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GRADE 11 EXAMINATION
JUNE 2023

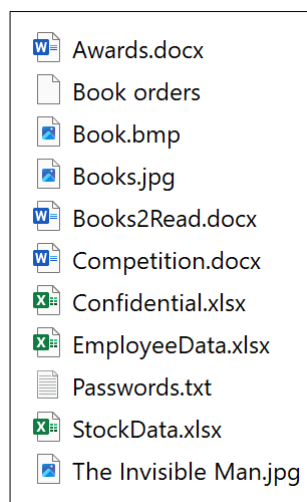
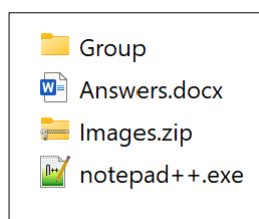
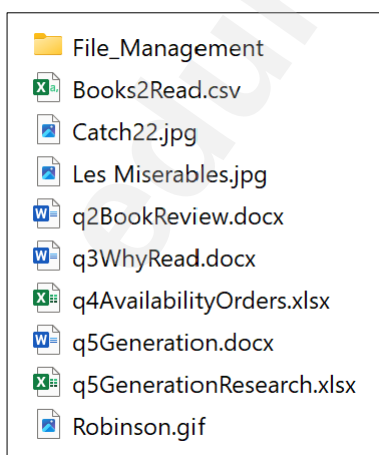
COMPUTER APPLICATIONS TECHNOLOGY: PAPER I (PRACTICAL)

Time: 2½ hours

Marks: 125

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. Please read the entire question before attempting a solution. Only do what is required by the question.
3. Do not do more than is required by the question.
4. Take note of the mark allocation to ascertain the complexity of the solution required and the amount of time spent on each question.
5. Save your work regularly.
6. Unless other instructions are given, all word-processing documents should be set up as follows:
 - Measuring units – centimetres (cm)
 - Language – English (South Africa)
 - Page size – A4
 - Margins – 2.54 cm
7. If available, you may use the offline help function in each application.
8. Formulas and/or functions must be used for all calculations in questions involving spreadsheets unless specified otherwise – in other words, do not manually calculate and type in the answers.
9. You have been supplied with a folder called **DataFiles11June2023** which contains the following files and folders:



10. At the end of the examination, rename the **DataFiles11June2023** folder to your first name and surname.

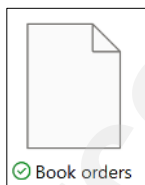
SCENARIO

You are the owner of a small bookshop called **Bonus Books**. As the owner, some of your administrative tasks include placing all the book orders, writing book reviews for your customers and handling all the finances for the bookshop.

SECTION A: FILE AND FOLDER MANAGEMENT**QUESTION 1:**

Open and work *only* in the **File_Management** folder.

- 1.1 Locate the **Group** folder.
 - 1.1.1 Modify the **Group** folder's file view to display the files' details. (1)
 - 1.1.2 Add a column to show the **Authors** of the files. (1)
 - 1.1.3 Group the files according to **Type**. (2)
 - 1.1.4 Capture a screenshot of the grouped files, including the **Authors** column. Paste the screenshot into the document **Answers.docx** next to the correct question number. (1)
- 1.2 You received an email attachment from one of the publishers without a file extension, but you suspect it is a PDF file. The attachment **Book orders** is located in the **Group** subfolder.



- 1.2.1 Why are file extensions important in identifying and opening specific file types? Type your answer next to the correct question number in the document **Answers.docx**. (1)
- 1.2.2 Outline the steps you would take to open and access the file correctly. Type your answer next to the correct question number in the document **Answers.docx**. (2)
- 1.3 View the file properties of the image file **Books.jpg** in the **Group** subfolder as follows:
 - 1.3.1 What are the dimensions of the image? Type your answer in the document **Answers.docx** next to the correct question number. (1)
 - 1.3.2 Add your name as the image author. (1)
- 1.4 Device Driver updates are automatically downloaded and installed through Windows Update. What steps would you follow to update or reinstall a driver for the microphone on your computer? Type your answer next to the correct question number in the document **Answers.docx**. (3)
- 1.5 Disk Cleanup allows you to free up disk space on your hard drive by removing files. Name **TWO** types of files that can be removed using Disk Cleanup. Type your answer in the document **Answers.docx** next to the correct question number. (2)
- 1.6 Extract the contents of the compressed/zipped file **Images.zip** to a new folder called **Bookshops**. (2)
- 1.7 Create a shortcut to the Notepad++ application in the **File_Management** folder. Capture a screenshot of the shortcut. Paste the screenshot into the document **Answers.docx** next to the correct question number. (2)
- 1.8 Insert your name in the header of the file **Answers.docx**. Save and close the document. (1)

