



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

**NATIONAL
SENIOR CERTIFICATE**

GRADE 12

COMPUTER APPLICATIONS TECHNOLOGY P1

NOVEMBER 2015

MARKS: 180

TIME: 3 hours

**This question papers consists of 18 pages,
an HTML tag sheet and a separate information sheet.**

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 functions associated with the examination have been finalised. During the examination, normal rules regarding leaving the examination room apply.
2. Type your examination number in the header of EVERY document that you create or save, where applicable.
3. The invigilator will give you a CD/DVD/flash disk containing all the files needed for the examination OR you will be told where the files can be found on the network or computer. If a CD/DVD has been issued to you, you must write your centre number and examination number on the CD/DVD. If you are working on the network, you must follow the instructions provided by the invigilator/teacher.
4. A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator.
5. This question paper consists of SEVEN questions.
6. Answer ALL the questions.
7. 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.
8. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.
9. 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 your answer files are saved on the network/computer as explained to you by the invigilator/teacher. Make absolutely sure that all files can be read. Do NOT save unnecessary files/folders and do NOT hand in duplicate answer files/folders.
10. The information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION**. Hand it to the invigilator at the end of the examination.
11. During the examination you may consult the help functions of the programs that you are using. You may NOT use any other resource material.

12. Unless instructed otherwise, use formulae and/or functions for ALL calculations in questions involving spreadsheets. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.
13. **NOTE:** All formulae and/or functions should be inserted in such a manner that the correct results will still be obtained even if changes are made to the existing data.
14. If data is derived from a previous question that you could not answer, you should still proceed with the questions that follow.
15. In all questions involving word processing, you should set the language to English (South Africa). The paper size is assumed to be A4 Portrait, unless instructed otherwise.
16. Use centimetres as the unit of measurement when you answer this question paper.
17. **Alternative instructions for candidates using LibreOffice are given in cases where they differ from the instructions for candidates using Microsoft Office.**
18. Generally, one mark is allocated per action; therefore, a 2-mark question would usually require TWO actions, et cetera.
19. The examination folder/CD/DVD/flash disk that you receive with this question paper contains the files listed below. Ensure that you have all the files before you begin with this examination.

• 1Earth_Aarde	Image file
• 1Prev_Voor	Word processing file
• 2Diagnos	Word processing file
• 3Online_Aanlyn	Spreadsheet file
• 4Surv_Opn	Spreadsheet file
• 5Diabetes	Image file
• 5Info	Database file
• 6Ado	Image file
• 6Button1	Image file
• 6Button2	Image file
• 6Button3	Image file
• 6Type1_Type1	HTML file
• 7Answ_Antw	Word processing file
• 7Burden_Las	Word processing file
• 7Conv_Veran	Database file
• 7Data	Spreadsheet file
• 7Res_Nav	Spreadsheet file

SCENARIO

Every term your school chooses a theme to highlight various social issues.

The theme for this term is diabetes. Diabetes is one of the fastest-growing diseases that affect people from all population groups in our country.

QUESTION 1: WORD PROCESSING

An article about diabetes in South Africa will be published in the school newspaper.

Open the **1Prev_Voor** word processing document and insert your examination number in the header.

1.1 Format the heading 'Prevalence of Diabetes in South Africa' as follows:

1.1.1 Set the character spacing scale to 120%. (1)

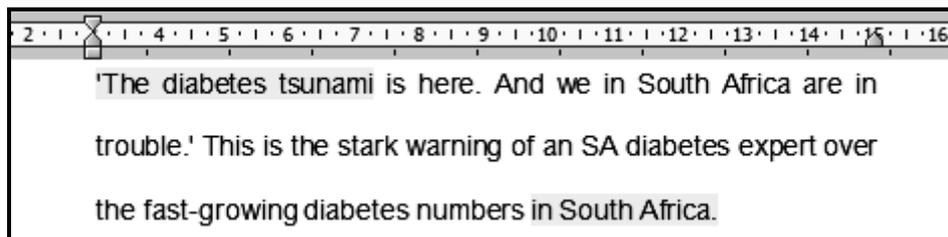
1.1.2 Add a text border around the text, as shown below.

