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)

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

This question paper consists of 13 pages.

003Q2S2512

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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 the paper only.

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SECTION A: WORD PROCESSING

QUESTION 1 **TIME: 20 MINUTES**

You are requested to type the document to be used when presenting your lesson about date rape drugs and alcohol.

1.1	Use MS Word to type the document as instructed below.	(7)
1.2	Use left and right-hand margins of 2.54cm/1″.	(1)
1.3	Type the document in font type Century Gothic, size 12.	(1)
1.4	As a footer, key in QUESTION 1 left-aligned and your EXAMINATION NUMBER right-aligned.	(2)
1.5	Edit the main heading to appear in font type Berlin Sans FB, size 18 and uppercase.	(3)
1.6	Change the appearance of the word ‘projects’ to bold and wave underline.	(2)
1.7	Justify the whole document.	(1)
1.8	Make use of the correct case, line and letter spacing.	(2)
1.9	Save your document as PROJECT 1 on your disk or according to your college examination regulations.	
1.10	Print the document on ONE portrait page and put it in your EXAMINATION FOLDER.	(1)
		[20]

Building economic opportunity through community development

... A competitive job not only improves quality of life through economic means, but also offers adults opportunities to contribute their talents and skills in support of the community and workforce where one lives. A job, therefore, not only contributes to goals of economic self-sufficiency and independence, but also contributes richly to one's self-esteem, self-confidence, social relationships, and overall emotional well-being.

Employment outcomes for people with disabilities continue to be significantly worse than those without disabilities. Government-based employment services and supports continue to face major challenges in reaching the full population of people with disabilities and the outcomes have not shown notable positive changes in last decade.

Community development to solve local unemployment for all people, including people with disabilities, is necessary to increase economic opportunities and lead to more sustainable efforts to improve employment outcomes. Capacity building through neighbourhood networks that include faith-based organizations, advocacy groups, job clubs, and other community groups can be a low-cost but effective way to connect people with PROJECTS outside of the traditional disability system.

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QUESTION 2 **TIME: 23 MINUTES**

2.1	Open the document saved as PROJECT 1.	
2.2	Change QUESTION 1 to QUESTION 2 in the footer.	(1)
2.3	Type the newly inserted text as indicated.	(2)
2.4	Insert a page break as indicated.	(1)
2.5	Copy the paragraph and paste it where indicated.	(1)
2.6	Insert two columns and a line in between as indicated.	(2)
2.7	Insert the bullets as displayed in the first column.	(1)
2.8	Insert and centre align any relevant picture or clip art above the two columns.	(2)
2.9	Resize the picture to 3 cm height and 3 cm width.	(1)
2.10	Create a table with THREE rows and TWO columns as indicated.	(1)
2.11	Insert numbering as indicated on the table.	(1)
2.12	Centre the table heading 'COMMUNITY PROJECTS' and change the font to Castellar, 14 pt.	(2)
2.13	Insert the borders as displayed.	(1)
2.14	Apply White background 1, darker 25% shading on the first row of the column.	(1)
2.15	Insert page numbering and align top right of each page.	(1)
2.16	Save the document as PROJECT 2 on your disk or according to your college examination regulations.	
2.17	Print the document on TWO landscape pages and adjust the table across the width of the document.	(2)
2.18	Place the printouts in your EXAMINATION FOLDER.	
		[20]

TOTAL SECTION A: 40

Building economic opportunity through community development

... A competitive job not only improves quality of life through economic means, but also offers adults opportunities to contribute their talents and skills in support of the community and workforce where one lives. A job, therefore, not only contributes to goals of economic self-sufficiency and independence, but also contributes richly to one's self-esteem, self-confidence, social relationships, and overall emotional well-being.

Employment outcomes for people with disabilities continue to be significantly worse than those without disabilities. Government-based employment services and supports continue to face major challenges in reaching the full population of people with disabilities and the outcomes have not shown notable positive changes in last decade.

Community development to solve local unemployment for all people, including people with disabilities, is necessary to increase economic opportunities and lead to more sustainable efforts to improve employment outcomes. Capacity building through neighbourhood networks that include faith-based organizations, advocacy groups, job clubs, and other community groups can be a low-cost but effective way to connect people with **PROJECTS** outside of the traditional disability system.

