



INTERNATIONAL SECONDARY CERTIFICATE EXAMINATION
NOVEMBER 2024

COMPUTER STUDIES: PAPER I

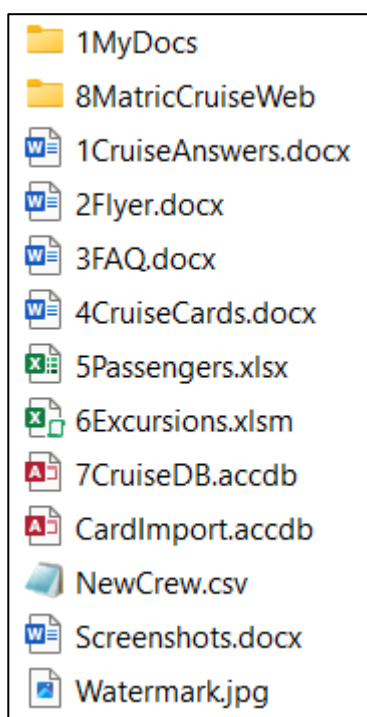
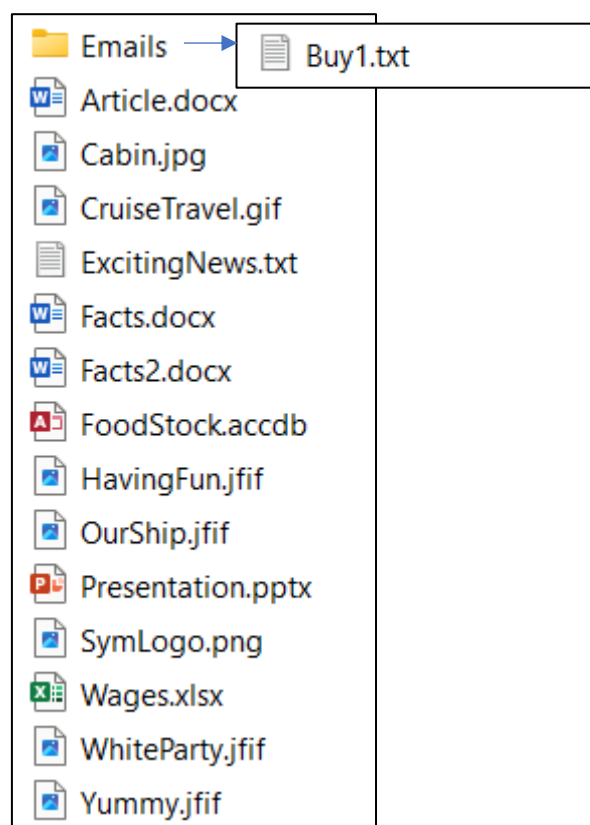
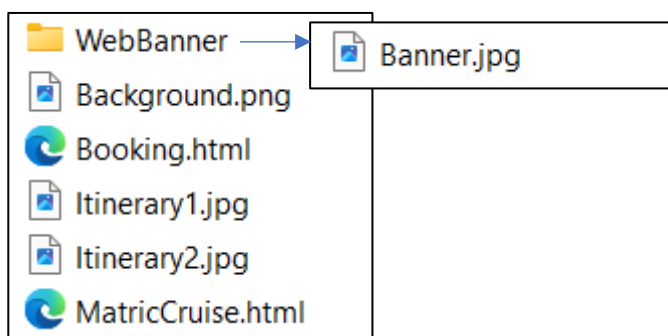
Time: 3 hours

