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GRADE 11 EXAMINATION
JUNE 2022

COMPUTER APPLICATIONS TECHNOLOGY: PAPER I

Examiner: Insert your name here

Moderator: Mrs J Flanagan

Time: 2.5 hours

Marks: 150

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

1. This question paper consists of 8 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	Q1Files
 Question1  Airlines.xlsx  CupOfTea.webp  Palindrome.xlsx  Screenshots.docx  TeaExpertMethod.docx  WordProcessing.docx	 Q1Files.zip  q1Answers.docx  wp.pdf  wp.txt  youtube.jpeg  Search.jpg  keyboard.jpg	 beginners.jpg  course.jpg

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

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 Group the files in the **Question1** folder.
 - 1.1.1 Group the files by **Type**. (2)
 - 1.1.2 Take a screenshot showing the grouped files and insert the screenshot in the document **q1Answers**. (1)
- 1.2 In the **q1Answers** document, write or paste the full computer path to the **Question1** folder. (1)
- 1.3 Extract/Unzip the folder **Q1Files.zip** into its own default folder. (1)
- 1.4 What are the dimensions of the file **Search.jpg**? Type your answer in the **q1Answers** document. (1)
- 1.5 Move all the image files into a new folder.
 - 1.5.1 Create a new folder **Images** in the **Question1** folder. (1)
 - 1.5.2 Move all the image files in the **Question1** folder into the newly created **Images** folder. (2)
- 1.6 What is the size of the file **wp.pdf**? Type your answer in the **q1Answers** document. (1)
- 1.7 The computer you are using has no free disk storage space left. You try to free up some space.
 - 1.7.1 You decide to delete some unwanted files using Disk Cleanup. Write down the necessary steps to complete this task in the space provided in the document **q1Answers**. (3)
 - 1.7.2 You decide to uninstall some programs that you no longer use. Write down the necessary steps to uninstall a program in the space provided in the document **q1Answers**. (3)
- 1.8 You want to change the default application for the text file **wp.txt** so that it opens in Microsoft Word instead of in a text application. Write down the necessary steps to change the default application in the space provided in the document **q1Answers**. (4)
- 1.9 Enter your name as a header in the document **q1Answers**. (1)

Save the document **q1Answers.docx**

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[SECTION A: 21 MARKS]

SECTION B: WORD PROCESSING

QUESTION 2

As part of your CAT project, you are doing research on the benefits of word processing for completing assignments and writing essays. You have done your research and completed most of the information.

The final document must be one file and contain the following: A cover page, a Table of Contents, the information, citations, and a Bibliography.

Follow the instructions below and create a final report which you can hand in. Round the document off professionally.

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 **WordProcessing.docx**.

- 2.1 Set the paragraph and line spacing of the entire document.
 - 2.1.1 Set line spacing to 1.15. (1)
 - 2.1.2 Set paragraph spacing to 0pt before and 12pt after a paragraph. (1)
- 2.2 Insert a cover page at the beginning of the document.
 - 2.2.1 Insert a cover page of your choice. (1)
 - 2.2.2 Provide a suitable title for your document. (1)
- 2.3 At the top of page 2, as the book is licensed under a Creative Commons Attribution 4.0 International License, you are required to add a copyright statement.
 - 2.3.1 Add a copyright statement "Download for free from the B.C. Open Textbook Collection". (1)
 - 2.3.2 Create a hyperlink <https://open.bccampus.ca/find-open-textbooks/> on the text "B.C. Open Textbook Collection". (2)
- 2.4 Change the heading styles as follows:
 - 2.4.1 Change the Heading 1 style font to Calibri Light. (1)
 - 2.4.2 Change the Heading 3 style by removing the bold. (1)
- 2.5 Insert automatic page numbers for the entire document in the page footer as follows:
 - 2.5.1 Do NOT include a page number on the cover page. (1)
 - 2.5.2 For the table of contents page (page 2), the page numbers
 - (a) must be set to Roman numerals. (1)
 - (b) must start at i. (1)
 - 2.5.3 For the Bibliography (page 6), the page number must continue from the previous page. (2)
 - 2.5.4 For the rest of the document, the page numbers must start at 1. (1)
- 2.6 Insert page headers as follows:
 - 2.6.1 The page header "Word Processing" must be added on the left. (1)
 - 2.6.2 The author must appear at the top right and filled in by making use of document properties. (2)
 - 2.6.3 Insert a page header "Bibliography" on the Bibliography page. (1)
- 2.7 Change the formatting of the words highlighted in yellow that refer to various word processing features. **Format** the word as it stands, e.g. "bolding" should be changed to bold, "underlining" to underline, etc. *Remove the yellow highlighting*. For the

