UNIVERSITY
—OF—
JOHANNESBURG

FACULTY	: Education
DEPARTMENT	: Science and Technology Education
CAMPUS	: APK
MODULE	: SCHOOL ICT SUPPORT 2A (IST10A2)
SEMESTER	: First
EXAM	: MAY 2020

ASSESSOR(S) : Ms Saret Wilters
MODERATOR : Prof G Lautenbach (UJ)
DURATION : 3 HOURS   **MARKS**   : 180
_____

INSTRUCTIONS:

1. This examination will take place remotely at a place of your choice.

2. Ensure that you have enough data to download the paper and supporting files 15min before the examination. You can then work offline. Ensure that you have enough data to submit your final answers (multiple files) in BlackBoard before the cut-off time of 3 hours.

3. Answer ALL THE QUESTIONS.

4. Number your answers clearly.

5. Answer each question and submit your final draft only.

6. This paper consists of 5 Questions. Question 1: Word, Question 2: Word, Question 3: Excel, Question 4: PowerPoint, Question 5: HTML.

_____

_____

QUESTION 1

Theme: School Paper
The school publishes an internal newspaper, and computers are proving increasingly useful – from article submission to record-keeping, statistics and advertising.

A brochure containing guidelines has been drafted.
Open the document ***1Brochure.***

1.1   Locate the heading 'School paper guidelines' at the top of the document.
       Change the font of the heading to Verdana, 20 pt.   (2)

1.2   Locate the paragraph 'This document ... the latest copy.' under the heading
       'School paper guidelines'.
       Change the paragraph so that it appears as follows, by following the
       instructions under the screenshot:

> This document provides guidelines to any learner who would like to contribute to the
> school paper. Email *Editor@progress.co.za* for the latest copy.

Do the following:

   • Change the first letter to a drop cap as shown.
      o   The drop cap must drop 2 lines.
      o   The distance of the drop cap from the text must be 0.1 cm.
   • Correct the two spacing errors.

   Remove the hyperlink from the underlined text.
   (Do not delete the text itself).   (6)

1.3   Locate the numbered list under the heading 'Presentation of articles'.
   • Change the number style to 1, 2, 3, ...
   • Make the necessary change, so that five items appear in the list, as
      shown below (without the border):

   1. Plan the general layout
   2. Type in and format all the text
   3. Pictures
   4. Fix any mistakes
   5. E-mail your final article to the editor
                                                                                           (2)

_____

1.4 Locate the image under the heading 'What the vibe was like'.
Format the image so that the original colours are displayed. (1)

1.5 Locate the yellow highlighted text '1st Team' under the heading 'Don't' on the second page.

- Remove the highlighting.
- Change the text to appear as follows: 1st Team (2)

1.6 Locate the image under the heading 'Articles about individual achievements'.

- Change the size of the picture so that it is exactly 6 cm high and 10 cm wide.
- Make an additional change, so that the picture is displayed as follows:

(2)

1.7 Located the shaded paragraph under the heading 'Investigative articles'.

- Justify the paragraph.
- Change the Paragraph 'Before' space of this paragraph to 6 pt.
- Change the right indentation of the paragraph, so that the right indentation is the same as the left indentation.
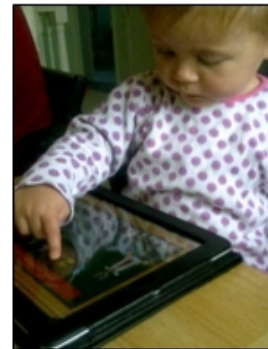
(3)

_____

1.8 Locate the image and the first paragraph under the heading 'Articles about technology'.

Make the necessary changes so that the image and paragraph are displayed as follows (do not change any colours):

(1)

1.9 Locate the numbered list under the heading 'Articles about technology'.

Format the list to appear as shown below (without the border), by following the instructions under the screenshot:

Do the following:

- Change the numbered list to a bulleted list.
- Use the image 1Flag.png as the bullet character.
- Ensure that the line 'READY, STEADY – THE SKY'S THE LIMIT!' does not have a bullet next to it.
- Align the bullets against the left margin. (4)

1.10 Locate the word 'Appendix' under the heading 'Articles about technology'.

Create a hyperlink from this word to the appropriate heading in the document. (1)

_____

1.11 Locate the text in red under the heading 'Reviews'.
Format the text to appear in columns as shown on the next page (without the border).

Note:

- There is a line between the columns.
- Do not change any colours.

