higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

(6030196)

7 November 2022 (X-paper)
09:00–12:00

This question paper consists of 25 pages and an answer sheet of 4 pages.

009Q1B2207

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TIME: 3 HOURS
MARKS: 180

INSTRUCTIONS AND INFORMATION TO INVIGILATORS AND CANDIDATES

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

1. The question paper comprises TWO sections:

   SECTION A: Theory (60 marks)
   This section is completed with a pen on the answer sheet provided 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 of answers or writing (SECTION A) 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 given to the candidate(s).

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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 answer sheets of the centre.

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

6. ALL PRINTOUTS must be placed in the EXAMINATION FOLDER in the same order as the questions in the QUESTION PAPER. Each answer must be printed on ONE side of a separate sheet of paper only.

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

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

9. Do NOT staple PRINTOUTS.

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

11. In SECTION B a font size of only 12 pt may be used unless a different size is specified or in case of spreadsheets being too big and are required to fit on ONE page. In SECTION B the margins sizes must be 2,54 cm/1", unless indicated 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. The candidates are responsible for saving 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 SHEET as well as the disk with the saved answers marked clearly with the candidate's EXAMINATION NUMBER (if a disk was used). 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 there might be any enquiries. These compact disks/memory sticks must NOT be included for marking.

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15. All question papers must be handed in and may not be taken from 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.

16. In the event that an examination venue needs to be used for more than one session, the invigilator(s) must ensure that all candidates' answers are removed from the network/hard disks before the candidates for the next session are allowed to enter 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 or access another candidate's work in any way. Any attempt to access information from another or transfer information to another in any form is a contravention of the examination rules and regulations, will be viewed in a very serious light and be treated as an examination irregularity. Irregularities will be formally investigated which may lead to the candidate's results being withheld.

WAIT FOR THE INVIGILATOR'S INSTRUCTION BEFORE YOU TURN THE PAGE.

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INSTRUCTIONS AND INFORMATION

SECTION A: THEORY (COMPULSORY)

INSTRUCTIONS: SECTION A:

1. This section must be answered on the ANSWER SHEET which appears at the end of the QUESTION PAPER. Remember to write your EXAMINATION NUMBER on each page of the ANSWER SHEET in the spaces provided. Remove the ANSWER SHEET from the QUESTION PAPER and place it in your EXAMINATION FOLDER once completed.

2. Read and follow all instructions carefully.

3. Answer all FIVE questions.

4. Use only a black or a blue pen.

5. Write neatly and legibly.

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SECTION A: THEORY

Answer QUESTIONS 1 to 5 on the ANSWER SHEET (attached).

QUESTION 1: COMPUTER CONCEPTS AND APPLICATION SKILLS

1.1 Name any FIVE advantages of cloud computing. (5)

1.2 Name any FIVE threats when one connects to a network. (5)
[10]

QUESTION 2: NETWORK AND COMMUNICATION TECHNOLOGIES

2.1 Indicate whether the following statements are TRUE or FALSE by writing only 'True' or 'False' next to the question number (2.1.1–2.1.10) on the ANSWER SHEET.

2.1.1 A chat room is a virtual room on the internet where people can communicate and leave messages.

2.1.2 RSS is an e-communication tool and is an abbreviation for Really Simple Syndication.

2.1.3 The e-communication tool, Text, picture and video messaging, one can transfer text, pictures, videos and audio files within a message.

2.1.4 The e-communication tool, Voice over internet, allows voice calls over the internet instead of using landlines.

2.1.5 A weblog is a website consisting of articles or posts, usually about specific topics or a person's interests.

2.1.6 With the e-communication tool, Video conferencing, one can hear but not see all members in the conference.

2.1.7 With file transfer protocol one can only view files to be transferred; in order to transfer files from one computer to another, one needs RSS aggregator.

2.1.8 With email messaging one can see the person whom you are communicating with.

2.1.9 Web browsers are designed to send and receive messages in real time.

2.1.10 Instant messaging is used to access a web server and display websites.

(10 × 1) (10)

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2.2 Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–F) next to the question number (2.2.1–2.2.5) on the ANSWER SHEET.

