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GRADE 10 EXAMINATION
JUNE 2022

COMPUTER APPLICATIONS TECHNOLOGY: PAPER I

Examiner: Insert your name here

Moderator: Mrs J Flanagan

Time: 2 hours

Marks: 100

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

1. This question paper consists of 7 pages. Please check that your question paper is complete.
2. You must answer **ALL** the questions.
3. Please read the entire question before attempting a solution.
4. Do not do more than is required by the question.
5. Use functions and/or formulas to calculate answers, unless otherwise instructed.
6. Take note of the mark allocation to ascertain the complexity of the solution required and the amount of time to spend on each question.
7. Save your work regularly.
8. If you are unable to get a formula/function to work correctly: open the **Screenshots** document; indicate the question number; paste a screenshot showing the issue and provide a brief explanation to obtain part marks; you may then leave it out of the spreadsheet solution.
9. Unless other instructions are given, all word-processing documents should be set up as follows:
 - The default for measuring units – centimetres (cm)
 - Language – English (South Africa)
 - Page size – A4
 - Margins – 2,54 cm
10. You may use the *offline* help function, if available, in each application.
11. Figures in the question paper have a border. When a figure is provided as part of a question, you are not expected to add the border unless specifically instructed to do so.
12. All files listed in below can be found in the examination folder, which has been allocated for this examination. Please note that all solutions must be saved to your folder.

13. You have been supplied with the following subfolders and files in the **DataFiles** folder:

DataFiles	Question1	Compress
 Question1  AfricanBirds.xlsx  blLogo.jpg  BLSA_adapted.xlsx  KamfersDam.jpg  KamfersDamAerial.jpg  LesserFlamingo.jpg  LesserFlamingos.docx  Screenshots.docx  UpcomingEvents2022.docx	 Compress  Afrikaans-Checklist-2022.pptx  BaobabFeeder.jpg  BBDlogo.bmp  BLSA_checklist_2022.xlsx  BLSA-Checklist-2022.pdf  CapeGannet.png  iou2022.jpg  Penguins.png  q1Answers.docx	 BirdsSouthAfrica.docx  EndangeredBirds.pptx

Make sure to check each folder and ensure that every file/document/folder is accessible.

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

SCENARIO

BirdLife South Africa is a registered non-profit, public benefit organisation and the only dedicated bird-conservation organisation in South Africa. They have more than 5000 members registered in more than 40 clubs throughout South Africa. You are volunteering for **BirdLife South Africa** during your holidays, and you have been asked to help them update their documents and files.

[SOURCE: <<https://www.birdlife.org.za/>>]

SECTION A: FILE AND FOLDER MANAGEMENT

QUESTION 1

Open and work only in the folder named **Question1**. Open the document **q1Answers.docx** and save your answers in this document.

- 1.1 Create a subfolder called **Resources** in the **Question1** folder. (1)
- 1.2 Move all the image files into the newly created **Resources** subfolder. (2)
- 1.3 Compress the folder **Compress** into a single zipped folder named **Zipped.zip**. (2)
- 1.4 Display the system settings of your computer.
 - 1.4.1 How much RAM (Random Access Memory) does your computer have installed? Record your answer in the document **q1Answers**. (1)
 - 1.4.2 Take a screenshot showing the installed RAM on your computer and insert the screenshot in the document **q1Answers**. (1)
- 1.5 Identify the default Speech language on your computer.
 - 1.5.1 What is the default Speech language on your computer? Record your answer in the document **q1Answers**. (1)
 - 1.5.2 Take a screenshot showing the default Speech language on your computer and insert the screenshot in the document **q1Answers**. (1)
- 1.6 There are many different file extensions stored on your hard drive. Write your answers in the document **q1Answers**.
 - 1.6.1 What is the significance of a file extension? (1)
 - 1.6.2 Suggest **TWO** ways that you can save space on your hard drive. (2)
- 1.7 It is important to have a specific file naming convention to easily find your files and folders. Discuss **TWO** file naming conventions that you could use when organising files. (2)
- 1.8 Who is the author of the file **BLSA_checklist_2022.xlsx**? Type your answer in the **q1Answers** document. (1)
- 1.9 What is the file size of the file **Afrikaans-Checklist-2022.pptx**? Type your answer in the **q1Answers** document. (1)
- 1.10 The file **BLSA-Checklist-2022.pdf** is a PDF file.
 - 1.10.1 Expand the acronym **PDF**. (1)
 - 1.10.2 Provide **TWO** reasons why it is a good idea to save documents in a PDF format. (2)
- 1.11 Enter your name as a header in the document **q1Answers**. (1)

Save the document **q1Answers.docx**

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[SECTION A: 20 MARKS]

SECTION B: WORD PROCESSING**QUESTION 2**

An article written by Kirsten Day and Melissa Lewis for the March 2022 newsletter needs some further formatting.

