



Commercial Computer Systems

Department of Accountancy
Assessment Opportunity

November 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		
Total 100 Marks		

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:

- EXAM.XLSX
- EXAM.DOCX
- EXAM.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 EXAM.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]
- Flip the picture horizontally [2]

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 **Continuous picture list**. [1]
- Enter the pictures as shown below and edit the text as follows: [1]
- The alignment of the text, must be changed to **Bottom**. [1]
- The font must be changed to Agency FB [1]
- The size of the font must be changed to 21 [1]
- The colour of the font must be changed to black [1]
- The placeholders must be used to insert the pictures. Marks will only be awarded if the pictures are placed correctly. [6]



- Change the colour of the SmartArt to **Colourful Range – Accent Colors 2 to 3** [2]

3. Use the placeholder on slide number 3 to create a **3-D Pie** chart with the following data:

- The **placeholder** on the slide must be used to create the chart.
- Marks for points 3 and 4 will only be awarded for the chart if the chart type is correct.**

	A	B
1		Price per fish
2	Cichlids	12.99
3	Angel Fish	8.59
4	Goldfish	6.99
5	Guppies	5.99
6	Killifish	32.99
7	Mollies	10.99

4. Change the formatting of the chart as follows:

- Format the **Killifish** data point as follows: [2]
- ✱ Use the picture from the file **KILLIFISH.WMF** as the fill [2]
- The Data Label option **Outside End** must be used to display the values [2]

5. Insert the contents of the presentation file **MORE. PPTX** into the presentation file **EXAM.PPTX** after slide 3. Keep the source formatting for the contents of the file **MORE.PPTX** file design. [3]

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6. Create a **Custom Slide Show** with the name **FISHY**. Include only slides 1, 3 and 5 [1]
7. Select the text **More Fish** on slide number 4 and create a hyperlink to the Custom Slide Show **FISHY**. [1]
To Show and Return to slide number 4 [2]
The ScreenTip text must be your student number [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 – Exam 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 EXAM.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 for JUNE** 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 **EXAM.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 (**EXAM.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 **EXAM.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 – Exam 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 EXAM.DOCX from the "Documents" library (NOT THE NETWORK) and do the following:

1. Select the heading: **Fresh water fish** and do the following:
 - (a) Centre align the heading [1]
 - (b) Insert a **border** around the heading as follows:
 - (i) The border width must be 3 pt [1]
 - (ii) The border colour must be **Gold Accent 4** [1]
 - (iii) The border must be *applied to text* [2]
 - (c) Insert **shading** around the heading as follows:
 - (i) The shading colour must be **Gold – Accent 4 – Lighter 80%** [1]
 - (iii) The shading must be *applied to text* [2]
 - (d) Change the font of the heading to Agency FB [1]
2. Use formulas to calculate the total sales for each item in the last column of the table on page 1. [5]
The answers must be correct and no = signs must be visible.
3. Apply the Table Styles option "List Table 4 – Accent 4" to the table [3]
4. Set the following tab stops below the existing text and table on page 1:
 -  Left tab at position 2 cm [1]
 -  Decimal tab at position 12 cm [1]
 -  Decimal tab at position 14 cm [1]
5. Use ordinary text and the tab stops you set in point 4 to type the following text. **Do NOT type in the mark allocation!**

MARKS ARE AWARDED AS FOLLOWS:

 Correct use of tabs [2]	
 Correct use of single underline (not line tool or borders) [2]	
 Correct use of double underline (not line tool or borders) [2]	

Espresso	1 206 001	999 999	
Latte	58 124	184 294	
	1 264 125	1 184 293	
6. Change the margins of the entire document as follows:
 -  Top 2 cm [1]
 -  Bottom 2 cm [1]
 -  Left 1.5 cm [1]
 -  Right 1.5 cm [1]
5. 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 – Exam Word for marking purposes. Do not forget to **attach** the file [Attach file] before clicking on the Submit button.



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.