

SECTION B

The scenario below sets the scene for the questions that follow.

SCENARIO

A team of Computer Applications Technology (CAT) learners have decided to work at a cyber café to raise funds for their school. They will be required to answer computer-related questions for the owner, Mr Wu.

QUESTION 3

The first task is to replace the old administration computer. Mr Wu saw the following advertisement for a laptop:

ABC 21" LAPTOP

Processor: Intel Celeron 1.8 Hz

RAM: 4 GB

Hard drive: 150 GB

Connectivity: WLAN/LAN

Dual-layer DVD writer

Integrated webcam

Windows 7 Professional

Multidata card reader

12 month on-site warranty

3.1 The reason why the old administration computer has to be replaced is that it often crashes.

Give TWO reasons why a computer would crash. (2)

3.2 Name TWO hardware components from the advertisement above that will play a significant role in determining the overall performance of this computer. (2)

3.3 State TWO advantages of purchasing a laptop computer rather than a desktop computer. (2)

- 3.4 Mr Wu wants to experiment with video editing using the laptop.
Name TWO hardware components from the advertisement where the specifications are not suitable for video editing. Briefly motivate the use of each hardware component in the context of video editing. (4)
- 3.5 Many of the devices that can be connected to the laptop connect via USB ports and are therefore plug-and-play.
What do we mean when we say a device is *plug-and-play*? (2)
- 3.6 The DVD drive is listed as a 'dual-layer' drive.
How could Mr Wu benefit from a dual-layer drive? (1)
- 3.7 Explain the function of the card reader listed in the advertisement. (2)
- 3.8 The advertisement for the laptop lists an 'integrated webcam'.
3.8.1 Briefly explain what the term *integrated* means in this context. (1)
3.8.2 State ONE advantage of having an integrated webcam on a laptop. (1)
3.8.3 Mr Wu used Skype to contact his cousin in Taiwan. Mr Wu complained that his cap soon 'disappeared' when he used the webcam during the Skype session.
Explain why this happened by referring to the concept of a cap in your answer. (4)
3.8.4 Mr Wu thinks it would be a good idea to have webcams installed in the cyber café for surveillance purposes.
Give ONE reason why some customers could consider this practice unethical. (1)
- 3.9 The advert refers to an 'on-site warranty'. Explain what an *on-site warranty* means. (2)
- 3.10 Mr Wu is considering purchasing an external hard drive to backup the data on his new administration computer.
State TWO advantages of using an external hard drive for backup copies. (2)

- 3.11 Mr Wu connected a printer to his laptop to print his accounts but then experienced some problems with his printing.

The first problem was a message that appeared, that said that a printer driver could not be found.

3.11.1 Briefly explain what a *driver* is by referring to its function. (2)

3.11.2 Suggest TWO places where Mr Wu can try and find this driver. (2)

3.11.3 The problem with the driver was successfully sorted out. However, Mr Wu found that the printer did not print any hard copies and no error message appeared when he tried to print.

Give TWO possible reasons for this. (2)

- 3.12 A number of customers are visually impaired and struggle to use the computers in the cyber café.

Name TWO utilities or features of the operating system that can be used to try and help these customers to use the computers more easily. (2)

[34]

QUESTION 4

- 4.1 Mr Wu cannot understand why a computer needs an operating system and application programs.
- 4.1.1 Name THREE functions of an operating system. (3)
- 4.1.2 State TWO advantages of using an office suite rather than the individual programs available. (2)
- 4.2 Give ONE reason why many people still use proprietary software such as Microsoft Office instead of an open-source software package, such as OpenOffice, which is free. (1)
- 4.3 Mr Wu says that there are too many programs on his computer and decides to remove some.
- Give TWO reasons why a program should be uninstalled rather than just deleted. (2)
- 4.4 Mr Wu finds that his computer has suddenly become slower.
- Name TWO instances where, or reasons why, software might cause a computer to become slower. (2)
- 4.5 Mr Wu is concerned about computer virus infections in the cyber café.
- 4.5.1 Explain TWO ways in which customers can infect the cyber café's computers with viruses. (2)
- 4.5.2 Name THREE possible ways in which Mr Wu would know if any of the computers have been infected with viruses. (3)
- 4.5.3 Mr Wu says that he will scan the computers for viruses once a month.
- Give TWO reasons why this will not be a good policy to follow. (2)
- 4.6 Name TWO computer housekeeping tasks or good maintenance habits, besides the regular updating of security software, that Mr Wu should carry out regularly. (2)
- 4.7 Mr Wu has heard of a single-user license, multi-user license and a site license.
- He feels that single-user licenses would be too costly for his purposes. Briefly explain the difference between a *multi-user license* and a *site license*. (2)

[21]

