UNIVERSITY
OF
JOHANNESBURG

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

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

NUMBER OF PAGES: 18 PAGES

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: Birthday Bash 2020
A number of activities are being planned to celebrate a school's 15th year of existence.
Various documents need to be completed.

An information brochure has been created to keep everyone informed.
Open the document **1BirthdayBash**.

1.1   Locate the heading 'Birthday Bash' at the top of the first page and do the
       following:

- Change the font of the heading to Tahoma.

- Remove the italics. **(2)**

1.2   Locate the image directly under the heading 'Birthday Bash'.
       Change the <u>height</u> of the image to double (twice) its current height. (Do not
       change the width of the image.) **(1)**

1.3   Locate the two images under the heading 'Who is invited?'.

- Display the images as shown below (do not change their size).

- Ensure that the images can be manipulated as a single object.

(2)

1.4   Locate the text in blue under the heading 'Looking Back'.
       Correct the two spacing errors. **(1)**

1.5   Locate the text in italics under the heading 'Academic Achievements'.
       Use tabs to display the text as shown below.

       Note: You may adjust the existing tab settings.

Student ....University
Tamara Cronjé..................University of South Africa
Justin Sindall..................University of Pretoria
Anja Silumesi..................University of Cape Town
Hedda Mphahlele..................University of the Western Cape
Nomxolisi Mtwa..................Rhodes University
Shaun Duncan..................University of Johannesburg

(5)

1.6 Locate the text in blue under the heading 'School Improvements'. Format the text to appear as follows (do not change any colours):

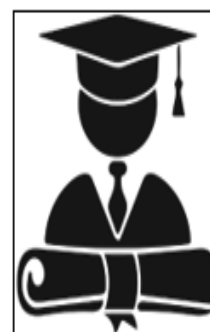| Item	Location	Provisioned By	Amount
Stage curtains	Jubilee Hall	Parent group	R9000
Rockery	Garden	Matrics of 2009	R4500
Piano	Music room	Mr JW Rawoot	R26000
Flower stands	Foyer	Governing Body	R3500

(1)

1.7 Locate the text highlighted in yellow under the heading 'Party Matters'. Change the document's hyphenation options, so that only <u>one</u> word in this specific paragraph will automatically be hyphenated. **(1)**

1.8 Locate the paragraph and the image under the heading 'Birthday Assembly'. Format the image so that it is displayed as follows:

The assembly on 2 December will be a special event, incorporating the final assembly of the school year with the opening of the birthday celebrations. We have invited Mr G Wareham (2015 matriculant) to be our guest speaker. The assembly will be a little longer than usual, in order to accommodate all the items, and will accordingly start at 10:00 am, with the singing of the school song. It is important to note that the opening of the new library will take place <u>before</u> the cutting of the cake. **(2)**

1.9 Locate the text in blue under the heading 'Order of Assembly'.

- Format the text as an automatically numbered list, using the following number format: a), b), c), ...

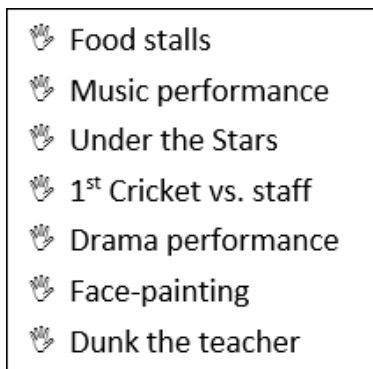- Make additional changes, so that the list is displayed against the left margin as follows:

Order of Assembly

a) School Song
b) General announcements
c) Prefects for 2020
d) Guest speaker: 'Never Give Up'
e) Birthday Bash announcements

(3)

1.10 Locate the bulleted list under the heading 'Flyer'.
Format the list so that it is displayed as shown (without the border).
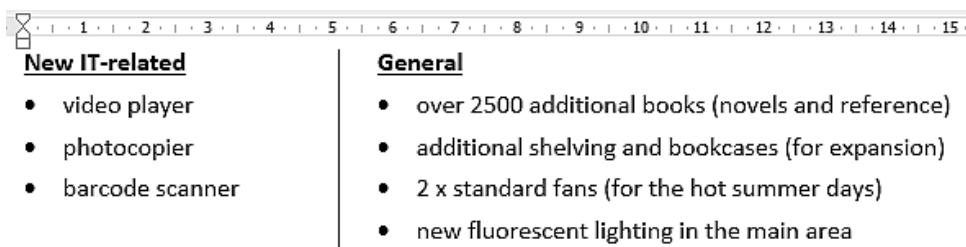*Note:* The bullet character must be Wingdings character code 73.

