higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

COMPUTER PRACTICE N4

(6030204)

10 November 2023 (X-paper)
09:00–12:00

Candidates have 30 minutes to read the instructions in the question paper before the start of the examination.

This question paper consists of 20 pages and an answer sheet of 6 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
COMPUTER PRACTICE N4
TIME: 3 HOURS
MARKS: 180

INSTRUCTIONS AND INFORMATION

Read the following instructions carefully before answering the question paper. Invigilators will explain if necessary.

1. The question paper consists of FOUR sections:

SECTION A: Theory	[60]
SECTION B: Word processing	[50]
SECTION C: Spreadsheet	[50]
SECTION D: Presentation	[20]

SECTION A (QUESTIONS 1−5) must be answered on the ANSWER SHEET (attached). The ANSWER SHEET must be placed in the FRONT of the EXAMINATION FOLDER. 40 minutes should be spent on this section.

SECTIONS B, C and D are done on the computer with the aid of a word processing, spreadsheet and presentation program and approximately 140 minutes should be spent on this section.

2. In the event of a power failure, a computer or printer error/breakdown, the invigilator must make the necessary arrangements for the candidate/(s) to continue and the actual time lost must be added for the candidate/(s).

3. If there is a problem with certain printers, e.g. not printing special characters or not printing the watermark etc., a report must accompany the centre's ANSWER SCRIPTS.

4. Candidates may use a list of ASCII codes. The spelling checker may be used.

5. Each answer must be printed on ONE side of a separate sheet of paper only (do not print back to back). PRINTOUTS must be placed in the EXAMINATION FOLDER.

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6. At the end of the examination session all PRINTOUTS to be marked must be placed in the EXAMINATION FOLDER and handed to the invigilator. Only ONE PRINTOUT per question or subsection of a question may be handed in. PRINTOUTS not submitted for marking must be collected by the invigilator at the end of each session and must be destroyed at the end of the day. No PRINTOUTS whatsoever may be removed from the examination room or placed in wastepaper bins.

7. PRINTOUTS to be marked must be arranged in the same order as that of the questions in the QUESTION PAPER.

8. In SECTION B (Word processing) only Courier New 12 pt may be used unless instructed differently. Margins of 2.54 cm/1" should be used unless instructed differently.
In SECTION C (Spreadsheet) only Calibri 11 pt or Arial 10 pt may be used unless instructed differently.

9. Key in the QUESTION NUMBER and well as your EXAMINATION NUMBER for each question as indicated in the question paper. Answers without printed EXAMINATION NUMBERS will not be marked and will be considered as an irregularity.

10. All work done on the computer should be saved at regular intervals to prevent loss of work in the event of a power failure. No additional time will be allowed to redo such lost work. It is the candidates' responsibility to protect their answers through regular saving.

11. At the end of the examination session each candidate must hand in the PRINTOUTS of the answers as well as the compact disk/memory stick with the saved answers (properly marked with the candidates' EXAMINATION NUMBER). If the candidates' work is saved on the hard disk/network, the invigilator(s) must copy the answers to a compact disk/memory stick and the answers must be deleted from the hard disk/network. These storage devices must be handed to the examination section for safekeeping for at least SIX months in case enquiries are be made by the Department of Higher Education and Training.

12. No QUESTION PAPER may be taken out of the EXAMINATION ROOM until at least ONE hour after the start of the last session. All QUESTION PAPERS must be handed in before leaving the examination room.

13. In the event of a QUESTION PAPER being written in more than one session, invigilators must ensure that all answers are backed up and removed from the hard disks/network before the candidates for the next session are allowed into the room.

14. The use of the INTERNET is strictly prohibited. Even if your computer/terminal has internet access, you are not allowed to access the internet during the examination. This is considered as an irregularity.

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15. No candidate may print/share his/her work for/with another candidate, make his/her compact disk/memory stick available to another candidate or access another candidates' work on the network or by means of email and the internet or any other manner. Any attempt to access information from or transfer information to another candidate in whatever manner is considered an irregularity and against the rules and regulations set out by the Department of Higher Education and Training. Should an irregularity be declared against a candidate, further steps will be taken and the candidate may be suspended from current and future examinations.

DO NOT TURN THE PAGE BEFORE THE INVIGILATOR INSTRUCTS YOU TO DO SO.

