



UNIVERSITY  
OF  
JOHANNESBURG

<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>	: SCHOOL ICT SUPPORT 2A (IST10A2)
<b><u>SEMESTER</u></b>	: First
<b><u>EXAM</u></b>	: Supplementary July 2021

**ASSESSOR(S)** : Ms Saret Wilters

**MODERATOR** : Prof G Lautenbach (UJ)

**DURATION** : 3 HOURS

**MARKS** : 180

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NUMBER OF PAGES: 16

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.
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**QUESTION 1****Theme: School Market**

*It has been decided to hold a monthly school market on the school grounds. Staff, parents and learners must be informed. Sound administration is important, and the stall and traders must be properly managed. A web page is also being created to advertise the event.*

*A brochure has been drafted which needs to be finalised.*

Open the document **1Market**.

1.1 Locate the logo (two shapes and text) at the top of the document and do the following:

- Change the logo so that it appears as follows (do not change any colours):



- Group the shapes, so that they can be manipulated as a single object. **(3)**

1.2 Locate the placeholder << citation >> on the first page.

Replace the placeholder with a citation of the source authored by Stevenson R.L. **(1)**

1.3 Change the automatic page numbering in the document as follows:

- Use the number format 1, 2, 3, ...
- Page numbering must start on the second page (the page containing the Table of Contents) and must be numbered from 1 onwards.

*Note:* The first page, and the pages containing Appendix 1 and Appendix 2 (at the end of the document), do not have (and must not have) page numbers. **(2)**

1.4 Accept all the track changes under the heading '*Location & facilities*'. **(1)**

1.5 Locate the text in **blue** under the heading '*Traders*'.

Change the text so that it displays as follows:



### Traders

An electronic application form, together with a questionnaire, has been created in order to formalise the application process. It includes a letter of undertaking (sort of 'terms of agreement') that every trader must agree to: while not a strictly legal requirement, this does help us to establish a measure of understanding of what is expected of the traders, and what constitutes fair dealing. A database has also been created to manage these and other details, and to draw up ad hoc reports.

(2)

1.6 Locate the picture under the heading '*Items on sale*'.

Insert an automatic caption under the picture that reads: '*Figure 2: Trinkets*'.

(2)

1.7 Change the styles in the document as follows:

- Modify the size of the Heading 2 style, so that it is 3 pt smaller than the size of the Heading 1 style.
- Format the heading 'Other activities' with the Heading 2 style.

(2)

1.8 Locate the text in blue under the heading 'Responsibilities and portfolios' and format it to appear as follows:

	8 cm		15 cm
	↓		↓
Ms L. Roper .....	Room 25 .....		Pastries
Mr J. Mpondo .....	Room 16 .....		Clothing
Mrs S. Munro .....	Administration .....		Craft
Mrs N. Texeira .....	(Parent) .....		Bric-a-brac
Ms F. Rabie .....	Reception .....		Produce
Mr A. Abraham .....	Room 6 .....		Setting up; clean-up
Mr J. Koen .....	Administration .....		PA
Mrs K. Molefe .....	(Parent) .....		Marketing

(4)

1.9 Locate the text 'registered charities' under the heading 'Finances'.

Insert an endnote to this text as follows:

- The endnote must appear at the end of the current section (i.e. just after the Bibliography).
- The endnote text must be '4Life and others'.

(3)

1.10 Locate the table under the heading 'Finances' and do the following:

- Ensure that the header row of the table will be repeated on the next page, if the table is split over two pages.
- Format the top left side (first six rows) of the table as follows:

Income		March 2020
Craft workshops	Grade 8	R 1725.50
	Grade 9	R 1365.75
	Grade 10	R 855.00
	Grade 11	R 1230.50
	Grade 12	R 1140.60

*Note:* Do not change any colours.

- Add a formula in the open cell in the bottom row, to calculate the total income for March 2020.
- Complete the rightmost two columns of the table (How the money was used, March 2020) as follows:
  - Open the document **Expenditure**.
  - Copy all relevant data from the document **Expenditure** to the corresponding columns of the table in the document **1Market**.

The table should now look as follows (only the first few rows are shown):

Income		March 2020	How the money was used	March 2020
Craft workshops	Grade 8	R 1725.50	Tent hire	R345
	Grade 9	R 1365.75	Water & Electricity (estimated)	R240
	Grade 10	R 855.00	Casual wages	R800
	Grade 11	R 1230.50	Consumables	R300

Close the document **Expenditure**.

