



# basic education

Department:  
Basic Education  
**REPUBLIC OF SOUTH AFRICA**

**NATIONAL SENIOR CERTIFICATE/  
NASIONALE SENIOR SERTIFIKAAT**

**GRADE 12/GRAAD 12**

**CATN.1**

**COMPUTER APPLICATIONS TECHNOLOGY P1  
REKENAARTOEPASSINGSTEGNOLOGIE V1**

**NOVEMBER 2014**

**MARKS/PUNTE: 180**

**TIME/TYD: 3 hours/uur**

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

Hierdie vraestel bestaan uit 18 bladsye, 'n HTML-merkersblad en 'n aparte inligtingsblad.

**MORNING SESSION/  
OGGENDSESSIE**



**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. Type your examination number 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 or computer. If a disk has been issued to you, you must write your examination number and centre number on the disk. If you are working on the network, you must follow the instructions provided by the invigilator.
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 disk given to you by the invigilator with ALL your answer files saved onto the disk, 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 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 use the help functions of the programs which you are using. You may NOT use any other resource material.
12. Unless instructed otherwise, you must 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.



**INSTRUKSIES EN INLIGTING**

1. As gevolg van die aard van hierdie drie-uur-eksamen is dit belangrik om daarop te let dat jy NIE toegelaat sal word om die eksamenlokaal voor die einde van die eksamensessie te verlaat NIE.
2. Tik jou eksamennommer in die bladsyboskrif ('header') van ELKE dokument wat jy skep of stoor.
3. Die toesighouer sal 'n disket met al die lêers wat vir die eksamen benodig word, aan jou gee, OF jy sal ingelig word waar die lêers op die netwerk of rekenaar gevind kan word. Indien 'n disket aan jou uitgereik is, moet jy jou sentrumnommer en eksamennommer op die etiket skryf. Indien jy op 'n netwerk werk, moet jy die instruksies wat deur die toesighouer gegee word, volg.
4. 'n Kopie van die meesterlêers ('master files') sal by die toesighouer beskikbaar wees. Indien daar enige probleme met 'n lêer is, mag jy die toesighouer vir 'n ander kopie vra.
5. Hierdie vraestel bestaan uit SEWE vrae.
6. Beantwoord AL die vrae.
7. Maak seker dat jy elke dokument stoor deur die lêernaam wat in die vraestel gegee word, te gebruik. Stoor jou werk gereeld as 'n voorsorgmaatreeël teen moontlike kragonderbrekings.
8. Lees deur elke vraag voordat jy dit beantwoord of die probleem oplos. MOENIE meer doen as wat die vraag vereis NIE.
9. Aan die einde van die eksamen moet jy die disket wat deur die toesighouer aan jou gegee is, inlewer met AL die antwoordlêers daarop gestoor, OF jy moet seker maak dat AL die antwoordlêers op die netwerk/rekenaar gestoor is, soos wat deur die toesighouer/onderwyser aan jou verduidelik is. Maak absoluut seker dat al die lêers gelees kan word. MOENIE onnodige lêers/lêergidse stoor NIE en MOENIE duplikaatantwoord-lêers/-lêergidse inlewer NIE.
10. Die inligtingsblad wat saam met die vraestel voorsien word, **MOET NA AFLOOP VAN DIE 3-UUR-EKSAMENSESSIE VOLTOOI WORD**. Lewer dit aan die einde van die eksamen by die toesighouer in.
11. Gedurende die eksamen mag jy die hulpfunksies van die programme wat jy gebruik, raadpleeg. Jy mag GEEN ander hulpbronnemateriaal gebruik NIE.
12. Tensy anders aangedui, moet formules en/of funksies vir ALLE berekeninge in sigbladvrae gebruik word. Gebruik absolute selverwysings slegs waar nodig, om seker te maak dat formules korrek is wanneer jy dit na ander selle in 'n sigblad kopieer.



13. If data is derived from a previous question that you could not answer, you should still proceed with the questions that follow.
14. 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 stated otherwise.
15. Use centimetres as the unit of measurement when answering this question paper.
16. **Alternative instructions for candidates using LibreOffice are given in cases where they differ from the instructions for candidates using Microsoft Office.**
17. Generally, one mark is allocated per action; therefore a two-mark question would usually require TWO actions, et cetera.
18. The examination folder/data disk that you receive with this question paper will contain the folders and files listed below. Ensure that you have all the files before you begin with this examination.

• 1Africa_Afrika	Word processing file
• 1Visitors_Besoekers	Spreadsheet file
• 2Questionnaire_Vraelys	Word processing file
• 2Temp	Word processing file
• 3Airplane_Vliegtuig	Image file
• 3Clients_Kliënte	Spreadsheet file
• 3Draw_Trekking	Text file
• 4Book_Bespreek	Spreadsheet file
• 5Ace	Database file
• 6Info_Inlig	Word processing file
• 6Serengeti	HTML file
• 6SerengetiPark	Image file
• 7Attract_Besiens	Word processing file
• 7Convert_Verander	Word processing file
• 7GraphSA_GrafiekSA	Spreadsheet file
• 7Merge_Saamvoeg	Word processing file
• 7Top10	Word processing file
• 7TouristsSA_ToeristeSA	Spreadsheet file



13. Indien data afgelei is uit 'n vorige vraag wat jy nie kon beantwoord nie, moet jy steeds voortgaan met die vrae wat volg.
14. Vir alle woordverwerkingsvrae moet die taal op 'English (South Africa)' gestel word. Neem aan dat die papiergrootte A4 Portret ('Portrait') is, tensy anders aangedui.
15. Gebruik sentimeter as maateenheid wanneer hierdie vraestel beantwoord word.
16. **Alternatiewe instruksies vir kandidate wat LibreOffice gebruik, word gegee in gevalle waar dit verskil van die instruksies vir kandidate wat Microsoft Office gebruik.**
17. Gewoonlik word een punt vir een aksie toegeken; dus sal 'n twee-punt-vraag TWEE aksies vereis, ensovoorts.
18. Die eksamenlêergids/-datadisket wat jy saam met hierdie vraestel ontvang, bevat al die lêergidse en lêers wat hieronder aangedui word. Maak seker dat jy al die lêers het voordat jy met hierdie eksamen begin.

• 1Africa_Afrika	Woordverwerkingslêer
• 1Visitors_Besoekers	Sigblادلêer
• 2Questionnaire_Vraelys	Woordverwerkingslêer
• 2Temp	Woordverwerkingslêer
• 3Airplane_Vliegtuig	Prentlêer
• 3Clients_Kliënte	Sigblادلêer
• 3Draw_Trekking	Tekslêer
• 4Book_Bespreek	Sigblادلêer
• 5Ace	Databasislêer
• 6Info_Inlig	Woordverwerkingslêer
• 6Serengeti	HTML-lêer
• 6SerengetiPark	Prentlêer
• 7Attract_Besiens	Woordverwerkingslêer
• 7Convert_Verander	Woordverwerkingslêer
• 7GraphSA_GrafiekSA	Sigblادلêer
• 7Merge_Saamvoeg	Woordverwerkingslêer
• 7Top10	Woordverwerkingslêer
• 7TouristsSA_ToeristeSA	Sigblادلêer



**SCENARIO**

The African continent offers many beautiful places to visit. Your school is planning a tour on the African continent for the Grade 12 learners.