……page break……

Copy and paste here

The examples of national campaigns are: Anti-violence, healthcare, environment and Ubuntu. We also have community projects which may be launched by a person or an organisation.

Insert any relevant picture Resize to 3 cm width and height

- Material (e.g. food, clothing, books, vouchers).
- Developmental (e.g. tap water, electricity, housing).
- Informational (e.g. meetings, workshops, plays, courses).
- Environmental (e.g. litter pick-ups, tree planting, food gardens).

Font Castellar size 14

Insert two columns with a line in beween

Apply shading as per instruction 2.14

COMMUNITY PROJECTS	
a. Whole community	a) Put up bins for collecting waste.
b. Children	b) Start a playground.

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SECTION B: SPREADSHEET

QUESTION 3 **TIME: 10 MINUTES**

You are requested to create a spreadsheet to record the number of college students who are using drugs all over the country.

3.1 Use MS Excel and type the spreadsheet below. Do not type the row and column headings (borders). They were only inserted to indicate the correct cell to be used. (4)

3.2 Create a footer and type EXAMINATION NUMBER left-aligned and QUESTION 3 right-aligned. (2)

3.3 Use the font Arial, size 12. (2)

3.4 Adjust the column width to fit the contents as indicated. (1)

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

3.6 Print the spreadsheet without row and column headings on one A4 portrait page and put your printout in your EXAMINATION FOLDER. (1)
[10]

	A	B	C	D	E
1	COMMUNITY PROJECTS				
2					
3		PROVINCES			
4	YEARS	Limpopo	Gauteng	Western Cape	Eastern Cape
5	2016	840	421	502	897
6	2017	601	346	200	104
7	2018	202	227	502	254
8	2019	205	196	214	421
9	2020	321	241	402	256

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QUESTION 4 **TIME: 30 MINUTES**

Open the spreadsheet you saved in QUESTION 3 and make the following changes:

4.1 Edit the footer and change only QUESTION 3 to QUESTION 4. (1)

4.2 Insert the new columns and rows as indicated. (2)

4.3 Change the font of the main heading to Algerian, 18 pt. (1)

4.4 Merge and centre the heading 'COMMUNITY PROJECTS' across the spreadsheet and PROVINCES across cells B3 to E3. (2)

4.5 Insert a new open row as indicated. (1)

4.6 Centre and bold all the column headings. (1)

4.7 Provide the formulae where the letters of the alphabet appear to do the following calculations:

A TOTAL NUMBER OF COMMUNITY projects of LIMPOPO and WESTERN CAPE from 2016 to 2020.
= SUM of LIMPOPO and WESTERN CAPE community projects. (1)

B TOTAL NUMBER of GAUTENG and EASTERN CAPE community projects from 2016 to 2020.
= SUM of GAUTENG and EASTERN CAPE community projects. (1)

C GRAND TOTAL = SUM of all the community projects. (1)

D MINIMUM = Calculate the minimum number of community projects of LIMPOPO and WESTERN CAPE. (1)

E MAXIMUM = Calculate the maximum number of community projects of GAUTENG and EASTERN CAPE. (1)

4.8 Insert the borders as indicated. (1)

4.9 Save the spreadsheet as QUESTION 4, on your disk or according to your college examination regulations.

4.10 Print the spreadsheet WITHOUT row and column headings on one landscape page and place the printout in your EXAMINATION FOLDER. (1)

[15]

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Font Algerian, size 18 and merge and center

Centre and bold all column headings

	A	B	C	D	E	F	G	H
1	COMMUNITY PROJECTS							
2								
3	YEARS	PROVINCES				TOTAL	TOTAL	GRAND TOTAL
4		Limpopo	Gauteng	Western Cape	Eastern Cape	LP and WC	GP and EC	ALL Provinces
5	2016	840	421	502	897	**A**	**B**	**C**
6	2017	601	346	200	104			
7	2018	202	227	502	254			
8	2019	205	196	214	421			
9	2020	321	241	402	256			
10								
11	MINIMUM					**D**		
12	MAXIMUM					**E**		
13								

Insert open row

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QUESTION 5 **TIME: 5 MINUTES**

Open the spreadsheet you saved as QUESTION 4 and follow the instructions below:

5.1 Change QUESTION 4 to QUESTION 5. (1)

5.2 Display the formulae. (5)

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

5.4 Save the spreadsheet as QUESTION 5 on your disk or according to your college 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 QUESTION 3 to complete QUESTION 6.