COLUMN A		COLUMN B	
2.2.1	Yahoo and Gmail	A	email accounts provided by a web based provider
2.2.2	Thunderbird and Outlook	B	access to emails are internet dependant
2.2.3	Advantage of using email	C	Gmail refers to a domain name
2.2.4	Disadvantages of using email	D	Gmail refers to a domain category
2.2.5	The email: elvis@gmail.com	E	text, documents, multimedia files can be attached to emails
		F	email accounts provided by an ISP

(5 × 1) (5)

[15]

QUESTION 3: DATA INFORMATION MANAGEMENT AND COMPUTATIONAL THINKING

3.1 Define *computational thinking*. (3)

3.2 Choose a description from COLUMN B that matches a term in COLUMN A. Write only the letter (A–E) next to the question number (3.2.1–3.2.5) on the ANSWER SHEET.

COLUMN A		COLUMN B	
3.2.1	Decomposition	A	focus on the important details and ignore the irrelevant information that was specific to previous scenarios
3.2.2	Pattern recognition	B	after a solution has been designed, it is important to ensure it meets the requirements
3.2.3	Abstraction	C	analyse each of the smaller problems separately to determine if similar problems have been solved in the past
3.2.4	Algorithm	D	list simple steps/rules that will be used to solve each of the small problems
3.2.5	Evaluate	E	break the problem down into a series of smaller, more manageable problems

(5 × 1) (5)

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3.3 Data information management. Write down the words missing from the following sentences next to the question number (3.3.1–3.3.2) on the ANSWER SHEET.

3.3.1 Data is the collection of raw facts or figures that have no real meaning. The results of processed data that are useful, organised and structured are called …

3.3.2 When (the answer to Question 3.3.1) is gathered, interpreted and analysed, … is gained from it.

(2 × 1) (2)
[10]

QUESTION 4: INTERNET AND COMMUNICATION SKILLS

4.1 Write the following abbreviations of cloud computing services in full, provide a short description of each, and provide ONE example of each.

- SaaS
- PaaS
- IaaS

(3 × 3) (9)

4.2 What is the difference between *B2B* and *B2C e-commerce*? (2)

4.3 Name FOUR types of websites that are available. (4)
[15]

QUESTION 5: DIGITAL CITIZENSHIP

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 (5.1–5.10) on the ANSWERSHEET.

5.1 Hurricanes and tornadoes are examples of:

A Natural threats to a computer system
B Unintentional threats to a computer system
C Intentional threats to a computer system
D None of the above

5.2 Human error is an example of:

A A natural threat to a computer system
B An unintentional threats to a computer system
C An intentional threat to a computer system
D None of the above

5.3 Theft and viruses are examples of:

A Natural threats to a computer system
B Unintentional threats to a computer system
C Intentional threats to a computer system
D None of the above

5.4 Intentional ICT threats. Viruses are categorised as:

A Malicious software designed to harm computers
B Social engineering attacks that redirect users to fake websites that look authentic
C Unwanted and unsolicited emails usually sent in bulk to random accounts
D Malicious software designed to block access to a computer system

5.5 Intentional ICT threats. Pharming is categorised as:

A Malicious software designed to harm computers
B Social engineering attacks that redirect users to fake websites that look authentic
C Unwanted and unsolicited emails usually sent in bulk to random accounts
D Malicious software designed to block access to a computer system

5.6 Intentional ICT threats. Spam is categorised as:

A Malicious software designed to harm computers
B Social engineering attacks that redirect users to fake websites that look authentic
C Unwanted and unsolicited emails usually sent in bulk to random accounts
D Malicious software designed to block access to a computer system

5.7 Intentional ICT threats. Ransomware are categorised as:

A Malicious software designed to harm computers
B Social engineering attacks that redirect users to fake websites that look authentic
C Unwanted and unsolicited emails usually sent in bulk to random accounts
D Malicious software designed to block access to a computer system

5.8 Examples of some tools used in ICT to support people with disabilities are:

A Speech recognition
B On-screen keyboards
C Screen readers and magnifiers
D All of the above

5.9 ICT is a growing field and an ICT qualification can be obtained at the following educational institutions:

A TVET Colleges
B Universities
C Various online accredited institutions
D All of the above

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5.10 One of the economic reasons for using computers is:

A Saving paper
B Saving communication costs
C Promoting efficiency
D All of the above

(10 × 1) **[10]**

TOTAL SECTION A: 60

SECTION B

INSTRUCTIONS

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

2. Use a 12 pt letter type, for example COURIER NEW 12 pt, except when instructed differently.

3. As a header, key in the following information for each question:

The QUESTION NUMBER and COMPUTER NUMBER left-aligned	Your EXAMINATION NUMBER right-aligned

4. Use the date function to insert all dates.

5. Place ALL PRINTOUTS in the correct order in your EXAMINATION FOLDER.

6. Hand in only ONE PRINTOUT per question.

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QUESTION 6: NOTEBOOKS

Use OneNote to answer QUESTION 6.

