higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

COMPUTER PRACTICE: FARMING N5

16 November 2023

This marking guideline consists of 15 pages.

Copyright reserved

SECTION A

QUESTION 1

1.1 A
1.2 B
1.3 D
1.4 C
1.5 D

(5 × 2) **[10]**

QUESTION 2

2.1 False
2.2 True
2.3 True
2.4 True
2.5 False

(5 × 1) **[5]**

QUESTION 3

3.1 Virtual office
3.2 Peripherals
3.3 Hidden file
3.4 WAN
3.5 Recycle bin

(5 × 1) **[5]**

QUESTION 4

4.1 Advantages

- Connect to the world and communicate in real-time
- Entertainment
- Recreation
- Safety
- Alarm function
- Reminder function
- E-mailing and data transfer
- Various utilities (Any 2 × 1)

Disadvantages

- Interruptions
- Distraction
- Isolation
- Health problems
- High cost (Any 2 × 1)

(2 × 2) (4)

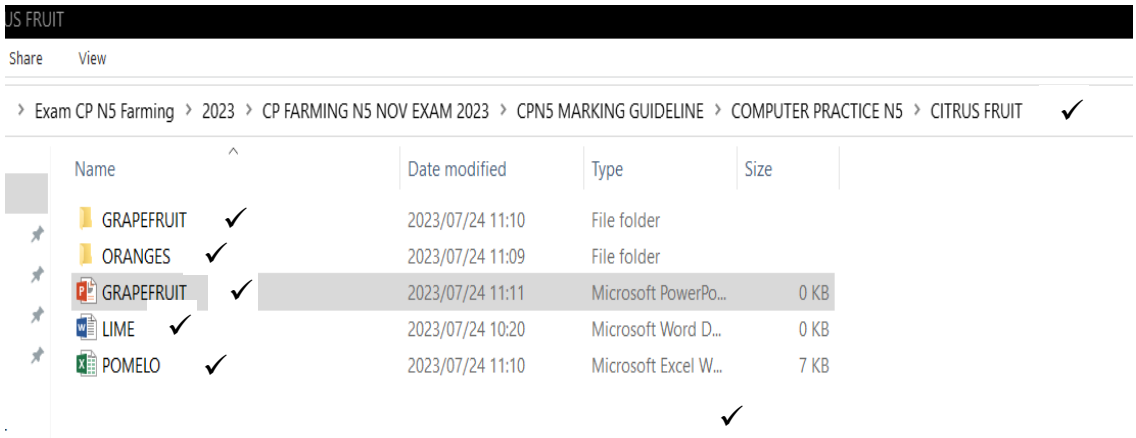
4.2 E-learning refers to learning taking place over the Internet or online✓. There is no in-person interaction between the lecturer and the student✓. (2)

4.3
- Bluetooth uses short-range radio signals✓ to transmit data between two Bluetooth-enabled computers or devices over a short range✓.
- Video conferencing uses tools such as Skype and Zoom✓ to connect with colleagues, friends and family globally. Without the Internet, this is impossible. ✓ (2 × 2) (4)

[10]

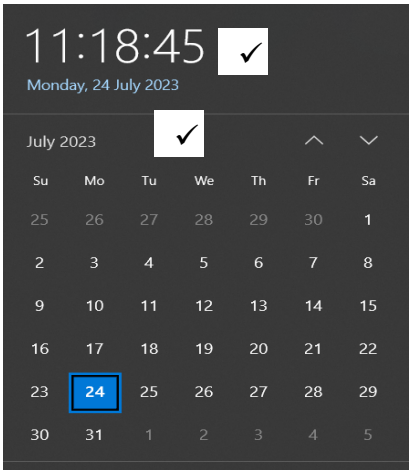
QUESTION 5

5.7



✓ Delete KUMQUAT file (8)

5.8



Work with examination date, and examination time

(2)

[10]

TOTAL SECTION A: 40

QUESTION 6A

NAME	SURNAME	ADDRESS	TOWN	CODE
Sihle	Khoza	6 Lemon Street	CITRUSDAL	EXAMINATION NUMBER
Kristen	Watson	13 Grey Street	MONTAGU	6720
Thabo	Hlabe	2 Kirabo Street	TZANEEN	QUESTION 6A
Marcus	Nel	54 Dome Street	KIRKWOOD	6125