6.1 Insert a line chart, with markers to compare number of COMMUNITY PROJECTS of Limpopo and Gauteng. Move to a new sheet. (1)

6.2 Display the data labels above the chart. (1)

6.3 Display the legends at the bottom of the chart. (1)

6.4 Insert the following information as your chart title, display above the chart.

EXAMINATION NUMBER and QUESTION 6
COMMUNITY PROJECTS (3)

6.5 Save the spreadsheet QUESTION 6 on your disk or according to your college regulations.

6.6 Print the chart as a new sheet and place your printout in the EXAMINATION FOLDER. (1)
[7]

TOTAL SECTION B: 40

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SECTION C: PRESENTATION (POWERPOINT)

QUESTION 7 **TIME: 24 MINUTES**

You are required to create a slideshow presentation of FOUR slides using MS PowerPoint.

7.1 Key in the text for the 4 slides as per the instructions given below: (4)

7.2 SLIDE 1: TITLE ONLY

Type the main heading in font type IMPRINT MT SHADOW, size 48. (2)

7.3 SLIDE 2: TITLE AND TWO CONTENT

7.3.1 Display the main heading in font RAVIE size 36. (1)

7.3.2 Insert bullets as displayed. (1)

7.3.3 Insert any relevant picture on the right column. (2)

7.3.4 Resize the height and width of the picture to 5 cm. (1)

7.4 SLIDE 3: TITLE AND TWO CONTENT

7.4.1 Change the appearance of the heading to font type Snap ITC, size 44. (1)

7.4.2 Display the column headings in bold and underlined. (1)

7.4.3 Number the columns as indicated. (1)

7.5 SLIDE 4: COMPARISON

7.5.1 Change the appearance of the main heading to font Gigi, size 60. (1)

7.5.2 Display the appearance of column headings in font ARIAL ROUNDED MT BOLD, size 24 (1)

7.5.3 Insert the bullets and align the columns as indicated. (1)

7.6 Insert header with 'HELP THE COMMUNITY' on each page (1)

7.7 Apply footer with EXAMINATION NUMBER and QUESTION 7. (1)

7.8 Save the presentation as QUESTION 7 according to your college regulations.

7.9 Print TWO handout pages with TWO slides on ONE portrait page. (1)

[20]