QUESTION 5

- 5.1 The CAT learners noticed that all the computers in Mr Wu's cyber café are linked to a network.
- 5.1.1 There are a number of benefits having a network.
What would the most important reason be for having a network, specifically in a cyber café? Briefly motivate your answer. (2)
- 5.1.2 Would the network in the cyber café be an example of a LAN or a WAN? Briefly motivate your answer. (2)
- 5.1.3 Discuss TWO possible disadvantages of establishing and running a network in the cyber café. (2)
- 5.2 The cyber café has a hotspot.
Explain what a *hotspot* is. (2)
- 5.3 State TWO ways in which Mr Wu can, in terms of his business, help to bridge or reduce the digital divide. (2)
- 5.4 Mr Wu would like to order supplies for his cyber café over the Internet and have them delivered to the shop. He would also like to do his banking over the Internet.
- 5.4.1 What is the general term used to describe doing business over the Internet? (1)
- 5.4.2 Name ONE way in which he would know that he is using a secure connection to his Internet banking website. (1)
- 5.4.3 State THREE advantages of Internet banking when compared with conventional banking. (3)
- 5.5 The cyber café is in Johannesburg. One of the customers urgently wants to send a document of 20 GB to somebody in Cape Town. He does not want to use or pay a courier service.
Explain how this can be done over the Internet. The e-mail service cannot be used as it has a 5 MB limit for attachments. (1)
- 5.6 Mr Wu has read about RSS feeds offered by websites.
Describe clearly how RSS feeds can make a user's life that much easier. (2)

5.7 A lot of young people use the Internet facilities at Mr Wu's cyber café. They often use Facebook and Twitter.

5.7.1 What is a *tweet*? (2)

5.7.2 Give TWO reasons why many schools and companies block sites such as Facebook. (2)
[22]

QUESTION 6

6.1 Mr Wu would like to be able to assist people when they send e-mails from his cyber café.

Name THREE netiquette rules to keep in mind when adding and sending e-mail attachments. (3)

6.2 Consider the following e-mail address:

abcgenius@bluecross.org.za

6.2.1 Identify the user name in the e-mail address above. (1)

6.2.2 What does the .org.za part of the e-mail address indicate? (2)

6.3 Discuss the differences between a *web browser* and a *search engine*. (Do not give the names of web browsers or search engines in your answer). (4)

6.4 Consider the following e-mail:

To ...	PWu2@webmail.co.za
Cc ...	
Bcc ...	
Subject:	Savings Bank of BB
Attach:	
<p>Good day Sir</p> <p>Your bank account has had multiple access attempts. Please click on the address below to reset your password and gain access to your account.</p> <p>http://savingsbankofBB@savingsbank.co.za/details</p> <p>Yours faithfully B Jonass Bank Manager – City Branch 074 000 1111</p>	

6.4.1 Explain what the difference is between the *Cc field* and *Bcc field* in an e-mail. (2)

6.4.2 Name TWO ways in which the amount of spam received at the cyber café can be reduced. (2)

- 6.5 RFID tags are becoming commonplace.
- 6.5.1 Briefly explain what an *RFID tag* is.
Do not simply write down what the abbreviation stands for. (2)
- 6.5.2 State ONE application of RFID tags in the cyber café environment. (1)
- 6.6 Mr Wu is concerned about paying high electricity accounts for the cyber café.
Describe TWO ways, related to the use of the computers in the cyber café, in which electricity can be saved. (2)
- 6.7 Mr Wu needs to replace broken computer equipment.
- 6.7.1 Explain why the broken computers should not be thrown away on rubbish dumps. (2)
- 6.7.2 Write down the collective name used for broken, discarded or unwanted electronic hardware. (1)
- 6.8 The Internet provides a host of communication modes and methods.
- 6.8.1 What is the main benefit of using VoIP technology like Skype? (1)
- 6.8.2 State TWO disadvantages when using a chatroom or instant messaging technologies to stay in contact with friends. (2)
- 6.9 Mr Wu says that when he searched for information on the Internet about other types of coffee, a very large number of results were displayed.
Name TWO ways in which he could reduce unnecessary results and obtain a shorter list of more relevant information. (2)
- [27]**

QUESTION 7

7.1 Mr Wu wants to help some people to improve their word processing skills. Help him to answer their questions.

7.1.1 One person says that a word processing document that he has sent to a friend, cannot be opened by the friend as they do not have the same program.

What is the best file format to save the document in so that it can be opened and edited using most word processors? (1)

7.1.2 Give TWO reasons why one would make use of footnotes or endnotes. (2)

7.1.3 What word processing feature should be used to allow both portrait- and landscape-orientated pages in the same document? (1)

7.1.4 Give Mr Wu TWO reasons why some documents are distributed in PDF format. (2)

7.2 One of the learners was trying to help Mr Wu with a spreadsheet.

Study the screenshot of the spreadsheet below.