1. Font Arial 12 pt ✓
2. Table correct ✓
3. uc/lc ✓
4. Headings uc, bold ✓
5. Print one A4 landscape paper ✓

ACC ✓✓✓✓✓

A	M	T
5	5	10

(10)

Copyright reserved

EXAMINATION NUMBER QUESTION 6B

1 header EXAM NO, left-aligned
2 QUESTION 6B, right-aligned

QUESTION 6B

5th ANNUAL CITRUS FARMING CONFE

3 Insert heading centre
4 Upper case
5 Cooper Black 18 pt

21 Main Road
RANDBURG
1709

6 Tab stop 10 cm/3.94"

26/06/2025

7 Insert today's date, any format

«ADDRESS» 8
«TOWN» 9
«CODE» 10

Dear «NAME» «SURNAME» 11 12

It is our pleasure to invite you to our annual Citrus Farming Conference in Randburg. We would like to celebrate our export successes and the farming practices in our districts.

During the conference, the attendees will also participate in a guided tour of our Citrus farms and be able to see the farm activities. The two farms that will be visited, are the following:

- Stesan Citrus Farm
- Ferndale Lemon Farm

13 Insert any bullets

We are looking forward to your presence at the conference and please let us know if you will attend before 31 October 2023.

Citrus regards

THABISA MARIVATE
ADMINISTRATOR

14 uc

15 uc & lc
16 line spacing
17 letter spaces
18 A4 portrait, print
19 Left- and right-hand margins for document: 2.54 cm/1"
20 any other manipulation error

A	M	T
5	20	25

(25)

Copyright reserved

EXAMINATION NUMBER QUESTION 6C

QUESTION 6C

5th ANNUAL CITRUS FARMING CONFERENCE

21 Main Road
RANDBURG
1709

26/06/2025

6 Lemon Street
CITRUSDAL
EXAMINATION NUMBER

Dear Sihle Khoza

It is our pleasure to invite you to our annual Citrus Farming Conference in Randburg. We would like to celebrate our export successes and the farming practices in our districts.

During the conference, the attendees will also participate in a guided tour of our Citrus farms and be able to see the farm activities. The two farms that will be visited, are the following:

- Stesan Citrus Farm
- Ferndale Lemon Farm

We are looking forward to your presence at the conference and please let us know if you will attend before 31 October 2023.

Citrus regards

THABISA MARIVATE
ADMINISTRATOR

Copyright reserved

QUESTION 6C

5th ANNUAL CITRUS FARMING CONFERENCE

21 Main Road
RANDBURG
1709

26/06/2025

2 Kirabo Street
TZANEEN
QUESTION 6A

Dear Thabo Hlabe

It is our pleasure to invite you to our annual Citrus Farming Conference in Randburg. We would like to celebrate our export successes and the farming practices in our districts.

During the conference, the attendees will also participate in a guided tour of our Citrus farms and be able to see the farm activities. The two farms that will be visited, are the following:

- Stesan Citrus Farm
- Ferndale Lemon Farm

We are looking forward to your presence at the conference and please let us know if you will attend before 31 October 2023.

Citrus regards

THABISA MARIVATE
ADMINISTRATOR

A	M	T
0	5	5

NO	MANIPULATION	MARK
1	Question number not changed to QUESTION 6C on ALL letters and/or incorrect	
2	No letter for [Sihle Khoza] and associated fields and/or incorrect	
3	No letter for [Thabo Hlabe] and associated fields and/or incorrect	
4	Alignment incorrect, incorrect margins	
5	Incorrect paper size, portrait orientation not used, and any other error	

Copyright reserved

EXAMINATION NUMBER QUESTION 6C

(5)

QUESTION 6D

CITRUS FARMING CONFERENCE NAME: Sihle Khoza ☺ ENJOY!	**CITRUS FARMING CONFERENCE** NAME: Kristen De Klerk ☺ ENJOY!
CITRUS FARMING CONFERENCE NAME: Thabo Hlabe ☺ ENJOY!	**CITRUS FARMING CONFERENCE** NAME: Marcus Nel ☺ ENJOY!
1 LABEL function used, 8 labels 2 Heading Bold, Century Gothic 14 pt 3 Name: Underline, Century Gothic 12 pt 4 Insert correct merge fields 5 Insert correct symbol, borders displayed 6 Centre text vertically and horizontally except for ☺ ENJOY! right-aligned 7 Print only labels with 4 attendees, one A4 portrait page 8 EXAMINATION NUMBER left, and QUESTION 6D right as footer	

