



Province of the  
**EASTERN CAPE**  
EDUCATION

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 12**

**SEPTEMBER 2012**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**MARKS: 200**

**TIME: 3 hours**



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This question paper consists of 16 pages.

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**INSTRUCTIONS AND INFORMATION**

1. Due 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. Enter your name and surname 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. If a disk has been issued to you, you must write your name and surname on the label. If your work is 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 you accidentally corrupt the files given to you, you may request further copies from the invigilator.
5. Make sure that you save each document using the file names given. Save your work at regular intervals as a precaution against possible power failures.
6. Read through EACH question before answering or solving the problem. Do NOT do more than what is required by the question.
7. At the end of the examination you must hand in the disk given to you by the invigilator with all the answers saved on the disk or make sure that all the files have been saved on the network as explained to you by the invigilator/educator. Ensure that ALL files can be read.
8. Note that NO printing is required.
9. During the examination you may use the help function of the program which you are using. You may NOT use any other resource material.
10. Note that if data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
11. Formulas and/or functions must be used for ALL calculations in questions involving spreadsheets, unless otherwise specified. *Absolute cell references* must only be used where necessary to ensure that formulas are correct when they are copied to other cells in the spreadsheet.
12. In ALL questions involving word processing, the language should be set to *English (South Africa)* and the paper size is assumed to be *A4 Portrait*, unless otherwise instructed.
13. All measuring units should be set to *centimetres*.
14. This question paper consists of *seven* questions. Answer ALL the questions.

**NOTE:**

The data disk that you receive with this question paper contains the folder and the files listed below. Ensure that you have ALL these files before you begin this examination:

A folder called **2012 EXAM DATA**  
and files called:

- |                  |                        |
|------------------|------------------------|
| ▪ q1Data         | File Management Folder |
| ▪ q1Answer Sheet | Word processing file   |
| ▪ q2Travel Info  | Word processing file   |
| ▪ q3Trips        | Word processing file   |
| ▪ q4Travel       | Spreadsheet file       |
| ▪ q5Lookup       | Spreadsheet file       |
| ▪ q6Packages     | Database file          |
| ▪ q7Specials     | Spreadsheet file       |
| ▪ q7Addresses    | Database file          |
| ▪ q7Letter       | Word processing file   |
| ▪ Sydney         | Image file             |
| ▪ Logo           | Image file             |
| ▪ VeriSign       | Image file             |

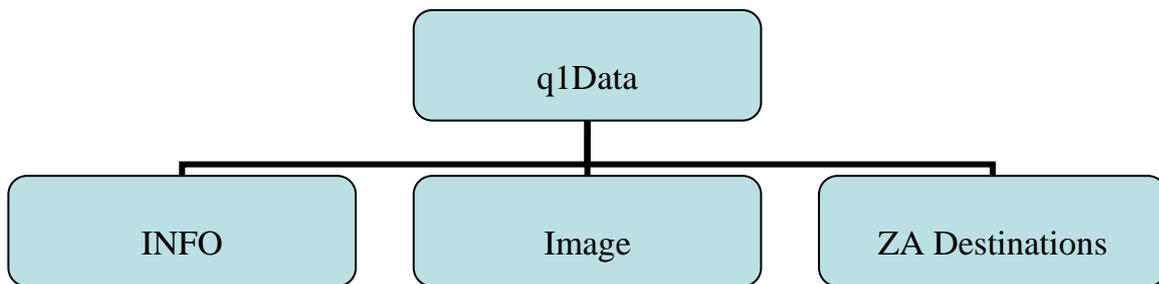
## SCENARIO

ZA-Travel is the business run by the enterprising student, Zach Batyi. He is the campus representative for an agency that plans affordable holidays for students. He uses his computer for communication, data capturing and to keep track of his business opportunities.

Zach is not a computer expert. He employed you to set up the various types of documents he will need to run his business effectively.

## QUESTION 1

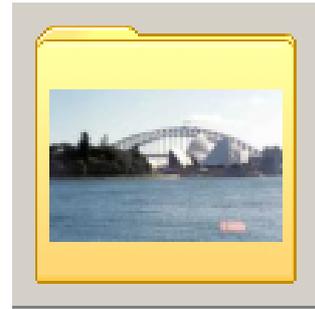
The following folder structure has been created:



Answer the following questions related to the subfolder called **q1Data** in your **2012 EXAM DATA** folder.