	A	B	C	D	E	F	G
6					<i>Percentage</i>	10%	
7	Name	Rate	Hours	Bonus	Fees	Total	Statistics
8	Beth	9	14.00	100	126.00	12.60	226.00
9	Ruby	2	24.00	100	48.00	#VALUE!	148.00
10	James	6	21.00	100	126.00	15.88	#NAME?
11	Sharney	5	14.00	120	70.00	#VALUE!	62.00
12	Blessing	4	14.00	100	56.00	8.89	4.857143
13	Happiness	5	17.00	110	85.00	#VALUE!	7
14	Julie	3	12.00	110	36.00	3.20	#DIV/0?
15							

7.2.1 Name TWO ways in which to change the appearance of the spreadsheet above so that it is easier to read and more meaningful to Mr Wu. (2)

7.2.2 How can Mr Wu prevent column E from showing in his spreadsheet (without deleting the data)? (1)

7.2.3 State TWO possible causes for the error message that displays in cell G10 as #NAME, as shown in the screenshot. (2)

7.2.4 State ONE possible cause for the error message that displays in cell G14 as #DIV/0!, as shown in the screenshot. (1)

7.2.5 Name the function that could be used to find the number appearing most often in a column. (1)

7.2.6 The value in cell F8 is calculated by using the formula =E8*F6. When this formula is copied down to the rest of the column, error messages and incorrect values appear in column F.
Suggest ONE way of solving this problem. (1)

7.2.7 Which function could be used to work out how many numbers in column C are greater than 15? (1)

7.3 A database table with *ID*, *Term* and *Explanation* columns appears as follows:

ID	Term	Explanation
W1	Windows Server 2003	An operating system for servers
W2	Symbian	An operating system for a mobile device
W3	Android	An operating system for a mobile device
W4	Windows NT server	An operating system for servers
W5	Windows NT workstation	An operating system for workstations
W6	Windows 7	A modern operating system

7.3.1 The field *Explanation* is presently defined as a text field.
Suggest a new data type for the field that would enable the field to accommodate much longer explanations. (1)

7.3.2 What is the most appropriate data type for a field that will contain pictures? (1)


7.3.3 The following query was created on the given data table:

Field:	ID	Term	Explanation
Table:	Table1	Table1	Table1
Sort:			
Show:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Criteria:		Windows*	
or:			


Name the field that will NOT appear in the query results. (1)

7.3.4 Briefly describe the difference in the results produced by each of the following queries:

A

Explanation
Table1

Like "Internet*"

B

Explanation
Table1

Like "**Internet**"

(2)

7.4 Use the database table below to answer the questions that follow.

PerID	Surname_Van	Name_Naam	Grade_Graad	Log on	Log off
1	Poggenpoel	Piet	A	18:00	18:06
2	Dlamini	Tsebo	A	19:06	19:25
3	Ali	Muhammed	B	18:00	18:50
4	Basset	Marthy	B	18:00	20:00
5	Majosi	Boni	B	9:00	12:00
6	Naidoo	Cindy	A	15:00	12:00
7					

7.4.1 Only the A and B classes in the grade work at the cyber café.

Suggest a validation rule that would prevent Mr Wu from entering any other letter in the *Grade_Graad* field.

(2)

7.4.2 A report is created and grouped first by *Grade_Graad* and then by *Log off*.

Which surname will appear last in the report?

(1)

7.5 The following formula was inserted in a query to calculate how long the person has been logged onto the Internet:

$$\text{Hours:}([\text{Log off}] - [\text{Log on}]) * 24$$

7.5.1 Name the calculated field created in the query.

(1)

7.5.2 What is the purpose of the square brackets, [], and the round brackets, (), in the formula above?

(2)

[26]

TOTAL SECTION B: 130
GRAND TOTAL: 150



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

NATIONAL SENIOR CERTIFICATE

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P2

(THEORY)

NOVEMBER 2011

MEMORANDUM

MARKS: 150

This memorandum consists of 12 pages.

SUGGESTIONS AND RECOMMENDATIONS TO MARKERS

- Revisit the questions and memorandum frequently during the first half hour of marking.
- It is advisable to read the question frequently (and re-read) together with the candidate's response to check if they correlate. Do not get misled by candidates' statements.
- On the second day it is suggested that the markers re-read the questions and answers before commencing the day's marking.
- Be careful not to focus on keywords or general statements, but rather read the entire answer. If in doubt, read the entire answer and then go back to the question paper and memorandum. Ask yourself or your chief marker if the new response could 'fit' into the memorandum to allocate the correct marks to the candidate.