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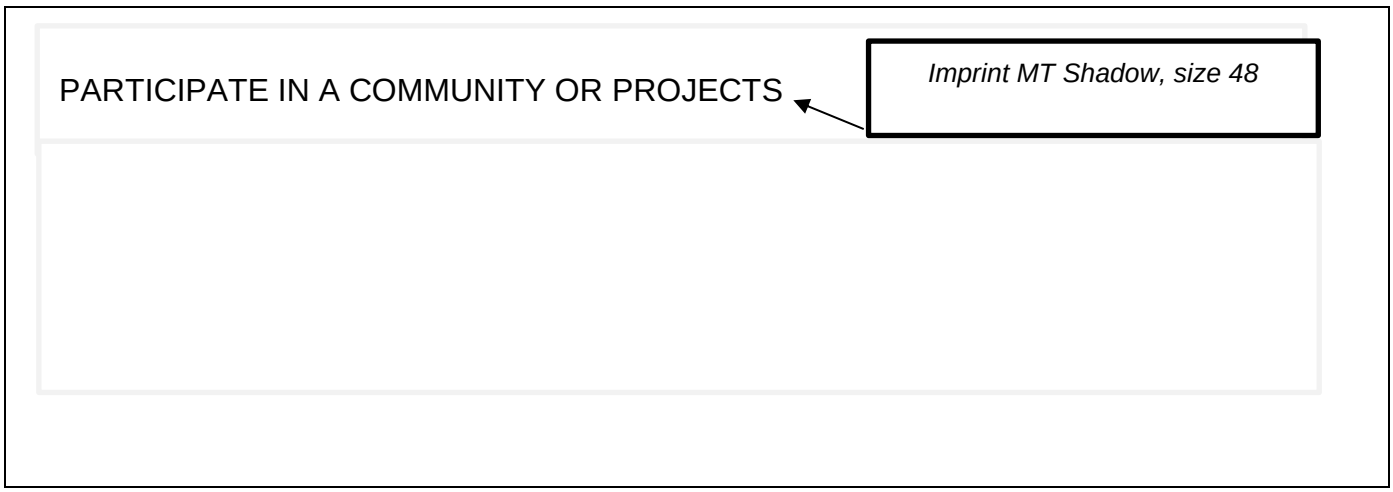
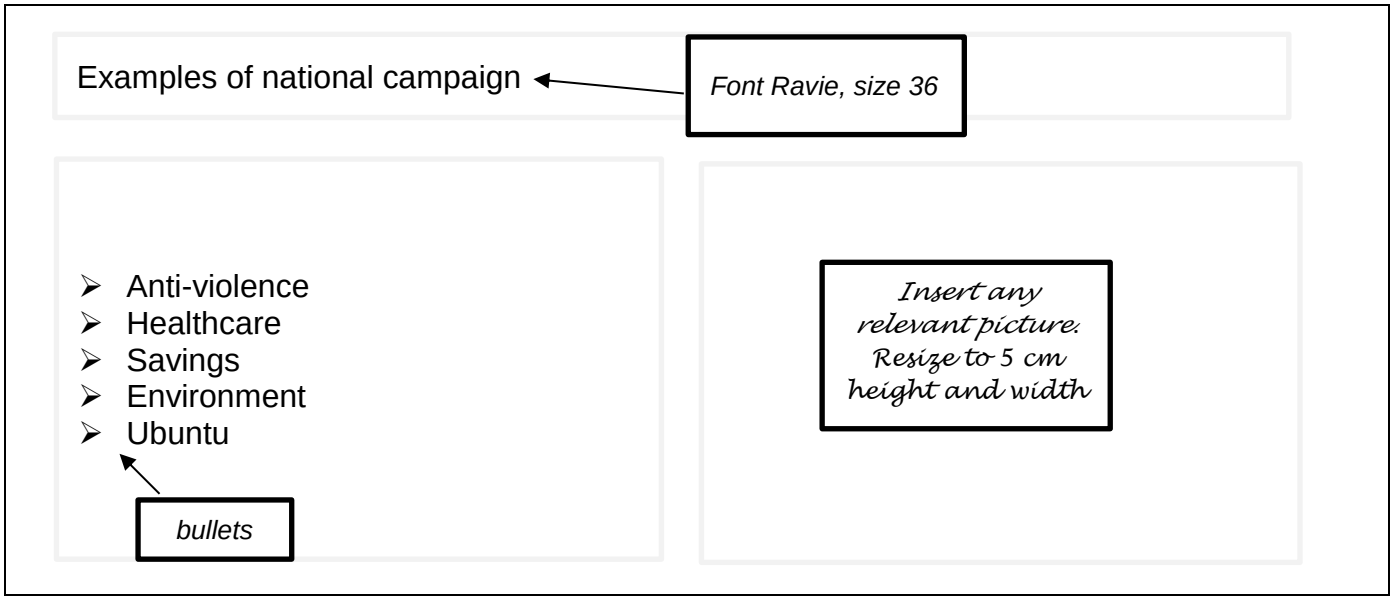
SLIDE 1: TITLE SLIDE