YOU MIGHT WANT TO MENTION	DON'T
• how it compares to other texts in its genre. • how it compares to other work that the creator has done. • what type of person would like it, even if you do not. • why it might (or might not) be suitable as a school study. • why you decided to review this work.	• insult the people that do like it – a review reflects your personal opinion. • use the review to complain about how much you hate the book that you are reading in your language subject.

(3)

1.12 Locate the paragraph in blue under the heading 'Reviews'.

Change the paragraph to appear as shown below, by following the instructions under the example:

If you find out about something bad going on in the school, like drug abuse or corruption, you have to report it to the relevant authorities first, before you send us your article. The principal has given us his promise that he will never sweep anything bad under the carpet or ruin your 'scoop' by announcing it before the article comes out. He might just want to take some kind of ac-   **WARNING**   tion before it is published: for example, if the article is about   a local drug dealer, he might want to get the police to arrest that drug dealer first – after all, we wouldn't want the drug dealer to read the article and make a run for it! The principal might also insist on seeing the article first, for example, to make sure that the learners involved are not named if that could lead to legal trouble. After the authorities have handled the situation, we will let you publish the article if the article is good.

Do the following:

- Ensure that ALL the text can be read easily from left to right.
- Change the paragraph borders as shown.
- The width (thickness) of the paragraph borders must be 4½ pt.
- The first sentence ('If you find out ...') must start 2 cm from the left margin. (Do not use the spacebar to do this.)
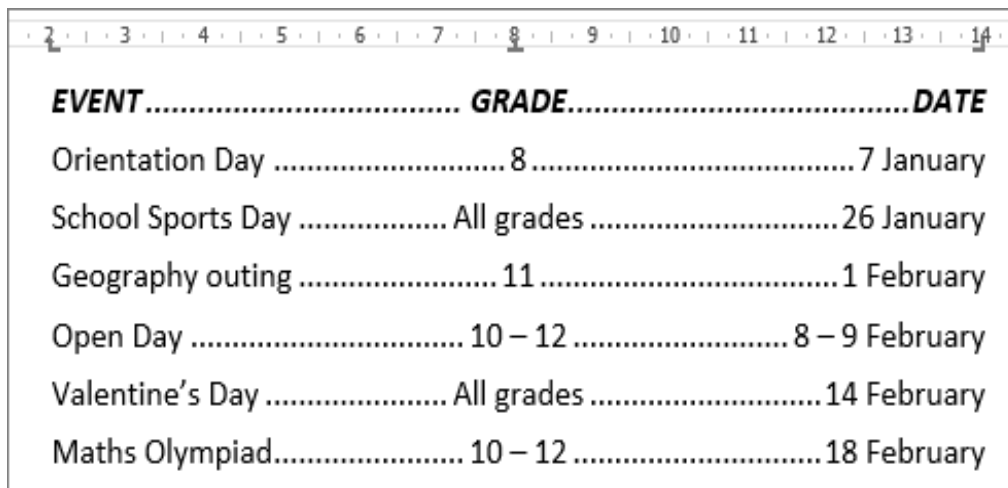- Change ALL the colours (text and borders) to black.

(8)

_____

1.13 Change the automatic hyphenation options so that words in upper case, such as the word 'DIARISE', will not be hyphenated. (1)

1.14 Locate the text in red under the heading 'First Term 2021'.

Use tab settings at 2 cm, 8 cm and 14 cm to format the text as shown on the next page.

Note: A tab at 8 cm has already been set for you.

EVENT	GRADE	DATE
Orientation Day	8	7 January
School Sports Day	All grades	26 January
Geography outing	11	1 February
Open Day	10 – 12	8 – 9 February
Valentine's Day	All grades	14 February
Maths Olympiad	10 – 12	18 February

(5)

1.15 Locate the table under the heading 'Appendix'.

Format the table as follows:

- Remove the two vertical cell borders from the top row.
- Sort the table by the first column (App).

Now do the following:

- Create a new document.
- Add the heading Apps Examples.
- Emphasize the heading.
- Copy only the table from the 1Brochure.docx document to the new document.
- Save the document with the name 1Apps.docx, then close it. (3)

1.16 Replace all instances of the whole word 'brief' with the word 'short'. (2)

1.17 Ensure that the document is free of spelling mistakes. (2)

_____

1.18 Add automatic page numbers at the bottom of the pages.
Use the Ribbon format as shown below. (Do not change any colours.)
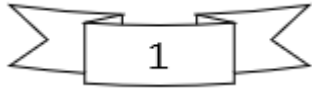
(2)

[50]

QUESTION 2

A document containing statistics of articles submitted in 2020, and other material, has been compiled.

