higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE: FARMING N4

16 November 2023

This marking guideline consists of 9 pages.

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SECTION A

QUESTION 1

1.1 A
1.2 C
1.3 B
1.4 D
1.5 C
1.6 B
1.7 A
1.8 B
1.9 C
1.10 D

(10 × 2) **[20]**

QUESTION 2

2.1 True
2.2 True
2.3 False
2.4 True
2.5 True

(5 × 1) **[5]**

QUESTION 3

3.1 Quick access toolbar
3.2 Main menu/Menu bar
3.3 Title bar
3.4 Minimize
3.5 Exit/Close
3.6 Active cell
3.7 Formula bar
3.8 Column headings
3.9 Row numbers
3.10 Zoom slider

(10 × 1) **[10]**

QUESTION 4

4.1 Read only memory
4.2 Local area network
4.3 Operating system
4.4 Mega byte
4.5 Central processing unit

(5 × 1) **[5]**

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QUESTION 5

5.1

POSITIVE EFFECT:	NEGATIVE EFFECT:
• Improved access to information • Improved access to education • Entertainment • Improved communication • Increased job opportunities • Marketing and advertising • Social networking (Any 3 × 1)	• Cyberbullying and cyber stalking • Security risk • Negative effect on productivity and good manners • Reduced personal interaction • Social media cause moral and ethical problems • Fear of missing out • Health problems and reduced physical activity • Negative impact on potential employment (Any 3 × 1)

(6)

5.2

ROM	RAM
• Temporary storage • Store data in MBs • Volatile • Writing data is faster • Used in normal operations (Any 3 × 1)	• Permanent storage • Store data in GBs • Non-volatile • Used for start-up process of computer • Writing data is slower Any 3

(6)

5.3
- A hacker is someone who accesses other people's computers without their permission to obtain personal information or to commit cybercrime.
- Cyberbullying may include harassing messages, repeated threats, intimidation, sexual remarks and hate speech over the internet.
- A peripheral is a device that can be connected to a PC.
- A virus is a program designed to create damage to a computer system.

(4 × 2) (8)

[20]

TOTAL SECTION A: 60

1 exam no (pc no) left on all pages, 1 ACC

2 QUESTION 6 in uc no all pages , 1 ACC

EXAMINATION NUMBER (PC NO)

QUESTION 6

VERTICAL FARMING

6 Insert, UC
7 bold, 18pt,
8 centre
9 double underline + 1 ACC

10 3 line spaces

11 stet

Vertical farming is the practice of growing crops in vertically stacked layers. It often incorporates controlled-environment agriculture, which aims to optimize plant growth, and soilless farming techniques such as hydroponics, aquaponics, and aeroponics.

12 d/s

13 double paragraph border
14 shading light grey darker 10%

Advantages and Disadvantages of Vertical Farming

If you're a farming or gardening enthusiast, there are a couple of things about vertical farming you should definitely know about. While there are many ways to define this novel mode of farming, in the simplest terms, Vertical Farming is a practice where food is produced in fairly inclined areas.

Unlike conventional farming where crops are planted at a single level, this unique method helps produce food in vertical and completely stacked layers that are also well-integrated into multiple structures like shipping containers or skyscrapers.

Leveraging the Controlled Environment Agriculture Technology, this modern farming technique makes the most out of indoor farming methods. This method involves artificially controlling the temperature, the light, and the gases. That's also the reason why many farmers find Vertical Farming to bear multiple similarities with greenhouse farming. The main goal of this farming method is to maximize the output of crops in a small or cramped space.

15 two parallel columns & text in line
16 line in between
17 columns fully justify

19 page no on all pages
20 no LA

3 footer RA,
4 ital, bold,
5 8pt + 1 ACC

A future in which our food is grown in pockets of spaces.

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EXAMINATION NUMBER (PC NO) QUESTION 6

30 any page border
31 centre only page 2 vertically

21 capitalize each word
22 RA
23 underline, DO NOT UNDERLINE ?

But What Exactly Are The Benefits Of Vertical Farming?

FEASIBILITY OF VERTICAL FARMING	
ADVANTAGES	**DISADVANTAGES**
☺ Limits Occupational Hazards	☹ Less Pollination
☺ Uses Space Optimally	☹ Technology Dependent
☺ Less Labour Costs	☹ Affects Communities

32 font Arial 12 incl header & footer
33 uc & lc
34 line spacing
35 letter spacing
36 margins of page - 2.54 cm
37 whole document alignment left
38 use hyphenation function for document
39 any other manipulation error

24 insert table at correct place
25 size : 2 columns, 5 rows
26 row height: 1 cm
27 column headings centred
28 UC, bold
29 bullets as indicated
+ 7 ACC

A	M	T
11	39	50

2

A future in which our food is grown in pockets of spaces.