180 marks

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY

1. Before you begin, rename your Examination folder to your own examination number, for example, 2400000000000.
2. This question paper consists of 18 pages and an insert (HTML Tag Sheet and Input Mask Character Sheet) of 2 pages. Please check that your question paper is complete.
3. You may use a text editor, namely Notepad, Notepad++ or WordPad, for the HTML section only.
4. You must answer ALL the questions. Please read the entire question before attempting a solution. Only do what is required by the question.
5. Note the mark allocation to ascertain the complexity of the solution required and the amount of time to spend on each question.
6. Save your work regularly to prevent data loss. Your invigilator will provide backup data files if needed.
7. If a formula/function such as a complicated *if* statement does not work, indicate the question number, give a brief explanation, and paste a screenshot of the spreadsheet or database into the **Screenshots.docx** document to obtain part marks; you may then leave it out of the spreadsheet or database solution.
8. All word-processing documents should be set up as follows (unless other instructions are given):
 - The default for measuring units – centimetres (cm)
 - Language – English (South Africa)
 - Page size – A4
 - Margins – 2.54 cm
9. Ensure your Developer Tab is enabled in Word and Excel.
10. If available, you may use the offline help function in each application.

11. Figures in the question paper have a border. When a figure is to be created as part of a question, you are only expected to add the border if specifically instructed to do so.
12. All data files listed in Instruction 15 are in an examination folder allocated to you for this examination. Please note that all files must be saved to your examination folder.
13. Do not delete, move, duplicate, or rename files unless the question specifically asks you to do so.
14. Do not create any folders or subfolders unless instructed.
15. You have been supplied with an examination folder. Refer to **Figures 1, 2 and 3** below and check that the following folders and files exist in your examination folder.

Figure 1: Examination folder**Figure 2: 1MyDocs** folder**Figure 3: 8MatricCruiseWeb** folder

Read the scenario below that describes the background to the practical tasks you are required to perform.

SCENARIO

The *ISC Symphony 2024 Matric Cruise* is specifically designed for graduating high school students. It is a once-in-a-lifetime experience for friends who want to make lifelong memories. You are required to assist with organising the *2024 Matric Cruise* and editing some documents.

[Text source: <<https://www.msccruises.co.za/cruise-deals/theme-cruises>>]

[Image sources: <<https://www.bing.com/create>>]

QUESTION 1 COMPUTER MANAGEMENT

Answer the following questions or provide screenshots where necessary. Use only the files supplied in the **1MyDocs** folder to answer this question.

Place your answers or screenshots in the document **1CruiseAnswers.docx** in the spaces provided where applicable.

1.1 All bulk emails are contained in the folder **Emails**.

1.1.1 Move the file **ExcitingNews.txt** into the **Emails** folder. (2)

1.1.2 Rename the folder **Emails** to **Spam**. (1)

1.2 Is the following statement TRUE or FALSE?

*There are TWO files inside the **1MyDocs** folder that are greater than 1MB.*

Cross out the **incorrect** answer in the space provided by adding a *strikethrough* effect to the text. (2)

1.3 **CruiseTravel.gif** is an animated GIF file. Name **TWO** types of applications that can display and play an animated GIF. Do **not** use brand names.

Type your answer in the spaces provided. (2)

1.4 How many times was the presentation **Presentation.pptx** revised?

Type your answer in the space provided. (1)

1.5 On which date was the picture, **OurShip.jfif** taken?

Type your answer in the space provided. (1)

- 1.6 You typed an article in Microsoft Word and saved it in the **1MyDocs** folder; however, you cannot remember what you named it. You know the article contained the word 'lockdown'.

Run an appropriate search to find the file name and type your answer in the space provided.

(1)

- 1.7 Pin your HTML text editor application to your taskbar.

Capture a screenshot showing your entire taskbar, including the HTML text editor. Paste your screenshot in the space provided.

(3)

- 1.8 Open the database, **FoodStock.accdb** and view the table *FoodItems* in Datasheet View.

- Sort the data by ItemName.
- Filter the data to display only items from Storage unit numbers 2 and 3.

Capture a screenshot showing all the fields and the number of records returned after applying the sort and filter. Paste your screenshot in the space provided.

(4)

- 1.9 Open the file, **Wages.xlsx**. Functions have been entered in the range, **F5:F19** (cells are filled in blue).

Apply protection to the worksheet so all cells can be edited except the range **F5:F19**. Use the password '234' to protect the worksheet.

(3)

Save and close the files.

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QUESTION 2 WORD PROCESSING

The ISC Symphony is running a Black Friday¹ special.

Open the document **2Flyer.docx** and make the changes as indicated below.

