higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

COMPUTER PRACTICE: FARMING N5

(40903545)

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

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

This question paper consists of 16 pages and an answer sheet of 3 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
COMPUTER PRACTICE: FARMING N5
TIME: 3 HOURS
MARKS: 200

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

INSTRUCTIONS AND INFORMATION

1. The question paper consists of TWO sections:

   SECTION A: Theory (40 marks)
   SECTION B: Word processing (50 marks)
   Spreadsheet (70 marks)
   Presentation (40 marks)

   SECTION A (QUESTIONS 1−5) must be answered on the ANSWER SHEET (attached). Question 5 comprises PRINTOUTS of instructions. The ANSWER SHEET and PRINTOUTS must be placed in the front of the EXAMINATION FOLDER. Approximately 36 minutes should be spent on this section.

   SECTION B is done with the aid of word processing, spreadsheet and presentation programs, and approximately 144 minutes should be spent on this section.

2. In the event of a power failure or a computer or printer error/breakdown, the invigilator must make the necessary arrangements for the candidates to continue. The actual time lost should be added.

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

4. A candidate may use a list of ASCII codes. A spell 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.

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 destroyed at the end of the day. No PRINTOUTS whatsoever may be removed from the EXAMINATION ROOM or placed in the wastepaper bins.

7. PRINTOUTS to be marked must be arranged in the same order as the questions in the question paper.

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8. In SECTION B (Word processing) only Courier New 12 pt may be used unless instructed differently.
   In SECTION B (Spreadsheet) Calibri 11 pt or Arial 10 pt may be used unless instructed differently.

9. Key in the question number as well as your EXAMINATION NUMBER for each question as indicated in the instructions. Answers without printed EXAMINATION NUMBERS will not be marked.

10. All work 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 by saving regularly.

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 candidate's EXAMINATION NUMBER). If the candidate's 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 diskettes must be handed to the examination section for safekeeping for at least SIX months in case enquiries should 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 candidates leave 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 EXAMINATION ROOM.

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

15. No candidate may print/share work for/with another candidate, make a compact disk/memory stick available to another candidate or access another candidate's work on the network, by means of e-mail, 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 as 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 liable for suspension from current and future examinations.

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

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SECTION A: THEORY

Answer QUESTIONS 1 to 4 on the ANSWER SHEET (attached).

QUESTION 1

1.1 Software is divided into TWO categories, namely ... software.

A system and application
B Windows and Mac OS
C transaction and application
D word processing and spreadsheet

1.2 A computer that is small enough to hold and operate in the hand, is known as ...

A a desktop computer.
B a smartphone or tablet.
C a laptop computer.
D All of the above.

1.3 Networks enable the information age by …

A improved communication.
B better access to information.
C improved connectivity.
D All of the above.

1.4 The following are popular instant messaging platforms:

A MS Word, MS Excel, MS PowerPoint
B Chrome, Internet Explorer, Firefox
C Facebook Messenger, WhatsApp, Skype, Telegram
D Fibre, WiFi, 5G

1.5 An advantage of a peer-to-peer network is ...

A that the network will remain stable even if the number of peers increase extensively.
B that data is stored on a centralised server.
C that no virus will affect the network.
D that the network will most likely remain functional even if one of the nodes crashes.

(5 × 2) **[10]**

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QUESTION 2

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (2.1–2.5) in the ANSWER BOOK (attached).

2.1 Tracking devices on cattle can help a farmer to monitor their crops regularly.

2.2 Spreadsheets such as on MS Excel keep record of wage sheets, farm workers' loans, stock control, rainfall figures and budgets.

2.3 A hard drive, USB and SD cards are also known as storage devices.

2.4 Network architecture is the configuration or layout of computers, computing devices and services on a network.

2.5 High speed network that connects LANs in a town or city, is also known as a PAN.

(5 × 1) **[5]**

QUESTION 3

Choose the correct term from those in brackets. Write only the answer next to the question number (3.1–3.5) in the ANSWER BOOK (attached).

3.1 (Mobile office/Virtual office) is where employees and business owners work remotely, e.g. from home, have online meetings, seminars via Zoom, Skype.

3.2 A keyboard, mouse, speakers, webcam and microphone are examples of (peripherals/ports).

3.3 A (system file/hidden file) is by default not displayed by the File Explorer.

3.4 (WAN/MAN) is a network that covers multiple cities and connects different local area networks.