(8)

- 1.11 Locate the first paragraph under the heading 'Workshops' and format it to appear as follows:



A novel means of generating interest in markets like ours, is to allow the customer an insight into how the product was actually made. Some forward-thinking 'living' museums are moving in this direction too. We want to start bringing workshops into our market experience – 'getting our hands dirty' in a good cause. It is the way of the future.

*"YOU CAN'T LEARN IN  
SCHOOL WHAT THE WORLD  
IS GOING TO DO NEXT YEAR."  
– HENRY FORD*

(4)

- 1.12 Locate the bibliography under the name of the principal.

The city of publication for the source 'Selling the Invisible' is incorrectly shown as Paris. The correct city is New York.

Fix the mistake, so that the city of publication is shown as New York.

(3)

- 1.13 Locate the list of traders and their stall types under the heading 'Appendix 1'.

Format the list to appear as follows (each stall type appears in its own column):

#### Appendix 1

Andersen O	Parent	Craft	A	Abrahams J	Learner	Pastries	B	Baptista C	Learner	Pastries	C
Blom M	Learner	Craft	A	Albrecht H	Parent	Pastries	B	Brand P	Learner	Craft	C
Boqo H	Parent	Clothing	A	Biljon J	Learner	Craft	B	Bruwer B	Learner	Bric-a-brac	C
Botha J	Parent	Craft	A	Bruins B	Learner	Craft	B	Delamotte C	Parent	Produce	C
Enslin L	Learner	Craft	A	Halloway J	Parent	Produce	B	Esterhuysen S	Teacher	Clothing	C
Groenewald R	Parent	Produce	A	Hite F	Learner	Clothing	B	Fisant F	Parent	Clothing	C
Gumede P	Parent	Pastries	A	Jamodien N	Learner	Craft	B	Huysamer N	Learner	Bric-a-brac	C
Hilbert J	Parent	Craft	A	Kruger L	Parent	Bric-a-brac	B	Keyster K	Learner	Clothing	C
Irvine B	Teacher	Clothing	A	Lombard A	Learner	Clothing	B	Koekemoer P	Parent	Pastries	C
Makupela N	Teacher	Clothing	A	Maarman L	Parent	Pastries	B	Limbada L	Learner	Bric-a-brac	C
Mashile K	Parent	Pastries	A	Manyane D	Teacher	Bric-a-brac	B	Mabule S	Teacher	Bric-a-brac	C
Mazibuko P	Teacher	Clothing	A	Peters J	Parent	Bric-a-brac	B	Sopazi T	Learner	Clothing	C
McIntyre W	Parent	Bric-a-brac	A	Putter P	Teacher	Craft	B	Van Tonder J	Parent	Clothing	C
Ndlovu H	Parent	Produce	A	Renoster G	Learner	Craft	B				
Prinsloo S	Teacher	Pastries	A	Van Blerk K	Parent	Produce	B				
Regal S	Learner	Pastries	A	Wilson S	Learner	Pastries	B				

(5)

- 1.14 Locate the heading 'Appendix 2' at the end of the document.  
Ensure that this heading and the text below it starts on a new (last) page that is in portrait orientation (the previous page – Appendix 1 – must remain in landscape orientation). (2)
- 1.15 Locate the placeholder << Ticket sales >> under the heading 'Appendix 2'.  
Replace the placeholder with the entire contents of the spreadsheet **TicketsMarch21** (the chart and the data in the green shaded cells).  
Ensure that any future changes to the chart or the data in the spreadsheet will automatically appear in the *Word* document. (3)
- 1.16 Change the Table of Contents on the second page of the document so that it is displayed as follows:

<b><i>Practical arrangements 2</i></b>
<i>Stall administration 2</i>
<i>Other activities 3</i>
<i>Responsibilities and portfolios 4</i>
<b><i>Finances 4</i></b>
<b><i>General 5</i></b>
<i>Marketing 5</i>
<i>Workshops 5</i>
<b><i>Appendix 1 6</i></b>
<b><i>Appendix 2 7</i></b>

(3)

