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)

11 February 2025 (X-paper)
09:00–11:00

This question paper consists of 13 pages.

001Q2S2511

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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. The spell checker 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: 25 MINUTES**

Everyone has aspirations and goals, and to fulfil these desires, we must ensure that we live healthy lifestyles. We need to develop healthy habits to ensure that we are around to achieve these goals and dreams.

1.1 Use Microsoft Word to key in the document as indicated below. (7)

1.2 As a header, key in your EXAMINATION NUMBER and QUESTION 1 centre-aligned, to appear as follows: (3)

EXAMINATION NUMBER QUESTION 1

1.3 Use font type Malgun Gothic, size 12 (2)

1.4 Format the heading in bold, upper case and left-aligned. (3)

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

1.6 Underline the sub-heading 'TIPS FOR A HEALTHY LIFESTYLE'. (1)

1.7 Insert the numbered list as indicated. (1)

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

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

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EXAMINATION NUMBER QUESTION 1 **Insert header**

Font type: Malgun Gothic, size 12

A BALANCED LIFESTYLE ← **Bold, upper case & left-aligned**

A balanced lifestyle ensures that you enjoy good health and can perform your daily responsibilities. Therefore, being healthy should be part of your overall lifestyle. Living a healthy lifestyle can help prevent chronic diseases and long-term illnesses.

The most important factor is to manage the stressful demands and pressures of life that can be harmful to your health. Remember, maintaining a healthy lifestyle is not difficult, nor does it require a lot of work.

TIPS FOR A HEALTHY LIFESTYLE: ← **Underline sub-heading**

1. Eating healthy food that is rich in nutrients
2. Do exercises regularly and be physically active
3. Avoid stimulants
4. Getting enough good sleep
5. Practice good hygiene
6. Manage stress

Insert numbered list

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QUESTION 2 **TIME: 20 MINUTES**

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

2.1 Change QUESTION 1 in the header to QUESTION 2. (1)

2.2 Leave TWO line spaces below the main heading as indicated. (1)

2.3 Format the phrase 'healthy lifestyle' in Paragraph 1 and Paragraph 2 to appear in UPPERCASE. (2)

2.4 Centre-align and bold the sub-heading: 'TIPS FOR A HEALTHY LIFESTYLE'. (2)

2.5 Edit the document by inserting all the new text as indicated. (6)

2.6 Edit the font of the newly inserted sub-heading, 'What can happen if you do not live a healthy lifestyle', to appear in Bodoni MT Black, size 16. (2)

2.7 Underline the newly inserted sub-heading using the 'Dot-dash' underline style and right-align the sub-heading. (2)

2.8 Delete bullet 5 with all corresponding information ('Your skin and hair will not look healthy') from the newly inserted bulleted list. (1)

2.9 Format the newly inserted text, EXCEPT the sub-heading, to appear in italics. (1)

2.10 Save the document as QUESTION 2 in accordance with your college's examination regulations.

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

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EXAMINATION NUMBER QUESTION 2

Change QUESTION 1 to QUESTION 2

A BALANCED LIFESTYLE

Leave TWO open line spaces

A balanced lifestyle ensures that you enjoy good health and can perform your daily responsibilities. Therefore, being healthy should be part of your overall lifestyle. Living a healthy lifestyle can help prevent chronic diseases and long-term illnesses.

Paragraph 1 & 2: Format phrase 'healthy lifestyle': UPPERCASE

The most important factor is to manage the stressful demands and pressures of life that can be harmful to your health. Remember, maintaining a healthy lifestyle is not difficult, nor does it require a lot of work.

TIPS FOR A HEALTHY LIFESTYLE: ← Centre-align, bold

1. Eating healthy food that is rich in nutrients
2. Do exercises regularly and be physically active
3. Avoid stimulants
4. Getting enough good sleep
5. Practice good hygiene
6. Manage stress

Insert ALL new text below

Bodoni MT Black, size 16, underline (dot-dash), R/A

What can happen if you do not live a healthy lifestyle

- ❖ Your health will be poor because germs and bacteria grow in dirty places.
- ❖ You will spread diseases to all the people you meet.
- ❖ You will have no energy, leading to feeling and looking miserable.
- ❖ You will probably be overweight.
- ❖ Your skin and hair will not look healthy. ← Delete bullet 5
- ❖ You will also have low self-esteem.

Italics

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TOTAL SECTION A: 40

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SECTION B: SPREADSHEETS

QUESTION 3 **TIME: 20 MINUTES**

The goal of fitness clubs is to encourage healthy living and physical activity. They provide a wide range of facilities and services aimed at assisting members in leading healthy lifestyles.

