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EXAMINATION	NATIONAL SENIOR CERTIFICATE
GRADE	12
DATE	NOVEMBER 2024
SUBJECT	COMPUTER APPLICATIONS TECHNOLOGY
PAPER	1
MARK TOTAL	150
DURATION (HOURS)	3
NUMBER OF PAGES	20

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INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this practical examination, it is important to note that, even if you complete the examination early, you will **NOT** be permitted to leave the examination room until all the administrative tasks associated with the examination have been finalised.
2. Insert your examination number in the page header of **EVERY** document that you create or save.
3. The data you need to do this paper is pre-loaded on your computer.
4. A copy of the master files will be available from the invigilator. Should there be any problems with a file or files, you may request another copy from the invigilator.
5. This question paper consists of **SEVEN** questions. Answer **ALL** the questions.
6. Ensure that you save each document using the file name given in the question paper. Save your work at regular intervals as a precaution against possible power failures.
7. Read through each question before answering or solving the problem. Do **NOT** do more than what is required in the question.
8. At the end of the examination, you must hand in the CD/DVD/flash disk given to you by the invigilator with **ALL** your answer files saved onto it, **OR** you should make sure that **ALL** the answer files are saved on the network/computer as explained to you by the invigilator/educator. Make sure that all the files can be read.
9. The separate information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE 3-HOUR EXAMINATION SESSION**. Hand it to the invigilator at the end of the examination.
10. During the examination, you may use the help functions of the programs which you are using. You may **NOT** use any other resource material.
11. If data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
12. Unless instructed otherwise, formulae and/or functions must be used for **ALL** calculations in questions involving spreadsheets. Absolute cell references must be used only where necessary to ensure that formulae are correct when they are copied to other cells in a spreadsheet.
13. Ensure that the regional settings are set to South Africa and that date and time settings, number settings and currency settings are correctly set.

    Assume that all paper settings are A4 portrait unless instructed otherwise.
14. Generally, 1 mark is allocated per action; therefore a 2-mark question would usually require **TWO** actions, et cetera.
15. All screen shots are placed in borders for clarity purposes – do not insert borders unless specifically asked.

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16. Text that must be changed is highlighted for clarity purposes.

17. The examination folder/CD/DVD/flash drive that you receive with this question paper contains the files and documents listed below. Ensure that you have all the files before you begin with this examination.

File/folder name	Type of file
1Brochure	Word processing file
2Apply	Word processing file
3Cruises	Spreadsheet
4List	Spreadsheet
5Fun	Image
5SeaCruises	Database
6CarnivalCruise	Image
6CruiseShip	HTML file
6MSC_Cruise	Image
6NorwegianCruise	Image
6PrincessCruise	Image
6RoyalCruise	Image
7Capacity	Spreadsheet
7Stats	Word processing file

SCENARIO

Your Life Orientation teacher has decided to compile information about jobs that are available on cruise ships to distribute at your school. He has asked you to assist him with the technical care of the files.

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QUESTION 1: WORD PROCESSING

Open the **1Brochure** word processing document, which contains information on job opportunities on cruise lines.

1.1 Make the following changes ONLY to the cover page.

- Change the page orientation to landscape.
- Set the vertical alignment to centre. Ignore any messages.

Add a page border as follows:

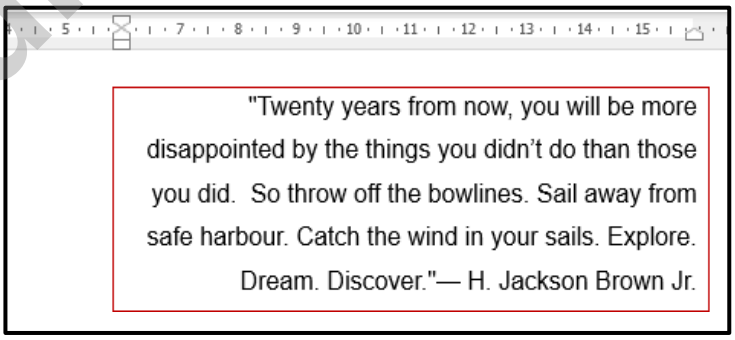
- The page border must be the same as in the screenshot above.
- Change the border width to 16 pt.
- Apply the page border and set all margins to appear 10 pt from the edge of the page. (7)

1.2 Find the text 'Working on a pleasure boat' and 'Brochure' on the cover page. Change the fill colour of the text to white. (1)

1.3 Find the icon of a boat at the top of page 1 (not the cover page).

- Convert the icon to a shape.
- Move the boat shape to the header of the document.
- Make sure that the boat shape is NOT on the cover page of the document. (3)

1.4 Find the quote starting with 'Twenty years …' and ending with '… Brown Jr.'. Format the quote to display as in the screenshot below:



Note: The colour of the border is dark red. (3)

1.5 Insert a footnote on the text 'successful career at sea' found below the heading 'Training' to read 'Provided by SAMTRA Cruise'.

