

# NORMAN HENSHILWOOD HIGH SCHOOL EXAMINATIONS




## INSTRUCTIONS AND INFORMATION

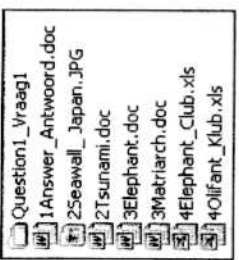
- Owing to the nature of this three hour examination it is important to note that you will not be permitted to leave the examination room before the end of the examination period.
- Insert your name and surname in the header of every document that you create or save.
- The invigilator will give you a 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 on the label.
- 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.
- 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.
- Read through EACH question before answering or solving the problem. DO NOT do more than is required by the question.
- At the end of the examination you must hand in the disk given to you by the invigilator or make sure that all the files have been saved on the network as explained to you by the invigilator/teacher. Please ensure that all files can be read.
- Note that no printing is required, unless otherwise instructed.
- 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.
- Note that if data is derived from a previous question that you CANNOT answer, you should still proceed with the questions that follow.
- 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 spreadsheets.
- In ALL questions involving word processing, the language should be set to English (South African) and the paper size is assumed to be A4, Portrait unless instructed otherwise.

DATE	31 MAY 2011
GRADE	11
SUBJECT	CAT - PRACTICAL
TIME	3 HOURS
MARKS	180
EXAMINER	R. NIEUWENHOUDT
MODERATOR	S. HARTLE

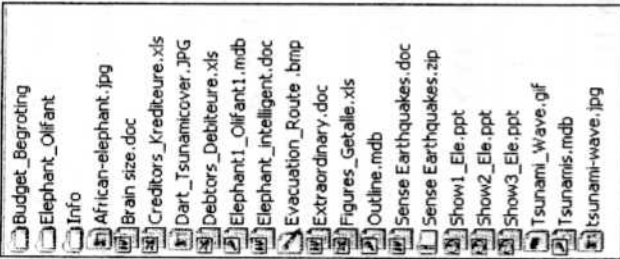
This exam paper consists of 10 pages.

Checked   
25.05.2011

The following data files will be used:



Question1\_Vraag1 folder consists of:



**SCENARIO:**

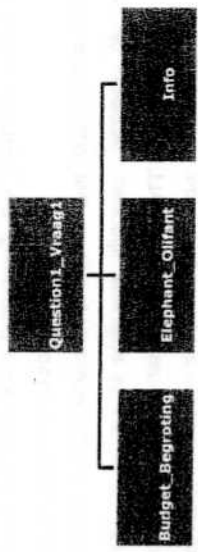
Your school decided to gather more information about the Tsunami in Japan. Each class has to gather certain information. It is the responsibility of your class to edit and format the documents. You were asked to be in charge of this project because of your computer knowledge.

**QUESTION 1 (File Management)**

You have received many electronic documents, organise them as follows:

- 1.1 Copy the **Data** folder which you received from your teacher, to your **Desktop** and rename the folder to **Your Name and Surname\_Jun\_11**. (2)

The folder structure below has been structured:



- 1.2 Delete the **Elephant\_Olifant** folder. (1)
- 1.3 Move all the files starting with the word **Elephant** to the **Info** folder. (1)
- 1.4 Add the password **'Tsu'** to the file **Tsunami\_reactors** in the **Info** folder. (2)
- 1.5 Create a subfolder called **Images** in die **Info** folder. (2)
- 1.6 Copy all the spreadsheet files from **Question1\_Vraag1** folder to the **Budget\_Begroting** folder. (2)
- 1.7 Change the format of the file **Extraordinary** in the **Question1\_Vraag1** folder to **Rich Text Format**. (2)

Open the file **1Answer\_Antwoord** in the **Question1\_Vraag1** folder and type your name in the space provided in the document.

- 1.8 Which file in the **Info** folder is the biggest? Type the correct answer in the **1Answer\_Antwoord.doc**. (1)
- 1.9 Type the name of the compressed file in the **Question1\_Vraag1** folder in the space provided in the **1Answer\_Antwoord.doc**. (1)
- 1.10 Sort the files in the **Question1\_Vraag1** folder, by size, from the smallest to the largest. Show only the size and name fields. The size field must appear to the left of the name field. Place a screenshot of the folder contents in the space provided in the **1Answer\_Antwoord** file. (4)


QUESTION 2 (Word Processing)

You are requested to edit and format the document below as indicated.

