



# education

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Department:  
Education  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 10**

**COMPUTER APPLICATIONS TECHNOLOGY P1**

**EXEMPLAR PAPER**

**MARKS: 200**

**TIME: 3 hours**

**This question paper consists of 17 pages.**

**139 1 E**

**INSTRUCTIONS AND INFORMATION**

1. Owing to the nature of this three-hour examination it is important to note that you will not be permitted to leave the examination room before the end of the examination period.
2. Insert your name and surname in the header of every document that you create or save.
3. The invigilator will give you a disk containing all the files needed for the examination or you will be told where the files can be found on the network. If a disk has been issued to you, you must write your name on the label.
4. A copy of the master files will be available from the invigilator. Should you accidentally corrupt the files given to you, you may request further copies from the invigilator.
5. Make sure that you save each document using the file names given. Save your work at regular intervals as a precaution against possible power failures.
6. Read through each question before answering or solving the problem. Do not do more than is required by the question.
7. At the end of the examination you must hand in the disk given to you by the invigilator or make sure that all the files have been saved on the network as explained to you by the invigilator/teacher. Please ensure that all files can be read.
8. Note that no printing is required.
9. During the examination you may make use of the help functions of the programs which you are using. You may not use any other resource material.
10. Note that if data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
11. Formulas and/or functions must be used for all calculations in questions involving spreadsheets unless specified otherwise. Absolute cell references must only be used where necessary to ensure that formulas are correct when they are copied to other cells in spreadsheets.
12. In all questions involving word processing, the language should be set to English (South African) and the paper size is assumed to be A4, Portrait unless instructed otherwise.

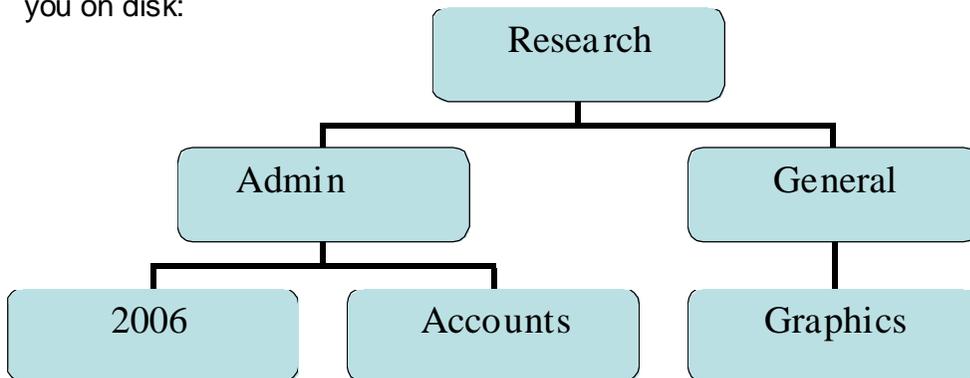
**SCENARIO**

Your uncle owns a business called MUSIC FOR AFRICA. As you are on holiday and your uncle’s personal assistant has suddenly taken ill, he asks you to help him in the business. Your duties will include assisting with the mail and orders and other administrative duties which require the use of the computer.

**QUESTION 1**

- 1.1 Create a folder on your disk – use your surname and name as the name of the folder, for example SMITH FRED. In this folder, create two sub-folders called WORD PROCESSING and SPREADSHEET. All your word processing files must be saved in the WORD PROCESSING sub-folder and all your spreadsheet files must be saved in the SPREADSHEET sub-folder. [3]

- 1.2 The electronic filing system of your uncle’s business, MUSIC FOR AFRICA was not in great shape and it is now time to get organised! The following directory or folder structure is given to you on disk:



Save this directory in the folder that you created for yourself. Your folder should now have three sub-folders, that is, WORD PROCESSING, SPREADSHEET and RESEARCH.

