



# Commercial Computer Systems

Department of Accountancy

## ***Supplementary Assessment Opportunity***

December 2014

TIME:	2 HOURS
MARKS:	100
ASSESSOR:	E Lochner
MODERATOR:	J Wessels

STUDENT NUMBER:													
INITIALS & SURNAME:													
IDENTITY NUMBER:													
COURSE CODE:													
TELEPHONE NUMBER:													

*For office use only*

Question	Mark	Comment
1 PowerPoint 30 Marks		
2 Excel 40 Marks		
3 Word 30 Marks		
<b>Total 100 Marks</b>		

**IMPORTANT INFORMATION**

1. This questionnaire consists of 6 pages (including cover page).
2. This questionnaire must be handed in.
3. Please ensure that the cover page is completed in full!
4. Copy all files to the DOCUMENTS library
5. Save your work regularly!
6. All questions must be done on the computer.
7. No calculators or USB flash drives may be used.
8. ONLY ULINK IS USED FOR MARKING.
9. READ ALL INSTRUCTIONS CAREFULLY.



1. **DO STEP 1 FIRST AND WORK ONLY FROM THE “DOCUMENTS” LIBRARY.**
2. YOU **MUST** FIRST COPY YOUR FILES TO THE “DOCUMENTS” LIBRARY ON THE C:\ DRIVE BEFORE YOU DO ANY OF THE QUESTIONS!
3. **DO NOT OPEN FILES DIRECTLY FROM THE NETWORK, ONLY FROM THE “DOCUMENTS” LIBRARY**
4. IF WORK IS LOST BECAUSE A STUDENT WORKS DIRECTLY FROM THE NETWORK AND IGNORED STEPS 1, 2 AND 3 ABOVE, **NO EXTRA TIME** WILL BE ALLOWED!

**Step 1**

Copy the following **files** from **Server\CCS** to the **DOCUMENTS** library:

- SUPP.XLSX
- SUPP.DOCX
- SUPP.PPTX
- MORE.PPTX
- PRICELIST.XLSX
- ANGEL FISH.WMF
- FISH.PNG
- GOLDFISH.WMF
- LOGO.WMF
- GUPPIES.WMF
- KILLIFISH.WMF
- MOLLIES.WMF
- CICHLIDS.WMF
- TRIAL BALANCE TEXT.TXT

**Instructions:**

1. Double-click on the **Server** icon on the desktop
2. Double-click on the folder with the name **CCS**
3. Select all the files in the folder
4. Point at the selection and right-click, then select **Send to** from the Quick menu. Click on the **DOCUMENTS**
6. Open the **DOCUMENTS** library.
7. Complete questions 1- 3 (in any order).

**NB!!!** **Do NOT select Send To.. Desktop as this will create a shortcut only and you will not be able to submit your work!!!**

## Question 1

## Microsoft Office PowerPoint 2013

30 Marks



**No marks will be awarded if any of the following is inserted on the INCORRECT SLIDE NUMBER or in the INCORRECT FILE.**

**Do Step 1 first and then activate Microsoft Office PowerPoint 2013, open the file SUPP.PPTX from the "Documents" library (NOT THE NETWORK) and do the following:**

1. Insert the following picture on the **SLIDE MASTER** so that it appears on every slide in the Presentation:
  - Use the picture from the file **LOGO.WMF** [1]
  - Place the picture in the **top** right hand corner of the slide [1]
  - Change the size to 2.0 cm Height [1]