Use the boat symbol (Webdings 111) as a custom mark. (3)

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1.6 Use a word processing feature to ensure that the heading 'Commonly Available Positions on Cruise Ships:' will always stay with the text underneath. (1)

1.7 Find the highlighted text on page 3 under the heading 'Commonly Available Positions on Cruise Ships:'.

- Convert the text to a table with three columns.
- Use a word processing feature and change all the highlighted text so that each first letter of each word is a capital letter. (2)

1.8 Find the table under the heading 'Available Jobs per Category' and make the following changes:

- Ensure the table headings will repeat at the top of each page if the table flows over to the next page.
- Remove all the borders of the table.
- Auto fit the table to its contents.
- Add an appropriate function in the bottom highlighted cell of the table to calculate the average number of jobs per category that is available. The number should be displayed without any decimal places. (6)

1.9 Find the word 'Concierge' in the table and replace the words 'add synonym here' with a synonym of 'Concierge' that also starts with a 'C'. (1)

1.10 In the last sentence of the document, find the word 'application'.

Add a link on this word so that it links to the document **2Apply.docx**, found in your examination folder. (2)

1.11 Modify the text colour of the Cruise style to dark red. (1)

Save and close the **1Brochure** word processing document. **[30]**

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QUESTION 2: WORD PROCESSING

Open the **2Apply** word processing document, which contains details about work on a cruise ship and an application form.

2.1 Change the theme of the document to *Wood Type*. (1)

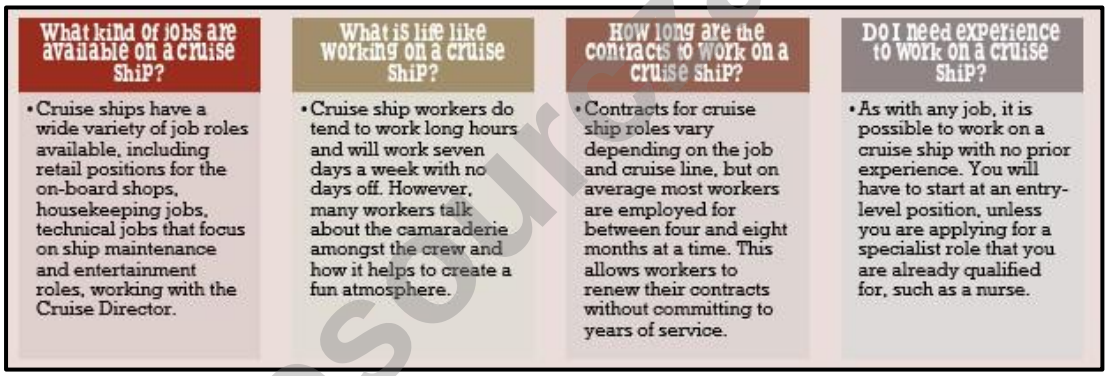
2.2 Change the background of the document to a light brown colour. (1)

2.3 Format the first paragraph starting with 'There are hundreds ...' as follows:

- Remove the double lines from the paragraph.
- Give the text an outer shadow of your choice. (2)

2.4 Format the SmartArt as shown below.

- Change the layout to a 'Horizontal Bullet List'.
- Adjust the character height of all the headings to be of the same height.



