GRADE 12

CAT

TERM 2

TASK 4

PRACTICAL EXAM

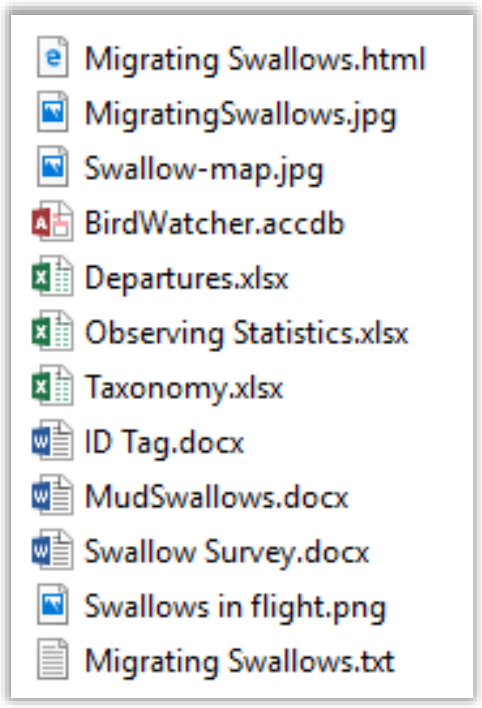
Time Allocation : 3 Hours

Total Marks : 180

Date : 22 May 2019

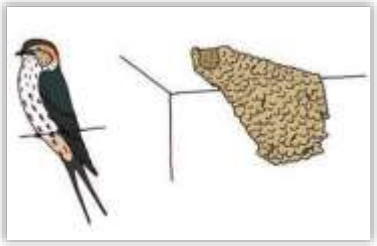
INSTRUCTIONS

1. This question paper consists of EIGHT (8) questions.
2. Answer ALL the questions.
3. *Read* through each question before answering or solving the problem. Do not do more than is required by the question.
4. 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 power failures.
5. At the end of the examination you must hand in the storage medium with all the files saved on the disk. Make sure that all the files can be read.
6. During the examination you may make use of the offline help functions of the programs which you are using. You may NOT use any other resource material.
7. If data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.
8. *Create* a folder on your computer named "**Your Name 12 CAT June Exam ANSWER**" and copy all the templates from your data folder to this folder.
9. The examination folder that you receive with this question paper will contain the following files listed below. Ensure that you have the folder and all the files before you start this examination.



SCENARIO

You visited your aunts house and saw a mud nest on her front porch. She told you it is a swallow's nest. She asked you to help her to develop information worksheets and other documentation on computer to share with the local primary school teachers and children to teach them how to observe nature in their environment.



QUESTION 1: WORDPROCESSING

You found information on swallows but need to make it more professional before you give it to your aunt. Open the document **MudSwallows.docx**.

1.1 Set the right-hand and top margins of the document to 2 cm. (1)

1.2 You have inserted a cover page and decided to make the following changes to the cover page:

1.2.1 Add the heading "Time to Fly" in the title control. (1)

1.2.2 Replace the picture with "**MigratingSwallows.jpg**" and adjust the height is 13,62 cm and the width are 7,94 exactly. (2)

1.3 Adjust the text wrapping to the WordArt heading "*Table Of Contents*" to be top and bottom. (1)

1.4 Modify the existing style *Heading 2* so that the headings that are in this style will be formatted to update automatically and the font face must be Comic Sans. (2)

1.5 Rename the *Heading 2* style to be "Swallow". (1)

1.6 Create a table of contents after the cover page under the heading "Table of Contents"
The table of contents should have a format similar to the one shown in the screenshot below:

Note:

- Only headings formatted with the style Heading 1 and 2 must appear in the table of contents.
- The heading "Table of Contents" does NOT appear in the table of contents.
- The "table of Contents" needs to be above the table of figures. (4)

1.7 Remove the watermark from the document. (1)

1.8 Apply an expanded spacing of 1.5 pt for the heading "The mud building swallow" on page 3. (2)

1.9 Locate the highlighted letter "S" on page 3.

- Add a drop cap effect to the letter "S" to be dropped over 4 lines.
- The distance from the text must be 0,7 cm.

