UNIVERSITY OF JOHANNESBURG

FACULTY	:	EDUCATION
DEPARTMENT	:	SCIENCE AND TECHNOLOGY EDUCATION
CAMPUS	:	APK
MODULE	:	METHODOLOGY & PRACTICUM: S ROLE SCHOOL ICT 3A MOFPIA3
SEMESTER	:	First
EXAM	:	SSA July 2019

ASSESSOR(S)	: Mr M Moodley			
MODERATOR	: Dr R Diseko(UJ)			
DURATION	: 2 HOURS	**MARKS**	: 100	

NUMBER OF PAGES: 6 PAGES

INSTRUCTIONS:

1. This examination is taken in a computer venue. All questions are to be completed using the appropriate computer software. No handwritten answers may be submitted.

2. Answer all 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 *Dropbox* 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 Question 1 in an MS-Word document.

   Answer Question 2 in an MS Excel workbook

   Answer Question 3 as a Power point presentation

6. You must use the Internet for quest 3, but ensure you manage your time well.

QUESTION 1

MSWord - Open the document named **WCNP_information.doc**

Scenario: You have been tasked to improve the look and feel of a document advertising one of South Africa's National Parks, the West Coast National Park. Use the **WCNP_information.doc** file to answer the following:

1.1. Insert a table (in the place marked in red on the document - p1) with 2 cells in the top row to accommodate the 2 existing images and then have a single cell in the bottom row for your own downloaded image of the West Coast National Park.

Your picture	

Make the cell borders visible in red. Insert the picture of the WC National Park from the internet and label the three (3) pictures with a Caption. Captions should be in Calibri 10pt bold starting with Figure 1:) The Figure's caption should be centred beneath the image. **(8)**

1.2. Use the style "Title" to edit the headings "West Coast National Park" on pages 1 and 2. **(2)**

1.3 Change all of the main headings in the document using the style "Heading1" and the two subheadings under HISTORY using "Heading2". **(2)**

1.4 Change the rest of the document to **Normal style**. **(2)**

1.5 Insert a bulleted list on page 3 in the space indicated. Define a new bullet using a symbol. **(3)**

1.6 Find all three (3) occurrences of the word 'poo' and replace them with the word faeces. **(3)**

Save your file as **Your_surname.docx (eg. ModibaQ1.docx).**

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QUESTION 2

Scenario: At some stage in your career as an educator you will have to create a document to organise and order your class and their marks for a variety of assessment items or you may have to help another teacher in your role as ICT Support specialist.

2.1   Copy and paste the following data from the table below into a blank MSExcel worksheet. (If you cannot do this you will have to re-type all of the data.)   **(2)**

Surname	Name	Gender	Age	Test1/100	Test2/100	Test3/100	Ass1/50	Ass2/50
Diseko	Bruce	M	15	75	72	52	43	23
Fourie	Hano	M	15	63	61	77	35	45
Khumalo	Gideon	M	14	82	85	35	26	46
Best	Geoff	M	14	57	42	74	45	43
Mandela	Simphiwe	M	15	62	67	71	34	36
Maseko	Sbo	F	15	47	69	53	25	37
Mbeki	Vincent	F	13	35	70	57	36	38
Shangu	Thabile	F	16	55	62	75	39	34
Sithole	David	M	14	62	74	65	41	22
Sithole	Lindiwe	F	15	71	83	76	34	50

2.2   Insert a new column (use column A) and number the existing students from number 1-10.   **(2)**

2.3   Make all the headings of the columns *italics* and then make them **bold.** Now center the headings in the columns.   **(3)**

2.4   Format the column headings so that they are almost vertical at 85°. Now you can re-size the columns to save a bit of space and fit all columns onto one page. Format the column widths so that all of the *columns with marks* are the same width.   **(4)**

2.5 Calculate the average mark out of 100 for the three tests for each student using a formula (first insert a new column after test 3). Insert a new column after assignment 2, add the title "*Ass ave*" in the new column and calculate the *assignment mark* for each learner out of 100. **(6)**

2.6 Calculate a final mark out of 100 in a new column using the test average and the assignment average. **(2)**

2.7 Place borders around all the cells containing data. **(2)**

2.8 Calculate (in one row at the bottom of the sheet) the *average age of the learners **and** the class averages for each test.* **(4)**

2.9 Use the max and min formulas to calculate the highest and lowest final mark. **(2)**

2.10 Colour the cells of the test average column light pink. **(2)**

2.11 Make the marks in the final mark column red (not the cells). **(2)**

2.12 Now sort the students alphabetically according to surname, and where they have the same surname, make sure the sort is also done according to first name (A-Z). Make sure that you can sort all data for each learner and not only the names (but do not sort column A with the numbering). Re-name the tab for the worksheet to "**alphabetical**". **(4)**

2.13 Copy the whole spreadsheet onto a new sheet (new tab). Re-name the new tab "**Sort**". **(3)**

On the sheet named "Sort", do the following:

2.14 In "Sort", use Data-Sort to *separate the boys from the girls*. The boys and the girls must then be sorted from *lowest to highest average* (Boys on top please). **(4)**

2.15 Insert two blank rows between the boys' marks and the girls' marks. **(1)**

2.16 Sometimes it is easier to see relationships and trends better using visual tools like charts. Use the chart wizard to make a line graph/chart to compare all test marks (test 1,2, and 3) for the **boys only**. Format your graph to include title and labels for axes. Save the graph as a new sheet called "Tests". **(6)**

2.17 Save the file as **Your_surname.xls (eg. TshabalalaQ2.xls).** **(1)**

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QUESTION 3: Presentation skills

You have been asked by your school principal to plan a 30 minute workshop to teachers at your new school. The idea of the workshop is to introduce them to being a Teacher in the 21st century. Use the following website:

http://www.teachhub.com/teaching-strategies-what-21st-century-educator-looks

For your presentation you need to create a PowerPoint Presentation, consisting of no more than six (6) slides. 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. Use the principles of good slide design and layout throughout. Include images where possible to enhance the presentation.

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: **21stCentTeach**

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TOTAL: 100