[50]

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3. all margins 2.54 cm
4. insert wave shape
5. outline 3pt, 1 ACC

VERTICAL FARMING

6. UC
7. Algerian, 36pt
8. centre

9. Insert Aeroponics picture.
10. 9cm H
11. 9cm W
12. centre



Insert the following tab stops:
13. 4.5 centre and
14. 10cm left leader dots.
15. d/s, 4 ACC

Venue.....Hang – in – there farms

Date.....10 April 2023

Time 10:30

Topic .....Feasibility and ease

Contact number.....0583595173

A	M	T
7	18	25

16. uc/lc
17. letter spaces
18. any other mistakes

1 exam no (pc no) left on all pages, 1 ACC 2 QUESTION NO in uc, 1 ACC (right)

EXAMINATION NUMBER (PC NO) QUESTION 7

[25]

QUESTION 8

EXAMINATION NUMBER (PC NO)

HANG - IN - THERE - FARMS

EMPLOYEES	BASIC SALARY	PAYE	UIF	TOTAL DEDUCTIONS	NETT SALARY
ESAU B	8500				
MBONI Z	9000				
BARRON T	10500				
MAYONGO A	10750				
THUBELA P	12500				
LOMBAARD B	13750				

1. QUESTION 8 left
2. EXAMINATION NUMBER (COMP NO) right
3. UC/lc
4. Line spacing / open rows
5. Column width/Wrapping of headings
6. Font Calibri(Body) 11 pt
7. Used correct cells
8. Any other manipulation mistake
9. Print 1 A4 portrait page + Row & col headings

ACCURACY:
Header -1
Spreadsheet - 5

6	9	15
A	M	T

[15]

QUESTION 9

1. HEADER: Change 8 to 9

EXAMINATION NO(PC NO)

HANG - IN - THERE - FARMS

open row

EARNINGS FOR NOVEMBER 2022

5. Insert UC ✓
6. Ital & bold ✓

2. Merge & centre ✓
3. Goudy Stout 14 ✓
4. Underline ✓

open row

EMPLOYEES	BASIC SALARY	PAYE	UIF	TOTAL DEDUCTIONS	NETT SALARY
	12. calc ✓	13. calc ✓	14. calc ✓	15. calc ✓	16. calc ✓
BARRON T	R 10,500.00	R 1,575.00	R 105.00	R 1,680.00	R 8,820.00
ESAU B	R 8,500.00	R 1,275.00	R 85.00	R 1,360.00	R 7,140.00
LOMBAARD B	R 13,750.00	R 2,062.50	R 137.50	R 2,200.00	R 11,550.00
MAYONGO A	R 10,750.00	R 1,612.50	R 107.50	R 1,720.00	R 9,030.00
MBONI Z	R 9,000.00	R 1,350.00	R 90.00	R 1,440.00	R 7,560.00
TOTAL	R 52,500.00	R 7,875.00	R 525.00	R 8,400.00	R 44,100.00

10. Sort A-Z ✓
11. delete Thubela P ✓

7. centre ✓
8. bold ✓
9. 25% shading ✓

17. Copy formulaes ✓

18. Calc ✓

open row

AVERAGE NETT SALARY		R 8,820.00
HIGHEST DEDUCTION		R 2,200.00
LOWEST UIF	R 85.00	
NUMBER OF EMPLOYEES	5	

19. Insert ✓

20. Calc ✓

21. Calc ✓

22. Calc ✓

23. Calc ✓

24. Currency with 2 dec ✓
25. Integers ✓

26. UC/lc
27. Line spacing/open rows
28. Column width/Wrapping of headings
29. Font Calibri (Body) 11 new info
30. Used correct cells
31. Horizontal lines
32. Vertical border lines
33. Any other manipulation mistake
34. Print 1 A4 landscape page + NO Row & col headings

6	34	40
A	M	T

[40]

QUESTION 10 1. HEADER: Change 9 to 10 EXAMINATION NO(PC NO)

HANG - IN - THERE - FARMS

open row

EARNINGS FOR NOVEMBER 2022

open row

EMPLOYEES	PAYE	UIF	TOTAL DEDUCTIONS	NETT SALARY
	2. ✓	3. ✓	4. ✓	5. ✓
BARRON T	=B6*15%	=B6*1%	=C6+D6	=B6-E6
ESAU B	=B7*15%	=B7*1%	=C7+D7	=B7-E7
LOMBAARD B	=B8*15%	=B8*1%	=C8+D8	=B8-E8
MAYONGO A	=B9*15%	=B9*1%	=C9+D9	=B9-E9
MBONI Z	=B10*15%	=B10*1%	=C10+D10	=B10-E10
TOTAL 6. ✓	=SUM(C6:C10)	=SUM(D6:D10)	=SUM(E6:E10)	=SUM(F6:F10)

open row

AVERAGE NETT SALARY =AVERAGE(F6:F10) 7. ✓

HIGHEST DEDUCTION =MAX(E6:E10) 8. ✓

LOWEST UIF =MIN(D6:D10) 9. ✓

NUMBER OF EMPLOYEES =COUNTA(A6:A10) 10. ✓

11. Hide Column B
12. Adjust column widths, all formulas must be visible
13. Print spreadsheet without row and column headings on ONE landscape page.

T
10

[10]

TOTAL SECTION B: 140
GRAND TOTAL: 200

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