> ✋ Food stalls
> ✋ Music performance
> ✋ Under the Stars
> ✋ 1st Cricket vs. staff
> ✋ Drama performance
> ✋ Face-painting
> ✋ Dunk the teacher

(2)

1.11 Locate the *shape* next to the bulleted list, under the heading 'Flyer'.

- Remove the border from the shape.

- Fill the shape with the image 1Wreath to appear as follows:

Please Support!

(3)

1.12 Locate the text in red under the heading 'New Library'.
Format the text in columns as shown below (do not change any colours).

Please note: Do NOT use the Enter key to move any text.

New IT-related
- video player
- photocopier
- barcode scanner

General
- over 2500 additional books (novels and reference)
- additional shelving and bookcases (for expansion)
- 2 x standard fans (for the hot summer days)
- new fluorescent lighting in the main area

(4)

1.13 Locate the text '16 GB RAM' highlighted in yellow under the heading 'New Library'.
Ensure that all the parts of this highlighted text will always remain on the same line and never be split over two lines. **(1)**

1.14 Locate the text highlighted in blue under the heading 'New Library'.
Replace the single 'smart quote' with a double 'straight quote'. **(1)**

1.15   Locate the text in blue and the shape under 'Future Projects'.
        Perform the necessary formatting, so that the text and the shape are
        displayed as follows (do not change any colours):

<u>Sponsor a bench.</u> Many parks and gardens have adopted this initiative with much success, and for us it would hold the double benefit of providing much-needed seating for learners during break-times, and of generating income for further projects. Nothing breeds success like success!

Think Big

(3)

1.16   Locate the highlighted text 'above' under the heading 'Birthday Gift'.
        Make it possible for the user to press 'Ctrl+Click' on this text to 'jump' to the
        heading 'School Improvements'.   **(2)**

1.17   Format the <u>second</u> paragraph (the paragraph in italics) under the heading
        'Curiouser and curiouser', with the Intense Quote style.   **(1)**

1.18   Locate the table under the heading 'Appendix: Past Learners'.

- Format the table as shown below, by following the instructions under the
  screenshot (only the top part of the table is shown).

Help and Donations					
Contributor	Category	Friday	Saturday	Help	Donation (Rands)
Malgas, W	Business	YES		Kitchen	250
Lord, M	Business	YES		Cleanup	200
Gaxamba, M	Business	YES		Kitchen	250
Killian, N	Business	YES		Cleanup	200
Jadezweni, P	Business	YES		Events	300
Mfuleni, N	Business		YES	Events	200
Brits, K	Business		YES	Cleanup	150
Barnard, M	Business		YES	Kitchen	500
Beck, T	Business		YES	Cleanup	150
Pritchard, G	Business		YES	Security	250

  o Delete the column shaded in yellow (**Cell No**).

  o Merge the cells in the top row.

  o Set the height of the top row to exactly 1 cm.

  o Sort the data in the table as follows:

       ○   Sort the data according to the Category (2nd column), in ascending order.

           –   Within each **Category**, sort the data according to the **Friday** column, in descending order.

Note: Do NOT include the <u>bottom</u> row of the table in the sort.

(9)

     •   Ensure that if the table extends to two pages, the first two rows will automatically be repeated on the second page.

Add a formula in the bottom right cell, so that it calculates half of the sum of the amounts (donations) in the cells above it.

1.19   Ensure that the document is free of spelling mistakes. **(1)**

1.20   Underline all instances of the whole word 'staff'. **(2)**

1.21   Add automatic page numbers at the <u>top right</u> of all the pages.
Use the following format: Page **X** of **Y** **(3)**

[50]

QUESTION 2

Past learners will be asked to provide extra help.
Open the document **2Helpers**.

2.1   There is a comment on the first page of the document.
Carry out the instruction contained in the comment, then delete the comment. **(2)**

2.2   Change the top margin of the document to 2.5 cm. **(2)**

2.3   Remove the page border from the first page. (The border must still appear on any other pages in the document.) **(1)**

2.4   Locate the paragraph in red on the first page.
Format the paragraph so that it is easier to read.

Note: Do not change the font or font size, or the font colour. **(2)**

2.5   Locate the text '549 TICKETS' (in blue) on the first page.
Expand the character spacing of the text by 5 pt.

(2)

2.6   Locate the table at the bottom of the first page.

- Autofit the contents of the table to fit to the window.