- 2.1. Open the file **2Tsunami.doc** from **Your Name and Surname\_Jun\_11**. Add a header with your name and surname and a date that will update automatically. (2) ✓
- 2.2. Set the left and right margins to 2 cm. (1) ✓
- 2.3. Change the paper size to A4. (1) ✓
- 2.4. Change the letter font and letter size of the complete document to Times New Roman 11 pt. (2) ✓
- 2.5. Set the line spacing of the document on 1.3 and the paragraph spacing on 6 pt after paragraphs, main heading (**TSUNAMI**) excluded. (2) ✓
- 2.6. The 3<sup>rd</sup> and 4<sup>th</sup> paragraph under the heading '**WHAT IS A TSUNAMI**' on page 1 must be formatted to match the alignment of all the other paragraphs. (1) ✓
- 2.7. Apply automatic numbering to the paragraphs. The paragraph headings should be numbered as follows: (3) ✓


1. WHAT IS A TSUNAMI?  
 2. TSUNAMI SAFETY TIPS  
 3. ETYMOLOGY AND HISTORY  
 4. GENERATION MECHANISMS  
 5. CHARACTERISTICS  
 6. SCALES OF INTENSITY AND MAGNITUDE  
   6.1.1. Intensity scales  
   6.1.2. Magnitude scales  
 7. WARNINGS AND PREDICTIONS  
   7.1.1. Tsunami warning sign  
     7.1.1.1.1. Tsunami hazard sign  
     7.1.1.1.2. A tsunami warning sign on a seawall  
     7.1.1.1.3. The monument to the victims of tsunami  
     7.1.1.1.4. Tsunami memorial in Kanyakumari beach  
     7.1.1.1.5. A seawall at Tsu, Japan  
     7.1.1.1.6. Tsunami Evacuation Route signage in Washington  
 8. MITIGATION  
 9. NATURAL BARRIERS  
 10. AS A WEAPON

- 2.8. Bullet the list of hints under the paragraph heading '**TSUNAMI SAFETY TIPS**' on page 1. (1) ✓
- 2.8.1. Align bullets on left margin; (1) ✓
- 2.8.2. Use the bullet (•), character 74, found at symbols, font: Webdings; (1) ✓
- 2.8.3. Change the size of the bullets to 14 pt; (1) ✓
- 2.8.4. Text must start 1 cm from the bullet; (1) ✓
- 2.8.5. Change the colour of the bullet to blue. (1) ✓



When in coastal areas, stay alert for tsunami warnings. Plan an evacuation route that leads to higher ground. Know the warning signs of a tsunami: rapidly rising or falling coastal waters and rumbblings of an offshore earthquake. Never stay near shore to watch a tsunami come in. A tsunami is a series of waves. Do not return to an affected coastal area until authorities say it is safe.


- 2.9. Find the whole word 'tsunami' and replace it with **TSUNAMI** in red capital letters. (2) ✓
- 2.10. Add the picture **2Seawall\_Japan.jpg** under the subparagraph heading 'A seawall at Tsu, Japan' on page 6. Delete extra lines. (1) ✓
- 2.10.1. The alignment of the picture must be the same as the other pictures under the subparagraph headings. (1) ✓
- 2.10.2. Crop the image on the sides so that only the picture remains. (1) ✓
- 2.11. Correct all spelling and grammar errors. (2) ✓
- 2.12. Add a watermark with the text '**TSUNAMI**' to the whole document. (1) ✓
- 2.13. Insert automatic page numbering in the footer. (1) ✓
- 2.13.1. Add an object in left side of the footer as indicated; (1) ✓
- 2.13.2. Rotate and resize the object to display as in the example; (1) ✓
- 2.13.3. Add a line underneath the object; (1) ✓
- 2.13.4. Insert page numbering to appear in the format *Page X of Y* as indicated. (2) ✓



Save **2Tsunami.doc** and close the document.

