higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**NATIONAL CERTIFICATE**

# COMPUTER PRACTICE N6

(6030196)

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

**This question paper consists of 21 pages and an answer book of 5 pages.**

009Q1B2314

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# DEPARTMENT OF HIGHER EDUCATION AND TRAINING
# REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
COMPUTER PRACTICE N6
TIME: 3 HOURS
MARKS: 180

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**INSTRUCTIONS AND INFORMATION TO INVIGILATORS AND CANDIDATES**

**PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING THE QUESTION PAPER.**
**CANDIDATES: ASK THE INVIGILATORS TO EXPLAIN IF SOMETHING IS NOT CLEAR OR YOU DO NOT UNDERSTAND.**

1. The question paper comprises of TWO sections:

   **SECTION A: Theory** (60 marks)
   This section is completed with a pen in the ANSWER BOOK attached at the end of the question paper.

   **SECTION B:** (120 marks)

   **OneNote:** (20 marks)
   This section is done with the aid of the OneNote program.
   ALL the PRINTOUTS must be identified correctly; both the EXAMINATION NUMBER (COMPUTER NUMBER) and QUESTION NUMBER must be printed (not written) on each PRINTOUT as instructed.
   **Word processing** (50 marks)
   This section is done with the aid of a word processing program.
   ALL the PRINTOUTS must be identified correctly; both the EXAMINATION NUMBER (COMPUTER NUMBER) and QUESTION NUMBER must be printed (not written) on each PRINTOUT as instructed.
   **Spreadsheet** (50 marks)
   This section is done with the aid of a spreadsheet program.
   ALL the PRINTOUTS must be identified correctly; both the EXAMINATION NUMBER (COMPUTER NUMBER) and QUESTION NUMBER must be printed (not written) on each PRINTOUT as instructed.

2. The time allocated for the question paper is THREE hours. NO additional time may be allowed for the printing or writing (SECTION A) of answers after the completion of the examination.

3. In the event of a power failure or a hardware failure (computer, mouse, screen or printer), the invigilator must make the necessary arrangements for the candidate(s) to continue and the actual time lost must be calculated and added for the candidate(s).

4. If there is a problem with any printer not printing correctly or not printing any special characters or fonts, a report indicating this must accompany the centre's answer sheets.

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5. ASCII codes and the spelling checker may be used.

6. All PRINTOUTS must be placed in the EXAMINATION FOLDER. Each answer must be printed on ONE side of a separate sheet of paper only.

7. All PRINTOUTS must be printed on A4 paper unless a different paper size is requested.

8. Only ONE PRINTOUT (or set of PRINTOUTS if the answer is on more than one page) may be handed in for marking. If more than ONE is handed in, only the top PRINTOUT (set of PRINTOUTS) will be marked, the rest will be marked as duplicate(s).

9. At the end of the examination session all PRINTOUTS must be placed in the EXAMINATION FOLDER in the same sequence as the questions in question paper and handed in to the invigilator(s). DO not staple the PRINTOUTS.

10. All PRINTOUTS not submitted to be marked must be collected by the invigilator(s) at the end of the session and must be destroyed by the end of business the same day. NO PRINTOUTS may be removed from the examination room or be placed in any wastepaper bins.

11. In SECTION B only a font size of 12 pt may be used unless another size is specified or if the spreadsheets are too big to fit on ONE page. In SECTION B the margins sizes must be 2,54 cm/1", unless specified differently in the specific question.

12. Candidates are reminded that 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 may be allowed to redo lost work. It is the candidate's responsibility to save their answers.

13. In order to print the original as well as the edited answers, candidates are reminded to save their work after each separate question and at regular intervals before printing.

14. At the end of the examination session each candidate must hand in all PRINTOUTS, the THEORY ANSWER BOOK as well as the disk with the saved answers clearly marked with the candidate's EXAMINATION NUMBER (this is if the candidate did use a disk). If the candidate(s) answers were saved on a hard drive or network, the invigilator(s) must copy all answers to a compact disk/memory stick and all answers must be deleted from the hard drive or network. These compact disks/memory sticks must be handed to the campus examination section for safekeeping for at least SIX months in case of enquiries. These compact disks/memory sticks must NOT be included for marking.

