higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

(6030165)

4 November 2022 (X-paper)
09:00–12:00

This question paper consists of 18 pages and an answer sheet of 5 pages.

007Q1B2204

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

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

INSTRUCTIONS AND INFORMATION

1. This question paper consists of TWO sections.

   SECTION A: Theory (80 marks)
   SECTION B: Word processing (35 marks)
   Spreadsheet (40 marks)
   Notebook (15 marks)
   Integration (30 marks)

   SECTION A QUESTION 1 to QUESTION 4 must be answered on the ANSWER SHEET (attached) and placed in the EXAMINATION FOLDER. QUESTION 5 comprises PRINTOUTS of instructions. Approximately 75 minutes should be spent on this section.

   SECTION B QUESTION 6 must be done with the aid of a word processing program and approximately 36 minutes should be spent on this question.

   SECTION B QUESTION 7 must be done with the aid of a spreadsheet program and approximately 36 minutes should be spent on this question.

   SECTION B QUESTION 8 must be done with the aid of a notebook program and approximately 10 minutes should be spent on this question.

   SECTION B QUESTION 9 must be done with the aid of any of the above-mentioned programs and approximately 23 minutes should be spent on this question.

2. The time allocated for the question paper is THREE hours. Answers must be printed during the THREE hours allocated for keying in.

3. Save your work on the computer at regular intervals to prevent loss of keyed in data during a power failure. Only the duration of the power failure will be allowed additionally – no extra time will be allowed to redo lost work.

4. 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.

5. If there is a problem with certain printers, for example they do not print ê, a report must be sent with the centre's PRINTOUTS.

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6. Candidates may use a list of ASCII codes. Candidates are not allowed to take any learning material (notes, textbooks or handouts) into the examination venue.

7. A spelling checker may be used.

8. Each answer must be printed on ONE side of a separate sheet of paper only.

9. PRINTOUTS to be marked must be arranged in the same order as the questions in the question paper. Only ONE PRINTOUT per question may be handed in.

10. In SECTION B of the question paper only Courier New 12 pt may be used. In SECTION B margins of 2,54 cm/1" should be used unless instructed differently.

11. No question paper may be taken out of the examination venue before at least ONE hour after the start of the last session.

12. The candidate's EXAMINATION NUMBER and the CENTRE NUMBER must be written on the cover of the EXAMINATION FOLDER and the software version must be indicated at the top of the cover page (e.g. MS Office 2016).

13. Ensure that every PRINTOUT displays the QUESTION NUMBER and the EXAMINATION NUMBER as instructed.

14. EXAMINATION NUMBERS in writing are not acceptable. No marks will be awarded for any PRINTOUTS without a printed EXAMINATION NUMBER.

15. In the event of an examination paper being written in more than one session at a centre, invigilators must ensure that all answers are deleted from the hard disks or the network before the candidates for the next session are allowed into the room.

16. At the end of the examination session each candidate must hand in all the PRINTOUTS as well as the diskette with the saved answers (properly marked with candidate's EXAMINATION NUMBER). If work is saved on the hard drive/network, invigilators must copy the answers to a compact disk/memory stick and the answers must immediately be deleted from the hard disk/network. The answers should be kept safe for at least SIX months in case enquiries should be made.

17. No candidate may print his/her work for another candidate, make his/her memory stick or data on the hard drive/network available to another candidate to access or access another candidate's work in any way. Any attempt to access information from another or transfer information to each other in any form is a contravention of the examination rules and regulations and will be viewed in a very serious light and be treated as an examination irregularity. Such cases will be formally investigated which may lead to the withholding of candidates' results.

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE.

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SECTION A

QUESTION 1

Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.1–1.15) on the attached ANSWER SHEET

1.1 Xabiso has keyed in his project in a word processing program.

Which of the following will he use to make the heading stand out?

A Underline
B Superscript
C Bold
D Subscript

1.2 What is the process called when one reboots a computer?

A Reboot
B Hot boot
C Cold boot
D Restart

1.3 The … controls the running of the computer.

A operating system
B central processing unit
C operating device
D peripheral

1.4 A hard disk is a … disk that stores data.

A optical
B magnetic
C random access
D read only

1.5 Sakhe wants to print a document in such a way that the height of the page is less than its width. Help him select the correct page orientation.