3.5 (Storage bin/Recycle bin) is a temporary storage for files and folders that have been deleted.

(5 × 1) **[5]**

QUESTION 4

4.1 Name TWO advantages and TWO disadvantages of mobile technologies. (4)

4.2 What is *e-learning*? (2)

4.3 Define the following terms:

4.3.1 Bluetooth

4.3.2 Video conferencing

(2 × 2) (4)
[10]

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QUESTION 5

Open the file structure in the COMPUTER PRACTICE - FARMING N5 folder.

Complete the following questions on the computer. As a header, insert your EXAMINATION NUMBER (left) and the QUESTION NUMBER (right). Make a PRINTOUT and put it in your EXAMINATION FOLDER.

5.1 Open the folder CITRUS FRUIT in the COMPUTER PRACTICE - FARMING N5 folder.

5.2 Create the subfolders ORANGES and GRAPEFRUIT in the CITRUS FRUIT folder.

5.3 Rename the LEMON file to LIME in the CITRUS FRUIT folder.

5.4 Create an Excel file POMELO in the CITRUS FRUIT folder.

5.5 Delete the file KUMQUAT in the CITRUS FRUIT folder.

5.6 Create a PowerPoint file GRAPEFRUIT in the CITRUS FRUIT folder.

5.7 Display the contents of the CITRUS FRUIT folder and make a screen print of these commands. Ensure that your header is done correctly. (8)

5.8 Display the current date and time of your computer and make a screen print of this command. Ensure that your header is done correctly. (2)

[10]

TOTAL SECTION A: 40

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SECTION B: PRACTICAL

QUESTION 6: WORD PROCESSING

This section is done on the computer. Use Arial 12 pt.

The PRINTOUTS to be marked must be placed in the EXAMINATION FOLDER in the same sequence as the questions in the question paper.

You are the Administrator at the ZIKHE CITRUS FARM and need to send out invitations to the Annual Citrus Farming Conference.

QUESTION 6A

1. Use the mail merge function to create a data file using the names and information in the table below:

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

2. Save the document as QUESTION 6A and print in landscape orientation. Place the PRINTOUT in your EXAMINATION FOLDER.

(10)

QUESTION 6B

1. Use the mail merge function to prepare the invitations to the attendees (primary document). Use Arial 12 pt, unless indicated differently.

2. Insert your EXAMINATION NUMBER (left) and QUESTION 6B (right), as a header.

3. Key in the primary document on the next page and make all the changes as indicated by the proofreading signs.

4. Insert fields where indicated in brackets, e.g. [NAME]. Do not key in the brackets ([ ]). They are only there to indicate the field names.

5. Insert a left tab stop at 10 cm/3.94".

6. Left- and right-hand margins of the document must be 2.54 cm/1".

7. Save the document as QUESTION 6B and make a PRINTOUT in portrait orientation.

8. Place the PRINTOUT in your EXAMINATION FOLDER.

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5th ANNUAL CITRUS FARMING CONFERENCE **Cooper Black 18 pt, bold, centre**

Tab stop 10 cm/3.94"

21 Main Road
RANDBURG
1709

[Today's date]

[ADDRESS]
[TOWN]
[CODE]

Dear [NAME] [SURNAME]

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 witness the farm activities. The following two farms will be visited:

- Stesan Citrus Farm
- Ferndale Lemon Farm

Insert any bullets

We are looking forward to your presence at the conference. Please confirm attendance before 31 October 2023.

Citrus regards

Thabisa Marivate
Administrator

upper case

(25)

QUESTION 6C

1. Merge the documents QUESTION 6A and QUESTION 6B into a new document.

2. Change the header to QUESTION 6C on all the pages of the new document.

3. Print the merged invitations for Khoza and Hlabe in portrait orientation. Save the document as QUESTION 6C and place the PRINTOUTS in your EXAMINATION FOLDER.