(2)

2.5 Find the checklist of requirements under the heading 'What are the requirements for on board employment?'. Set a right-aligned dotted leader tab to 14 cm to display as follows:

Be able to pass a criminal background check ..... ☐
Hold a valid passport ..... ☐
Have a US C1/D visa (if you are not a Canadian or US citizen/resident) ..... ☐
Have a medical exam certificate ..... ☐
Meet the English fluency requirements relevant to your position ..... ☐

(3)

2.6 Below the heading 'Application Form' is text that is invisible. Make use of a word processing feature to show the text. (1)

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2.7 Format the text form field next to 'Name' as follows:

- Limit the number of characters in this field to 20.
- Change the bookmark title from 'Text1' to 'Name'. (2)

2.8 Next to the text 'Job Category you are interested in:' is a drop-down form field. Arrange the options in the field to be displayed in alphabetic order (A–Z). (1)

2.9 Change the colour of the QR code picture to be displayed in the original colour. (1)

Save the **2Apply** word processing document, but do not close the document.

2.10 Convert and save the document to a PDF file with the name **2AppForm**. (1)

Save and close the **2Apply** word processing document and the **2AppForm** PDF file. **[15]**

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QUESTION 3: SPREADSHEET

NOTE:

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where necessary to ensure that formulae are correct when you copy them to other cells in the same column (copy down).
- All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained, even if the existing data changes.
- Should you need to use building blocks, use the allocated space in the spreadsheet.

A spreadsheet is being used that contains data about crew members working on the different cruises during holidays. Open the spreadsheet **3Cruises** and work in the **Data** worksheet. Insert your examination number in the worksheet header of the document.

3.1 Rename the **Data** worksheet to **Info** and change the colour of the tab to any colour of your choice. (2)

3.2 Format cells A1:N1 to display as shown below:

Note:

- The row height is 90. (3)

3.3 Use a spreadsheet feature in **row 4** to ensure that all text is visible. (1)

3.4 Insert a function in **cell B2** to determine the age of the second oldest crew member on the cruise. (3)

3.5 The employers want to know how many times the crew have travelled to China. Use a SUMIF function in **cell B3** to determine the total number of times crew members from Carnival Cruises have travelled to China. (2)

3.6 The birth year of crew members appears in **column E** and their birthdays appear in **column G** in the day (dd) and month (mm) format.

Insert a combination of functions in **cell H6** to display the birthdate of Skye Forbs in the format yyyy/mm/dd. (6)

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3.7 Crew members who travelled more than ten times a year qualify for a bonus. The number of times that each crew member has travelled is displayed in **column M**.

Insert a function in **cell N7** to determine if Ivan Gericke qualifies for a bonus. Display 'Yes' if he qualifies; otherwise leave the cell empty. (4)

Save and close the **3Cruises** spreadsheet. **[21]**

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QUESTION 4: SPREADSHEET

NOTE:

- Use formulae and/or functions for ALL calculations in the spreadsheet.
- Use absolute cell references ONLY where necessary to ensure that formulae are correct when you copy them to other cells in the same column (copy down).
- All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained, even if the existing data changes.
- Should you need to use building blocks, use the allocated space in the spreadsheet.

Open the **4List** spreadsheet, which contains information on all passengers.

Work in the **Info** worksheet.

Insert your examination number in the worksheet header of the document.

4.1 Format **cell I1** to appear the same as **cell A1**. (1)

4.2 The travel code for a passenger is created by using the first three letters of the passenger's surname, a random two-digit number, and the cabin level.

Complete the formula in **cell A5** to create the travel code for passenger Seal Cameron.

Note: Use the cabin number and the data in the **LEVEL** worksheet. (7)

4.3 All passengers must pay insurance that is not included in the ticket price. The insurance fee percentage is displayed in **cell J1**.

Insert a formula in **cell I4** to determine the total price each passenger must pay, including insurance.

Ensure that the formula will work correctly when copied down to the other cells in the column. (4)

4.4 Apply conditional formatting to **cells H4:H33** to format the cells with any font colour when the ticket price is more than R20 000. (3)

4.5 Insert a function in **cell J3** to determine how many passengers use the Carnival Cruise with a rating of 1 star (*). (4)

Save and close the **4List** spreadsheet. **[19]**

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QUESTION 5: DATABASE

A database containing passengers' cruise details has been created.