- Perform further editing, so that the table and its contents are displayed as follows:

HELP	Setup		Items		Kitchen		Security		Cleanup	
	Fri	Sat	Fri	Sat	Fri	Sat	Fri	Sat	Fri	Sat
Hours	13	11	18	24	15	21	11	9	5	10

(7)

2.7   Locate the heading '15th Birthday Bash' and the text under it, in green on the second page.

Use WordArt of your choice and 6 pt paragraph borders to display the text as follows (do not change any colours):

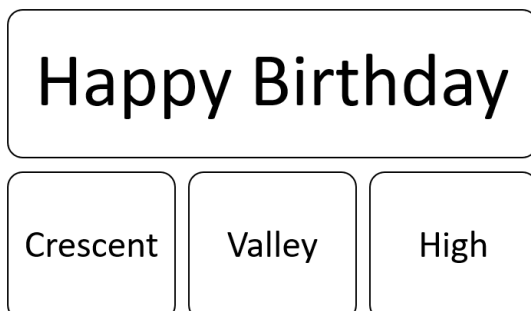15th Birthday Bash

Come celebrate with us!

All on board

Fri 6 Dec – Sat 7 Dec

We're going to have a whale of a time!

(4)

2.8   Locate the SmartArt diagram on the second page.

- First change the diagram to appear as follows:

Happy Birthday

Crescent   Valley   High

- Now apply a 3-D style of your choice to the diagram.   **(4)**

2.9   Add the file name of the current document in the footer.
If the user renames the file, the file name in the footer must update <u>automatically</u>.

Note: Do NOT rename the file.

(2)

2.10   Locate the questionnaire on the last page.

Change the properties of each of the form fields next to the text in red as indicated:

Cell No:	Ensure that if a cellphone number (e.g. 0723706622) is entered in this field, it will be displayed exactly as entered, and NOT as e.g. 723706622.
Which day:	Ensure that the user can choose one of the following items from the drop-down list: Fri Sat Both
Email:	Ensure that text entered in this field will always be displayed in lower case.
Hours per day:	Ensure that the user can only enter a <u>single</u> <u>digit</u> in this field.

Note: Do NOT restrict editing of the form.

2.11 Perform a mail merge using the current document as follows:

- Use the **2PastHelpers** spreadsheet as the data source.

- Ensure that only records where the Matric Year (**column C** in the spreadsheet) is 2017 or 2018 are included in the merge.

- Locate the placeholders <FirstName> and <Surname> highlighted in yellow at the top of the document.

Replace the placeholders with merge fields that correspond with those in the data source.

- Save the document now before you complete the merge.

- Complete the merge and save the merged document as **2Merge**.

Note: Some of the form fields may not be displayed in the final merged document – you can ignore this. **(4)**

[35]

QUESTION 3

A spreadsheet has been created to help with administration.
Open the spreadsheet **3Admin**.
Work in the Tickets worksheet, which contains details of ticket sales.
Important: If you are requested to insert a function or formula in a single cell, you must ensure that the function / formula will work correctly if it is copied to other appropriate cells in that particular column.

3.1 Make the following changes to the worksheet:

- Unhide row 1.

- Format the amount in cell N2 to display without decimal places.

- Merge and centre cells A2:B2.

- Format cells A3:B3 so that they are displayed as follows:

Surname, Init	G r a d e

- Display the worksheet tabs (at the bottom of the spreadsheet) in the following order:

Tickets	Contributors	Chart

(7)

Continue working in the Tickets worksheet.

3.2 The number of tickets sold by each learner for the different items are stored in **columns C–G**.

The text 'NONE' in a cell means that the learner has NOT sold any tickets for that item.

Insert a function in **cell H5** to determine the number of different <u>items</u> for which the learner *Bell, P* has sold tickets. **(2)**

3.3 The cost per ticket is stored in **cell N2**.

Insert a function in **cell I6** to calculate the value of all the tickets sold by the learner *Smamkele, T*.

Ensure that the function can be copied down, <u>without changes</u>, to calculate the value of the tickets sold by each of the other learners. *Tip:* Create and use a *cell name*. **(3)**

3.4 Insert a function in **cell O5** to determine the most common number of tickets sold by a learner for any item. **(2)**

3.5 An indication as to whether a learner has offered to be an Item Helper is stored in **column J**.

Insert a function in **cell O8** to determine the number of learners who have NOT offered to be helpers. **(2)**

3.6 The grades of the learners are stored in **column B**.

Insert a function in **cell O11** to determine the number of learners in the junior grades, i.e. in Grades 8 and 9. **(3)**

3.7 The number of tickets sold by each learner for the different items are stored in **columns C–G**.

Each learner was issued 20 tickets to sell.

Insert a function in **cell O14** to calculate the total number of tickets that were issued, but NOT sold.