15. All QUESTION PAPERS must be handed in and may not be taken out of the examination room until at least ONE hour after the start of the last session. The question papers may be returned to the candidates on completion of the examination.

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16. In the event of an examination venue being used for more than one session, the invigilator(s) must ensure that all answers of candidates are removed from the network/hard disks before the candidates for the next session are allowed into the examination venue.

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, will be viewed in a very serious light and will be treated as an examination irregularity and will be formally investigated, which may lead to the withholding of the candidate's results.

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

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## INSTRUCTIONS AND INFORMATION

## SECTION A: THEORY (COMPULSORY)

## INSTRUCTIONS FOR SECTION A

1. THIS SECTION MUST BE ANSWERED IN THE ANSWER BOOK ATTACHED AT THE BACK OF THE QUESTION PAPER. REMEMBER TO WRITE YOUR EXAMINATION NUMBER ON THE FIRST PAGE OF THE ANSWER SHEET. ONCE COMPLETED, REMOVE THE ANSWER BOOK FROM THE QUESTION PAPER AND PLACE IT IN YOUR EXAMINATION FOLDER.

2. Read all the questions carefully.

3. Answer all FIVE questions.

4. Use only a black or blue pen.

5. Write neatly and legibly.

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## SECTION A: THEORY

Answer QUESTIONS 1–5 in the ANSWER BOOK (attached).

## QUESTION 1: COMPUTER CONCEPTS AND APPLICATION SKILLS

1.1 Name FIVE physical threats that one's computer system may be subjected to. (5 × 1) (5)

1.2 Name any FIVE precautions that one may take to protect a computer system against the threats mentioned in QUESTION 1.1. (Any 5 × 1) (5)
**[10]**

## QUESTION 2: NETWORK AND COMMUNICATION TECHNOLOGIES

2.1 What is e-communication? (3)

2.2 Explain the term, *e-mail*. (3)

2.3 Name the TWO types of e-mail accounts and give ONE example of each type of e-mail account. (4)

2.4 E-mail and instant messaging are examples of e-communication tools. Name any FIVE other e-communication tools. (5)
**[15]**

## QUESTION 3: DATA INFORMATION MANAGEMENT AND COMPUTATIONAL THINKING

Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (3.1–3.10) in the ANSWER BOOK (attached).

3.1 CT – Computational thinking is a very important problem-solving skill needed in the 21st century.

3.2 There are five main components/steps in computational thinking of which evaluation is the last step.

3.3 The first step of computational thinking is decomposition where a large problem is broken into smaller manageable parts.

3.4 Another step in computational thinking is pattern recognition where similarities among problems are identified.

3.5 Complex problems can be described as problems that are difficult to solve easily or new problems not previously encountered.

3.6 Abstraction is the step in computational thinking to describe a step-by-step solution to a problem.

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3.7 Algorithms is the step in computational thinking where one identifies and concentrates on generic information only while ignoring irrelevant detail.

3.8 Information is the result of the processing of data.

3.9 Knowledge is a combination of data and knowledge.

3.10 Wisdom is the application of knowledge.

(10 × 1) **[10]**

## QUESTION 4: INTERNET AND COMMUNICATION SKILLS

4.1 Explain the following three acronyms in terms of iCloud computing:

SaaS
PaaS
IaaS (3)

4.2 Name any TWO social networking apps. (2)

4.3 Choose a description from COLUMN B that matches a/an term/item in COLUMN A. Write only the letter (A–K) next to the question number (4.3.1–4.3.10) in the ANSWER BOOK (attached).

