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GRADE 10 EXAMINATION  
NOVEMBER 2022**COMPUTER APPLICATIONS TECHNOLOGY: PAPER 1**

Examiner: Insert your name here

Moderator: Mrs J Flanagan

Time: 2 hours

Marks: 120

**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 spent on each question.
7. Save your work regularly.
8. If you cannot 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 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. If available, you may use the *offline* help function 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. Before you begin, rename your data folder to your name.
13. You will find the following subfolders and files in the **DataFiles** folder:

| <b>DataFiles</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Question1</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Question2</b>                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  Question1<br> Question2<br> Question3<br> Question4<br> Question5<br> Screenshots.docx |  1Answers.docx<br> AzlanShah2022.jpg<br> Birmingham.jpg<br> birmingham_2022_games.webp<br> Birmingham2022.zip<br> BronzeMedal.jfif<br> EstiaanKriek.png<br> Squad.pdf |  2SquadAzlanShahCup.docx<br> AzlanShah.jpg<br> SAMensHockey.xlsx |

| <b>Question3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Question4</b>                                                                                    | <b>Question5</b>                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  3Schedule.docx<br> FIHLogo.png<br> SAFlag.png<br> SAProtea.png<br> TeamSA.jfif |  SAMensHockey.xlsx |  australia.jfif<br> Champions.xlsx |

Check each folder and ensure that every file/document/folder is accessible.

14. Save all your work in your data folder.
-

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

### SCENARIO

The SA Men's Hockey Team played in the Commonwealth Games in August 2022 and missed out to England in their final match, losing 3-4. They contested with the best and held their heads high. The team are all amateur players and have to practice and play matches when they are not studying or working. You have been assigned some of the administration for SA Hockey.

[SOURCE: <https://www.sahockey.co.za/sa-teams/sa-men>]

### SECTION A: FILE AND FOLDER MANAGEMENT

#### QUESTION 1

Open and work only in the folder named **Question1**. Open the document **1Answers.docx** and save your answers in this document.

- 1.1 Extract/Unzip files:
  - 1.1.1 Extract/Unzip the file **Birmingham2022.zip** into the **Question1** folder. (2)
  - 1.1.2 Delete the **Birmingham2022.zip** file after extracting the file. (1)
- 1.2 Type or paste the answers to the following questions in the **1Answers** document:
  - 1.2.1 What type of file is **EstiaanKriek**? Do not just give the extension. (1)
  - 1.2.2 What is the size of the biggest file in the **Question1** folder? (1)
  - 1.2.3 What is the complete computer path to the **Question1** folder? (1)
  - 1.2.4 What program will you use to open the file **Squad.pdf**? (1)
- 1.3 Adding program icons to the Quick Launch area on the Taskbar makes them easily accessible. What steps should you follow to pin the Calculator icon to the Taskbar? Type your answer in the **1Answers** document. (3)
- 1.4 The Accessibility/Ease of Access in Windows makes your computer more accessible based on your needs. One of the options is to set the Windows theme to high contrast.
  - 1.4.1 Set the theme on your computer to a high-contrast theme. (1)
  - 1.4.2 Take a screenshot showing the changed theme on your computer and insert the screenshot in document **1Answers**. After taking the screenshot, change the theme back to the original theme. (1)
- 1.5 Windows allows users to use Game Mode to prioritise their gaming experience.
  - 1.5.1 How does Game Mode prioritise your gaming experience? Type your answer in the document **1Answers**. (1)
  - 1.5.2 What steps would you follow to turn your computer on to Game Mode? Type your answer in the **1Answers** document. (3)
- 1.6 Locate the file **AzlanShah2022.jpg**.
  - 1.6.1 Make a copy of the file in the **Question1** folder. (1)
  - 1.6.2 Rename the copy of the file to **ASC.jpg**. (1)
  - 1.6.3 What are the dimensions of the file? (1)
- 1.7 Enter your name as a header in the document **1Answers**. (1)

Save and close the document.