- 2.1 Adjust the left margin to 1.5 cm. (1)
- 2.2 Change the page size to A5. (1)
- 2.3 Fill the font colour of the WordArt text, 'Black Friday Special', with any orange colour. (2)
- 2.4 Highlight the text 'SAVE 50%' in bright green. (2)
- 2.5 Change the page colour to black. (2)
- 2.6 Edit the image in the header as follows:
 - 2.6.1 Flip the image so that the text displays correctly. (1)
 - 2.6.2 Change the height of the image to 3.5 cm. (1)
 - 2.6.3 Restore the colour of the image to full colour. (1)
- 2.7 Insert the text, 'Book Now', centred, in the footer of the flyer. (2)
- 2.8 Change the text format of the Text Form Field (next to 'Name') to *First capital*. (2)
- 2.9 Insert a Date Picker Content Control next to 'Cruise date'. (1)

Save and close the document.

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¹ Black Friday (29 November) traditionally marks the start of the festive shopping season, where many stores offer discounted services and products.

QUESTION 3 WORD PROCESSING

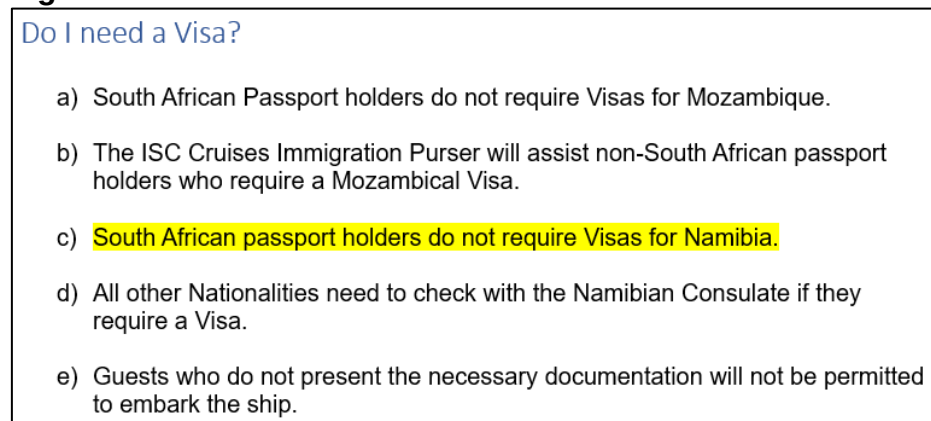
To avoid confusion among passengers, ISC Cruises will email all passengers a FAQs (Frequently Asked Questions) document.

Open the document **3FAQ.docx** and make the changes as indicated below.

Text is highlighted to indicate where changes must be made. Do **not** remove the highlighting.

- 3.1 Accept all the tracked changes in the document. (2)
- 3.2 Modify the *Title* style as follows:
 - 3.2.1 Change the font to Arial Black. (1)
 - 3.2.2 Underline the text. (1)
- 3.3 Change the text 'FAQs' (first word of the first paragraph highlighted in yellow) to a Drop Cap that is dropped over the first four lines. (2)
- 3.4 In the first paragraph, remove the hyperlink from the URL, 'www.isccruises.co.za'. (1)
- 3.5 Apply the *Heading 1* style to the heading, 'Can I be contacted when I am at sea?'. (2)
- 3.6 Add a new comment to the contact number '012 875 1254', which reads 'Head Office'. (2)
- 3.7 Refer to the numbered list under the heading, 'Do I need a Visa?'. The highlighted sentence should appear as number c) on the list. Correct the list so that it appears as shown in **Figure 4** below as an example. (2)