The school principal has asked you to contact the travel agency, Ace Travel, for information regarding possible destinations.

**QUESTION 1: WORD PROCESSING**

Ace Travel was requested to develop a document on the beautiful places to tour on the African continent.

Open the **1Africa\_Afrika** word processing document and insert your examination number in the header.

- 1.1 Set the left margin of the document to 2 cm. (1)
- 1.2 This document requires a cover page. Do the following:
- 1.2.1 Insert any cover page/title page at the beginning of the document. (1)
- 1.2.2 Add the following title to the cover page:  
'Beautiful Africa' (1)
- 1.3 Locate the text 'Table of Contents' and apply a WordArt/Fontwork of your choice to this text. (1)
- 1.4 Locate the 'Summary of Facts' table on the page after the table of contents and format the table as follows:

Summary of Facts	
Country	Zambia/Zimbabwe
Coordinates	17.9233°S, 25.856°E
Height	108 m
Watercourse	Zambezi River
UNESCO World Heritage Site	1989

- Merge the cells in the first row of the table.
- Move the text 'Summary of Facts' to row 1 and align the text to the right.
- Make the necessary changes so that a degree symbol is shown just before the letter 'S' and the letter 'E' in the coordinates as shown below:

17.9233°S, 25.856°E

- Centre the table horizontally on the page.
- Format the inner gridlines to 1½ pt. (6)



**SCENARIO**

Die Afrika-kontinent bied baie pragtige plekke om te besoek. Jou skool beplan 'n toer vir die graad 12-leerders op die Afrika-kontinent.

Die skoolhoof het jou gevra om die reisagentskap, Ace Travel, in verband met moontlike bestemmings te skakel.

**VRAAG 1: WOORDVERWERKING**

Ace Travel is gevra om 'n dokument oor die pragtige plekke waar 'n mens op die Afrika-kontinent kan toer, te ontwerp.

Maak die **1Africa\_Afrika**-woordverwerkingsdokument oop en voeg jou eksamennummer in die bladsyboskrif ('header') in.

- 1.1 Stel die linkerkantlyn van die dokument op 2 cm. (1)
- 1.2 Hierdie dokument het 'n voorblad nodig. Doen die volgende:
  - 1.2.1 Voeg enige voorblad/titelblad aan die begin van die dokument in. (1)
  - 1.2.2 Voeg die volgende titel op die voorblad by:  
'Beautiful Africa' (1)
- 1.3 Vind die teks 'Table of Contents' en pas 'n 'WordArt/Fontwork' van jou keuse daarop toe. (1)
- 1.4 Vind die 'Summary of Facts'-tabel op die bladsy ná die inhoudsopgawe en formateer die tabel soos volg:


Summary of Facts	
Country	Zambia/Zimbabwe
Coordinates	17.9233°S, 25.856°E
Height	108 m
Watercourse	Zambezi River
UNESCO World Heritage Site	1989

- Voeg ('Merge') die selle in die eerste ry van die tabel saam.
- Skuif die teks 'Summary of Facts' na ry 1 en stel die teks regs inlyn.
- Bring die nodige veranderinge aan sodat 'n graad-simbool net voor die letter 'S' en die letter 'E' in die koördinate verskyn, soos hieronder getoon:  
17.9233°S, 25.856°E
- Sentreer die tabel horisontaal op die bladsy.
- Formateer die binneste roosterlyne ('gridlines') na 1½ pt. (6)



- 1.5 Locate the text 'Visiting the falls in Zambia has some advantages:' after the 'Summary of Facts' table.

Format the bullets under the text as follows:

- Change the bullets to the Wingdings symbol :

Microsoft Office: character code 39

LibreOffice: character code U+F027

- Align the bullet position at 3 cm from the left margin.

(2)

- 1.6 Add automatic page numbering as follows:

- Place the page numbers in the page footer.
- Start the page numbering on the page starting with '1. Victoria Falls, Zambia', numbering them from page 1 onwards.
- Ensure that even page numbers appear right-aligned in the footer and that odd page numbers appear left-aligned in the footer.
- No page numbers should appear on the cover page and the page containing the table of contents.

(6)

- 1.7 Locate the bulleted text 'Trekking Precautions' under the heading '2. Mount Kilimanjaro, Tanzania'.

Add a hyperlink to the text 'Trekking Precautions' to the *Precautions* bookmark in the same document.

(2)

- 1.8 Locate the paragraph that starts with 'Mount Kilimanjaro' and ends with '... World Heritage site.' that appears below the image under the heading '2. Mount Kilimanjaro, Tanzania'.

Apply widow/orphan control to this paragraph only.

(1)

- 1.9 Remove the bookmark called 'Summit'.

(1)

- 1.10 The heading '5. Mount Kenya, Kenya' is currently not displayed in the table of contents.

- Make the necessary changes so that the heading '5. Mount Kenya, Kenya' appears in the table of contents.
- Update the table of contents.

**NOTE:** Do NOT make any other modifications to the table of contents.

(2)

- 1.11 Locate the heading '9. Sossusvlei, Namibia'.

Insert the spreadsheet **1Visitors\_Besoekers** under the heading '9. Sossusvlei, Namibia' so that it appears as an icon/button.

(2)





- 1.5 Vind die teks 'Visiting the falls in Zambia has some advantages:' ná die 'Summary of Facts'-tabel.

Formateer die kolpunte ('bullets') onder die teks soos volg:

- Verander die kolpunte ('bullets') na die Wingdings-simbool :

Microsoft Office: karakterkode 39

LibreOffice: karakterkode U+F027

- Stel die kolpuntposisie op 3 cm vanaf die linkerkantlyn inlyn. (2)

- 1.6 Voeg outomatiese bladsynommering soos volg in:

- Plaas die bladsynommers in die bladsyonderskrif ('footer').
- Begin die bladsynommering op die bladsy wat begin met '1. Victoria Falls, Zambia', en nommer dit vanaf bladsy 1 verder.
- Maak seker dat gelyke bladsynommers regs inlyn in die bladsyonderskrif ('footer') vertoon en dat ongelyke bladsynommers links inlyn in die bladsyonderskrif ('footer') vertoon.
- Geen bladsynommer moet op die voorblad en die bladsy wat die inhoudsopgawe bevat, verskyn nie. (6)

- 1.7 Vind die kolpuntteks 'Trekking Precautions' onder die opskrif '2. Mount Kilimanjaro, Tanzania'.

Voeg 'n hiperskakel op die teks 'Trekking Precautions' na die *Precautions*-boekmerk in dieselfde dokument in. (2)

- 1.8 Vind die paragraaf wat begin met 'Mount Kilimanjaro' en eindig met '... World Heritage site.' wat onder die prent onder die opskrif '2. Mount Kilimanjaro, Tanzania' verskyn.