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[SECTION A: 20 MARKS]

## SECTION B: WORD PROCESSING

### QUESTION 2

The announcement of the SA Men's Squad for the Azlan Shah Cup was published on 7 October 2022. You are required to format the document.

[SOURCE: <<https://www.sahockey.co.za/sa-teams/sa-men>>]

You will notice that some of the text has been highlighted to guide you when making the necessary changes in the document.

Open the document called **2SquadAzlanShahCup.docx**.

- 2.1 Insert a blank page at the beginning of the document. Make the following changes to the page: (1)
  - 2.1.1 Add the heading "SA Men's Squad Azlan Shah Cup 2022" in a text box at the top of the page. (1)

Format the text box as follows:

    - (a) Insert a dark green border around the text box. (1)
    - (b) Apply the *Title* style to the text in the text box. (1)
    - (c) Shade the background of the text box with a light green colour. (1)
  - 2.1.2 Insert the image **AzlanShah.jpg** below the heading. (1)

Format the image as follows:

    - (a) Change the width of the image to 10pt. The height should change proportionately. (2)
    - (b) Centre the image horizontally on the page. (1)
- 2.2 Locate the text '29th', highlighted in yellow, in the first paragraph. Change the 'th' to superscript. (1)
- 2.3 Italicise the text "Friday, 07 October 2022 07:23" at the bottom of the document. (1)
- 2.4 Insert the squad names and caps into the document on page 3 as follows:
  - 2.4.1 Insert a page break at the end of the document after "Published: ...". (1)
  - 2.4.2 Open the spreadsheet **SAMensHockey.xlsx**. Copy the cell range **B3:D21**, the players' first names, surnames, and caps. Paste the data as a table on page 3. (2)
  - 2.4.3 Sort the table in alphabetical order by **Surname**. (2)
  - 2.4.4 Insert an extra row at the bottom of the table. (1)
  - 2.4.5 Add a formula in the table below the **Caps** column to count the number of players in the squad. (2)
  - 2.4.6 Apply a suitable table style to the table. (1)
- 2.5 Add page numbers to the header of the document as follows:
  - 2.5.1 Add a plain page number on the right. (1)
  - 2.5.2 Add your name on the left. (1)
- 2.6 Add a hyperlink to the website link at the bottom of the document, <https://www.sahockey.co.za/sa-teams/sa-men>. (1)
- 2.7 Find all occurrences of the text "South Africa" and change the colour to green. (2)

Save and close the document.

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### QUESTION 3

You are required to design a flyer for the South African Men's Hockey Team schedule for the Azlan Shah Cup in Malaysia in November 2022.

[SOURCE: <<https://www.fih.hockey/events/others/men/2022-sultan-azlan-shah-cup-2022-1462/schedule-fixtures-results>>]

Open the document called **3Schedule.docx**.

- 3.1 Set the page margins to 2cm all around. (2)
- 3.2 Insert a 3pt, dark green page border around the document. (3)
- 3.3 Edit the heading text "Sultan Azlan Shah Cup" as follows:
  - 3.3.1 Change the heading to WordArt. (1)
  - 3.3.2 Set the WordArt to Outline, dark green and font size 36. (3)
  - 3.3.3 Centre the WordArt heading on the page. (1)
- 3.4 To complete the banner at the top of the document:
  - 3.4.1 Move the images **SAProtea.png** and **FIHLogo.png** to the left and right of the WordArt heading. You will need to wrap both images in **Square** text to place them in the correct position. (2)
  - 3.4.2 Group the images so that they move as one image. (2)
- 3.5 Read and implement the changes as suggested by the comment in the document. Mark each comment as "Resolved" after making the suggested change. (3)
- 3.6 Modify the document so that the list of fixtures appears as a bulleted list. Insert the image **SAFlag.png** as the bullet. (3)
- 3.7 Insert a watermark as follows:
  - 3.7.1 Insert the image **TeamSA.jfif** as a watermark. (2)
  - 3.7.2 Set the scale to 200%, washout. (2)
- 3.8 Mark the document as final to ensure that there are no further changes made to the document. (1)

Save and close the document.

