education

Department of
Education
FREE STATE PROVINCE

GRADE 11

COMPUTER APPLICATIONS TECHNOLOGY P1

JUNE 2025

MARKS: 120

TIME: 3 HOURS

This question paper consists of 16 pages a HTML tag sheet and an input mask character sheet.

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INSTRUCTIONS AND INFORMATION

1. Owing to the nature of this three-hour examination, it is important to note that you will NOT be permitted to leave the examination room before the end of the examination period.

2. Insert your examination number in the header of EVERY document that you create or save.

3. A copy of the master files will be available from the invigilator. Should there be any problems with a file, you may request another copy from the invigilator.

4. This question paper consists of SEVEN questions.

5. Answer ALL the questions.

6. Ensure that you save each document using the file name given in the question paper. Save your work at regular intervals as a precaution against possible power failures.

7. Read through each question before answering or solving the problem. Do NOT do more than is required by the question.

8. At the end of the examination you must hand in the disk given to you by the invigilator with ALL the files saved on the disk, OR you should make sure that ALL the files are saved on the network/computer as explained to you by the invigilator/teacher. Make absolutely sure that all files can be read.

9. The separate information sheet that has been provided with the question paper **MUST BE COMPLETED AFTER THE THREE-HOUR EXAMINATION SESSION**. Hand it to the invigilator at the end of the examination.

10. During the examination you may use the help functions of the programs which you are using. You may NOT use any other resource material.

11. If data is derived from a previous question that you cannot answer, you should still proceed with the questions that follow.

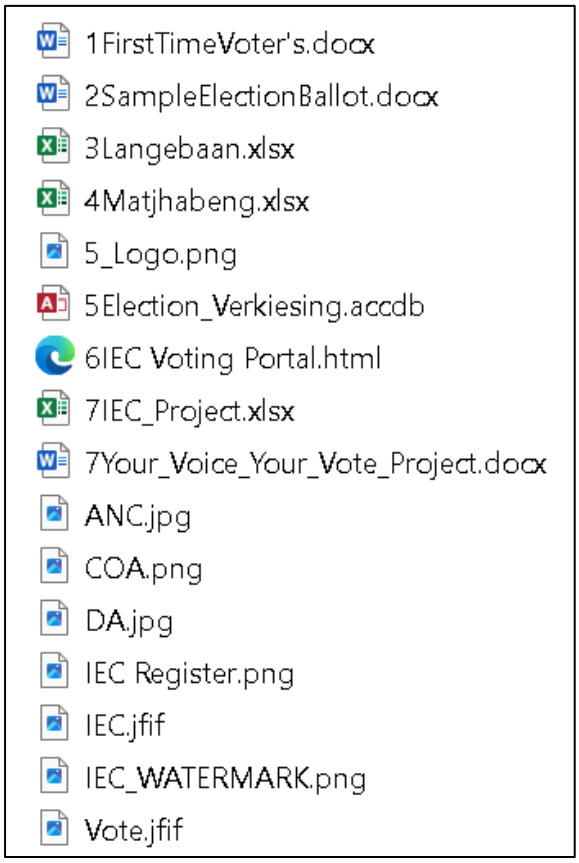
12. Unless instructed otherwise, you must use formulae and/or functions for ALL calculations in questions involving spreadsheets. Use absolute cell references only where necessary to ensure that formulae are correct when you copy them to other cells in a spreadsheet.

13. In all questions involving word processing, you should set the language to English (South Africa). Assume the paper size to be A4 Portrait, unless instructed otherwise.

14. The examination folder/data disk that you receive with this question paper will contain the files listed below. Ensure that you have all the files before you begin with this examination.

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Question		Suggested time	Marks
Question 1	Word processing	35	23
Question 2	Word processing	18	12
Question 3	Spreadsheet	31	21
Question 4	Spreadsheet	21	14
Question 5	Database	38	25
Question 6	HTML	22	15
Question 7	General (Integration)	15	10
TOTAL		**180 minutes**	**120 marks**



QUESTION 1: WORD PROCESSING

The 2024 National Election

The Independent Electoral Commission (IEC) is creating a guide to inform first-time voters about the voting process and its importance. As a volunteer, you received a draft of this guide, but it needs to be improved to look more professional and visually appealing.