| COLUMN A | | COLUMN B | |
|---|---|---|---|
| 4.3.1 | Internet | A | a program that is used to improve your web browser to view files |
| 4.3.2 | Examples of cloud computing categories | B | a private network for an organisation |
| 4.3.3 | Forms of e-commerce | C | blogging, photo sharing, video sharing, social networking |
| 4.3.4 | Methods of viewing multimedia on the internet | D | interactive computing technologies that facilitate communication and the sharing of ideas and information |
| 4.3.5 | Intranet | E | the application that allows people to connect with each other online |
| 4.3.6 | Social media apps | F | B2B and B2C |
| 4.3.7 | Types of websites | G | an extension of an organisation's intranet |
| 4.3.8 | Social media | H | downloading, streaming, live broadcasts, video on demand |
| 4.3.9 | Social media platform | I | business, government, Wiki, news related |
| 4.3.10 | Extranet | J | SaaS, PaaS, IaaS |
| | | K | a collection of networks that are publicly accessible |

(10 × 1) (10)
**[15]**

**QUESTION 5: DIGITAL CITIZENSHIP**

5.1 Threats to computer systems are categorised into three categories of which natural threats are the first category. Name the other TWO categories. (2)

5.2 Saving paper is an economic reason for using computers. Name THREE more reasons. (3)

5.3 Viruses, trojans and worms are examples of intentional ICT threats.

Name any FIVE other examples. (5)
**[10]**

**TOTAL SECTION A: 60**

## SECTION B

## QUESTION 6: NOTEBOOKS

Use Microsoft OneNote to answer the questions below:

6.1 Create a new blank notebook in OneNote. The filename is INTEGRATED SOFTWARE.

6.2 Insert the following THREE sections and name them as follows:

SECTION 1 MS WORD
SECTION 2 MS EXCEL
SECTION 3 MS OneNote

Insert the following THREE pages under SECTION 3, MS OneNote:

PAGE 1 WORD PROCESSING
PAGE 2 CALCULATIONS
PAGE 3 INTEGRATED SOFTWARE

Adjust the work page spacing to ensure that the page names are visible in full against the right-hand margin.

Do the following in SECTION 3 MS OneNote, PAGE 3 INTEGRATED SOFTWARE:

6.3 Delete the date and time on top of the page heading.

6.4 Insert the following note on top of the page, in a container. Ensure that the container is at least half the page in width:
QUESTION 6
EXAMINATION NUMBER – yours

Apply Heading 1 style and mark the note as "To do". Right-align the QUESTION NUMBER and your EXAMINATION NUMBER. Enter twice.

Use pen mode and write the following text in black, left-aligned: PROJECT MANAGEMENT

Copy the content of the file "PROJECT MANAGEMENT" that has been saved in your STUDENT FILES folder. Paste the content in its own container, two line spaces after PROJECT MANAGEMENT.

Number the sub-paragraphs from 1 to 5. Left-align the content.
Centre the container horizontally and change the font to Arial 12 pt.

6.5 Below this paragraph, insert the picture, ONENOTE, that has been saved in your STUDENT FILES folder and drag the picture to the centre of the page.

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6.6 Make a screen print of the entire page in landscape orientation using any method that you are familiar with. Ensure that the section names and page names that you created are clearly displayed.

6.7 Fit all the content to ONE page and make a normal PRINTOUT in portrait orientation.

**[20]**

## QUESTION 7: WORD PROCESSING

### INSTRUCTIONS

1. Read the instructions for each question carefully before answering the questions.

2. Use a 12 pt letter type, for example Courier New 12 pt except where instructed differently.

3. As a header, key in the following information on each page:
   The QUESTION NUMBER and the COMPUTER NUMBER against the left-hand margin
   Your EXAMINATION NUMBER against the right-hand margin