- 1.2.1 The file called *prices.doc* located in the Admin folder was copied from CD and is therefore read-only.  
Change the properties of this file so that is no longer read-only. (1)
- 1.2.2 Copy all the files in the General folder *starting* with 2006 in their name to the 2006 folder. (2)
- 1.2.3 A number of files in the General folder have become corrupted.  
Delete all these files of zero bytes in size from the General folder. (2)
- 1.2.4 Move all the spreadsheet files from the General folder to the Accounts folder. (3)
- 1.2.5 Rename the file called *Catalog.doc* in the Admin folder to *OldPrices.doc*.) (2) [10]

/13/

**QUESTION 2**

*Remember your headers as specified in instruction number 2 at the beginning of this examination paper.*

The Sales Manager, John Xulu, asks you to retrieve the word processing file DRAFT LETTER from your disk. It contains a draft of a letter in response to a request for the company's classical music catalogue. You will need to carry out some editing and formatting instructions to correct this letter.

Open the file DRAFT LETTER and save it as CORRECTED LETTER in the WORD PROCESSING sub-folder.

- 2.1 Make the following further changes to the document:
- 2.1.1 Change the alignment of the document to be fully justified. (2)
  - 2.1.2 Change the line spacing to single line spacing throughout the document. (2)
  - 2.1.3 Enter today's date at the beginning of the document so that it will automatically update and so that it is left aligned. The date should appear one open line space above Dear Sir and should be in the format in the format dd-Month-yyyy (4)  
e.g. 17 November 2006.
  - 2.1.4 Add the following address to the letter to the Music Lover one open line space below the date and as shown below:  
  
Music Lover  
33 Baritone Avenue  
BRENTWOOD PARK (2)  
1501
  - 2.1.5 Enter the subject heading CD CATALOGUE after "Dear Sir", leaving one open line space before and after the heading.  
The heading must be bold and centred horizontally.

- 2.1.6 Use a background shading of 15% for the text of this heading. (4)
- 2.1.7 Swop the paragraph headed '1. Subscriptions' with the paragraph headed '2. Performance information' making sure that the paragraph spacing and numbering remains consistent. (2)
- 2.1.8 The paragraph headed '4.pATRONS AND dONORS' was accidentally typed with the Caps Lock key on! Correct this mistake by changing the case of the text as needed. (3)
- 2.1.9 Go back to the beginning of the document and insert the letterhead stored in the file called *Letterhead.doc* and place it before the date. (2)
- 2.1.10 Take the events listed in the paragraph headed '5 Forthcoming Events' and put them in a table one open line space after the word 'please' using the format shown below. The rows should all be of the same height and the entries in the cells should be centred both vertically and horizontally. Make sure that all the text is visible (2)

Dates of Events	
15 September	Majesty and Triumph – Beethoven's Piano Concerto No.3 in C minor and Shostakovich's Symphony No. 10.at 20:00
13 October	Mozart Splendour – booking essential at 20:00
28 October	Operatic Delight at 20:00

- (6)
- 2.1.11 Delete the word Cellphone from the last line of the document and insert a symbol of a telephone or cellphone in its place (3)
- 2.2 Carry out the editing/manuscript instructions that follow: (7)

Thank you for your letter received today.

*NP*

[As requested, our classical CD Catalogue is enclosed together with an order form, which you wish to use.

The CDs selected for our catalogue include the most recent and all-time best-sellers and

*run or* {

have been chosen for their popularity and long lasting entertainment.

*free*

*del.*

With every order received we issue one ticket for the World Symphony Performance Series that runs during the summer months. In the meantime please look at the following:

1. Subscriptions

Subscribing is the most affordable way to enjoy the symphony performances. Various options offer significant savings. Subscribers enjoy the convenience of having the same seats for every performance and being able to choose from the best seating available.

2. Performance information

Town

*stet*

All performances are held in the City Hall at 20:00.

Patrons are kindly requested to:

*double undl.*

- Switch off cell phones before entering the auditorium
- Latecomers will only be allowed to enter the hall during a break in the music
- Remain seated until the conclusion of the programme.