As a volunteer they asked you to help improve the document.
Open **1st TimeVoter's** document.

1.1 Change the company name to "**IEC**" and the author to your name. (2)

1.2 Change the Heading 2 style's colour to red and use the Lucida Bright font type.
Ensure that all the Heading 2 styles are updated. (3)

1.3 Find the word "vote" and replace it with the same word but, change the word to Small Caps with an orange font colour. (3)

1.4 Adjust the top and bottom margin to 2 cm. (2)

1.5 Find the paragraph starting with the word *"voting..."* and ending with *"...empowering".*

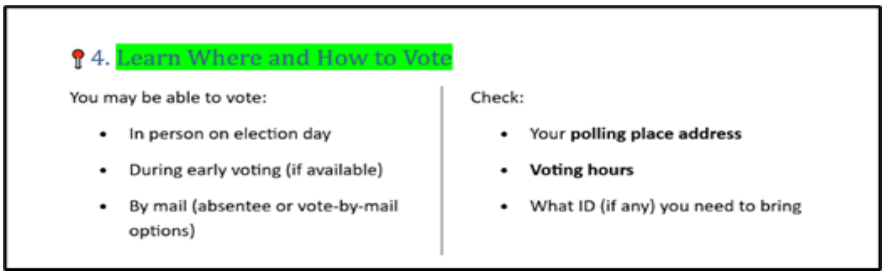
- Change the paragraph to have a first line indent at 2 cm. (3)
- Set the paragraph to double line spacing.

1.6 Insert page numbers in the footer. (3)

The first page should not display a page number, and even-numbered pages should appear on the left while odd-numbered pages should be on the right.

1.7 Find the heading, "L*earn where and how to vote*".

Format the paragraph to appear as shown in die example below: (2)



4. Learn Where and How to Vote

You may be able to vote:

- In person on election day
- During early voting (if available)
- By mail (absentee or vote-by-mail options)

Check:

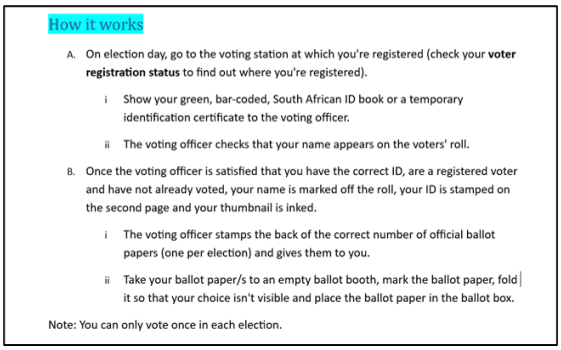
- Your **polling place address**
- **Voting hours**
- What ID (if any) you need to bring

1.8 Go to the last page with the heading: "*How it works*." Apply a multilevel list and adjust the numbering so that it matches the image below.

(3)

Level 1 should be numbered: "A"

Level 2 should be numbered: "i"



How it works

A. On election day, go to the voting station at which you're registered (check your **voter registration status** to find out where you're registered).
   i Show your green, bar-coded, South African ID book or a temporary identification certificate to the voting officer.
   ii The voting officer checks that your name appears on the voters' roll.
B. Once the voting officer is satisfied that you have the correct ID, are a registered voter and have not already voted, your name is marked off the roll, your ID is stamped on the second page and your thumbnail is inked.
   i The voting officer stamps the back of the correct number of official ballot papers (one per election) and gives them to you.
   ii Take your ballot paper/s to an empty ballot booth, mark the ballot paper, fold it so that your choice isn't visible and place the ballot paper in the ballot box.

Note: You can only vote once in each election.

1.9 Find the image at the bottom of the document. (2)

Insert a break before the image to ensure appears on the next page. Change the orientation of the page to landscape

Save and close the 1st TimeVoter's document. [23]

QUESTION 2: WORD PROCESSING

The voting ballot needs some modifications to look more improved.
Open **2SampleElectionBallot** document.

2.1 Insert a 2 ¼ pt page border only around page 1. (2)

2.2 Open the **4Matjhabeng** excel worksheet and go to the National_Info tab. (3)

Copy the yellow table and paste it as a photo at the bottom of the page.

Set the height 6 cm and the width to 8 cm.