Prevalence of Diabetes in South Africa (2)

1.2 Locate the paragraph after the heading that starts with 'The diabetes tsunami ...' and ends with '... in South Africa' and do the following:

1.2.1 Change the spacing after the paragraph to 3 pt AND the line spacing to double. (2)

1.2.2 Indent and format the paragraph as shown below.



NOTE: The indentation AND justification were changed. (3)

1.3 Locate the bulleted list on the first page.

Create a hyperlink on the first bullet, 'Introduction', to the subheading 'Introduction' located below the bulleted list. (2)

1.4 Locate the shape below the bulleted list on the first page of the document.

Use the fill feature to fill the shape with the **1Earth_Aarde** picture found in your examination folder. (2)

1.5 Locate the 'Table 1: Diabetes Prevalence in South Africa' table towards the end of the first page and change it to resemble the example below.

Race Group	Prevalence	
	Minimum %	Maximum %
White	4	4
Asian	4	5
Black	5	8
Coloured	8	10
Other	11	12
Indian	11	13
Average %	0.7	

NOTE: The table will flow across TWO pages.

1.5.1 Sort the data in the table by 'Minimum %' (second column) and then by 'Maximum %' (third column), both in ascending order (from the smallest to the largest). (4)

1.5.2 Enter a function in the last cell of the second column to determine the average minimum %. The answer must be formatted to ONE decimal place. (2)

1.5.3 Use a word processing feature to ensure that both lines of the row headings are repeated if the table flows over to the next page. (2)

1.6 Locate the text 'Distiller says'.

Insert a footnote for this text that reads 'Director of CDE'. The footnote must appear below the text. (3)

1.7 Locate the image below the heading 'Diabetes, TB and HIV/Aids'.

Add additional text so that the image displays as shown below.



(2)

- 1.8 Locate the picture below the subheading 'Education and prevention'. Add the text 'What's your number?' next to the picture, as indicated below.



What's your number?

(3)

- 1.9 Locate the text 'Insert citation' in the last paragraph. Insert the following electronic source citation:

Title: Health24

Year: 2014

(2)

- 1.10 Insert an automatically generated bibliography for this document below the heading 'Bibliography'.

(1)

Save and close the **1Prev_Voor** document.

[31]

QUESTION 2: WORD PROCESSING

Early diagnosis of diabetes is important.

Open the **2Diagnos** word processing document and insert your examination number in the header.

- 2.1 Modify and apply the 'Pretest' style to the text formatted with this style as follows:
- Change the shading/fill colour to red and the font size to 18 pt.
 - Update all text currently formatted with the 'Pretest' style. (3)
- 2.2 Locate the word 'sweet' under the subheading 'Oral Glucose Tolerance Test (also called the OGTT)'.

Use a word processing feature to replace the word 'sweet' with a synonym suggested by the word processor. (1)
- 2.3 Prepare the document for reviewing as follows:
- Change the reviewer's username to 123.
 - Locate the text 'Preventing Type 2 Diabetes' and add the comment 'Stop' to the text. (3)
- 2.4 Replace all occurrences of words that start with the lower case prefix 'pre', for example 'prediabetes', with 'pre' in capital letters, for example 'PREdiabetes'. (3)
- 2.5 Insert an automatically generated table of figures/graphics below the heading 'Table of Figures'. (1)
- 2.6 Locate 'Sugar Addiction Quiz' on the last page of the document and do the following:
- Format the text form field control next to the word 'Name' to only accept capital letters.
 - Locate the text that starts with 'I can stop ...' and ends with '... piece of candy'. Add a check box form field to the right of this text. Set the default value of the check box to checked.
 - Remove the 'Stop sweets' option from the combo box control next to the text 'I can'. (4)
- 2.7 Apply a page border of your choice only to the last page. (2)
- Save and close the **2Diagnos** document. [17]

QUESTION 3: SPREADSHEET

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 it 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 changes are made to the existing data.

Online diabetes surveys are available to the general public. The results of these online surveys are stored in a spreadsheet.

Open the **3Online_Aanlyn** spreadsheet. Work in the **Types_Tipes** worksheet.

- 3.1 Format the cells in **row 1** as follows:
- 3.1.1 Change the height of **row 1** to 35 pt. (1)
- 3.1.2 Insert a red border around the title in the merged **cell A1**. (2)
- 3.2 The number of participants that took part in each online diabetes survey is stored in **column B**.
- 3.2.1 Insert a function in **cell B4** to determine the total number of participants that participated in the online surveys. (2)
- 3.2.2 Insert a function in **cell B5** to determine the most frequently occurring number of participants. (2)
- 3.2.3 Insert a function in **cell B6** to determine the number of surveys that had no participants. (2)
- 3.3 The duration of a survey is calculated by using the start date (**column C**) and the end date (**column D**) and is shown in completed years.