Pas sweef-/rugreël ('widow/orphan') -kontrole slegs op hierdie paragraaf toe. (1)

- 1.9 Verwyder die boekmerk met die naam 'Summit'. (1)

- 1.10 Die opskrif '5. Mount Kenya, Kenya' word tans nie in die inhoudsopgawe vertoon nie.

- Bring die nodige veranderinge aan sodat die opskrif '5. Mount Kenya, Kenya' in die inhoudsopgawe verskyn.
- Dateer die inhoudsopgawe op.

**LET WEL:** Moet GEEN ander veranderinge aan die inhoudsopgawe aanbring NIE. (2)

- 1.11 Vind die opskrif '9. Sossusvlei, Namibia'.

Voeg die sigblad **1Visitors\_Besoekers** onder die opskrif '9. Sossusvlei, Namibia' in sodat dit as 'n ikoon/knopie verskyn. (2)



- 1.12 Locate the image under the heading '10. Serengeti National Park, Tanzania'.  
Insert a caption which reads:

Microsoft Office: 'Figure 6: Serengeti'  
LibreOffice: 'Illustration 6: Serengeti'

The caption must be placed above the image. (2)

- 1.13 Insert the following object below the heading 'Table of Figures/Illustration Index' on the last page using the default settings:

Microsoft Office: Table of Figures  
LibreOffice: Illustration Index

(1)

- 1.14 Insert a text watermark with the text 'Ace Travel' in this document. (1)

Save and close the **1Africa\_Afrika** document.

**[30]**



- 1.12 Vind die prent onder die opskrif '10. Serengeti National Park, Tanzania'.  
Voeg 'n byskrif ('caption') in wat lees:
- Microsoft Office: 'Figure 6: Serengeti'  
LibreOffice: 'Illustration 6: Serengeti'
- Die byskrif ('caption') moet bokant die prent geplaas word. (2)
- 1.13 Voeg die volgende objek onder die opskrif 'Table of Figures/Illustration Index'  
op die laaste bladsy in en gebruik die verstekwaardes:
- Microsoft Office: Table of Figures  
LibreOffice: Illustration Index (1)
- 1.14 Voeg 'n teks-watermerk met die teks 'Ace Travel' in die dokument in. (1)
- Stoor en maak die **1Africa\_Afrika**-dokument toe. **[30]**



**QUESTION 2: WORD PROCESSING**

Ace Travel has prepared a questionnaire for all Grade 12 learners who will be going on the African continent tour.

Open the **2Questionnaire\_Vraelys** word processing document and insert your examination number in the header.

2.1 Delete the comment from the document. (1)

2.2 Format the heading 'Ace Travel' as follows:

- Expand the character spacing by 4 pt.
- Scale the character spacing to 120%. (2)

2.3 Review the document as follows:

- Accept the change suggested by the author.
- Reject the change suggested by the assistant.

**NOTE:** Do NOT activate track changes. (2)

2.4 Edit the text form field control next to the 'Date of Birth' label as follows:

- Format the date type to 'yyyy-MM-dd' or 'YYYY-MM-DD'.
- Display the following help message on the status bar:  
'yyyy-MM-dd' or 'YYYY-MM-DD' (3)

2.5 Insert a combo box next to the text 'Meal preference' with the following options:

- Vegetarian
- White meat
- Red meat (2)



**VRAAG 2: WOORDVERWERKING**

Ace Travel het 'n vraelys voorberei vir alle graad 12-leerders wat op die Afrika-kontinenttoer gaan.

Maak die **2Questionnaire\_Vraelys**-woordverwerkingsdokument oop en voeg jou eksamennommer in die bladsyboskrif ('header') in.

2.1 Verwyder die kommentaar ('comment') uit die dokument. (1)

2.2 Formateer die opskrif 'Ace Travel' soos volg:  
• Rek die karakterspasiëring met 4 pt uit.  
• Verander die skaal ('Scale') van die karakterspasiëring na 120%. (2)

2.3 Hersien ('Review') die dokument soos volg:  
• Aanvaar die verandering wat deur die outeur ('author') voorgestel is.  
• Verwerp die verandering wat deur die assistent ('assistant') voorgestel is.  
**LET WEL:** MOENIE die veranderingspoor ('track changes') aktiveer NIE. (2)

2.4 Redigeer die teksvormveld ('text form field') -kontrole langs die 'Date of Birth'-etiket soos volg:  
• Formateer die datumtype na 'yyyy-MM-dd' of 'YYYY-MM-DD'.  
• Vertoon die volgende hulpboodskap op die statusbalk:  
'yyyy-MM-dd' of 'YYYY-MM-DD' (3)

2.5 Voeg 'n kombinasielys ('combo box') langs die teks 'Meal preference' in met die volgende opsies:  
• Vegetarian  
• White meat  
• Red meat (2)



- 2.6 Locate the text 'Choose 2 places that you would like to visit'. Change the options under the heading to resemble the example below:



The image shows a screenshot of a form with three options. Each option is preceded by an 8 cm dotted leader tab. The options are: 'Victoria Falls, Zambia' with a checked checkbox, 'Mount Kilimanjaro, Tanzania' with an unchecked checkbox, and 'Sahara Desert, North Africa' with an unchecked checkbox. The form is enclosed in a rectangular border.

**NOTE:**

- Set AND apply an 8 cm dotted leader tab, as shown above.
- Insert a check box form field next to the option 'Victoria Falls, Zambia'.
- Set the default value for the check box as checked. (5)

- 2.7 Locate the set of images at the bottom of the first page. Each image has been placed in an autoshape.

Complete the set of images as follows:

- Determine the size of the other images in the set and resize the image of Table Mountain on page 2 of the document to exactly the same size.
- Move the Table Mountain image to fit exactly over the empty text box without cropping the picture.
- Ensure the four images act as one object after the image has been placed in the correct position. (4)

Save and close the **2Questionnaire\_Vraelys** document.

- 2.8 Open the **2Temp** document and save the document as a template with the same name. (1)

Save and close the **2Temp** document. [20]

- 2.6 Vind die teks 'Choose 2 places that you would like to visit'. Verander die opsies onder die opskeif om soos die voorbeeld hieronder te lyk:

The image shows a screenshot of a form with three radio button options. The first option, 'Victoria Falls, Zambia', is selected with a checked radio button. The second option, 'Mount Kilimanjaro, Tanzania', and the third option, 'Sahara Desert, North Africa', are not selected, indicated by empty radio buttons. The form is enclosed in a rectangular border.

**LET WEL:**

- Stel EN pas 'n 8 cm-stippelgidslyn-tabelstop toe, soos hierbo getoon.
- Voeg 'n merkblokkie ('check box') -vormveld langs die opsie 'Victoria Falls, Zambia' in.
- Stel die verstekwaarde van die merkblokkie ('check box') sodat dit outomaties as gemerk vertoon.

(5)

- 2.7 Vind die stel prente onderaan die eerste bladsy. Elke prent is in 'n outovorm ('autoshape') geplaas.