SECTION A**QUESTION 1: MATCHING**

1.1	K	✓	(1)
1.2	B	✓	(1)
1.3	R	✓	(1)
1.4	J	✓	(1)
1.5	I	✓	(1)
1.6	D	✓	(1)
1.7	A	✓	(1)
1.8	P	✓	(1)
1.9	C	✓ Allocate mark automatically	(1)
1.10	F	✓	(1)
Total: 10			

QUESTION 2: MULTIPLE-CHOICE QUESTIONS

2.1	D	✓	(1)
2.2	B	✓	(1)
2.3	C	✓	(1)
2.4	B	✓	(1)
2.5	A	✓	(1)
2.6	A	✓	(1)
2.7	D	✓	(1)
2.8	C or D	✓	(1)
2.9	A	✓	(1)
2.10	B	✓	(1)
Total: 10			

TOTAL SECTION A: 20

SECTION B**QUESTION 3**

3.1	<ul style="list-style-type: none"> • Some hardware components are damaged • Operating system error (accept changes to CMOS/BIOS settings) • Software faulty (<i>do not accept if only the word 'software' is given - reason must be included e.g. corruption or new installation</i>) • Power surge/fluctuation • Problems caused by malware (e.g. viruses) etc. • Hard drive/CPU and RAM failure, etc. <p><i>(Note to marker: Should be different reasons under each bullet point. Do not accept the failure of non-critical components, e.g. 'fan does not work', 'changed software settings', etc)</i></p> <p style="text-align: right;">✓✓ (Any two)</p>		2
3.2	<ul style="list-style-type: none"> • Processor/CPU (<i>accept processor names and/or specifications</i>) • Hard drive • RAM/Memory <p style="text-align: right;">✓✓ (Any two)</p>		2
3.3	<ul style="list-style-type: none"> • Allows owner to do some work at home/mobility/no cables • Takes up less space/smaller – does not need a big office for administration • Can use battery power for limited period of time, etc. • Contributes to green computing/uses less electricity • Mobile Internet connectivity <p style="text-align: right;">✓✓ (Any two)</p>		2
3.4	Processor type/speed ✓ Video editing requires lots of calculations and processing ✓ AND/OR Hard drive size ✓ Video files are large, requiring lots of hard drive space ✓ AND/OR Accept RAM Video editing requires a lot of memory	1 1 1 1	4
3.5	The device can be plugged in and used automatically/immediately ✓ without the user having to configure or install anything themselves (such as the driver) ✓	1 1	2
3.6	A dual-layer DVD drive can store more data on DVD discs ✓		1
3.7	A card reader has various slots which allows for different types of portable storage media/cards to be inserted ✓ so that data can be read/transferred to the computer ✓	1 1	2

3.8	3.8.1	Integrated in this case means that it is built into the computer/screen ✓		1
	3.8.2	<ul style="list-style-type: none"> No need to buy another device Do not need an additional USB port Mobility – can be used wherever laptop is taken Facial recognition Would not be easily lost or stolen <p style="text-align: right;">✓ (Any one)</p>		1
	3.8.3	Cap refers to the amount of data ✓ that can be transferred/ used ✓ in a given period of time (usually a month) (depending on the package used) Video transfer/Skype requires large amounts of data to be used ✓✓ OR Use of webcam causes the cap to become rapidly depleted	1 1 2	4
	3.8.4	Invasion of privacy ✓ (Accept specific examples related to privacy)		1
3.9		The computer supplier will come to the business ✓ and repair the machine on site. ✓ OR It is not necessary to take the computer to the supplier to be repaired as they will come to your office.	1 1	2
3.10		<ul style="list-style-type: none"> Easy to use (usually plugs into USB port) Easy to transfer data/Mobility of data Storage of large amounts of data Enables you to move backups off-site/security, etc. <p style="text-align: right;">✓✓ (Any two)</p>		2
3.11	3.11.1	Software ✓ that enables devices to work and communicate with your computer ✓ (Also accept: Used to allow communication between the operating system and the device)	1 1	2
	3.11.2	<ul style="list-style-type: none"> On the disk that came with printer Supplied as part of driver database in the operating system Download driver from the Internet, etc. <p style="text-align: right;">✓✓ (Any two)</p>		2
	3.11.3	<ul style="list-style-type: none"> Wrong printer was selected/print to file/pdf selected Printer was switched off/ off-line Printer queue (spooling) paused No ink in printer Printer not connected to computer Faulty printer cable No paper in printer/paper jam, etc. <p style="text-align: right;">✓✓ (Any two)</p>		2

3.12	<ul style="list-style-type: none"> • Magnifier/magnifier utility/large font/zoom • Text-to-speech (narrator output)/audio prompts • Contrast (colour scheme choices) • Cursor options • On screen keyboard • Voice recognition, etc. 			2
		✓✓ (Any two)		
		Total		[34]