2.3 Find the heading that starts with "*From..*" and end with *"..province*". (4)

Convert the text to a table.

Change the borders to a 3pt top and bottom border and a dash inside border.

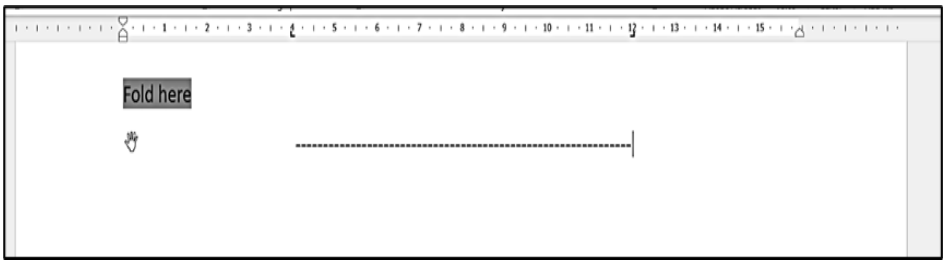
From which province should the government run South Africa *(Vote for ONE province)*

O Parlement building	Westen Cape
O Parlement building	Gauteng
O Parlement building	Free State
O Parlement building	KwaZulu Natal
O Parlement building – Northern Cape	
Write In	_____

2.4 Find the word "**Fold here**", and do the following: (3)

Insert a symbol: Wingdings 2-character, code 78.

Add a tab stop next to the symbol. Use the ruler as shown in the image below



Save and close the **2SampleElectionBallot** document. **[12]**

QUESTION 3: SPREADSHEET
NOTE:

1. Use formulas and/or functions for ALL calculations in the spreadsheet.
2. Use absolute cell references ONLY where required by the question to ensure formulas are correct when copying (copying down) to other cells in the same column.
3. All formulas and/or functions must be inserted in such a way that the correct results will still be obtained, even if the existing data changes.

Open the **3Langebaan.xlsx** spreadsheet.
Statistics for the 2024 National Election have been filtered into the **3Langebaan** spreadsheet.

Work in the **WC_Langebaan** worksheet.

3.1 Format cells **A1:I1** as follows:
Ensure that the headings are displayed properly.
- Apply a blue vertical stripe pattern to the headings. (2)

3.2 Apply a spreadsheet function to format each occurrence of the venue 'LANGEBAAN TOWN HALL' in **Column C**, using a blue font colour of your choice. (2)

3.3 Remove the **Date** worksheet. (1)

3.4 Use a function to identify the second smallest number of spoiled votes and display the result in **E61** (1)

3.5 Given the voter turnout of 58.64% in the 2024 election, calculate the projected increased votes for 2029 in **Column I** using the value in cell K1 for all entries. (5)

3.6 Calculate the total votes for the party, **'ACTIONSA'**, and display the result in **cell E63.** (4)

3.7 Insert an IF statement in **cell F2** that shows a '✓' if the spoiled votes exceed 2, and an '**x**' if they don't meet this condition.
- **NOTE: <u>SYMBOLS</u>** (4)

3.8 Use a function in cell **B2** to produce random three-digit numbers, such as 121 or 635. (2)

Save and close **3Langebaan.xlsx** spreadsheet. **[21]**

QUESTION 4: SPREADSHEET

Open the **4Matjhabeng.xlsx** spreadsheet.
The **4Matjhabeng** spreadsheet contains filtered statistics from the 2024 National Election.
Work in the **FS_Matjhabeng** worksheet.