A	M	T
2	8	10

(10)
[50]

Copyright reserved

QUESTION 7

	A	B	C	D	E
1	ZIKHE CITRUS FARM				
2					
3	CITRUS TYPES	CARTONS PRODUCED	COST PRICE PER CARTON		
4	Lemons	258	485,25		
5	Oranges	884	360,50		
6	Grapefruit	460	795,00		
7	Kumquats	535	350,00		
8	Pomelos	287	210,50		
9	Soft citrus	385	680,99		
10	Limes	750	333,33		
11					
12	1. QUESTION 7 left, EXAMINATION NUMBER right				
13	2. uc/lc				
14	3. Letter spaces, open rows				
15	4. Used correct cells				
16	5. Column width, wrapping of headings				
17	6. Font Arial 10 pt				
18	7. Print 1 A4 portrait page + row & column headings				
19					
20					
21					
22	ACCURACY:				
23	Header - 1				
24	Spreadsheet - 2				
25					
26					
27					
28			3	7	10
29			A	M	T
30					[10]

QUESTION 8

ZIKHE CITRUS FARM

2. Merge & centre 3. Goudy Stout 16 pt

Citrus prices: 2023

Mark-up 5%

4. Insert text
5. underline & bold

6. Insert column 7. Insert col headings

CITRUS TYPES	CARTONS PRODUCED	COST PRICE PER CARTON	SELLING PRICE PER CARTON	TOTAL EARNINGS	PREDICTIONS
Grapefruit	460	R 795,00	R 834,75	R 383 985,00	PROFIT
Kumquats	535	R 350,00	R 367,50	R 196 612,50	LOSS
Lemons	258	R 485,25	R 509,51	R 131 454,23	LOSS
Limes	750	R 333,33	R 350,00	R 262 497,38	LOSS
Oranges	884	R 360,50	R 378,53	R 334 616,10	PROFIT
Soft citrus	385	R 680,99	R 715,04	R 275 290,21	PROFIT
GRAND TOTAL	R 3 272,00	R 3 005,07	R 3 155,32	R 1 584 455,41	

8. Sort A-Z ✓

9.

10.

11. ✓✓

12.

17. All headings: uc
18. Centre
19. 15% shading
32. del row Pomelo

20. Copy formulae

COUNT CITRUS TYPES	6	13.
LOWEST CARTONS PRODUCED	258	14.
HIGHEST SELLING PRICE PER CARTON	R 834,75	15.
AVERAGE TOTAL EARNINGS	R 264 075,90	16.

23. Insert text

21. Currency with 2 dec
22. Integers

1. Header - change QUESTION 7 to QUESTION 8
24. uc/lc
25. Letter spaces, open rows
26. Column width, wrapping of headings
27. Font Arial 10 pt new info
28. Used correct cells
29. Horizontal & vertical borders
30. Print 1 A4 landscape page + NO Row & col headings

ACCURACY:
Header - 1
Spreadsheet - 7

8	32	40
A	M	T

[40]

Copyright reserved

QUESTION 9

ZIKHE CITRUS FARM

0,05

CARTONS PRODUCED	COST PRICE PER CARTON	SELLING PRICE PER CARTON	TOTAL EARNINGS	4. ✓✓ PREDICTIONS
460	795	=C7+(C7*B4) 2.	=B7*D7 3.	=IF(E7>270000;"PROFIT";"LOSS")
535	350	=C8+(C8*B4)	=B8*D8	=IF(E8>270000;"PROFIT";"LOSS")
258	485,25	=C9+(C9*B4)	=B9*D9	=IF(E9>270000;"PROFIT";"LOSS")
750	333,33	=C10+(C10*B4)	=B10*D10	=IF(E10>270000;"PROFIT";"LOSS")
884	360,5	=C11+(C11*B4)	=B11*D11	=IF(E11>270000;"PROFIT";"LOSS")
385	680,99	=C12+(C12*B4)	=B12*D12	=IF(E12>270000;"PROFIT";"LOSS")
=SUM(B7:B12)	=SUM(C7:C12)	=SUM(D7:D12)	=SUM(E7:E12) 5.	