Voltooi die stel prente soos volg:

- Bepaal die grootte van die ander prente in die stel en verander die grootte van die prent van Tafelberg ('Table Mountain') op bladsy 2 van die dokument na presies dieselfde grootte.
- Skuif die Tafelberg ('Table Mountain') -prent om presies oor die leë teksblokkie te pas sonder om die prent te snoei ('crop').
- Maak seker dat die vier prente as een objek optree nadat die prent in die korrekte posisie geplaas is.

(4)

Stoor en maak die **2Questionnaire\_Vraelys**-dokument toe.

- 2.8 Maak die **2Temp**-dokument oop en stoor die dokument as 'n templaet met dieselfde naam.

(1)

Stoor en maak die **2Temp**-dokument toe.

**[20]**

**QUESTION 3: SPREADSHEET**

Ace Travel has stored a list of their clients in a spreadsheet.

Open the **3Clients\_Kliënte** spreadsheet and work in the **Clients\_Kliënte** worksheet. Insert your examination number in the header of the document.

3.1 Format the worksheet as follows:

3.1.1 Centre the text in **row 1**. (1)

3.1.2 Wrap the contents of **cell A3**. (1)

3.2 Insert a function/formula in **cell B5** to determine and display the current age of the second client in completed years. This function/formula must give the correct age even if the current date changes. (4)

3.3 The client's identity (ID) in **column C** is made up of:

- The first two letters of the client's name (**column E**) followed by
- The number of characters of the client's surname (**column D**)

Example: Otto Moss would have a client ID of Ot4.

Insert a function/formula in **cell C4** to determine the client ID for the client April Bennett. (4)

3.4 Use an appropriate spreadsheet feature to apply a 2-colour scale format style on all the values in **column I**.

Change the colours of the minimum and maximum values to any other colours besides the default. (3)

3.5 Clients are allocated a traveller status based on their age (**column B**) as follows:

Age	Traveller Status
Younger than 12 years	Child
12 to 60 years	Adult
Older than 60 years	Pensioner

Add a suitable function in **cell J20** to display the traveller status of the client Jarvis Hanae. (4)

3.6 Insert a function in **cell M8** to determine the total number of trips made by clients. (2)

3.7 Insert a function in cell **M9** to determine how many clients are NOT international travellers. (3)





**VRAAG 3: SIGBLAD**

Ace Travel het 'n lys van hulle kliënte in 'n sigblad gestoor.

Maak die **3Clients\_Kliënte**-sigblad oop en werk in die **Clients\_Kliënte**-werkblad. Voeg jou eksamenommer in die bladsyboskrif ('header') van die dokument in.

3.1 Formateer die werkblad soos volg:

3.1.1 Sentreer die teks in **ry 1**. (1)

3.1.2 Omvou ('Wrap') die inhoud van **sel A3**. (1)

3.2 Voeg 'n funksie/formule in **sel B5** in om die huidige ouderdom van die tweede kliënt in voltooide jare te bepaal en te vertoon. Die funksie/formule moet die korrekte ouderdom gee, selfs al verander die huidige datum. (4)

3.3 Die kliënt se identiteit (ID) in **kolom C** word saamgestel uit:

- Die eerste twee letters van die kliënt se naam (**kolom E**) gevolg deur
- Die hoeveelheid karakters van die kliënt se van (**kolom D**)

Voorbeeld: Otto Moss se kliënt-ID sal Ot4 wees.

Voeg 'n funksie/formule in **sel C4** in om die kliënt-ID vir die kliënt April Bennett te bepaal. (4)

3.4 Gebruik 'n geskikte sigbladeienskap om 'n 2-kleur-skaal ('2-colour scale')-formateringstyl op al die waardes in **kolom I** toe te pas.

Verander die kleure van die minimum en maksimum waardes na enige ander kleur behalwe die verstekkleur. (3)

3.5 'n Reisigerstatus word soos volg aan kliënte toegeken op grond van hul ouderdom (**kolom B**):

Ouderdom	Reisigerstatus
Jonger as 12 jaar	Child
12 tot 60 jaar	Adult
Ouer as 60 jaar	Pensioner

Voeg 'n geskikte funksie in **sel J20** in om die reisigerstatus van die kliënt Jarvis Hanae te vertoon. (4)

3.6 Voeg 'n funksie in **sel M8** in om die totale hoeveelheid reise wat deur kliënte onderneem is, te bepaal. (2)

3.7 Voeg 'n funksie in **sel M9** in om te bepaal hoeveel kliënte NIE internasionale reisigers is NIE. (3)



- 3.8 Create an appropriate graph/chart to display the percentage breakdown of each category of traveller status. Use the data in **cells L11:M13** to create the graph as follows:
- Add an appropriate graph/chart title above the graph/chart that refers to the function/purpose of the graph/chart.
  - Display the percentage for each category of traveller status.
  - Fill the category that has the highest percentage with the **3Airplane\_Vliegtuig** image.
  - Display the graph/chart in the **Travellers\_Reisigers** worksheet. (6)
- 3.9 Work in the **Draw\_Trekking** worksheet.
- The **Draw\_Trekking** worksheet contains the names, surnames and gender of all the clients.
- The points for each client, which will be used for the lucky draw, appear in the **3Draw\_Trekking** text file. The order of the details in this file is the same as the order of the names in the **Draw\_Trekking** worksheet, in other words Bennett has 266 points and Jarvis has 267 points.
- Use any appropriate method to display the number of male clients who have 200 or more points in **cell G1** in the **Draw\_Trekking** worksheet.
- NOTE: Show ALL the steps used to determine the number.** (3)
- Save and close the **3Clients\_Kliente** document. [31]



- 3.8 Skep 'n gepaste grafiek om die persentasie-indeling van elke kategorie van reisigerstatus te vertoon. Gebruik die data in **sel L11:M13** om die grafiek soos volg te skep:
- Voeg 'n gepaste grafiekopskrif boaan die grafiek by wat na die funksie/doel van die grafiek verwys.
  - Vertoon die persentasie vir elke kategorie van reisigerstatus.
  - Vul die kategorie wat die hoogste persentasie het met die **3Airplane\_Vliegtuig**-prent.
  - Vertoon die grafiek in die **Travellers\_Reisigers**-werkblad. (6)

- 3.9 Werk in die **Draw\_Trekking**-werkblad.

Die **Draw\_Trekking**-werkblad bevat die name, vanne en geslag van al die kliënte.

Die punte vir elke kliënt, wat vir die gelukkige trekking gebruik sal word, verskyn in die **3Draw\_Trekking**-tekslêer. Die volgorde van die besonderhede in hierdie lêer is dieselfde volgorde as die name in die **Draw\_Trekking**-werkblad, met ander woorde Bennett het 266 punte en Jarvis het 267 punte.

Gebruik enige geskikte metode om die hoeveelheid manlike kliënte wat 200 of meer punte het in **sel G1** in die **Draw\_Trekking**-werkblad te vertoon.

**LET WEL: Toon AL die stappe wat jy gebruik het om die getal te bepaal.** (3)

Stoor en maak die **3Clients\_Kliente**-dokument toe. [31]



**QUESTION 4: SPREADSHEET**

A list of all Ace Travel's bookings is stored in a spreadsheet.