Examples:

Start Date	End Date	Duration in completed years
2013/01/04	2019/02/27	6
2014/08/14	2015/01/01	0
2010/04/23	2015/04/23	5

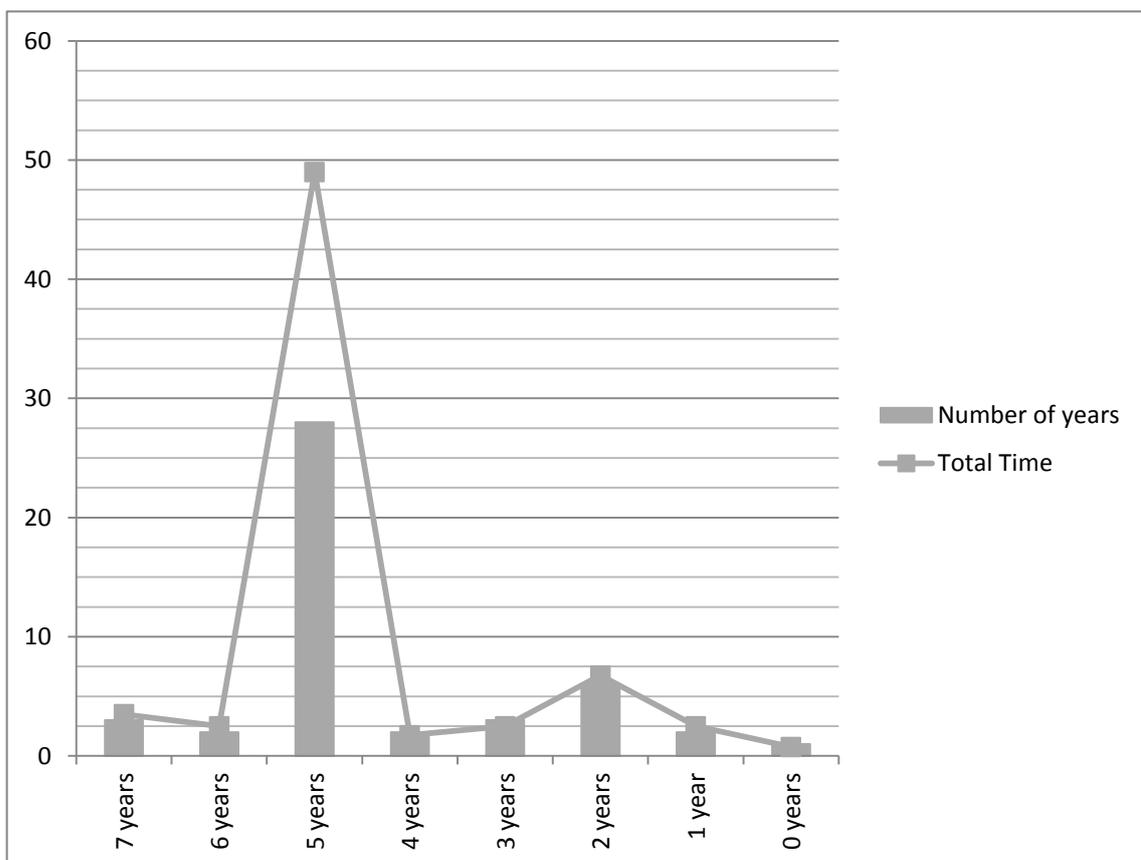
An incorrect formula to determine the duration of the first survey in completed years has been entered in **cell E9**. Modify the formula in **cell E9** to display the correct answer. (5)

- 3.4 The times in **column F** are given in hh:mm format.
- Insert a formula in **cell G9** to display the time in decimal format.
- Example: 00:15 will be displayed as 0.25, as 15 minutes is a quarter of an hour. (3)

Work in the **Chart_Grafiek** worksheet.

3.5 The column chart/graph was created using the data in the **range I9:J16** in the **Types_Tipes** worksheet.

- Change only the 'Total Time' data series to display as a line chart/graph with markers.
- The legend 'Number of online surveys' must read 'Number of years'.
- Change the horizontal gridlines to display as shown below.
- The horizontal axis labels should be displayed as shown in the chart/graph below.



(5)

Save and close the **3Online_Aanlyn** spreadsheet.

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QUESTION 4: SPREADSHEET

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 it 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 changes are made to the existing data.

A survey was conducted among people with diabetes. The results of the survey are stored in a spreadsheet.