(2)

1.10 The table representing facts of the barn swallow on page 3 must be altered as follows:

- The spacing between the cells must be 0,2 cm. (1)
- Insert a function in the highlighted area (replace the highlighted region) to determine how many different facts are listed in the table. (1)

1.11 Apply any *Bevel* effect to the text box "*Ringed Barn Swallow's first recapture"* on page 3. (1)

1.12 The source "*Wilken, Joan*" incorrectly gives 2001 as the date of publication due to typing error. Change the date to 2010. (1)

1.13 Insert the citation to the source *Wilken,* Angie to the last word in the textbox. (1)

1.14 Locate the footnote on page 4 that was added to the word *forage* and make the following changes:

- Convert the footnote to an endnote.
- Change the endnote symbol to a '⁂' symbol. *(Wingdings 2, character code 249)* (2)

1.15 Locate the paragraph highlighted in yellow.

- Use a pagination control to ensure the paragraph will not be separated over two pages. (1)

- Put a frame around this paragraph that is a double line in red. (2)
- Insert a comment to the words, "*same breeding area*" that reads "*See Aunt's front porch*". (2)

1.16 Locate the five paragraphs on page 5 that is highlighted in turquoise and grey and do the following:

- Place them in 2 columns with a line between.
- The spacing between the columns must be 1 cm.
- The turquoise paragraphs should be in the first column and the grey paragraphs should be in the second column. (3)

1.17 At the bottom of page 5 is a callout shape and a picture of a swallow.

- The picture of the swallow must face the callout as seen below:

- Both images must be able to be manipulated as ONE object. (2)

1.18 Edit the bibliography inserted on page 6 to include:

The city where the book was published must be Cape Town.
<u>Note</u>*: Make sure to display the updated contents in the bibliography*. (2)

1.19 Change the orientation of the last pages with the table to be in landscape. (1)

1.20 Apply multilevel bullets to the text under the heading "*Species list (partially)"* that is highlighted in pink. (1)

1.21 Format the table as follows:

- The headings in the top row must be repeated as header row on every page.
- Change the outer border of the table to a double line and 3 pt thickness.
- Insert a caption for the image displayed next to "Welcome Swallow (3rd row) so that it reads "*Figure 3: Welcome Swallow*".
- <u>Note</u>: Update the table of figures so that the caption for figure 3 is included as well. (5)

1.22 Add automatic page numbering to the last pages with the tables as follows:

- Place right aligned text in the header that reads "*Glossary*".
- Note: The text must only appear on the pages with the tables. (3)

1.23 To be able to return to the cover page quickly, create a hyperlink to the words <<*Top of document*>> found at the bottom of the table. (2)

Save and close the document. **[48]**

QUESTION 2:

An observation form was created in a wordprocessing document to fill in as a tool to conduct a swallow survey in the vicinity of the school.
Open the file **Swallow Survey.docx**.

2.1 Format the field next to "*Date & Time*" so that it will be displayed in yyyy/MM/dd h:mm am/pm format. (1)

2.2 Insert paragraph shadings to the subheadings numbered A, B, C, and D with any shade of blue. (2)

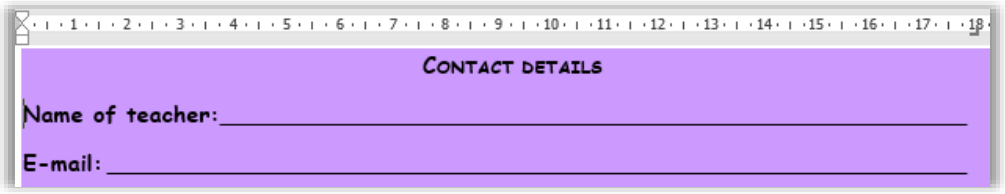
2.3 Format the text form field next to "*Active nests*" so that:

- The maximum length is 2.
- It does not display any decimals. (2)

2.4 Edit the drop-down form field next to "*Building materials of nest*" so that:

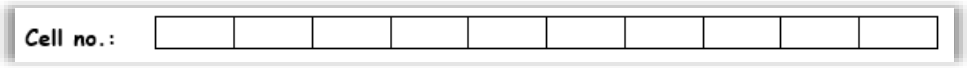
- The option "*Select ONE below*" is added.
- Appear as the first option in the list. (2)

2.5 Set and apply an 18 cm right aligned solid leader tab after the headings "*Name of teacher and E-mail*." after the heading "Contact Details" to resemble like shown below:



(3)

2.6 Locate the "*Cell no*" shown on the last line of the document. Insert a table consisting of 1 row and 10 equal sized cells of 1,4 cm.