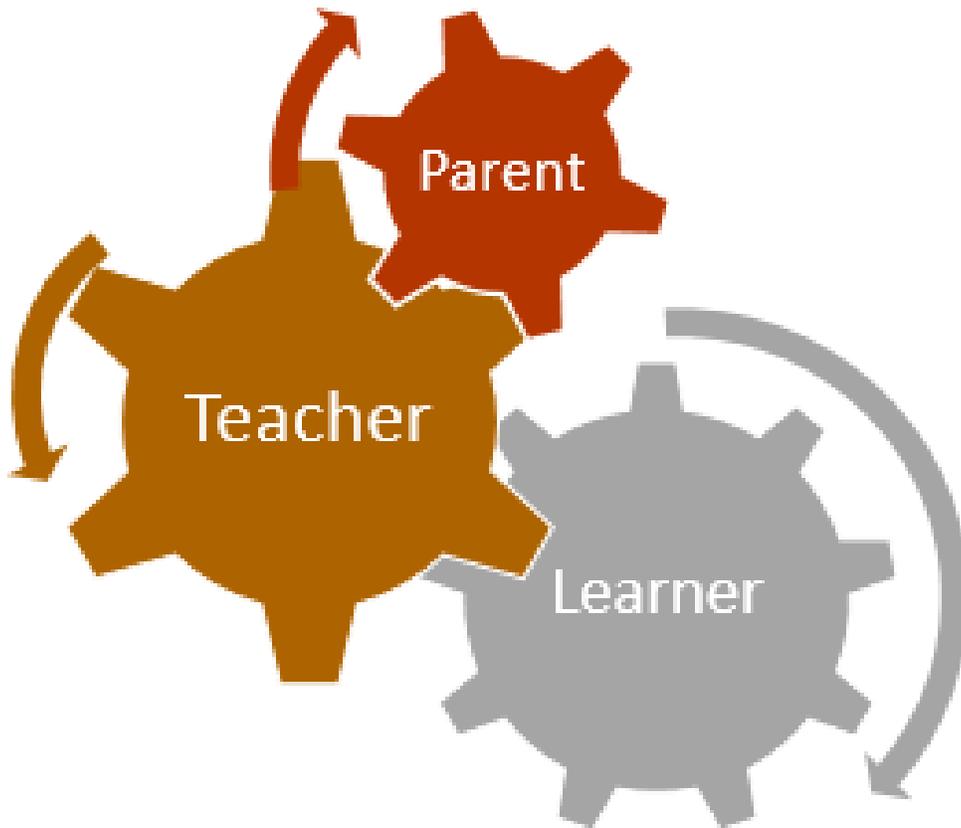
- 1.17 Insert a Table of Figures under the heading 'Pictures'. (Use the default options.) (2)

[50]

**QUESTION 2**

Open the document **2Traders**.

- 2.1 Change the page size to A4. (2)
- 2.2 Set the bottom margin to 2 cm. (2)
- 2.3 The gold page colour is slightly too dark.  
Change the page colour to be one shade (of gold) lighter. (1)
- 2.4 Remove the 'empty' paragraph between the paragraph in red and the paragraph in blue. (1)
- 2.5 Remove the two lines through the text 'Dear Mr / Mrs / Ms / Learner'. (2)
- 2.6 Locate the diagram on the first page and change it so that it looks similar to the following diagram:



*Note:* Each of the three shapes (gears) must have a different colour. (3)

- 2.7 Locate the text 'Mon 4 March 2020 on the first page.  
Make the necessary change(s) to ensure that the entire date 'Mon 4 March 2020' will always appear on the same line. (2)
- 2.8 Remove the page border only from the first page of the document. (2)
- 2.9 Locate the two sentences in red under the heading 'Trading Agreement' on the second page.  
Add these two sentences to the numbered list that follows them, as items number 1 and 2 in the list. (The numbered list will then have a total of 11 items.)  
Use the same formatting for the two added items, as was used for the other items in the list. (2)
- 2.10 Locate the text 'exceed 144" square' on the second page.  
Change the double smart quote to a single straight quote. (1)
- 2.11 Locate the table on the third page and do the following:
- Swop the positions of the last two columns ('Trader' must be the 3<sup>rd</sup> column and 'Stall Type' must be the 4<sup>th</sup> column).
  - Add two further sort orders, so that the table is sorted first by 'Item', then by 'Category', then by 'Trader'.
  - Copy the table to a new *Word* document, and save this new document as a Rich Text Format file (i.e. as a .RTF file) folder with the name **Stalls**.
- Close the file **Stalls**. (6)
- 2.12 Insert a diagonal text watermark in the document.  
The watermark text must be 'Sample'. (3)
- 2.13 Insert a field in the footer of the document that will help someone who only has a printed copy of the document, to locate the electronic copy (i.e. the filename and the folder in which the document is stored). (3)

2.14 Locate the four items on the second last page.

This page is for any new stalls. Add developer options to each or the items. Format the developer options as follows:

**Name:** Add a Plain Text control. The title and tag should be Name.

**Date:** Add a date picker control. The format of the date should be 'dddd, MMMM d, yyyy'

**Stall Type:** Add a combo box control. The items should match the table on the last page.

**Item:** Modify the drop down combo box to resemble the following:

Display Name	Value
Brick-a-Brac	Brick-a-Brac
Clothing	Clothing
Crafts	Crafts
Pastries	Pastries
Produce	Produce

(5)

[35]

### QUESTION 3

*A spreadsheet is being used to manage the financial aspects.*

Open the spreadsheet **3Income** and work in the **March 21** worksheet.

