



<b><u>FACULTY</u></b>	: EDUCATION
<b><u>DEPARTMENT</u></b>	: SCIENCE AND TECHNOLOGY EDUCATION
<b><u>CAMPUS</u></b>	: APK
<b><u>MODULE</u></b>	: METHODOLOGY & PRACTICUM: SUPPORT ROLE SCHOOL ICT 3B (MOFPIB3)
<b><u>SEMESTER</u></b>	: Second
<b><u>EXAM</u></b>	: November 2020

**ASSESSOR(S)** : MR M MOODLEY

**MODERATOR** : DR R DISEKO (UJ)

**DURATION** : 2 HOURS      **MARKS** : 100

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NUMBER OF PAGES: 8 PAGES

INSTRUCTIONS:

Read the following instructions carefully before answering the questions:

1. This examination is taken online and off-campus. 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 and power outages. 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 Section A in a MS Excel workbook.

Answer Section B in a MS Excel workbook [advanced calculations].

Answer Section C in MS Word.

Answer Section D as a Power point presentation.

6. You may use the Internet but ensure you manage your time well.
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**SECTION A: Spreadsheets**

The CAT teacher at Roosevelt High School has asked your assistance with finalising her mark sheet.

Use the **ExmMarks1.xlsx** to answer this question.

- 1.1 Before you can start with finalising the mark sheet, there is a few formatting issues that requires your attention. Ensure the work sheet has been formatted in the following ways:
- 1.1.1 Change the height of Row 4 to 72 pixels. (1)
  - 1.1.2 Change the text orientation of the cells in light blue to rotate upwards and wrap the text in the cells. (2)
  - 1.1.3 The marks the students received for the Practical Assessment Task should be conditionally formatted on a Green – Yellow – Red colour scale. The Green marks should be any mark from 160 upwards, the yellow mark should be any mark less than 160 but upwards from 100 and the red mark should only include marks to 100. The Green and Red marks have already been formatted. You only need to provide a rule for the Yellow marks. (3)
  - 1.2 The mark sheet should calculate certain values. Use the following sub-questions as guidelines for the calculations that should be done.
    - 1.2.1 Pretorius Oliver's mark for his SBA theory tests has not been calculated. Add the marks in cells F14, G14 and H14 together. This mark should be displayed in cell I14. (2)
    - 1.2.2 Calculate Asanda Grace's mark (cell E8) out of 15 for her SBA task. Round the mark off to one decimal place. (2)
    - 1.2.3 Calculate the average mark out of 20 for column N. (2)
    - 1.2.4 Calculate if the students passed or failed in column V. (2)
    - 1.2.5 The lowest mark scored for the year mark has not yet been calculated. Calculate this mark in cell C23. (2)

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- 1.2.6 The student's name and surname (with the highest year mark, (2)  
column Q) should be provided in merged cells D22:F22.
- 1.2.7 There is an error in cell Y9. Rectify the error. (3)
- 1.3 Edit the graph to show the y-axis with minor grid lines of 1 and major (4)  
grid lines of 1, as well as a maximum value of 5.

**Upload this document in Blackboard under Question 1.**

**[25]**

### **SECTION B: Spreadsheets Calculation**

You are required to complete the following calculations. You are not expected to count BUT you are expected to use the correct Formulae's. During marking, if your FORMUALE does not appear in the answer cell, your answer will be marked as INCORRECT. Access the following file **AdvancedCalc.xlsx**

## **Open sheet 1**

- 2.1 Determine the number of students in Term 1 that received marks higher (2)  
than 50.
- 2.2 Determine the number of students in Term 4 that received marks higher (2)  
than 50.
- 2.3 Determine the Average for Term 2 and Terms 3, use the correct formula. (2)
- 2.4 Determine the Total for Students - *Davis Susan, Jefferson Thabiso* and (2)  
*Noah Janic*.
- 2.5 Using the correct formulae, determine how many students do not have (3)  
marks for Term 2 and Term 3.
- 2.6 Use the Countif formulae and determine how many Males and Females are (2)  
there in the group.
- 2.7 Use the correct formula and calculate the Maximum mark for the Total. (2)
- 2.8 Use the correct formula and calculate the Minimum mark for the Total. (2)