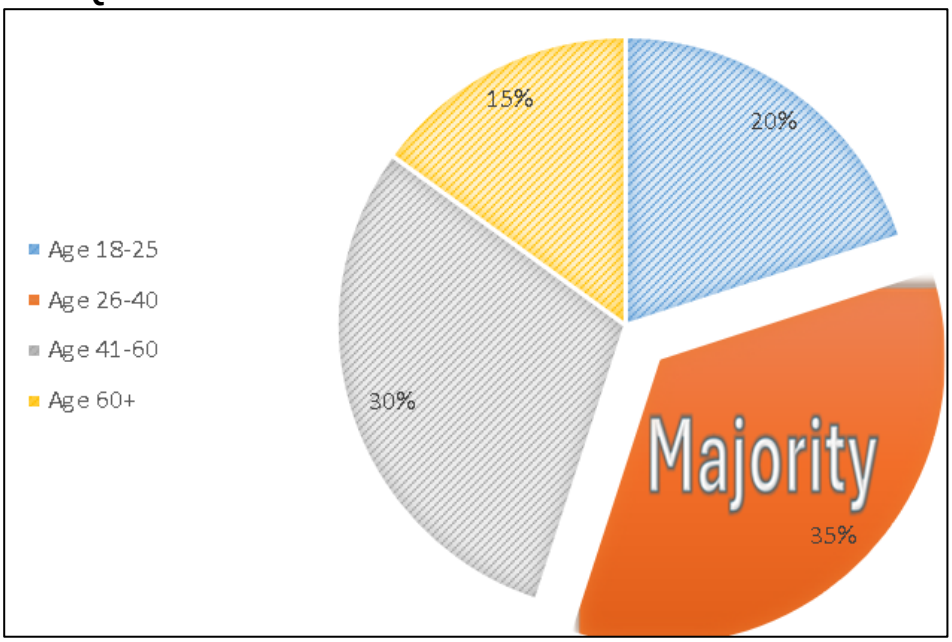
4.1 Use a function in **cell B49** to calculate the total number of entries in this worksheet. (1)

4.2 Apply a function in **cell D50** to calculate how many times 'DAGBREEK PRIMARY SCHOOL**'** is listed in the worksheet. (2)

4.3 Calculate the average number of votes for the **'AFRICAN NATIONAL CONGRESS'** in **cell I51** and round off the result to two decimal places. (4)

Work in the **Question 4.4** worksheet.

4.4



Create a graph to display as follows: (7)

Pay attention to the following:

- Chart Type, Style, and Legend
- Fill the highest percentage with Majority.jpg
- Data label and Chart title is National Election
- Explosion of the highest percentace (25%)
- The graph needs to be moved to a new sheet called **Turnout_Chart**

Save and close the **4Matjhabeng.xlsx** spreadsheet. **[14]**

QUESTION 5

You have been asked to make some changes to a database which has information about the general elections 2024.

Open the **Q5Election_Verkiesing** database.

5.1 Work in the **5_1FSReport** table.

5.1.1 Set a primary key on the most appropriate field. (1)

5.1.2 Change the field size of the ***Abbr*** field to accept not more than 10 characters. (1)

5.1.3 Add a new field called ***Logo***
- Must be the first field of the table.
- Change this field to accept an image of the party's logo (3)

5.1.4
- Change the ***%Votes*** field to display as a percentage.
- Ensure that two decimal places are displayed (2)

5.1.5 Ensure that the ***PartyName*** field is a required field and that its contents will display in capital letters. (2)

5.1.6 Add an Inputmask to the ***PartyCode*** field. It must make provision for two compulsory capital letters and two compulsory digits. (3)

5.1.7 Change the data type of the ***Result status*** field so that the user may choose *"pending"* or *"concluded"* as options. (2)

Continue working in the **5_1FSReport** table. (datasheet view)

5.1.8 Make sure that only the horizontal grid lines display in the table. (1)

5.1.9 Change the alternative background colour of the records in the table to display in a light grey fill. (1)

5.2 Open the **5_2qry** and make the necessary changes to it.

5.2.1
- Display only the records of the Free State province that received 1000 or more votes.
- Sort the information according to the *Party_Votes,* so that the party with the highest number of votes appears at the top of the table.
- Ensure that only the *Municipality, sPartyName, VS_Name* fields display. (4)
-