QUESTION 4

4.1	4.1.1	<ul style="list-style-type: none"> • Provides a user interface • Controls/allocates hardware resources • Provides basic security • Coordinates activities in the computer • Access and communication with input and output devices, etc. 			
		✓✓✓ (Any three)	3		
	4.1.2	<ul style="list-style-type: none"> • Interface is the same for all the packages/same look and feel • User can easily move from one application program to the other • Data can be transferred between applications/integration, etc. • Widely used/promoted <p><i>(Note to marker: Do not accept answers related to cost.)</i></p>			
		✓✓ (Any two)	2	5	
4.2		<ul style="list-style-type: none"> • Open-source software is not supported in all geographical areas • Some people may not understand the technical help offered on the Internet • No one to hold responsible • Various versions of the same software • Resistance to change/comfortable with what they know • Not as widely used, etc. <p><i>(Note to marker: Do not accept generalised answers such as 'not as good' or 'has bugs', etc.)</i></p>			
		✓ (Any one)		1	
4.3		<ul style="list-style-type: none"> • Hidden files which form part of the program may remain on the hard disk and take up space • May delete files which are used by other programs • Entries may not be removed from registry, etc. 			
		✓✓ (Any two)		2	

4.4	<ul style="list-style-type: none"> • Spyware • Viruses/malware • Not using updated drivers • Too many programs running at the same time (including updates and virus scanning) • Utilising software that requires higher hardware specifications/Using software that requires extensive resources, etc. <p style="text-align: right;">✓✓ (Any two)</p>		2
4.5	<p>4.5.1</p> <ul style="list-style-type: none"> • Users may bring in storage devices (e.g. flash drives, iPods, etc.) with viruses on them • Viruses can enter the system via Internet activity • Users may download and install software without permission • Users ignore warnings from anti-virus-program • Viruses are attached to e-mails of the users, etc. <p><i>(Note to marker: Do not accept 'if the anti-virus software is not updated')</i></p> <p style="text-align: right;">✓✓ (Any two)</p>		2
	<p>4.5.2</p> <ul style="list-style-type: none"> • Anti-virus software reports virus/suspicious activity • File(s) become corrupt • Unknown program(s) or file(s) suddenly appears • Settings of security software changed/switched off • Additional programs start to run when the computer is started • Size of a file changes without explanation • Strange/unexpected message/image/error messages displayed on the computer screen • Computer suddenly begins to start or run slowly • Unauthorised changes made to the registry • The available memory is less than it should be • Program(s) or file(s) are suddenly missing • Program/file changes without explanation/stop operating properly • System properties change • Free hard drive space suddenly gets reduced • Computer no longer boots, etc. <p><i>(Note to marker: Do not accept any answer referring to hardware being damaged)</i></p> <p style="text-align: right;">✓✓✓ (Any three)</p>		3

	4.5.3	<ul style="list-style-type: none"> • A lot of 'damage' could have been caused by the virus if only detected a month after infection, etc. • Anti-virus definitions and programs should be updated frequently as new viruses are being developed every day • Multiple users can be affected <p style="text-align: right;">✓✓ (Any two)</p>	2	7
4.6		<ul style="list-style-type: none"> • Regular virus/spyware/adware scans • Operating system/software updates • Disk defragmentation • Backup on a weekly basis • Empty the Recycle bin regularly • Run Scandisk to check for file system errors/bad sectors • Run disk cleanup/Delete unnecessary data files, etc. <p style="text-align: right;">✓✓ (Any two)</p>		2
4.7		<p>A site license allows software to be installed on all the computers in the company/organisation ✓</p> <p>A multi-user license allows software to be installed on a fixed number of computers (usually quite a small number) ✓</p>	1 1	2
		Total		[21]

QUESTION 5

5.1	5.1.1	<p>To share✓ Internet connectivity✓ (from all networked computers)</p> <p>To provide Internet connectivity to all networked computers as the ore function of a cyber café is to provide Internet access</p> <p><i>(Note to marker: Accept answers referring to the function with a valid reason, e.g. Internet gaming, etc.)</i></p> <p style="text-align: right;">✓✓ (Any two)</p>	2	
	5.1.2	<p>LAN ✓as the computers are all located within a relatively limited location/area ✓</p>	1 1	