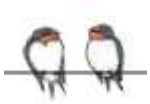


(2)

Save and close the document. **[12]**

QUESTION 3:

Enthusiasts were recording departure dates of swallows from South Africa to the northern hemisphere in the **Departures** spreadsheet. Open the mentioned spreadsheet.



Work in the **Observation** worksheet.

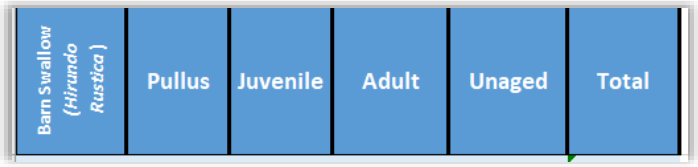
3.1 Use the VLOOKUP function in **cell C5** on the **Observation** worksheet together with the **Find** worksheet to display the name of the person who observed the departure of swallows on the Saturday, 20 January 2018. (5)

Work in the **Ringing** worksheet

3.2 Insert today's date in cell **A1** in the format dd-mmm-yy. (1)

3.3 Merge and centre the cells **B1** to **F1**. (1)

3.4 Insert a thick border on the left and right side of each cell from **A2** to **F2**.
Note: The top and bottom borders should remain the same as seen below.



(2)

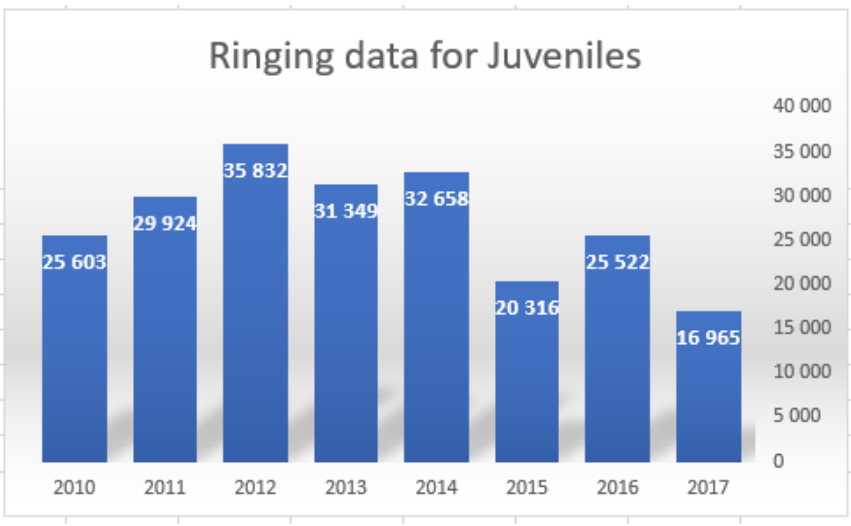
3.5 The position of worksheet **Ringing** in this workbook must be as shown below:

(1)

3.6 Add a function in **C13** to find the amount of years data was gathered in **column A**. (1)

3.7 Correct the error message in **C14**. (1)

3.8 Change the graph to appear as follows: (5)



Note:

- Display the data labels on the inside end.
- Replace the data labels for the X-axis to show the year number.
- The y-axis is shown on the right-hand side of the chart,
- The chart must be in its own worksheet.
- Correct the title of the chart.

Save and close the workbook. **[17]**

QUESTION 4:

At a local primary school, the learners in grade 5 to 7 did a trial observation of swallows in their neighbourhood. The results were stored in the **Observing Statistics** spreadsheet.

Work in **Sheet 1** of the spreadsheet.

4.1 Freeze **row 2** so that the headings will always be visible. (1)

4.2 Use suitable text functions to create an observation code in cell **A3** so that the name of the learner will show and the observation group he/she belongs to. Do it as follow:

- Whole contents of **Name** field.
- Followed by a **space**.
- Followed by the text #
- Lastly the name of the **observation group** must be added in uppercase letters.