Open the document **2Articles**.

2.1 Remove the page colour from the document. (1)

2.2 There is a comment in the document.

Carry out the instruction contained in the comment, then delete the
comment. (2)

2.3 Change the margins of the document to the 'Normal' setting (2.54 cm on all
four sides). (1)

2.4 Locate the WordArt 'Article Submissions' and the two images below it on
page 1.

- The WordArt and the images have all been grouped.
  Change the grouping, so that <u>only</u> the images are grouped. (The
  WordArt must <u>not</u> be part of the group.)

- Transform (change) the WordArt so that it appears as shown below.
  Tip: Use the *Text Effects* command in the *WordArt Styles* group.

(2)

_____

2.5   Locate the paragraph in blue on page 1.

   • Change the line spacing to 1.5.

   • Ensure that all the parts of the highlighted date '19 October 2020'
     will always remain on a single line and <u>never</u> be split over two lines.   (2)

2.6   Modify the table on page 1 so that it appears as below, by following the
       instructions after the screenshot:

Articles 2020		News	Sport	Review	Other
Per Grade & Category	Gr 10	6	9	8	11
	Gr 11	14	13	13	15
	Gr 12	14	26	10	17
Totals		34	48	31	43

Do the following:

   • Change the height only of the top row to 2.0 cm.

   • Shade only the top row a (light) colour of your choice.

   • Format the appropriate cells in the leftmost column and in the top
     row, so that the cells in this column and row match the example
     above.

   • Change the text direction of the text 'Per Grade & Category' in the
     leftmost column as shown.

   • Align the contents of the bottom left cell as shown.

   • Enter a formula in the bottom right cell to calculate the total of the
     numbers in the cells above it.

   • Autofit the table to its contents.   (8)

2.7   Create a style named "My Title". Format the title as follows:

   • Comic sans, 16pt.
   • Add a line at the bottom of the style.
   • The style font colour should be "Blue, Accent 1"
   • Format the heading 'Types of Articles' on page 2 in the My Title
     style.   (5)

_____

2.8   Locate the text box under the heading 'Types of Articles'.

        Insert the symbol 🏆 in the text box (Webdings character code 37).   (1)

2.9   Locate the graphic at the bottom of the document

        Change the graphic so that it appears as shown on the next page
        (do not change any colours).

                                                                                  (3)

2.10   Add the current date in the page header as a <u>field</u>, in the format
        06 November.   (2)

2.11   Add a page border of your choice <u>only to page 2</u>.   (2)

2.12   Add a text watermark 'CAT', it should display diagonally across the page.   (2)

2.13   Add a field in the footer of the document to display the name and file path
        of the document. Centre the field in the header. The field must <u>not</u> be
        displayed on the first page.   (4)

                                                                              [35]

_____

QUESTION 3

A spreadsheet is used for data on articles submitted and published in the various grades and categories.

Open the spreadsheet **3Contributions** and work in the **Contributors_2020** worksheet.

3.1   Make the following formatting changes:

Format cells A1:B2 to appear as follows (do not change any colours):

Change the fill colour of the merged cells I1:J1 ('Star Learners') to have the same fill colour as the cells I2:J2 below it, but two shades darker.   (5)

3.2   The number of articles submitted by each learner in the various categories (News, Sport, Review, Other) are stored in columns C to F. The number of articles actually published is stored in column G.

Insert a formula in cell H3 to calculate the number of articles of Stander JJ that were not published.

Note: The formula must work correctly for all the data in the column.   (2)

3.3   Insert a count function in **cell I4** to determine the number of categories in which *Methvin J* submitted articles.   (2)

3.4   A learner who has submitted articles in three or more categories (column I) is considered a 'star learner'.

Insert a function in cell J5 that will display an asterisk (*) if Abdul Z is a star learner.
If this learner is not a star learner, then the cell must not display anything.   (4)

3.5 Learners earn house points for submitting articles, but only if the articles are in the 'News' or 'Review' categories.

The number of house points earned for each article submitted in either of these two categories, is stored in cell L1.

Insert a formula in cell K6 to calculate the number of house points earned by Arendse Q.