4. Use the date function to insert all dates.

5. Place all PRINTOUTS in the correct order in your EXAMINATION FOLDER.
   Only hand in ONE PRINTOUT per question.

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**QUESTION 7A**

1. Retrieve the file, FINE, that has been saved in the COMPUTER PRACTICE N6\STUDENT FILES folder.

2. As header, key in your EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER as indicated in the instructions.

3. Edit the document below/on the next page as indicated in the instructions and according to the proofreading signs.

4. Set all margins at 1,27 cm/0,5".

5. Change the font of the entire document to Berlin Sans FB 11 pt.

6. Insert the following footnote in bold and italics after the word, NOTICE NUMBER, in the first row:
Notice number 30 / 99489 / 256 / 287930

7. Insert all controls (fields) as indicated.

8. Change the shape of the two simple text boxes provided to the shapes as displayed. Link the text boxes. Centre the two text boxes two line spaces below the table of Fine. Cut and paste the text as indicated on the next page and change the font of the text in the text boxes to 10 pt.

9. Insert the following endnote in bold and italics after the words, EKURHULENI METRO POLICE DEPT, in the fourth row: Magisterial District: EKURHULENI SOUTH-EAST

10. Insert four check box control fields in the last four cells of the table after each possible payment option.

11. Centre the table horizontally on the page. Ensure that all cells are merged as indicated and displayed in the table in the QUESTION PAPER, and that all alignment (left/centre/right) are done as displayed.

12. Save the file as QUESTION 7A FINE.

13. Print the document on ONE page in PORTRAIT ORIENTATION and place the PRINTOUT in your EXAMINATION FOLDER.

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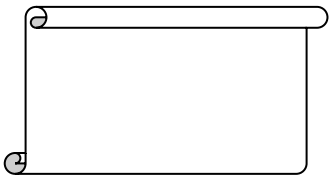
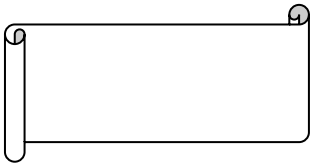
| | | |
|---|---|---|
| Merge the first two cells in this row, insert a Picture content control here, centred. | | NOTICE NUMBER |
| | FIRST NOTICE | Merge the three cells into one, as displayed |
| Insert Plain text content control here | | |
| DATE OF OFFENCE | PAYMENT DATE | EKURHULENI METRO POLICE DEPT |
| Insert a Date picker control here | Insert a Date picker control here | |
| A fine of | R400.00 | Must be paid on or before abovementioned payment date |
| | | |
| If this photograph is unclear, please visit the Ekurhuleni Metropolitan Police Department to view the photograph | | Merge the last two cells in this row, insert a Picture content control here, left-aligned. |
| Please indicate how payment will be made: | At our Offices | Via EFT |
| | www.paycity.co.za | Credit Card |





Cut and paste the text below equally into the two text boxes

Traffic Offence: a place/public road in the district mentioned, wrongfully as the registered owner of the vehicle DJ 123 YL GP exceeded the speed limit of 70 kilometres per hour, as indicated in the prescribed manner on the traffic road sign.

(20)

**QUESTION 7B**

1. Retrieve QUESTION 7A FINE and change the question number in the header to QUESTION 7B.

2. Insert the picture, BARCODE, as indicated in row 1.

3. Key in the following text in the Plain text content control in row 3: Be advised your vehicle was photographed on 10 October 2023 at 07:28, location: Elsburg Road East between Vincent Van Gogh Street and Afrikaner Road.

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4. Complete the date fields: DATE OF OFFENCE is 10 October 2023, and PAYMENT DATE is today's date, the day of the QUESTION PAPER.

5. Insert the picture, SPEEDFINE, as indicated in the field.

6. Select any one of the payment options by ticking/selecting any one of the check boxes.

7. Insert a double page border of 1,5 pt around the page.

8. Save the file as QUESTION 7B FINE.

9. Print the document on ONE page in PORTRAIT ORIENTATION and place the PRINTOUT in your EXAMINATION FOLDER.

(8)
**[28]**

## QUESTION 8: WORD PROCESSING

1. Retrieve the file, TRAFFIC FINES IN SOUTH AFRICA, from the COMPUTER PRACTICE N6\STUDENT FILES folder.

2. As a header, key in your EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER as indicated in the instructions.

3. Edit the document below/on the next pages as indicated in the instructions and according to the proofreading signs.

4. Set all margins at 1,27 cm/0,5".

5. Change the font of the entire document to Bookman Old Style 12 pt.

6. Arrange (move) the paragraphs in the correct order – Step 1 to Step 4, headings and text.

7. Insert a page break where indicated. Edit the paragraphs of Step 2 and 3 to two equal columns; turn off the column function before Step 4.

