



Province of the
EASTERN CAPE
EDUCATION

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REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE – CURRICULUM MANAGEMENT

**GRADE 12 LEARNER SUPPORT
PROGRAMME**

**REVISION AND REMEDIAL TEACHING
INSTRUMENT:
ANSWERS**

SUBJECT: COMPUTER APPLICATIONS TECHNOLOGY – FIRST PAPER

June 2009

This document consists of 9 pages.

Strictly not for test/examination purposes

QUESTION 1

Number	Allocation of marks	Comments	Subtotal	Total
1.1	Move all spreadsheets✓ from <i>Documents</i> to <i>Accounts</i> ✓			3
1.2	Create folder <i>New</i> ✓ as subfolder of <i>Documents</i> ✓			2
1.3	Largest file✓ moved✓ to <i>Accounts</i> ✓ – <i>Draft Items.doc</i>			3
1.4	<i>Dress Codes.doc</i> ✓ changed to rtf file✓			2
1.5	Both wave files (Speech1.wav and Speech2.wav) selected✓ Flag.bmp file selected✓ Screenshot✓ of q1folder contents pasted into Question1.doc. ✓			4
1.6	Both sound files✓ have had their read-only property changed✓			2
1.7	Author property alerted✓ to Helga Achilles✓			2
1.8	Shortcut to <i>Current</i> folder✓			1
1.9	Remove password✓✓			2
				[21]

QUESTION 2

Number	Allocation of marks	Comments	Subtotal	Total
2.1	Change orientation to portrait✓ Top margin 1.5 cm✓			2
2.2	Font of entire document changed to✓ Times New Roman✓ 14 pt✓			3
2.3	Heading WordArt✓ 16 pt font size✓ Center horizontally✓			3
2.4	Autoshape:			7
2.4.1	Horizontal scroll bar✓		1	
2.4.2	Yellow fill colour✓		1	
2.4.3	1 cm✓ x 7.5 cm✓		2	
2.4.4	Add text FAST & FURIOUS✓		1	
2.4.5	Border must appear in green colour✓ Line thickness 1.75 pt✓		2	
2.5	All designations✓ Appear against right margin with use of tabs✓			2
2.6	Section break✓			1
2.7	Delete VOTING paragraph✓			1
2.8	Paragraph spacing changed to 12 pt✓ after each paragraph✓			2
2.9	Automatic✓ numbering✓ to all items of minutes✓			3
2.10	Insert 'Confidential" ✓ as a printed watermark✓			2
2.11	Insert today's date✓ Update automatically✓ in footer✓			3
				[29]

QUESTION 3

Number	Allocation of marks	Comments	Subtotal	Total
3.1	Create new paragraph style sports club: Arial✓ Green✓ Left indent: 1 cm✓			3
3.2	Apply paragraph style to first 2 paragraphs✓			1
3.3	Add Table of Contents✓ under heading 'Contents'✓			2
3.4	Adjust heading 'Organisation'✓ Table of Contents updated and reflects new entry ✓			2
3.5.1	Convert text to table✓			4
3.5.2	3 columns✓			
3.5.3	Outside lines double lines✓ Inside lines broken lines✓			
3.6	Replace 'football' with 'soccer'✓✓ Colour red ✓	9x		3
3.7	Page numbers✓ centered in header✓ Numering not on first page✓			3
3.8.1	Insert footnote after 'multi-sport club'✓			3
3.8.2	Footnote: 'A club with more than one sport'✓			
3.8.3	Footnote referenced by webdings symbol✓			
3.9	Reject two track changes✓✓	Delete: <i>See list of college ..</i> Insert: <i>or six</i>		2
3.10	Create hyperlink on word institution✓ to document q3clubs✓			2
				[25]

QUESTION 4

Number	Allocation of marks	Comments	Subtotal	Total
4.1	=C2✓+D2✓ or sum (C2 : D2)	1 mark per reference		2
4.2	=E2✓*(\$J\$2✓+\$J\$3✓) ✓	1 mark per reference 1 mark absolute addressing		4
4.3	=SUM✓ (F2:F7)✓	1 mark for function 1 mark for cell range		2
4.4	=ROUND✓ (AVERAGE✓ (E2:E7✓),0✓)	1 mark round function 1 mark average function 1 mark cell range 1 mark round criteria		4
4.5	=UPPER✓ (LEFT✓ (A2,3✓))	1 mark upper function 1 mark left function 1 mark criteria		3
4.6	Date in centre of header✓ – updated automatically✓			2
4.7	= J2 *1.1 OR = J2 + 10% * J2 ✓✓			2
4.8	Copy data to <i>Sheet 2</i> without formulas. Paste special. ✓			1
				[20]

