higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**NATIONAL CERTIFICATE (VOCATIONAL)**

# LIFE SKILLS AND COMPUTER LITERACY

**NQF LEVEL 4**

(Second paper)

(7601064)

**1 November 2024 (X-paper)**
**09:00–12:00**

**This question paper consists of 16 pages.**

005Q2N2401

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# DEPARTMENT OF HIGHER EDUCATION AND TRAINING
# REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
LIFE SKILLS AND COMPUTER LITERACY
NQF LEVEL 4
(Second paper)
TIME: 3 HOURS
MARKS: 200

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**INSTRUCTIONS AND INFORMATION**

1. Answer all the questions.
2. Read all the questions carefully.
3. Each answer must be printed on ONE side of a separate sheet of paper only.
4. Use appropriate application programs and place the PRINTOUTS into your EXAMINATION FOLDER.
5. PRINTOUTS to be marked must be arranged in the same order as the questions in the QUESTION PAPER. Avoid submitting duplicate printouts.
6. EXAMINATION and CENTRE NUMBERS must be written correctly on the examination cover pages and the software version must be indicated at the top of the cover page. (E.g. MS Office 2016).
7. Ensure that every PRINTOUT displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed.
8. Marks will not be awarded for any PRINTOUTS without a printed EXAMINATION NUMBER and a consistent WATERMARK.
9. EXAMINATION NUMBERS in writing are not acceptable.
10. The time indicated at the beginning of each section is a guideline to help you finish the QUESTION PAPER in time.
11. The time allocated for this question paper includes printing time.
12. 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 redo lost work.
13. In the event of a computer or printer defect/failure, the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.
14. The spell checker may be used.

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**SECTION A: WORD PROCESSING** **TIME: 72 minutes**

**QUESTION 1**

1.1 Use MS Word or MS Access to prepare a data source document for mail merge using the information provided on the next page. Do not key in the text in the first row as it only indicates the information to be keyed in. (2)

1.2 Set the font to Arial, size 12. (1)

1.3 If you are using MS Word, insert a header with your EXAMINATION NUMBER, QUESTION 1 (centre-aligned).

**OR**

If using MS Access, save or rename the table with your EXAMINATION NUMBER, QUESTION 1. (2)

1.4 Key in the field names in capital letters. (1)

1.5 Key in all the field names and records accurately, with the correct use of uppercase, lowercase, and letter spacing. (8)

1.6 Right-align the contents of the “THEME” column. (1)

1.7 Change the page orientation to landscape. (1)

1.8 Adjust the column width and margins if necessary, to ensure that the data for each record is displayed on one line as indicated. (2)

1.9 Save the document as QUESTION 1 according to your college's examination regulations.

1.10 Print the answer on ONE A4 landscape page and place the PRINTOUT into your EXAMINATION FOLDER. (2)

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Key in the records for each delegate

| FIELD NAMES | RECORD 1 | RECORD 2 | RECORD 3 | RECORD 4 |
|---|---|---|---|---|
| **TITLE** | Ms | Mr | Mr | Ms |
| **NAME** | BROWN BB | MSHENGU TM | JULAZA JR | SEABENG A |
| **EMAIL ADDRESS** | bbbrown@gmail.com | mshengutm@yahoo.com | julazajr@webmail.com | seabenga@mtnloaded.co.za |
| **THEME** | Resilience | Empowerment | Awareness | Prevention |
| **VENUE** | Commission Room 4B | Commission Room 8A | Commission Room 8A | Commission Room 4B |
| **COORDINATOR** | Mr James Steward | Ms Moosa Ingrid | Ms Moosa Ingrid | Mr James Steward |