Open the **4Book\_Bespreek** spreadsheet and work in the **Bookings\_Besprekings** worksheet. Insert your examination number in the header of the document.

4.1 Insert a formula in **cell F4** that uses the data in **column D** and **column E** to determine the number of days for which the first client (Amena Contreras) is booked for. (2)

4.2 The rate per day is stored in **column L**.  
Insert a formula in **cell G5** to determine the total accommodation cost for the duration of the stay for Bertha Hood. (2)

4.3 Clients have to pay an additional compulsory tourism levy.  
The levy to be paid by clients for a particular hotel or lodge depends on whether it is Peak Season or Off-peak Season.

**Column M** displays a 1 for Peak Season and a 2 for Off-peak Season. The table below indicates the codes for the seasons.

Season code	Season
1	Peak
2	Off-peak

Use a VLOOKUP function in cell **H6** to display the tourism levy that will be paid by the particular client for that hotel or lodge.

Use the Hotel/Lodge data in **cell J6**, the Peak Season data in **cell M6** and the data provided in the **Levy\_Heffing** worksheet.

Ensure that the function will work correctly if it is copied to the rest of the cells in **column H**.

**HINT:** You may use the VLOOKUP function in combination with another function to determine the answer. (4)

4.4 A booking reference in **column A** that starts with an 'X' indicates an international hotel or lodge. A booking reference that starts with a 'D' indicates a domestic hotel or lodge.  
Insert a function in **cell I10** to return the value 'TRUE' if the hotel or lodge in **row 10** is international and the value 'FALSE' if the hotel or lodge in **row 10** is domestic. (5)

4.5 Insert a function in **cell O7** to determine the third lowest rate per day. (2)

4.6 Insert a function in **cell O10** to determine the total number of days (**column F**) that clients will spend at hotels or lodges in Kenya. (4)

Save and close the **4Book\_Bespreek** document. [19]



**VRAAG 4: SIGBLAD**

'n Lys van al Ace Travel se besprekings is in 'n sigblad gestoor.

Maak die **4Book\_Bespreek**-sigblad oop en werk in die **Bookings\_Besprekings**-werkblad. Voeg jou eksamenommer in die bladsyboskrif ('header') van die dokument in.

4.1 Voeg 'n formule in **sel F4** in wat die data in **kolom D** en **kolom E** gebruik om die hoeveelheid dae waarvoor die eerste kliënt (Amena Contreras) bespreek is, te bepaal. (2)

4.2 Die tarief per dag word in **kolom L** gestoor.  
Voeg 'n formule in **sel G5** in om die totale akkommodasiekoste vir die duur van Bertha Hood se verblyf te bereken. (2)

4.3 Kliënte moet 'n addisionele verpligte toerismeheffing betaal.  
Die heffing wat vir 'n spesifieke hotel of lodge deur kliënte betaal moet word, hang af van of dit hoogseisoen ('Peak Season') of buiteseisoen ('Off-peak Season') is.

**Kolom M** vertoon 'n 1 vir hoogseisoen ('Peak Season') en 'n 2 vir buiteseisoen ('Off-peak Season'). Die tabel hieronder dui die kodes vir die seisoene aan.

Seisoenkode	Seisoen
1	Peak
2	Off-peak

Gebruik 'n VLOOKUP-funksie in **sel H6** om die toeristeheffing wat vir daardie hotel of lodge deur die spesifieke kliënt betaal moet word, te vertoon.

Gebruik die Hotel/Lodge-data in **sel J6**, die hoogseisoen ('Peak Season')-data in **sel M6** en die data wat in die **Levy\_Heffing**-werkblad voorsien word.

Maak seker dat die funksie korrek sal werk as dit na die res van die selle in **kolom H** gekopieer word.

**WENK:** Jy mag die VLOOKUP-funksie in kombinasie met 'n ander funksie gebruik om die antwoord te bepaal. (4)

4.4 'n Besprekingsverwysing in **kolom A** wat met 'n 'X' begin, dui 'n internasionale hotel of lodge aan. 'n Besprekingsverwysing wat met 'n 'D' begin, dui 'n plaaslike hotel of lodge aan.  
Voeg 'n funksie in **sel I10** in om die waarde 'TRUE' te vertoon as die hotel of lodge in **ry 10** internasionaal is en die waarde 'FALSE' as die hotel of lodge in **ry 10** plaaslik is. (5)

4.5 Voeg 'n funksie in **sel O7** in om die derde laagste tarief per dag te bepaal. (2)

4.6 Voeg 'n funksie in **sel O10** in om die totale getal dae (**kolom F**) wat kliënte in hotelle of lodges in 'Kenya' sal spandeer, te bepaal. (4)

Stoor en maak die **4Book\_Bespreek**-dokument toe. [19]



**QUESTION 5: DATABASE**

A database with clients and bookings has been created.

Open the **5\_Ace** database.

5.1 The details of all Ace Travel's clients are stored in the **Clients\_Kliënte** table.

Open in the **Clients\_Kliënte** table. The Design view of the table is shown below.

Field Name	Data Type	Description
Surname_Van	Text	Surname of client
Name_Naam	Text	First name of client
ID_ID	AutoNumber	Client ID
Birthdate_Geboortedatum	Date/Time	Date of birth of client
CellNumber_Selnommer	Text	Client cell phone number
International_Internasionaal	Text	Is the client an international traveller?
Notes_Notas	Text	One page of notes on the client's travelling habits
Photo_Foto	Text	Client photograph
Grading_Gradering	Text	Client rated on a scale from 1 to 10

**NOTE:** Data type for text:

- MSO 2007/2010 – text
- MSO 2013 – short text
- LibreOffice – Text (VARCHAR)

5.1.1 Change the field size of the *Name\_Naam* field to 40. (1)

5.1.2 Set the current primary key on a more appropriate field. (1)

5.1.3 Change the data type of the following fields to more appropriate data types:

- *International\_Internasionaal*
- *Notes\_Notas*
- *Grading\_Gradering*

(3)



**VRAAG 5: DATABASIS**

'n Databasis met kliënte en besprekings is geskep.

Maak die **5\_Ace**-databasis oop.

- 5.1 Die besonderhede van al Ace Travel se kliënte is in die **Clients\_Kliënte**-tabel gestoor.

Maak die **Clients\_Kliënte**-tabel oop. Die ontwerpansig ('Design view') van die tabel word hieronder getoon.

