

GAUTENG DEPARTMENT OF EDUCATION
SENIOR CERTIFICATE EXAMINATION

COMPUTER STUDIES SG
(First Paper: Practical)

TIME: 3 hours

FEB / MAR 2006

MARKS: 150

INSTRUCTIONS:

- This paper consists of 11 pages. Check that your paper is complete.
- You will receive an examination disk with a label on it and a folder from the invigilator. Write your examination number clearly on the label and complete the cover of the folder.
- ALL questions are **COMPULSORY**.
- Save your work on a regular basis – every 10 minutes – on the given disk.
- You may use the full allocated time (3 hours) to answer the questions. Additional time will be allowed for printing. No changes may be made to any document during the printing time.

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| Diligently follow the instructions at the end of each question in connection with the handing in of printouts and the files that need to be saved on the examination disk. The files and the printouts that need to be handed in, are indicated at the end of each question in a frame similar to this one. |
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- Arrange your printouts according to the question numbers. Ensure that your examination number is written or printed on each page. Place all the pages in the given folder and staple them to the top left-hand corner on the inside of the folder.
 - Place your disk in the pocket inside the front page of the folder and secure it by stapling the pocket, next to the disk, to the front page. **BE CAREFUL NOT TO DAMAGE THE DISK.**
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QUESTION 1
SPREADSHEET

Load the existing file **STATEM** from your examination disk into your spreadsheet program.

The spreadsheet contains data of the cellphone company Me2U that prints account statements for the cellphone owners. The Me2U cellphone numbers start with "075".

Make the following changes:

- 1.1 Change the spreadsheet heading "STATEMENT – JUNE 2005" as follows:
 - Use fontsize 14pt and bold the heading.
 - Centre the heading across Columns A – F.(4)
- 1.2 Insert an open row above the heading "STATEMENT – JUNE 2005".
 - Insert a suitable picture in Cell A1.
Adapt the row height and column width to display the picture clearly – the row height must not be more than 75 (100 pixels).
 - Add the name of the company "Me2U" in WordArt in Row 1 next to the picture.(5)
- 1.3 Centre the numbers in Columns C and D. (1)
- 1.4 Format Column A to display the name of the month, e.g. 1-Jun. (2)
- 1.5 Add a double vertical line after Column D (Rows 5 – 28). (2)
- 1.6 Supply Column E with the heading "CALL CHARGES" and determine the charge of each call if one call unit costs R1.60. (2)
- 1.7 Supply Column F with the heading "SMS-CHARGES" and determine for every day the charge of all the SMS messages if one SMS message costs R0.70. (2)
- 1.8 Format the amounts in Columns E and F to display 2 decimal places and Rand (R) as currency directly in front of the amounts. (2)
- 1.9 Change the column headings of Cells A4 to F4 as follows:
 - Make the text colour red.
 - Make the background light blue.
 - Use wrap text to fit the headings in the columns without changing the column width.(4)

- 1.10 Use functions and determine at the bottom of the spreadsheet the following:
Add a suitable caption to each one.
- The total number of SMS messages sent. (2)
 - The average call charge. (2)
 - The number of units of the longest call. (2)
 - The number of calls beginning with “011” numbers. (3)
 - Determine the total monthly charge by adding the total charge of the calls, the total charge of the SMS messages and the monthly fee. (3)
- 1.11 Use an IF-statement to print “National” in Column G if the call was not made to a cellphone. All the cellphone numbers start with “075”. National calls start with “011” or “012”. (5)
- 1.12 Type your examination number in the page header. (1)

*Save the changed document as a spreadsheet file on your examination disk as **STATEMXXX** where XXX represents the last 3 digits of your examination number.*
You do not have to make a printout.

