higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY (ICT COMPONENT)

NQF LEVEL 2

(Second paper)

(7601042)

28 October 2024 (X-paper)
09:00–11:00

This question paper consists of 14 pages.

001Q2N2428

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
LIFE SKILLS AND COMPUTER LITERACY
NQF LEVEL 2
(Second paper)
TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Read and answer ALL the questions carefully.

2. Number the answers according to the numbering system used in this question paper.

3. The question paper consists of FIVE questions. Use appropriate application programs for EACH question and include all PRINTOUTS in your EXAMINATION FOLDER.

4. The time allocated for this question paper includes reading and printing time.

5. The time indicated at the beginning of each section is a guideline to help you finish the question paper on time.

6. It is your responsibility to save your work at regular intervals to prevent loss of keyed-in data during a power failure. NO additional time will be allowed to complete lost work.

7. In the event of a computer or printer defect, the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.

8. Spell check may be used. Calculators may NOT be used.

9. Your EXAMINATION number and the CENTRE NUMBER must be indicated on the front page of the EXAMINATION FOLDER and the software version must be indicated at the top of the folder (for example, MS Office 2016).

10. Ensure that every PRINTOUT displays the QUESTION NUMBER and your EXAMINATION NUMBER as instructed.

11. An EXAMINATION NUMBER in writing is NOT acceptable.

12. Marks will NOT be awarded for any PRINTOUTS without a printed EXAMINATION NUMBER and a WATERMARK.

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13. PRINTOUTS to be marked must be placed in the EXAMINATION FOLDER provided and arranged in the same order as the questions in the question paper. Only ONE PRINTOUT per question may be handed in.

14. Each answer must be printed on a separate sheet of paper. Print on ONE side of the paper ONLY.

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SECTION A: WORD PROCESSING

QUESTION 1 TIME: 20 MINUTES

Substance, drug, and medication addiction is recognised as the biggest threat to students in South Africa. You are invited to attend a seminar on the effects of substance addiction, organised by the Student Representative Council of the College.

1.1 Use Microsoft Word to key in the document as indicated below. (4)

1.2 As a header, key in your EXAMINATION NUMBER (left aligned) and QUESTION 1 (right aligned). (3)

1.3 Use the font type Gadugi, size 12. (2)

1.4 Insert today's date where indicated. (1)

1.5 Leave line spaces between the paragraphs as indicated. (1)

1.6 Format the subject heading to appear in italics and bold, as indicated. (2)

1.7 Save the document as QUESTION 1 in accordance with your college's examination regulations.

1.8 Print the document on ONE A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (2)

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EXAMINATION NUMBER

Insert Header

QUESTION 1

Font type: Gadugi, size 12

Phalaborwa College
Cnr. Church Street and George Street
PHALABORWA
1389

Insert today's date

Dear Students

Subject: Invitation to a substance abuse seminar ← **Subject heading: Italics, bold**

The Department of Health will be visiting the college to educate students about substance abuse. This decision was influenced by the rapidly rising number of substance abuse cases and the associated health and socio-economic burdens in South Africa.

Remember, substance abuse is a contributing factor to health-related conditions such as deaths, injuries, violence, HIV/AIDS, tuberculosis, and chronic diseases like cardiovascular disease, cancer, and mental disorders.

Being there will help you learn as much as possible to avoid such a situation and enable you to support a friend who is already in danger.

DATE: 31 October 2024
TIME: 09:00
PLACE: College Auditorium

I look forward to seeing you there!

Yours sincerely,
Mr. TP Thulo (SRC PRESIDENT)
PHALABORWA COLLEGE

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QUESTION 2 **TIME: 25 MINUTES**

Open the document saved as QUESTION 1 and edit it according to the following instructions:

2.1	Change the question number in the header to QUESTION 2.	(1)
2.2	Use the 'Tab' key to indent the address and the date to the right as indicated.	(2)
2.3	Underline, and centre-align the subject heading.	(2)
2.4	Change the case of the subject heading to uppercase.	(1)
2.5	Right-align paragraph 2 ('Remember substance abuse is one … mental disorders'), and format all the text to appear in italics.	(2)
2.6	Double underline the term "support" in paragraph 3 ('Being there will … already in danger') as illustrated.	(1)
2.7	Insert all the new text as indicated.	(5)
2.8	Insert the numbered list as indicated.	(1)
2.9	Format the event logistics (Date, Time and Place) to appear in italics, and bold.	(2)
2.10	Delete the phrase "PHALABORWA COLLEGE" in the last line as illustrated.	(1)
2.11	Save the document as QUESTION 2 in accordance with your college's examination regulations.	
2.12	Print the document on ONE A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER.	(2)
		[20]

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EXAMINATION NUMBER

Change QUESTION 1 to QUESTION 2

QUESTION 2

Use the Tab key to indent to the

Phalaborwa College
Cnr. Church Street and George Street
PHALABORWA
1389

Today's date

Dear Students

Subject heading: Underline, centre-align, uppercase

SUBJECT: INVITATION TO A SUBSTANCE ABUSE SEMINAR

The Department of Health will be visiting the college to educate students about substance abuse. This decision was influenced by the rapidly rising number of substance abuse cases and the associated health and socio-economic burdens in South Africa.