A Landscape
B Portrait
C Indent
D Tab settings

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1.6 Microsoft OneNote can be used to …

A create a weekly planner.
B create a to-do list.
C create notes or a summary.
D All of the above.

1.7 A local area network is …

A a network that is restricted to smaller physical areas.
B a network that covers relatively large geographical areas.
C made up of two or more wide area networks.
D also known as the world wide web.

1.8 Which ONE of the following is a file extension associated with a compressed file?

A .exe
B .com
C .zip
D .tmp

1.9 ONE of the following is a disadvantage of a wearable mobile device.

A Easy way to collect data.
B Low barriers to entry.
C Affordable prices.
D Poor design and limited battery life for smaller devices.

1.10 A/An … is a smaller and closed version of the internet and can only be used by authorised members of an organisation.

A internet
B intranet
C network
D extranet

1.11 The information processing cycle is …

A input, processing, output and storage
B output, input, storage and processing
C input, storage, processing and output
D input, processing, storage and output

1.12 The information age is also known as …

A the social network age.
B the digital age.
C the networking age.
D robotics.

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1.13 … is where the information is handled by the primary information age interconnected with the secondary information age.

A Internet connectivity
B Computational skills
C Digital citizenship
D Tertiary information age

1.14 Decomposition …

A involves hiding the complexity of the problem from the user.
B is a technique where individual parts of the program are split down into imaginary 'black boxes' that carry out operations.
C is the recognition of similar characteristics to help break down the problem into small manageable areas.
D is a way of thinking about problems, algorithms, artefacts, processes and systems.

1.15 John wants to create a clock card for his employees, so that he can determine their earnings for the week.

Choose a correct application for John to use to determine accurate figures.

A Microsoft Excel
B Microsoft PowerPoint
C Microsoft Word
D Microsoft Access

(15 × 1) **[15]**

QUESTION 2

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (2.1–2.15) on the attached ANSWER SHEET.

2.1 A scanner is a device that directly stores digital images.

2.2 A menu bar is the line of menu options that appear at the top of the screen.

2.3 A byte is the smallest unit of memory.

2.4 Antivirus software warns the user when virus activity is detected on the computer.

2.5 A query allows the selection of a subset of fields and records from one or more tables and presents the selected data as a single datasheet.

2.6 A printer is an example of an input device.

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2.7 The CPU is also called the heart of the computer.

2.8 E-mails are messages sent from one computer user to another via a network.

2.9 The major difference between a smart phone and a laptop is that the operating system features on a smart phone are not as limited as that of a laptop.

2.10 When blogging, posts are typically displayed in reverse chronological order.

2.11 Floppy disks were used for secondary data storage.

2.12 Smart watches are not examples of mobile devices.

2.13 Binary means computers store data and perform calculations using zeros and ones.

2.14 The main objective of robotics is to design intelligent machines to help humans in their day-to-day lives.

2.15 CDs and DVDs are examples of magnetic storage.

(15 × 1) **[15]**

QUESTION 3

Choose a description from COLUMN B that matches a word or an item in COLUMN A. Write only the letter (A–J) next to the question number (3.1–3.10) on the attached ANSWER SHEET.

COLUMN A		COLUMN B	
3.1	computational thinking	A	A benefit of digital technology
3.2	retrieve	B	Consists of input, processing, storing and output
3.3	blog	C	Send or receive data between devices through a short-range wireless connection
3.4	WAN	D	A function used to add names and addresses from a database data source to letters and envelopes in order to facilitate sending mail to many recipients
3.5	Bluetooth	E	Generally has a radius of 1 kilometre
3.6	social connectivity	F	To access information that has been stored in the memory of a computer
3.7	mail merge	G	Search engine
3.8	e-learning	H	Formulating problems in a way that enables one to use a computer and other tools to solve them
3.9	Google	I	Online journal or information website
3.10	information processing cycle	J	Accessing educational curriculum using electronic technologies

(10 × 1) **[10]**

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QUESTION 4

Write the following abbreviations in full:

4.1 LAN

4.2 SMS

4.3 WAN

4.4 WWW

4.5 MAN

4.6 CPU

4.7 ICT

4.8 PC

4.9 OS

4.10 ROM

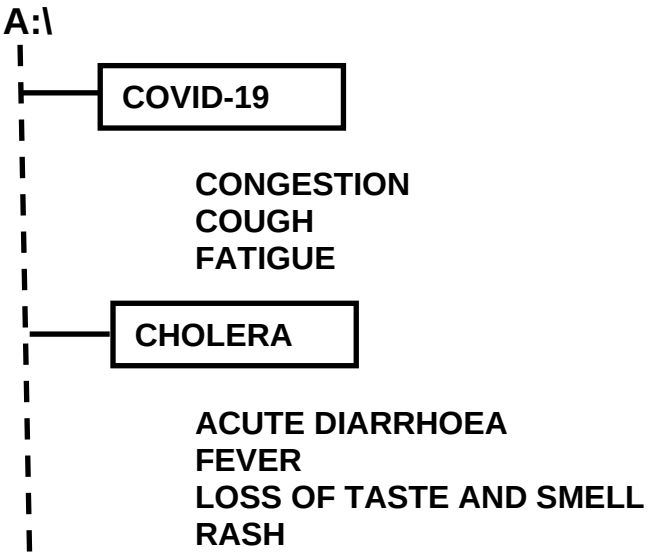
(10 × 2) **[20]**

QUESTION 5

QUESTION 5 is about a file structure saved on your diskette/hard drive.

Answer the following questions on a computer. As a header, key in your EXAMINATION NUMBER left-aligned and the QUESTION NUMBER right-aligned. Make a PRINTOUT and place the PRINTOUT in your EXAMINATION FOLDER.

Only ONE PRINTOUT per question may be handed in. For example, 5.1, 5.2, 5.3 and 5.4.



5.1	5.1.1	Create a text file, ASYMPTOMATIC, in the COVID-19 folder.	(1)
	5.1.2	Move the file, FATIGUE, from the COVID-19 folder to the CHOLERA folder.	(1)
	5.1.3	Move the file, LOSS OF TASTE AND SMELL, from the CHOLERA folder to the COVID-19 folder.	(1)
	5.1.4	Create a subfolder, STATS, in the COVID-19 folder.	(1)
	5.1.5	Sort the contents of the COVID-19 folder.	(1)
	5.1.6	Display the contents of the COVID-19 folder.	(1)
		Make a screen print of these commands.	(1)
5.2	5.2.1	Delete the file, RASH, from the CHOLERA folder.	(1)
	5.2.2	Create a spreadsheet file, INFECTED, in the CHOLERA folder.	(1)
	5.2.3	Make a copy of the file, INFECTED, in the CHOLERA folder.	(1)
	5.2.4	Create a database file, RECOVERED, in the CHOLERA folder.	(1)
	5.2.5	Change the display to view the files in the CHOLERA folder by using large thumbnails.	(1)
	5.2.6	Display the contents of the folder, CHOLERA.	(1)
		Make a screen print of these commands.	(1)
5.3		Change the attribute of the ACUTE DIARRHOEA file in the CHOLERA folder to a read-only file.	
		Make a screen print of this command.	(2)
5.4		Display the current date and time of your computer.	
		Make a screen print of this command.	(2)
5.5		Display the operating system of your computer.	
		Make a screen print of this command.	(2)
			[20]

TOTAL SECTION A: 80

SECTION B

QUESTION 6

As the secretary of the Centre for Diseases Control and Prevention (CDC), you are required to invite the followings premiers to a COVID-19 awareness meeting.

QUESTION 6A

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

FIELDS	LETTER 1	LETTER 2	LETTER 3
TITLE	Mr	Mr	Mr
INITIALS & SURNAME	A Winde	D Makhura	S Zikalala
VENUE	Leeuwenhof	Midrand	Amanzimtoti
TOWN	EXAMINATION NUMBER	Johannesburg	Durban
PROVINCE	Western Cape	Gauteng	QUESTION 6A
TIME	11:30	11:30	11:30

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

(7)

QUESTION 6B

1. Use the mail merge function to prepare the letters to the premiers (primary document). Use Courier New 12 pt.

2. As a header, key in your EXAMINATION NUMBER left-aligned and QUESTION 6B right-aligned. Ensure that you use the same font type and size as in the rest of the document.