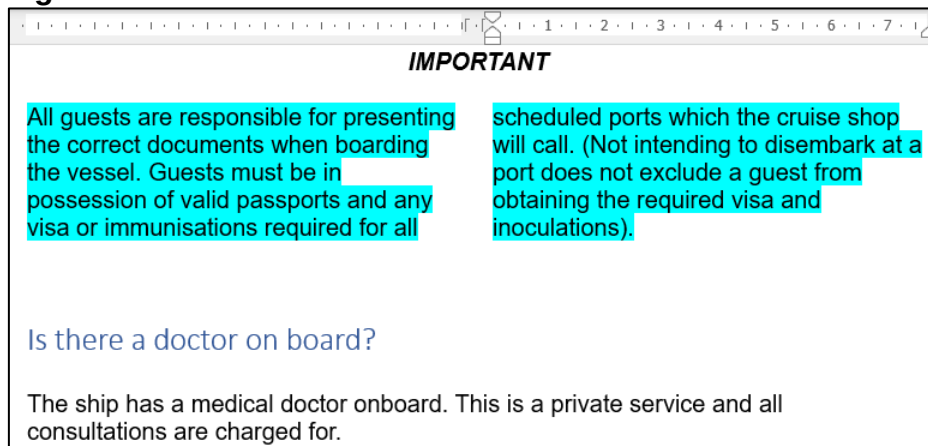
Figure 4



- 3.8 Page numbers appear in the header on pages 2 and 3 but not on page 1. Apply the necessary change to add numbering to the first page. (1)

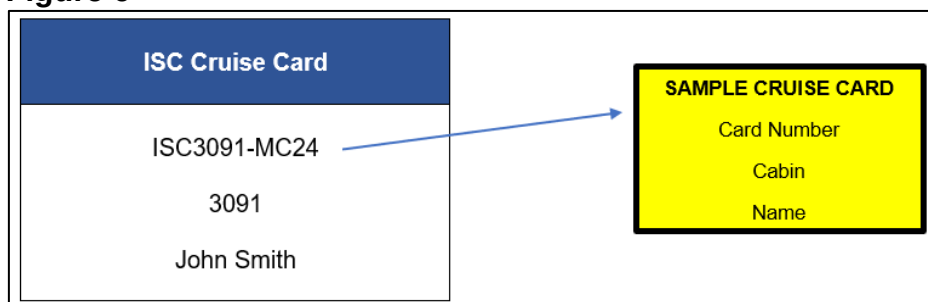
- 3.9 Refer to the highlighted paragraph below the heading, 'IMPORTANT', on page 2. Modify the paragraph to resemble **Figure 5** below as an example.

Figure 5



- 3.9.1 Split only the highlighted paragraph into two columns. (1)
- 3.9.2 The spacing between the columns must be exactly 0.5 cm. (1)
- 3.10 Referring to the diagram of the sample cruise card on page 2 in the Word document, follow the instructions to resemble **Figure 6** below as an example.

Figure 6



- 3.10.1 Draw an arrow shape from the cruise card to the text box. (2)
- 3.10.2 Add a 3 pt border around the yellow text box on the right. (2)
- 3.11 Apply a bookmark named 'Medical' to the text 'Doctor' highlighted in the last row of the table. (2)
- 3.12 A tab stop with a dotted leader has been inserted at 8 cm above the last paragraph on page 3.
- 3.12.1 Extend the tab stop to 15 cm. (1)
- 3.12.2 Insert the Wingdings character code 34 symbol (⌂) before the dotted leader. (1)

Save and close the document.

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QUESTION 4 WORD PROCESSING

Open the document **4CruiseCards.docx**, which contains the cruise card template that must be printed for all the passengers. Make the changes as indicated below.

- 4.1 Centre the text vertically on the page. (1)
- 4.2 Insert the image **Watermark.jpg** as a *custom watermark* on the page. (2)
- 4.3 Process the following mail merge:
 - 4.3.1 Use the database **CardImport.accdb** (table *tblData*) as the data source. (1)
 - 4.3.2 Apply a filter so only cabins *below* number 6000 are included in the merge. (1)
 - 4.3.3 Replace the current placeholders <<CardNumber>>, <<Cabin>> and <<FullName>> with their respective fields. (3)

Save the document under the same name.

- 4.4 Complete the merge and save the completed merged document as **4PrintReady.docx**. (2)

Save and close the document(s).

[10]

QUESTION 5 SPREADSHEETS

Open the spreadsheet **5Passengers.xlsx**, which contains information about the passengers. Ensure you are applying the changes to the **correct workbook** and **worksheet**.