3. Pre-performance lecture

Every performance is preceded by a musically illustrated introductory talk. These talks are designed to enlighten and entertain, and each speaker is an authority on their subject. The admission price of R20 includes light refreshments. The talks are held every Thursday at 18.15 pm at the Royal Hotel.

*trs*

4. Patrons And Donors

Many corporate sponsors have discovered the benefits of supporting the arts and continue to play a major role in funding. The general public can also play a vital part by supporting various performance events. No amount of support is too little.

Remember to save the amended letter as CORRECTED LETTER in the WORD PROCESSING sub-folder.

/32/

**QUESTION 3**

*Remember your header as specified in instruction number 2 at the beginning of this examination paper.*

The company's newsletter, which was about to be sent to the printers, has accidentally been saved in a text format and all the formatting and layout settings have been lost.

Load the document *Newsletter.txt* in your word processing program and carry out the following instructions to help re-format the newsletter and save the day!

3.1 Save document *Newsletter.txt* as a word processing document (not in plain text format) as *Corrected Newsletter* in the WORD PROCESSING sub-folder.

[2]

3.2 Fix the heading of the newsletter using whatever features are at your disposal so that the heading resembles the layout shown as closely as possible. Note the following:

- The picture of the logo has been supplied in the file *Logo.jpg*.
- Reduce this picture to 50% of its original height and width.

**Music for Africa Newsletter**



Edition 1/06

[7]

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3.3 Centre the sentence with the quote 'Without music, life would be a mistake - Friedrich Nietzsche'.

[1]

3.4 Change the font of all the text in the document below the heading of

- the newsletter to Arial. [2]
- 3.5 Change the 'th' and 'st' of the dates 28<sup>th</sup> of September and Sunday the 1<sup>st</sup> of October in the first paragraph to superscript. [2]
- 3.6 Change the following headings to a font size of 15 and also put them in boldface and italics:
- Forthcoming events
  - So what is Kwaito?
  - Tips to protect your CD Discs
  - Genres on offer
  - Music Trivia – 2006 Grammy's
  - Piracy – it's up to you!
- [4]
- 3.7 The printers require you to use a setting of 2.3 cm for all the margins. Make the appropriate changes for all 4 margins. [2]
- 3.8 Remove the hidden paragraph character (¶) after the phrase "...over 15000 people" under the *Forthcoming events* heading. [1]
- 3.9 The word initial was mistakenly used instead of the word original. Replace all occurrences of the word initial by original. [4]
- 3.10 Add square shaped bullets to all the points under the sub-heading of *Some good conduct pointers* [3]
- 3.11 Use automatic numbering in lower case Roman numeral format to number the tips under the heading *Tips to protect your CD Discs*. [3]
- 3.12 Place the paragraph headed *Newsflash* (including the heading) in a text box with a dotted border of your choice. The text box must cover the width of the page. [4]
- 3.13 Place all the names in the paragraph entitled *Genres on offer* (from Rock and Pop to Stage and Screen) in a table [2]
- 3.14 Add Kwaito in a new row in the table and centre the table. [2]
- 3.15 Make the table as narrow as possible, without changing the font size or font. The names should all remain on one line and not wrap to the next line. [2]

- 3.16 Sort the first row of table in descending order of genre. [3]
- 3.17 Shade the table in a light colour of your choice and change just the external border to a thicker red border. [5]
- 3.18 Select the text starting with the heading *Forthcoming Events* to the end of the document. Place this selected text in two columns of the same width with a line in between. [4]
- 3.19 Format the items listed as 'specials' at the end of the document so that it resembles the layout shown below. Use appropriate tabs to position each of the three items in each line as shown below.

Consumers who purchase pirated music often end up with an inferior quality product and there is no refund if tracks are missing or the sound quality is poor! Remember piracy is a crime and by buying pirated music you are contributing to this crime.