SECTION A: THEORETICAL COMPONENTS

QUESTION 1:	COMPUTING CONCEPTS AND APPLICATION SKILLS	15 MARKS
QUESTION 2:	NETWORKING AND COMMUNICATIONS SKILLS	10 MARKS
QUESTION 3:	DATA, INFORMATION MANAGEMENT AND COMPUTATIONAL THINKING	15 MARKS
QUESTION 4:	INTERNET AND COMMUNICATION SKILLS	10 MARKS
QUESTION 5:	DIGITAL CITIZENSHIP	10 MARKS
TOTAL SECTION A:		**60 MARKS**

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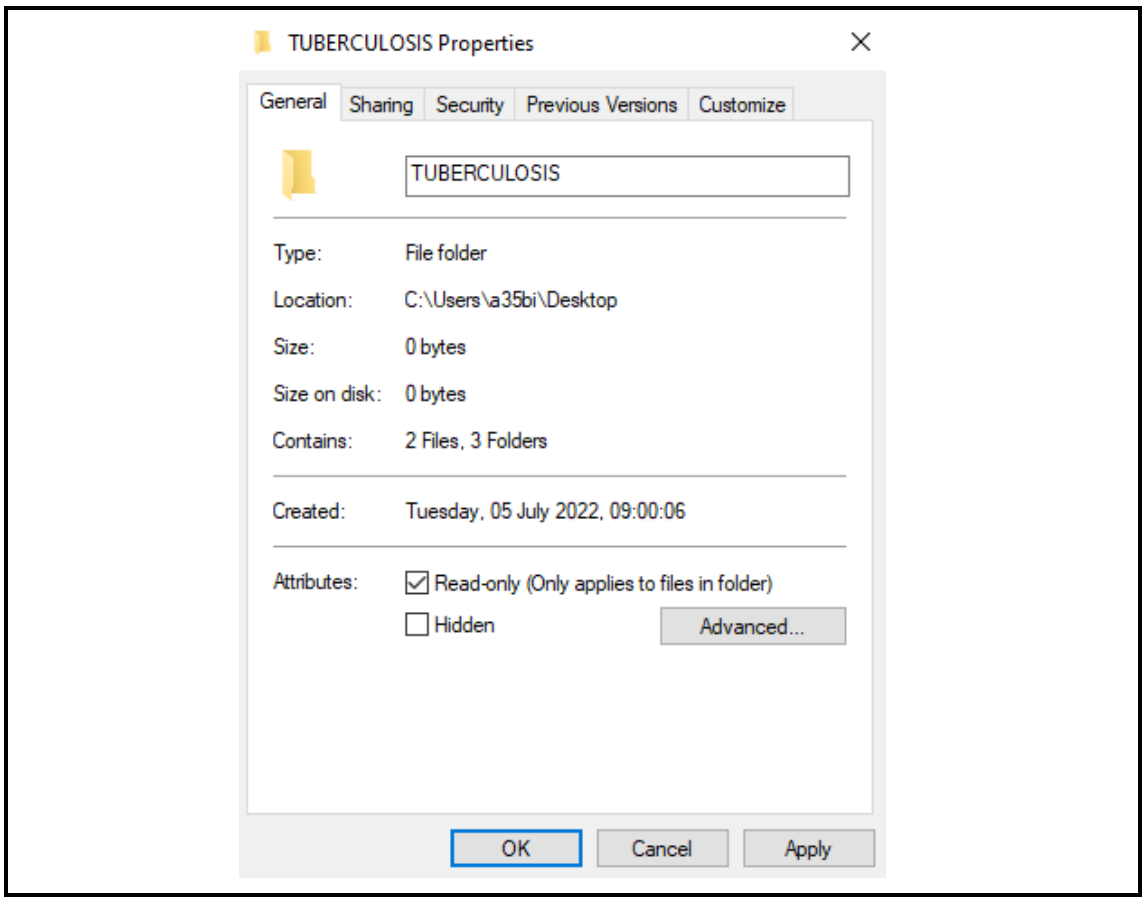
SECTION A: THEORY 60 MARKS

Answer QUESTIONS 1–5 on the ANSWER SHEET (attached).
Time allocated for SECTION A: 40 minutes

QUESTION 1: COMPUTING CONCEPTS AND APPLICATION SKILLS MARKS: 15

1.1 Study the following screen print and answer the questions that follows. Write the answer next to the question number (1.1.1–1.1.7) on the ANSWER SHEET (attached).



1.1.1 What is the name of the folder being displayed? (1)

1.1.2 On which drive is this folder saved? (1)

1.1.3 At which location will you find this folder? (1)

1.1.4 What does this folder contain? (2)

1.1.5 When was this folder created? (2)

1.1.6 Which attribute is applied to this folder? (1)

1.1.7 What does this attribute mean? (2)

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1.2 Choose an item from COLUMN B that matches a description in COLUMN A. Write only the letter (A–H) next to the question number (1.2.1–1.2.5) on the ANSWER SHEET (attached).