SLIDE 2: TITLE AND TWO CONTENT



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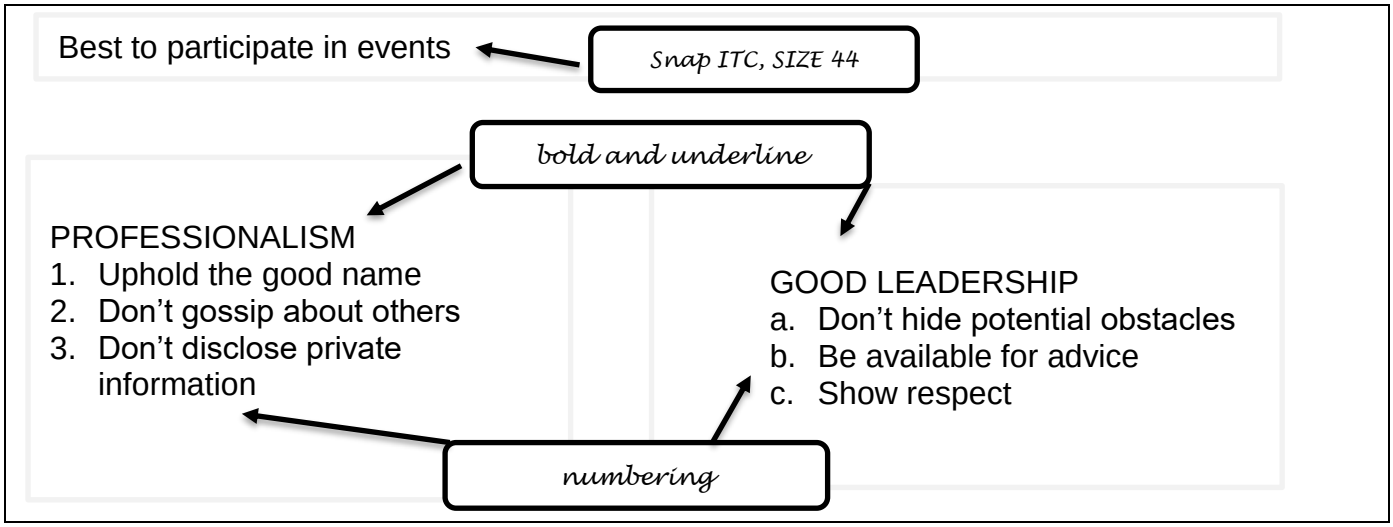
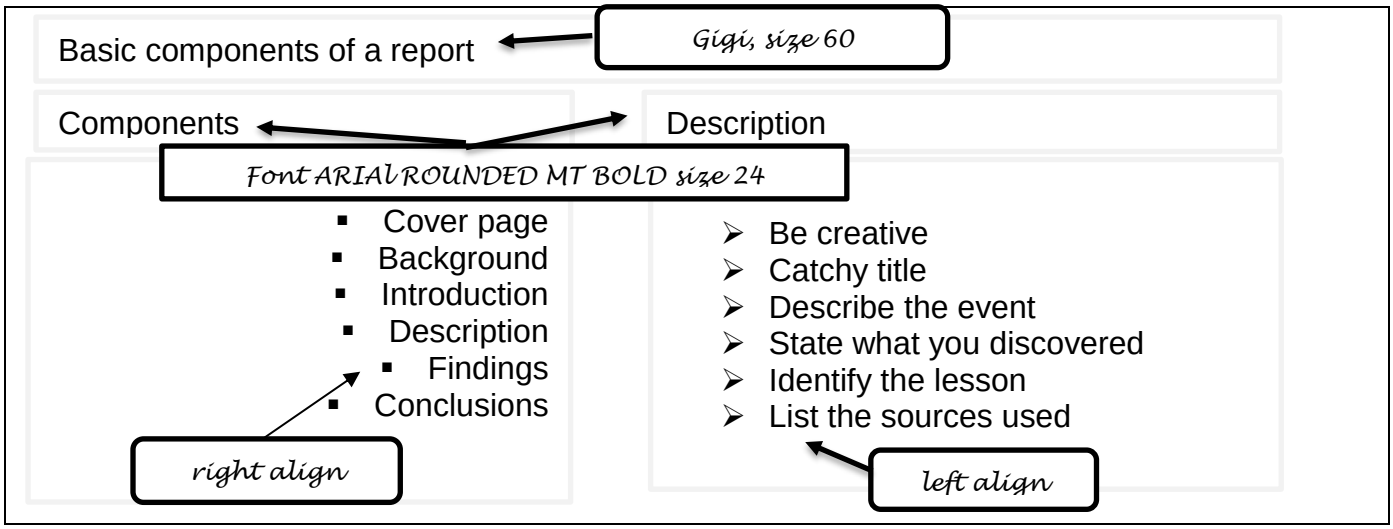
SLIDE 3: TITLE AND TWO CONTENT



SLIDE 4: COMPARISON



TOTAL SECTION C: 20
GRAND TOTAL: 100

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