**[20]**



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**QUESTION 2**

| | | |
|---|---|---|
| 2.1 | Use MS Word to prepare the primary document for mail merge using the information provided on the next page. | (1) |
| 2.2 | Insert a header with your EXAMINATION NUMBER (left-aligned) and QUESTION 2 (right-aligned). | (2) |
| 2.3 | Use font Arial, size 12 for all text unless indicated differently. | (1) |
| 2.4 | Key in the primary document accurately with the correct use of uppercase, lowercase, and letter spacing. | (13) |
| 2.5 | Edit the subject heading “MENTAL HEALTH…’ to appear in font Baskerville Old Face, size 16, bold and centred. | (3) |
| 2.6 | Edit paragraph 1 (HIGHER HEALTH develops …) and paragraph 2 (One of Higher Health’s …) to appear fully justified. | (1) |
| 2.7 | Edit the line spacing of the entire document to 1.5 line spacing. | (1) |
| 2.8 | Edit the words "Imbizos" in the 2nd paragraph to appear in uppercase. | (1) |
| 2.9 | Use spell check to identify and correct all spelling errors in the document. | (2) |
| 2.10 | Insert the correct MERGE FIELDS (field names) in the positions indicated on the PRIMARY DOCUMENT. | (6) |
| 2.11 | Insert a table and key in the contents accurately. | (1) |
| 2.12 | Change the outer and inner borders of the table as indicated. | (2) |
| 2.13 | Apply shading to row 1 (White background1, darker 25%). | (1) |
| 2.14 | Centre-align all contents in the left-hand column of the table. | (1) |
| 2.15 | Number the contents in rows 2 and 3 of the right-hand column. | (1) |
| 2.16 | Change all content in the right-hand column to font, Berlin Sans FB, size 12. | (1) |
| 2.17 | Insert a page break in the position indicated. | (1) |
| 2.18 | Insert any suitable picture/clipart and resize to fit in the position indicated. | (2) |
| 2.19 | Edit the appearance of the text below the picture (Let us join …) to bold and dashed underlining. | (2) |
| 2.20 | Centre the text (Let us join…) below the picture. | (1) |
| 2.21 | Insert today’s date at the end of the letter. Use the following format (year-month-day). | (1) |
| 2.22 | Insert page numbers at the bottom centre of both pages. | (2) |

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2.23 Save the document as QUESTION 2 according to your college's examination regulations.

2.24 Print the primary document on TWO A4 portrait pages and place the PRINTOUT into your EXAMINATION FOLDER. (1)



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Dear «TITLE» «NAME»
«EMAIL ADDRESS»

*Insert merge fields*

**MENTAL HEALTH AWARENESS**

HIGHER HEALTH develops and implements a range of health, wellness, and psychosocial services across 420 campus sites and rural, informal, and urban settings in all 52 districts across South Africa.

One of Higher Health's key objectives for the 2024 academic year is to hold Gender-Based Violence (GBV) imbizos across the country's 50 TVET colleges. These imbizos aim to adres the scourge of GBV cases amongst students.

Participants have been divided into different comisions that are going to tackle different topics. You will be participating in the following commission:

VENUE: «VENUE»
THEME: «THEME»
COORDINATOR: «COORDINATOR»

*Insert merge fields*

The table below highlights the key topics and objectives of the National Engagement Sessions:

| Topics | Objectives |
|---|---|
| Students' Mental Health Awareness | Highlight the importance of recognizing and addressing students' mental health issues. |
| Support and Resources | Provide information on available resources for students' mental health, counselling services and support groups. |

***…….. Insert a page break…….***

*Insert any suitable picture/clipart and resize to fit in this space*

**Let us join hands to create a GBV Free Society!**

Warm Regards

SS MAVUSO
HIGHER HEALTH

Insert Today's date (year-month-day)

**[48]**

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**QUESTION 3**



3.1 Open the document that you saved as QUESTION 2.

3.2 Replace the header with a footer displaying your EXAMINATION NUMBER (left-aligned) and QUESTION 3 (right-aligned). (2)

3.3 Merge the data source and the main (primary) document to create the secondary documents (merged letters). (8)

3.4 Save the document as QUESTION 3 according to your college's examination regulations.

3.5 Print only the letters to Brown and Julaza on TWO portrait pages each and place the PRINTOUTS into your EXAMINATION FOLDER. (2)

**[12]**



**TOTAL SECTION A: 80**

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**SECTION B: SPREADSHEET** **TIME: 72 minutes**

**QUESTION 4**

4.1 Use MS Excel to create a spreadsheet with the information provided on the next page. Do not key in row and column headings (shaded areas) as this is only provided to indicate the correct cells to be used. (1)

4.2 Insert a header with your EXAMINATION NUMBER and QUESTION 4 (centre-aligned). (1)

4.3 Use font Arial, size 11. (1)

4.4 Key in the spreadsheet accurately as indicated on the next page, with the correct use of uppercase, lowercase, and letter spacing. (8)

4.5 Merge and centre the main heading across columns A to D as indicated. (1)

4.6 Use Bodoni MT Black, size 12 for the main heading. (1)

4.7 Merge and centre the column heading in row 2 across columns B, C and D, as displayed in the spreadsheet.. (1)

4.8 Bold and centre all column headings. (2)

4.9 Display figures in COLUMNS B with one decimal. (1)

4.10 Adjust the column widths to ensure that information is displayed correctly. (1)

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

4.12 Save the spreadsheet as QUESTION 4 according to your college's examination regulations.

4.13 Print the spreadsheet on ONE A4 portrait page without row and column headings. Place the PRINTOUT into your EXAMINATION FOLDER. (1)