COLUMN A		COLUMN B	
1.2.1	Type of ICT system	A	desktop
1.2.2	Portable version of a computer	B	control system
1.2.3	Input device	C	printer
1.2.4	Part of the CPU	D	microphone
1.2.5	Operating system	E	classroom system
		F	laptop
		G	arithmetic logic unit
		H	Windows 10

(5 × 1) (5)
[15]

QUESTION 2: NETWORKING AND COMMUNICATIONS SKILLS MARKS: 10

2.1 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (2.1.1–2.1.5) on the ANSWER SHEET (attached).

2.1.1 A wireless access point enables Wi-Fi devices such as laptops to connect to a wireless network.

2.1.2 A model is used to connect a network to an internet service provider.

2.1.3 A wireless NIC card uses a wired cable to connect to the network.

2.1.4 Routers are used to filter and forward data packets from one network segment to another.

2.1.5 Network software is used to manage different server platforms such as web servers, file servers, email servers, etc.

(5 × 1) (5)

2.2 Write the following abbreviations in full. Write the answer next to the question number (2.2.1–2.2.5) on the ANSWER SHEET (attached).

2.2.1 P2P

2.2.2 WNIC

2.2.3 WAP

2.2.4 ISP

2.2.5 DSL

(5 × 1) (5)
[10]

QUESTION 3: DATA, INFORMATION MANAGEMENT AND COMPUTATIONAL THINKING MARKS: 15

3.1 Name the FOUR main components of computational thinking. (4)

3.2 The DIKW hierarchy is a popular model used to simulate real-world data analysis. Complete the hierarchy in the correct order on the ANSWER SHEET (attached). (4)

3.3 Give the five-step data analysis approach to solve a problem in the correct order. (5)

3.4 Cloud storage makes it easy to share files with other people.

Name TWO examples of cloud accounts that one can use. (2)
[15]

QUESTION 4: INTERNET AND COMMUNICATION SKILLS MARKS: 10

4.1 Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–C) next to the question number (4.1.1–4.1.7) on the ANSWER SHEET (attached).

4.1.1 An example of a wired technology service.

A Fibre
B IP address
C ISP

4.1.2 A unique identity that is able to identify the device from other devices on the network is a/an ...

A fibre.
B IP address.
C ISP.

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4.1.3 A company that provides one with a data contract to use to connect to the internet.

A Fibre
B IP address
C ISP

4.1.4 The Web is divided into three parts, namely ...

A surface web, deep web and dark web.
B service web, deep web and dark web.
C surface web, shallow web and deep web.

4.1.5 A software application used to access a web server and display websites and web pages on the internet.

A Network tools
B Web browser
C Search engine

4.1.6 Software accessed on the internet through a web browser to allow users to search for content on the Web.

A Network tools
B Web browser
C Search engine

4.1.7 Examples of web browsers.

A PowerPoint, Excel, Word
B Facebook, Twitter, WhatsApp
C Google Chrome, Microsoft Edge, Opera

(7 × 1) (7)

4.2 Study the following URL and answer the questions by writing the answer next to the question number (4.2.1–4.2.3) on the ANSWER SHEET (attached).

https://www.health.org/tuberculosis/about.html

4.2.1 What is the internet protocol of the URL?

4.2.2 What is the host name of the URL?

4.2.3 What is the domain name of the URL?

(3 × 1) (3)
[10]

QUESTION 5: DIGITAL CITIZENSHIP **MARKS: 10**

5.1 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (5.1.1–5.1.5) on the ANSWER SHEET (attached).

5.1.1 Intellectual property refers to the rental of some content, that is proven by law.

5.1.2 Copyright is a lifetime protection.

5.1.3 Piracy is a term used to define an illegal activity like unauthorised copying of another person's work.

5.1.4 The payment that is received by the owner of the content for others to use his/her content is known as royalties.

5.1.5 A licence that allows the software to be loaded on only one device is known as a network licence.

(5 × 1) (5)

5.2 Complete the following sentences by writing only the missing word or words next to the question number (5.2.1–5.2.5) on the ANSWER SHEET (attached).

5.2.1 Criminal activities carried out using the Internet and computer technology are known as ... crimes.

5.2.2 News reports or articles that are not based on facts are considered ... news.

5.2.3 The study of people's physical comfort, safety and efficiency in the workplace is known as ... .

5.2.4 Reducing the use of electricity, waste and environmental impact while using computing technology is referred to as ... computing.

