



NOT TO BE PRINTED

1 of 2

UNIVERSITY OF JOHANNESBURG
FACULTY OF EDUCATION
JULY EXAMINATION 2016

PROGRAMME: B Ed
MODULE: SCHOOL ICT SUPPORT 2A
CODE: ITS10A2
TIME: 3 hours
MARKS: 120
EXAMINER: Prof D vd Westhuizen
MODERATOR: Dr J Batchelor

(This paper consists of 2 pages)

INSTRUCTIONS

Read the following instructions carefully before answering the questions.

1. This examination is taken in a computer venue. All questions are to be completed using the indicated computer software tools. No handwritten answers may be submitted.
2. You are **strongly** advised to save the files that you are working on at regular intervals as to minimise the effect of computer malfunctions. For this purpose, you may access an online file repository system (for example 'Drop Box' or 'Google Drive') and temporarily store your files there. No additional time can be given for "lost work".
3. Attach all completed files using the link "Submit Exam Files" in the Blackboard ITS10A2 online environment.
4. Answer all the questions.

QUESTION 1

Download the MS-Word document labeled as **Question1_June** from the Blackboard ITS10A2 online environment and reformat, apply the changes and additions required to the document as indicated on the document.

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QUESTION 2

Download the MS-Excel sheet labeled as **Question2_June** from the Blackboard ITS10A2 online environment and perform the calculations, formatting, validation, and sorting actions as required and indicated on the sheet.

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QUESTION 3

Complete the short answer questions that are found in the Blackboard ITS10A2 online environment as **Question3_June**. Ensure that you click on the **<SUBMIT ANSWERS>** button when you have answered all the questions.

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TOTAL: 120

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