**[20]**

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| | A | B | C | D |
|---|---|---|---|---|
| 1 | REGISTERED VOTERS PER PROVINCE – SA | | | |
| 2 | | REGISTERED VOTERS FOR ELECTIONS | | |
| 3 | PROVINCE | 2014 (Million) | 2019 (Approx.) | 2024 (Approx.) |
| 4 | Gauteng | 6,0 | 6381300 | 6545000 |
| 5 | KwaZulu-Natal | 5,1 | 5524700 | 5746500 |
| 6 | North West | 1,6 | 1702700 | 1770700 |
| 7 | Mpumalanga | 1,8 | 1951700 | 2026900 |
| 8 | Western Cape | 2,9 | 3128600 | 3321200 |
| 9 | Northern Cape | 0,6 | 626500 | 658000 |
| 10 | Free State | 1,4 | 1462500 | 1459500 |
| 11 | Eastern Cape | 3,2 | 3363200 | 3445500 |
| 12 | Limpopo | 2,4 | 2608500 | 2783800 |



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**QUESTION 5**

5.1 Open the spreadsheet that you saved as QUESTION 4.

5.2 Change the question number in the header to QUESTION 5. (1)

5.3 Use Arial, size 11 unless indicated differently. (1)

5.4 Merge and centre the main heading across Columns A - F as indicated on the spreadsheet. (1)

5.5 Change the font of the main heading to Algerian, size 18, and italics. (2)

5.6 Key in the text in the new columns (E and F) and new rows (13-16) accurately and display as indicated. (9)

5.7 Edit all column headings to Comic Sans MS, size 11 and right-aligned. (2)

5.8 Edit the new column headings in column E and F to appear in bold and italics. (2)

5.9 Merge and centre the column heading "PROVINCE" vertically across rows 2 and 3 as indicated. (1)

5.10 Insert appropriate formulae in the cells marked with the corresponding question number to perform the calculations listed below. (1)

5.10.1 DIFFERENCE IN REGISTRATION = 2024 figures MINUS 2019 figures for each province. (1)

5.10.2 TOTAL FOR 2024 = SUM of all registered voters for 2024 elections. (1)

5.10.3 % REGISTRATION PER PROVINCE IN 2024 = Registered voters per province for 2024 elections DIVIDED by Total for 2024 elections. (Use absolute cell reference in the formula). (1)

5.10.4 LOWEST NOS. IN 2019= Lowest number of registrations in the 2019 elections. (1)

5.10.5 HIGHEST NOS. IN 2024 = Highest number of registrations in the 2024 elections. (1)

5.10.6 NUMBER OF PROVINCES = COUNT the number of provinces that participated in voter registration in 2014. (1)

5.11 Use AutoFill to copy the formulae to the cells as indicated by the arrows. (1)

5.12 Display the figures in COLUMN F as a percentage with one decimal. (2)

5.13 Centre-align the names of the Provinces (A4 to A12). (1)

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5.14 Insert horizontal and vertical lines for all newly inserted rows and columns as indicated. (2)

5.15 Insert a thick outer border around the newly inserted rows as indicated on the spreadsheet. (1)

5.16 Edit all the content in rows 13 to 16 to appear in font Baskerville Old Face. (1)

5.17 Adjust the column width to display the content of each column as indicated. (1)

5.18 Save the spreadsheet as QUESTION 5 according to your college's examination regulations.

5.19 Print the spreadsheet on ONE A4 landscape page WITHOUT row and column headings. Place the PRINTOUT into your EXAMINATION FOLDER. (2)

**[37]**

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | REGISTERED VOTERS PER PROVINCE - SA | | | | | |
| 2 | PROVINCE | REGISTERED VOTERS FOR ELECTIONS | | | DIFFERENCE IN REGISTRATION | % REGISTRATION PER PROVINCE IN 2024 |
| 3 | | 2014 (Million) | 2019 (Approx.) | 2024 (Approx.) | | |
| 4 | Gauteng | 6.0 | 6381300 | 6545000 | **5.10.1** | **5.10.3** |
| 5 | KwaZulu-Natal | 5.1 | 5524700 | 5746500 | | |
| 6 | North West | 1.6 | 1702700 | 1770700 | | |
| 7 | Mpumalanga | 1.8 | 1951700 | 2026900 | | |
| 8 | Western Cape | 2.9 | 3128600 | 3321200 | | |
| 9 | Northern Cape | 0.6 | 626500 | 658000 | | |
| 10 | Free State | 1.4 | 1462500 | 1459500 | | |
| 11 | Eastern Cape | 3.2 | 3363200 | 3445500 | | |
| 12 | Limpopo | 2.4 | 2608500 | 2783800 | | |
| 13 | TOTAL FOR 2024 | | | **5.10.2** | | |
| 14 | LOWEST NOS. IN 2019 | | **5.10.4** | | | |
| 15 | HIGHEST NOS. IN 2024 | | | **5.10.5** | | |
| 16 | NUMBER OF PROVINCES | **5.10.6** | | | | |