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8. Insert the citations in the document where indicated. Use the Harvard reference style to insert the following information:

| Reference system | Harvard – Anglia | Harvard – Anglia |
|---|---|---|
| Source | Citation 1 | Citation 2 |
| Type of source | Web site | Web site |
| Author | Thapelo Morwaga | Gabriel Mwaleka |
| Name of web page | eNATIS | eNATIS |
| Year accessed | 2023 | 2023 |
| URL | https://www.google.com/search?q=ENATIS | https://www.google.com/search?q=ENATIS |

9. Insert the bibliography at the end of the document. Add the heading "Bibliography", if it is not displayed.

10. Insert a page number, bottom right of the document, in bold, italics and 10 pt, using the following style: Page 1 of 1.

11. As a footer, key in the following left-aligned in 10 pt: eNatis: The National Traffic Information System

12. Save the file as QUESTION 8 TRAFFIC FINES.

13. Print the document and place the PRINTOUTS in your EXAMINATION FOLDER.

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How Traffic Fines Work In South Africa → *Insert a text box around the main heading only, centre the main heading and change to bold, upper case.*



*Move this picture, centred, into paragraph, Step 2. Change the size of the picture to 1"/2,5 cm in height and width and wrap the picture to be Tight (text wrapping around the picture). Insert a single border of 2 pt thick around the picture.*



*Move this picture, centred, into paragraph, Step 3. Change the size of the picture to 1"/2,5 cm in height and width and wrap the picture to be in front of the text. Insert a single border of 2 pt thick around the picture.*

In South Africa, paying a traffic fine is not an option, but rather a responsibility. Whether a motorist speeds over the limit on a freeway or dashes at 100 km an hour from one traffic light to the next in the suburbs, they know they are breaking the law, and if fined, must bear the consequences. No doubt, there are other even more serious traffic offences, such as speeding while driving under the influence, or skipping a red light at high speed that can have dire repercussions.

South Africa has some of the worst road traffic injury statistics in the world, and motorists must understand that these types of traffic violations that could incur serious harm and risk of putting a life in danger are essentially crimes that deserve punishment.

**How Traffic Fines Work**

Records of traffic fines and notices of summons that have been served by traffic authorities are backed up electronically. When a road traffic violation has taken place, the procedure is as follows:

**Step 4 – Warrant of Execution** → *Switch columns off before this heading and paragraph*

If the Enforcement Order is not complied with within 32 days a Warrant will be issued and handed to a Sheriff for execution. This may include seizing your movable property, defacing your driving license and license disc, or reporting you to a credit bureau.

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For more information on how to query your fine, pay your fine, going to court, and more fine-related topics, visit http://www.aarto.gov.za/.

***Insert a page break after the paragraph, Step 1. Change the page orientation of page 2 to landscape.***

**Step 1 – Infringement Notice**

1. A traffic offence is regarded as a very serious violation of the law, which warrants a major sentence on conviction, such as imprisonment, or a substantial monetary fine, or both.
2. Minor and major infringements dealt with in accordance with the administrative procedures, as prescribed in the AARTO Act. If a person is alleged to have committed an infringement, the traffic officer will issue an Infringement Notice.

Hand-written infringement notices are handed out by traffic offices and will eventually be replaced by electronic devices. Camera infringements are electronically generated by eNatis and send by mail. At this point, the fine amount has a 50% discount attached if paid in 32 days.

**Step 3 – Enforcement Order** ⟶ ***Column 2***

By failing to comply with the Courtesy Letter or appearing in court after electing to appear in court, an offender will be issued an Enforcement Order by mail. At this point, demerit points will be automatically allocated.