3. Insert the following heading in Broadway 18 pt, capital letters and centred:

   Stay Home! Stay Safe!

4. Insert fields where indicated by brackets, e.g. [PROVINCE].

5. Underline and bold the field names.

6. Save the document as QUESTION 6B and make a PRINTOUT in portrait orientation. Place the PRINTOUT in the EXAMINATION FOLDER.

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QUESTION 6B (CONTINUED)

5,08 cm/2" from the left-hand margin

Centre for Diseases Control and Prevention
PO Box 154
Randburg
1700

Insert today's date

The Premier
[PROVINCE]
[TOWN]

Dear [TITLE] [INITIALS & SURNAME]

RE: INVITATION TO A ZOOM CONFERENCE MEETING FOR COVID-19 AWARENESS

As the committee for the Centre for Diseases Control and Prevention, we hereby invite you to a Zoom meeting, where more precautionary measures for COVID-19 prevention will be discussed to ensure that the curve is flattened. **[**The meeting will be held at [VENUE] in [TOWN], [PROVINCE] over a video conference call. The time allocated for the meeting is [TIME]. **NP**

If, for any reason you cannot attend the meeting, please do not hesitate to call the office.

Regards

_____
Secretary

(23)

QUESTION 6C

1. Merge QUESTION 6A and QUESTION 6B to form a new document.

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

3. Print all the merged letters in portrait orientation.

4. Save the document as QUESTION 6C. Place the PRINTOUTS in your EXAMINATION FOLDER.

(5)
[35]

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QUESTION 7

You are the secretary for the Centre for Diseases Control and Prevention and you are required to create a spreadsheet to assist the chairperson with statistics.

QUESTION 7A

1. Create the spreadsheet as shown on the next page.

2. As a footer, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 7A (right-aligned).

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

4. Insert formulae where letters of the alphabets appear to do the following calculations on the spreadsheet:

   A TOTAL = Total each row as per METROPOLITAN MUNICIPALITY

   B TOTAL = Total of TOTAL column

   C FUNDING OR NOT? = If the NUMBER OF DEATHS for a METROPOLITAN MUNICIPALITY is greater than or equal to 5 000, then that METRO will be eligible for Funding, otherwise leave it blank.

   D GREATEST NUMBER OF DEATHS on 1st of MAY, JUNE and JULY.

   E GREATEST NUMBER OF DEATHS on 2nd of MAY, JUNE and JULY.

   F GREATEST NUMBER OF DEATHS on the 3rd of MAY, JUNE and JULY.

   G % OF TOTAL FOR JOHANNESBURG = TOTAL for Johannesburg as a % of TOTAL. Display as % with no decimals.

   H Determine the NUMBER OF METROS NOT ELIGIBLE FOR FUNDING.

5. Copy the formulae to the other cells as indicated in the spreadsheet.

6. Adjust the column widths to fit the content of the spreadsheet on ONE A4 landscape page.

7. Save the spreadsheet as QUESTION 7A.

   Print the spreadsheet and place the PRINTOUT in your EXAMINATION FOLDER.

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	A	B	C	D	E	F
1	Centre For Diseases Control and Prevention } *18 pt, bold*					
2						
3	METROPOLITAN	NUMBER OF DEATHS				
4	MUNICIPALITY	May 2020	June 2020	July 2020	TOTAL	FUNDING OR NOT?
5						
6	City of Cape Town	2500	3550	4250	**A**	**C**
7	Buffalo City	660	1500	2000		
8	Johannesburg	3000	4500	5000		
9	City of Tshwane	850	2550	3500		
10	Nelson Mandela Bay	2655	4200	4500		
11	Mangaung	1560	2560	2950		
12	Ekurhuleni	750	890	1500		
13	Ethikwini	990	1585	3525		
14	TOTAL } *Right-align, bold*				**B**	
15						