- 1.1 Create a subfolder called **Latest** within the folder **INFO**. (1)
- 1.2 Move all the Word processing files from the **q1Data** folder to the **ZA Destinations** subfolder. (2)
- 1.3 Delete all the **GIF** Image files in **q1Data** folder and subfolders. (1)
- 1.4 Protect the **Details** worksheet in the **Stock.xls** Spreadsheet with the password **code** so that it can be read but not edited without the password. The cells that are **shaded yellow** must be unprotected so that they can be edited without the password. (3)
- 1.5 Change the format of the file **Destinations.doc** in the **ZA Destinations** folder to **Rich Text Format**. (1)
- 1.6 Create a shortcut to the **ZA Destinations** folder in the **Image** folder. (2)
- 1.7 Rename the **Plain Text** file in the **q1Data** folder to **SA Cities**. (1)
- 1.8 Change the properties of the **Marathon.xls** file so that the **Subject** line reads: "**holiday**". (1)

- 1.9 Customize the properties of the **Image** folder so that the **Sydney.jpg** picture, located in the **2012 EXAM DATA** folder, appears on the folder.



(2)

- 1.10 Answer the following question in the **q1Answer Sheet** file in your **2012 DATA FILES** folder.

- 1.10.1
- Sort the files in **ZA Destinations** subfolder in the **q1Data** folder by **'Name'** in descending order.
  - Only the **'Date modified'** field and the **'Name'** field should appear.
  - The **'Date modified'** field must appear before the **'Name'** field.
  - Change the view settings so that all the *extensions* of the files are visible.
  - Paste a screenshot/dump showing the changes you have made in QUESTION 1.10.1 in the space provided in the **q1Answer Sheet** file for **1.10.1**.

(5)

Remember to save and close the **q1Answer Sheet.doc** file.

**[19]**

**QUESTION 2**

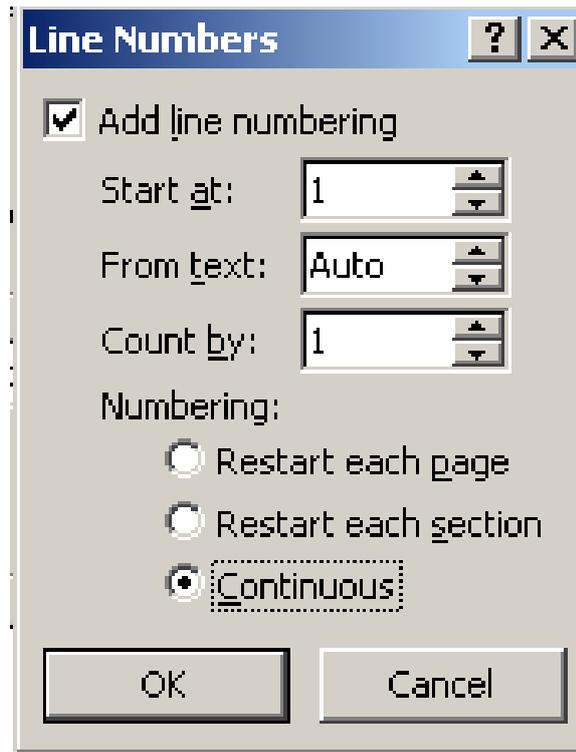
Zach has a document with information about his business, ZA-Travel. This document looks unprofessional and he asked you to help him streamline it.

Open the file **q2Travel Info.doc**.

- 2.1 Add a **top gutter** of **1 cm** and make sure that the paper size is **A4**. (2)
- 2.2 Modify the entire document so that all the text is **Justified**. (1)
- 2.3 Type the heading: "**Contents**" at the top of page 2 in **Arial Black** font type with a font size of **14 pt**. (3)
- 2.4 Apply the style **Heading 1** to the heading "**How a Travel Agent Can Help You**". (1)
- 2.5 Insert an automatic Table of contents below the heading "**Contents**". **Heading 1** and **Heading 2** are the only *heading styles* that should appear in the table of contents. (2)
- 2.6 Use a word processing function that will ensure that the heading "**References**" will always appear at the top of a new page. (1)
- 2.7 Format the paragraph (that is shaded in yellow) below the heading "**A travel agent needs to be ready to:**", by inserting red bullets ¶ (Wingdings 39) to it. (3)
- 2.8 Find all *occurrences* of the word "**ZA-Travel**" and format them in a blue font colour and in Small Caps. (2)
- 2.9 Change the paragraph below the heading "**About ZA-Travel**" into two columns of 7 cm each. Insert a column line between the two columns. (3)
- 2.10 Insert an endnote after the heading: "**What ZA-Travel's clients Say**".
  - The endnote should be referenced with the symbol † (Wingdings 85).
  - The endnote must read: "**Collected from satisfied clients**".(3)
- 2.11 Change the orientation of the last page to Landscape. (1)