[SOURCE: <<https://www.birdlife.org.za/march-2022-newsletter/>>]

You will notice that some of the text is highlighted; this is to guide you when making the necessary changes in the document.

Open the document called **LesserFlamingos.docx**.

- 2.1 Insert a blank cover page at the beginning of the document. Make the following changes to the cover page: (1)
 - 2.1.1 Move the heading “Proposed development a concern for Lesser Flamingos” to the cover page. (1)
 - 2.1.2 Insert the image **blLogo.jpg** on the cover page. (1)
 - 2.1.3 Insert a plain blue border around only the cover page. (2)
- 2.2 Locate the numbered list following paragraph 5:
 - 2.2.1 Convert the numbered list to a bulleted list. (1)
 - 2.2.2 Indent the list so that the bullets are flush against the left margin. (2)
 - 2.2.3 Change the paragraph spacing between the bulleted list items to 3pt top and bottom. (2)
- 2.3 Add page numbers to the footer of the document as follows: (1)
 - 2.3.1 Page number on the right. (1)
 - 2.3.2 Insert the symbol and text “©BirdLife South Africa” on the left. (2)
- 2.4 Insert an image into the document as follows:
 - 2.4.1 Insert the image **LesserFlamingo.jpg** to the right of the text in paragraph 1. (2)
 - 2.4.2 Wrap the text in paragraph 1 so that it wraps around the image on the left. (1)
 - 2.4.3 Add a caption to the image “Lesser Flamingo. Credit Mark D. Anderson”. (1)
- 2.5 Further information on the draft environmental impact assessment report for this project can be found on the Envirolution Consulting website.
 - 2.5.1 Create a hyperlink on the text “<http://envirolution.co.za>” in the last paragraph of the document. (1)
 - 2.5.2 The hyperlink when clicked, should open the following website in your browser <http://envirolution.co.za/>. (1)
- 2.6 Proofread the document.
 - 2.6.1 Find all occurrences of the name “BirdLife South Africa” and bold the text. (2)
 - 2.6.2 Check the spelling and grammar in the document and make the necessary changes. (2)
 - 2.6.3 Take a screenshot as proof that you completed the spelling and grammar check and place the screenshot at the bottom of the document. (1)

Save the document **LesserFlamingos.docx**.

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QUESTION 3

BirdLife South Africa have numerous events planned for 2022.

[SOURCE: <<https://www.birdlife.org.za/support-us/events/upcoming-events/>>]

Open the document called **UpcomingEvents2022.docx**.

- 3.1 Set the page margins to *Normal*. (1)
- 3.2 Modify the main heading “Upcoming Events” as follows:
 - 3.2.1 Centre the main heading horizontally. (1)
 - 3.2.2 Shade the background of the heading in blue. (1)
 - 3.2.3 Change the font size to 22 and the colour of the text to white. (2)
- 3.3 Apply the style *Heading 1* to the heading “Major Events Coming in 2022”. (1)
- 3.4 Include all text from “Annual General Meeting ...” to the end of the bulleted list “... Saturday 3 December” in a grey, shaded text box. (2)
- 3.5 Make changes to the table as follows:
 - 3.5.1 Change the style of the table to *Grid Table 4 – Accent 1*. (1)
 - 3.5.2 Merge and centre the main heading in row 1 of the table. (1)
 - 3.5.3 Modify the border of the table to have a 3pt outer border. (2)
 - 3.5.4 Add the ® symbol as a superscript after the text “IOCongress” in the third row of the table so that it reads as follows “IOCongress® 2022”. (2)
- 3.6 You still need to finalise the document. Remove the comment in the document. (1)

Save the document **UpcomingEvents2022.docx**.

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[SECTION B: 40 MARKS]

SECTION C: SPREADSHEETS**QUESTION 4**

The **BirdLife South Africa** Checklist of Birds in South Africa 2022 is a comprehensive list of birds found in South Africa.

