higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY

(Second paper)
NQF LEVEL 3

(7601053)

30−31 October 2024 (X-paper)
09:00–11:00

This question paper consists of 12 pages.

003Q2N2430

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
LIFE SKILLS AND COMPUTER LITERACY
NQF LEVEL 3
(Second paper)
TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Use appropriate application programs and place all printouts in your EXAMINATION FOLDER.
4. The time allocated for each question is a guideline to help you finish the question paper in time.
5. The time allocated for this question paper includes printing 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 is 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.
9. Number your printouts according to the numbering system used in this question paper.
10. Examination and centre numbers must be written correctly on the exam cover pages and the software version must be indicated at the top of the cover page (e.g. MS Office 2007).
11. EXAMINATION NUMBERS in writing are not acceptable.
12. Marks will not be awarded for any printouts without an EXAMINATION NUMBER and a consistent watermark.
13. Printouts to be marked must be arranged in the same order as the questions in the question paper. ONE printout per question may be handed in.
14. Each answer must be printed on a separate sheet of a paper. Use ONE side of a paper only.

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SECTION A: WORD PROCESSING

QUESTION 1 **TIME: 20 MINUTES**

You have been nominated as one of Life skills and Computer Literacy students at your college to talk to Level 3 students about corruption in schools and colleges.

1.1 Use MS Word and the instructions below to key in your document accurately. (9)

1.2 Use the font type Century Gothic 12 pt. (1)

1.3 As a header, key in your EXAMINATION NUMBER and QUESTION 1 both right-aligned. (1)

1.4 Edit the main heading 'Corruption in Schools and Colleges' to appear in Jokerman 16 pt. (1)

1.5 Right-align the main heading. (1)

1.6 Set the margins of the whole document to 3 cm left and right. (1)

1.7 Justify the whole document excluding the main heading. (1)

1.8 Display the sub-heading 'Introduction' and 'Causes of Corruption' in bold and underline. (2)

1.9 Save the document as CORRUPTION 1 on your disk or according to your college examination regulations.

1.10 Print the document on ONE portrait page and place the printout in the EXAMINATION FOLDER. (1)

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Corruption in Schools and Colleges ← *Font Jokerman, Size 16, R/A*

Introduction ← *Bold and underline*

Corruption has long-lasting consequences because resources are wasted, young people are denied the education they should receive, and those unable to afford bribes are denied access to schooling. A group of students come to believe that personal effort and distinction do not count, and that success comes through manipulation, favouritism, and bribery.

Causes of Corruption ← *Bold and underline*

Starting with national exams, it has been found that there has been a lot of cheating. This was exemplified by the results of both the Certificate of Primary Education and Certificate of Secondary Education of 2016 where there was extreme reduction of the number of students scoring a grade A, due to good supervision of the exams. This means all along there has been a lot of cheating going on in both the exams in public and private schools.

Many parents go all the way to bribing the principals of the schools for vacancies in these schools. Admission to the high schools have been seen as a guarantee to admission to public colleges, which are viewed to be more prestigious than the private ones. Some of the principals of the schools are coerced by senior government officials to give them admission letters to classes in their schools through threats and undue influence. Some principals will not hesitate to admit children of relatives, clansmen and tribesmen, thereby fanning corruption and nepotism in the schools.

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QUESTION 2 **TIME: 23 MINUTES**

2.1	Retrieve the document you saved as CORRUPTION 1 and edit it according to the instructions below:	(2)
2.2	Delete your EXAMINATION NUMBER and QUESTION 1 on the header.	(1)
2.3	As a footer, key in your EXAMINATION NUMBER and QUESTION 2 centred.	(1)
2.4	Insert the page break as indicated.	(1)
2.5	Insert any suitable picture and format it according to instructions.	(4)
2.6	Create two columns and insert a column break as indicated.	(1)
2.7	Insert the table with two columns and five rows as it appears on the question paper.	(1)
2.8	Apply borders around the table as indicated.	(1)
2.9	Change the appearance of the table heading 'Effects of corruption' to font Ravie 16 pt.	(1)
2.10	Apply white, background 1, darker 15% shading to the second row of the table.	(1)
2.11	Bold and change the column heading to uppercase.	(2)
2.12	Apply bullets to the text in the right and the left columns as indicated.	(2)
2.13	Sort the information on the right column alphabetically in ascending order.	(1)
2.14	Insert page numbering in the header and right-align.	(2)
2.15	Save the document as CORRUPTION 2 on your disk or according to your college examination regulations.	
2.16	Print your document in portrait and place your printouts in the EXAMINATION FOLDER.	(1)
		[22]

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Corruption in Schools and Colleges

Introduction

Corruption has long-lasting consequences because resources are wasted, young people are denied the education they should receive, and those unable to afford bribes are denied access to schooling. A group of students come to believe that personal effort and distinction do not count, and that success comes through manipulation, favouritism, and bribery.