Remember, substance abuse is a contributing factor to health-related conditions such as deaths, injuries, violence, HIV/AIDS, tuberculosis, and chronic diseases like cardiovascular disease, cancer, and mental disorders.

Paragraph 2: R/A, italics

Being there will help you learn as much as possible to avoid such a situation and enable you to support a friend who is already in danger.

Double underline "support"

The speaker will address the following questions/topics and distribute pamphlets:
1. What is addiction?
2. The different types of addiction
3. How can you tell when someone is addicted?
4. The effects of addiction
5. Organisations you can go to for help

Insert new text & numbered list

DATE: 31 October 2024
TIME: 09:00
PLACE: College Auditorium

Italics, bold

I look forward to seeing you there!

Yours sincerely
Mr. TP Thulo (SRC PRESIDENT)
PHALABORWA COLLEGE

Delete

TOTAL SECTION A: 35

SECTION B: SPREADSHEETS

QUESTION 3 **TIME: 20 MINUTES**

Drug addiction impacts countless students, directly or indirectly. Study the data provided on the alarming number of student admissions at We Care Alcohol and Drug Centre, and the significant costs of their treatment.

3.1 Use Microsoft Excel to create a spreadsheet with the information given below. Do NOT key in the row and column headings (borders). They were only inserted to indicate which cells should be used. (5)

3.2 As a header, key in QUESTION 3 (left aligned), and your EXAMINATION NUMBER (right aligned). (3)

3.3 Use the font type Goudy Old Style, size 11. (2)

3.4 Leave open rows as indicated. (1)

3.5 Adjust the column width where necessary to ensure that all the information is clearly visible and fits on ONE A4 portrait page. (2)

3.6 Save the spreadsheet as QUESTION 3 in accordance with your college's examination regulations.

3.7 Print the spreadsheet WITHOUT row and column headings on ONE A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (2)

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Header: QUESTION 3, left aligned

QUESTION 3

Header: Exam no, right aligned

EXAMINATION NUMBER

Font type: Goudy Old Style, size 11

	A	B	C	D	E
1	WE CARE ALCOHOL AND DRUG CENTRE				
2	100 HAMILTON STREET				
3	CAPE TOWN				
4	8001				
5			**Leave open row**		
6	ADMISSION DATE: 21 OCTOBER 2024				
7			**Leave open row**		
8	PATIENT	WARD	NUMBER OF	NUMBER OF	PRICE
9	LEADER		PATIENTS	DAYS	PER DAY
10					PER PERSON
11	John	A123	6	4	R200,00
12	Tom	B234	10	7	R350,00
13	Jerry	C345	8	5	R250,00
14	Mark	D456	12	7	R350,00
15	Sam	E103	9	6	R300,00
16	Gert	F234	7	4	R150,00
17	Sipho	G345	11	7	R350,00
18	Thato	H456	13	7	R350,00

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QUESTION 4 **TIME: 30 MINUTES**

Open the spreadsheet saved as QUESTION 3 and make the changes as indicated below.

4.1 Change QUESTION 3 to QUESTION 4. (1)

4.2 Change the font type of the main heading to Forte, size 20. (2)

4.3 Merge and centre the main heading across cells A1 to H1. (1)

4.4 Insert the sub-heading 'ADMISSION DATE', with all corresponding information, in row 6. (2)

4.5 Insert the new columns (GROSS AMOUNT DUE, ADMISSION FEE 10% and NET AMOUNT DUE), and the new row (TOTAL AMOUNT) as indicated. (5)

4.6 Format the column headings to appear in bold, and right aligned. (2)

4.7 Insert the formulas where the letters of the alphabet appear to calculate each of the following:

A GROSS AMOUNT DUE = NUMBER OF PATIENTS multiplied by NUMBER OF DAYS multiplied by PRICE PER DAY PER PERSON. (1)

B ADMISSION FEE 10% = GROSS AMOUNT DUE multiplied by 10%. (1)

C NET AMOUNT DUE = GROSS AMOUNT DUE minus ADMISSION FEE 10%. (1)

D TOTAL AMOUNT = Calculate the sum of column G (ADMISSION FEE 10%) and column H (NET AMOUNT DUE). (2)

