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)

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

This question paper consists of 16 pages.

005Q2S2513

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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

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Each answer must be printed on a separate sheet of paper. Use ONE side of the paper only.
4. Use appropriate application programs and put 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 an 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 is allowed to complete lost work.
13. 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.
14. Spell check may be used.

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SECTION A (WORD PROCESSING) **TIME: 72 Minutes**

QUESTION 1

1.1 Use either MS Word or MS Access to prepare a data source document for mail merge with the information provided on the next page. Do not key in the information in the first row as it only indicates the information to be keyed in. (1)

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

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



OR

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

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

1.5 Key-in the field names in capital letters. (1)

1.6 Change the contents of the 2nd column (NAME) to font Berlin Sans FB, 14 pt. (1)

1.7 Change the contents of the 5th column (VENUE) to appear in bold. (1)

1.8 Change the contents of the 6th column (TOPIC) to appear centre-aligned. (1)

1.9 Adjust the column width to ensure that the data for each record is displayed on one line as indicated. (2)

1.10 Save the document as QUESTION 1, according to your college examination regulations.



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

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Create a data source document with the field names below.

Key in the records for each special invitee.

FIELD NAMES	RECORD 1	RECORD 2	RECORD 3	RECORD 4
TITLE	Mr	Mrs	Ms	Mr
NAME	Vusi Mavuso	Sue Skew	Jane Naidoo	Mashudu Ndou
DATE	1 October 2024	1 October 2024	1 October 2024	1 October 2024
TIME	14:00	14:00	14:00	14:00
VENUE	Gallagher Estate Room 1A	Gallagher Estate Room 2A	Gallagher Estate Room 2B	Gallagher Estate Room 2C
TOPIC	Business Registration	Business Plan Development	Business Management	Financial Management

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QUESTION 2

2.1	Use MS Word to prepare the primary document for mail merge with the information provided on the next page.	(1)
2.2	Insert a footer and key in your EXAMINATION NUMBER (left aligned) and QUESTION 2 (right aligned).	(2)
2.3	Use the font Century Gothic, 12 pt for all text unless otherwise stated.	(1)
2.4	Key in the primary document accurately with the correct use of uppercase, lowercase, and letter spacing.	(13)
2.5	Insert today's date, in the position indicated using the given format.	(1)
2.6	Insert the correct MERGE FIELDS (field names) in the positions indicated on the PRIMARY DOCUMENT.	(6)
2.7	Right-align the main heading (BUSINESS HUB…).	(1)
2.8	Edit the font of the main heading to Bernard MT Condensed, 16 pt.	(1)
2.9	Use double underline to underline the 1st paragraph as indicated.	(1)
2.10	Edit the word(s) "Department" in the 1st and 2nd paragraph to bold.	(1)
2.11	Delete the figures R68 million and replace it with R78 million.	(1)
2.12	Use spell check to identify and correct all spelling errors in the document.	(2)
2.13	Fully justify the first three paragraphs.	(1)
2.14	Change the line spacing in the 3rd paragraph (Colleges are encouraged…) to 2,0 line spacing.	(1)
2.15	Change the sentence starting with "Source: South African……." to appear in italics and right-aligned.	(2)
2.16	Insert a table as indicated and key-in the text accurately.	(1)
2.17	Insert inner and outer borders as indicated on the table.	(2)
2.18	Apply shading to the 1st row using shading type White, Background, darker 25%.	(1)
2.19	Edit the column headings in row 1 of the table to appear bold and centred.	(2)
2.20	Insert bullets in the middle column as indicated.	(1)
2.21	Insert a page break as indicated.	(1)

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2.22 Insert a suitable picture/clipart and resize to fit in the space indicated. (2)

2.23 Edit the text below the picture/clipart to appear bold and right-aligned. (2)

2.24 Save the document as QUESTION 2, according to your college examination regulations.

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

Insert Today's date (Day/month/year)

Dear «TITLE» «NAME» Insert the merge fields

BUSINESS HUB AND ENTREPRENEURSHIP OPPORTUNITIES

The Department of Higher Education and Training is working to ensure that all Technical Vocational Education and Training (TVET) colleges are involved in some form of entrepreneurship training in the next three years.

The Department has also expanded its Centres of Specialisation from 26 to 34 centres at 20 TVET colleges with a further investment of R68 million.

Colleges are encouraged to take advantage of these opportunities and ensure that their students are equiped with the competencies they need to start and run sucessful businesses. In line with this, many of the country's TVET colleges have since initiated partnerships with several institutions, some of which are mentioned below:

Source: South African Government News Agency

International Youth Foundation (IYF)	**National Youth Development Agency (NYDA)**	**Small Enterprise Development Agency (SEDA)**
Youth Empowerment	➢ Youth Development	Small Business Support
Global Programs	➢ Funding and Support	Business Development

……Insert a page break……..

