



UNIVERSITY OF JOHANNESBURG
FACULTY OF EDUCATION
NOVEMBER EXAMINATION 2016

PROGRAMME: B Ed (SENIOR AND FET PHASE)
MODULE: METHODOLOGY AND PRACTICUM: SCHOOL SUPPORT
ROLE ICT 3B
CODE: MOFPIB3
TIME: 2 hours
MARKS: 100
EXAMINER: Prof G Lautenbach
MODERATOR: Dr R Diseko (UJ)

(This paper consists of **five (5)** pages)

INSTRUCTIONS

Read the following instructions carefully before answering the questions:

1. This test 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. Answer all the questions.
3. 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.
4. Attach all completed files using the link "Submit Exam Files" in the ULink online environment.
5. Answer Questions 1 to 3 in the supporting documents provided and create a suitable document for Question 4.
6. Submit all 4 files in ULink under 2016 Nov Examination.

QUESTION 1: Open the document named 2Info.

- 1.1 An information sheet and a program for an awards ceremony have been created using MSWord.

Locate the yellow WordArt with the text '*Top Awards Ceremony*' on the first page of the document. Modify the WordArt as follows:

- 1.1.1 Apply a blue fill colour to the WordArt.
 - 1.1.2 Rotate the WordArt 90 degrees so that it reads from bottom to top.
 - 1.1.3 Place the WordArt on the left side of the page so that it fills the length of the page (left spine of the page) without overlapping any other object on the page. (3)
- 1.2 Add a caption with the text '*2013 Winner*' below the picture frame on page two. (2)
- 1.3 Locate the text '*Table of Contents*' at the top of page 3 and apply the *Title* style to this text. (1)
- 1.4 Locate the text '*Introductory appearance*' in the document.
The style called *Contest* has been applied to the subheading '*Introductory appearance*' and several other subheadings. Modify the *Contest* style by applying the numbering format a), b), c), etc. and ensure that all occurrences of this style are automatically updated in the document. (3)
- 1.5 Update the Table of Contents on page 2 to include the *Contest* style as level 2. (Update the Table of Contents to display the Heading 1 and *Contest* style headings). (2)
- 1.6 Insert page numbering in the page footer as follows:
- Page numbers must start on the third page of the document and appear in the format 'Page 1'.
 - Page numbers on the odd-numbered pages must appear on the left-hand side and page numbers on the even-numbered pages must appear on the right-hand side of the respective footers. (5)
- 1.7 Locate the numbered list from '1. One digital picture ...' to '... and your school.' Format the paragraph spacing to *15 pt after* for this text only. (Do NOT add spaces between paragraphs of the same style.) (2)

- 1.8 Locate the first instance of the text '*Fantastic Evening Creation*' just below the text 'CD'. Insert a hyperlink from this text to the bookmark '*Fantastic*' which we have already created. (2)

Save and close 2Info. (20)

QUESTION 2

The votes cast for each contestant have been stored in a spreadsheet.

Open the *3Votes* spreadsheet.

- 2.1 Change the height of row 1 so that all the text in the merged cells A1:G1 is visible. (1)
- 2.2 Hide column H. (1)
- 2.3 Format cells A2:B2 as follows:
- Change the vertical alignment of these two cells to match the other cells in the row.
 - Add any red, patterned fill effect to these two cells. (2)
- 2.4 Enter a function in cell K9 to determine the lowest final score found in column G. (2)
- 2.5 Use a feature of the spreadsheet application to automatically display cells containing all final scores from 70% upwards (in column G), in a green fill. (2)
- 2.6 The final score for each contestant appears in column G.
Enter a function in cell K10 to determine the number of contestants who scored a mark above the average final score in cell G43. (2)

Save and close the 3Votes spreadsheet. (10)

QUESTION 3

Details of the contestants are stored in a database.

Open the *5Vote* database.

- 3.1 Create a table called 51Tbl with two new fields called *Surname* and *Age*. Give the fields appropriate data types. Save and close 51Tbl. (4)

- 3.2 Work in the 52Planning_Beplanning table.
- 3.2.1 Move the primary key to the most suitable field. (1)
 - 3.2.2 Modify a property of the Leader_Leier field so that the user *has to enter a value* in that field for any new records they add. (1)
 - 3.2.3 Change the data type of the Task-Taak field to allow a user to enter a description longer than 255 characters. (1)
 - 3.2.4 Add a new field called Date_Datum with an appropriate data type. (2)
 - 3.2.5 Change the data type/format of the Cost_Koste field to display the 'R' symbol for each amount. (1)
 - 3.2.6 Modify the validation rule already set on the Cost_Koste field to match the validation text so that an amount larger than 0 and smaller than 500 must be entered. (2)

Save and close 52Planning_Beplanning-table.

- 3.3 Create a query based on the 53Contestants_Deelnemers table to display the district, name and surname of learners who did not hand in all their documents on time (see the InTime_Betyds field).
Arrange the list in alphabetical order according to the surname per district.
Save this query as MyQry. Close MyQry. (5)
- 3.4 Create another query based on the 53Contestants_Deelnemers table to display the ID number and Surname of all participants from District 1 who are 17 years old.
Save this query as MyQry2. Close MyQry2. (3)

Save and close 5Vote database (20)

QUESTION 4

- 4.1 You have been invited to be a guest speaker at the Digital Education Conference, South Africa 2016 (DECSA 2016). The following BIG IDEA is posted on their website:

“The schooling system is changing and educators are looking to ICT for teaching innovations and alternatives to the traditional class room. Right now, their

biggest challenge is finding imaginative and interactive teaching tools that can inspire, engage and help educate a new generation of students. They also need to know how to build personalised lessons and develop their own digital literacy skills to educate this tech savvy generation.”

Pick any **one** of the following topics from the conference program and prepare a presentation for a 20 minute talk.

- *How to use digital technologies create collaborative learning opportunities*
- *How to turn assessment into fun activities using digital technologies*
- *How to use curation tools and services to stimulate interest*
- *How to incorporate to improve the quality of resource materials*
- *How to develop engaging lessons for both teacher and student*
- *How to use digital solutions to manage the learner performance*

For your presentation you need to create a PowerPoint Presentation. Include brief notes for your speech (In the notes section for each slide – in other words, include the parts of your speech in the slide notes that pertain to the content depicted in each slide. Make sure that you also explicitly include the theoretical underpinning to your approach).

Marks will be allocated for your presentation content, layout and design, aesthetics, and the notes that you make for your slides.

Save your presentation with the name: Digital4

(50)

TOTAL: 100

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