[20]**[SECTION A: 20]**

SECTION B: WORD PROCESSING**QUESTION 2**

The owner has written a document reviewing three classic books.

Open the document **q2BookReview.docx**.

- 2.1 Create a new style **Review** as follows: (1)
 - 2.1.1 Change the font size to **20 pt**. (1)
 - 2.1.2 Change the font style to **italics**. (1)
 - 2.1.3 Change the font colour to **Dark Red**. (1)
- 2.2 Apply the style **Review** to the headings (titles) of each book review "Catch-22", "Les Misérables", and "Robinson Crusoe". *Use the Heading 1 style if you could not successfully answer Question 2.1.* (2)
- 2.3 Insert a blank cover page as the first page of the document. Add the following details to the cover page: (1)
 - 2.3.1 Add the text "Summer Book Reviews" as a title. (1)
 - 2.3.2 Insert the **current** date as a field in the "May 2023" format. (2)
 - 2.3.3 The title and date should be centred horizontally on the cover page. (1)
 - 2.3.4 Change the font size of the title and date to **28 pt**. (1)
- 2.4 Insert a custom table of contents with a suitable heading as follows:
 - 2.4.1 The table of contents should be inserted at the top of page two of the document. (1)
 - 2.4.2 Only the book review headings (**Review**) and subheadings (**Sub-Review**) should be included in the table of contents, not the author (**Author**). (1)
- 2.5 Change the first letter of each book review as follows:
 - 2.5.1 Set the letters to Drop Cap. (1)
 - 2.5.2 Change the font colour of the letters to **dark red**. (1)
- 2.6 Add a footnote www.goodreads.com, to the text "Catch-22" in the last paragraph of the Catch-22 book review. (2)
- 2.7 Insert the image **Catch22.jpg** as follows: (1)
 - 2.7.1 Wrap the image to appear to the right of the Catch-22 book title. (1)
 - 2.7.2 Insert a caption "Figure 1: Catch-22" for the image. (1)
- 2.8 Insert a citation for the book "Catch 22" after the extract "Men went mad and were rewarded with medals.", highlighted in yellow, in the fourth paragraph. (1)
- 2.9 Insert a table of figures at the end of the document, immediately above the text "Return to the top of the document". Add a suitable heading to the table of figures. (2)
- 2.10 Insert a Bibliography after the table of figures which includes the references for the three books that have been reviewed. (2)
- 2.11 Insert a hyperlink on the text "Return to the top of the document" at the end of the document. When the text is clicked, the cursor should move to the beginning of the document. (2)

Save and close the document **q2BookReview.docx**.

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QUESTION 3

The owner would like to publish a document on the importance of reading.

Open the document **q3WhyRead**.