Open the **5SeaCruises** database**.**

5.1 Open the **tblTravellersinfo** table in Design View.

5.1.1 Move the *PassengerID* field so that it appears before the *PassengerName* field. (1)

5.1.2 Change the properties of the *PassengerName* field to make sure that a name is always entered. (1)

5.1.3 Change the format of the *PassengerSurname* field to appear in capital letters. (1)

5.1.4 Insert an input mask on the *TravelCode* field for users to enter data in the following format:

- Three compulsory capital letters, followed by
- The "@" sign, followed by
- Two required digits (4)

5.1.5 Due to unusual circumstances, harbours have decided that bookings for cruises can only be made until 31 July 2024.

Ensure that the *DepatureDate* field will assist the user to only enter data from the current date until the last allowed booking date. (4)

5.1.6 Insert a field called *CruiseFun* with a suitable data type so that a passenger can upload an image.

Switch to datasheet view and insert the **5Fun** image for passenger Ivan Gericke. (4)

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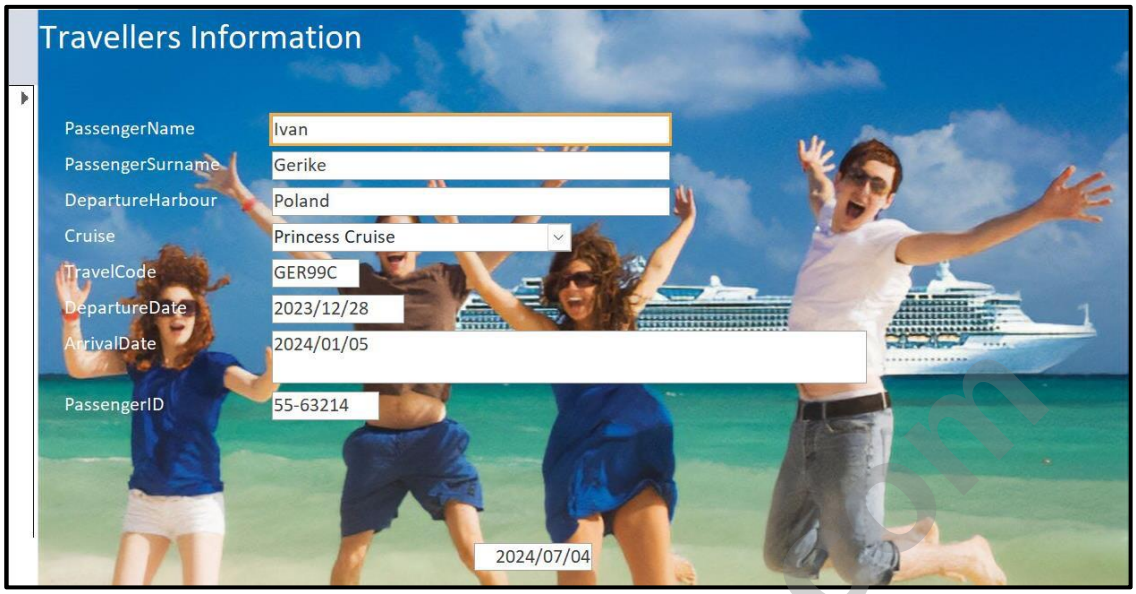
5.2 Edit the **frm5_2** form to appear as shown in the example below:



5.2.1 Insert the **5Fun** image as the background of the form. (2)

5.2.2 Display the date in the form footer. (2)

Save and close the **frm5_2** form.

5.3 Open the **qry5_3** query in Design View based on **tblHarbours** and do the following:

- Display the *Country*, *Company* and *TotalShips* fields.
- Extract the records of all companies that have four or more ships stopping at Hawaii Harbour.

Save and close the **qry5_3** query. (3)

5.4 Open the **qry5_4** query in Design View based on **tblHarbours**.

Modify the query so that it will only display the total number of ships used by the Norwegian Cruise Company.

Save and close the **qry5_4** query. (4)

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5.5 Open **qry5_5** query in Design View based on **tblHarbours.**

Companies budget an extra R1 250 per cabin for maintenance on their ships.

Insert a new calculated field *TotalBudget* to determine the total amount that should be budgeted for. Ensure the field displays in South African currency.

Save and close the **qry5_5** query. (4)

5.6 Create a report **rpt5_6** based on the **tblHarbours** table to display as follows:

rpt5_6

Company	Country	TotalShips	TotalCabins
Carnival Cruise			
	Bahamas	6	1172
		TotalCabins	1172
MSC Cruise			
	Lourenzo Marques	26	1186
	Durban	5	1285
		TotalCabins	2471
Norwegian Cruise			
	Durban	20	1801
	Honolulu	6	1425

(5)

Save and close the **rpt5_6** report.