Failure to comply with the requirements of the Enforcement Order within 32 days will result in a Warrant being issued to recover the applicable penalty and fees.‡

***Insert citation 2 here, directly after the last letter of the last word.***

**Step 2 - Courtesy Letter** ⟶ ***Column 1***

A courtesy letter is mailed if the fine is not paid in the first 32 days that the infringement notice is issued. At this point, the full amount must now be paid plus administration fees. Failure to comply with the requirements of the Courtesy Letter will result in the issuing of an Enforcement Order.‡

***Insert citation 1 here, directly after the last letter of the last word.***

***Insert bibliography here at the end of the document.***

**[22]**

## QUESTION 9: SPREADSHEETS

### INSTRUCTIONS

1. Read the instructions for each question carefully before you answer the questions.

2. Use Arial 10 pt, except when instructed differently.

3. The following information must appear on each page as a header:
   The QUESTION NUMBER and COMPUTER NUMBER against the left-hand margin
   Your EXAMINATION NUMBER against the right-hand margin

4. Use the date function to insert all dates and time.

5. Refer to all values to be repeated by using of absolute cell references.

6. All PRINTOUTS must fit on ONE A4 page. If a spreadsheet does NOT fit on ONE portrait page you may use landscape or adjust the margins, except where instructed differently.

7. Place ALL the PRINTOUTS in the correct order in your EXAMINATION FOLDER. Only hand in ONE PRINTOUT per question.

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### QUESTION 9A

1. Retrieve the file, METRO TRAINING, that has been saved in the COMPUTER PRACTICE N6\STUDENT FILES folder.

2. As a header, key in the QUESTION NUMBER and your EXAMINATION NUMBER and COMPUTER NUMBER as indicated in the instructions.

3. Edit the document as indicated on the following pages and according to the proofreading signs.

4. Change the page layout to landscape orientation.

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5. Insert formulae/functions where the letters of the alphabet appear to do the following calculations. Display all the answers in bold, and all monetary values in South African currency with two decimals.

A Use a formula/function to number the METRO OFFICERS.

B Assign the name, METRO, to the reference table in cells F19:H24. Use this reference table and the appropriate function to calculate and display the MAGISTERIAL DISTRICT.

C Use the appropriate function to display the names of the CAPTAINS. If the RANK is CAPTAIN, display name and surname, otherwise the answer should be JUNIOR.

D Use the appropriate function to calculate the DISTRICT SIZE. If the OFFICIALS IN DISTRICT are more than nine, display the answer as QUITE BIG, otherwise the answer should be VERY SMALL.

E Use the appropriate function to display the TITLE of the METRO OFFICER.

F Calculate the NUMBER OF OFFICIALS in the SMALLEST DISTRICT.

G Calculate the NUMBER OF OFFICIALS in the BIGGEST DISTRICT.

H Calculate the NUMBER OF DISTRICTS.

I Calculate the AVERAGE SIZE OF DISTRICT.

Do calculations J, K, L and M below in Sheet 2 of METRO TRAINING and then copy cells A3...I4 in Sheet 2 back to cells B16...J17 on Sheet 1.

J Use the correct function to calculate the MONTHLY PAYMENT of the Notebook.

K Use the correct formula (NOT FUNCTION) to calculate the ANNUAL PAYMENT.

L Use the correct formula (NOT FUNCTION) to calculate the TOTAL AMOUNT PAID.

M Use the correct formula (NOT FUNCTION) to calculate the TOTAL INTEREST PAID.

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Copy the data in cells A2...G11 on Sheet 3 of METRO TRAINING to cells F27...L36 on Sheet 1.

Assign the range name, METROCODE, to the 5 cells below the heading, METRO NO.

Assign the range name, HARDWARE, to the 5 cells below the heading, DEVICE.

N Use these two range names and the functions of INDEX and MATCH to calculate DEVICE.