3.1 Make the following formatting changes:

3.1.1 Change the width of column G to 3.

3.1.2 Change the orientation of the text in cell I1 to 90 degrees.

3.1.3 Format cell K1 so that it appears as follows:

Prepared by the IT Department
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(3)

3.2 Complete the formula in cell H7 so that it calculates the sum of the Stall Hire amount (cell B7) and 15% of the Sales amount (cell C7).

(2)

/..

- 3.3 The amount that can be used for Fund-raising projects (cell H22) is the amount left over from the Grand Total (cell H16), after the Expenses and Charity donation (cells H20 and H21) have been deducted. In other words:

$$\text{Fund-raising projects} = \text{Grand Total} - \text{Expenses} - \text{Charity donation}$$

- Insert a formula in cell H22 to calculate the amount that can be used for fund-raising projects. (3)
- 3.4 Set the print area of the worksheet to the cell range A1:I16. (1)

**Now work on the TicketSales worksheet.**

**This worksheet stores the number of tickets issued to, and sold by, various learners, in columns E and F respectively. The cost of a ticket is stored in cell F1.**

- 3.5 The amount due from each learner (column G) is the total value of the tickets sold by that learner.  
Complete the formula in cell G3 to calculate the amount due by Elsa Petani.  
The formula must be able to be copied to other relevant cells in this column and display the amount due from each of the other learners. (2)
- 3.6 Insert a function in cell J4 to determine the number of learners who sold 10 or more tickets. (3)
- 3.7 The function in cell J8 correctly calculates the average number of tickets sold by senior learners.  
Use a rounding function to round the value in cell J8 down to a whole number. (2)
- 3.8 Insert a function in cell J12 to determine how many learners sold all the tickets that were issued to them.  
*Note:* You may use any of the blank columns in the worksheet (e.g. column H or I) to perform any extra calculations that you may need to make. (4)
- 3.9 Insert a formula in cell J15 to calculate the value of all the tickets that were NOT sold. (4)

- 3.10 Change the formula in cell D10, or replace it with a function, so that it displays the learner's surname and name in the following format (note that there is a single space after the comma):

Stander, Beth

Ensure that the formula can be copied to other relevant cells in this column and display the surnames and names of the other learners. **(3)**

Now work on the **Traders** worksheet.

- 3.11 Use conditional formatting to make the top 20% of the sales amounts (column I) stand out from the other sales amounts. You may choose your own formatting scheme. **(2)**

- 3.12 The stall hire fee for each trader (column F) is based on the stall type (column E), and is determined as follows:

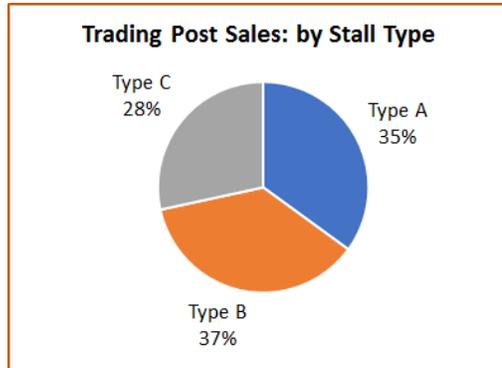
Stall type	Fee
A	R60
B	R50
C	R40

The existing function in cell F4 correctly calculates the stall hire fee for stall type C.

Convert this function to a Nested IF, so that it can be copied to other relevant cells in this column and display the fees for stall types A and B as well. **(4)**

- 3.13 Locate the chart on the worksheet and do the following:

- Remove the chart legend.
- Change the data labels so that they are displayed as in the screenshot below: **(3)**



3.14 Use the LARGE function in cell M23 to display the 5<sup>th</sup> highest sales amount. (3)

3.15 Insert a function in cell M25 to display the total stall hire fees outstanding, i.e., that have NOT yet been paid. (4)

3.16 The dates of the markets from March to November are stored in cells K33:K41.

Insert a function in cell M27 to determine the number of days between the date of the earliest fee payment (column G) and the date of the market in May. (4)

3.17 The dates on which stall hire fee payments were made are stored in column G. A blank cell in this column means that the payment is still outstanding.