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[SECTION B: 50 MARKS]

## SECTION C: SPREADSHEETS

### QUESTION 4

You are required to provide statistics for the SA Men's Squad for the Azlan Shah Cup.

[SOURCE: <<https://www.sahockey.co.za/sa-teams/sa-men>>]

Open the spreadsheet **SAMensHockey.xlsx**.

Note that the following questions apply to the worksheet **Sheet1**.

- 4.1 Rename **Sheet1** to **Squad**. (1)
- 4.2 Merge and centre cell range **A1:G1**. (1)
- 4.3 Change the font colour of the cell range **A3:G3** to dark blue. (1)
- 4.4 Using AutoFill, provide an **ID** for each player in the cell range **A4:A21** starting with 100. (1)
- 4.5 Note the error message in the cell range **E4:E21**. Correct the error. (1)
- 4.6 Using a function, insert today's date in cell **G2**. (1)
- 4.7 In cell **G4**, insert a formula to determine each player's age in years. You will find the date of birth for most of the players in column **E**. (4)
  - 4.7.1 Format the age as a number with zero decimal places. (2)
  - 4.7.2 Copy the formula down to cell range **G5:G21**. (1)
  - 4.7.3 Insert a comment in cell **G3** that reads "in years". (2)
- 4.8 In cell **C23**, determine the age of the youngest player. (2)
- 4.9 In cell **C24**, determine the highest number of caps of the players. (2)
- 4.10 In cell **C25**, determine the most frequent number of caps of the players. (2)
- 4.11 In cell **C26**, determine the number of players in the squad. (2)
- 4.12 Sort the data in the cell range **A3:G21** in ascending order according to the **Province** column. Make sure that you save your spreadsheet before sorting. (2)

Save and close the document.

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## QUESTION 5

The Sultan Azlan Shah Cup is an international Men's hockey championship that has occurred every year since 2003. However, the tournament was played in a span of 1, 2, 3 or 4 years from 1983.

[SOURCE: <<https://www.sportsmirchi.com/sultan-azlan-shah-cup-winners-list/>>]

Open the spreadsheet **Champions.xlsx**.

Note that the following questions apply to the worksheet **Winners**.

- 5.1 Change the colour of the **Winners** tab to any of the standard colours. (1)
- 5.2 Add a main heading, "Sultan Azlan Shah Cup Winners List", in cell **A1**. (1)
- 5.3 The text does not fit in columns B and C. Correct this without changing the font size. All rows should be the same height. (2)
- 5.4 Add a thin border to cells **A2:D32**. (1)
- 5.5 Delete rows **30** and **31** as the championship was cancelled due to COVID-19. (1)

Note that the following questions apply to the worksheet **Summary**.

- 5.6 Align the cells in the cell range **A1:D12** vertically. (1)
- 5.7 The heading in cell **D1** runs over into the next cell. Correct this without changing the size of the column. (1)
- 5.8 Shade the cell range **B12:C12** with a light colour of your choice. (1)
- 5.9 In cell **B12**, insert an appropriate function to calculate the total number of winners. Copy the formula to the cell **C12**. (3)
- 5.10 In cell **D2**, calculate Australia's percentage wins:
  - 5.10.1 Divide Australia's number of wins by the total number of games played. (2)
  - 5.10.2 Format the calculation as a percentage with two decimal places. (2)
- 5.11 Insert a 3D-column chart to show all the winners as follows: (1)
  - 5.11.1 Use the data in the cell range **A1:B1** as headings and **A2:B10** as data. (2)
  - 5.11.2 Data labels should appear in the chart above each column. (1)
  - 5.11.3 Change the colour of the largest data point to gold. (1)
  - 5.11.4 Insert the image **australia.jfif** as a chart background with 75% transparency. (2)
  - 5.11.5 Insert the chart into a new sheet named 'Graph'. (2)

Save and close the spreadsheet.

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[SECTION C: 50 MARKS]

[TOTAL: 120 MARKS]