6. Sort the spreadsheet alphabetically according to the column, METRO OFFICER.

7. Create a PIVOT TABLE in cells B19...D25 to display the following data; order to create this PIVOT TABLE; highlight cells B5...F10:

   Axis/Row (categories): METRO OFFICER
   Values: TRAINING SESSIONS and OFFICIALS IN DISTRICT
   Display the Sum of the two values.
   Insert a thick double border around the PIVOT TABLE.

8. Use the PIVOT TABLE and create a CLUSTERED COLUMN PIVOT GRAPH. Place this chart in cells B27...D41, and edit the graph as follows:
   a. Correct data in graph, insert a thick black border around the graph.
   c. Add data labels to all values.
   d. Change the sum of OFFICIALS IN DISTRICT data range in the graph to a line graph.
   e. Move the two legends to the bottom of the graph.

9. Use the data in the OFFICIALS IN DISTRICT column (F6...F10) and insert SPARKLINE GRAPHS in the following cells:
   Line sparkline graph in C12,
   Column sparkline graph in C13,
   Win/loss sparkline graph in C14.
   Insert borders around the three sparkline graphs.
   Increase the row height of rows 12, 13 and 14 to 30 points/50 pixels.

10. Insert the picture, SPEEDING TICKET, in cell I19, change the size of the picture to 1"/2,54 cm in height and 2"/5,08 cm in width, and insert a double border around the picture with a thickness of 3 pt.

11. Insert the following footer, right-aligned, bold, italics and 16 pt: HOW TRAFFIC FINES WORK IN SOUTH AFRICA

12. Save the spreadsheet as QUESTION 9A METRO.

13. Ensure that the column widths are correct to display all information. Fit the sheet to ONE page and print the spreadsheet with row and column headings in landscape orientation. Place the PRINTOUT in your EXAMINATION FOLDER.

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ekurhuleni metro police department: ekurhuleni east magisterial district traffic fine training

*Centre, bold, 16 pt, upper case (Use a function)*

THE CRIMINAL PROCEDURE ACT, NO 51 OF 1977 SPEEDFINES

*Right-align, bold, lower case (Use a function)*

*Row 5: bold, italics, centre H & V, wrap headings as indicated*

| | *METRO OFFICER* | *RANK* | *MAGISTERIAL DISTRICT* | *TRAINING SESSIONS* | *OFFICIALS IN DISTRICT* | *CAPTAINS* | *DISTRICT SIZE* | *TITLE* |
|---|---|---|---|---|---|---|---|---|
| 1 | Pamela Moagi, Ms | Officer | **B** | 4 | 8 | **C** | **D** | **E** |
| **A** | Benjamin Pasha, Mr | Trainee | | 6 | 12 | | | |
| | Thapelo Morwaga, Mr | Captain | | 2 | 6 | | | |
| | Queen Komane, Ms | Captain | | 2 | 9 | | | |
| | Gabriel Mwaleka, Mr | Officer | | 4 | 10 | | | |

| | |
|---|---|
| SMALLEST DISTRICT | **F** |
| BIGGEST DISTRICT | **G** |
| NUMBER OF DISTRICTS | **H** |
| AVERAGE SIZE OF DISTRICT | **I** |

**Copy cells A3...I4 from sheet 2 here (B16...J17) BUT ONLY AFTER DOING THE INSTRUCTIONS J, K, L, AND M**

***Row 19: Bold, italics, centre H & V, wrap headings as indicated***

| *METRO OFFICER* | *RANK* | *MAGISTERIAL DISTRICT* |
|---|---|---|
| Benjamin Pasha, Mr | Trainee | SOUTH WEST |
| Gabriel Mwaleka, Mr | Officer | TSHWANE |
| Pamela Moagi, Ms | Officer | SOUTH EAST |
| Queen Komane, Ms | Captain | CENTRAL |
| Thapelo Morwaga, Mr | Captain | NORTH |