Insert a function in cell H29, that will display the three-letter abbreviation of the month in which Lombard A made his payment.

If the payment is still outstanding, the text 'Not paid' must be shown.

Ensure that the function can be copied to other relevant cells in this column and display the appropriate text.

*Note:* A table showing the number of the months, and their abbreviations, is stored in cells K3:L14. (8)

[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 only colour 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 not 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 not appear when the slide show is presented. (Do not 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, except to the title slide (slide 1). The date must update automatically. (3)

[20]

**QUESTION 5**

Open the incomplete text file **5\_Webpage** in your HTML editing program such as Notepad++ and also in a web browser.

*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.

*Your final web page should look like the example on the next page.*

## Highrise Secondary School Market

Diarise *Saturday 22 June*, the day of our June market. The theme is 'Bring on the winter cheer'. There will be lots of heart-warming goodies for sale at the **COLOURFUL STALLS**.

### Categories of items

Please support our traders, as they put in a lot of creative effort to bring us goods of a high quality. Owing to demand, we have expanded the categories of items that will be sold to five:

- Pastries
- Clothing
- Craft
- Bric-a-brac
- Produce

### Market themes

We have decided to link a specific theme to each market. This will provide a focus around which stalls may be fitted out (decorated and stocked), and in some cases may generate new ideas for both content and presentation. These themes must be advertised well in advance, to enable traders to prepare adequately. The table below gives the themes that have been planned for the next few markets.

Date	Theme
Sat 27 Jul	Gizmos and gadgets
Sat 24 Aug	You snooze - you lose!
Sat 28 Sep	Spring has sprung

Thinking of becoming a trader? [CLICK HERE](#) for a little inspiration!



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Highrise Secondary 2021

*Note:* Use this example to guide you with this question.

- 5.1 The image **Snacks** is meant to be displayed at the top of the page, but there is a problem.

Do the following:

- Add the ALT attribute so that the text 'Transacting at the market' will be displayed if the picture cannot be displayed.
- Change the HTML code so that the image is displayed correctly in the position shown in the diagram.
- Change the width of the picture to 300. (4)

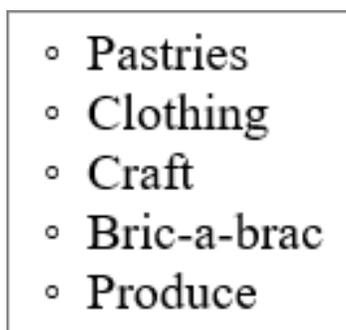
- 5.2 Locate the text 'Highrise Secondary School Market' just below the image and do the following:

- Add HTML code to display the text as a level 1 heading.
- Add HTML code to display the text over two lines as shown. (Do not create a new paragraph.) (2)

- 5.3 Locate the paragraph under the heading 'Highrise Secondary School Market' and do the following:

- Italicise the text 'Saturday 22 June' in the first sentence.
- Change the colour of the text 'COLOURFUL STALLS' at the end of the paragraph to red. (3)

- 5.4 Locate the list of items under the heading 'Categories of items'. Change the list so that it is displayed as follows (without the border):

- 
- Pastries
  - Clothing
  - Craft
  - Bric-a-brac
  - Produce

*Note the rounded (hollow) bullet characters.* (2)

- 5.5 Add all the text from the file **Themes** to the existing paragraph under the heading 'Market themes', as shown in the example. (Do NOT remove the (2)

existing paragraph.)

- 5.6 Edit the table so that it appears as follows (do not change any colours):

Date	Theme
Sat 27 Jul	Gizmos and gadgets
Sat 24 Aug	You snooze - you lose!
Sat 28 Sep	Spring has sprung

*Note that the cell spacing is set to 5.* (3)

- 5.7 Locate the text 'CLICK HERE' at the bottom of the web page.  
Add HTML code so that, when the user clicks on this text, the computer will attempt to open the file **Stall\_Ideas**. (2)
- 5.8 Change the thickness (size) of the horizontal line at the bottom of the web page to 2. (1)
- 5.9 Locate the text 'Check dates with Mrs Stryver!' at the bottom of the web page.  
Add HTML code to ensure that the text will NOT be displayed when the file is viewed in a web browser. (1)

[20]

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**TOTAL: 180**