3.1 Format the footer as follows:

3.1.1 Add right-aligned page numbering in the format “Page X of Y” to the footer. (2)

3.1.2 Insert the filename of this document as a field, aligned to the left of the footer. (2)

3.1.3 Ensure that the page numbering *only* appears in the footer from page two onwards. (1)

3.2 Format the image as follows:

3.2.1 Resize the image to exactly **4 cm** wide and **4 cm** high. (2)

3.2.2 Change the picture transparency to **50%**. (1)

3.2.3 Add alternative text, “Picture of a book”, that would describe the image to sight-impaired users. (1)

3.3 Create a multi-level numbered list as shown in **Figure 1** below:

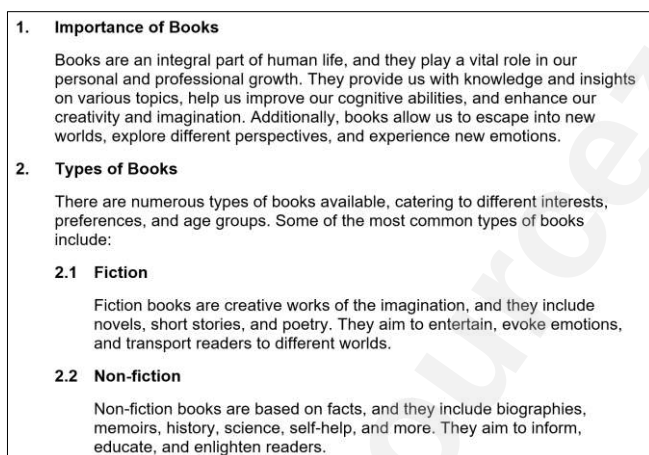


Figure 1: An extract of the multilevel numbered list.

3.3.1 Headings and subheadings from “Importance of Books to “Try Before you Buy” should be numbered. (3)

3.3.2 The text should be indented by **1 cm** for all levels of the multi-level list. (2)

3.4 Change the paragraph spacing to **12 pt** before and after the paragraph for all the text in the document. Allow spaces between paragraphs of the same style. (2)

3.5 The Comma Separated Values (CSV) file **Book2Read.csv** includes a list of recommended books to read and their respective authors.

3.5.1 Insert a section break so that the list of books appears in the new section. (1)

3.5.2 Change the orientation of only this section to landscape. (2)

3.5.3 Insert the text from the CSV file and place it at the end of the document. (2)

3.5.4 Convert the list of books and authors into a table with **two** columns, each separated by a semicolon (;). (2)

Save and close the document **q3WhyRead**.

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[SECTION B: 51]

SECTION C: SPREADSHEETS**QUESTION 4**

Bonus Books keeps a list of all books available to order as well as current orders.

Open the spreadsheet **q4AvailabilityOrders.xlsx**.

Work in the **Sheet1** worksheet.

- 4.1 Rename **Sheet1** to **Available**. (1)
- 4.2 Format the column headings in the cell range **A1:F1** as follows
 - 4.2.1 Apply a fill colour using the RGB values (83, 141, 213). (1)
 - 4.2.2 Change the font colour of the column headings to **white**. (1)
- 4.3 Define a name for the data in **column F (Cost Price)**, cell range **F2:F151**. Use the name "CostPrice". (1)
- 4.4 Format the data as follows:
 - 4.4.1 Format the numbers in **column E (Published Date)** to a **Date** data type. The date should display as follows: "mmm-yyyy", e.g., Jun-2023. (2)
 - 4.4.2 Format column F (Cost Price) numbers to a **Currency** data type. (1)
- 4.5 Sort the data in the cell range **A1:F151**, in ascending order, according to **column A (Code)**. (2)
- 4.6 Use conditional formatting in cells **F2:F151** to fill the cells containing the five most expensive books with a light-blue colour based on the cost price. (2)
- 4.7 Ensure that **row 1** remains visible even when scrolling down. (1)

Work in the **Orders** worksheet.

- 4.8 Diamond Books offers a discount of 20%. The other suppliers charge the full price (no discount is given). Calculate the discounted amount in cell **E2**. Display a 0 if no discount is given. (4)
- 4.9 The final cost price in **column F** is determined by subtracting the discount from the cost price. Calculate the final cost price in cell **F3**. (2)
- 4.10 The selling price in **column G** is determined by adding a markup of 35% to the final cost price. Determine the selling price in cell **G4**. (2)
- 4.11 Use suitable functions in each of the following cases:
 - 4.11.1 Cell **C13**: The total number of available books. Use the named range created in Question 4.3 in the **Available** worksheet; if you were unable to create a named range, use the cell references in your function. (2)
 - 4.11.2 Cell **C14**: The total cost price of books ordered. Use the original cost price. (2)
 - 4.11.3 Cell **C15**: The selling price of the second most expensive book ordered. (2)
 - 4.11.4 Cell **C16**: The original cost price of the cheapest book ordered. (2)
 - 4.11.5 Cell **C17**: The total number of books ordered from Diamond Books. (3)
 - 4.11.6 Cell **C18**: The total final cost price of books ordered from Diamond Books. (3)

Save and close the spreadsheet **q4AvailabilityOrders.xlsx**.