[42]

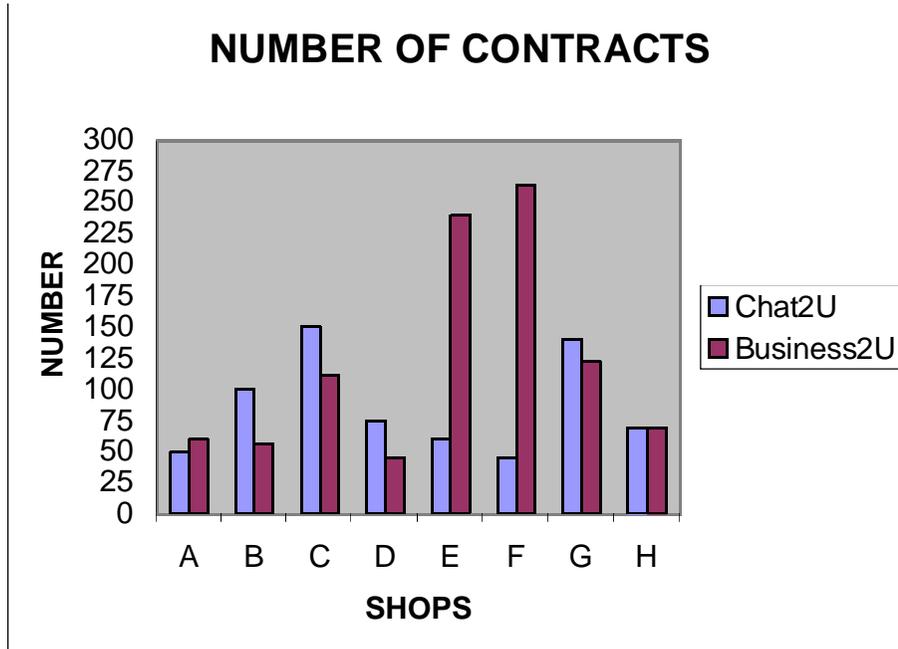
QUESTION 2

CHARTS

A spreadsheet **NUMBER** containing the number of contracts at the different shops, already exists on your disk. Load the spreadsheet file NUMBER from your disk into your spreadsheet program.

- 2.1 Create a bar chart to compare for each shop the number of Chat2U contracts with the number of Business2U contracts.

The chart must look as follows:



- Indicate the title of the chart “NUMBER OF CONTRACTS”, X-axis category “SHOPS” and Y-axis category “NUMBER”.
- The series must indicate the different type of contracts.
- The scale of the Y-axis must be 25 units.
- Save the chart in a separate worksheet as NUMBER.

(8)

2.2 Create a pie chart to indicate the ratio of the number of Business2U contracts at each shop as a percentage of the total number of Business2U contracts.

- The title of the chart must be “Business2U COMPARISON”.
- The number and percentage of each shop must be clearly indicated.
- Save the chart in a separate worksheet as COMPARE.

(5)

Save the changed document as a spreadsheet file on your examination disk as **NUMBERXXX** where XXX represents the last 3 digits of your examination number.

You do not have to make a printout.

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QUESTION 3
WORD PROCESSING

Load your word processing program and open the existing file **INFO** on your examination disk. Change the document as **described in 3.1 – 3.11** to look as follows:

Me2U products and services

At Me2U, a mobile communication network, there is something special for U.

- **Me2U prepaid:**
There is a range of prepaid cards to choose from. Cards are available in denominations of R30, R50, R150 or R300.
- **Me2U contracts:**
You can choose between our Chat2U and Business2U contracts. If you use your cellphone mostly during the day Business2U offers the best rates and services.
- **Text messages:**
Are you young and send a lot of text messages?
Add an SMS bundle to your contract and pay less for text messages.

Package	Number of SMS	Price
P ₁	100	R30
P ₂	500	R100
P ₃	1000	R150

* Unused SMS units will not be carried over to the next month.

Me2U offers the following services:

Voice mailbox	Call forwarding
Emergency Services	Billing per second
Directory Enquiries	International roaming
Call waiting	Special rates for Internet surfing
Call holding	Customer Service

3.1 Change the margins of the document as follows:

Left and right margins 3 cm.

Top and bottom margins 3 cm.

(4)

3.2 Add the title "**Me2U products and services**" to the top of the document.

- Font type – Comic Sans or Arial Black
- Font size 24pt.
- Centre the heading.