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**QUESTION 6**

6.1 Open the spreadsheet that you saved as QUESTION 5.

6.2 Replace the header with a footer with QUESTION 6 and your EXAMINATION NUMBER (left-aligned). (1)

6.3 Display the formulae used. (7)

6.4 Adjust the column widths to ensure that all formulae are clearly visible. (1)

6.5 Save the document as QUESTION 6 according to your college's examination regulations.

6.6 Print the answer on ONE A4 landscape page and place the PRINTOUT into your EXAMINATION FOLDER. (1)
**[10]**

**QUESTION 7**

7.1 Open the spreadsheet that you saved as QUESTION 5.

7.2 Change the question number in the header to QUESTION 7. (1)

7.3 Insert a 3-D pie chart to display the REGISTERED VOTERS FOR 2024 ELECTIONS, for each Province. (1)

7.4 Edit the appearance of the chart by changing the fill colour to a light grey. (1)

7.5 Insert and right-align the following chart title above the chart:

REGISTERED VOTERS FOR 2024 ELECTIONS
EXAMINATION NUMBER
QUESTION 7 (3)

7.6 Change the font of the chart title to Arial Narrow, size 12 and bold. (2)

7.7 Display the legend on the left of the chart with the Province names. (2)

7.8 Resize the chart to fit below the spreadsheet on one A4 page landscape. (1)

7.9 Save the document as QUESTION 7 according to the college's examination regulations.

7.10 Print the CHART as an object below the spreadsheet on ONE landscape page and place the PRINTOUT into your EXAMINATION FOLDER. (2)
**[13]**

**TOTAL SECTION B: 80**

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**SECTION C: DATABASE** **TIME: Approximately 36 minutes**

**QUESTION 8**

8.1 Use MS Access to create a database with the filename, RESOLUTIONS. (1)

8.2 Save the table as your EXAMINATION NUMBER QUESTION 8. (1)

8.3 Create the structure of the database using the information below:

| FIELD NAMES | DATA TYPE | SIZES |
|---|---|---|
| COLLEGE NAME | Short Text | 30 |
| NUMBER OF GBV CASES | Number | Long Integer |
| TYPE OF CASES | Short Text | 20 |
| RESOLUTIONS | Short Text | 25 |

(8)

8.4 Print the structure of the database without extra properties and indexes on ONE A4 portrait page. Place the PRINTOUT into your EXAMINATION FOLDER. (2)

**[12]**

**QUESTION 9**

9.1 Open the table that you saved as your EXAMINATION NUMBER QUESTION 8.

9.2 Rename the table and change QUESTION 8 to QUESTION 9. (1)

9.3 Create a database table with the information displayed below:

| COLLEGE NAME | NUMBER OF GBV CASES | TYPE OF CASES | RESOLUTIONS |
|---|---|---|---|
| InfoTech College | 1250 | Verbal abuse | Education |
| AgricFo Technical College | 1350 | Bullying | Intervention |
| Millennial College | 1490 | Physical assault | Support |
| Pre-Vocational Excellence | 1000 | Verbal abuse | Education |
| HiTech Vocational College | 1750 | Sexual harassment | Debates |

(10)

9.4 Add a new record with the following details:

| | | | |
|---|---|---|---|
| Ridgefield College | 1002 | Rape assault | Code of conduct |

(1)

9.5 Delete the record for "Pre-Vocational Excellence" with the corresponding information. (1)

9.6 Sort the table in ASCENDING ORDER according to the TYPE OF CASES column with all corresponding information. (2)

9.7 Adjust the column widths to ensure that all data can be read. (1)

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9.8 Save the table as your EXAMINATION NUMBER, QUESTION 9 according to your college's examination regulations.

9.9 Print the table on ONE A4 landscape page and place the PRINTOUT into your EXAMINATION FOLDER. (1)

**[17]**

**QUESTION 10**

10.1 Open the table saved as your EXAMINATION NUMBER, QUESTION 9.

10.2 Create a database report using the Report Wizard. (1)

10.3 Insert the following fieldnames in the database report: COLLEGE NAME, NUMBER OF GBV CASES and TYPE OF CASES (3)

10.4 Use the tabular layout for the report. (1)

10.5 Change the report header to EXAMINATION NUMBER QUESTION 10 RESOLUTIONS (2)

10.6 Insert the word 'TOTAL' below the last record in the report. (1)

10.7 Insert the correct formula to calculate the Total Number of GBV Cases . (1)

10.8 Insert a report footer ' Striving to stop GBV!', centre-aligned. (1)

10.9 Save the report as your EXAMINATION NUMBER, QUESTION 10 according to your college's examination regulations.

10.10 Print the report on ONE A4 portrait page and place the PRINTOUT into your EXAMINATION FOLDER. (1)

**[11]**

**TOTAL SECTION C: 40**
**GRAND TOTAL: 200**

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