[SOURCE: <<https://www.birdlife.org.za/>>]

Open the spreadsheet **BLSA_adapted.xlsx**.

Work in the **Names** worksheet.

- 4.1 Format the cell range **A1:H1** as follows:
 - 4.1.1 Change the background colour to a colour of your choice. (1)
 - 4.1.2 Centre the headings vertically in the cells. (1)
- 4.2 Change the tab colour of the sheet **Names** to blue. (1)
- 4.3 Using AutoFill, number the cell range **A2:B878** starting with 1. (1)
- 4.4 Sort the spreadsheet in numerical order from smallest to largest based on **SABAP2** (South African Bird Atlas Project) **Number, column E**.
NOTE: Save your spreadsheet before attempting the sort. (2)
- 4.5 Insert today's date.
 - 4.5.1 Using a function, insert today's date in cell **K2**. (1)
 - 4.5.2 Format the date in the following format: 15 May 2022 (dd mmmm yyyy). (2)
- 4.6 In cell **K3**, use an appropriate formula/function to calculate how many birds appear in the checklist. (2)
- 4.7 Use conditional formatting to highlight any cells in **column H** (other than the heading) that contain the letter "E", which means that birds are endemic to South Africa. You may choose your own formatting style(s). (2)
- 4.8 Prepare the worksheet for printing.
 - 4.8.1 Change the paper size to A4. (1)
 - 4.8.2 Change the orientation to landscape. (1)
 - 4.8.3 Set the row 1 to repeat at the top of each page. (1)
 - 4.8.4 Add the filename as a footer in the worksheet. (1)

Save the document **BLSA_adapted.xlsx**.

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QUESTION 5

Open the spreadsheet **AfricanBirds.xlsx**.

BirdLife International's Data Zone presents a wealth of scientific data on the world's bird species and the sites critical to their conservation.

You have been presented with an extract of data on the Southern African region.

[SOURCE: <http://datazone.birdlife.org/country>>]

Work in the **SouthernAfrica** worksheet.

- 5.1 Add a main heading.
 - 5.1.1 In cell **A1**, add a main heading "BirdLife International Data Zone Southern Africa". (1)
 - 5.1.2 Merge the heading across the cell range **A1:L1**. (1)
- 5.2 Add a comment "Globally Threatened Birds" in cell **H4** to explain the meaning of the heading "GTB". (2)
- 5.3 Format the numbers in **columns C and K** with a 1000 separator (,). (1)
- 5.4 In cell **B12**, use an appropriate formula/function to calculate the total number of EBAs (Endemic Bird Areas) in Southern Africa. (2)
- 5.5 The IUCN (International Union for Conservation of Nature) Red List now lists 192 species of bird as Critically Endangered.

[SOURCE: <https://www.iucn.org/content/more-critically-endangered-birds-iucn-red-list>]

 - 5.5.1 In cell **B13**, calculate the percentage of CE (Critically Endangered) species in Southern Africa compared to the global percentage. (2)
 - 5.5.2 Format the calculation as a percentage with zero decimal places. (1)
- 5.6 GTB (Globally Threatened Birds) can be calculated by adding the number of VU (Vulnerable), EN (Endangered) CE (Critically Endangered) species.
 - 5.6.1 In cell **H5**, add the VU, EN and CE species together to calculate the GTB. (2)
 - 5.6.2 Copy the formula down to the cell range **H6:H10**. (1)
- 5.7 In cell **B14**, use an appropriate formula/function to calculate the highest number of IBAs (Important Bird & Biodiversity Areas) in the Southern African countries. (2)
- 5.8 Create an appropriate chart which reflects the IUCN Red List status for GTBs for South Africa.
 - 5.8.1 Insert a pie chart. (1)
 - 5.8.2 The chart data range should include the cell range **E4:G4** as headings and **E8:G8** as data. (1)
 - 5.8.3 Add a chart heading that reads "IUCN Red List status for globally threatened birds (GTBs)". (1)
 - 5.8.4 Data labels should be shown as percentage. (1)
 - 5.8.5 The colours of the data sectors should reflect as follows: VU yellow, EN orange, CR red. (2)
 - 5.8.6 The chart should be placed in a new worksheet named "Graph_SA". (2)

Save and close the spreadsheet **AfricanBirds.xlsx**.

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[SECTION C: 40 MARKS]

[TOTAL: 100 MARKS]