Bold and centre headings

		GREATEST NUMBER OF DEATHS		
16				
17		**MAY**	**JUNE**	**JULY**
18	**1st**	**D** →	→	→
19	**2nd**	**E** →	→	→
20	**3rd**	**F** →	→	→

21			
22	% OF TOTAL OF DEATHS FOR JOHANNESBURG	**G**	
23			
24	NUMBER OF METROS NOT ELIGIBLE FOR FUNDING		**H**
25			

(23)

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QUESTION 7B

1. Retrieve the spreadsheet saved as QUESTION 7A and change the question number in the header to QUESTION 7B.

2. Display the formulae.

3. Adjust the column widths to fit the contents of the spreadsheet on ONE A4 landscape page. Do not use the fit-to-page function.

4. Save the spreadsheet as QUESTION 7B.

5. Print the spreadsheet with row and column headings and place the PRINTOUT in your EXAMINATION FOLDER.

(10)

QUESTION 7C

1. Retrieve the spreadsheet saved as QUESTION 7A.

2. Create a PIE graph to display the GREATEST NUMBER OF DEATHS for JUNE on all THREE levels.

3. As a footer, key in your EXAMINATION NUMBER (left-aligned), CHART (centred) and QUESTION 7C (right-aligned).

4. Insert the following chart title:

   GREATEST NUMBER OF DEATHS IN JUNE: 1st, 2nd AND 3rd LEVEL

5. Display DATA LABELS (outside end) and show only the category name and value.

6. Display the legends above the graph.

7. Save the spreadsheet as QUESTION 7C.

8. Print the graph on a new sheet in landscape orientation. Place the PRINTOUT in your EXAMINATION FOLDER.

(7)
[40]

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QUESTION 8

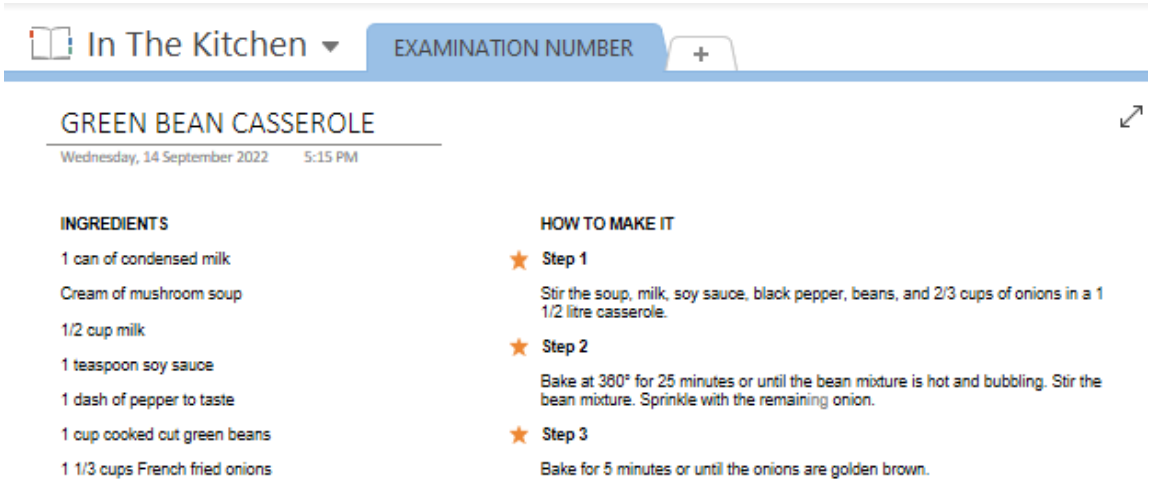
A group of employees run a soup kitchen, Kamvalethu's Kitchen, as a response to COVID-19 community-related challenges. They are struggling to come up with recipes for the meals as most of them are not experts in the kitchen. They are only equipped with basic cooking skills. The community needs balanced meals to boost their immune systems and remain healthy during COVID-19.

Use the following information on OneNote to write down notes and dishes as discussed in a meeting.