5.2.5 Software that protects ones device from viruses and other malware is known as ... software.

(5 × 1) (5)
[10]

TOTAL SECTION A: 60

SECTION B: WORD PROCESSING **MARKS: 50**

Answer all the questions.
Time allocated for SECTION B: 55 minutes

QUESTION 6: BROCHURE **37 MARKS**

TIME: 40 MINUTES

6.1 Retrieve the file saved as TB in the COMPUTER PRACTICE N4 folder.

6.2 Save the document as QUESTION 6.

6.3 As a footer, key in your EXAMINATION NUMBER left-aligned and QUESTION 6 right-aligned in capital letters.

6.4 Edit the document as indicated in the text and according to the instructions below.

6.5 All the margins of the document must be 2.54 cm/1".

6.6 Change the font of the entire document to Comic Sans MS (including all headers, footers, page numbers, table, etc.). Change the size of the text AFTER the date to 8 pt.

6.7 Insert page numbers at the TOP right of the page.
Use page number style: Accent Bar 2

6.8 Insert line spaces as indicated in the document.

6.9 Find and replace the words 'Tuberculosis' and 'tuberculosis' with 'TUBERCULOSIS' in bold, upper case and double underlined.

6.10 Apply line numbering as indicated in the text.

6.11 Insert the image saved as TUBERCULOSIS from the COMPUTER PRACTICE N4 folder and apply the changes as indicated.

6.12 Continue to edit the document as indicated on the next page. Use the default font of the document unless instructed differently.

6.13 After completing all the editing, print only the EDITED document on ONE A4 PAGE in PORTRAIT orientation. Save the document and place the PRINTOUT in your EXAMINATION FOLDER.

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TB still SA's leading cause of death

Change the heading to 16 pt, upper case, italics and centre

Tuesday, June 15, 2021

Right-align the date and change to 10 pt, apply any reflection text effect

Change the text after the date to THREE columns with a line between the columns

A Statistics South Africa (Stats SA) report has revealed that Tuberculosis remained the main leading cause of death in South Africa between 2016 and 2018.

Apply line numbering to this paragraph

The report, titled "Mortality and causes of death in South Africa: Findings from death notification, 2018", provides information on levels, trends and patterns in mortality and cause-of-death statistics by socio-demographic and geographic characteristics.

"The mortality indicators and cause of death indicators presented in this report are critical indicators on the health status of the South African population," said Stats SA.

"The main focus is on 2018 death occurrences; however, information on deaths that occurred during the period 1997 to 2017 is included in order to show trends in mortality. The cause-of-death statistics in this statistical release provide information on the leading underlying natural causes of death, patterns and trends in non-natural underlying causes of deaths, as well as comparison between immediate, contributing and underlying causes of death," said Stats SA on Tuesday.

According to the report, mortality levels are declining in the country as indicated by the downward trend in the number of registered deaths since 2007.

Insert a column break

The results showed that the total number of deaths registered at the Department of Home Affairs and processed by Stats SA in 2018 were 454 014.

While the occurrence of deaths in the country continued to decline, it differed by age and sex. The age group 65-69 had the highest proportion of deaths in 2018 at 8.4%, followed closely by age group 60-64 at 8.3%. Conversely, the lowest proportions of deaths were observed in age groups 5-9 years and 10-14 years at 0.6 % and 0.8%, respectively.

With regard to sex, between 1997 and 2018, there were more male than female deaths from age 0 to age group 65-69; whereas female deaths consistently exceeded male deaths for ages 70 years and above.

The results further indicate that in 2018, the highest sex ratio (167 male deaths per 100 female deaths) was observed in the age group 20-24 years. The pattern was observed for four consecutive years, between 2015 and 2018.

For the period 2016-2018, Tuberculosis remained the main leading cause of death in South Africa.

Diabetes mellitus, the report found, remained as the second leading underlying cause of death whose proportions have been increasing over the three years.

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Insert a column break

"According to the global burden of diseases, two of the top five leading underlying causes of death for males were communicable diseases (tuberculosis and HIV) whilst among females, there was only one communicable disease (HIV) with the rest being non-communicable diseases."
Stats SA said the results showed that nine of the ten leading causes of death were the same for both sexes, although with different rankings.
"Tuberculosis was the leading underlying cause of death for males, accounting for 7.2% of male deaths while the diabetes mellitus was the leading underlying cause of death amongst females accounting for 7.7% of female deaths."
"Human immunodeficiency virus [HIV] disease (4.6%) was the second leading cause of death for the males, followed by other forms of heart disease (4.5%). Cerebrovascular diseases (6.1%) was the second leading underlying cause of death for females."
"In 2018, the most significant decline amongst females were deaths due to tuberculosis which declined from 5.2% in 2016 to 4.8% in 2018. Uniform to this, there was a significant decline in tuberculosis deaths from 7.2% in 2015 to 7.6% in 2018 among males."