Field Name	Data Type	Description
Surname_Van	Text	Van van kliënt
Name_Naam	Text	Voornaam van kliënt
ID_ID	AutoNumber	ID van kliënt
Birthdate_Geboortedatum	Date/Time	Geboortedatum van kliënt
CellNumber_Selnommer	Text	Selfoonnommer van kliënt
International_Internasionaal	Text	Is die kliënt 'n internasionale reisiger?
Notes_Notas	Text	Een bladsy notas oor die kliënt se reësgewoontes
Photo_Foto	Text	Foto van kliënt
Grading_Gradering	Text	Kliëntgradering op 'n skaal van 1 tot 10

**LET WEL:** Datatipe vir teks:

- MSO 2007/2010 – text
- MSO 2013 – short text
- LibreOffice – Text (VARCHAR)

- 5.1.1 Verander die veldgrootte van die *Name\_Naam*-veld na 40. (1)
- 5.1.2 Stel die huidige primêre sleutel op 'n meer geskikte veld. (1)
- 5.1.3 Verander die datatipe van die volgende velde na meer geskikte datatipes: (3)
- *International\_Internasionaal*
  - *Notes\_Notas*
  - *Grading\_Gradering*



- 5.1.4 Change the field properties of the *Birthdate\_Geboortedatum* field so that:
- The *Birthdate\_Geboortedatum* field is a required field
  - Data is displayed in the medium date (e.g. dd-MM-yy) format
  - A validation rule is added to the *Birthdate\_Geboortedatum* field to prevent the user from entering a date later than the current date on which the data is captured
  - Appropriate validation text is entered (5)
- 5.1.5 Create an input mask for the *CellNumber\_Selnommer* field to accept data such as 080 101 0101 or 075 555 5555. Note the two spaces that appear between the figures. (3)

Save and close the **Clients\_Kliënte** table.

- 5.2 Open the **frm5\_2** form.

Modify the form as follows:

- Change the text in the form header to an orange font colour.
- Format the *Rate\_Tarief* field to currency.
- Add a combo box in the details section of the form for the *Country\_Land* field. It must allow the user to choose a value for the field from the following options:  
Kenya, Namibia, South Africa, Tanzania and Zambia
- Add a suitable label for the combo box.

Save and close the **frm5\_2** form. (6)

- 5.3 Open the **qry5\_3** query.

Modify the query to display the names of hotels and lodges that start with the letter 'S' AND have a grading of 9.

Save and close the **qry5\_3** query. (3)

- 5.4 Open the **qry5\_4** query to display the charges for October 2014.

- Display only the *ClientName\_KliëntNaam*, *HotelsLodges\_HotelleLodges*, *DateIn\_DatumIn* and *DateOut\_DatumUit* fields in the query.
- Create and display a calculated field with the caption *Tot* to determine the total charges that the client must pay, by adding the *Charges\_Koste* and the *Levy\_Heffing*.
- Display only bookings when the whole stay occurs in October.

Save and close the **qry5\_4** query. (6)





- 5.1.4 Verander die veldeienskappe van die *Birthdate\_Geboortedatum*-veld sodat:
- Die *Birthdate\_Geboortedatum*-veld 'n vereiste veld is
  - Data in die medium datum (bv. dd-MM-yy) -formaat vertoon word
  - 'n Valideringsreël by die *Birthdate\_Geboortedatum*-veld gevoeg word om te voorkom dat die gebruiker 'n datum later as die huidige datum waarop die data vasgelê is, invoeg
  - Geskikte valideringstekste ingevoeg word (5)
- 5.1.5 Skep 'n toevoermasker ('input mask') vir die *CellNumber\_Selnommer*-veld om data soos 080 101 0101 of 075 555 5555 te aanvaar. Let op die twee spasies wat tussen die syfers verskyn. (3)

Stoor en maak die **Clients\_Kliënte**-tabel toe.

- 5.2 Maak die **frm5\_2**-vorm oop.

Verander die vorm soos volg:

- Verander die teks in die vormkopskrif ('form header') na 'n oranje fontkleur.
- Formateer die *Rate\_Tarief*-veld na geldeenheid ('currency').
- Voeg 'n kombinasievelde ('combo box') in die besonderhede ('details') -afdeling van die vorm vir die *Country\_Land*-veld. Dit moet die gebruiker toelaat om 'n waarde vir die veld uit die volgende opsies te kies:  
Kenya, Namibia, South Africa, Tanzania en Zambia
- Voeg 'n geskikte etiket ('label') vir die kombinasievelde ('combo box') by.

Stoor en maak die **frm5\_2**-vorm toe. (6)

- 5.3 Maak die **qry5\_3**-navraag oop.

Verander die navraag sodat die name van die hotelle en lodges wat met die letter 'S' begin EN 'n gradering van 9 het, vertoon sal word.

Stoor en maak die **qry5\_3**-navraag toe. (3)

- 5.4 Maak die **qry5\_4**-navraag oop om die koste vir Oktober 2014 te vertoon.

- Vertoon slegs die *ClientName\_KliëntNaam*-, *HotelsLodges\_HotelleLodges*-, *DateIn\_DatumIn*- en *DateOut\_DatumUit*-velde in die navraag.
- Skep en vertoon 'n berekende veld met die byskrif ('caption') *Tot* om die totale koste wat die kliënt moet betaal, te bereken deur die *Charges\_Koste* en die *Levy\_Heffing* bymekaar te tel.
- Vertoon slegs besprekings as die volle verblyf in Oktober is.

Stoor en maak die **qry5\_4**-navraag toe. (6)



5.5 Open the **qry5\_5** query.

Modify the query to display a list of hotels and lodges by making the following changes:

- Sort the records alphabetically according to the *HotelsLodges\_HotelleLodges* field.
- Display only those hotels and lodges where the *Rate\_Tarief* amount is in the range of R5 000 to R7 000 AND the hotels and lodges are NOT in Tanzania.
- Display only the *HotelsLodges\_HotelleLodges*, *Country\_Land* and *Rate\_Tarief* fields.

Save and close the **qry5\_5** query.

(6)

5.6 Create a report called **rpt5\_6** based on the **Bookings\_Besprekings** table.

- Display only the *ClientSurname\_KliëntVan*, *HotelsLodges\_HotelleLodges*, *Country\_Land* and *Days\_Dae* fields.
- Group the records first by the *Country\_Land* field and then by the *HotelsLodges\_HotelleLodges* field.
- Display the report in landscape format.
- Use a function to display the total number of days booked for each of the hotels and lodges.

Save and close the **rpt5\_6** report.

(6)

Save and close the **5\_Ace** database.

**[40]**

**5.5** Maak die **qry5\_5**-navraag oop.

Verander die navraag om 'n lys van hotelle en lodges te vertoon deur die volgende veranderinge aan te bring:

- Sorteer die rekords alfabeties volgens die *HotelsLodges\_HotelleLodges*-veld.
- Vertoon slegs daardie hotelle en lodges waar die *Rate\_Tarief*-bedrag in die R5 000 tot R7 000-betek ('range') is EN die hotelle en lodges NIE in 'Tanzania' is NIE.
- Vertoon slegs die *HotelsLodges\_HotelleLodges*-, *Country\_Land*- en *Rate\_Tarief*-velde.

Stoor en maak die **qry5\_5**-navraag toe.

(6)

**5.6** Skep 'n verslag met die naam **rpt5\_6** wat op die **Bookings\_Besprekings**-tabel gebaseer is.

- Vertoon slegs die *ClientSurname\_KliëntVan*-, *HotelsLodges\_HotelleLodges*-, *Country\_Land*- en *Days\_Dae*-velde.
- Groepeer die rekords eers volgens die *Country\_Land*-veld en dan volgens die *HotelsLodges\_HotelleLodges*-veld.
- Vertoon die verslag in landskapformaat.
- Gebruik 'n funksie om die totale hoeveelheid dae wat vir elk van die hotelle en lodges bespreek is, te vertoon.