Toni Braxton .....	149.95	Libra
Ntando .....	54.95	Imvelaphi
Zola .....	84.95	Ibutho
Watershed .....	92.78	Mosaic
Blackie Swart....	101.88	Kerkstraat

- 3.20 Correct the spelling errors in the document, ignoring any hyphenated words, proper names of people and places etc. [2]
- 3.21 Add a centralised footer using appropriate fields for the page number and total number of pages in the document e.g. page 1 of 4 so that it only appears from page 2 onwards. [5]

/67/

**QUESTION 4**

**Remember your header as specified in instruction number 2 at the beginning of this examination paper.**

Music for Africa is in the process of computerising their accounts. Until this is completed, they will need to use a spreadsheet to invoice their clients. A start has been made with the spreadsheet called *Invoice*. Load this spreadsheet and carry out the instructions that follow.

**Read the following table very carefully before answering the questions that follow:**

The data that needs to be recorded and the calculations that need to be made are as follows:

Column	Heading	Meaning	Example
A	Item	Description of the item on sale.	e.g. <i>Hoobastank, Every Man For Himself</i> in row 8.
B	Cost per unit	The cost per unit of the item specified in column A.	For example R 150.00 for the first item in row 8.
C	Import Tax %	The percentage tax that needs to be added to those items that are imported.	For example 10% for the first item in row 8.
D	Import Tax	The actual import tax due.	For the first item in row 8, this would be 10% of R 150.00 or R 15.00
E	Quantity ordered	The number of units ordered.	For example 2 CD's were ordered for the first entry.
F	Sub-total	The quantity ordered multiplied by the sum of the cost per unit and any import tax due.	Cost for first item in row 8 is 150 + 15 (tax) giving R 165, so 2 would cost 2 x 165 = R 330.
G	VAT	VAT on the subtotal charged at 14%.	VAT on R 330 = 14% of R 330 = R 46.20
H	Total + VAT	The subtotal plus the VAT charged at 14%.	VAT on R 330 = 14% of R 330 = R 46.20, so the total cost including VAT is R 376.20.

- 4.1 Format the headings in row 7, so that they are centred both horizontally and vertically in their respective cells, and the headings are wrapped. [4]
- 4.2 Enter appropriate formulas in row 8 (in columns D, F, G and H) to implement these calculations as outlined in the table. [11]
- 4.3 Copy the formulas you have entered to the appropriate cells in rows 9 – 22. [2]
- 4.4 Use a suitable formula in cell H24 to calculate the total amount for the invoice. [2]
- 4.5 As an opening special, the owners have decided to give a discount (cell H25) to the value of one quarter of the *maximum* cost of any one of the items listed on the invoice (H8:H22).  
Use suitable formulas to calculate the discount (H25) as well the final amount due (H26) after the discount has been subtracted from the total. [5]
- 4.6 Format the cells in the range H8:H26 in an Accounting format. [2]
- 4.7 Widen any columns as needed so that all the data is visible. [1]
- 4.8 The logo has been scanned upside down and placed in the spreadsheet!  
Fix the logo so that it is the right-way up. [1]
- /28/

**QUESTION 5**

*Remember your header as specified in instruction number 2 at the beginning of this examination paper.*

Music for Africa needs to get a more accurate picture of their total income and expenditure per month. A list of expenses and sources of income per month has been stored in the spreadsheet called *Income and Expenditure*. Load this spreadsheet and save it in the appropriate sub-folder. The first task is to list the expenses and income separately and get a total for each in a layout similar to that shown below.

	A	B	C	D	E	F	G	H
1	Projected income and expenditure per month							
2								
3	Expenses				Income			
4	2306.78 Rental				745.32 Investment Interest			
5	14156.67 Salaries				2150.00 Newsletter subscriptions			
6	745.87 Telephone costs				3200.00 Incentive bonuses from distributors			
7	390.00 Internet							
8	680.00 Consumables							
9	3890.00 Advertising							
10								
11	Totals	<u>22169.32</u>			<u>6095.32</u>			
12								

5.1 Make the necessary layout changes and add the appropriate formulas to produce this summary in the existing spreadsheet. The order of the individual items is not important but make sure that the totals for the *Expenses* and the *Income* are stored in cells B11 and E11 respectively.