Open the **4Surv_Opn** spreadsheet and work in the **Data** worksheet.

4.1 The number of glucose level tests is stored in **column J**.

Insert a function in **cell E3** to determine the average number of glucose level tests. (2)

4.2 Insert a function in **cell E4** that uses the data in **column I** to determine the number of Type 2 diabetics. (4)

4.3 The income of each person is stored in **column K**.

Insert a function in **cell E5** to determine the total income of all male diabetics. (4)

4.4 **Column A** displays two names for each diabetic. The researcher only requires one name and the surname of the diabetic.

4.4.1 Insert a function/formula in **cell C8** to display only the first name that appears in **column A**.

Example: Austin Richards will be displayed as Austin.

HINT: First determine the position of the space. You may use any of the 'blank' columns, such as columns M and N, for calculating any interim results. (6)

4.4.2 Insert a function in **cell D9** to display the information required by the researcher as follows:

- The first name
- Followed by a space
- Followed by the surname

Example: Austin Allison (3)

4.5 The date of birth is stored in **column E**.

4.5.1 Use a function in **cell F11** to extract the month from the date of birth in **cell E11**. (2)

4.5.2 Use a VLOOKUP function in **cell G12** to display the month in which Paki Levy was born.

Use the data in **cell F12** and the data provided in the **Months_Maande** worksheet.

Ensure that the function will work correctly if copied down to the rest of the cells in the column. (4)

4.6 Use conditional formatting to automatically apply the '3 Arrows (Colored)' icon set format style on all the values in **column K** using the following categories:

- >500 000
- 300 001–500 000
- 0–300 000

(6)

Save and close the **4Surv_Opn** document.

[31]

QUESTION 5: DATABASE

A database with survey results and participants has been created.

Open the **5Info** database.

5.1 The results of all the surveys are stored in the **Type_Tipe** table.

Open the **Type_Tipe** table.

5.1.1 Change the primary key to a more appropriate field. (1)

5.1.2 The survey codes consist of a combination of letters and digits.

Create an input mask for the *SurveyCode* field to accept data in the following format:

- A compulsory capital letter
- Followed by either a compulsory letter or a compulsory digit
- Followed by one optional digit

Examples of survey codes: AB1, B23, Z8 or HZ3 (4)

5.1.3 Change the field properties of the *EndDate* field so that:

- It does not accept a date after the year 2019
- Appropriate validation text is entered (3)

5.1.4 The *Years* field contains the duration of the surveys in completed years in the range 0–10 years.

- Change the data type of the *Years* field to a more appropriate data type.
- Add the number zero as a default value. (2)

5.1.5 Ensure that a user has to enter a value in the *Feedback* field. (1)

5.1.6 The *Purpose* field displays the following three values in a drop-down list:

- Medical
- Scientific
- Advertising

Remove the 'Scientific' value from the list. (1)

Save and close the **Type_Tipe** table.

5.2 Open the **frm5_2** form.

Modify the form as follows:

- Change the background colour of the *ParticipantsId* field to light red.
- Add the picture **5Diabetes** found in your examination folder to the form header.
- Format the *Income* field to currency.
- Insert a button control in the details section after the *SurveyId* field. Select the appropriate option so that the next record will be shown when the button is clicked.
- Insert the date and time in the form footer.

Save and close the **frm5_2** form.

(8)

5.3 Open the **qry5_3** query.

Modify the query to display all female participants who do NOT use insulin devices.

Save and close the **qry5_3** query.

(2)

5.4 Create a query called **qry5_4** based on the **Participant_Deelnemer** table that will display the total number of tests per diabetic type per education level, as shown in the table below.**NOTE:**

- The *SumOfNoTests* field uses the *NoTests* field and will be calculated by using aggregate functions.
- The name of the field *SumOfNoTests* may differ.

EducationLevel	Type	SumOfNoTests
College graduate	Type 1	83
College graduate	Type 2 (medication & insulin)	85
College graduate	Type 2 (medication only)	37
College graduate	Type 2 (no medication)	40
High school graduate	Type 1	55
High school graduate	Type 2 (medication & insulin)	54
High school graduate	Type 2 (medication only)	40
High school graduate	Type 2 (no medication)	44
Non-high school graduate	Type 1	71
Non-high school graduate	Type 2 (medication & insulin)	32
Non-high school graduate	Type 2 (medication only)	93
Non-high school graduate	Type 2 (no medication)	46
Post-graduate	Type 1	85
Post-graduate	Type 2 (medication & insulin)	56
Post-graduate	Type 2 (medication only)	70
Post-graduate	Type 2 (no medication)	53

(3)

5.5 Open the **qry5_5** query.

Display the names and birthdates of all Indian participants.