Stoor en maak die **rpt5\_6**-verslag toe.

(6)

Stoor en maak die **5\_Ace**-databasis toe.

[40]



**QUESTION 6: WEB DESIGN (HTML)**

You need to assist Ace Travel to complete the web page.

Open the incomplete **6Serengeti** web page in a browser and also in a text editor.

**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.

Your final web page should look like the example below.

## Serengeti National Park

### Tanzania

**A moment back in time**



- [About the Serengeti](#)
- [Serengeti Facts](#)

[Contact us](#)

### About Serengeti

The Serengeti National Park is a beautiful area in Tanzania, famous for its annual wildebeest migration.

The Serengeti region encompasses the Serengeti National Park itself, the Ngorongoro Conservation Area, Maswa Game Reserve, the Loliondo, Grumeti and Ikorongo Controlled Areas and the Maasai Mara National Reserve in Kenya.

The Serengeti ecosystem is one of the oldest on earth. The essential features of climate, vegetation and fauna have barely changed in the past million years. Early man himself made an appearance in Olduvai Gorge about two million years ago. Some patterns of life, death, adaptation and migration are as old as the hills themselves. So strong is the ancient instinct to move that no drought, gorge or crocodile infested river can hold them back.

<b>Serengeti Facts</b>	Country Tanzania Coordinates 17.9233S, 25.856E Plain 5 km Watercourse Olduvai Unesco World Heritage Site 1989
<b>Contact Details</b>	Tel: 997 521 3518 Fax: 998 521 8547 Email: <a href="mailto:serengeti@africa.com">serengeti@africa.com</a>



**VRAAG 6: WEBONTWERP (HTML)**

Jy moet Ace Travel help om die webblad te voltooi.

Maak die onvoltooide **6Serengeti**-webblad in 'n webblaaier ('browser') asook in 'n teksredigeerder oop.

**LET WEL:**


- Vraagnummers word as opmerkings ('comments') in die kodering ingevoeg as riglyne om aan te dui ongeveer waar die antwoord(e) ingevoeg behoort te word.
- 'n HTML-merkersblad is as verwysing aangeheg.

Jou finale webblad moet soos die voorbeeld hieronder lyk.

## Serengeti National Park

**Tanzania**

**A moment back in time**



- [About the Serengeti](#)
- [Serengeti Facts](#)

[Contact us](#)

### About Serengeti

The Serengeti National Park is a beautiful area in Tanzania, famous for its annual wildebeest migration.

The Serengeti region encompasses the Serengeti National Park itself, the Ngorongoro Conservation Area, Maswa Game Reserve, the Loliondo, Grumeti and Ikorongo Controlled Areas and the Maasai Mara National Reserve in Kenya.

The Serengeti ecosystem is one of the oldest on earth. The essential features of climate, vegetation and fauna have barely changed in the past million years. Early man himself made an appearance in Olduvai Gorge about two million years ago. Some patterns of life, death, adaptation and migration are as old as the hills themselves. So strong is the ancient instinct to move that no drought, gorge or crocodile infested river can hold them back.

<b>Serengeti Facts</b>	Country Tanzania Coordinates 17.9233S, 25.856E Plain 5 km Watercourse Olduvai Unesco World Heritage Site 1989
<b>Contact Details</b>	Tel: 997 521 3518 Fax: 998 521 8547 Email: <a href="mailto:serengeti@africa.com">serengeti@africa.com</a>



- 6.1 Add HTML code to display the text 'Serengeti Information' in the browser tab. (2)
- 6.2 Adjust the heading 'Serengeti National Park' as follows:
- Change the alignment of the heading 'Serengeti National Park' so that it appears in the centre.
  - Change the font colour to red. (2)
- 6.3 The image tag is supposed to display the **6SerengetiPark** picture stored in your data folder.
- 6.3.1 Correct the code for the image to display correctly. (2)
- 6.3.2 Change the width of the image to 200 and the height to 180. (2)
- 6.4 Display the two lines of text 'About the Serengeti, Serengeti Facts' as bullets. (2)
- 6.5 Insert a link on the words 'Contact us', found below the bulleted list, to link to the text 'Contact details' in the table at the end of the page. (3)
- 6.6 Copy the text from the **6Info\_Inlig** document to appear as the third paragraph.
- NOTE:** Use the example on the previous page to guide you with this question. (2)
- 6.7 Edit the table as follows:
- Change the table to consist of two rows and two columns.
  - Place the headings in the first column.
  - Place the data/information in the second column.
  - Change the thickness of the border to 2.
- NOTE:** Use the example on the previous page to guide you with this question. (4)
- 6.8 Insert your examination number below the table as a comment. (1)
- Save and close the **6Serengeti** document. [20]



- 6.1 Voeg HTML-kode by om die teks 'Serengeti Information' in die webblaaiert-oortjie ('browser tab') te vertoon. (2)
- 6.2 Pas die opskrif 'Serengeti National Park' soos volg aan:
- Verander die inlynstelling van die opskrif 'Serengeti National Park' sodat dit in die middel vertoon.
  - Verander die fontkleur na rooi. (2)
- 6.3 Die prentmerker ('image tag') is veronderstel om die **6SerengetiPark**-prent, wat in jou dataleer gestoor is, te vertoon.
- 6.3.1 Korreger die kode sodat die prent korrek vertoon. (2)
- 6.3.2 Verander die breedte van die prent na 200 en die hoogte na 180. (2)
- 6.4 Vertoon die twee teksreëls 'About the Serengeti, Serengeti Facts' as kolpunte ('bullets'). (2)
- 6.5 Voeg 'n skakel op die woorde 'Contact us', wat onder die kolpuntlys gevind word, om met die teks 'Contact details' in die tabel aan die einde van die bladsy te skakel. (3)
- 6.6 Kopieer die teks van die **6Info\_Inlig**-dokument om as die derde paragraaf te vertoon.
- LET WEL:** Gebruik die voorbeeld op die vorige bladsy om jou met hierdie vraag te help. (2)
- 6.7 Redigeer die tabel soos volg:
- Verander die tabel om uit twee rye en twee kolomme te bestaan.
  - Plaas die opskrifte in die eerste kolom.
  - Plaas die data/inligting in die tweede kolom.
  - Verander die dikte van die raam na 2.
- LET WEL:** Gebruik die voorbeeld op die vorige bladsy om jou met hierdie vraag te help. (4)
- 6.8 Voeg jou eksamennummer onder die tabel as kommentaar ('comment') in. (1)
- Stoor en maak die **6Serengeti**-dokument toe. [20]



**QUESTION 7: GENERAL**

Ace Travel wants to promote their business in the South African market.

7.1 Change the author property of the **7Top10** document to your examination number. (1)

7.2 Open and save the **7Convert\_Verander** word processing document as a single web page file with the same name. (1)

Close the **7Convert\_Verander** document.