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QUESTION 5

According to a 2022 study, fewer younger people reported reading at least one book in the past 12 months compared to the older generations. The percentage of avid readers finishing 11+ books per year increases with each generation.

[Source: <https://wordrated.com/american-reading-habits-study/>]

Open the spreadsheet **q5GenerationResearch.xlsx**.

Work in the **Books_read** worksheet, which is the *only* worksheet.

- 5.1 Prepare the spreadsheet for publication as follows:
 - 5.1.1 Merge and centre the main heading “Generational difference in the number of books read” across the cell range **A1:F1**. (1)
 - 5.1.2 Format the text in the cell range **A3:F3** to appear over two lines. (1)
- 5.2 Calculate the percentage of adults surveyed per generation as follows:
 - 5.2.1 Add the formula in cell **C4**. (3)
 - 5.2.2 Copy the formula down to the cell range **C5:C7**. (1)
 - 5.2.3 Format the numbers in **column C (% of adults surveyed)** to a **Percentage** data type. (1)
- 5.3 Add the file name as a field to the header on the left. (2)
- 5.4 Create a chart as shown in **Figure 2** below, using the instructions that follow:

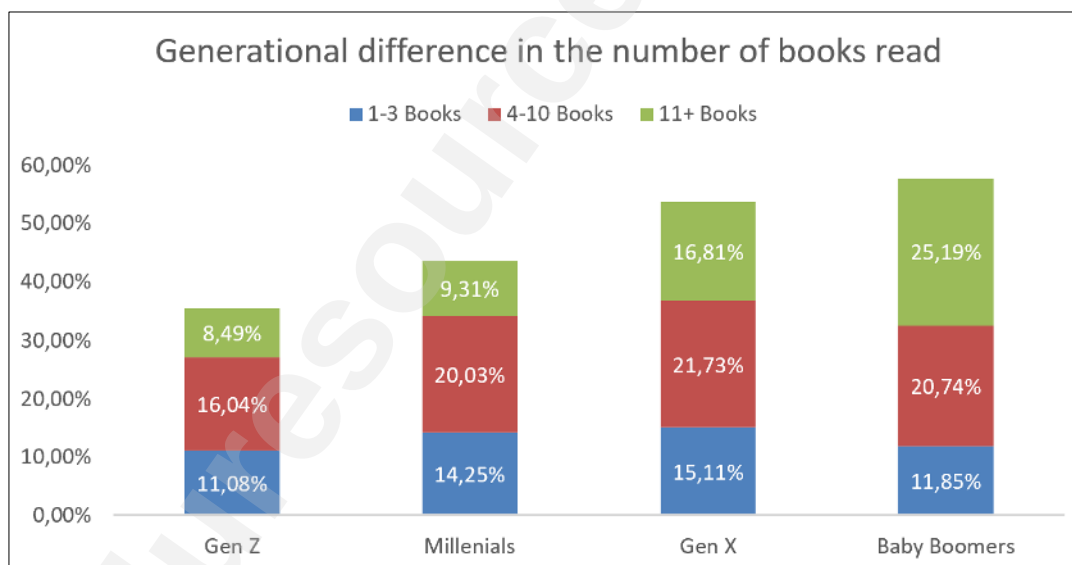


Figure 2: Generational difference in the number of books read

- 5.4.1 Include the data in **columns A, D, E and F** in your chart. (1)
- 5.4.2 The chart must be a **2D stacked column** chart. (1)
- 5.4.3 Insert the title “Generational difference in the number of books read” for the chart. (1)
- 5.4.4 Set a maximum bound of **0.6** to the Y-axis. (1)
- 5.4.5 Remove the gridlines from the chart. (1)
- 5.4.6 Add **white** data labels as a percentage for each data series. (2)
- 5.4.7 The legend should appear at the top of the chart, below the title. (1)
- 5.4.8 The chart should be placed below the table of data in the worksheet. (1)

Open the document **q5Generation.docx**.

- 5.5 Paste the chart created in Question 5.4 at the top of page 2 of the Word document over the pink highlighted text “Add graph here”. The chart, when updated in Excel, should automatically update in Word. (2)

Save and close the document **q5Generation.docx**.

Save and close the spreadsheet **q5GenerationResearch.xlsx**.

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[SECTION C: 54]

[GRAND TOTAL: 125 MARKS]

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