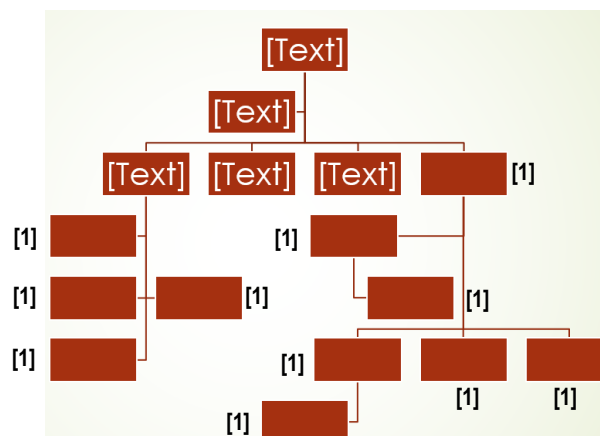
**NO MARKS will be awarded if the picture does NOT appear on the SLIDE MASTER or if it is inserted in the incorrect position!**
2. Use the text on slide number 2 to do the following:
  - Convert the text to SmartArt. Use the option **Titled Picture Blocks**. [1]
  - The font must be changed to **Arial Black** [1]
  - The size of the font must be changed to 12 [1]
  - The placeholders must be used to insert the pictures. [6]



**Marks will only be awarded if the pictures are inserted correctly.**

  - Flip the pictures horizontally, where applicable (see below) [3]



- Change the colour of the SmartArt to **Coloured Fill – Accent 5** [1]
3. Use the placeholder on slide number 3 to create the following organization chart: Total [11]
    - The **placeholder** on the slide must be used to create the organization chart.
    - Marks for points 3 and 4 will only be awarded for the organization chart up to the first incorrect level.**
    - Do not type in the mark allocation.



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4. Change the formatting of the organization chart as follows:
-  Change the colour to **Colourful Range – Accent colours 3 to 4** [1]
  -  Apply the SmartArt Style **Metallic Scene** [1]
5. Insert the contents of the presentation file **MORE.PPTX** into the presentation file **SUPP.PPTX** after slide 3. Keep the source formatting for the contents of the file **MORE.PPTX** file design. [1]
6. **Save the file with your surname, initials and student number as the name of the file**, [eg Smith JC 2004151748]. **CLOSE THE APPLICATION**. Upload and submit the file to ULink under Assignments – Supp PowerPoint for marking purposes. Do not forget to **attach** the file [*Attach file*] before clicking on the *Submit* button.

## Question 2

## Microsoft Office Excel 2013

40 Marks



**Marks will only be awarded if formulae and =Functions are 100% correct. Cell/range references must be used for all calculations (where applicable).**

**Do Step 1 first then activate Microsoft Office Excel 2013, open the file SUPP.XLSX from the “Documents” library (NOT THE NETWORK) and do the following:**

1. Select worksheet **INFO** and do the following:

- Select the **relevant** information on the worksheet **INFO**, then do the following [marks are awarded for the correct relevant information]: [3]
- Create a **3-D clustered column chart on a chart sheet** of the number of fish sold per month for the 6 months Jan - Jun (mark is awarded for correct chart type) [1]
- The title of the chart must appear above the chart (marks are awarded for the placement of the title) [2]
- The legend must display the months **only** [3]
- The category x-axis must display the names of the **different fish only** [2]
- Link** the chart title to cell **B2** on the worksheet “Info” [3]
- Apply the following **patterned** fill to the “Jan” data series
  - Foreground colour – any light green [1]
  - Background colour – any dark green [1]
  - Pattern – Narrow horizontal [1]
- Use the picture from the file **FISH.PNG** as a fill for the “April” data series [2]

**No marks will be awarded for point 1 if the chart does not appear on a chart sheet.**

2. Select worksheet **SALES** and do the following:

- Use the **=VLOOKUP function** and **relative cell/range/workbook references** to insert the **Price** in the range **B4:B43**. The price must be obtained from the workbook **PRICELIST.XLSX**. You must use the **=VLookup** function to insert the price in the workbook **SUPP.XLSX**. Do NOT use copy and paste. **[No marks will be awarded if the =VLookup function is not used]**. [3]
- Use **sheet/cell references** to insert the **Total number sold** in the range **C4:C43**. The **Total number sold** can be found on the worksheet **MONTHLY** in the same workbook (**SUPP.XLSX**). Do NOT use copy and paste to insert this. **[No marks will be awarded if sheet/cell references are not used]**. [2]
- Use a **formula** and **cell references** to calculate the **Total Sales** in the range **D4:D43** [2]
- Use a **formula** and **cell references** to calculate the **Sales including VAT** in the range **E4:E43** [3]