Cancel the columns from this point and insert the table as indicated

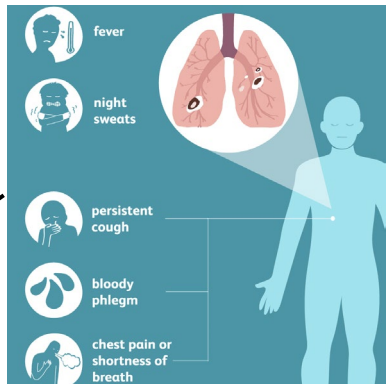
Insert text, bold, upper case, 12 pt and centre

SUMMARY OF TB CASES

YEAR	NUMBER OF CASES
2000	*275 000*
2005	*450 000*
2010	*500 000*
2015	*400 000*

Italics

Insert 5 rows and 2 columns
Size of column 1: 4 cm/1.57"
Size of column 2: 6 cm/2.36"
Insert the headings in the table in upper case, bold and centred.
Size of the text in the table must be 8 pt.
Left-align the years & right-align the number of cases.
Apply grey shading to the first column.
The table must be left-aligned.



Insert the image 'TUBERCULOSIS':
Wrap the picture in front of text.
Change the size of the image to 5 cm/1.96" in height and width.
Position the image right and in line with the table.

(37)

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QUESTION 7: FLYER **13 MARKS**

TIME: 15 MINUTES

You have been asked to edit a flyer to raise awareness about tuberculosis at your campus.

7.1 Retrieve the file saved as FLYER in the COMPUTER PRACTICE N4 folder.

7.2 Save the document as QUESTION 7.

7.3 As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 7 right-aligned in capital letters.

7.4 Edit the document as indicated below.

7.5 Insert any star or banner style shape under the image and add the following text inside the shape (resize the shape for the text to be readable):
PROTECT YOURSELF AND OTHERS!

7.6 After completing all the editing, print only the EDITED document on ONE A4 PAGE in PORTRAIT orientation. Save the document and place the PRINTOUT in your EXAMINATION FOLDER.

TUBERCULOSIS AWARENESS → change to bold, 20 pt and centre

KNOW THE SYMPTOMS! → Change to italics & right-align

Are you experiencing the following symptoms? → insert the following bullet: ➢, indent against the left-hand margin & underline

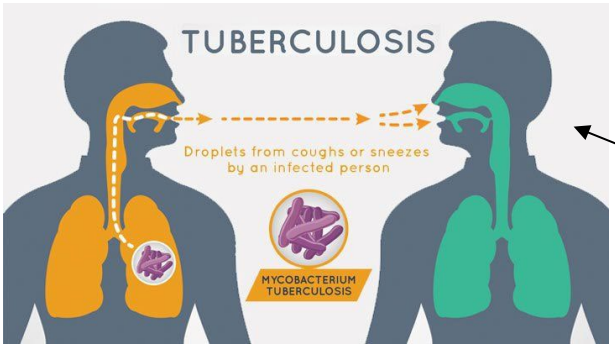
Set tab stops and move text to tab stops as indicated:

Loss of appetite		
Cough	left tab	3.25 cm/1.27"
Chest pain	left tab	4.5 cm/1.77"
Fever	left tab	6.75 cm/2.63"
Fatigue or	left tab	8 cm/3.14"
Rapid weight loss?	left tab	10 cm/3.93"

Insert symbol ✓ (Wingdings: 252) after each symptom

Get tested for Tuberculosis ASAP! → centre, apply grey highlight to the text

How it spreads:



centre image, resize to 6 cm/2.36" height x 8 cm/3.14" width and apply 'drop shadow rectangle' picture style.