Consequently, you are cordially invited to attend a stakeholder engagement meeting to be held as follows:

DATE : «DATE»
TIME : «TIME»
VENUE : «VENUE»

Insert the merge fields

You have been assigned to participate in the above-mentioned commission to discuss the topic: «TOPIC».

Insert a suitable picture/clipart and resize

"**Creating self-employment opportunities for the youth**"

Yours sincerely

THOBIUS MULEYA
SRC – Social Portfolio

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QUESTION 3

3.1 Open the document you saved as QUESTION 2.

3.2 Replace the footer with a header 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 examination regulations.

3.5 Print only the letters addressed to Mr Vusi Mavuso and Mrs Sue Skew on TWO portrait pages. Place your PRINTOUTS into your EXAMINATION FOLDER. (2)

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TOTAL SECTION A: 80

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SECTION B (SPREADSHEET) **TIME: 72 Minutes**

QUESTION 4

You are the facilitator for NYDA. You have been requested to prepare an MS Excel spreadsheet to present the statistics for the various employment sectors.

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

4.2 Insert a footer and key in your EXAMINATION NUMBER (left aligned) and QUESTION 4 (right aligned). (2)

4.3 Use the font Comic Sans MS, 12 pt. (1)

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

4.5 Right-align the main heading (EMPLOYMENT STATISTICS …) across columns A to D. Merge cells as required. (1)

4.6 Change the font of the main heading to BROADWAY, 12 pt. (1)

4.7 Centre all the column headings horizontally (across the column/s) as indicated on the spreadsheet. (2)

4.8 Merge and centre the column heading “EMPLOYMENT SECTOR’ vertically (across rows 4 and 5) as indicated. (1)

4.9 Adjust the column width to ensure that information is displayed correctly. (1)

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

4.11 Save the spreadsheet as QUESTION 4, or according to your college examination regulations.

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

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	A	B	C	D
1	EMPLOYMENT STATISTICS FOR THE THREE QUARTERS			
2				
3	Projected Increase in the 4th Quarter		10%	
4	EMPLOYMENT SECTOR	STATISTICS PER QUARTER		
5		Quarter 1	Quarter 2	Quarter 3
6	Finance	275000	272000	237000
7	Community Services	210000	200109	199000
8	Agriculture	85000	75000	61000
9	Manufacturing	78122	56900	50000
10	Mining	43699	39499	35000
11	Transport	33000	27000	20000
12	Utilities	21500	18760	16000
13	HIGHEST JOBS IN QUARTER 2			
14	LOWEST JOBS IN QUARTER 3			

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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 footer to QUESTION 5. (1)

5.3 Use Comic Sans MS, 12 for all newly inserted text unless stated differently. (1)

5.4 Delete "THREE" in the main heading and replace it with "FOUR". (1)

5.5 Merge and centre the main heading across A to F as indicated on the spreadsheet. (1)

5.6 Edit the main heading to font Century Gothic, 14 pt and bold. (2)

5.7 Double underline the information in A3 (Projected increase…). (1)

5.8 Insert new columns (E and F) and rows (13 and 16) and key in the text accurately. (9)

5.9 Edit all column headings to appear in italics and right-aligned. (2)

5.10 Edit the names of the Employment Sectors (A6-A12) to appear centre-aligned. (1)

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

5.11.1 PROJECTIONS FOR QUARTER 4 = Statistics for Quarter 3 MULTIPLIED by Projected Increase in the 4th Quarter (C3: 10%). Use absolute cell reference in the formula. (1)