Save and close the **5SeaCruises** database. **[35]**

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QUESTION 6: WEB DESIGN (HTML)

A webpage has been created to give more information on work available on a cruise ship.

NOTES:

- An HTML tag sheet has been attached for reference.
- All files needed to complete this question can be found in the examination folder.
- Question numbers appear as comments in the coding to indicate where you should insert the answer(s). DO NOT delete these comments.
- ONE mark will be deducted for the incorrect closing of all tags, triangle brackets and the incorrect nesting of the web page.

Open the incomplete **6CruiseShip** file in a web browser and also in a text/HTML editor (**NOT a word processing program such as Word**).
NOTE: Use the following example as a guide when answering this question.

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Insert HTML code to do the following:

6.1 Correct the given code to display the text 'Jobs on a cruise ship' in the webpage tab. (1)

6.2 Add an appropriate attribute to ensure that all the text on the webpage is in a blue colour. (1)

6.3 Set the font of the heading 'WORK ON A CRUISE SHIP' to Harrington. (1)

6.4 Make the following changes to the horizontal line underneath the heading 'WORK ON A CRUISE SHIP':

- Set the size of the horizontal line to 5.
- Change the line colour to a dark blue.
- The line should always occupy 50% of the webpage window, no matter how wide the window is. (3)

6.5 Find the word 'information' in the first paragraph and add tags to underline this word. (1)

6.6 Find the bulleted list and ensure that it displays the same as the bulleted list in the example. (3)

6.7 Modify the table as follows:

- Change the border to 2.
- Set the spacing between the cells to 3.
- The heading 'MOST POPULAR CRUISE LINES' should span over all five columns. (3)

6.8 One of the pictures in the table does not display. Correct the code for the picture to display. (1)

6.9 Add code to the anchor tag to link the text 'Back to the top' to the bookmark 'Top'. (1)

Save and close the **6CruiseShip** file. **[15]**

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QUESTION 7: INTEGRATION

Documents, statistics, and facts about cruise ships have been created. These documents need to be edited.

Open the **7Stats** word processing document.

7.1 Change only the left and right margins to 2.3 cm. (1)

7.2 Find the word 'twenty-four' in the second paragraph. Ensure that the whole word will always stay on the same line. (1)

Save the **7Stats** document, but do NOT close it.

Open the **7Capacity** spreadsheet. Work in **Sheet1**.

7.3 Sort the data in **cells A2:D18** according to capacity in descending order. (2)

7.4 Find the chart on **Sheet1** and fill the highest data series with an orange-coloured gradient in radial type. (3)

7.5 Move the chart in the **7Capacity** spreadsheet to a new sheet **Capacity**. (2)

7.6 Copy the chart to the **7Stats** word processing document under the heading 'The new cruise ships delivered in 2022 are shown in the following chart:' as a linked object.

Note:
The chart must be fully displayed in the word processing document. (2)

Save and close the **7Capacity** spreadsheet.

Continue in the **7Stats** word processing document.

7.7 Find the picture with the caption 'Figure 1: Freewinds (Photo credit: Ein Dahmer CC BY-SA)' and move the words 'Freewinds Cruise Ship' (highlighted) to the alternative text for the picture. (1)

7.8 Add the words 'Cruise ships' to the title property of the document. (1)

7.9 Replace all the '$' signs with an 'R' sign. (1)

7.10 Add continuous line numbers to the whole document. (1)

Save and close all open documents. **[15]**

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HTML TAG LIST

Basic Tags	
Tag	**Description**
<body></body>	Defines the body of the web page
<body bgcolor="pink">	Sets the background colour of the web page
<body text="black">	Sets the colour of the body text
<head></head>	Contains information about the web page
<html></html>	Creates an HTML document – starts and ends a web page
<title></title>	Defines a title for the web page
 	Inserts a line break
<!-- -->	Comment
Text Tags	
Tag	**Description**
<hl></hl>	Creates the largest heading
	Creates the smallest heading
	Creates bold text
	Creates italic text
<u></u>	Creates underlined text
	Sets size of font, from "1" to "7"
 	Sets font colour
	Sets font type
Links Tags	
Tag	**Description**
	Creates a hyperlink
<img src="name">	Creates an image link
	Creates a target location in the document
	Links to a target location created somewhere else in the document
	Links to an e-mail address
Formatting Tags	
Tag	**Description**
	Creates a new paragraph
	Aligns a paragraph to the "left" (default), can also be "right" or "center"
	Horizontally centres text, a section, table or an image
	Creates a numbered list
<ol type="A","a", "I","i","1">	Defines the type of numbering used
	Creates a bulleted list
<ul type="disc", "square","circle">	Defines the type of bullets used