Note: The function must still give the correct answer, even if one or more learners (rows) are deleted from the worksheet. **(6)**

3.8 A learner is classified as a Star Learner if he/she meets <u>both</u> of the following conditions:

- The learner must have sold tickets for all five items (**column H**).

- The learner must have volunteered to be an Item Helper (column J).

Insert a function in **cell O17** to determine the number of Star Learners.
Tip: Use the method of 'building blocks', as follows:

<u>Step 1</u>: Insert formulas in the blank **column Q**, that can be used to determine whether individual learners are Star Learners.
<u>Step 2</u>: Insert a function in **cell O17** to summarise the information obtained in Step 1.
Note: It is possible to obtain some marks for this step, even if you could not complete Step 1. **(6)**

3.9 Insert a function in **cell O20** to calculate the average number of tickets sold by a learner in total (i.e. not just for a single item).
Tip: Use the method of 'building blocks'. **(4)**

Save the spreadsheet, but do not close it yet.

<u>Work in the Contributors worksheet.</u>

3.10 Insert a function in **cell F1** to calculate the biggest donation amount (**column F**). **(2)**

3.11 Locate **cell H2**.

- Change the <u>format</u> of the date in this cell, so that irrespective of the date, the date will appear in this format: Thu 29 Oct 2020

- Replace the date in this cell with a <u>function</u> that will automatically display the date on which the spreadsheet is opened. **(2)**

3.12 Sort the data, so that all those in the Business category (**column C**) are displayed last ('at the bottom'). **(3)**

3.13 Change the print settings, to ensure that any output will be centred horizontally on the page.

Note: Do NOT print anything! **(1)**

3.14 Insert the current <u>worksheet</u> name in the left side of the footer.

If the user renames the worksheet, the worksheet name in the footer must update automatically. **(3)**

Note: Do NOT rename the worksheet!

Save the spreadsheet now, before you continue.

3.15   Open a new Word document.

Copy only the **cell range A4:C54** to the *Word* document.

Save and close the *Word* document **3Support**.   **(2)**

Save the spreadsheet, but do not close it yet.

Work in the Chart worksheet.

3.16   Use the data in **cell range A1:B6** to create a chart as shown on the next page (do not change any colours).

Note: A screenshot is also included on the worksheet to show you what your own chart should look like.

- The horizontal axis label must be 'Item'.

- The chart must not show the vertical axis.

- The chart must have data labels.

- Ensure that the order of the columns in your chart is the same as in the example ('tallest' column at the left, 'shortest' column at the right).

- Place the chart approximately in the space provided.

(6)
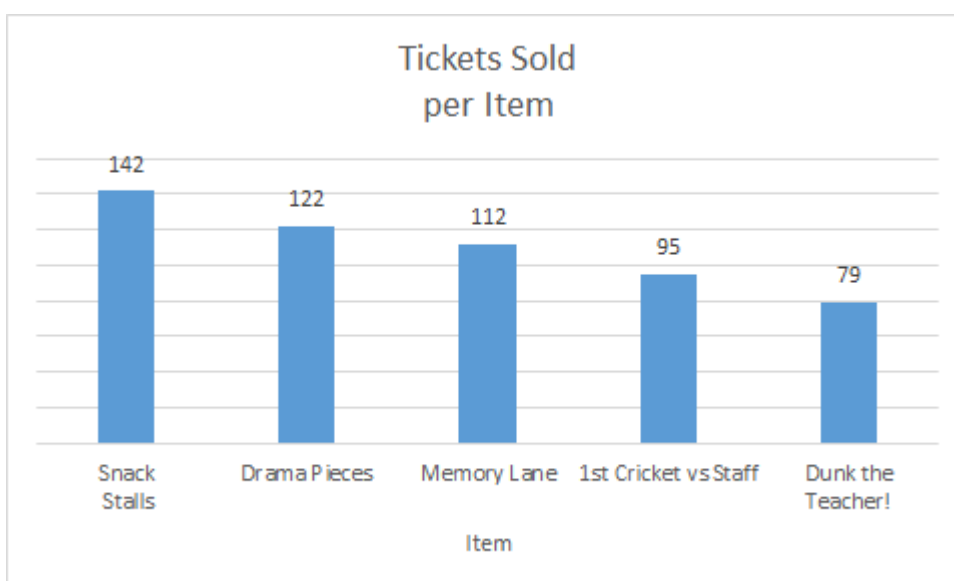
3.17 The function in **cell F1** is supposed to return the number in the <u>middle</u> of the sorted **cell range B2:B6** (i.e. 112), but an error message is displayed instead.

Make the necessary correction, so that the function returns the required information. **(1)**

[55]

QUESTION 4

A PowerPoint presentation has been created to promote the event.

