Commercial Computer Systems

KRS2001/CCS22B2
Department of Accountancy

Last Assessment Opportunity

November 2016

TIME:	2 HOURS
MARKS:	100
ASSESSOR:	Mr W Malherbe
MODERATOR:	Mr J Wessels

IMPORTANT INFORMATION

1. This questionnaire consists of 7 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.

For office use only

Question	Mark	Marker's Comment
1 **PowerPoint** 30 Marks		
2 **Excel** 40 Marks		
3 **Word** 30 Marks		
Total **100 Marks**		

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RETHINK EDUCATION.
REINVENT YOURSELF.

UNIVERSITY OF JOHANNESBURG

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\Lab number\CCS** to the **DOCUMENTS** library:

LAO.XLSX
FLIGHTS.XLSX
LAO.DOCX
LAO.PPTX
LOGO.JPG
STRAWBERRY.JPG
PEAR.JPG
APPLE.JPG
ORANGE.JPG
TELETUBBIES SUN.JPG
TRAIL BALANCE TEXT.TXT

Instructions:

1.   Double-click on the **Server** icon on the desktop
2.   Double-click on the folder with the name **LAO**
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 **DOCUMENTS** (OR USE COPY AND PASTE).
5.   Close the current folder.
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

STOP _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 LAO.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.JPG**   **[1]**
    ➢ Place the picture in the **_bottom_** left corner of the slide   **[1]**
    ➢ Change the size to 4 cm Height   **[1]**
    ➢ Flip the picture horizontally   **[2]**
    ➢ Apply animation option "Fly In" to the picture.   Total **[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.   Create a custom slide show with the name **Fruits** and include only slides 1, 2 and 4 in the custom show.   **[2]**
3.   Move to slide number 3 in the presentation and do the following:
    ➢ Select the picture on the right side of the slide and create a hyperlink to the custom show **Fruits**   **[2]**
    ➢ To show the **Fruits** custom show, and   **[1]**
    ➢ Return to slide number 3   **[2]**
    ➢ The ScreenTip text must be **Fruits**   **[2]**
4.   Use the placeholder on slide number 4 to create the following organisation chart.
    ➢ The **_placeholder_** on the slide must be used to create the organisation chart.
    ➢ _Marks are only awarded up to the **first incorrect** level_.
    ➢ _DO NOT TYPE IN THE MARK ALLOCATION_!!
    ➢ Do not type in A as it is purely for instruction purposes.   Total **[11]**
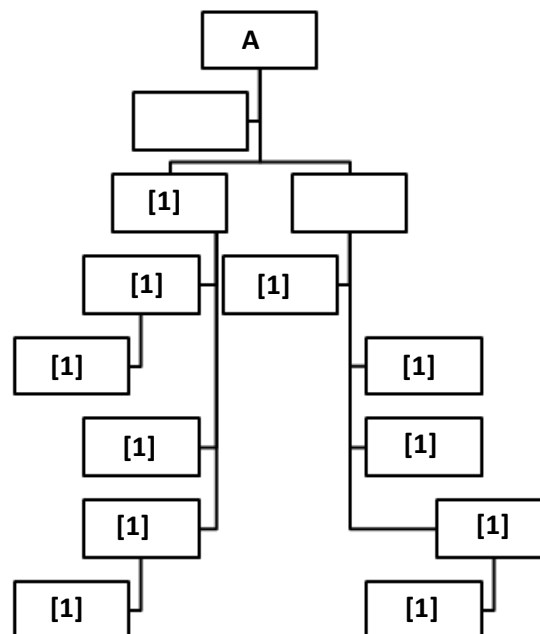
5.   Add the picture **TELETUBBIES SUN.JPG** to Shape A as a fill.   **[2]**
        Apply the SmartArt Style *Flat Scene* to the organisation chart.   **[1]**

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
        Assessments – LAO PowerPoint for marking purposes. Do not forget to ***attach*** the file [*Attach file*] before
        clicking on the *Submit* button. (Refer to instructions at the end of the test paper).

