

COMPUTER APPLICATIONS TECHNOLOGY: PAPER II

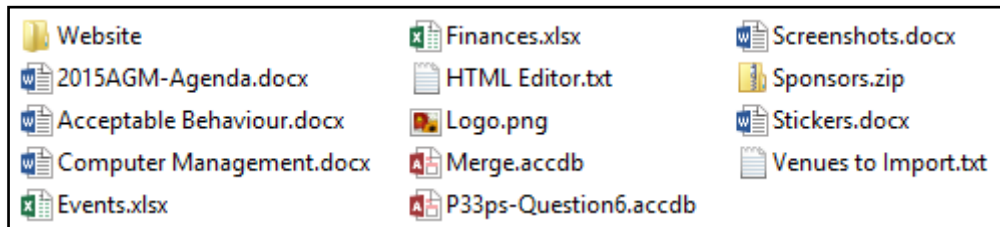
Time: 3 hours

180 marks

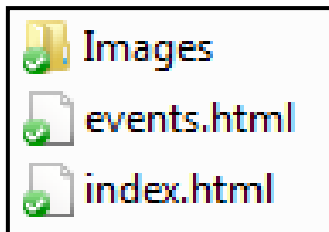
PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

1. This question paper consists of 11 pages and an HTML Tag List insert of one page. Please check that your question paper is complete.
2. You may only use the text-based editors for the HTML section, namely Notepad, Notepad ++, WordPad and Komodo text editor.
3. You must answer ALL the questions. Please read the entire question before attempting a solution. Do not do more than is required by the question.
4. Take note of the mark allocation to ascertain the solution required and the amount of time needed to spend on each question.
5. To assist yourself, get into the habit of saving regularly.
6. If a formula/function such as a complicated *if* statement does not work, indicate the question number, give a brief explanation and paste a screenshot of the spreadsheet or database into the **Screenshots** document to obtain part marks; you may then leave it out of the spreadsheet or database program.
7. It is recommended that you make a backup copy of all database files **before** you start your examination.
8. All word processing documents should be set up as follows (unless other instructions are given)
 - The default for measuring units – centimetres (cm)
 - Language – English (South Africa)
 - Page size – A4
 - Margins – 2,54 cm
9. Note that you may use the *offline* help function available in each application.

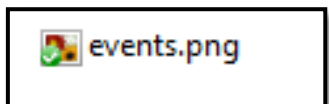
10. All data files listed in Instruction 11 can be found on the network drive that has been allocated for this examination. Please note that all solutions must be saved to your examination folder on this network drive.
11. You have been supplied with two subfolders and seventeen files in your examination folder. Refer to **Figure 1** below and check that the following folders and files exist in your examination folder:

Figure 1

The **Website** subfolder contains 2 files and 1 subfolder. Refer to **Figure 2** below.

Figure 2

The **Images** subfolder within the website folder contains 1 file. Refer to **Figure 3** below.

Figure 3

Read the scenario below that describes the background to the practical tasks you are required to perform.

SCENARIO

Your social club called *The P33ps* has their own social networking site called **thep33ps**. You have been entrusted with the task of administering this social networking site. Answer the following questions to aid in the infrastructure of this project.

QUESTION 1

- 1.1 Extract the contents of the compressed file called **Sponsors.zip** into a folder called **Sponsors – Your Examination Number**. (2)
- 1.2 Rename the text file **HTML Editor** to **the name of your HTML editor**. (1)
- 1.3 Convert the **Events** workbook into a .csv file so that members of **The P33ps** club can import the file into their calendar apps on their mobile devices. (2)

The site includes a support area to assist members with their device problems. Open the word processing document **Computer Management** and answer the following questions asked on the forum:

- 1.4 Billy:
How do you determine the system properties of your computer?
- 1.4.1 Give Billy the system properties of your computer by capturing a screenshot. (1)
- 1.4.2 Provide the steps you took to view the system properties. (3)
- 1.5 Tom:
My Adobe Updater automatically starts when I turn on my computer. How can I prevent this application from starting up with my computer?
- Give Tom instructions on how he can prevent applications from starting up with the computer. (3)
- 1.6 Sally:
What are the dimensions of our logo?
- Give Sally the dimensions of the image **Logo.png** by capturing a screenshot of the properties of the image in which the dimensions are highlighted. (2)
- 1.7 Karin:
My computer is running slow, and I see I have a lot of programs in my program files folder. Can I just delete the program files?
- Respond to the question by giving the steps to safely remove these programs. (3)

Add your examination number to the header of the document.