(5)

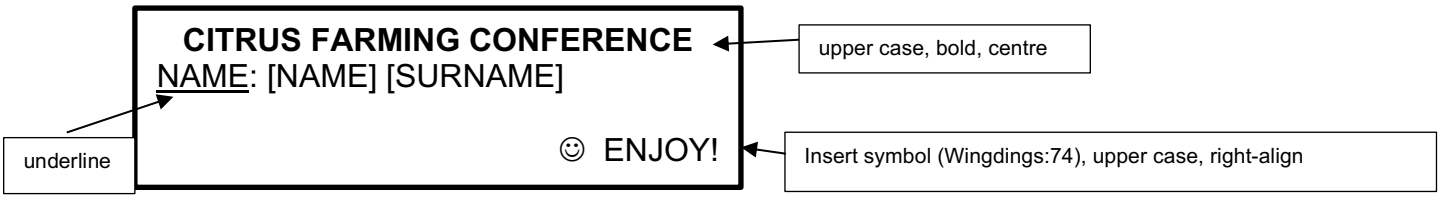
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QUESTION 6D

1. You need to print labels for the attendees' name tags. Use the appropriate function of the Word processing program to create 8 identical labels (A-ONE 26501).

2. Display the borders of all the labels.

3. Insert the following information and field names (from QUESTION 6A) to create 8 identical labels on one A4 sheet in a new document.



Font: Century Gothic
Font size: Line 1: 14 pt, line 2 and 4: 12 pt
Alignment: Centre text vertically and horizontally (except where indicated otherwise), within the label

3. As a footer, insert your EXAMINATION NUMBER (left) and QUESTION 6D (right).

4. Complete the merge process. Save the merged labels as QUESTION 6D, print only page one in portrait orientation and place in your EXAMINATION FOLDER.

(10)
[50]

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QUESTION 7: SPREADSHEET

1. Create the following document in a spreadsheet program. Use the exact cell references as indicated. Do not insert the row and column headings as they are only there to guide you (you will be penalised if you use the wrong cells).

	A	B	C
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			

2. Use Arial 10 pt to create above spreadsheet.

3. As a header, insert QUESTION 7 (left; in upper case) and EXAMINATION NUMBER (right).

4. Make use of text wrapping for column headings.

5. Display the figures as indicated on the spreadsheet.

6. Adjust the column widths to fit the spreadsheet on one page. Do NOT make use of the 'Fit to one page' option.

7. Save the spreadsheet as QUESTION 7.

8. Print the spreadsheet with row and column headings in portrait orientation. Place the PRINTOUT in your EXAMINATION FOLDER.

[10]

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QUESTION 8: SPREADSHEET

1. Retrieve the spreadsheet QUESTION 7.

2. Change QUESTION 7 in the header to QUESTION 8.

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

4. Insert columns, rows and text as indicated on the spreadsheet.

5. Insert horizontal and vertical borders using the method with which you are familiar.

6. Sort the items with corresponding figures alphabetically according to CITRUS TYPES.

7. Insert formulae where the letters of the alphabet appear, to do the following calculations:

   A SELLING PRICE PER CARTON = COST PRICE PER CARTON plus (COST PRICE PER CARTON multiplied by 5% mark-up). Use absolute cell reference where necessary.

   B TOTAL EARNINGS = CARTONS PRODUCED multiplied by SELLING PRICE PER CARTON

   C PREDICTIONS = Use the appropriate function to calculate the TOTAL EARNINGS. If the TOTAL EARNINGS is greater than R270 000, display the answer as PROFIT, otherwise the answer should be LOSS.

   D GRAND TOTAL = the sum of the columns as indicated

   E COUNT CITRUS TYPES = the number of CITRUS TYPES (using a function)

   F LOWEST CARTONS PRODUCED = the minimum CARTONS PRODUCED (using a function)

   G HIGHEST SELLING PRICE PER CARTON = the maximum SELLING PRICE PER CARTON (using a function)

   H AVERAGE TOTAL EARNINGS = the average of the TOTAL EARNINGS (using a function)

8. Copy the formulae to the other cells as indicated on the spreadsheet.

9. Display all monetary values as currency with two decimals.

10. Display COUNT CITRUS TYPES and LOWEST CARTONS PRODUCED as an integer.

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11. Display HIGHEST SELLING PRICE PER CARTON and AVERAGE TOTAL EARNINGS as currency with 2 decimals.

12. Adjust the column width to fit the spreadsheet on one page. Use landscape orientation, but do NOT make use of the 'Fit to one page' option.