Example: The observation code for 'Albert will be
Carolyn #PEARL-BREASTED (6)

4.3 Remove the current conditional formatting rule that was applied in column **E.** (1)

4.4 Apply a new conditional formatting rule to the data of the **Observation Group** in column **E**:
The **Barn** observation group will be shaded with blue and green and the name of the observation group is displayed in white letters. (3)

4.5 Use a function in **B49** to calculate the number of members who belongs to the **Wire-tailed** swallows' group. (3)

4.6 Use a function in **B50** to calculate the total amount of chicks observed by the **Blue** group. (4)

4.7 The areas that were observed must be rated in **J3**.

- The rating was decided as follows:

CRITERIA	RATING
If the active nests found, were more than 15	Yes
Active nest between 5 and 15	Maybe
Active nests less than 5	No

- Copy the function you added in **J3** to cells **J4:J47**. Ensure that it works correctly. (6)

4.8 Calculate the average number of chicks in **B51** rounded up to no decimal number. (4)

4.9 Sort the data first by the *Date of Sighting* in ascending order and then the names of the learners alphabetically. (4)

Save and close the workbook. **[32]**

QUESTION 5:

You did research on different species of swallows and created a database to show the different classifications of swallows.

Open the **database BirdWatcher.accdb**

Format the **Sightings** table as follows:

5.1 Set the field size of the ***ObservationCode*** field to 30. (1)

5.2 All the gridlines of the table must be a blue colour. (1)

5.3 The data must be in italics. (1)

5.4 The date of the sighting must also show the name of the specific day the sighting happened. (1)

5.5 Ensure that the **Gender** field is displayed in uppercase even if it is typed in lowercase. (1)

5.6 Format the ***Sticker*** field as follows:
The data type for this field only require a 'Yes' or 'No' values.
The default value for this field is 'Yes'.
Correct the entries so that only the rows where stickers must be issued are ticked. (4)

5.7 Ensure that the ***ResidentsAttitude*** field must is not left empty. (1)

5.8 Edit the value list for the ***ScientificName*** field so that the option *Hirundo d**e**micola* is corrected to *Hirundo d**o**micola*. (1)

5.9 Set a validation rule to allow the user to enter only the text M or F for the field ***Gender***. Use suitable validation text. (2)

Work in the table **Ringed.**

5.10 Create an input mask for the **Ref** field to ensure that the user inserts a code made up as follows:

- Two compulsory letters
- Followed by one compulsory number
- Followed by an Asterisk (*)
- Followed by an optional digit or space
- Followed by an optional digit or letter

Example: LK3#8S (5)

Work in the query **Abandoned.**

5.11 Open the query **Abandoned.** Display only the following records:

- Sightings done before 15 February.
- The sighting dates must be in ascending order.
- Sightings done by the "Welcome" and "Blue" observation groups.
- The fields to show must only be **ObservationCode** and **Abandoned**. (5)

5.12 Open query **Nests**. Add the field, *ObservationCode*. Add a calculated field called ***AmtNests*** to calculate the number of nests found whether it is an active nest or being abandoned. Sort the answers in descending order. (4)

5.13 Open the form **Sightings** and make the following changes:

Add a border width of 4 pt and a shadow effect to the image in the form header.
The background of the detail section must be light green. (4)

5.14 Create a report **ObsResults** based on the **Sightings** table so that it resembles as follows:

- Display the following fields: *ObservationCode, ObservationGroup, DateSighting, Active nests and Chickcount*.
- Group the records based on the ObservationGroup and in alphabetical order.
- Add a calculation in the report footer to count the number of chicks. Make sure that a proper label is given for the calculation. (6)

Save the document. **[37]**

QUESTION 6:

A website with information was created on the migration patterns of swallows between the northern and the southern hemisphere.

Open the incomplete webpage **Migrating Swallows.html** in your web browser and also in a text/HTML editor for e.g. Notepad.

NOTE:

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

6.1 Add the HTML code so that the text *Migrating Journeys* appear in the browser tab. (2)

6.2 Change the size of the horizontal lines that comes within the heading to 6. (1)

6.3 Change the words “Hirundo rustica” to italics. (1)

6.4 Insert the image **Swallow-map.jpg** found in the exam folder after the heading “The Barn Swallow (hirundo rustica)” so that the width and the height of the image is 100 and 45 percent and the text “Migrating pattern” to display if the image does not display in the browser. (5)

6.5 Change the heading “The Swallow” so that it becomes the heading for the whole table as shown in the screenshot.

The Swallow	
Arrive in UK	March / April Depart from UK September
Return to	Africa
Distance travelled	12 600 kilometers
Travel Time	6 weeks (42 days - Swallows can fly 320kilometers a day.)