Save and close the document **Computer Management**.

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QUESTION 2

You have been asked to create the agenda for the 2015 AGM (Annual General Meeting).

Open the word processing document **2015AGM-Agenda** and make the following changes:

2.1 Modify the header and footer of the document as follows:

2.1.1 Add your examination number to the right of the header. (2)

2.1.2 Add page numbers to the footer using the format 'Page x of y'. (2)

2.2 Add an image to the document as follows:

2.2.1 Use the image **Logo.png**. (1)

2.2.2 Set the wrapping style so that the image appears behind the text. (1)

2.2.3 Place the image to the right of the heading 'The Peeps' so that the horizontal line crosses the image exactly as shown in **Figure 4** below. (2)

Figure 4



2.3 Modify the *Heading 1* style as follows:

2.3.1 Set the font to be *Small caps*. (1)

2.3.2 Set the *paragraph left indent* to 2 cm. (1)

2.4 Modify the agenda which begins with 'Welcome ...' and ends with '16th Feb 2016':

2.4.1 Apply bullets to the text. (1)

2.4.2 The second level of bullets should be the character ★. (You can find this symbol under the wingdings font family.) (2)

2.5 Set up the appendix as follows:

2.5.1 Insert a page break before the Heading 'Appendix A'. (1)

2.5.2 Add a 6 cm decimal tab stop with a dotted leader to the text which begins with 'Monthly ...' and ends with '... R350.50'. (2)

2.5.3 Add a bookmark named 'BookmarkA' to the text 'Appendix A'. (2)

2.5.4 Link the text 'See Appendix A' on the first page to the bookmark 'BookmarkA'. (2)

Save and close the document **2015AGM-Agenda**.

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QUESTION 3

Modify the **Acceptable Behaviour** document so that it is easier to navigate, looks more professional and to ensure that it includes correct references where necessary.

Open the word processing document **Acceptable Behaviour** and make the following changes:

- 3.1 Review the document so that the members of **The P33ps** club are aware of what changes you are making as follows:
 - 3.1.1 Turn on track changes, setting it to not show formatting changes. (2)
 - 3.1.2 Add the comment 'I am glad that you have placed this first' to the title 'Respect'. (2)
 - 3.1.3 Spellcheck the document applying corrections where necessary. (2)
- 3.2 Reference the quote 'There is no respect for others without humility in one's self' on the second page as follows:
 - 3.2.1 Enclose the quote with single inverted commas. (1)
 - 3.2.2 Add a footnote to this text saying 'Attributed to Henri Frederic Amiel' (2)
- 3.3 Set the page layout to be distributed as a booklet as follows:
 - 3.3.1 Set the paper size to be A5. (1)
 - 3.3.2 Set the multiple pages to be *Book fold*. (2)
- 3.4 Modify all text in the document to be justified. (1)
- 3.5 Modify the image of the stick people on the first page as follows:
 - 3.5.1 Crop the image to only display the stick man in the middle. (2)
 - 3.5.2 Enlarge the image so that it has a height of 7 cm. (2)
- 3.6 On the last page insert an automatic table of contents. (2)

Add your examination number to the header of the document.

Save and close the document **Acceptable Behaviour**.

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QUESTION 4

For the annual party, you have been assigned the task of creating stickers for all members so that it is easier for those from other areas to get to know each other. Modify the **Stickers** document so that it can be populated with all the members' names and areas.