- “highlighting” and “shading” features, changes the background colour to a colour of your choice. (7)
- 2.8 Add footnotes to the words in the document highlighted in blue that refer to the web address that appears underneath the paragraph. *The web address must appear in the footnotes only.* (2)
- 2.9 You want to emphasise certain text in the document. Select from the heading “Synonym Finder” to the end of the sentence “Using tools in your word processing programs can aid you in producing better writing.”
- 2.9.1 Add a light background colour to this text. (1)
- 2.9.2 Add a thin border around the text. (1)
- 2.10 Adjust the SmartArt diagram under the heading “Finding these tools”. Add a fourth shape on the right. Edit the shape as follows: (1)
- 2.10.1 Add the image **course.jpg** to the top half of the shape. (1)
- 2.10.2 Add the content “Find a short online course that can lead you through the many features” to the bottom half of the shape. (1)
- 2.11 Add an automatic table of contents on page 2 below the copyright statement. (1)
- 2.11.1 The table of contents must have with three levels. (2)
- 2.11.2 The table of contents must include the page numbers where the detail of the contents can be found. (1)
- 2.12 You are required to add an automatic Bibliography to the document.
- 2.12.1 Add the following source to the document in APA-style:
- Source 1: Book
 Title: Student Success
 Author: Mary Shier
 Published: 2020
 City: Victoria, B.C.
 Publisher: BCcampus
 Retrieved from: <https://opentextbc.ca/studentsuccess/>. (2)
- 2.12.2 Insert an automatic Bibliography at the end of the document (on page 5). (2)
- 2.13 Add a citation to the text “options” which is highlighted in red, that refers to the book that was captured as a reference in Question 2.12 above. (2)
- 2.14 Export the completed research document as a PDF with the same name. (2)
- Save the document **WordProcessing.docx**.

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QUESTION 3

You decided to try out the create a sample of the exercise that you put together on “Exploring Word Processing Features”. The exercise requires you to choose a topic for your document and demonstrate three or more word processing features that you have not used before or have not used much.

Open the document **TeaExpertMethod.docx**.

- 3.1 Use the synonym tool to find a better word for “optimum”, which has been highlighted in blue. Replace the word “optimum” with your choice of synonym. (2)
- 3.2 Insert the image **CupOfTea.webp** below the main heading. Make the following changes: (1)
 - 3.2.1 Height to 6.06 cm. (1)
 - 3.2.2 Width to 8 cm. (1)
 - 3.2.3 Insert a caption which reads “A Cup of Tea”. (1)
- 3.3 Place a border around page 1 only. The document is currently only one page; however, it might become more pages. (2)
- 3.4 Centre the heading “The Tea Expert’s Method” using a centre tab at 8 cm. (2)
- 3.5 Create a new style. (1)
 - 3.5.1 The style must be named *MyTeaHeading*. (1)
 - 3.5.2 The style must be based on the Normal style, with font size 14 and bold. (3)
 - 3.5.3 Apply the new style *MyTeaHeading* to all the subheadings which are in italics. (2)
- 3.6 At the end of the document you are required to list the features that you have used. This list has been added in for you. Show how you have used the synonym feature.
 - 3.6.1 Create a bookmark called “Synonym” on the synonym which is highlighted in blue. (2)
 - 3.6.2 Create a hyperlink on the word “Synonym” that links to the bookmark created in Question 3.6.1 above. (2)
- 3.7 Search for the word “china” and replace with “China”. (1)

Save the document **TeaExpertMethod.docx**.

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[SECTION B: 68 MARKS]

SECTION C: SPREADSHEETS

QUESTION 4

Gauteng Airlines in Johannesburg offers residents of Gauteng efficient local and international flights. A sample spreadsheet has been drawn up which will be used as a trial at the airport for various calculations. Eventually all flights will be loaded onto a spreadsheet. You would like to do some travelling during your holidays and you have offered your help to complete the sample spreadsheet to pay for your holidays.

Open the spreadsheet **Airlines.xlsx**.

Work in the **GautengAirlines** worksheet.