3. Select worksheet **RATING** and do the following:

Use the **=IF function** and **relative cell references** to insert the following next to each item in the **range J5:J52**:

If the **Rating** is equal to 1, insert the text “Best”, if the **Rating** is equal to 2, insert the text “Good”, if the **Rating** is equal to 3, insert the text “Acceptable” otherwise leave the cell blank. **[“Blank” cells must still contain the =Function]**. [3]

5. Open the file **TRIAL BALANCE TEXT.TXT** in Excel by browsing for all file types and do the following:

- Use the text import wizard to split the text file into the following columns: [3]
  - Account number
  - Company
  - Category Number
  - Amount

The delimiter that was used was “#”. You should not change the formats of any columns using the wizard.
- Remove all “,” and “” using the **Find and Replace** function. [3]
- Move and Copy the **Trial Balance Text** worksheet into the **SUPP.XLSX** workbook. (At the end) [2]

6. **Save the file with your surname, initials and student number as the name of the file**, [eg Smith JC 2004151748]. **CLOSE THE APPLICATION**. Upload and submit the file to Ulink under Assignments – Supp Excel for marking purposes. Do not forget to **attach** the file [Attach file] before clicking on the **Submit** button.

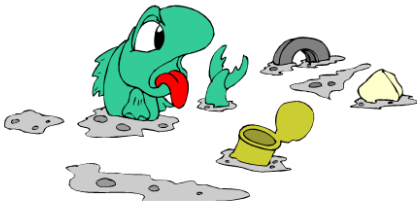
## Question 3

## Microsoft Office Word 2013











30 Marks

Do Step 1 first then activate Microsoft Office Word 2013, open the file SUPP.DOCX from the "Documents" library (NOT THE NETWORK) and do the following:

1. Use a table to create the following Sales Order below the heading at the top of the page:





		Fishy Scales Ltd 6545 Waterloo 2086  011 678 0000 011 222 222  <a href="mailto:info@fishy.com">info@fishy.com</a>		
		<div style="background-color: black; color: white; text-align: center; padding: 5px;"><b>SALES ORDER</b></div>		
TO:		Mr Cod Fish PO Box 1234 Lakeview 1234	Delivery address:  123 River drive Lakeview	
Quantity	Description	Unit Price	Discount	Total
10	Mollies	10.99	2.01	?
15	Goldfish	8.98	1.25	?
12	Angel fish	9.77	1.57	?
		Total Discount	?	
			Sub total	?
			VAT 14%	?
			Total due	?

3. Format the rest of the table as follows:

-  Correct symbols in the first row (not bullets) [1 mark per correct symbol] Total [4]
-  Email must show as hyperlink [1]
-  Add the picture called **LOGO.WMF** in the correct place [2]
-  Change the text wrapping of the picture to **square** [2]
-  Create the table with the right amount of **columns AND rows** [4]
-  Remove the required cells/borders left of the *Total* rows (see above) [2]
-  Unless otherwise specified, make use of the font *Arial Narrow, 10* [1]
-  Cells immediately below Sales Order must be aligned correctly [1]
-  Unit Price, Discount and Total values:
  - o Right align **ALL** values [2]
  - o Make use of **formulas** to calculate **ALL 7** values in the cells with a ? in [7]  
**(No marks will be awarded if formulas weren't used)**
-  Sales Order cell:
  - o Cells must be merged correctly [1]
  - o Font must be Arial Black [1] and the size must be 28 [1]
  - o Apply black shading (see above) Total [2]



## Please hand in this Exam paper.

-  Ensure that the front page is completed and that you have uploaded, attached AND submitted all three files in the correct place.
-  No marks can be awarded for files that are not uploaded, attached and submitted.
-  No second opportunity will be granted if files are not uploaded, attached and submitted.
-  If you are unsure, ask an assistant to help you.