7.3 Open the **7GraphSA\_GrafiekSA** spreadsheet.

A graph/chart for the year 2013 has been created in the **Graph\_Grafiek** worksheet.

- Extend the data range of the graph/chart to include the data for 2014.
- Change the graph/chart type to:

Microsoft Office: 3-D Line

LibreOffice: 3D-Lines

(2)

Save the **7GraphSA\_GrafiekSA** document, but keep the document open.

7.4 The marketing manager has created a draft version of a document that he wishes to send out.

Open the **7Attract\_Besiens** document.

7.4.1 Insert a footnote on the text 'How many people visit South Africa?' to read 'Refer to [www.attractions.com](http://www.attractions.com)'. (2)

7.4.2 Paste the graph from the **7GraphSA\_GrafiekSA** spreadsheet into the **7Attract\_Besiens** document under the text 'Insert graph' so that any future changes to the graph in the spreadsheet will automatically be displayed in the word processing document. (2)

7.4.3 Replace all occurrences of the WHOLE word 'tour' with the word 'trip' in a blue font colour. (2)







**VRAAG 7: ALGEMEEN**

Ace Travel wil hul besigheid in die Suid-Afrikaanse mark bevorder.

- 7.1 Verander die outeuseienskap ('author property') van die **7Top10**-dokument na jou eksamennommer. (1)
- 7.2 Maak die woordverwerkingsdokument **7Convert\_Verander** oop en stoor dit as 'n enkele webblad met dieselfde naam. (1)
- Maak die **7Convert\_Verander**-dokument toe.
- 7.3 Maak die **7GraphSA\_GrafiekSA**-sigblad oop.
- 'n Grafiek vir die jaar 2013 is in die **Graph\_Grafiek**-werkblad geskep.
- Verleng die datareeks van die grafiek om die data vir 2014 in te sluit.
  - Verander die grafiektipe na:  
Microsoft Office: 3-D Line  
LibreOffice: 3D-Lines (2)
- Stoor die **7GraphSA\_GrafiekSA**-dokument, maar hou die dokument oop.
- 7.4 Die bemerkingsbestuurder het 'n konsepweergawe ('draft version') geskep van 'n dokument wat hy wil uitstuur.
- Maak die **7Attract\_Besiens**-dokument oop.
- 7.4.1 Voeg 'n voetnoot ('footnote') in op die teks 'How many people visit South Africa?' om 'Refer to [www.attractions.com](http://www.attractions.com)' te lees. (2)
- 7.4.2 Plak die grafiek uit die **7GraphSA\_GrafiekSA**-sigblad in die **7Attract\_Besiens**-dokument onder die teks 'Insert graph' sodat enige toekomstige veranderinge aan die grafiek in die sigblad outomaties in die woordverwerkingsdokument sal vertoon. (2)
- 7.4.3 Vervang alle gevalle van die HELE woord 'tour' met die woord 'trip' in 'n blou fontkleur. (2)



- 7.4.4 Format the shaded text under the headings 'Oudtshoorn' and 'Robben Island' into two columns to look like the example below.

<p>▪ <b>Oudtshoorn</b></p> <p>Oudtshoorn is a hive of activity throughout the year. Oudtshoorn is a town in the Karoo, a wonderful and exciting stopover in between Cape Town and Port Elizabeth, with the coastal town of George about 56 km away. Cango Caves, Ostrich show farms, Cango wildlife ranch, Rust-en-Vrede Waterfall and old sandstone buildings are the most amazing attractions of Oudtshoorn.</p> 	<p>▪ <b>Robben Island</b></p> <p>Robben Island is an island in Table Bay, next to the coast of Bloubergstrand, Cape Town, South Africa. It is flat, oval shaped and a few metres above the sea level. Daily tours to the island include the ferry trip to the island and back, an island tour and a tour of the prison. A trip to the island will be an unforgettable experience for you. Do not leave Cape Town without visiting Robben Island as it must be the highlight of your trip.</p> 
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**NOTE:**

- Use a word processing function so that the heading 'Robben Island' always appears at the top of the second column.
- Justify the text.
- You may leave the shaded text as is.

(3)

Save and close all the documents.

- 7.5 Open the **7Merge\_Saamvoeg** document.

Prepare a mail merge as follows:

- Use the **Details\_Besonderhede** worksheet of the **7TouristsSA\_ToeristeSA** spreadsheet as the data source.
- Select only clients who are international travellers **AND** who have made more than 20 trips.
- Sort the client names in ascending order.
- Add the merge fields *Name\_Naam* and *Trips\_Reise* in the spaces provided in the document.
- Save the document **7Merge\_Saamvoeg** before completing the merge.
- Complete the mail merge and save the new merged document as **7MData**.

(7)



Save and close all the documents.

[20]

**TOTAL: 180**



7.4.4 Formateer die geskakeerde teks onder die opskrifte 'Oudtshoorn' en 'Robben Island' in twee kolomme sodat dit soos die voorbeeld hieronder lyk.

<p>▪ <b>Oudtshoorn</b></p> <p>Oudtshoorn is a hive of activity throughout the year. Oudtshoorn is a town in the Karoo, a wonderful and exciting stopover in between Cape Town and Port Elizabeth, with the coastal town of George about 56 km away. Cango Caves, Ostrich show farms, Cango wildlife ranch, Rust-en-Vrede Waterfall and old sandstone buildings are the most amazing attractions of Oudtshoorn.</p> 	<p>▪ <b>Robben Island</b></p> <p>Robben Island is an island in Table Bay, next to the coast of Bloubergstrand, Cape Town, South Africa. It is flat, oval shaped and a few metres above the sea level. Daily tours to the island include the ferry trip to the island and back, an island tour and a tour of the prison. A trip to the island will be an unforgettable experience for you. Do not leave Cape Town without visiting Robben Island as it must be the highlight of your trip.</p> 
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**LET WEL:**

- Gebruik 'n woordverwerkingsfunksie sodat die opskrif 'Robben Island' altyd boaan die tweede kolom sal vertoon.
- Justeer ('Justify') die teks.
- Jy mag die teks wat geskakeer is, net so los.

(3)

Stoor en maak al die dokumente toe.

7.5 Maak die **7Merge\_Saamvoeg**-dokument oop.

Berei 'n possaamvoëging ('mail merge') soos volg voor:

- Gebruik die **Details\_Besonderhede**-werkblad van die **7TouristsSA\_ToeristeSA**-sigblad as die databron.
- Kies slegs kliënte wat internasionale reisigers is **EN** wat meer as 20 keer gereis het.
- Sorteër die kliëntname in stygende volgorde.
- Voeg die saamvoëgveldes *Name\_Naam* en *Trips\_Reise* by in die spasies wat in die dokument voorsien is.
- Stoor die **7Merge\_Saamvoeg**-dokument voordat jy die possaamvoëging voltooi.
- Voltooi die possaamvoëging en stoor die nuwe saamgevoëgte dokument as **7MData**.

(7)

Stoor en maak al die dokumente toe.

[20]

**TOTAAL:**

**180**