(13)

TOTAL SECTION B: 50

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SECTION C: SPREADSHEET **MARKS: 50**

Answer all the questions.
Time allocated for SECTION C: 55 minutes

QUESTION 8: STATISTICS SHEET **34 MARKS**

TIME: 40 MINUTES

8.1 Retrieve the spreadsheet saved as CASES in the COMPUTER PRACTICE N4 folder.

8.2 Save the document as QUESTION 8.

8.3 As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 8 right-aligned.

8.4 Make all the changes as indicated on the spreadsheet and according to the instructions below.

8.5 Display row and column headings. This is indicated so that you can type the data in the correct rows and columns.

8.6 Insert the following formulae/function where the letters of the alphabet appear to do the following calculations; use cell references for all calculations where possible:

A Calculate all the TOTALS
(display the TOTAL answers in columns C and D as integers with no decimals and the TOTAL answers in columns E and F as percentages with no decimals)

B PERCENTAGE FEMALE PATIENTS
(NUMBER OF FEMALE PATIENTS divided by TOTAL NUMBER OF FEMALE PATIENTS)
(display the answers as percentages with one decimal)

C PERCENTAGE MALE PATIENTS
(NUMBER OF MALE PATIENTS divided by TOTAL NUMBER OF MALE PATIENTS)
(display the answers as percentages with one decimal)

D HIGHEST NUMBER OF FEMALE PATIENTS
(display the answer as an integer with no decimal)

E LOWEST NUMBER OF MALE PATIENTS
(display the answer as an integer with no decimal)

F Calculate AVERAGE NUMBER OF FEMALE PATIENTS
(display the answer as an integer with no decimal)

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G Calculate AVERAGE NUMBER OF MALE PATIENTS
(display the answer as an integer with no decimal)

H Determine the NUMBER OF YEARS
(display the answer as an integer with no decimal)

8.7 Insert all horizontal and vertical borders as indicated on the spreadsheet. (Use thick borders.)

8.8 Adjust all columns and rows so that the information is legible. Copy the formulae to other cells as indicated on the spreadsheet.

8.9 Insert the following footer in upper case, right-aligned, Algerian 14 pt and italics:
INTERNATIONAL JOURNAL OF INFECTIOUS DISEASES

8.10 Print only the EDITED document in LANDSCAPE orientation with row and column headings on ONE page. Save the spreadsheet and place the PRINTOUT in your EXAMINATION FOLDER.

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TUBERCULOSIS CASES

merge and left-align heading (column A–F)

insert open row

A GLOBAL 5 YEAR REVIEW

merge and centre heading (column A–F)

insert open row

Insert text uc, bold & italics
Merge rows 7–12
Rotate text up, centre vertically & horizontally

merge and right-align heading (columns A–F) 2016-2020

insert open row

Change font to Algerian 18 pt and underline

Wrap headings
Shade grey
Centre vertically & horizontally

Change font size to 12 pt

	YEAR	NUMBER OF FEMALE PATIENTS	NUMBER OF MALE PATIENTS	PERCENTAGE FEMALE PATIENTS	PERCENTAGE MALE PATIENTS
STATISTICS	2016	14500	26000	B	C
	2017	12500	24000		
	2018	11000	23000		
	2019	13000	24000		
	2020	15000	27000		
	TOTAL	A			

Insert figures

Insert figures

bold & right-align

HIGHEST NUMBER OF FEMALE PATIENTS	D
LOWEST NUMBER OF MALE PATIENTS	E
AVERAGE NUMBER OF FEMALE PATIENTS	F
AVERAGE NUMBER OF MALE PATIENTS	G
NUMBER OF YEARS	H



Insert image 'GLOBE' from the COMPUTER PRACTICE N4 folder.
Change only the height to 4 cm/1.57".
Position left in correct rows.

(34)

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QUESTION 9: INVOICE **16 MARKS**

TIME: 15 MINUTES

9.1 Retrieve the spreadsheet saved as TBINV in the COMPUTER PRACTICE N4 folder.

9.2 As a footer, key in your EXAMINATION NUMBER left-aligned and QUESTION 9 right-aligned.

9.3 Save the spreadsheet as QUESTION 9.

9.4 Make all the changes as indicated on the spreadsheet and according to the instructions below.

9.5 Insert the following information on the invoice next to the correct headings:

INVOICE DATE: Insert today's date
INVOICE NO: JDC5678
PATIENT CODE: TB007

9.6 Insert the following formulae or functions where the letters of the alphabet appear to do the calculations; use cell references for all calculations where possible:

A Calculate the TOTAL: QUANTITY multiply by PRICE (EXC)
(display as currency, two decimals)

B SUBTOTAL: Add all the TOTAL amounts
(display as currency, two decimals)

C SUBTOTAL LESS DISCOUNT:
SUBTOTAL minus (SUBTOTAL multiply by DISCOUNT)
(display as currency, two decimals)

D VAT: SUBTOTAL LESS DISCOUNT multiply by VAT RATE
(display as currency, two decimals)

E TOTAL PAYABLE: SUBTOTAL LESS DISCOUNT plus VAT
(display as currency, two decimals)

F NUMBER OF BLANK CELLS (A23:G25): Make use of a function
(display as integer, no decimals)

9.7 Print the spreadsheet without row and column headings on ONE page in PORTRAIT orientation. Save the spreadsheet and place the PRINTOUT in your EXAMINATION FOLDER.