Open the word processing document **Stickers** and make the following changes:

- 4.1 Process a mail merge with this document and the table **Members** from the database **Merge**. (2)
- 4.2 Sort the data source list and arrange it in ascending order according to the **Area** of each member and then in ascending order according to the **Full_Name** of each member. *The data source must be edited during the mail merge process and not in the table **Members**.* (3)
- 4.3 Replace the text '*Name*' and '*Place*' with the field codes <<Full_Name>> and <<Area>> respectively. (2)
- 4.4 Replace the text '*Next*' with the <<Next record>> field rule. (2)
- 4.5 Copy and paste all content from the first cell of the table into all other cells in the table. (2)

Add your examination number in the header of the document.

Save and close the document **Stickers**.

[11]

QUESTION 5

Open the spreadsheet **Finances** and note that the workbook consists of four worksheets, namely **Sheet1**, **Income**, **Members** and **Summary**.

Note all the changes below must be applied to the worksheet labelled **Sheet1**:

- 5.1 Rename **Sheet1** to **Expenses**. (1)
- 5.2 Format Column C (**Cost**) to be *Currency*, *Rands* and 0 decimal places. (2)
- 5.3 Apply a 2 colour scale conditional formatting to Column C (**Cost**), where the highest value will be red and lowest value will be green. (2)
- 5.4 Create a heading for this data as follows:
 - 5.4.1 Insert a row above Row 1 (the column headings). (2)
 - 5.4.2 Merge and centre cells A1:E1. (1)
 - 5.4.3 Add the text 'Expenses' to this merged range, and apply a bold format to the text. (2)
- 5.5 Add borders around the table as follows:
 - 5.5.1 A single solid border around the outside of the table. (1)
 - 5.5.2 A dashed border for the inside of the table. (2)
- 5.6 Hyperlink the cell containing the text 'Member' to the sheet **Members**. (2)

Note all the changes below must be applied to the worksheet labelled **Income**:

- 5.7 Format cells A1:D1 to have a yellow background. (1)
- 5.8 Sort all data by Type ascending and then by Amount descending. (3)
- 5.9 Filter the data so that only income that has been received is shown. (2)

Note all the changes below must be applied to the worksheet labelled **Members**:

- 5.10 Modify the formatting of the sheet as follows:
 - 5.10.1 Set the orientation of the text in the first row to 90 Degrees (Text up). (1)
 - 5.10.2 Modify the page layout to print gridlines. (1)

- 5.11 **P33ps** has created their own merit system for which they gain **P3ps** for every social event they organise, attend or smiles they bring. Apply a custom number format to Column D (**Merits**) which will display all values with the text ' P3ps' at the end. Example given in **Figure 5** below. (3)

Figure 5

| |
|----------|
| 215 P3ps |
| 200 P3ps |
| 85 P3ps |

- 5.12 In Column F (**Membership Fees**) insert a calculation to determine the member's fees. Use the table in columns J, K and L. *Expand the calculation so that all members' fees will be calculated.* (4)
- 5.13 In Column H (**Age**) determine the age of the member (in years):
- 5.13.1 Insert a calculation to determine the age of the member. *The age needs to be rounded down to 0 decimal places.* (4)
- 5.13.2 Expand the calculation so that the age of all members is calculated. (1)

Note all the changes below must be applied to the worksheet labelled **Summary**:

- 5.14 Insert a calculation in cell B1 to determine the number of members in the worksheet labelled **Members**. (2)
- 5.15 Insert a calculation in cell B2 to determine the total number of merits awarded in the worksheet labelled **Members**. (2)
- 5.16 Insert a calculation in cell B3 to determine the highest number of merits earned in the worksheet labelled **Members**. (2)
- 5.17 Insert a calculation in cell B4 to determine the second highest number of merits earned in the worksheet labelled **Members**. (2)
- 5.18 Create a chart based on the previous year's donations. The chart must clearly show the proportion each donor contributed towards the total donations in 2014. The chart should also include the following: (5)
- The largest contributor should be highlighted in some way.
 - The percentage contribution of each donation should be displayed.
 - An appropriate title should be given to the chart.

Add your examination number in the header of each worksheet.

Save and close the workbook **Finances**.