- 4.1 Apply the following changes to the main heading "Airlines":
 - 4.1.1 Merge the heading across the cell range **A1:K1**. (1)
 - 4.1.2 Add a suitable fill colour to the merged cell. (1)
 - 4.1.3 Change the heading to bold. (1)
- 4.2 Change the tab colour of the **GautengAirlines** sheet to a suitable colour. (1)
- 4.3 Using AutoFill, number the cell range **A3:A32** starting with 1. (1)
- 4.4 Wrap all the column headings in the cell range **A2:K2**. (1)
- 4.5 Insert page headers as follows:
 - 4.5.1 Your *Name* and *Surname* on the left side of the page header. (1)
 - 4.5.2 The file name on the right side of the page header. The file name should be entered as a field that can be updated if the file name changes. (1)
- 4.6 The length of each flight can be calculated by subtracting the departure time from the arrival time. In cell **H3**, use a suitable formula/function to calculate the length of the *Airlink 4Z551* flight. (3)
- 4.7 The maximum number of passengers per flight together with the type of plane is recorded in the **Fleet** sheet in the cell range **A1:C15**.
In cell **J3**, use a suitable function/formula to record the maximum number of passengers for Airlink flight 4Z551. Use cell **D3** in your calculation. (5)
- 4.8 The total amount that each airline can receive can be calculated by multiplying the cost per person by the maximum number of passengers on a flight.
 - 4.8.1 In cell **K3**, calculate the maximum amount that each airline would receive if their flights were fully booked. (2)
 - 4.8.2 Format the cell as Currency with zero decimal places. (1)
- 4.9 Calculate the total number of passengers that will be accommodated by each airline.
 - 4.9.1 In cell **K34**, use an appropriate formula/function to calculate the total number of passengers that will be accommodated by each airline. (4)
 - 4.9.2 Copy the formula down to cell range **K35:K40**. (1)
- 4.10 In cell **B34**, using the data in **column J**, calculate the number of flights that can carry more than 135 passengers. (2)
- 4.11 In cell **B35**,
 - 4.11.1 Using the data in **column H**, calculate the length of the longest flight. (2)
 - 4.11.2 Format the cell to 2 decimal places. (1)
- 4.12 In cell **B36**,
 - 4.12.1 Using the data in **column I**, calculate the 2nd cheapest flight for a passenger. (2)

- 4.12.2 Format the cell to Currency with 2 decimal places. (2)
- 4.13 In cell **B37**, calculate the number of flights to Durban. (3)
- 4.14 In cell **B38**,
- 4.14.1 calculate the average number of passengers per flight. (2)
- 4.14.2 Use a suitable function to round the average to zero decimal places. (2)
- 4.15 Use conditional formatting to highlight any cells in **column F** for all flights that leave between 10:00AM and 14:00PM. You may choose your own formatting style(s). (2)
- 4.16 Adjust the view of the worksheet so that rows 1 and 2 **do not scroll** when scrolling in the worksheet occurs. (1)
- 4.17 Add a hyperlink in cell **A40** to link to the **Fleet** worksheet. (2)

Work in the **Fleet** worksheet.

- 4.18 Sort the data in numerical order from highest to lowest based on the maximum number of passengers. *Save your spreadsheet before sorting.* (2)
- 4.19 Insert a page header with the text “Last updated: “ and today’s date. The date should be entered as a field to ensure that it changes every time the spreadsheet is updated. (2)

Work in the **Graph** worksheet.

This worksheet shows the total number of planes that each airline has in their fleet for this sample.

- 4.20 Insert a chart/graph in the **Graph** worksheet to show the percentage of planes per airline.
- 4.20.1 Insert a pie chart. (1)
- 4.20.2 The chart data range should include the cell range **A3:B9**. (1)
- 4.20.3 Add a chart heading that reads “Planes per airline”. (1)
- 4.20.4 Data labels should include category names and percentages. (2)

Save the document **Airlines.xlsx**.

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QUESTION 5

You were given an algorithm exercise to solve in your CAT class. A palindromic number is a number that is the same when written forward and backward. Examples of palindromic numbers: 343, 121, 242, 535 and 787. You are required to determine whether a random number is a palindromic number using a spreadsheet.

Open the spreadsheet **Palindrome.xlsx**.

Work in the **Exercises** worksheet.

- 5.1 Replace the number in cell **A3** with a randomly generated 3-digit number, i.e., any number between 100 and 999 inclusive. (3)
- 5.2 The first digit has been automatically extracted for you in cell **B3** and the last digit in cell **C3**.
- In cell **D3**, check whether the number is palindromic. If the number is palindromic, display the text “Yes”, or else display “No”. (4)

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[SECTION C: 61 MARKS]

[TOTAL: 150 MARKS]