13. Save the spreadsheet as QUESTION 8.

14. Print the spreadsheet without row and column headings and place the PRINTOUT in your EXAMINATION FOLDER.

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	A	B	C	D	E	F	G	H
1	ZIKHE CITRUS FARM			*Merge & centre, Goudy Stout 16 pt*				
2	*open row*							
3	ʎ Citrus prices: 2023 ←		*Bold, underline*					
4	ʎ Mark-up	ʎ 5%						
5	*open row*							
6	Citrus types	Cartons produced	Cost price per carton	ʎ Selling price per carton	ʎ Total Earnings	ʎ Predictions	*All column headings uc, centre, 15% grey shading*	
7	Lemons	258	485,25	**A**	**B**	**C**		
8	Oranges	884	360,50					
9	Grapefruit	460	795,00					
10	Kumquats	535	350,00					
11	~~Pomelos~~	~~287~~	~~210,50~~				*Delete row*	
12	Soft citrus	385	680,99					
13	Limes	750	333,33					
14	GRAND TOTAL	**D** →						
15	COUNT CITRUS TYPES		**E**					
16	LOWEST CARTONS PRODUCED	**F**						
17	HIGHEST SELLING PRICE PER CARTON	*Insert, uc*		**G**				
18	AVERAGE TOTAL EARNINGS				**H**			

[40]

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QUESTION 9: SPREADSHEET: FORMULAS

1. Retrieve the spreadsheet QUESTION 8.

2. Change the question number in the header to QUESTION 9.

3. Display the formulae.

4. Hide column A.

5. Adjust the column widths so that all formulas are visible.

6. Save the spreadsheet as QUESTION 9. Print the spreadsheet without row and column headings on one A4 landscape page and place the PRINTOUT in your EXAMINATION FOLDER.

[13]

QUESTION 10: SPREADSHEET: CHART

1. Retrieve the spreadsheet QUESTION 8.

2. Create a CLUSTERED COLUMN GRAPH to compare the COST PRICE PER CARTON with the SELLING PRICE PER CARTON.

3. Insert the following chart titles:

   CITRUS PROFIT SALES
   EXAMINATION NUMBER
   QUESTION 10

4. Insert primary horizontal axis title: CITRUS TYPES
   Insert primary vertical axis title: PRICES OF CITRUS

5. Display the legend at the top of the chart.

6. Move the chart to a new SHEET and save the chart as QUESTION 10. Print on one A4 landscape page and place the PRINTOUT in your EXAMINATION FOLDER.

[7]

QUESTION 11: PRESENTATION

1. You have been requested to create a slide show for the 5th Annual Citrus Farming Conference. Start on a blank screen in PowerPoint and create a 3-slide presentation.

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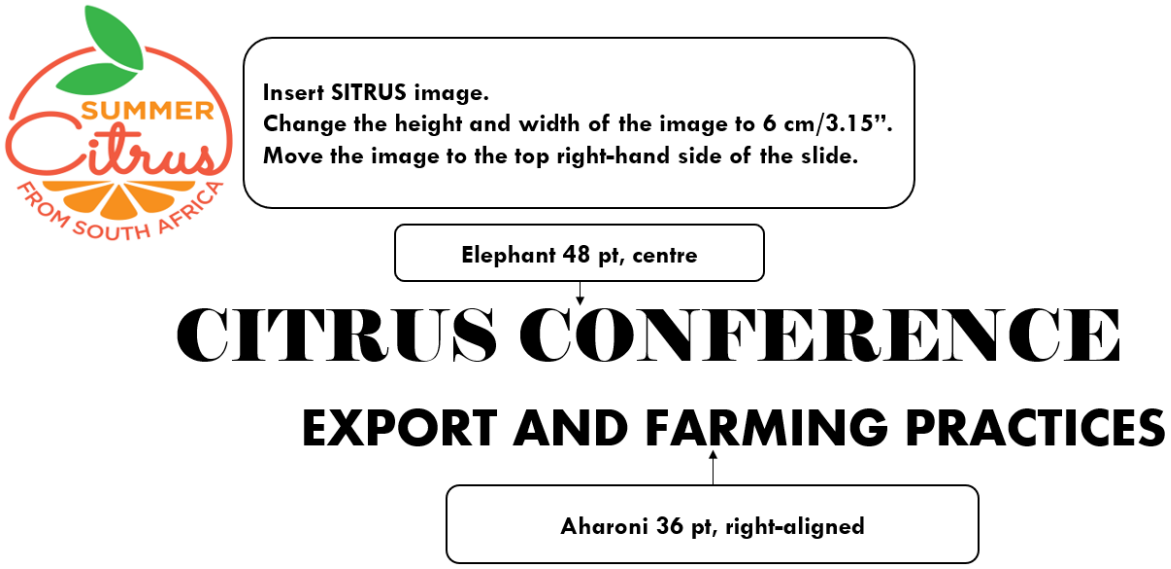
2. Make all the changes according to the instructions below and apply all manipulation instructions as given on the next pages.