5.3 Open the **5_3qry** and make the necessary changes to it.

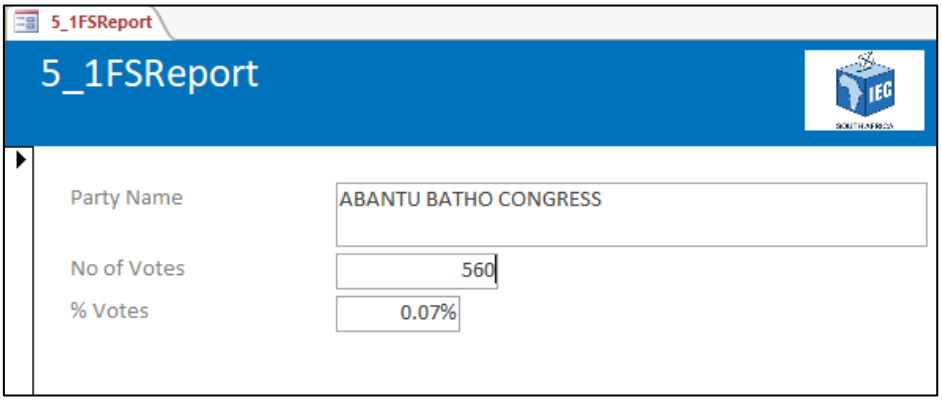
5.3.1
- Use a query feature to display the total number of votes for each party as an example shown below.

Note: Not all table information display in example below.

sPartyName	SumOfParty
#HOPE4SA	10497
ABANTU BATHO CONGRESS	3774
ABLE LEADERSHIP	2092
ACTION ALLIANCE DEVELOPMENT PARTY	7164
ACTIONSA	223709
AFRICA AFRICANS RECLAIM	1239
AFRICA RESTORATION ALLIANCE	11457
AFRICAN CHRISTIAN DEMOCRATIC PARTY	94168
AFRICAN CONGRESS FOR TRANSFORMATION	20595
AFRICAN CONTENT MOVEMENT	4414

(2)

5.4 Create a form called **frm_IEC**, based on the **5_1FSReport** table and ensure it resemble the example below.



Note: Use the image **Q5_Logo** provided in your examination folder (3)
Save and close the database.

[25]

QUESTION 6: HTML

The 2024 National Election

Scenario:
The Independent Electoral Commission (IEC) of South Africa has launched an initiative to encourage citizens to register for the upcoming national elections. As part of this campaign, they aim to develop a website, have as you as a Computer Applications Learner to edit the Website they created for this project.

As a volunteer they asked you to help improve the document.

Modify the website titled **IEC Voting Portal** to meet the following requirements.

Open **6IEC Voting Portal's** website.

6.1	Add a title for the webpage, naming it *IEC Voters Registration*.	(1)
6.2	Apply a background colour of your choice to the webpage.	(2)
6.3	Insert a Heading 1 element to the heading "Welcome to IEC"	(1)
6.4	Format the paragraph text "Register online today" so that it appears in bold, italic, and light blue text colour.	(4)
6.5	Insert a Heading 2 element to the heading "list of three reasons why voting is important"	1
6.6	Just above the bulleted list, Add a comment that describes "How to register"	(4)
6.7	Add a red horizontal line at the end of the webpage.	(2)

The final version of your website, as shown below, should include all the required features, formatting and design of the changes you applied.



Save and close the 6IEC Voting Portal document. **[15]**

QUESTION 7 INTEGRATION

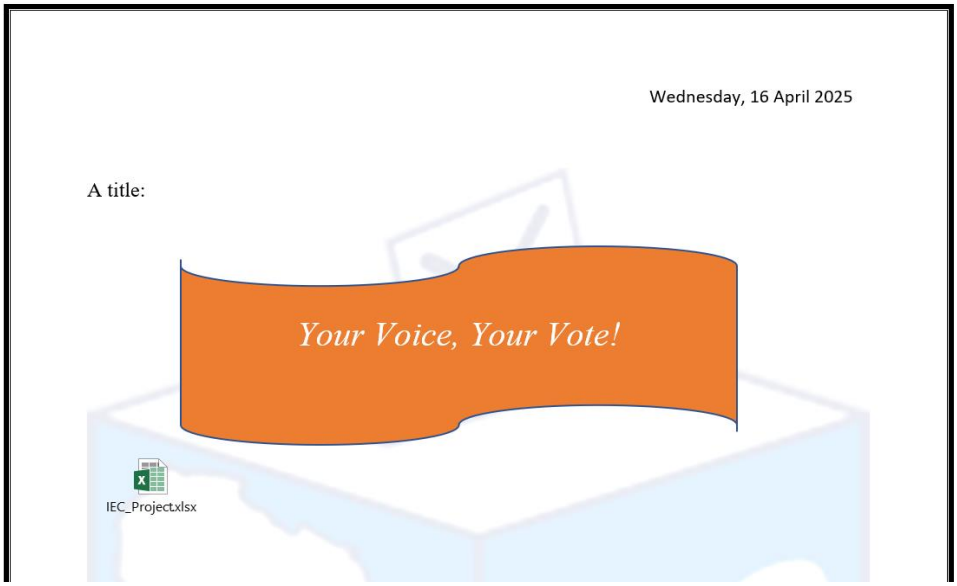
The 2024 National Election

Scenario:

You are required to create an integrated project for the Independent Electoral Commission (IEC) aimed at promoting voter participation. Complete the tasks below to ensure effective integration across different applications.