1. Create a new notebook named, In The Kitchen.

2. Insert your EXAMINATION NUMBER as section 1.

3. Use the following information to create a recipe for Kamvalethu's kitchen:



4. Insert tags (important) as shown under 3 above.

5. Make a PRINTOUT on ONE A4 portrait page. Place the PRINTOUT in your EXAMINATION FOLDER.

[15]

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QUESTION 9

Analyse the table below and answer the questions that follow. (NOTE: You are required to use the same spreadsheet or a word processing program to answer all the questions):

	A	B	C	D
1	**STORE**	**COVID PACK PRICES**		
2	**NAME**	**June 2020**	**December 2020**	**% INCREASE**
3	CLICKS PHARMACY	65	68.25	
4	GHT PHARMACY	64	66.94	
5	WALLACES PHARMACY	70	71.75	
6	LINK PHARMACY	68	71.40	
7	PARKS MED PHARMACY	60	62.70	

9.1 Create the spreadsheet in MS Excel. As a header, key in your EXAMINATION NUMBER (left-aligned) and QUESTION 9 (right-aligned). (7)

9.2 Display June 2020 and December 2020 as currency with 2 decimals. (2)

9.3 Sort the data in descending order according to the June 2020 COVID PACK PRICES. (2)

9.4 Determine the % INCREASE for all COVID packs per store name. Display the answers as a percentage with no decimals. (2)

9.5 Determine the AVERAGE COVID pack price for December 2020. Display the amount as currency with 2 decimals. (2)

9.6 Which COVID PACK was the cheapest in December 2020? (1)

9.7 Mr Ramatlodi, a senior citizen, receives R1 910,00 per month as an old age pension. He spends his pension money on groceries and medicine to boost his immune system. He uses a ratio of 75:25 to split the money accordingly.

9.7.1 Determine the amount spent on groceries and the amount spent on COVID packs. Show your workings. (4)

9.7.2 Of the amount spent on medicine, how many of the cheapest COVID packs will Mr Ramatlodi be able to buy? (2)

9.7.3 How much money would Mr Ramatlodi need to buy 4 of the cheapest COVID packs? (2)

9.7.4 Using June 2020 prices, calculate the amount of money that Mr Ramatlodi would have spent on 4 of the cheapest COVID packs if the same ratio was used. (3)

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9.7.5 If Mr Ramatlodi wants to save 10% of his old age pension for the year 2021, how much would his savings be in December 2021? (3)

9.8 Display all amounts as currency with 2 decimals and the NUMBER OF COVID PACKS as integers with no decimals.

9.9 Save the document as QUESTION 9. Make a PRINTOUT and place it in your EXAMINATION folder.

[30]

TOTAL SECTION B: 120
GRAND TOTAL: 200

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EXAMINATION NUMBER:

CENTRE NUMBER:

4 November 2022

ANSWER SHEET

COMPUTER PRACTICE N5

%

This answer sheet consists of 5 pages.

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EXAMINATION NUMBER:

CENTRE NUMBER:

SECTION A

QUESTION 1

1.1 _____

1.2 _____

1.3 _____

1.4 _____

1.5 _____

1.6 _____

1.7 _____

1.8 _____

1.9 _____

1.10 _____

1.11 _____

1.12 _____

1.13 _____

1.14 _____

1.15 _____

(15 × 1) **[15]**

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EXAMINATION NUMBER:

CENTRE NUMBER:

QUESTION 2

2.1 _____

2.2 _____

2.3 _____

2.4 _____

2.5 _____

2.6 _____

2.7 _____

2.8 _____

2.9 _____

2.10 _____

2.11 _____

2.12 _____

2.13 _____

2.14 _____

2.15 _____

(15 × 1) **[15]**

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EXAMINATION NUMBER:

CENTRE NUMBER:

QUESTION 3

3.1 _____

3.2 _____

3.3 _____

3.4 _____

3.5 _____

3.6 _____

3.7 _____

3.8 _____

3.9 _____

3.10 _____

(10 × 1) **[10]**

QUESTION 4

4.1 _____

_____

_____

4.2 _____

_____

_____

4.3 _____

_____

_____

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EXAMINATION NUMBER:

CENTRE NUMBER:

4.4

4.5

4.6

4.7

4.8

4.9

4.10

(10 × 2) **[20]**

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