3. As a footer, insert your EXAMINATION NUMBER (left) and QUESTION 11 (right; in capital letters). Ensure that the DATE appears on each slide. Use Arial 16 pt.

4. Select the CIRCUIT theme for the presentation.

5. Print the presentation as a handout with TWO slides per page in LANDSCAPE ORIENTATION in GRAYSCALE and place the PRINTOUT in your EXAMINATION FOLDER.

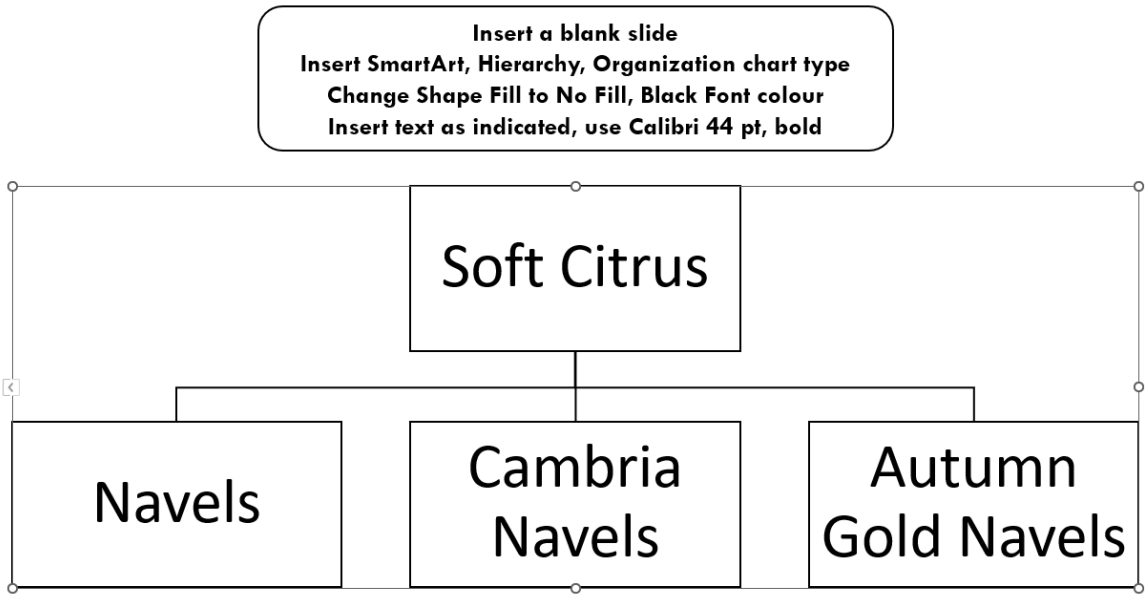
SLIDE 1:



SLIDE 2:



SLIDE 3:



[40]

TOTAL SECTION B: 160
GRAND TOTAL: 200

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COMPUTER PRACTICE: FARMING N5
16 November 2023

ANSWER SHEET

%

This answer sheet consists of 3 pages.

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EXAMINATION NUMBER:

CENTRE NUMBER:

SECTION A

QUESTION 1

1.1 _____

1.2 _____

1.3 _____

1.4 _____

1.5 _____

(5 × 2) **[10]**

QUESTION 2

2.1 _____

2.2 _____

2.3 _____

2.4 _____

2.5 _____

(5 × 1) **[5]**

QUESTION 3

3.1 _____

3.2 _____

3.3 _____

3.4 _____

3.5 _____

(5 × 1) **[5]**

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EXAMINATION NUMBER:

CENTRE NUMBER:

QUESTION 4

4.1 ADVANTAGE

DISADVANTAGE

(2 × 2) (4)

4.2

(2)

4.3 4.3.1

4.3.2

(2 × 2) (4)

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