2.12 Add line numbers to the entire document.

Use the same settings as displayed in the given diagram:



(3)

2.13 Insert a hyperlink to the words:

“[http://www.fasterinfo.com/Travel/Travel\\_Agents](http://www.fasterinfo.com/Travel/Travel_Agents)” below the heading “References” so that the words hyperlink to the given website address.

(2)

Remember to enter your name and surname in the header of the document. Save the changes you have made and close the document.

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### QUESTION 3

Zach advertises bus trips at affordable prices to students. He knows that many students will travel by bus when going home for the holidays. Help him create a flyer listing destination, duration and cost. He has asked you to edit and refine the flyer to resemble the following example:

**ZA TRAVEL**

Representative: Zach Batyi ☎084-3298877  
zach@go-travel.co.za

## Affordable Bus Trips

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PE-Bloemfontein _____	Day _____	R170
PE-Cape Town _____	Overnight _____	R190
PE-Durban _____	Day _____	R330
PE-George _____	Day _____	R105
PE-Johannesburg _____	Overnight _____	R170
PE-Umtata _____	Day _____	R170

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Open the file **q3Trips** and format it as instructed.

Enter your name and surname in the header of the document.

- 3.1 Add the following **bus trip information** to the list below the heading “**Affordable Bus Trips**” and add the leader tab stops as instructed:

PE-Johannesburg \_\_\_\_\_ Overnight \_\_\_\_\_ R170  
PE-Umtata \_\_\_\_\_ Day \_\_\_\_\_ R170

- Add a **Centre Tab** stop position at **9 cm** with a **leader** setting of 4 (solid line), and
  - Add a second **Right Tab** stop position at **16 cm** with a **leader** setting of 4 (solid line) (4)
- 3.2 Format the bus trip information so that the line spacing is **1.5 lines** and remove the line that appears over some of the information. (2)
- 3.3 Format the logo “**ZA-TRAVEL**” so that the **Text Wrapping** is changed to **In Line with text**. (1)

- 3.4 Centre all the data on the page. (1)
- 3.5 Move the symbol of the telephone to the left hand side of the telephone number. (1)
- 3.6 Change the formatting of the heading “Affordable Bus Trip” to **Outline Effect**. (1)
- 3.7 Insert the “**VeriSign**” Logo that is saved in the **2012 EXAM DATA** folder at the bottom of the page and centre it. Recolour it to greyscale. (2)
- 3.8 Insert any green Page Border with a width of 6 pt at the left hand side and at the bottom of the page. (3)
- 3.9 Add a paragraph border above and below the Bus trip information. (2)
- 3.10 Remove the bookmark from the word “**Bus**”. (1)
- 3.11 Remove the picture of the light bulb from the page. (1)
- 3.12 Add a hyperlink to the word “**Affordable**” so that it is linked to the **q4Travel.xls** document in the **2012 EXAM DATA** folder. (2)
- Save the changes you have made and close the document. **[21]**

