

COMPUTER STUDIES (SG)

PRACTICAL EXAMINATION

SEPTEMBER 2003

GRADE 12

2 HOURS

INSTRUCTIONS TO CANDIDATES

1. THIS IS A TWO HOUR EXAMINATION. IT IS IMPORTANT TO NOTE THAT BECAUSE OF THE NATURE OF THIS EXAMINATION YOU WILL NOT BE PERMITTED TO LEAVE THE EXAMINATION ROOM BEFORE THE END OF THE EXAMINATION PERIOD.
2. You are required to answer all questions.
3. The invigilator will supply you with a disk containing all the files needed for the examination.
4. Save your work at regular intervals in case of power failures.
5. Please read the questions carefully. Do not do more than is required of you in the question.
6. A copy of the master files will be available from the invigilator should you accidentally corrupt the files given to you.
7. At the end of the examination you will be required to hand in the disk given to you. Please ensure that the disk is not corrupt and that all files can be read. No printing is required.
8. During the examination you may make use of the manuals originally supplied with the hardware and the software. You may also use the HELP functions of the programs which you are using. You may not refer to any other resource material.

QUESTION 1 – WORD PROCESSING APPLICATION

On the disk supplied to you, you will find a file labeled [QUEST1.txt](#). Open the file in a word processing application and save it as **QUEST1A** as a word document.

Carry out the following instructions:

- | | | |
|-------|---|---|
| 1.1 | Change the font of the entire document to Comic Sans 10 pt. | 1 |
| 1.2 | Change the layout of the page to landscape and change all margins, left and right, top and bottom and header and footer to 2 cm. | 2 |
| 1.3 | The heading of the passage must be displayed on a page of its own that can be used as a title page. Centre vertically and horizontally on the page. | 2 |
| 1.3.1 | Insert page numbering so that the numbering starts on the first page of text as page 1, as indicated. | 1 |
| 1.4 | As indicated in APPENDIX A , change the format of the two headings 'Misuse of personal information' and 'Security over the Internet' to bold, italic and 12pt. | 2 |
| 1.5 | As indicated in APPENDIX A , display the text in three columns with a line between. | 1 |
| 1.6 | Arrange the second page as indicated: | |
| 1.6.1 | Change the three headings to 12 pt and use numbering format to number a), b) and c). | 2 |
| 1.6.2 | The heading on the first page must be used to show the Endnote – SOCIAL IMPLICATIONS. | 1 |

QUESTION 2 – SPREADSHEET APPLICATION

Aspen Pharmaceuticals are launching several new products and have invited orthopaedic surgeons from hospitals country-wide to attend a series of conferences to be held at the Strangman's Conference Centre at Erinvale Estate Hotel, Somerset West.

On the disk provided, you will find a file named **CONFERENCE.xls**. Open it and save it immediately as **QUEST2.xls**. The following instructions are to be carried out in order to calculate costs for the conference.

NOTE: It will be necessary to use some IF functions as well as a VLOOKUP function to perform certain of the calculations.

- | | | |
|-----|--|---|
| 2.1 | Insert FIVE rows at the top of the table and type the following headings choosing a suitable font and font size: | 2 |
| | Row 1: Strangman's Conference Centre | |
| | Row 3: PRE-BOOKINGS: SEPTEMBER 2003 | 2 |
| 2.2 | Format the headings and change the size of the row so that all the headings can be seen. | 2 |
| 2.3 | Insert a formula in column C to calculate the Number of days at the conference. Copy down. (TIP! Format the dates correctly!) | 2 |
| 2.4 | To calculate the Accommodation Costs, refer to the REFERENCES. Insert a formula using the number of days at the conference, times the size of the group, times the costs per day. Copy down. | 2 |
| 2.5 | Refer to the REFERENCES and calculate the Transport costs using number of days at the conference, times the size of the group, times transport costs. Copy down. | 2 |
| 2.6 | Insert a formula in column G to calculate Accommodation and Transport costs. Copy down. | 2 |
| 2.7 | The Extra Levy is calculated with an IF function. The condition: If the group consists of more than 6, a levy of 15% applies on the Costs of the group. (See REFERENCES) | 3 |
| 2.8 | In column I, insert the formula to calculate Costs plus Extra Levy. | 1 |
| 2.9 | Use an IF function to determine the (Accommodation) deposit for the different groups – Column J. Copy down. | 2 |