Cells are filled with a blue or orange fill to indicate where changes must be made. Do **not** remove the formatting (fill colour).

Complete all the calculations using functions and/or formulas. Functions and formulas must work if auto-filled where applicable, even if not required by the question.

Work in the *Passengers* worksheet.

- 5.1 Hide **column M**. (1)
- 5.2 Format the merged cell, **B1**, as follows:
 - 5.2.1 Align the text at the top of the cell. (1)
 - 5.2.2 Change the font size to 25. (1)
 - 5.2.3 Fill the cell with any thin pattern style. (1)
 - 5.2.4 Apply a border to the cell. (1)
- 5.3 Set up the page as follows:
 - 5.3.1 Change the page orientation to landscape. (1)
 - 5.3.2 Ensure that **rows 1 to 6** always print at the top of the page when the worksheet is printed. Do **not** print the worksheet. (2)
- 5.4 Add a new note to cell **L6** that reads 'Symphony branded'. (2)
- 5.5 Passport numbers should have nine characters. In cell **E7**, use a function to determine how many characters cell **D7** contains. (2)
- 5.6 The cabin number (the first four numbers *after* the text 'ISC') can be extracted from the Cruise Card Number in **column A**.

In cell **F7**, use a suitable function to extract Yolanda Park's cabin number. (3)
- 5.7 Use conditional formatting in **column J** to highlight all passengers who purchased 'Thirsty' and 'Thirsty Plus' packages using any fill colour. (3)

- 5.8 A branded beach towel is gifted to any deck 5 or 6 (**column G**) passenger who ***also*** booked an excursion (**column K**).

In cell **L7**, use a function to determine whether Yolanda Park should receive a towel. 'TRUE' should appear if she qualifies or 'FALSE' if she does not. (3)

- 5.9 Use a function in cell **O7** to calculate the number of passengers who purchased a 'Premium' drinks package. (3)

- 5.10 Use a function in cell **O8** to determine how many passengers did ***not*** book an excursion. (2)

Save and close the spreadsheet.

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QUESTION 6 SPREADSHEETS

Open the spreadsheet **6Excursions.xlsm**, which contains information about the passengers. Ensure you are applying the changes to the **correct workbook** and **worksheet**.

Cells are filled with a blue or orange fill to indicate where changes must be made. Do **not** remove the formatting (fill colour).

Complete all the calculations using functions and/or formulas. Functions and formulas must work if auto-filled where applicable, even if not required by the question.

Work in the Weather worksheet.

6.1 Fill the days in **cell range B5:B23** (Sunday, Monday, Tuesday, etc.). (1)

6.2 A line chart has been inserted in the worksheet. Modify the chart to resemble **Figure 7** as an example.

6.2.1 Add the chart title, 'December 2024'. (1)

6.2.2 Move the legend to the top. (1)

6.2.3 Format the (bottom) orange minimum temperature line to resemble the (top) blue maximum temperature line as follows:

- Add triangular size 10 markers.
- Add a linear trendline.

(3)

Figure 7



Work in the Excursions worksheet.

- 6.3 Use a formula in cell **F4** to convert the ZAR (South African Rands), stored in cell **E4**, to NAD (Namibian Dollars). Use the following exchange rate:

ZAR 1 = NAD 1.08

(2)

- 6.4 Use a formula in cell **E9** to calculate the total number of hours Hunt spent on land.

(3)

- 6.5 The cost of the excursion is ZAR 800. In cell **H10**, calculate the amount that Skinner still owes. Format the cell to display two decimals.

(3)

- 6.6 Use a function in cell **E26** to determine the most time any passenger spends on land.

(2)

- 6.7 Use a function in cell **G26** to calculate the total amount paid.

(2)

- 6.8 Insert the sheet name 'Excursions' as a **field** in the header of the worksheet.

(2)

Work in the Cruisers worksheet.

- 6.9 A macro named *CardSort* was recorded in the workbook. The shortcut Ctrl + m was assigned to the macro.

Change the macro's shortcut key to assign **Ctrl + k**.