Open the *PowerPoint* file **4SlideShow**

4.1 Add a transition effect of your choice only to **slide 1**. **(2)**

4.2 Change **slide 2** so that it appears as follows (do not change any colours):

(2)

4.3 Change the animation effect to the shape (red arrow) on **slide 4**, so that the shape 'flies in' from the <u>left</u>. **(2)**

4.4 Add the image **4Piano** to **slide 5**.

The slide must appear as follows (do not change any colours): **(2)**

4.5 Open the text file **4PresenterNote**.

Copy the contents of the text file to the presenter's note of **slide 5**.

Close the file **4PresenterNote**. **(2)**

4.6 Swop the order of **slide 6** and **slide 7**.

'New Library – ONE' must be **slide 6** and 'New Library – TWO' must be **slide 7**. **(2)**

4.7 Locate the text box shaded in yellow on **slide 8**.

Ensure that the text in this text box will be easier to read (do not change any colours). **(2)**

4.8 Remove the comment from **slide 9**. **(1)**

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

4.10 Change the information displayed at the bottom of the slides as follows:

- Remove the <u>date</u> from all the slides.

- Add your name at the bottom of all the slides, <u>except</u> the first slide.

If a new slide is added, your name must appear at the bottom of that slide automatically. **(3)**

[20]

QUESTION 5

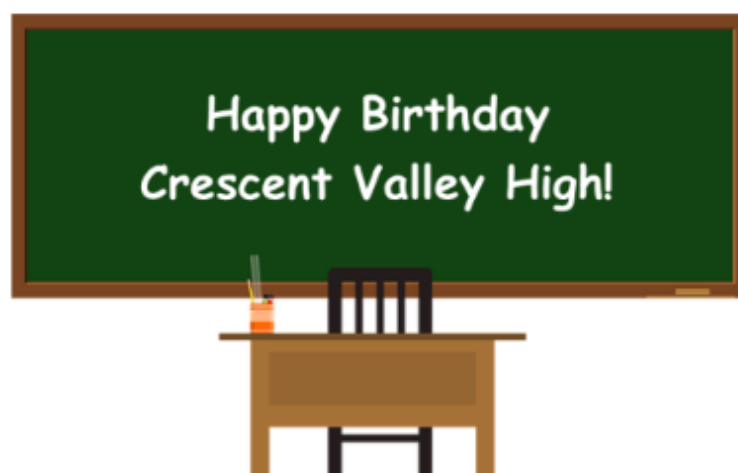*You have been asked to finalise a web page advertising the event.*

Open the incomplete web page **5Advert** in a web browser and also in a text/HTML editing program such as *Notepad++*. (You may NOT use a word processor such as *Word* to answer the HTML question).

Note:

- Question numbers appear as comments in the coding to show you <u>approximately</u> where to insert your answers.

- Please do NOT remove these comments.

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

Your final web page should like the example below.

5.1   Add HTML code so that the text 'Birthday' is displayed in the tab of the browser (and not in the body of the web page). **(1)**

5.2   Locate the text 'Confirm the dates' near the top of the web page. Ensure that this text is <u>not</u> displayed when the web page is viewed in a browser. (Do NOT remove the text or change the colour of the text.) **(1)**

5.3   Change the HTML code so that <u>all</u> the text on the web page will be displayed in the Comic Sans MS font. **(2)**

5.4   Change the font colour of the heading 'Birthday Bash 2020' to dark red. **(1)**

5.5   The image **5HappyBirthday** is meant to be displayed under the heading 'Birthday Bash 2020', but the image is not being displayed.

 • Change the HTML code so that the text 'Happy Birthday' will be displayed if the browser cannot display the image.

 • Correct the HTML code so that the image is displayed correctly.

 • Change the height of the image to 295. **(4)**

5.6   Locate the bulleted list under the heading 'Check out these events ...'. Correct the HTML code so that the list is displayed as follows (without the border):

>   I. Snack stalls
> II. Dunk the teacher
>   (Get your own back :-)
> III. 1st Cricket vs Staff

(4)

5.7   Locate the text 'CLICK HERE' under the heading 'Ticket sales'. Add HTML code so that, if the user clicks on this text, the image file **5Champions** will open. **(3)**

5.8   Locate the text 'Caps off to the champs!' near the bottom of the web page.

 • Position this text in the centre of the web page as shown.

 • Format <u>only</u> this text in bold. **(2)**

5.9   Add HTML code so that a horizontal line is displayed under the text 'Caps off to the champs!'.
The width of the line must be 200. **(2)**

[20]

TOTAL: 180