QUESTION 5

Number	Allocation of marks	Comments	Sub-total	Total
5.1	Conditional formatting in column G ✓ >800 ✓ in yellow ✓ background ✓			4
5.2	=IF(G2<700,0,IF(G2<850,100,250)) ✓ ✓ ✓ ✓ OR Suitable VLOOKUP			4
5.3	Sort table descending ✓ according to points ✓			2
5.4	Chart inserted: <ul style="list-style-type: none"> • Correct data ranges used B2:B17 ✓; G2:G17 ✓ • On ✓ sheet called <i>Points</i> ✓ • Bar Chart ✓ • Heading : <i>Point Summary</i> in Comic Sans 16 ✓ ✓ • Values shown ✓ in middle of bars ✓ • Values at 45° angle ✓ • Bar with highest points different colour ✓ • Horizontal axis minimum value set to 50 ✓ 	Order of names may differ according to the sorting in Q5.3	2 1 1 1 2 1 1 1 1 1	12
5.5	=COUNTIF(Sheet1!H2:H17,"Y") ✓ ✓ ✓	1 mark function 1 mark cell range 1 mark criteria	1 1 1	3
5.6	=SUMIF(Sheet 1!D2:D17,19, ✓ ✓ ✓ Sheet 1!G2:G17) ✓	1 mark function 1 mark cell range 1 mark criteria 1 mark cell range	1 1 1 1	4
5.7	=IF(AND(H2="Y",E2="F"),"Yes", "") ✓ ✓ ✓ ✓ ✓	1 mark IF function 1 mark AND function 2 mark equations 1 mark values	1 1 2 1	5
5.8	Rename <i>Sheet 2</i> to <i>Summary</i> ✓			1
				[35]

QUESTION 6

Number	Allocation of marks	Comments	Sub-Total	Total
6.1.1	New table <i>Trainers</i> ✓			1
6.1.2	Correct fields✓, data types ✓ & field sizes✓ used for table No Primary key ✓	1 mark for field names 1 mark for data types 1 mark for field sizes 1 mark for no primary key	1 1 1 1	4
6.1.3	Import data✓ from <i>q6trainerdata.xls</i> ✓			2
6.1.4	Form created✓ of <i>Trainerdata</i> ✓ Justified✓ Form header✓ Header in Arial 16✓		2 1 1 1	5
6.2.1	<i>ID</i> ✓ – primary key✓			2
6.2.2	Validation rule added to category✓ "T" Or "F" Or "R"✓ Suitable error message✓		1 1 1	3
6.2.3	<i>Record</i> field✓ change to required. ✓			2
6.3.1	<i>Query1 (5 Records)</i> Category criteria: T ✓ Prize money criteria:>15000 ✓ Only Event, Record and Name fields shown ✓		1 1 1	3
6.3.2	<i>Query2 (11 Records)</i> Category criteria: "R" OR "T" ✓✓ Date criteria: <#1995-01-01# ✓✓			4
6.3.3	<i>Query3 (All Records)</i> New calculated field ✓ called <i>Incentive</i> added ✓ Incentive: [Prize Money]*1.1 ✓ ✓ ✓			5

6.4	<p>Report – <i>repPrizemoney</i></p> <ul style="list-style-type: none"> • Report based on query ✓ that excludes records with prize-money below R10 000 ✓ • All fields displayed ✓ • Report appears in landscape ✓ • Grouped according to category ✓ • Suitable label ✓ and text box in group footer ✓ • Calculation in text box in group footer. =SUM ([Prize Money]) ✓✓ • Athletes sorted alphabetically within their respective groups ✓ • Candidate's name or exam number appears ✓ in the report footer. ✓ 		<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>2</p> <p>1</p> <p>1</p> <p>1</p>	<p>12</p>
6.5	<p>Export <i>AllRecords</i> table ✓ to spreadsheet format</p> <p>Saved as <i>q6principal.xls</i> ✓✓</p>			<p>3</p>
				<p>[46]</p>

QUESTION 7

Number	Allocation of marks	Comments	Sub total	Total
7.1.1	All data copied ✓ to <i>q7letter.doc</i> . ✓ Data updated automatically (Pasted as linked object) ✓			3
7.1.2	Row added to the bottom of the table ✓ Word formula added =SUM(ABOVE) ✓			2
7.1.3	Copy and paste graph to the right of the table ✓ Graph resized (Smaller) ✓ All text and graph visible ✓			3
7.2	Mail merge: Correct merge fields ✓✓ Sent to sponsors who have NOT received a letter (6 letters when merged) ✓ Sorted alphabetically ✓ Saved as <i>q7completedmerge.doc</i> ✓	2 marks if all merge fields are present 1 mark if only some of the merge fields are present		5
7.3.1	Relevant data from the spreadsheet copied as a table to Word document. ✓ Column added to right of the table ✓ Heading <i>Allowance</i> added to the column ✓ All trainers who have their own transport ✓ have R 250 displayed ✓ All trainers who do not have their own transport ✓ have a R 0 displayed ✓ Values formatted as currency ✓ Table formatted: Word wrap ✓ borders ✓			10
7.3.2	Password TrainMe ✓ added to document ✓			2
				[25]
			TOTAL: 200	