Insert a relevant picture

1. *Resize to 5cm height and width*
2. *Insert 6pt, long dash borders*
3. *Left align the picture*

……..page break……

Create two columns

Causes of Corruption

Starting with national exams, it has been found that there has been a lot of cheating. This was exemplified by the results of both the Certificate of Primary Education and Certificate of Secondary Education of 2016 where there was extreme reduction of the number of students scoring a grade A, due to good supervision of the exams. This means all along there has been a lot of cheating going on in both the exams in public and private schools.

Insert column break here

Many parents go all the way to bribing the principals of the schools for vacancies in these schools. Admission to the high schools have been seen as a guarantee to admission to public colleges, which are viewed to be more prestigious than the private ones. Some of the principals of the schools are coerced by senior government officials to give them admission letters to classes in their schools through threats and undue influence. Some principals will not hesitate to admit children of relatives, clansmen and tribesmen, thereby fanning corruption and nepotism in the schools.

White, background, darker 15%

Font Ravie, size 16

Bold and uc

Effects of corruption	
Effects	Description
➢ Greater danger	▪ Students with false requirements are incompetent.
➢ High failure rate	▪ Corrupt officials promote high failure rate.
➢ No progress	▪ It hinders progress.

TOTAL SECTION A: 40

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SECTION B: SPREADSHEET

QUESTION 3 **TIME: 10 MINUTES**

You are requested to create a spreadsheet on your computer for the statistics of corruption in schools.

3.1 Use MS Excel and key in the spreadsheet below. Do not key in the row and column headings. They are only inserted to indicate which cells should be used. (4)

3.2 As a footer, key in QUESTION 3 and your EXAMINATION NUMBER right-aligned. (1)

3.3 Use the font Arial 10 pt. (1)

3.4 Adjust the column width as indicated. (1)

3.5 Save the spreadsheet as CORRUPTION 3 on your disk or according to your college examination regulations.

3.6 Print the spreadsheet without row and column headings on ONE A4 landscape page and put your printout in your EXAMINATION FOLDER. (1)

[8]

	A	B	C	D
1	CORRUPTION IN SCHOOLS			
2				
3	YEARS	Embezzlement of school funds	Bribery	Money laundering
4				
5	2010	210	190	333
6	2011	256	105	513
7	2012	516	823	200
8	2013	330	695	225
9	2014	294	234	456

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QUESTION 4 **TIME: 30 MINUTES**

Retrieve the spreadsheet you saved as CORRUPTION 3 and make all the changes as indicated on the spreadsheet and according to the instructions below.

4.1 Change only QUESTION 3 to QUESTION 4 in the footer. (1)

4.2 Insert the new columns and a row as indicated. (3)

4.3 Change the appearance of the main heading to Lucida Handwriting 18 pt. (2)

4.4 Merge and centre the main heading in row 1 across the spreadsheet. (1)

4.5 Change the column headings to uppercase and bold. (2)

4.6 Insert formulae where the letters of the alphabet appear to do the following calculations:

A TOTAL = The sum of ALL corruption cases reported from 2010 to 2014. (1)

B TOTAL NO. OF CORRUPTION = SUM of TOTAL (1)

C % of TOTAL = TOTAL (A) divided by TOTAL NO. OF CORRUPTION (B). (1)

D MAXIMUM = Highest number of BRIBERY reported. (1)

E NUMBER OF YEARS RECORDED = Count the number of YEARS recorded. (1)

4.7 Display all figures in Column G as a percentage with zero decimal places. (1)

4.8 Insert borders as indicated. (1)

4.9 Display all the figures as integers. (1)

4.10 Save your spreadsheet as CORRUPTION 4 on your disk or according to your college examination regulations.

4.11 Print the spreadsheet without row and column headings on ONE A4 portrait page and place it in your EXAMINATION FOLDER. (1)

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	A	B	C	D	E	F	G
1	CORRUPTION IN SCHOOLS						
2							
3	CORRUPTION REPORTED						
4							
5		EMBEZZLEMENT OF	FALSIFICATION		MONEY		% OF
6	YEARS	SCHOOL FUNDS	OF RESULTS	BRIBERY	LAUNDERING	TOTAL	TOTAL
7	2010	210	8	190	333	**A**	**C**
8	2011	256	4	105	513		
9	2012	516	5	823	200		
10	2013	330	12	695	225		
11	2014	294	18	234	456		
12	TOTAL NO. OF CORRUPTION					**B**	
13							
14	MAXIMUM NUMBER OF BRIBERY						**D**
15	NUMBER OF YEARS RECORDED						**E**

Lucida Handwriting, size 18 and merge and centre

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QUESTION 5 **TIME: 5 MINUTES**

Open the spreadsheet you saved as CORRUPTION 4.