[7]

5.2 The company needs to work out how many CDs they need to sell on average so they can break even. In other words how many CDs do they need to sell so that they are no longer making a loss!

Note the following:

The average purchase price of a CD is given in cell D16.

The average price at which the company sells a CD is given in cell D17.

The number of CDs sold in the first month is stored in cell D20.

5.2.1 Enter a formula in cell D18 to calculate the (average) profit made per CD. (2)

5.2.2 Enter a formula in cell D21 to calculate the total profit that the company made from the sales of CDs in the first month using the data given to you. (2)

5.2.3 Enter a formula in cell D23 to indicate the total profit or loss made by the company after taking into account all income and expenses. (3)

5.2.4 Apply conditional formatting to cell D23 so that the contents of the cell appear in red if the company made a loss and in green if it did not make a loss. (2)

5.2.5 Determine the minimum number of CD's that need to be sold in order to break even or just begin to make a profit.

It is not essential that you use a formula and you can simply enter your answer in cell D20. (2)

(You will need to overwrite the current contents of this cell) [11]

/18/

**QUESTION 6**

*Remember your header as specified in instruction number 2 at the beginning of this examination paper.*

Music for Africa is by its nature, often a victim of music piracy and wants to educate its customers. They want to do some research and create a poster highlighting the piracy issue. Some files have been downloaded for the research. These files are named Research1, Research2, Research3, and Research4.

All the data files needed for this question can be found in the Research folder on your disk.

- 6.1 Open the word processing document called *Poster* in the sub-folder Research which you are going to use to create a summary poster of your findings and save it in the WORD PROCESSING sub-folder. [1]
- 6.2 Choose any one of the four research documents in the Research folder to obtain four commonly asked questions and answers regarding copying music and piracy. The questions and answers should all come from the same document.  
Add these questions to the existing table in the document in the first column and the corresponding answers in the column alongside them.  
Add the *source of the information* (not the name of the file) immediately below the table. [7]
- 6.3 Consult the sources to find a sentence containing a statistic regarding *music piracy in South Africa* and add it to an autoshape (not a callout) which you must shade in a light colour of your choice. [4]
- 6.4 Research the documents to find the four main categories of music piracy, and place your findings in a text box. [5]

- 6.5 Open the spreadsheet called *Piracy* which gives a table of the estimated percentage of piracy in various countries of the world. (1)
- 6.5.1 Delete column B. (1)
- 6.5.2 Now paste the fifteen countries with the *highest* piracy rates, as well as the percentage piracy rate (columns A and C) in a table in the poster document in a table format. (5)
- Add a suitable descriptive label under the table. (5)
- 6.5.3 Copy and paste the graph/chart from the spreadsheet so that it appears to the right of the table you added in the previous question. (3) [9]
- 6.6 Open the e-mail called *slogan.eml* and save the attachment called *Suggestions.txt* to the Research folder. [2]
- 6.7 Add a suitable clip art picture with a callout containing a slogan about preventing piracy. [9]
- Use one of the slogans found in the *Suggestions.txt* attachment which you saved in the previous question.
- If you cannot open this document, make up a slogan of your own! [4]
- 6.8 Insert the file called *piracy.jpg* as a watermark in the document. [2]
- 6.9 Make sure the poster fits on one page and place a page border of your choice around the poster. [2]
- Remember to save the amended document in the WORD PROCESSING sub-folder. /36/

**GRAND TOTAL: 200**



# education

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Department:  
Education  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL  
SENIOR CERTIFICATE**

**GRADE 10**

**COMPUTER APPLICATIONS TECHNOLOGY P2**

**EXEMPLAR PAPER**

**MARKS: 00**

**TIME: 10 minutes**

**This question paper consists of 5 pages.**

139 2 E

**INSTRUCTIONS TO INVIGILATORS**

1. Candidates should be given FIVE minutes to read through this speed test before keying-in. They may underline and highlight words during the reading time.
2. The Computer Applications Technology teacher controls the time accuracy test with a stopwatch. A second invigilator must also use a stopwatch to monitor time control.