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QUESTION 6

Open the database **P33ps-Question6** and apply the following changes:

- 6.1 Import data from the text file called **Venues to Import** into the **Venues** table. *Open the text file to aid you in what steps to follow during the import.* (3)
- 6.2 Modify the table called **Contacts** as follows:
 - 6.2.1 Set the **ContactID** field as the primary key field. (1)
 - 6.2.2 Create a field called **Full Name** of data type text and make this a required field. (2)
 - 6.2.3 Create a field called **Cellphone** of data type text and apply an input mask to ensure that only numbers can be inputted and that all 10 numbers must be entered. (3)
 - 6.2.4 Create a field called **Venue FK**. This field should look up the **Venue Name** field from the **Venues** table. (3)
- 6.3 Modify the **Organisers** table as follows:
 - 6.3.1 Add a look-up to the **Position** field to allow the user to choose between the PR, PA and HR. (3)
 - 6.3.2 **P33ps** was founded in 2009. Apply a validation rule to the **Years Experience** field to ensure that the user can only enter a number between 0 and the number of years that **P33ps** has existed. Set an appropriate validation text. *This rule should be based on the current date and automatically update.* (4)
- 6.4 Create a form as follows:
 - 6.4.1 Create a form called **frmEvents** using all fields from the **Venues** table and **Event Name**, **Date of Event** and **Organiser FK** fields from the **Events** table. Ensure the form is grouped by the **Venues** table. (4)
 - 6.4.2 Modify the form header to include your examination number. (1)
 - 6.4.3 Add a button on the form to move to the next record. (3)
- 6.5 Create queries as follows:
 - 6.5.1 You are looking for a venue that will charge between R200 and R800 per day. Create a query labelled **qryPriceRange** that will list only the **Venue FK** field from the **Venue Cost** table for all venues which charge within this price range per day. (4)
 - 6.5.2 Create a query labelled **qryOrganisers** which will display the number of organisers in each position. (3)

6.5.3 **P33ps** have 5 new members, and they need to be invited to all events. Create a query labelled **qryWithNewMembers** which will display the **Event Name** and **Date of Event** from the **Events** table and add a calculated field labelled **New Invited** that will add 5 to the current value of the **Invited** field. (4)

6.6 Create a report as follows:

6.6.1 Create a report called **rptEventsOrganised** based on the fields **First Name**, **Surname** and **Position** from the table **Organisers** and **Event Name** and **Date of Event** from the **Events** table. Ensure the report is grouped by the **Organisers** table. (3)

6.6.2 Ensure all fields are displayed correctly. (1)

6.6.3 Set the text colour of the Date of Event to blue. (1)

Save and close the database **P33ps-Question6**.

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QUESTION 7

You have been asked to update the home and events pages of the **P33ps** website.

Open **index.html** in the subfolder **website** and apply the following changes:

- 7.1 Add a title to the page to read 'P33ps – Your examination number'. (3)
- 7.2 Add a level 1 heading of 'P33ps – Who we are!' to the top of your page. (2)
- 7.3 Add an image to the website as follows:
 - 7.3.1 Add the image **events.png** in the Images sub-folder under the heading. (3)
 - 7.3.2 Set the alternative text of the image to 'Link to Events'. (1)
 - 7.3.3 Hyperlink the image to events.html. (3)

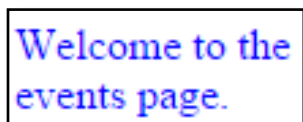
Save and close **index.html**.

Open the file **events.html** and apply the following changes:

- 7.4 Add text as follows:
 - 7.4.1 Add paragraph text of 'Welcome to the events page.' (2)
 - 7.4.2 Set the colour of the text to be blue. (1)
 - 7.4.3 Add a line break tag between '... the' and 'events ...' (1)

Your text should appear as in **Figure 6** below.

Figure 6



- 7.5 Add the following table in the body of the page; refer to **Figure 7** below. (6)

Figure 7

| Upcoming Events | |
|-----------------|---------------|
| Event | Date |
| The feast | 12th December |

Save and close **events.html**.

[22]

Total: 180 marks