(3)

6.6 Make the following changes to the first row of the table containing the heading “The Swallow” so that:

- The row colour is red (2)

- The font colour is white for the text

6.7 Insert a caption at the end of the table displayed in the webpage so that it displays “Table 1: Swallow migrating behaviour” as shown in screenshot (centred). (3)

6.8 Change the unordered list displayed after the heading, “Breeding in the Northern hemisphere” to a square pattern. (2)

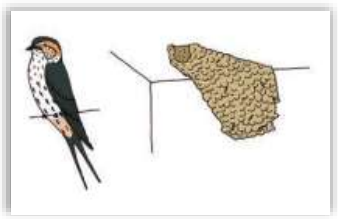
6.9 Correct the hyperlink tag created to the word South African National Biodiversity Institute found in the last paragraph so that it links to the www.sanbi.org website. (1)

Save the document. **[20]**

QUESTION 7 INTEGRATION

The children will be issued with an identification tag to wear while they are busy with the survey in their neighbourhood. The names of the children are stored in the **Observation groups** spreadsheet.

7.1 Open the document **ID Tag.docx** and locate the picture at the bottom of the ID tag. Cut away the swallow in flight to resemble the example below:



(1)

7.2 Create a mail merge as follows:

- Link the document **ID Tag** to the **Groups** worksheet in the **Observation groups** spreadsheet file.
- All the placeholders that are shaded in blue must be linked to the appropriate fields.
- The younger kids (10 years and 11 years old) will receive their tags first and must be done immediately.
- DO NOT complete the merge yet.
- Save the document as **ID Tag 10_11**. (4)

7.3 Complete the merge and save the merged document as **ID Tag 10_11Merged**. (2)

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

QUESTION 8

Open the **Taxonomy** spreadsheet. Work in the **Hirundinidae** worksheet.

8.1 Hide e-Bird taxonomy as it is no longer needed. (1)

8.2 Sort the contents of the worksheet first by PRIMARY_COM_NAME in ascending order and then by SPECIES_CODE in descending order. (2)

8.3 The worksheet contains the names of martins and swallows. Since the emphasis is on swallows, replace all the occurrences of the word swallow with uppercase SWALLOW. (2)

8.4 To make sure that nobody can modify the worksheet, it was decided to protect it with a password **v2018**. (2)

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

TOTAL: 180

Annexure A

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 document
<html> </html>	Creates an HTML document – starts and ends a web page
<title> </title>	Defines a title for the document
<!-- -->	Comment
Text Tags	
Tag	**Description**
<hl></hl>	Creates the largest heading
	Creates the smallest heading
	Creates bold text
	Creates italic text
 	Sets size of font, from 1 to 7
 	Sets font colour
 	Sets font type
Links	
Tag	**Description**
 	Creates a hyperlink
 <img src='URL'> 	Creates an image link
 	Creates a target location
 	Links to a target location created somewhere else in the document
Formatting	
Tag	**Description**
	Creates a new paragraph
	Aligns a paragraph to the left (default), can also be right, or centre
 	Inserts a line break
	Creates a numbered list
	Creates a bulleted list
	Inserted before each list item, and adds a number or symbol depending upon the

	type of list selected
<img src='name'>	Adds an image
<img src='name' align='left'>	Aligns an image: can be left, right, centre; bottom, top, middle
<img src='name' border='1'>	Sets size of 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 the image
	Inserts a horizontal line
<hr size='3'/>	Sets size (height) of line
<hr width='80%'/>	Sets width of line, in percentage or absolute value
<hr color='ff0000'/>	Sets the colour of the line

Tables	
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 common bold, centred text)
<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's border and its contents
<table width='50'>	Sets width of table
<tr align='left'>	Sets alignment for cell(s) (left, can also be centre, or right)
<tr valign='top'>	Sets vertical alignment for cell(s) (top, can also be middle, or bottom)
<td colspan='2'>	Sets number of columns a cell should span
<td rowspan='4'>	Sets number of rows a cell should span