(4)

3.3 Change the font type of the remainder of the document to Arial. (1)

3.4 Add the following to the header:

- Your examination number to the left
- The date to the right (2)

3.5 Change the subtitles (“**Me2U prepaid, Me2U contracts, Text message**”) as follows:

- Bold the subtitles.
- Add bullets and align the text with the subtitles as indicated in the question paper. (5)

3.6 Add the following table before ***unused SMS....**

Package	Number of SMS	Price
P ₁	100	R30
P ₂	500	R100
P ₃	1000	R150

Bold the column headings of the table.

Centre Column 1.

Right align Columns 2 and 3.

The 1, 2 and 3 of P₁, P₂ and P₃ must be in subscript. (8)

3.7 Move the table in line with the wording of the paragraph “Text message:”, as indicated in the question paper. (1)

3.8 Change the font size of “**unused SMS...**” to 10 pt and align the text with the table, as indicated in the question paper. (2)

3.9 Underline the subtitle “**Me2U offers the following services**”.
Arrange the items underneath the subtitle in two columns as indicated in the question paper. (3)

3.10 Replace all the occurrences of “message” with “messages”. (2)

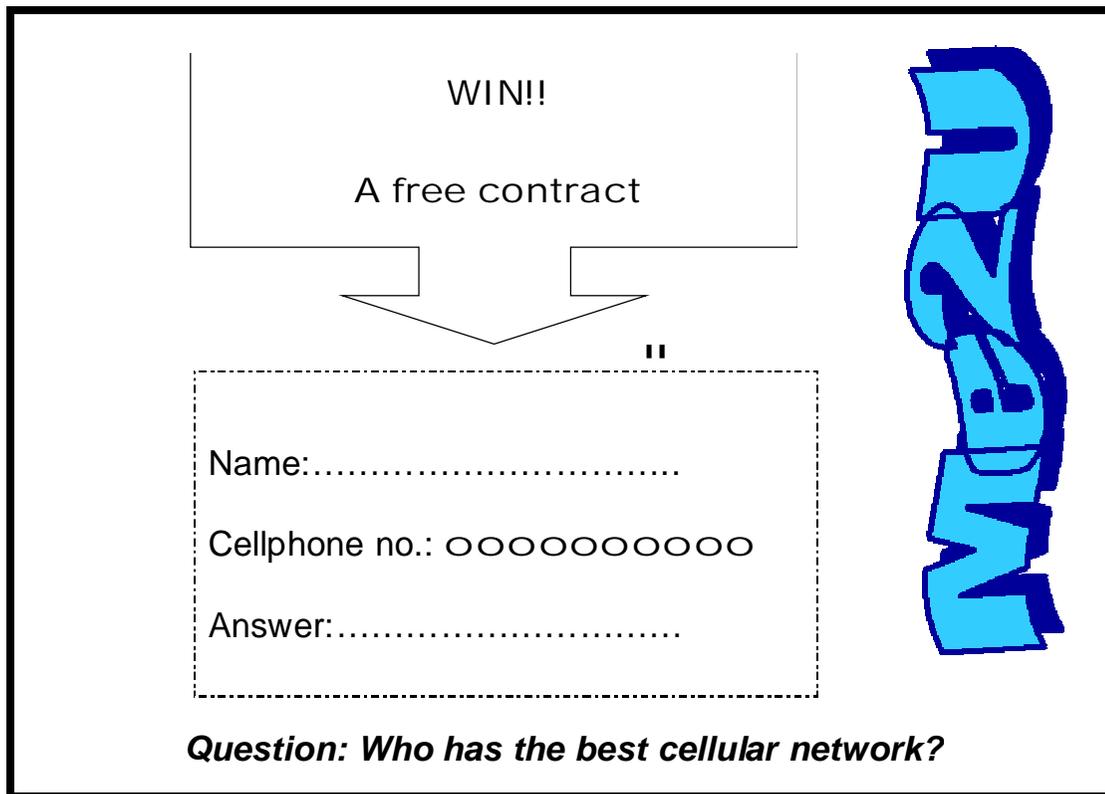
3.11 Use the spelling check to correct the spelling where necessary. (2)

Save the changed document as a word processor file on your examination disk as **INFOXXX** where **XXX** represents the last 3 digits of your examination number. **You do not have to make a printout.**

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QUESTION 4
WORD PROCESSING

An Me2U agent hands you the following sketch and asks you to create a flyer, that looks similar to the example, in your word processing program. The flyer must fit onto a sheet of A5-paper.
Make use of Textbox, WordArt, Symbols, Autoshapes, different font sizes and different fonts.