=COUNTA(A7:A12) 6.

=MIN(B7:B12) 7

=MAX(D7:D12) 8.

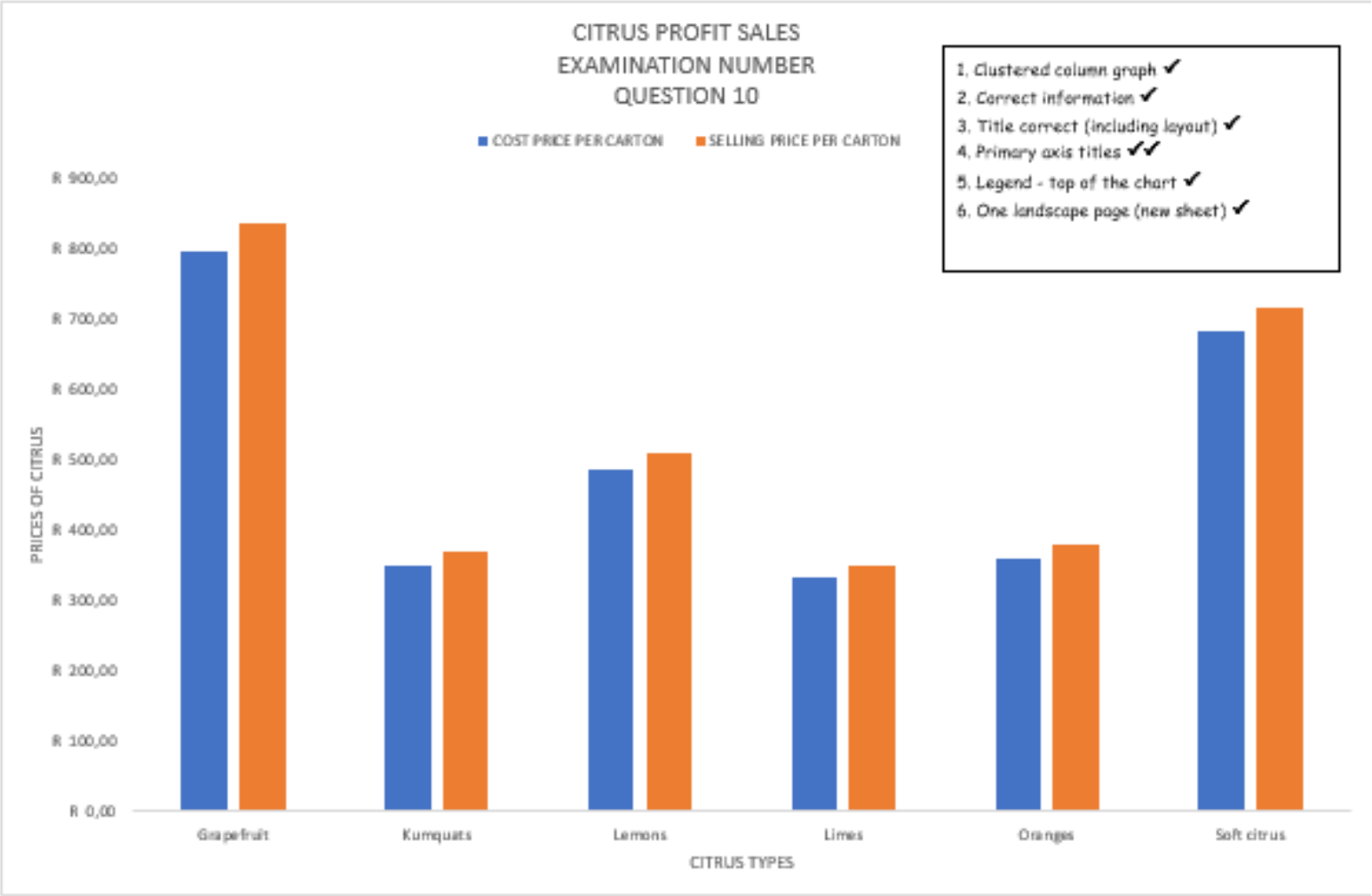
=AVERAGE(E7:E12) 9.