5.11.2 TOTAL FOR QUARTER 4 = Statistics for Quarter 3 PLUS Projections for Quarter 4 (1)

5.11.3 TOTAL JOBS IN QUARTER 1 = Sum of the Statistics for Quarter 1. (1)

5.11.4 HIGHEST JOBS IN QUARTER 2 = Highest Statistics across all sectors in Quarter 2. (1)

5.11.5 LOWEST JOBS IN QUARTER 3 = Lowest Statistics across all sectors in Quarter 3 (1)

5.11.6 AVERAGE JOBS IN QUARTER 4 = Average of all Projections in Quarter 4. (1)

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

5.13 Format the answer in cell E16 (Average in Quarter 4) to display as 2 decimal places. (1)

5.14 Edit the text in cells A13 -A16 to appear in font Arial Narrow, 11 pt and bold. (2)

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

5.16 Insert a thick border around the columns and rows indicated on the spreadsheet. (1)

5.17 Insert a double border below the calculated amount for 'TOTAL JOBS IN QUARTER 1' (B13). (1)

5.18 Adjust the column width to display the contents of each column as indicated. (1)

5.19 Save the spreadsheet as QUESTION 5, according to your college examination regulations.

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

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	A	B	C	D	E	F
1	EMPLOYMENT STATISTICS FOR THE THREE QUARTERS					
2						
3	Projected Increase in the 4th Quarter		10%			
4	EMPLOYMENT SECTOR	STATISTICS PER QUARTER			Projections for	Total for
5		Quarter 1	Quarter 2	Quarter 3	Quarter 4	Quarter 4
6	Finance	275000	272000	237000	**5.11.1**	**5.11.2**
7	Community Services	210000	200109	199000		
8	Agriculture	85000	75000	61000		
9	Manufacturing	78122	56900	50000		
10	Mining	43699	39499	35000		
11	Transport	33000	27000	20000		
12	Utilities	21500	18760	16000		
13	TOTAL JOBS IN QUARTER 1	**5.11.3**				
14	HIGHEST JOBS IN QUARTER 2		**5.11.4**			
15	LOWEST JOBS IN QUARTER 3			**5.11.5**		
16	AVERAGE IN QUARTER 4				**5.11.6**	

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QUESTION 6

6.1 Open the spreadsheet that you saved as QUESTION 5.

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

6.3 Display the formulae used. (7)

6.4 Edit the font of the entire document to Arial Narrow, 10. (1)

6.5 Adjust the column width to ensure that all formulae are clearly visible. (1)

6.6 Save the document as QUESTION 6 according to your college examination regulations.

6.7 Print the answer on ONE A4 landscape page and put the PRINTOUT into your EXAMINATION FOLDER. (1)

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QUESTION 7

7.1 Open the spreadsheet saved as QUESTION 5.

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

7.3 Insert a 3-D column graph to display all relevant information for Quarter 2 and Quarter 3 for EACH EMPLOYMENT SECTOR. (3)

7.4 Insert the following chart title above the chart and left-aligned:
EMPLOYMENT STATISTICS PER SECTOR
EXAMINATION NUMBER
QUESTION 7 (3)

7.5 Edit the font of the chart title to Baskerville Old Face, size 10. (1)

7.6 Display the legend on the right side of the chart, with the correct information. (2)

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

7.8 Save the document as QUESTION 7 according to the college examination regulations.

7.9 Print the CHART as an object on ONE landscape page below the spreadsheet. Place the PRINTOUT into your EXAMINATION FOLDER. (1)

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TOTAL SECTION B: 80

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SECTION C: DATABASE (Approximately 36 minutes)

QUESTION 8

8.1 Use MS Access to create a database file with the FILE NAME: BUSINESS (2)

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

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

FIELD NAMES	DATA TYPE	SIZES
NAME OF PROVINCE	Short Text	35
NUMBER OF UNEMPLOYED YOUTH	Number	Long Integer
NYDA FUNDING AMOUNT	Currency	2 decimal places
BUSINESS TYPE	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. (1)

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QUESTION 9

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

9.2 Copy the table and rename the table as EXAMINATION NUMBER, QUESTION 9. (1)

9.3 Create a database table by keying in the following data accurately:

NAME OF PROVINCE	NUMBER OF UNEMPLOYED YOUTH	NYDA FUNDING AMOUNT	BUSINESS TYPE
KWAZULU NATAL	1157	R2 500 000,00	Bakery
LIMPOPO	2250	R2 000 000,00	Catering
GAUTENG	1190	R1 500 000,00	Internet Cafe
NORTH WEST	1000	R1 200 000,00	Car Wash
EASTERN CAPE	1150	R1 000 000,00	Hairdresser

(10)

9.4 Delete the record for NORTH WEST with the corresponding information. (1)

9.5 Add a new record with the following details:

MPUMALANGA	2150	R3 000 000,00	Travelling Agent

(1)

9.6 Sort the table in descending order according to the NAME OF PROVINCE column with all corresponding information. (2)

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

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

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

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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 Use the following fields to create the report: NAME OF PROVINCE, NUMBER OF UNEMPLOYED YOUTH and NYDA FUNDING AMOUNT (3)

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

10.5 Edit the report header to appear as:
EXAMINATION NUMBER, QUESTION 10, BUSINESS TYPES (2)

10.6 Insert the following text below the last record in the report: AVERAGE (1)

10.7 Insert the correct formula to calculate the AVERAGE of NYDA FUNDING AMOUNT. (1)

10.8 Insert the following report footer: SIYANQOBA!!! (1)

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

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

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TOTAL SECTION C: 40
GRAND TOTAL: 200

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