**QUESTION 4**

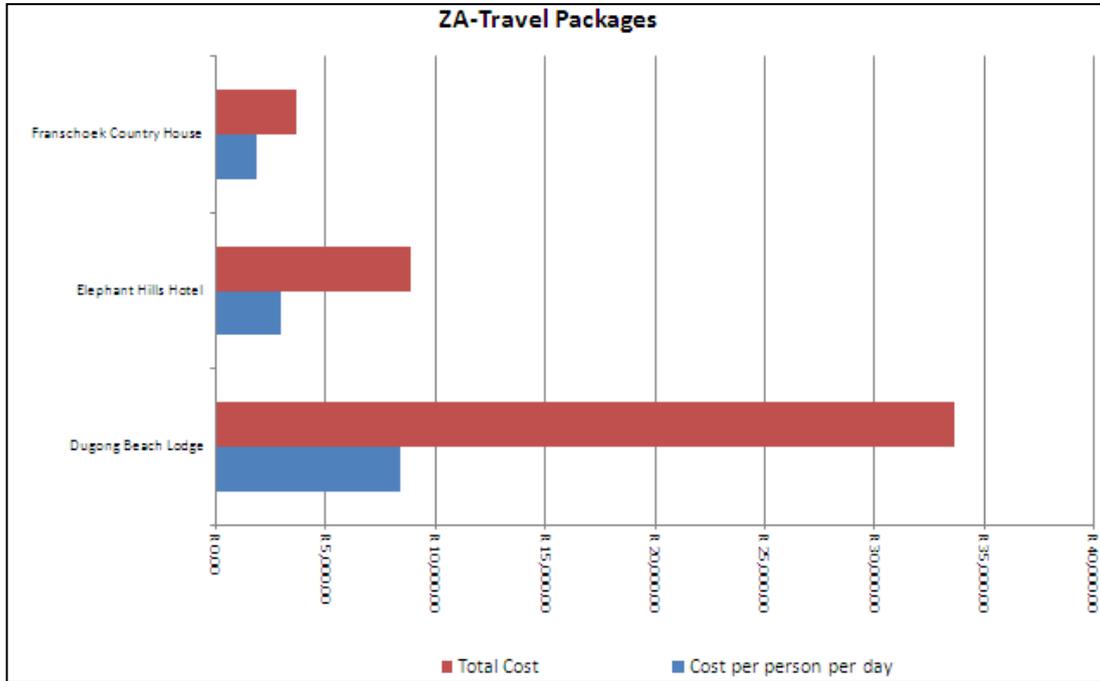
The company is using a spreadsheet to capture data about the different holiday packages that are available. This will help them to manage the packages easily. Edit the spreadsheet by following the instructions given.

Open the spreadsheet **q4Travel** that is saved in the **2012 EXAM DATA** folder and work in the **Holiday** worksheet.

Enter your name and surname in the header of the document.

- 4.1 Add the heading **Total Cost** in **Cell I3**. (1)
- 4.2 Make the following changes to **Row 1**:
- merge **Cells A1:L1**
  - centre the main heading "**ZA-Travel**" horizontally across the new merged cell
  - change the font type of **Row 1** to **Bradley Hand ITC** with a 47 pt font size (4)
- 4.3 Make the following changes to **Row 3**:
- change the Text Alignment of the headings in **Row 3** to 90° vertically
  - centre the content of these cells horizontally and vertically
  - increase the row height to 60 pt
  - wrap the text
  - add a blue fill colour to the cells in **Row 3** that contain the headings (5)
- 4.4 Make sure that all the data is clearly visible. (1)
- 4.5 Calculate the **Total Cost** for each package in **Column I**. Make use of the number of days and the cost per person per day to calculate the total cost. (2)
- 4.6 Use a function in **Cell G2** to calculate the average **Cost per person per day**. Use a function to round your answer off to the nearest whole number. (4)
- 4.7 In **Column K** you must calculate the **number of days** that are left before departure. The departure dates are displayed in **Column J**. (3)
- 4.8 Convert the **Total Cost** in **Column I** so that it appears in Euro in **Column L**. The exchange rate is indicated in **Cell L2**. The amount must be displayed in Euro currency with 2 decimal places. (4)
- 4.9 Insert the suitable function in **Cell I30** to indicate the second most expensive package cost in **Column I**. (3)
- 4.10 Format **Cell J4** so that it is displayed as a date. (1)

4.11 Create a bar chart on a **new worksheet**. You may not make use of the copy and paste method to display the chart in a new sheet. Make use of the following criteria to create the chart so that it appears **similar** to the example below:



- Display the **Total Cost** in **Column I** and the **Cost per person per day** in **Column G** for all the **AfriTour Packages**.
- The **Package name** should appear next to the vertical axis.
- The **Chart title** should be “**ZA-Travel Packages**”.
- The **legend** should indicate **Total Cost** and **Cost per person per day**.
- The **legend** must be below the chart.