	5.1.3	<ul style="list-style-type: none"> • Costs of setting up • Cost of maintaining network • Need to backup data frequently • Many people have access to data (security issues) • Access to Internet increases risk of viruses • If server is down, the whole network will be down, etc. <p><i>(Note to marker: Accept only answers relating to establishing and running a network and not answers relating to running a cyber café)</i></p> <p style="text-align: right;">✓✓ (Any two)</p>		2	6
5.2		Provides Internet access ✓ via a wireless network connection ✓			2
5.3		<ul style="list-style-type: none"> • Offer lessons it on how to use the Internet/computer literacy to people who need • Make obsolete computers available to people who need it • Make the computer facilities more accessible • Provide Internet access free of charge etc. <p><i>(Note to marker: Accept any other valid response. The answers must relate to usage of equipment for training purposes, access to Internet at preferable rates, and disposal of used equipment.)</i></p> <p style="text-align: right;">✓✓ (Any two)</p>			2
5.4	5.4.1	e-commerce/e-business ✓		1	
	5.4.2	Yellow padlock icon, somewhere on the screen <i>(accept lock)</i> OR <i>https</i> which appears in URL ✓		1	
		<i>(Note to marker: Accept SMS notification)</i>			
	5.4.3	<ul style="list-style-type: none"> • Do not have to stand in queues/saves time • Do not have to carry large amounts of money around • Have access whenever you are on-line/24/7 • Safer as you do not have to go to the bank • Can keep track of your accounts • Cuts down on travelling/transport costs • Usually cheaper bank charges, etc. <p style="text-align: right;">✓ ✓ ✓ (Any three)</p>		3	5
5.5		<ul style="list-style-type: none"> • Upload to a website that the person (in Cape Town) will have access to • Accept: web-based file-hosting service using cloud computing/online facility to share and synchronise files • Accept 'DropBox/Skydrive/in the cloud' type answers • Accept: Make use of a file transfer service (ftp) which allows sharing of files, etc. <p style="text-align: right;">✓ (Any one)</p>			1

5.6	Automatically 'downloads' ✓ latest/updated information from websites ✓		2	2
5.7	5.7.1	(Short) message post ✓ using Twitter ✓	2	
	5.7.2	<ul style="list-style-type: none"> • Open to predators/paedophiles/cyberstalkers • Places strain on network resources e.g. 'cap'/Uses up bandwidth/Use up school's 'cap' • Get addicted to these websites/spend lots of time on these websites/Learners spend too much time on Internet • Workers waste company time/unproductive • Replaces social contact • Employees may bring the company into disrepute by writing insulting comments on the Facebook wall/Lack of privacy as information is made public, etc. <p><i>(Note to marker: Accept any other reasonable answer not repeated in other words)</i></p> <p style="text-align: right;">✓✓ (Any two)</p>	2	4
Total				[22]

QUESTION 6

6.1	<ul style="list-style-type: none"> • Zip large files/do not send large files • Keep the number of attachments to an e-mail to a minimum • Make sure attachments are virus free • Do not send .exe attachments • Do not send spam, etc. <p style="text-align: right;">✓ ✓ ✓ (Any three)</p>			3
6.2	6.2.1	Abcgenius ✓	1	
	6.2.2	(Non-profit) organisation ✓ Website located in South Africa /Geographical location ✓	1 1	3
6.3	Web browser – application software ✓ that allows you to access/view web pages ✓ Search engine – program/website ✓ that matches user queries to find websites/web pages/images/videos/news information ✓		1 1 1 1	4

6.4	6.4.1	Cc – Copies the e-mail to others and address is visible ✓ Bcc – Copies the e-mail to other users but the addresses are not visible to these users ✓	1 1	
	6.4.2	<ul style="list-style-type: none"> • Use the spam filter from ISP • Use security software e.g. anti-spam/anti-virus software • Use multiple e-mail addresses i.e. a public address and an e-mail address for specific purposes • Be careful where you give out your e-mail address/do not confirm your e-mail address, etc. <p style="text-align: right;">✓✓ (Any two)</p>	2	4
6.5	6.5.1	Tag that contains identification data ✓ which can be read/identified wirelessly ✓	1 1	
	6.5.2	<ul style="list-style-type: none"> • Stock-taking • Security/Keeping track of equipment/limits the amount of theft, etc. • Access control to the premises/computers <p style="text-align: right;">✓ (Any one)</p>	1	3
6.6		<ul style="list-style-type: none"> • Buy energy saving hardware such as LCD screens • Switch off when not in use • Use power saving/hibernation • Use equipment with energy star specification, etc. <p><i>(Note to marker: Any reasonable answer related to power)</i></p> <p style="text-align: right;">✓✓ (Any two)</p>		2
6.7	6.7.1	Computer parts contain poisonous substances ✓ which are harmful to the environment ✓	1 1	
	6.7.2	e-Waste/e-scrap ✓	1	3
6.8	6.8.1	<ul style="list-style-type: none"> • Cost savings • Face-to-face communication <p><i>(Note to marker: Do not accept communication only)</i></p> <p style="text-align: right;">✓(Any one)</p>	1	
	6.8.2	<ul style="list-style-type: none"> • Both parties have to be online at same time/Cannot leave a message if person is not online • Security risk such as identity theft and transferring viruses • Cannot send attachments • Lower productivity due to disruption, etc. <p style="text-align: right;">✓✓ (Any two)</p>	2	3