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Change heading to Broadway 12 pt

Tax Invoice

Jabulane Dumani Clinic

TB Unit ← Change to Broadway 20 pt

257 Nguza Street
Vosloorus
1475

Tel: 011 863 7791
E-mail: info@jdc.co.za

VAT Reg No: 4455667788

INVOICE DATE:
INVOICE NO:
PATIENT CODE:

Insert information according to instructions

Insert thick border as indicated

To:
Department of Health
Dr AB Xuma Building
1112 Voortrekker Road
PRETORIA
0001

SERVICES RENDERED	QUANTITY	PRICE (EXC)	TOTAL
Admission to clinic (per day)	5	R1 500.00	A
Treatment per day	5	R1 200.00	
Monthly Medication pack	6	R3 900.00	

bold

Insert prices, currency 2 decimals

Prices subject to change	SUBTOTAL	B
	DISCOUNT	5%
	SUBTOTAL LESS DISCOUNT	C
	VAT RATE	15%
	VAT	D
	TOTAL PAYABLE	E

Additional information: ← double underline
Funds to be directly deposited

Number of blank cells **F**

Apply 'Soft Edge Oval' picture style



Move picture centred below the invoice

[16]

TOTAL SECTION C: 50

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SECTION D: PRESENTATION

Answer all the questions
Time allocated for SECTION D: 30 minutes

QUESTION 10: PRESENTATION **MARKS: 20**

You want to raise awareness about tuberculosis at your campus. Make a short presentation about the symptoms relating to tuberculosis.

10.1 Retrieve the presentation saved as SYMPTOMS in the COMPUTER PRACTICE N4 folder.

10.2 As a footer on each slide, key in your EXAMINATION NUMBER and QUESTION 10 in capital letters. Ensure that the slide number also appears on each slide.

10.3 Make all the changes according to the instructions below and apply all manipulation instructions as given on the next page.

10.4 Change the theme of the presentation to ORGANIC.

10.5 Save the presentation as QUESTION 10.

10.6 Print each slide on a new page and place the PRINTOUTS in your EXAMINATION FOLDER.

10.7 Print both slides as a HANDOUT on ONE page PORTRAIT orientation and place the PRINTOUT in your EXAMINATION FOLDER.

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Slide 1:

Change to 60 pt, uc, centre

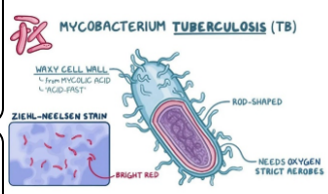
Tuberculosis

Apply 'Plastic Wrap' Artistic Effect to the image.

Resize image height to 4 cm/1.57"

Move the image to the left-hand side of the text 'Know the symptoms!' (ensure the image doesn't overlap any information)

Flip the image vertical so that the image is not upside down



Know the symptoms!

Change to 32 pt and right-aligned

Slide 2:

About 89000 people die of Tuberculosis per year in South Africa

Change heading to 48 pt and italics

WHERE TO FIND HELP:

SYMPTOMS:

Swop headings and bold

- Fever
- Fatigue
- Weight loss
- Persistent cough
- Blood in cough
- Night sweats

Insert Hollow Square Bullets
Change to 16 pt

Visit your nearest clinic in your area to get tested for TB so that you can start treatment as early as possible.

Shadow the text, centre and double line spacing

Apply a 3 pt double line border around each text box under the headings

[20]

TOTAL SECTION D: 20
GRAND TOTAL: 180

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CENTRE NUMBER:

10 November 2023

ANSWER SHEET

COMPUTER PRACTICE N4

%

This answer sheet consists of 6 pages.