**QUESTION 3 (Word Processing)**

They found that elephants play a big role in warning people against forthcoming Tsunamis. The school asked you to gather information about elephants. You decided to gather information on the characteristics of elephants. Retrieve the document **3Elephant.doc** and change as indicated:

- 3.1. Design a logo for your information by using the picture in the document **Matriarch.doc**. (1) ✓
  - 3.1.1. Size of picture must be 2.2 cm (height) and 1.76 cm (width); (1) ✓
  - 3.1.2. Add a red broken border line in 2 pt; (1) ✓
  - 3.1.3. Use WordArt and the word **Elephants** to create the logo below. (1) ✓
- 

**Elephants**
- 3.1.4. Fill the WordArt with the picture **African\_elephant.jpg** in the **Question1\_Vraag1** folder. (2) ✓
  - 3.1.5. Add an AutoShape as indicated, fill with 15% grey; the same AutoShape must appear as a mirror image on the other side of the picture as indicated. (3) ✓
  - 3.1.6. Group the object as one image and; (1) ✓
  - 3.1.6.1. Save the logo as **Logo.doc** in **Your Name and Surname\_Jun\_11** folder. (1) ✓
  - 3.1.6.2. Also save the image as a .bmp file in the **Your Name and Surname\_Jun\_11** folder. (1) ✓
- 3.2. The first page of the document needs to be prepared as a cover page.
    - 3.2.1. Select all the text on the front page and centre the text both vertically and horizontally on that page. The alignment for the rest of the document must remain unchanged. (3) ✓
    - 3.2.2. Insert any page border on the first page only. (2) ✓
    - 3.2.3. Also use the logo, you created in Question 3.1, anywhere on the front page. (1) ✓
  - 3.3. Change the order of the two highlighted paragraphs starting with '**Elephants screamed and ...**' and '**Flamingos abandoned ...**' on page 2. (1) ✓
  - 3.4. Place the text beginning with '**Elephants are very long-lived and exhibit...**' (under the heading **Elephants are extraordinary** on page 3) and ending with '**Elephants are valuable...**' on page 4 into two even columns with a line between: (2) ✓
    - 3.4.1. Delete the bullets and left align the text; (2) ✓

- 3.4.2. Centre the heading '**Elephants are extraordinary**' horizontally above the columns. (Not part of the columns). (1) ✓
- 3.5. Add a page break before the heading '**Bond Groups**' in such a way that page 5 and 6 can be turned landscape; '**Large Social Network**', page 7, must be on a portrait page again. (2) ✓

Save **3Elephants.doc** and close the document. [26]

**QUESTION 4 (Spreadsheet)**

- 4.1. Open the file **4Elephant\_Club.xls** from **Your Name and Surname\_Jun\_11** folder. Add a header with your name and surname. (1) ✓
- 4.2. Merge cells A1:J1; centre the heading horizontally and increase the font size of the heading '**ELEPHANT CLUB**' to 20 pt. (3) ✓
- 4.3. Add a function for today's date in A9. The date must be formatted as YYYY-mm-dd. (2) ✓
- 4.4. Shade the cell with the date in a light colour of your choice. (1) ✓
- 4.5. Right align the word 'Fax' and fax number. (1) ✓
- 4.6. Add a thick broken border line around cells A4:J6. (1) ✓
- 4.7. Rotate the headings in D18, E18 and G18 to 18 with 90° and wrap the text. (2) ✓
- 4.8. Resize the row height of row 18 to fit the headings. (1) ✓
- 4.9. **G19:** Calculate the price including VAT at 14% (B8) in **Column G** by using a formula. Make use of an absolute cell reference. (4) ✓
- 4.10. **H19:** Calculate a cash discount of 12%, VAT excluded in **Column H**. (2) ✓
- 4.11. **I19:** Calculate the net amount payable in **Column I**. (2) ✓
- 4.12. Format all the columns with amounts to SA currency (R) with 2 decimal places. (2) ✓
- 4.13. Rename Sheet1 to '**Elephant**' and colour the tab in yellow. (2) ✓
- 4.14. Add the logo you created in Question 3.1 in the bottom right-hand corner of the sheet. (1) ✓
- 4.15. **D33:** Use a function to determine the number of members of the Club. (2) ✓
- 4.16. **D34:** Calculate the average price with VAT included; use a function to round the amount to 1 decimal. (3) ✓