6.9	<ul style="list-style-type: none"> • Add more words • Use synonyms • Use Boolean operators (AND/OR/NOT + -) • Use correct spelling • Use quotation marks • Use options under Advanced Search 	✓✓ (Any two)	2
Total			[27]

QUESTION 7

7.1	7.1.1	Save the file in RTF ✓ or TXT format or .doc format <i>(Note to marker: Accept Word 2003/XP format. Exclude references to Office 2007 and 2010)</i>	1	
	7.1.2	<ul style="list-style-type: none"> • Comments giving more detail/explanation • Give reference to a source from which facts are obtained • Gives the name of the person who quoted the statement, etc. 	✓✓ (Any two)	2
	7.1.3	Section breaks ✓	1	
	7.1.4	<ul style="list-style-type: none"> • Do not have to have access to the program the document was created in to read it • Read-only document • So that the PDF document cannot be easily changed or edited (need special software to make the changes) • Security reasons, e.g. legal implications • The documents can be read on a PC with any operating system e.g. Apple or Linux-based 	✓✓ (Any two)	2
		<i>(Note to marker: Do not accept: Use less disk space)</i>		6
7.2	7.2.1	<ul style="list-style-type: none"> • Emphasise headings by using bold or shading • Use currency formatting if you are working with money • Format column C to remove decimal places • Format alternate rows in different colours, etc. • Add cell borders • Correct errors in the formulas/relevant cells, etc. 	✓✓ (Any two)	2
	7.2.2	Hide the column ✓	1	

	7.2.3	<ul style="list-style-type: none"> Using text (e.g. a function name) that does not exist Misspelling a function name Entering text in a formula without using quotation marks Omitting a ':' (colon) in a range reference, etc. Have not used absolute addressing when needed, etc. <p style="text-align: right;">✓✓ (Any two)</p>	2	
	7.2.4	<ul style="list-style-type: none"> Dividing by zero Dividing by an empty/blank cell <p style="text-align: right;">✓ (Any one)</p>	1	
	7.2.5	Mode ✓	1	
	7.2.6	Use absolute cell referencing/use function key F4 ✓ on cell F6 (Also accept =E8*\$F\$6)	1	
	7.2.7	COUNTIF ✓	1	9
7.3	7.3.1	Memo ✓	1	
	7.3.2	OLE ✓ (Note to marker: Do not accept hyperlinks)	1	
	7.3.3	ID ✓	1	
	7.3.4	A – The explanation must start with Internet and then anything else can follow ✓ B – Internet must appear somewhere in the explanation ✓	1 1	5
7.4	7.4.1	'A' or 'B' ✓ correct options used ✓ OR operator used (Note to marker: Do not penalise if quotation marks around 'A' or 'B' not given)	1 1	
	7.4.2	Basset ✓	1	3
7.5	7.5.1	Hours ✓	1	
	7.5.2	Square brackets are used around a field name ✓ Round brackets are used for mathematical calculations/Force correct order of evaluation ✓	1 1	3
		Total		[26]

TOTAL SECTION B: 130
GRAND TOTAL: 150



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY

OPTIONAL SPEED/ACCURACY PAPER

NOVEMBER 2011

MARKS: Not applicable

TIME: 5 minutes reading time PLUS 10 minutes keying-in time PLUS printing time

This question paper consists of 5 pages.

INSTRUCTIONS AND INFORMATION

1. Time: FIVE MINUTES will be allowed for READING the speed/accuracy text.
TEN MINUTES will be allowed for the KEYING IN of the text.

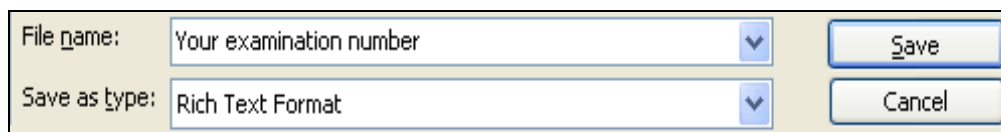
2. Default settings:

LANGUAGE	SA English or UK English
UNITS OF MEASUREMENT	Centimetres (cm) or inches (")
JUSTIFICATION	Left
FONT AND FONT SIZE	Courier New 12 or Courier 12
MARGINS	2.54 cm or 1"
HEADER/FOOTER	1.27 cm or 0.5"
LINE SPACING	1½ (1.5 lines) or double-line spacing

3. Insert a header containing the following:

CAT Speed November 2011 (Left aligned)
Examination number (Right aligned)

4. Provision has been made for speeds up to 70 words per minute.
5. Insert an extra line space before the start of a new paragraph.
6. You may not edit your answer after the 10-minute keying-in time has elapsed.
7. Use your **examination number** as the file name to save your document. Save the file in Rich Text Format, as shown below. Make a printout of your answer and submit it to the invigilator. You may submit **only ONE printout of this question**.