The formula must correctly calculate the number of house points earned by each of the other learners, if it is copied to other cells in this column. (5)

3.6 Locate the chart in the **Contributors_2020** worksheet.

Change the chart so that it appears as shown below, by following the instructions under the screenshot (do not change any colours):
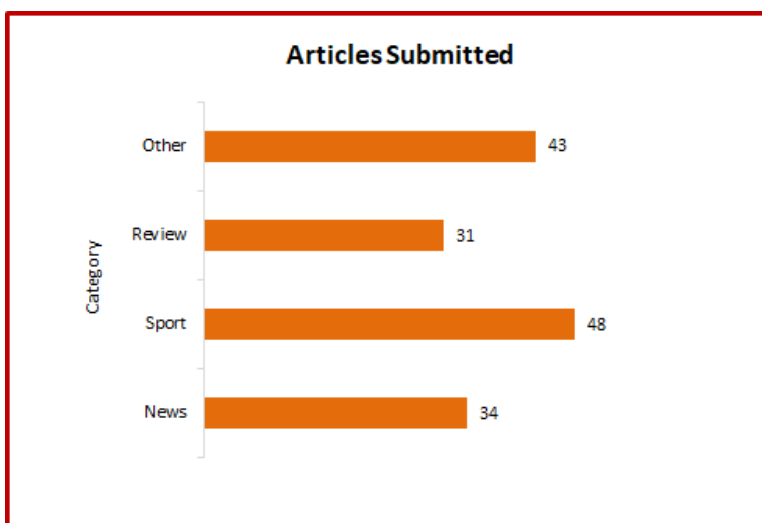
Do the following:

- Display the primary vertical axis.

- Add the title 'Category' for the vertical axis.

- Add data labels to the outside ends of the bars.

- Remove the gridlines. (5)

3.7 Apply conditional formatting to **cells K3:K37**, so that all values of zero (0) in these cells <u>do not 'appear'</u>. (Do not delete the zero values.)

For example, the values in **cells K3:K5** must appear as follows:

(2)

2.5
10

_____

3.8   Insert a function in **cell O3** to calculate the total number of articles that have ever been published in the school paper, as indicated in **column D** in the **Editors** worksheet.   (2)

Now continue working in the **Contributors_2020** worksheet.

3.9   Insert a function in **cell O6** to determine the most common number of articles published by a learner (**column G**).   (3)

3.10   Insert a function in **cell O9** to determine the number of learners who had more than 4 articles published.   (4)

3.11   Insert a function in **cell O12** to calculate the total number of articles published by the grade 11s.   (4)

3.12   The function in **cell O15** correctly calculates the average number of house points earned by the grade 11s.

        Use a suitable function to round the answer to 1 decimal place.   (2)

3.13   The function in **cell O19** determines the highest number of articles published by a learner (**column G**).

        Change this function so that it can be copied to **cells O20:O21** to determine the second and third highest number of articles published by a learner, without the user having to change the function manually.   (4)

3.14   The functions in **column L** correctly determine whether 50% (half) or less of each learner's articles were published.

        Insert a function in **cell O23** to determine the number of learners who had <u>more than half</u> of their articles published.   (3)

Work in the Editors worksheet.

3.15   Change the width of **column E** to 2.   (1)

3.16   Ensure that, if the worksheet is printed, it will be printed as follows:

        •   <u>without</u> gridlines, and

        •   <u>without</u> any information in the footer.   (2)

        Note: Do NOT print anything!

_____

3.17 Use the Freeze Panes command to ensure that **columns A** to **D** will always remain visible, no matter how far the user scrolls to the right in the worksheet. (2)

3.18 Use the **Subtotal** feature to determine the total number of editions that each editor was responsible for.

Tip: First sort the data by the Chief Editor (**column C**). (3)

[55]

QUESTION 4

A PowerPoint presentation has been created to encourage learners to contribute articles.
Open the *PowerPoint* file **4Slideshow**

4.1 Change **slide 1** so that it appears as shown (do not change any colours).

(2)

4.2 Locate the shape at the bottom right of **slide 2**.
Use <u>only colour</u> to make the text in the shape easier to read. (2)

4.3 Remove the transition effect from **slide 3**. (1)

4.4 Add the image **4Astronaut** to **slide 4.** (2)

4.5 Change the direction of the 'Fly in' animation effect of the image on **slide 5**, so that the image does <u>not</u> fly over any text on the slide. (2)

4.6 Open the text file **4Note**.
Copy the contents of the text file to the presenter's note of **slide 6**.
Close the file **4Note**. (2)

_____

4.7 Swop the order of **slide 7** and **slide 8**. 'THE NEXT STEP – A' must be
slide 7 and 'THE NEXT STEP – B' must be **slide 8**. (2)

4.8 Ensure that **slide 9** will <u>not</u> appear when the slide show is presented. (Do
<u>not</u> delete this slide.)
Tip: Use a command on the *Slide Show* tab. (2)

4.9 Change the layout of **slide 10** to 'Title Only'. (2)

4.10 Add the current date to the footer of all the slides, <u>except</u> to the title slide
(slide 1). The date must update automatically. (3)

[20]

QUESTION 5

You have been asked to finalise a web page for the school's website.