**Copy cells A1...G11 from sheet 3 here (F27...L36)**

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**Please note sheet 2 (for instructions J, K, L and M)**

| | A | B | C | D | E | F | G | H | I |
|---|---|---|---|---|---|---|---|---|---|
| 1 | PLANNING SHEET FOR PURCHASING OF IT EQUIPMENT | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | ITEM NO | ITEM | PRICE | ANNUAL INTEREST RATE | PERIOD IN YEARS | MONTHLY PAYMENT | ANNUAL PAYMENT | TOTAL AMOUNT PAID | TOTAL INTEREST PAID |
| 4 | 1 | NOTEBOOK | R15 000,00 | 21% | 6 | **J** | **K** | **L** | **M** |
| 5 | | | | | | | | | |

(31)

**QUESTION 9B**

1. Retrieve the file, QUESTION 9A METRO.
2. Change the question number in the header to 9B.
3. Hide columns C, E, K, L, rows 19 to 25, delete the PIVOT GRAPH, reference table, picture and the footer.
4. Centre the spreadsheet horizontally and vertically on the page.
5. Display all formulae/functions.
6. Change the column widths so that ALL formulae/functions are legible.
7. Save the spreadsheet as QUESTION 9B METRO.
8. Print the spreadsheet with row and column headings in landscape orientation, fit the sheet on ONE page and place the PRINTOUT in your EXAMINATION FOLDER.

(19)
**[50]**

**TOTAL SECTION B: 120**
**GRAND TOTAL: 180**

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**CENTRE NUMBER:** | | | | | | | |

# ANSWER BOOK

# COMPUTER PRACTICE N6

**%**

| FOR EXAMINER'S AND MODERATOR'S USE ONLY | | |
|---|---|---|
| **QUESTION** | **EXAMINER'S MARK** | **MODERATOR'S MARK** |
| QUESTION 1 | | |
| QUESTION 2 | | |
| QUESTION 3 | | |
| QUESTION 4 | | |
| QUESTION 5 | | |
| **TOTAL** | | |
| **PERCENTAGE** | | **%** |

**This answer book consists of 5 pages.**

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**CENTRE NUMBER:** | | | | | | | | |

## SECTION A

## QUESTION 1: COMPUTER CONCEPTS AND APPLICATION SKILLS

1.1 _____

_____

_____

_____

_____

(5 × 1) (5)

1.2 _____

_____

_____

_____

_____

(5 × 1) (5)
**[10]**

## QUESTION 2: NETWORK AND COMMUNICATION TECHNOLOGIES

2.1 _____

_____

_____ (3)

2.2 _____

_____

_____ (3)

**EXAMINATION NUMBER:** | | | | | | | | | | | | |

**CENTRE NUMBER:** | | | | | | | |

2.3 _____

_____

_____

_____ (4)

2.4 _____

_____

_____

_____

_____ (5)

**[15]**

## QUESTION 3: DATA INFORMATION MANAGEMENT AND COMPUTATIONAL THINKING

3.1 _____

3.2 _____

3.3 _____

3.4 _____

3.5 _____

3.6 _____

3.7 _____

3.8 _____

3.9 _____

3.10 _____

(10 × 1) **[10]**

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**CENTRE NUMBER:** | | | | | | | | |

## QUESTION 4: INTERNET AND COMMUNICATION SKILLS

4.1 SaaS: _____

PaaS: _____

IaaS: _____

(3 × 1) (3)

4.2 _____

_____

(2)

4.3 4.3.1 _____

4.3.2 _____

4.3.3 _____

4.3.4 _____

4.3.5 _____

4.3.6 _____

4.3.7 _____

4.3.8 _____

4.3.9 _____

4.3.10 _____

(10 × 1) (10)

**[15]**

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**CENTRE NUMBER:**

## QUESTION 5: DIGITAL CITIZENSHIP

5.1 _____

_____ (2)

5.2 _____

_____

_____ (3)

5.3 _____

_____

_____

_____

_____ (5)

**[10]**

**TOTAL SECTION A: 60**

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