Question 2   Microsoft Office Excel 2013   40 Marks

STOP *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 LAO.XLSX from the "Documents" library (NOT THE NETWORK) and do the following:

1.   **Select worksheet** <u>AIRFARE</u> **and do the following**:
        (a)   Select the ***relevant*** information on the worksheet **AIRFARE**, then do the following [marks are
                awarded for the correct relevant information]:   **[3]**
                (i)   Create a ***3-D clustered column chart on a chart sheet*** of the daily airfare sales for each
                        destination. (mark is awarded for correct chart type)   **[2]**
                (ii)   The legend must display the destinations ***only***   **[2]**
                (iii)   The legend must appear at the **bottom** of the chart   **[1]**
                (iv)   The category x-axis must display the days of the week ***only***   **[2]**
                (v)   **Link** the chart title to cell **A1** on the worksheet "**Airfare**"   **[2]**
                No marks will be awarded for this question if the chart does not appear on a chart sheet.
2.   **Select worksheet** <u>AIRFARE</u> **and do the following**:
        (a)   Use the ***=VLOOKUP function*** and ***relative cell/range/workbook references*** to insert the *Flights
                per day* in the range **H4:H9**. The flights per day must be obtained from the workbook **FLIGHTS.xLSX**.
                Do NOT use copy and paste. [***No marks will be awarded if the =VLookup function is not used***].
                                                                                                [3]
        (b)   Use a ***formula*** and ***cell references*** to calculate the ***Total per day*** in the range **B10:F10**   **[2]**
3.   **Select column I and do the following**:
        (a)   Use the ***=IF function*** and ***relative cell references*** to insert the following next to each item in the
                range **I4:I9**:
                If the *Total per destination* in column **G** is greater than R75,000 insert the text "Main Route", if the
                Total per destination in column **G** is greater than R45,000 but less than R75 000 insert the text "Semi-
                main Route", if the *Total per destination* in column **G** is greater than R15,000 but less than R45 000
                insert the text "Small Route", otherwise leave the cell blank. ["Blank" cells must still contain the
                =Function]   **[4]**

4.   **Open the file TRIAL BALANCE TEXT.TXT in Excel by browsing for all file types and do the following**:
    (a)   Use the text import wizard to split the text file into the following columns: **[3]**
        (i)   Account number
        (ii)   Company
        (iii)   Category Number
        (iv)   Amount
        The delimiter that was used was "#".
    (b)   Rename the worksheet tab to Trial Balance   **[1]**
    (c)   Remove all "," using the Find and Replace function.   **[1]**
    (d)   Move and Copy the Trial Balance Text worksheet into the LAO.XLSX workbook. (At the end)   **[2]**

5.   **Select worksheet AIRFARE and do the following**:
    (a)   Select the _**relevant**_ information on the worksheet **AIRFARE**, then do the following [marks are awarded for the correct relevant information]:
        (i)   Create a _**Pivot Table**_ of _**ONLY**_ the daily airfare sales for each destination.   **[3]**
        (ii)   Create a _**3-D pie PivotChart on a chart sheet**_ of the daily airfare sales for each destination. (mark is awarded for correct PivotChart type)   **[2]**
        (iii)   Filter the axis field (categories) to display all the destinations _**except**_ "Durban"   **[3]**
        (iv)   Choose the values field list to display _**only**_ "Sum of Monday"   **[3]**
        (v)   Change the chart layout to _**Layout 6**_   **[1]**
        **No marks will be awarded for this question if the chart does not appear on a chart sheet**.

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 Assessments – LAO Excel for marking purposes. Do not forget to _**attach**_ the file [*Attach file*] before clicking on the *Submit* button. (Refer to instructions at the end of the test paper).

Question 3   Microsoft Office Word 2013   30 Marks

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

STOP   _**No marks will be awarded for point 1 if it is applied to the entire document!**_
    1.1. Just below the heading: **Flowers 4 U Debtors Age analysis**, do the following and then create the Age Analysis:
      ➢ Create the following tab stops:
         o Left tab at 10 cm   **[1]**
         o Left tab at 13 cm   **[1]**
      ➢ Change your line spacing to:
         o Single Line Spacing   **[1]**
         o Spacing After Paragraph: 0 Pts   **[1]**

Flowers 4 U Debtors Age Analysis

	January	February
	R500	R1050

2.   Recreate the following table in Microsoft Word 2013 under your Flowers 4 U Age Analysis.

VAT Registration Number: 112233445	
Date: 14/02/2014	
Statement of Account	
Page: 1 of 1	
Document Number: S00236	

| Delivery Address

Johannesburg Fruit Market
Vegetable Rd | **Fruits 4 U**

⌂ 101 Tomato Road
☎ (011) 559 2911
① 083 123 4567
E-Mail: ✉ info@flowers4u.co.za |