Your final web page should appear similar to the example on the next page:

_____

School Paper

The school paper has contributors who write articles on general school topics and news. While we welcome all these, we would love to see more of the following types of articles:

- A. Competitions
- B. Comics
- C. Cartoons

Competitions

With competitions, learners submit their answers, and the winner is announced in the next edition. Keep in mind that we don't have funds for prizes, but we usually publish a small photo of the winner. Make sure that the competition is fun, that it's easy to judge, and that many learners would be able to participate.

Comics

If anyone would like to publish a comic strip as a regular feature in the paper, then send us a few examples of your work. Obviously the 'story' of this comic strip would have to be about something related to the school.

Cartoons

Funny cartoons are usually popular, but what we would really like to see are humerous sketches to underpin key concepts in all the school subjects - not only CAT. It is an acknowledged fact that clever cartoons, if wisely used, can aid the understanding.

If you can smile at something, it means that you have grasped the underlying thought. They say that many a true word is spoken in jest - btw the adage appears in Chaucer's Prolog to The Cook's Tale.

"The servers are on strike."

School events for the magazine
1st Term 2020

Here is a list of the first few events that have been planned for early next year. Please diarise these dates, and make every effort to become involved. Remember, we need articles!

- Orientation Day (Grade 8): 7 January
- Jolli 'Lympics School Sports Day: 26 January
- Geography outing: 1 February
- Open Day: 8 - 9 February
- Valentine's Day - organised by Grade 11: 14 February
- Mathematics Olympiad: 18 February
- Musical Marathon (fund-raising): 1 March

BACK TO TOP

_____

Open the incomplete **5SchoolPaper** web page in a web browser and also in an HTML editor such as *Notepad++* (not a word processor such as *Word*).

Note:

- Question numbers have been added as comments in the file, to show you approximately where your answers should be inserted.

  Please do not remove these comments.

- An HTML tag sheet has been attached at the end of the question paper for reference.

5.1   Add HTML code so that the text 'Paper' is displayed in the tab of the browser.   (1)

5.2   Format the heading 'School Paper' at the top of the page as follows:

- Change the font colour to red.

- Change the font type to Arial Black.

- Format the heading in italics.   (3)

5.3   Locate the text 'Competitions ... Cartoons' under the heading 'School Paper'.

  Format the bulleted text to appear as a numbered list, as follows:

  A. Competitions
  B. Comics
  C. Cartoons   (2)

5.4   Locate the text 'Suggested by CAT learner' under the heading 'Competitions'.

  Ensure that this text is not displayed when the web page is viewed in a browser.
  (Do NOT remove the text from the web page.)   (1)

5.5   Open the file **FunStuff.txt**.

  Copy the entire contents of this file so that it appears under the heading 'Competitions' as shown in the example.

  Close the file **FunStuff.txt**.   (2)

_____

5.6　The image 'Strike' is meant to be displayed under the heading 'Cartoons', but the image is not being displayed.

- Add HTML code so that the text 'Server cartoon' will be displayed if the browser cannot display the image.

- Add the file extension in the HTML code so that the image is displayed correctly, at the right side of the browser window as shown in the example.

- Change the height of the image to 160.　(4)

5.7　Display the heading 'School Events … 2020' over two lines within the same paragraph, as follows:

**School events for the magazine
1st Term 2020**

(1)

5.8　Locate the bulleted list under the heading 'School Events ... 2020'.

Correct the HTML code so that the seven items in the list are displayed as follows (without the border):

- Orientation Day (Grade 8): 7 January
- Jolli 'Lympics School Sports Day: 26 January
- Geography outing: 1 February
- Open Day: 8 - 9 February
- Valentines Day - organised by Grade 11: 14 February
- Mathematics Olympiad: 18 February
- Musical Marathon (fund-raising): 1 March

Note: You can assume that there are no mistakes in the text itself.　(2)

5.9　Locate the horizontal line near the bottom of the page.

Change the HTML code so that the line always extends across 50% (half) of the width of the page, even if the page is resized.　(1)

5.10　Locate the text 'BACK TO TOP' at the bottom of the page.

Add HTML code so that, if the user clicks on this text, the web page will 'scroll back up' to the bookmark called TOP at the top of the web page.　(3)

[20]

_____

TOTAL: 180