Open **Your_Voice_Your_Vote_Project.docx**.

7.1 Use the **Your_Voice_Your_Vote_Project.docx word processor** to create a professional newsletter. It includes the following: (7)



- Note: Background colour of the flag is Orange, font colour white.
- Date should be long date as a field.
- Insert IEC_PROJECT as an icon and make sure it is linked.

7. 2 The graph provided in the spreadsheet titled *IEC_Project* needs to be linked to the Word document titled *Your_Voice_Your_Vote_Project*. (3)
Perform the following tasks:

- Open the spreadsheet and locate the graph.
- Copy the graph from the spreadsheet.
- Paste the graph into the Word document as a **link** using the "Paste Special" option.
- Ensure the graph remains linked to the spreadsheet, so updates made in the spreadsheet are automatically reflected in the Word document.

Save and close the 1FirstTimeVoter's document. [10]

GRAND TOTAL: 120

HTML TAG LIST

Basic tags	
Tag	*Description*
<body></body>	Defines the body of the web page
<body bgcolor='pink'>	Sets the background colour of the web page
<body text='black'>	Sets the colour of the body text
<head></head>	Contains information about the document
<html></html>	Creates an HTML document – starts and ends a web page
<title></title>	Defines a title for the document
<!-- -->	Comment
Text tags	
Tag	*Description*
<hl></hl>	Creates the largest heading
	Creates the smallest heading
	Creates bold text
	Creates italic text
	Sets size of font, from 1 to 7
	Sets font colour
	Sets font type
Links	
Tag	*Description*
	Creates a hyperlink
<img src='URL'>	Creates an image link
	Creates a target location
	Links to a target location created somewhere else in the document
Formatting	
Tag	*Description*
	Creates a new paragraph
	Aligns a paragraph to the left (default), can also be right, or centre
 	Inserts a line break
	Creates a numbered list
	Creates a bulleted list
	Inserted before each list item, and adds a number or symbol depending upon the type of list selected
<img src='name'>	Adds an image
<img src='name' align='left'>	Aligns an image: can be left, right, centre; bottom, top, middle
<img src='name' border='1'>	Sets size of border around an image
<img src='name' width='200' height ='200'>	Sets the height and width of an image
<img src='name' alt='alternative text'>	Displays alternative text when the mouse hovers over the image
	Inserts a horizontal line
<hr size='3'/>	Sets size (height) of line
<hr width='80%'/>	Sets width of line, in percentage or absolute value
<hr color='ff0000'/>	Sets the colour of the line

INPUT MASK CHARACTER SHEET

CHARACTER	DESCRIPTION
0	Digit (0 to 9, entry required; plus [+] and minus [–] signs not allowed)
9	Digit or space (entry not required; plus and minus signs not allowed)
#	Digit or space (entry not required; spaces are displayed as blanks while in Edit mode, but blanks are removed when data is saved; plus and minus signs allowed)
L	Letter (A to Z, entry required)
?	Letter (A to Z, entry optional)
A	Letter or digit (entry required)
a	Letter or digit (entry optional)
&	Any character or a space (entry required)
C	Any character or a space (entry optional)
. , : ; - /	Decimal placeholder and thousand, date, and time separators (The actual character used depends on the settings in the **Regional Settings Properties** dialog box in Windows Control Panel.)
<	Causes all characters to be converted to lower case
>	Causes all characters to be converted to upper case
!	Causes the input mask to display from right to left, rather than from left to right. Characters typed into the mask always fill it from left to right. You can include the exclamation point anywhere in the input mask.
\	Causes the character that follows to be displayed as the literal character (for example, \A is displayed as just A)