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EXAMINATION NUMBER:

CENTRE NUMBER:

SECTION A

QUESTION 1

1.1 1.1.1 _____

_____ (1)

1.1.2 _____

_____ (1)

1.1.3 _____

_____ (1)

1.1.4 _____

_____ (2)

1.1.5 _____

_____

_____ (2)

1.1.6 _____

_____ (1)

1.1.7 _____

_____

_____ (2)

1.2 1.2.1 _____

1.2.2 _____

1.2.3 _____

1.2.4 _____

1.2.5 _____

(5 × 1) (5)

[15]

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EXAMINATION NUMBER:

CENTRE NUMBER:

QUESTION 2

2.1 2.1.1 _____

2.1.2 _____

2.1.3 _____

2.1.4 _____

2.1.5 _____

(5 × 1) (5)

2.2 2.2.1 _____

2.2.2 _____

2.2.3 _____

2.2.4 _____

2.2.5 _____

(5 × 1) (5)

[10]

QUESTION 3

3.1 _____

_____

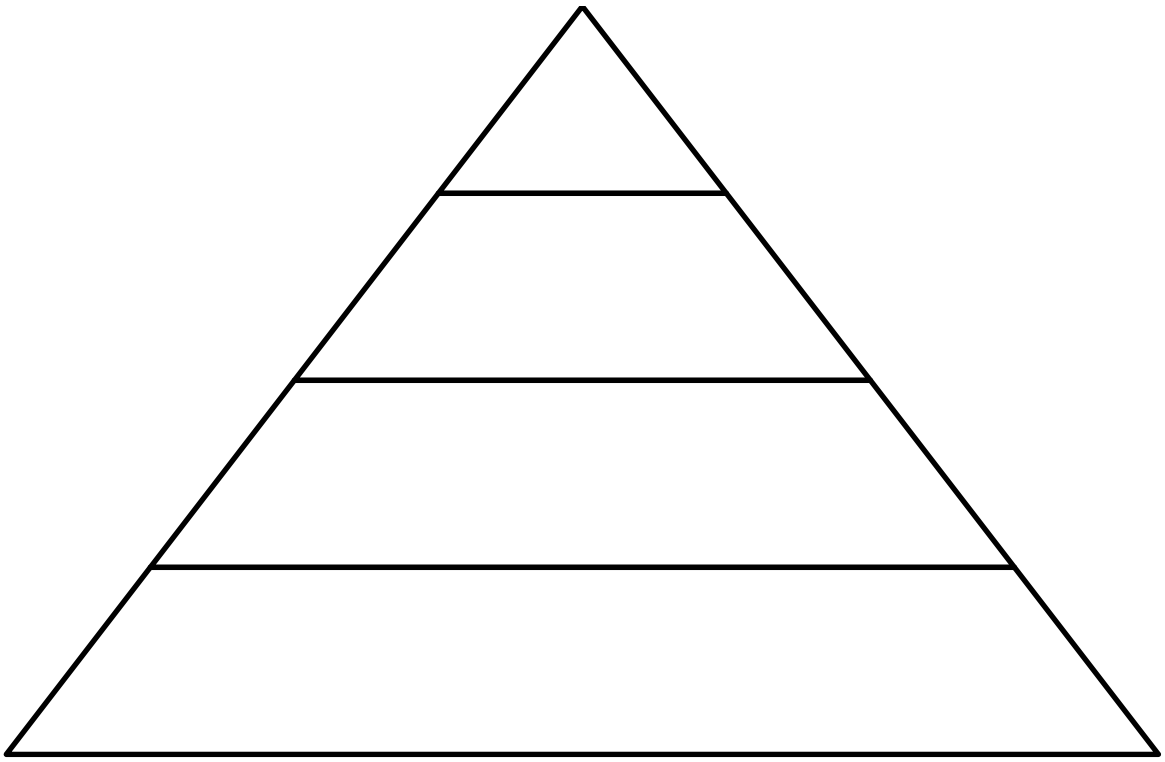
_____

_____ (4)

EXAMINATION NUMBER:

CENTRE NUMBER:

3.2



(4)

3.3 STEP 1 −

STEP 2 −

STEP 3 −

STEP 4 −

STEP 5 −

(5)

EXAMINATION NUMBER:

CENTRE NUMBER:

3.4 _____

_____ (2)
[15]

QUESTION 4

4.1 4.1.1 _____

4.1.2 _____

4.1.3 _____

4.1.4 _____

4.1.5 _____

4.1.6 _____

4.1.7 _____

(7 × 1) (7)

4.2 4.2.1 _____

4.2.2 _____

4.2.3 _____

(3 × 1) (3)
[10]

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EXAMINATION NUMBER:

CENTRE NUMBER:

QUESTION 5

5.1 5.1.1 _____

5.1.2 _____

5.1.3 _____

5.1.4 _____

5.1.5 _____

(5 × 1) (5)

5.2 5.2.1 _____

5.2.2 _____

5.2.3 _____

5.2.4 _____

5.2.5 _____

(5 × 1) (5)
[10]

TOTAL SECTION A: 60

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