-
- 2.10 Use a mathematical function to calculate the total deposit. 1
- 2.11 To complete the Food Costs table, use a VLOOKUP function. 5
- 2.12 Use a mathematical function to calculate the total food costs. 1
- 2.13 Calculate the deposit on food costs: use the cell in which the 10% is entered and multiply by the total food costs of the different groups. Use an absolute cell reference for the cell containing the 10% in order to copy the formula. 2
- 2.14 Hide all columns except A, B, C and J. 1
-
- 2.2 Using the chart component, create a column chart showing the Days at the Conference compared against Accommodation and Transport Costs.
Give the chart the title 'CONFERENCE COSTS' and label axis x 'NUMBER OF DAYS' and axis y 'ACCOMMODATION AND TRANSPORT COSTS'.
Do not show a legend and place the chart as a new sheet. 2

QUESTION 3 – WORD PROCESSING APPLICATION

Create a form for Strangman's Conference Centre; using it as a template, fill in the information as provided, of three of the doctors attending the conference.

- 3.1 Choose a suitable font and type the name Strangman's Conference Centre at the top of the form.
- 3.2 Create text form fields for the following and change the properties where indicated:

Title	
Surname	(Unlimited – Upper case)
First Name	(Unlimited – Upper case)
Hospital	(Unlimited – Title Case)
Department	(Drop-down Form field – Thoracic Surgical Spinal Rheumatologist)
Meal Preference	(Drop-down Form field – Vegetarian Halaal Kosher)

Save the form on the disk as **STRANGMAN.doc**

- 3.3 Using the form, fill in the details of the following three doctors, and save each form individually as the doctor's surname.

Prof Johannes Damons
Vincent Pallotti Hospital
Rheumatologist
Vegetarian

Dr Thabo Zomela
Constantiaberg Hospital
Surgical
Vegetarian

Dr Zacharia Simons
Groote Schuur Hospital
Spinal
Kosher

QUESTION 4 – DATABASE APPLICATION

On the disk that you have received from the invigilator is a file called [PATIENTS](#). It contains the details of patients who were admitted to the hospital during December 2002. Open it in the database program available to you and study the design of the Patients table in 'Design view' to understand how it is set up.

- 4.1 Insert a Boolean field (Yes/No) in which it can be indicated whether a patient is allergic to penicillin or not. As most of the patients are not allergic to this medication, the default value must be set as 'No'. 3
- 4.2 With the exception of CFT Wessels no patients are allergic to penicillin. Ensure that her record is adjusted accordingly. 1
- 4.3 Set a validity test on the WARD field so that only A, B, C or D can be entered. When another character is entered, the computer must display the error message: "Only A, B, C or D." 4
- 4.4 On 31 December, another of Dr Damons' patients was admitted. This patient had not yet been entered in the database. Add Swanepoel, R G who was admitted to bed 3 in Ward C. The patient is not allergic to penicillin and has not yet been discharged. 3
- 4.5 It seems as though the mattress on bed 3 in Ward B was damaged on purpose. Design a query that will display only the surnames and initials of all the patients who used the bed during December. Save the query giving it the name MATTRESS. 4
- 4.6 Design a query to show who the people were who were in the hospital on Christmas Day (25 December 2002). Save the query giving it the name CHRISTMAS. 5
- 4.7 Design a tabular report, showing, in alphabetical order, the surnames and initials of all Dr Slagthuisen's patients. The dates of admission and discharge must be indicated. Provide the report with a suitable heading. Save the report as SLAGTHUIZEN. 5