(8)

Remember to save and close the **q4Travel** file.

[36]

**QUESTION 5**

ZA-Travel makes use of a spreadsheet to keep track of monthly sales. Some clients qualify for discounted packages. Help Zac to determine who these clients are and what these discounts should be.

Open the spreadsheet called **q5Lookup**.

Enter your name and surname in the header of the document.

Work in the **Packages** worksheet.

- 5.1 Add a double line border around the heading "Travel Packages". (2)
- 5.2 In **Column I** calculate the number of days that each holiday package last. (3)
- 5.3 Use a function to determine who qualifies for a discount in **Column O**. To qualify for a discount there must be at least 4 or more people booked for the tour in **Column D**. The words "Discount" and "No Discount" must appear in **Column O**. (3)
- 5.4 Every client must have a client code. The code is compiled by using the last three letters of the surname and the first two letters of the name. The code must appear in capital letters. Make use of functions in **Column A** to create a code for every client. (4)
- 5.5 Use a conditional **function** in **Cell E32**, to indicate the number of **BEA Inc** packages in **Column E**. (3)
- 5.6 Use **Conditional formatting** in **Column H** to display those clients who have only used flights as their mode of transport. Display the mode "**Fly**" in a red font colour with any border around it. (3)
- 5.7 Use a conditional **function** in **Cell N30** to calculate the total amount received in **Column N**, for sales made with the **BEA Inc** Company packages. (4)

Work in the **New Income** worksheet.

- 5.8 Use the VLOOKUP function in **Cells B11 to D11** to determine the % commission for each month. The % commission depends on the value of the total sales in **Row 10**, for the month. Use the table shaded in blue on the **New Income** worksheet as a reference. (6)
- 5.9 Use a **formula** in **Cells B12 to D12** to calculate the commission for each month. The commission is calculated by multiplying **Total Sales** with **Commision%**. (2)

Save and close the spreadsheet.

**[30]**

**QUESTION 6**

Zach needs to keep track of his clients. He created a client database, but needs your help to manage the database.

Open the database called **q6Packages** that is saved in your **2012 EXAM DATA** folder.

**TABLES:**

Work in the **q6Table1** table.

- 6.1 Change the **Code** field to the *Primary Key*. (1)
- 6.2 Change the *Data Type* of the **Number of people** field to **Number** with a *Field Size* of **Double** and with **0** decimal places. (3)
- 6.3 Add the field **Confirm** to the table. The *Data Type* for this field must be changed to **Yes/No** and the field must be moved to directly below the **Cost (pps)** field. (3)
- 6.4 Make use of the **Lookup Wizard** to edit the *Data Type* for the **Mode** field so that the following items appear in the drop down list in Datasheet View: Fly; Drive; Cruise; Fly-Drive; Fly-Cruise. (3)
- 6.5 *Sort* the data by the **Client** field in *descending* order. (2)
- 6.6 Change the background colour of the table to red and the alternative rows to any green colour. Show only the vertical gridlines of the table. (3)
- 6.7 Edit the properties of the **Client** field to make sure that the client name always appears in upper case. The client name must not be restricted to a certain number of letters. (The name may contain 255 letters.) (1)
- 6.8 Change the properties of the **Number of people** field so that the Default value will appear as 2. (1)
- 6.9 Add a validation rule with validation text to ensure that the **Cost (pps)** field cannot exceed R10 500. (3)
- 6.10 Change the properties of the **Company** field to so that it becomes a required field. (1)

Save and close the table.

**QUERIES:**

- 6.11 Zach has a client who wants to go on holiday to **Victoria Falls** or **Kruger Park**. This client is interested in packages where the **Cost (pps)** is not more than R4 000. Use the **q6Table1** table to create a query that will only show those packages that would match the above criteria. Show only the **Company, Package Name, Mode, Duration** and **Cost (pps)** fields. Sort the query by the **Duration** field. (5)

Save the query as **Query1** and close it.

- 6.12 Create a query showing all the fields. Add a calculated field that will show the **Final cost** by multiplying the **Cost (pps)** and the **Number of people** fields. Name the new field **FinalCost**. This new field must be displayed in South African Currency. (5)

Save the query as **Query2** and close it.

**FORMS:**

- 6.13 Create a **Form** based on the **q6Table1**-table by using the following criteria: (2)
- Use the COLUMNAR layout.
  - Use all the fields.