4.8 Display the values in Columns F, G and H as currency, with two decimals. (2)

4.9 Insert the horizontal and vertical lines as indicated on the spreadsheet. (1)

4.10 Adjust the column widths where necessary to ensure that all the information is clearly visible and fits on ONE A4 landscape page. (2)

4.11 Save the spreadsheet as QUESTION 4 in accordance with your college's examination regulations.

4.12 Print the spreadsheet WITHOUT row and column headings on ONE A4 landscape page and place the PRINTOUT in your EXAMINATION FOLDER. (2)

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Change QUESTION 3 to QUESTION 4

QUESTION 4 EXAMINATION NUMBER

Main heading: Font type: Forte, size 20

Main heading: Merge and centre across cells A1-H1

WE CARE ALCOHOL AND DRUG CENTRE

100 HAMILTON STREET
CAPE TOWN
8001

Insert sub-heading in Row 6

Insert new columns (F, G & H)

ADMISSION DATE: 21 OCTOBER 2024

PATIENT LEADER	WARD	NUMBER OF PATIENTS	NUMBER OF DAYS	PRICE PER DAY PER PERSON	GROSS AMOUNT DUE	ADMISSION FEE 10%	NET AMOUNT DUE
John	A123	6	4	R200.00	A	B	C
Tom	B234	10	7	R350.00			
Jerry	C345	8	5	R250.00			
Mark	D456	12	7	R350.00			
Sam	E103	9	6	R300.00			
Gert	F234	7	4	R150.00			
Sipho	G345	11	7	R350.00			
Thato	H456	13	7	R350.00			

Column headings: Bold and right aligned

Attach formulas: A, B, C and D

TOTAL AMOUNT

Insert new row

D →

TOTAL SECTION B: 40

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SECTION C: POWERPOINT

QUESTION 5 **TIME: 25 MINUTES**

You recently joined the college's student representative council (SRC) and you attended a seminar on substance addiction. Give a presentation to the students who were absent to educate them on addiction, its impacts, and the warning signs of addiction.

5.1 Use MS PowerPoint and accurately key in the information below: (3)

5.2 **SLIDE 1: TITLE SLIDE** (1)

5.2.1 Type the title of the slide using the font type Imprint MT Shadow, size 48. (2)

5.2.2 Right-align the title. (1)

5.2.3 Centre-align the sub-title. (1)

5.2.4 As a footer, key in QUESTION 5 and your EXAMINATION NUMBER and apply it to ALL the slides. (2)

5.3 **SLIDE 2: TITLE AND CONTENT SLIDE** (1)

5.3.1 Type the title of the slide using the font type Century Gothic, size 44. (2)

5.3.2 Format the title to appear in uppercase and underline it. (2)

5.3.3 Insert the numbered list as indicated and display the text in italics. (2)

5.4 **SLIDE 3: COMPARISON SLIDE** (1)

5.4.1 Insert the numbered list in the left column as indicated and display the text in bold. (2)

5.4.2 Insert the bulleted list in the right column and underline the phrases as indicated. (2)

5.5 Apply the theme 'Wood type' to the presentation. (1)

5.6 Save the presentation as QUESTION 5 in accordance with your college's examination regulations.

5.7 Print the presentation as a HANDOUT with THREE slides on ONE page. (2)

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SLIDE 1: TITLE SLIDE

Title: Font type: Imprint MT Shadow, size 48, right aligned

WHAT IS ADDICTION?

Sub-title: Centre aligned

Not having control over substance use

Insert footer on ALL slides:
QUESTION 5 and Examination Number

SLIDE 2: TITLE AND CONTENT SLIDE

Title: Font type: Century Gothic, size 44

Title: Uppercase, underline

PHYSICAL SIGNS

Insert numbered list, italics

1. *Changes in sleeping habits*
2. *Feeling shaky or sick when trying to stop*
3. *Needing to take more of the substance to get the same effect*
4. *Changes in eating habits, including weight loss or gain*
5. *Change in habits regarding hygiene and tidiness*

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SLIDE 3: COMPARISON SLIDE

COMMON DRUGS

Left column: Insert numbering, bold

Right column: Insert bullets, underline phrases

DRUG TYPE	EFFECTS
1. **Alcohol**	❖ Short-term effects: slurred speech, confusion, memory problems, concentration problems ❖ Long-term effects: addiction/alcoholism, health problems, increased risk for certain cancers
2. **Cocaine** .	❖ Short-term effects: Narrowed blood vessels, increased heart rate and blood pressure, headache ❖ Long-term effects: Loss of sense of smell, nosebleeds, nasal damage and trouble swallowing from sniffing
3. **Marijuana**	❖ Short-term effects: Slowed reaction time; problems with balance and coordination ❖ Long-term effects: Mental health problems, chronic cough, frequent lung infections

TOTAL SECTION C: 25
GRAND TOTAL: 100

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