Formatting Tags continued	
Tag	**Description**
	Inserted before each list item, and adds a number or symbol depending on the type of list selected
<img src="name">	Adds an image
<img src="name" align="left">	Aligns an image: can be "right", "bottom", "top"
<img src="name">	Aligns an image in the "center", can also be "middle"
<img src="name" border="1">	Sets the size of the border around an image
<img src="name" width="200" height ="200">	Sets the height and width of an image
<img src="name" alt="alternative text">	Displays alternative text when the mouse hovers over an image or when the image is not found
	Inserts a horizontal line
<hr size="3"/>	Sets size (height) of a line
<hr width="80%"/>	Sets the width of a line, in percentage or absolute value
<hr color= "ff0000"/>	Sets the colour of the line
Table Tags	
Tag	**Description**
<table></table>	Creates a table
<tr></tr>	Creates a row in a table
<td></td>	Creates a cell in a table
<th></th>	Creates a table header (a cell with bold, centred text)
<table width="50">	Sets the width of the table
<table border="1">	Sets the width of the border around the table cells
<table cellspacing="1">	Sets the space between the table cells
<table cellpadding="1">	Sets the space between a cell border and its contents
<tr align="left">	Sets the alignment for cell(s) ("left", can also be "center" or "right")
<tr valign="top">	Sets the vertical alignment for cell(s) ("top", can also be "middle" or "bottom")
<td colspan="2">	Sets the number of columns a cell should span
<td rowspan="4">	Sets the number of rows a cell should span

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INPUT MASK CHARACTER LIST

Character	Description
0	Digit (0 to 9, entry required, plus [+] and minus [-] signs not allowed)
9	Digit or space (entry not required, plus [+] and minus [-] signs not allowed)
#	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus [+] and minus [-] signs allowed)
L	Letter (A to Z, entry required)
?	Letter (A to Z, entry optional)
A	Letter or digit (entry required)
a	Letter or digit (entry optional)
&	Any character or a space (entry required)
C	Any character or a space (entry optional)
.,:;-/	Decimal placeholder and thousand, date and time separators (The actual character used depends on the settings in the **Regional Settings Properties** dialog box in the Windows Control Panel.)
<	Causes all characters to be converted to lower case
>	Causes all characters to be converted to upper case
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask.
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A)

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COMPUTER APPLICATIONS TECHNOLOGY PAPER 1
INFORMATION SHEET *(to be completed by candidate)*

EXAMINATION STICKER

SUITE USED **Mark appropriate box with a cross (X)**			
Microsoft Office 2010	Microsoft Office 2013	Microsoft Office 2016	Office 365

FOLDER NAME: _____

Candidate to tick the file name(s) of each of the questions that were attempted/modified and saved.

Question	File name	Saved (✓)	Maximum mark	Mark achieved
1	1Brochure.docx		30	
2	2Apply.docx 2AppForm		15	
3	3Cruises.xlsx		21	
4	4List.xlsx		19	
5	5SeaCruises.accdb		35	
6	6CruiseShip.html		15	
7	7Stats.docx 7Capacity.xlsx		15	
TOTAL			**150**	

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Recognition is given to the following resources for data used:

cruisecritic.co.uk/articles/8-facts-you-might-not-know-about-working-on-a-cruise-ship

cruisejobfinder.com/JobDescriptions

cruisemummy.co.uk/how-to-get-a-job-on-a-cruise-ship

windrosenetwork.com/Most-In-Demand-Jobs-On-Board-Cruise-Ships

seachefs.com/en/requirements

princess.com/careers/shipboard-cruise-jobs/onboard-careers

princess.com/careers/shipboard-cruise-jobs/living-and-working-at-sea

princess.com/careers/shipboard-cruise-jobs/faq

oceancasinojobs.com/beware

princess.com/careers/shipboard-cruise-jobs

indeed.com/career-advice/finding-a-job/jobs-on-a-cruise-ship

https://passport-photo.online/blog/cruise-industry-statistics/

https://www.cruisemummy.co.uk/cruise-industry-statistics-facts/#30-weird-cruise-facts

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