File name: Your examination number

Save as type: Rich Text Format

Save Cancel

NOTE: Invigilators must ensure that all candidates' optional speed questions are saved to CD for the purpose of marking. Printouts must be handed in with the electronic copies on the CD.

Key in the following paragraphs as fast and as accurately as you can.

Adapted from:

<http://EzineArticles.com/4090222>

I came across an interesting and amusing article on an educational website. I found myself in complete agreement with the author and so I asked him if I may reproduce his article here. Both he and the editors kindly agreed to my request. He claims that e-books inspire young people to read.

Out of my five children only two enjoy reading. One is only eleven months old so she gets a pass, but even my two readers only consume a fraction of the books I did as a child. All of them read plenty of content online, but actually reading for pleasure takes a distant second place to several other types of media. For someone who was a voracious reader and still spends any spare moments reading, this is a bitter pill to swallow, especially since my children are pretty typical digital natives.

So I should have been thrilled to see a report released that painted e-books as a real solution to the decline of reading for pleasure among young people. The report says that technology can be a positive motivator to get young people to read. Of course, if you give a young person an iPad and an iTunes account to be used for books only, they may read more. This will happen to a point and then the novelty will wear off and the call of the Internet will be strong.

There are very few children that have e-book readers because those are adult toys. For me, an e-book reader enables my reading habit. It holds no interest for my children since it lacks any of the convergence features they expect in any reasonable device made in this century.

20 wpm

Commenting on the report, an academic says that if children spend more time reading for fun on e-books, it will help prepare them to tackle more complex texts when they go to high school and university.

Books open the windows to uncharted worlds and innovative ideas. Unfortunately, instead of reading, many young adults spend most of their free time watching television, playing computerised games and listening to music on their iPods.

Reading both fiction and non-fiction offers an edge in our increasingly competitive world. It is a pleasure that should be encouraged and cultivated in our youth. The teenager that reads has a distinct advantage over their peers.

Because reading is an active mental process it will sharpen the mind and increase the memory. The brain has to become more creative while visualising the events unfolding in a book, instead of having images served up on a screen. Unlike reading e-mail or clicking from website to website, when reading a book one has to focus the mind and concentrate for an extended period of time. As a natural part of the process, vocabulary and spelling improve.

Reading a book is like entering the mind of another person, experiencing their thoughts and feelings, logic and reasoning. As a result, a well-read young adult has an enlightened understanding of people. Books introduce new ideas which can open up a different world view. They can lead you to an interest in a previously unexplored career possibility or a new hobby. They may well change the life path a teenager may otherwise have chosen.

Through reading, one can gain a sophisticated world view and a sense of self-confidence from the knowledge gained. Teenagers who read always have something to talk about. Their minds are not saturated with media claptrap.

The best part of reading is the pleasure it gives. It is an escape from the hubbub of the world around them, a real

END



basic education

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GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY

OPTIONAL SPEED/ACCURACY TEST

NOVEMBER 2011

MEMORANDUM AND SPEED COUNT

MARKS: Not applicable

This memorandum consists of 5 pages.

OPTIONAL QUESTION: SPEED/ACCURACY

The maximum key depressions for this question = 3 500 depressions for 70 wpm in 10 minutes.

It is strongly recommended that the Edutrap Speed Marking Software be used to mark the speed/accuracy question.

Where the Edutrap Speed Marking Software is not used, use the information below.

To determine a speed, mark according to the following marking schedule:

The same example is on page 36 of the Subject Assessment Guidelines (January 2008):

Number of depressions keyed in in ten minutes	= 2 125
Gross words (number of depressions keyed in, divided by 5) (5 depressions = one word)	= $2\ 125 \div 5 = 425$
Less number of words with errors (i.e. 7 words with errors)	= -7 from 425
Equals net number of words without errors	= 418
Divided by the time (ten minutes)	= $\div 10$
Equals net correct words per minute	= 41,8 wpm

Additional notes:

If any words are omitted or inserted, then every 5 depressions of the omission or insertion counts as one word, e.g. if the following words were omitted it would be counted as:

The |quick| brow|n fox| jump|s
1 | 2 | 3 | 4 | 5 |words

A capital letter counts as two depressions.

NOTE: The optional speed/accuracy question should only be marked in cases where the candidate could reach 20 wpm or more (1 000 depressions or more).

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