(1)

- 6.10 A second macro named *SortSurname* was recorded in the workbook.

6.10.1 Insert a button labelled 'Sort by Surname' in cell **E1**.

(1)

6.10.2 Assign the macro *SortSurname* to the button created in Question 6.10.1 above.

(2)

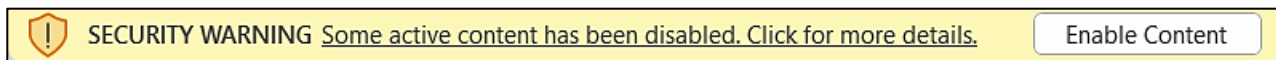
Save and close the spreadsheet.

[24]

QUESTION 7 DATABASE

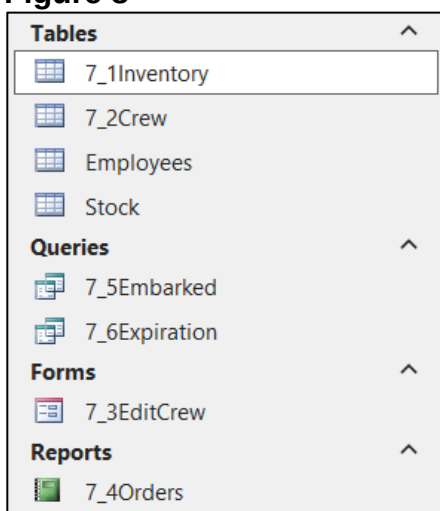
Open the database **7CruiseDB.accdb**, which contains information about the cruise's crew and inventory, and make the changes as indicated below.

Should the following message appear, click on 'Enable Content'.



The following database objects are stored in the database, as shown in **Figure 8** below. Do **not** make any changes to the *Employees* or *Stock* tables.

Figure 8



7.1 Open the table, *7_1Inventory*, in Design View and make the changes as indicated below.

7.1.1 Make the most appropriate field the Primary Key. (1)

7.1.2 Change the properties of the ItemName field to accept 20 characters only. (1)

7.1.3 Change the format of the ExpirationDate field to a Short Date. (1)

7.1.4 The Category field is a combo box. Add the item, 'Pasta', between the items, 'Meat' and 'Sauces'. (2)

7.1.5 A validation rule has been entered for the Storage field.

Add an appropriate error message that will appear when the incorrect value is entered. (1)

7.1.6 The cruise liner requires all items' weights to be in pounds. Add a new calculated field called WeightLbs that converts the item's weight in kilograms (WeightKg) to pounds. Use the following formula:

WeightKg x 2.2 (3)

Save and close the table.

7.2 Open the table, *7_2Crew*, in Design View.

7.2.1 The Passport field allows eight compulsory digits to be entered. Modify the Input Mask to automatically add a capital 'A' at the beginning of the string of digits, for example, A12345678.

Refer to the Input Mask Character Sheet to assist you. (2)

7.2.2 Import the text file, **NewCrew.csv**, into the table *7_2Crew* to add the new crew.

- The delimiter that separates the fields, is a comma.
- The first row contains the field names. (3)

Save and close the table.

7.3 Open the form, *7_3EditCrew*, in Design View.

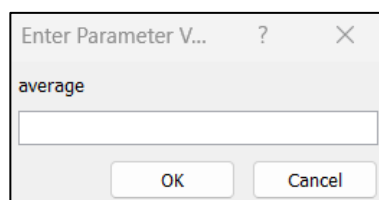
7.3.1 Change the check box next to the Embarked field to a Toggle Button control. (1)

7.3.2 Add the existing field, Shift below the Embarked field. (1)

7.3.3 Add a label in the Form Footer containing your examination number. (2)

Save and close the form.

7.4 Open the report, *7_4Orders*, in Design View. If the following error message appears, click OK.



7.4.1 Sort the data according to the ItemName field in alphabetical order. (1)

7.4.2 An incorrect function was entered to calculate the average quantity per category. Correct the error so that the correct value is displayed in the Category Footer. (1)

7.4.3 Insert a formula in the *unbound textbox*, in the Detail section, underneath the heading 'OrderQuantity' that will subtract the Quantity field from the Required field. (2)

Save the report.