Month	Description	Quantity	Unit Price	Nett Price
January	Fruits	2	250	500
February	Vegetables	3	350	1050
				1550

Marks will be awarded as follows:

> ➢ Create the table with the right amount of **columns** AND **rows**   **[2]**
> ➢ Remove the required cells left of the *Total* row   **[2]**
> ➢ Unless otherwise specified, make use of the font *Arial Narrow*   **[1]**
> ➢ Logo:
>   o Add the picture called **LOGO.JPG** to the correct cell   **[1]**
>   o Change the text wrapping of the picture to *Tight*   **[1]**
>
> ➢ Fruits 4 U cell:
>   o Change font of "Fruits 4 U" to *Candara*   **[1]**
>   o Change the font colour to **Red**   **[1]**
>   o Apply *Bold* to the Fruits 4 U text   **[1]**
>   o Make use of the correct symbols (1 mark per correct symbol)   **[4]**
>
> ➢ Unit Price and Nett Price values:
>   o Right align **ALL** values under the *Unit Price* and *Nett Price columns*   **[1]**
>   o Make use of **formulas** to calculate **ALL 3** values in the *Nett Price column* **[3]**
>   **(No marks will be awarded if formulas weren't used)**
> ➢ Add a Page Break right after the table.   **[1]**

2.   Create the following graphics at the top of page 2:
The graphics must appear similar to that below. No marks will be awarded for individual graphic elements, only for the correct use of all the graphic elements. You can choose whether or not to make use of the drawing canvas. Please do not type in the mark allocations. This is not part of the question, merely an indication of what is expected:

MARKS ARE AWARDED AS FOLLOWS:

🍊 Do not use ordinary text! Text boxes must be used to insert the text below the circles. If no text boxes are used, marks will not be awarded for the text.
       o Text boxes must have no outline (border)   **[1]**
       o Text boxes must have no fill   **[1]**
       o Font colour must be blue   **[1]**
🍊 The pictures must be used as a fill for each circle as shown below   **[1]**

- 🍊 **No marks will be awarded if the shapes are not circles!**
- 🍊 Circles shapes must have red borders (2pt width)   **[1]**
- 🍊 The cloud shape must have light green solid colour as a fill   **[1]**
- 🍊 The cloud shape must have TEXT ADDED, not a text box to add the text   **[1]**

Apple

Fruits of the forest

Strawberry

Orange

Pear
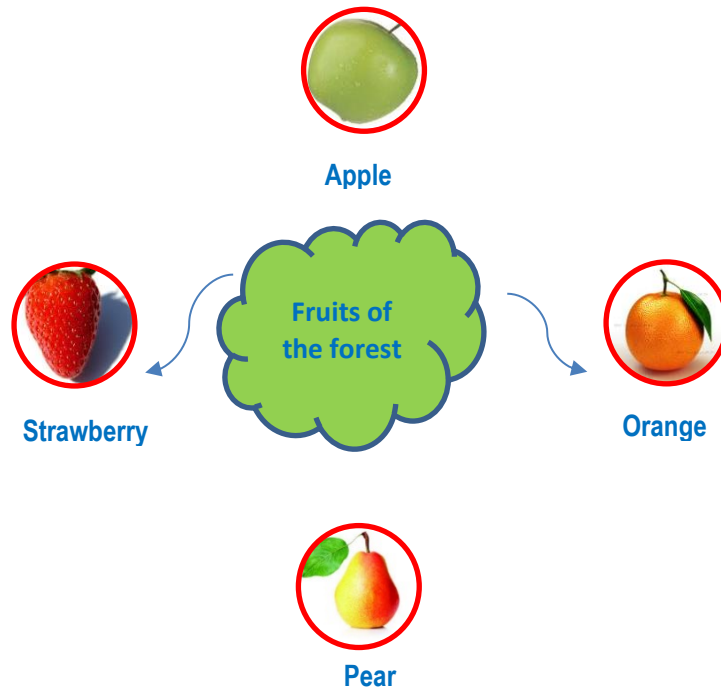
3.   *Save the file with your surname, initials and student number as the name of the file*, [eg Smith JC 2004151748]. **CLOSE THE APPLICATION**. Upload and submit the file to Ulink under Assessments – LAO Word for marking purposes. Do not forget to ***attach*** the file [*Attach file*] before clicking on the *Submit* button. (Refer to instructions at the end of the test paper).

✴ 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.**