This question will be marked on the computer. Colour and graphics must be used, even if your printer is not able to print it.

Type your examination number in the header.

Save the changed document as **FLYERXXX** on your examination disk where XXX represents the last 3 digits of your examination number.

You do not have to make a printout.

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QUESTION 5
DATABASE

Load the existing file **QUES5** from your examination disk into your database program.

The database is used to save information about people with cellphone contracts.

The layout of the database table **CONTRACT** is as follows:

Field name	Data type	Description
CELLPHONE NUMBER	Text	Person's Cellphone number
NAME	Text	Person's Surname and initials
TYPE	Text	Type of contract
COST	Number	Monthly fee
PERIOD	Number	Length of contract in months
LIMIT	Text	Y indicates a limit, N indicates no limit
EXPIRY DATE	Date	Expiry date of the contract

- 5.1 Change the name of the table (*rename*) **CONTRACT** to **CONTRACTXXX** where XXX represents the last three digits of your examination number. (1)
- 5.2 Make the field "CELLPHONE NUMBER" the primary key. (1)
- 5.3 Change the field **COST** to display the currency in Rand. (2)
- 5.4 Add a validation test to the field **LIMIT**.
LIMIT may only be Y or N. (Existing data must not be tested for validity.)
A text message "**Only Y or N**" must be displayed when an invalid character is entered. (4)
- 5.5 Delete the record of the person with cellphone number 0754545111. (1)
- 5.6 MILLER H. changed his contract to Business2U. Modify the table to reflect the change. (1)
- 5.7 Create a query to determine all the people with a Business2U contract with a limit on their contract.
Only the **NAME** field must be displayed.
The names must be sorted alphabetically. (5)

Save the query as **BUSXXX** where XXX represents the last 3 digits of your examination number. **Print the query in design view.**

- 5.8 Create a report of all the people with contracts.
- The heading must read LIST OF CONTRACTS.
Text colour: Red (3)
Background colour: Light blue
 - The information must be sorted alphabetically according to the TYPE field. (2)
 - Display all the records with the following three fields in the report: TYPE, CELLPHONE NUMBER and NAME. (3)
 - Change the font size of the field headings to 12 pt. (2)
 - Centre the CELLPHONE NUMBER field. (1)
 - Use a function at the bottom of the report to determine the number of people listed in the report. The number must be displayed with a suitable caption. (3)
 - Insert your examination number as a page footer. (1)

Save the report as **LISTXXX** where XXX represents the last 3 digits of your examination number.
Print the report.

- 5.9 Create a report of all the persons with a Business2U contract to display the total cost of each contract.
- Create a query to do the calculation. The total cost is the cost multiplied by the period.
Save the query as **CALCULATE** (4)
 - The heading of the report must be CONTRACT INFORMATION. (1)
 - Only the fields CELLPHONE NUMBER , NAME, PERIOD and TOTAL COST must be displayed. (2)
 - Insert your examination number as a page footer. (1)

Save the report as **COSTXXX** where XXX represents the last 3 digits of your examination number.
Print the report.

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QUESTION 6

INTEGRATION

Create the following document (form letter) in your word processing program and use the table CONTRACT to insert the fields NAME and CELLPHONE NUMBER.

NOTICE OF TARIFF INCREASE

« NAME » « CELLPHONE NUMBER »

Date of increase : 31 December 2005

Call cost per unit: R1.65

Cost of SMS messages : R0.75

Type your examination number in the header.

Print notices for any two people.

*Save the changed document on your examination disk as **NOTICEXXX** where XXX represents the last 3 digits of your examination number.
Print notices for any two people.*

[8]

TOTAL: 150

END