5.1 Change QUESTION 4 to QUESTION 5. (1)

5.2 Display the formulae. (5)

5.3 Adjust the column to show all the formulae completely. (1)

5.4 Save the spreadsheet as CORRUPTION 5 on your disk or according to your college examination regulations.

5.5 Print the spreadsheet on ONE A4 landscape page and place it in your EXAMINATION FOLDER. (1)
[8]

QUESTION 6 **TIME: 8 MINUTES**

Open the spreadsheet saved as CORRUPTION 3, to complete QUESTION 6

6.1 Delete QUESTION 3 and EXAMINATION NUMBER in the footer. (1)

6.2 Delete Row 4 (1)

6.3 Insert the clustered COLUMN chart to compare Embezzlement of school funds, Bribery and money laundering. Place the chart below the spreadsheet. (1)

6.4 Display the legend on the right side of the chart. (1)

6.5 Insert the following information as your chart title in TWO lines as indicated below: (1)
EXAMINATION NUMBER and QUESTION 6
CORRUPTION

6.6 Save the spreadsheet as CORRUPTION 6 on your disk or according to your college examination regulations.

6.7 Print the chart as an object and place the printout in your EXAMINATION FOLDER. (1)
[6]

TOTAL SECTION B: 40

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SECTION C: PRESENTATION (POWERPOINT)

QUESTION 7 **TIME: 24 MINUTES**

Using a PowerPoint presentation, you are required to create a slide show presentation of THREE slides about the pros and cons of reporting corruption to your fellow students.

7.1 Follow the instructions on the slides below to create your presentation (4)

SLIDE 1: TITLE AND TWO CONTENT

7.1.1 Type the main heading using font COOPER BLACK 48 pt. (2)

7.1.2 Insert the bullets as displayed. (1)

7.1.3 Right-align the content. (1)

7.1.4 Insert a relevant picture on the right column. (1)

7.2 **SLIDE 2: TITLE AND CONTENT**

7.2.1 Change the font type of the heading to Lucida Handwriting 32 pt. (1)

7.2.2 Display the heading in uppercase and right-aligned. (1)

7.2.3 Insert numbering as indicated. (1)

7.3 **SLIDE 3: COMPARISON**

7.3.1 Type the main heading using 44 pt and bold. (1)

7.3.2 Underline the column headings. (1)

7.3.3 Change font type of the column headings to Engravers MT 24 pt. (1)

7.3.4 Number the left column and use bullets for the right column as indicated. (1)

7.3.5 Right-align the right column as indicated. (1)

7.4 Apply footer with EXAMINATION NUMBER and QUESTION 7 centre align to all slides. (2)

7.5 Save the presentation as CAMPAIGN on your disk or according to your college examination regulations.

7.6 Print the ENTIRE presentation as handouts on one page and place in the EXAMINATION FOLDER. (1)

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SLIDE 1: TITLE AND TWO CONTENT

Benefits of reporting corruption ← *Font cooper black 48 pt*

- ✓ Exposes information
- ✓ Gets results
- ✓ Promotes a united attempt
- ✓ Allows money to be used effectively
- ✓ Sets a good example

bullets

Insert any relevant picture.

SLIDE 2: TITLE AND CONTENT

Possible disadvantages of reporting corruption ← *Font Lucida Handwriting 32 pt. UC and Right align*

A. I might lose my job.
B. Nobody will believe me.
C. I am not a brave person.
D. I may have to testify in court.
E. Syndicates will come looking for me.

Insert numbering

SLIDE 3: COMPARISON

Examples of government department hotlines ← *Size 44 and bold*

Department or agency	Hotline/ telephone number
1. Basic Education	➢ 0800 202 933
2. Environmental Affairs	➢ 0800 205 005
3. Human Settlements	➢ 0800 204 401
4. Magistrates' Commission	➢ 012 325 3951
5. Telecommunications and Postal Services	➢ 012 427 8292

Right-align

TOTAL SECTION C: 20
GRAND TOTAL: 100

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