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

3.2 As a header, key in your EXAMINATION NUMBER and QUESTION 3 centre-aligned. (2)

3.3 Use font type Maiandra GD, size 11. (2)

3.4 Leave open rows as indicated. (1)

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

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

3.7 Save the spreadsheet as QUESTION 3 or according to your college's examination regulations.

3.8 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: Exam no. & QUESTION 3, centre-aligned

EXAMINATION NUMBER
QUESTION 3

Font type: Maiandra GD, size 11

	A	B	C	D
1	FITNESS CLUB			
2			*Leave open row*	
3	INCOME AND EXPENDITURE STATEMENT			
4			*Leave open row*	
5	**INCOME**			
6	MEMBERSHIP OPTIONS	NUMBER OF MEMBERS	MEMBERSHIP FEE	
7	Active Health Club Membership	20	270	
8	Health Club Premier Select	25	780	
9	Active Premier Membership	25	1095	
10	Collection Membership	30	2350	
11	TOTAL			
12			*Leave open row*	
13	**EXPENSES**			
14	Salaries			25000
15	Telephone			1200
16	Rent			5000
17	Water and Electricity			3500
18	Machine Maintenance			3500

QUESTION 4 **TIME: 30 MINUTES**

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

4.1 Change QUESTION 3 to QUESTION 4. (1)

4.2 Change the font of the main heading to Californian FB, size 20. (2)

4.3 Merge and centre the main heading across cells A1 to D1. (1)

4.4 Format the sub heading ('INCOME AND EXPENDITURE STATEMENT') to appear in italics, right-aligned. (2)

4.5 Insert the new column heading 'INCOME' in cell D6, and the two new rows 'TOTAL EXPENSES' and 'PROFIT/LOSS' as indicated on the spreadsheet. (5)

4.6 Format the column headings to appear in bold, centre-aligned. (2)

4.7 Delete row 16 (Rent) with all its corresponding information. (1)

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4.8 Insert the formulae where the letter of the alphabet appears to calculate the following:

A INCOME = MEMBERSHIP FEE multiplied by the NUMBER OF MEMBERS. (1)

B TOTAL = The sum of the NUMBER OF MEMBERS column. (1)

C TOTAL = The sum of the INCOME column. (1)

D TOTAL EXPENSES = The sum of all the listed EXPENSES. (1)

E PROFIT/LOSS = The difference between the TOTAL INCOME and the TOTAL EXPENSES. (1)

4.9 Display ALL the values in Column D as Currency with NO decimal places. (1)

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

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

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

4.13 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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EXAMINATION NUMBER

QUESTION 4

Change QUESTION 3 to QUESTION 4

FITNESS CLUB

Main heading: Californian FB, size 20

Merge & centre across cells A1-D1

INCOME AND EXPENDITURE STATEMENT

Sub heading: Italics, R/A

INCOME

MEMBERSHIP OPTIONS	NUMBER OF MEMBERS	MEMBERSHIP FEE	INCOME
Active Health Club Membership	20	270	A
Health Club Premier Select	25	780	
Active Premier Membership	25	1095	
Collection Membership	30	2350	
TOTAL	B		C

Insert new column

Column headings: Bold, Centre

Attach formulas: A, B, C, D & E

EXPENSES

Salaries	25000
Telephone	1200
Rent	5000
Water and Electricity	3500
Machine Maintenance	3500

Delete Row 16 (Rent)

TOTAL EXPENSES	D
PROFIT/LOSS	E

Insert new rows

TOTAL SECTION B: 40

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SECTION C: POWERPOINT

QUESTION 5 **TIME: 25 MINUTES**

Among young people, obesity and poor lifestyle choices are major issues. You have been asked to create a PowerPoint presentation, as a new member of the College Student Representative Council, to educate the other students on the five pillars of balanced, healthy living.

5.1 Use MS PowerPoint to key in the information below (3)

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

5.2.1 Type the title of the slide using font type Britannic Bold. (1)

5.2.2 Underline and centre-align the title. (2)

5.2.3 Insert your EXAMINATION NUMBER and QUESTION 5 as a sub-title. (1)

5.3 **SLIDE 2: TWO CONTENT SLIDE** (1)

5.3.1 Type the title of the slide using font size, 28. (1)

5.3.2 Right-align the title and change it to italics. (2)

5.3.3 Underline the acronym 'clean' in the title and change it to upper case. (2)

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

5.3.5 Insert the bulleted list in the right column. Use bullets of your choice. (1)

5.3.6 Change the text in the right column to italics. (1)

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

5.5 Print the presentation as a HANDOUT with TWO slides on ONE page. (2)

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SLIDE 1: TITLE SLIDE

Title: Font type: Britannic Bold, underline & centre-align

HEALTHY EATING HABITS

Sub-title: Type your EXAMINATION NUMBER and QUESTION 5

EXAMINATION NUMBER QUESTION 5

SLIDE 2: TWO CONTENT SLIDE

Title: Font size 28, R/A, italics

The five fundamentals of a healthy, balanced lifestyle are based on the acronym clean.

1.	**Cleaning**	❖ *Keep your body clean by eating fresh fruit and vegetable and drink lots of water.*
2.	**Leisure**	❖ *Sleep and relax enough, at least eight hours per night.*
3.	**Exercise**	❖ *Mild exercise such as walking, swimming and dancing must be done at least 20-30 minutes per day.*
4.	**Attitude**	❖ *Accept and love yourself.*
5.	**Nutrition**	❖ *Make sure that you eat well from all the food groups and take the correct supplements every day.*

Left column: Insert numbered list

Right column: Insert bulleted list

Left column: Text in bold

Right column: Text in italics

TOTAL SECTION C: 20
GRAND TOTAL: 100

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