Save and close the **qry5_5** query. (2)

5.6 Open the **qry5_6** query.

- Create and display a calculated field with the name *Paid* to calculate how much each participant will be paid for the tests they participated in. The amount they will receive for each test is stored in the *TestFee* field.
- Display only the *Names*, *NoTests* and *Paid* (see previous bullet) fields.

Save and close the **qry5_6** query. (5)

5.7 Create a report called **rpt5_7** based on the **Participant_Deelnemer** table.

- Display only the *EducationLevel*, *Type*, *Names*, *Race* and *NoTests* fields.
- Group the records, first by the *EducationLevel* field and then by the *Type* field.
- Use a function to count the number of people that completed surveys per diabetic type.

Save and close the **rpt5_7** report. (6)

Save and close the **5Info** database. [38]

QUESTION 6: WEB DESIGN (HTML)

You have to assist your school to complete their web page about Type 1 diabetes.

Open the incomplete **6Type1_Type1** web page in a web browser and also in a text/HTML editor.

NOTE:

- Question numbers are inserted as comments in the coding to show approximately where the answer(s) should be inserted.
- An HTML tag sheet has been attached for reference.

Your final web page should look like the example below.

Type 1 Diabetes

Immune System Attacks	Diabetes is often referred to as a silent killer.
Insulin Therapy	
Balancing Act	Check your glucose level!

The more severe form of diabetes is Type 1, or insulin-dependent diabetes. It's sometimes called "juvenile" diabetes because Type 1 diabetes usually develops in children and teenagers, though it can develop at any age.

Immune System Attacks

With Type 1 diabetes, the body's immune system attacks part of its own pancreas. Scientists are not sure why, but the immune system mistakenly sees the insulin-producing cells in the pancreas as foreign, and destroys them. This attack is known as autoimmune disease. These cells - called "islets" (pronounced EYE-lets) - are the ones that sense glucose in the blood and, in response, produce the necessary amount of insulin to normalise blood sugars. Insulin serves as a "key" to open your cells to allow the glucose to enter - and to allow you to use the glucose for energy.

Without insulin, there is no "key". So, the sugar stays - and builds up - in the blood. The result: the body's cells starve from the lack of glucose. And, if left untreated, the high level of blood sugar can damage eyes, kidneys, nerves, and the heart, and can also lead to coma and death.

Insulin Therapy

So, a person with Type 1 diabetes treats the disease by taking insulin injections. This outside source of insulin now serves as the "key" - bringing glucose to the body's cells.

The challenge with this treatment is that it's often not possible to know precisely how much insulin to take. The amount is based on many factors, including:

- Food
 - i. Junk food
 - ii. Oily food
- Exercise
- Stress
- Emotions and general health

Balancing Act

These factors fluctuate greatly throughout every day. So, deciding what dose of insulin to take is a complicated balancing act. If you take too much, then your body burns too much glucose - and your blood sugar can drop to a dangerously low level. This is a condition called hypoglycemia, which, if untreated, can be potentially life-threatening. If you take too little insulin, your body can again be starved of the energy it needs, and your blood sugar can rise to a dangerously high level - a condition called hyperglycemia. This also increases the chance of long-term complications.



NOTE: Use the example on the previous page to help you with this question.

6.1 Add HTML code to display the text 'Juvenile Diabetes' in the browser tab. (1)

6.2 Adjust only the heading 'Type 1 Diabetes' as follows:

- Change the font colour to purple.
- Change the font size to 24.

NOTE: Ensure that only the heading is adjusted. (3)

6.3 Edit the table as follows:

- Add an additional column and create a cell that stretches over the first two rows, as shown in the example on the previous page.
- The cell width of the cells in the second column is 150.
- Place the text 'Diabetes is often referred to as a silent killer.' in the appropriate cell.
- Place the text 'Check your glucose level!' in the appropriate cell. (5)

6.4 Insert the picture **6Ado.jpg**, which is stored in your examination folder, as follows:

6.4.1 Display the picture to the right of the second paragraph, as shown in the example on the previous page. (3)

6.4.2 Set the height of the picture to 100 and the alignment to right. (2)

6.4.3 Display the text 'Type 1' if the picture does not show. (1)

6.5 Display the two lines of text under the bullet 'Food' as subbullets, as shown in the example on the previous page.

NOTE: The subbullets are numbered 'i.' and 'ii.'. (3)

6.6 A link has been created on the third button, 'Balancing Act', in the third row of the table.

Create the anchor (target location) for the link on the text 'Balancing Act', towards the end of the page, in order for the link to move to the anchor when it is clicked. (3)

Save and close the **6Type1_Tipe1** document. [21]

QUESTION 7: GENERAL

Diabetes may occur with other related diseases.