7.4.4 Export the report to a PDF file named **7Orders.pdf** and save it in your **Examination** folder. (2)

Close the report.

7.5 Open the query, *7_5Embarked* in Design View.

7.5.1 Add the necessary criteria so that only the Kitchen Crew or Cleaning Crew who have embarked are displayed. (3)

7.5.2 The Embarked field must not show when the query is run. (1)

Save and close the query.

7.6 Open the query, *7_6Expiration* in Design View.

7.6.1 Modify the ExpirationDate criteria to display all the items that expire in 2024. (2)

7.6.2 Sort the data according to ExpirationDate in descending order. (1)

Save and close the query.

7.7 Create the following query.

7.7.1 Use the table *Stock* and include only the fields ItemName, Storage and Room. (1)

7.7.2 Name the query *7_7Room*. (1)

7.7.3 In Design View, add appropriate criteria so that all room numbers beginning with 'B', 'C', and 'D' will be displayed. (2)

Save and close the query.

Save and close the database.

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QUESTION 8 HTML WEB DEVELOPMENT

The *ISC Symphony* uses a basic webpage to advertise their Matric Cruise packages for 2024. The webpage also links to a booking page. The website's files are stored in the folder **8MatricCruiseWeb**.

Note that comments containing the question number are inserted where coding needs to be added or changed. Do **NOT** remove these comments.

Use the HTML Tag Sheet provided to assist you.

Open the webpage **MatricCruise.html** in your text editor (Notepad / Notepad++ / WordPad) and make the changes indicated in the questions below.

- 8.1 Add the necessary attribute to the <body> tag to change the font colour of the entire webpage's text to white. (1)
- 8.2 A banner must be displayed at the top of the webpage.
- 8.2.1 Insert the image, **Banner.jpg**, in the space provided. The image can be found in the folder **WebBanner**. Do **not** move or copy the image from the folder. (3)
- 8.2.2 The image must be stretched to 100% of the webpage's width. (1)
- 8.3 Change the font type of the text, 'Ahoy!', to Jokerman. (2)
- 8.4 Centre the first paragraph, starting with 'The matric cruise is more than a jol...'. (1)
- 8.5 Change the text, 'Included in the price', to a heading, style 3. (2)

- 8.6 Add the necessary tags and attributes so the list below the heading 'Included in the price' appears, as shown in **Figure 9** below.

Figure 9



- 8.6.1 Change the main list to a numbered list. (2)
- 8.6.2 Using a disc bullet, change 'Pomene Beach Trip' and 'Walvis Bay Dunes' to a second-level bulleted list. (3)
- 8.7 Modify the table as follows:
- 8.7.1 Set the height of the first (heading) row to 80 px. (1)
- 8.7.2 Align the heading 'ITINERARY' vertically at the top of the cell. (1)
- 8.8 Place the text, 'Note: Bookings must be made before November 2024.' in a comment tag so that it does not appear when the webpage is displayed.
- If you cannot include the text in a comment, do not remove or change the colour of the text.* (1)
- 8.9 An error exists in the code that links the text 'Click here to book now!' to the page **Booking.html**. Find and correct the error. (1)
- 8.10 Add the necessary attribute to the <a> tag that, when clicked on, directs the text 'Back' to the top of the webpage. (2)

Save and close the webpage.

Open the webpage **Booking.html** in your text editor (Notepad / Notepad++ / WordPad) and make the changes indicated in the questions below.

8.11 Italicise and underline the text, 'ISC Symphony', in the main heading. (2)

8.12 A table with check boxes is created in the form to select a school from a given list. 'Wallies Online' must appear as the third option in the table, after 'Mozam High'.

Fix the code so the table appears as shown in **Figure 10** below as an example.

Figure 10

Select your school:	
☐	Windhoek Secondary
☐	Mozam High
☐	Wallies Online
☐	Swazi Prime

(2)

Save and close the webpage.

[25]

Total: 180 marks