(NOTE: The keying-in of the candidate's examination number and question number does NOT form part of the 10 minutes allocated for the keying-in of the timed accuracy test.)

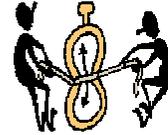
3. The invigilator(s) must use blue ink to initial the last word/letter of each page that the candidates hand in.

**INVIGILATORS MAY NOT MOVE AMONG CANDIDATES DURING THE TIMED ACCURACYTEST.****INSTRUCTIONS AND INFORMATION TO CANDIDATES**

1. This optional test is conducted on the same day and at least 15 minutes prior to the Computer Applications Technology practical paper.
2. The purpose of this test is to give an endorsement of the highest typing speed level attained, indicated in words per minute (wpm). An endorsement will only be credited if a minimum of 20 words per minute is attained.
3. NO marks are allocated for this question paper and this assessment will NOT be included in the promotion mark.
4. FIVE MINUTES READING TIME will be allowed before the signal to commence the speed test is given. You may highlight or underline words/phrases during this allocated reading time.
5. Insert a header with your name/examination number on the left and the question number on the right for this question. This is done outside the 10 minutes allocated for keying-in.
6. Provision has been made for speeds of 5 to 50 words per minute.
  - \* Words per minute are indicated as wpm.
  - \* The speed limits are indicated by an arrow (â).
7. PRINT the question once only AFTER the allocated 10 minutes keying-in and hand the hard copy to the invigilator(s).
8. Save this document using the filename SPEED.

**TIMED ACCURACY TEST (Time limit: 10 minutes)****SCENARIO:**

- \* Assume you are employed at a magazine called *Computer Bytes*.
- \* Use the following default settings:



LANGUAGE:	SA English or UK English
UNITS OF MEASUREMENT:	Centimetres (cm)
JUSTIFICATION:	Left
FONT STYLE:	Courier New 12 or Courier 12
MARGINS:	2,54 cm
HEADER/FOOTER:	1,27 cm

- \* You are required to key-in the following article in 1½ line spacing.

You will never learn to love or even tolerate a computer if it causes you discomfort or pain. If you are planning to spend hours at the keyboard, it is therefore worth taking time to make the experience as comfortable as possible. Setting up your workstation properly is not just about feeling good, although that is a worthy goal in itself. It is also a way of preventing painful and potentially debilitating conditions like carpal tunnel syndrome, tendonitis, repetitive motion disorder, or chronic back pain.

The basic rules are that the top edge of your monitor should be at eye level or slightly below so that you are looking down slightly, you might have to prop up the monitor with a large book or stand. Your wrists should never be higher than your elbows. Ideally your elbows should be bent at a ninety degree angle and your wrists should be straight rather than flexed upward or downward.

If you cannot achieve this position given your desk height, your desk is too high, or your chair seat too low. You may want to get a typing desk or a keyboard drawer that allows the keyboard to sit lower than the desktop.

Your feet should touch the floor or a foot rest and the angle between your thighs and spine should be ninety degrees or a bit more.

One of the worst things you can do to your wrists is lean the heel of your hand on the desk so that your wrist is flexed backward as you type. Either train yourself to hold your wrists up, like your piano teacher always told you to, or buy a wrist rest that raises your wrist to the level of the keyboard.

You can also alleviate wrist strain by adjusting the angle of your keyboard. You can angle most keyboards so that the back is slightly higher than the front.

Part of the problem with most computer keyboards is that they force you to hold your hands at an unnatural angle to your arms so that your hands are both more horizontal to the desk than they would like to be and rotated slightly outward at the wrist.

Many people also experience some eye strain after staring at a computer screen for a few hours. The best approach is to rest your eyes periodically by focusing on a distant object once in a while, blinking often, and taking short breaks every hour or two.

You should also make sure that you have proper lighting. Avoid overhead lights whenever possible because they almost always reflect off your screen. The best source of lighting is probably a desk or floor lamp or track lights that are not directly aimed at your screen.