- 4.17. **D35:** Calculate the total price before VAT by using a function. (2) ✓
- 4.18. **D36:** Use a function to determine the most recent member. Do the calculation in **D36** and type the name of the person in **E36**. (2) ✓
- 4.19. **D37:** Determine how many years back did most of the members join the club. (2) ✓
- 4.20. **D38:** Determine which person has been a member the second longest. Do the calculation in **D38** and type the name of the member in **E38**. (2) ✓
- 4.21. **D39:** Determine the number of members who attended the training. (3) ✓
- 4.22. **D40:** Calculate the total net amount paid by females. (4) ✓
- 4.23. **J19:** Add a heading 'Member of Honour' in **J18**. Determine in **Column J** who are members of honour. If you are a member of this Club for longer than 10 years you are a Member of Honour. (5) ✓
- 4.24. Use a function to highlight all the amounts equal to or bigger than R350 in the **Price Column** in a light pink with a red border. (3) ✓
- 4.25. Sort the table alphabetically according to surname. (1) ✓
- 4.26. Create a column chart on a new sheet, of all the members (Names) and the net amount each one paid. Choose an appropriate main heading, a heading for the x-axis and the y-axis. Indicate which member paid the most by changing the colour of that bar. (7) ✓
- 4.27. Copy the sheet 'Elephant' to Sheet2. (1) ✓
- 4.27.1. Change the appearance of the sheet 'Elephant' to formulas; (1) ✓
- 4.27.2. Change the name of Sheet2 to 'Formulas'; (1) ✓
- 4.27.3. Resize column widths to display all the formulas. (1) ✓

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Save **4Elephant\_Club.xls** and close the document.

**QUESTION 5 (Database)**

Create a new database **Elephant\_Club** to capture the detail of the members.

- 5.1. Create a table, **Member**, with the following fields, data types and field properties: (20) ✓

Field Name	Data Type	Description
ID	Auto/Number	Long integer, primary key
Name	Text	Maximum 20 characters; this field must be completed
Surname	Text	In capital letters, maximum 25 characters
Birth_Date	Date/Time	Use long date
Gender	Text	Maximum 1 character
MembershipFee	Currency	Display two decimals
Fee_Paid	Yes/No	
Reason_Enrolment	Text	Approximately 500 characters

- 5.2. Make sure that all the field names are clearly visible and add the following data to the table. (5) ✓

ID	Name	Surname	Birth_Date	Gender	Membership	Fee_Paid	Reason_Enrolment
1	Johan	LUBBE	24 July 1990 M		<input checked="" type="checkbox"/>	R 350,00	
2	Brenda	APRIL	04 September 1992 V		<input type="checkbox"/>	R 320,00	
3	Stefan	SAUER	28 February 1991 M		<input checked="" type="checkbox"/>	R 315,00	
4	Sello	VILAKAZI	13 November 1993 M		<input type="checkbox"/>	R 340,00	
5	Dané	DAVIDS	13 May 1989 V		<input checked="" type="checkbox"/>	R 330,00	

- 5.3. Format the table as follows: (1) ✓

- 5.3.1. Change the row height to 18; (1) ✓
- 5.3.2. Grid lines must be in dark blue; (1) ✓
- 5.3.3. Background colour of table is light purple; (1) ✓
- 5.3.4. Change the font colour to dark grey; (1) ✓
- 5.3.5. Sort the data alphabetically according to surname. (1) ✓

- 5.4. Create a form, **FormMember** to add new member's. (1) ✓

- 5.4.1. Display all fields. (1) ✓
- 5.4.2. Use the **COLUMNAR** layout. (1) ✓
- 5.4.3. Use the **STANDARD** style. (1) ✓
- 5.4.4. Format the heading as follows: (1) ✓

- 5.4.4.1 Change the heading to Member-Information in Arial Black 14 pt; (2) ✓
- 5.4.4.2. Change the colour of the background of the heading to any colour of your choice; (1) ✓
- 5.4.4.3. Change the colour of the outside lines of the background of the heading and make it thicker; (2) ✓
- 5.4.4.4. Add a shade to the background of the heading. (1) ✓
- 5.4.5. Change the background colour of the form to light green. (1) ✓
- 5.5. Add your name and surname in the Form Footer. (1) ✓

Save the database and close the document.

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GRAND TOTAL: [180]