1. Header - change QUESTION 8 to QUESTION 9
10. Hide Column A
11. Adjust column widths, all formulas must be visible
12. Print 1 A4 landscape page + NO Row & col headings

T
13

[13]

QUESTION 10



[7]

Copyright reserved

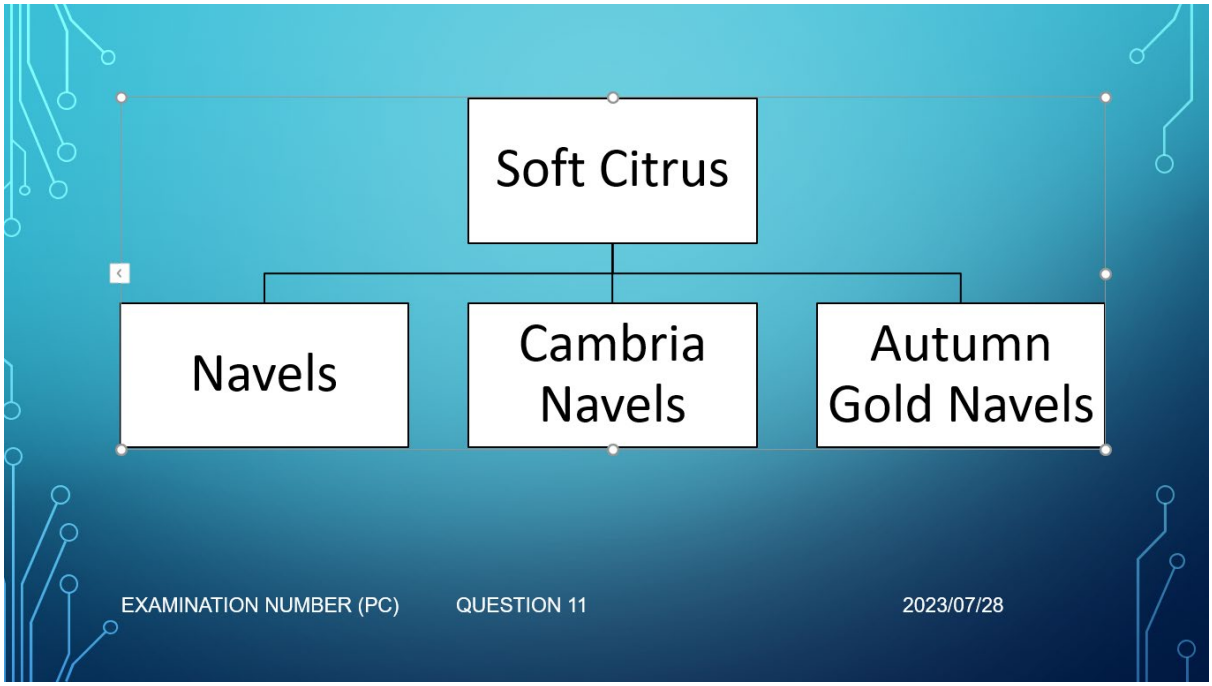
QUESTION 11



1. Open PowerPoint, Title Slide✓
2. Insert footer and date✓, Font: Arial 16 pt on all slides✓
3. CIRCUIT theme, on all slides✓
4. Insert CITRUS image✓, height and width 6 cm/3.15"✓
5. Move image to right-hand side✓
6. Title: Elephant✓, 48 pt✓, centre✓
7. Sub-title: Aharoni✓, 36 pt✓, right-aligned✓ (13)



8. Title and content slide✓
9. Title: Rockwell 40 pt✓, italics✓, right-aligned✓
10. 3 pt border around heading✓
11. Change list to numbered list✓, Tahoma 36 pt✓, 1.5 line spacing✓ (8)



12. Blank slide✓
13. Correct SmartArt✓, No shape fill✓, Font: Black✓
14. Insert correct text✓, Calibri (Body) 44 pt✓, bold✓
15. Print as HANDOUT with 2 slides per page✓, LANDSCAPE orientation✓ (9)

Accuracy ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ (10)

A	M	T
10	30	40

[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

Copyright reserved