7.1 Open the **7Res_Nav** spreadsheet and work in the **Find_Bevind** worksheet.

Research will be published only if the research key (**column E**) is 'CSS' and the number of participants (**column C**) is more than 500.

Add a function in **cell G2** to determine whether the research will be published or not.

Display the text 'Publish' if the research will be published, otherwise the cell must be left empty (blank). (4)

7.2 Open the **7Conv_Veran** database and import the data of the **Find_Bevind** worksheet of the **7Res_Nav** spreadsheet as a linked table into the database.

Use the same name as the spreadsheet worksheet for the table. (2)

Save and close the **7Res_Nav** spreadsheet and **7Conv_Veran** database.

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

7.3 Locate the text 'Refer to Table 1: Rate of Diabetes in South Africa and related Diseases on page' on the first page.

Add a cross reference at the end of this text to the table on the last page of the document. Include only the page number as a cross reference. (3)

7.4 Insert the text 'Annexure' in the header of the last page only. (2)

Save and close the **7Burden_Las** document.

7.5 Details of members of the 'Diabetes South Africa' support group appear in the **7Data** spreadsheet.

Open the **7Answ_Antw** word processing document and insert your examination number in the document.

This question requires you to give the answer and briefly explain the specific method/formula/function you used to obtain the answer.

EXAMPLE:

QUESTION	BRIEF EXPLANATION	ANSWER
How many boys are in the Grade 12A class?	Filter to extract the boys of 12A and then use the Count function.	24

Use the **7Data** spreadsheet to answer the questions below.

7.5.1 How many members appear in the spreadsheet?

NOTE: No explanation is required. (1)

7.5.2 How many members live in Bloemfontein? (2)

7.5.3 How many members are older than the average age of all the members? (2)

7.5.4 What is the average waist size of all the males? (2)

7.5.5 Who has a higher risk of heart attacks, males or females? (2)

Save and close the **7Answ_Antw** document. [20]

TOTAL: 180

HTML TAG SHEET

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
<h1></h1>	Creates the largest heading
<h6></h6>	Creates the smallest heading
	Creates bold text
<i></i>	Creates italic text
	Sets size of font, from "1" to "7"
	Sets font colour
	Sets font type
Links Tags	
Tag	Description
	Creates a hyperlink
	Creates an image link
	Creates a target location in the document
	Links to a target location created somewhere else in the document
Formatting Tags	
Tag	Description
<p></p>	Creates a new paragraph
<p align="left">	Aligns a paragraph to the "left" (default), can also be "right" or "center"
 	Inserts a line break
	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 upon the type of list selected
	Adds an image
	Aligns an image: can be "left", "right", "center", "bottom", "top", "middle"
	Sets the size of the border around an image
	Sets the height and width of an image
	Displays alternative text when the mouse hovers over the image or when the image is not found
<hr/>	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 cellpadding="1">	Sets the space between the table cells
<table cellspacing="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

COMPUTER APPLICATIONS TECHNOLOGY P1 – NOVEMBER 2015**INFORMATION SHEET** (to be completed by the candidate AFTER the 3-hour session)**180**

CENTRE NUMBER _____

EXAMINATION NUMBER _____

WORK STATION NUMBER _____

SUITE USED

(Mark appropriate box with a cross (X))

WEB BROWSER USED

(Mark appropriate box with a cross (X))

LibreOffice 4.4 or higher	Microsoft Office 2007	Microsoft Office 2010	Microsoft Office 2013
Mozilla Firefox	Google Chrome	Internet Explorer	Other (Specify)

FOLDER NAME _____

Candidate must enter the file name(s) used for each answer. Tick if saved and/or done.

Question Number	File name	Saved (✓)	Done (✓)	Maximum Mark	Mark Achieved	Marker Initial/Code
1				31		
2				17		
3				22		
4				31		
5				38		
6				21		
7				20		
TOTAL				180		

Comment (for office/marker use only)