## Open sheet 2

- 2.9 Copy Sheet 2 and place it at the end of the workbook and rename the sheet (2)  
PIE CHART.
- 2.10 In sheet 2, place the Data labels on the TOP of the Blue columns. (2)

## Open sheet PIE CHART

- 2.11 Change the Bar Chart into a PIE CHART. (2)
- 2.12 Ensure that your data figures appear on each sector of the Pie Chart. (2)]
- Upload this document in Blackboard under Question 2. [25]**

### SECTION C: MS Word

#### Read the passage and then follow the instructions below.

Traditional Paragraph Transcription

Author: B Frederick

12 June 1998

A transcription service is a business, which converts speech (either live or recorded) into a written or electronic text document. Transcription services are often provided for business, legal, or medical purposes. The most common type of transcription is from a spoken-language source into text such as a computer file suitable for printing as a document, which is called a Process Report.

Basically, transcription involves listening to a recording of something and typing the contents up into a document, which is then returned to the client, giving them a written record of what is on the recording. Typically, this will be an interview – which might be something a journalist has undertaken with someone they are writing about, or part of a study.

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- 3.1 Type the above passage in a new Word document. (3)
- 3.2 Save this document as MSWord\_Quest1. (1)
- 3.3 Change the title, Traditional Paragraph Transcription, to the Title style. (2)
- 3.4 Change the author and date of publication to the Subtitle style. (2)
- 3.5 Change the rest of the document to Normal style. (2)
- 3.6 Change the Normal style's paragraph formatting to 1.5 line spacing and 6pt spacing before the paragraph starts. (2)
- 3.7 Find all the occurrences of the word 'transcription' and change the font to 14pt Book Antiqua, and double underline the word. Also change the Font Colour to Red. (2)
- 3.8. Using the "Synonym" function in MS Word, find two synonyms for the following words from the passage:
- 3.8.1 Services (1)
- 3.8.2 Often (1)
- 3.8.3 Suitable (1)
- 3.9 Insert a "New Comment" by the word "computer" in the passage. Type your name in the Comment Block. (2)
- 3.10 Insert a hyperlink on 'Process Report' to go to the following web page. <https://libroediting.com/2011/06/22/transcription/> (2)
- 3.11 Insert a watermark across your entire exam submission with the term "Final 2020". (3)
- 3.12 Insert and apply on all pages of your MS Word submission a simple Page border, no Art Effect . (3)
- 3.13 Provide the following information:
- 3.13.1 How many words are there in the Passage that you typed? (1)
- 3.13.2 Take a screen shot of the word count window and paste it under this question? (2)

**Upload this document in Blackboard under Question 3. [30]**

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## SECTION D: Presentation skills

- 3.1 You have been asked by the University of Johannesburg to present at an upcoming E-Learning Conference that will take place remotely in November 2020. The Conference proceedings is guided by the Conference Statement:

*“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 teach HTML-related content as part of the PAT.*
- *How to turn assessment into fun activities with technology.*
- *How to use curation tools and services to stimulate interest.*
- *How to teach theoretical components of the CAT syllabus*
- *How to use ZOOM to create a teaching resource.*
- *How to use past and future trends to guide your focus in ICTs in education.*

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). What is vital for you to realise while preparing this presentation is that the entire event will take place remotely, so you will have participants that may attend from different parts of Africa and the world and as such you must keep that context in mind when preparing.

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

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**Save your presentation with the name: DigitalPresen [20]**

**Upload this document in Blackboard under Question 4.**

***Submit all files onto the Blackboard submission links provided***

**TOTAL: 100**

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