Save the form as **q6frmClients**

- 6.13.1 Make the following changes to the form:

- Add your **name and surname** to the header of the form.
- Add the date as a function to the footer of the form. Format the date so that it appears in a *short date* format.
- Change the background colour of the label of the **Code** field so that it stands out from the rest of the field names.
- Insert a *Combo Box* for the **Destination** field. The options that need to be added to Combo Box are: *Victoria Falls, Cape Town, Kruger Park, Europe, Knysna, Asia, Mozambique, Buenos Aires* and *Egypt*. All records already inserted in the table should show if you view the document in *Form view*. (6)

Save and close the **q6frmClients** form.

**REPORTS:**

- 6.14 Open the report **q6Package** and make the following changes to the report:
- Group the records according to the **Destination** field.
  - Sort the records in ascending order according to the **Duration** field.
  - Insert the image **Logo** (which can be found in the **2012 EXAM DATA** folder) in the Report Header.
  - Add the suitable formula with a suitable label to calculate and display the total number of entries per **Destination**.
  - Use Conditional formatting to change the font colour of amounts in the **Cost (pps)** field to red, for the packages that cost more than R5 000 (pps).

(6)

Save and close the **q6Package** report.

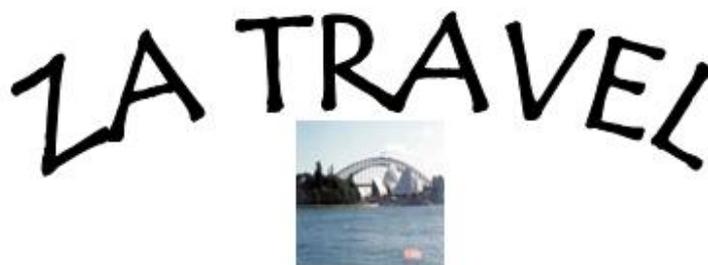
Remember to save and close your database.

**[45]****QUESTION 7**

Zach created a newsletter that he would like to use to market ZA-Travel. The new ZA-Travel website will be available from next month and Zach is planning to email this newsletter to his clients to inform them of the website. He asked you to make some changes to the letter to make it more interesting.

Open the word processing document called **q7Letter** and answer the following questions relating to this document:

- 7.1 Convert the heading '**ZA Travel**' at the top of the document to **WordArt** and edit it to appear as follows:



- Use an *Arch Up (curve)* to shape the **WordArt**
- Change the font type to *Tempus Sans ITC*
- Make the font **Bold**
- Change the font size to *48 pt*
- Insert the image **Sydney.jpg** which can be found in the **2012 EXAM DATA** folder below the **WordArt** and resize it to 2 cm by 2 cm
- Group the image and the **WordArt**
- Move the grouped image to the top and centre of the page

(7)

- 7.2 Insert the date as a field that will update automatically in the space provided. (2)
- 7.3 Convert the table that is shaded in blue to text. Use commas to separate the text. (1)
- 7.4 Delete the table shaded in red from the letter. (1)
- 7.5 Edit the reply slip at the bottom of the letter as follows:
- Change the properties of the *Text Form Field* next to the word **Name** so that the Text format is *Uppercase* and the Maximum length is 30.
  - Change the properties of the *Check Box Form Field* next to the word **Other** so that the default value is *Checked*. (3)
- 7.6 Insert the specials for the month from the **q7Specials** spreadsheet file in the space provided. Keep the source formatting and Link the table to the spreadsheet. (2)
- 7.7 Insert a custom watermark reading “NEW WEBSITE” behind the text. (1)
- 7.8 Use this letter to perform a **Mail Merge** by following the instructions below:
- 7.8.1 Use the table called **Addresses** in the Database **q7Addresses.mdb** as data source. (1)
- 7.8.2 Replace all the sections between << >> with the relevant merge fields. (1)
- 7.8.3 The letters must be sorted in descending order according to **Last Name**. (2)
- Save the form letter.
- 7.8.4 After completing the 6 steps of the Mail Merge Wizard you must edit the individual letters and save the final merged letters as **q7Merge.doc** in your **2012 EXAM DATA** folder. (1)
- Save and close all your documents. [22]

**TOTAL: 200**