6.1 Create a new notebook. The file name is QUESTION 6 and your EXAMINATION NUMBER.

Insert the following sections:

6.2 Section 1 November 2022
Section 2 November 2022
Section 3 November 2022 (2)

Insert the following pages under Section 1 November 2022:

Page 1 QUESTION 6
Page 2 (2)

6.3 Page 1 QUESTION 6: Use a container to create a note by keying in the QUESTION NUMBER and your EXAMINATION NUMBER in Heading 1 style, right-aligned and marked as important. (4)

6.4 Use the Pen Mode to enter the following text below the note in black: C.P. N6 and tag this as "to do". (1)

6.5 Retrieve the file, WHAT IS ONENOTE, from the COMPUTER PRACTICE N6\STUDENT FILES folder and copy the content of this file below the quick note that you created. Centre the text of these paragraphs, change the font to Arial 10 pt, and insert checkmark bullets. (4)

6.6 Enter TWO times and insert the picture, BIRDS. (2)

6.7 Maximum of ONE (1) mark for accuracy on keyed-in data. (1)

6.8 Fit to page for all content and print the page in portrait orientation. (2)

6.9 Use any method that you are familiar with to make a screen print. Display the following information:

The three sections that you created, the two pages that you created, the page title on page 1 and the note that you created. Ensure that you display the contents of PAGE 1. Print this document in landscape orientation and place the PRINTOUT in your EXAMINATION FOLDER. (2)
[20]

QUESTION 7: WORD PROCESSING

QUESTION 7A

1. Retrieve the file, FAMOUS SA BORN PEOPLE from 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 as indicated in the instructions and according to the proofreading signs.
4. Set all margins to be 1,27 cm/0,5".
5. Change the font of the entire document to Comic Sans MS 10 pt.
6. Merge the first two rows into one cell and edit the heading 'Famous South African born people' as follows: centre, bold, italics, 16 pt and upper case.

   Insert all fields as indicated.
7. Merge rows 8 to 14 into one cell, centre all text in this merged cell.
8. Save the file as QUESTION 7A CELEBRITIES.
9. Print the document on ONE page in portrait orientation and place the
10. PRINTOUT in your EXAMINATION FOLDER.

	Famous South African born people
	Insert date picker field in row 3
Today's date:	
EXAMINATION NUMBER:	*Insert plain text control fields for EXAMINATION NUMBER in row 4 and QUESTION NUMBER in row 5*
QUESTION NUMBER:	
Who of the people below are your two favourites?	
	Charlize Theron — *Insert a check box control field in front of each famous person's name*
	Trevor Noah
	AB de Villiers
	Candice Swanepoel
	Desmond Tutu
Insert a picture of your favourite famous person here:	*Insert picture box control field here*

(13)

QUESTION 7B

1. Insert the image, CHARLIZE THERON where indicated, change the size of the image to 5,08 cm/2" in width and 5,08 cm/2" in height, right-align the image in the cell and add a thick single-line border around the image.

2. Complete the fields of date, EXAMINATION NUMBER and QUESTION NUMBER.

3. Remove the EXAMINATION NUMBER and QUESTION NUMBER from the header of the document.

4. Select your two favourite famous SA people by ticking/selecting any two of the check boxes.

5. Right-align all text in column 1.

6. Insert a thick single-line border around the page.

7. Centre the table vertically and horizontally on the page.

8. Save the file as QUESTION 7B CELEBRITIES.

9. Print the document on ONE page in portrait orientation and place the PRINTOUT in your EXAMINATION FOLDER.

(12)
[25]

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QUESTION 8: WORD PROCESSING

1. Retrieve the file, CELEBRITIES, from the COMPUTER PRACTICE N6\STUDENT FILES folder.

2. As a header, insert the QUESTION NUMBER, COMPUTER NUMBER and your EXAMINATION 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 to be 1,27 cm/0,5".

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

6. Change the order of the celebrities (move/cut & paste) as follows:
   Candice Swanepoel
   Charlize Theron
   Nelson Mandela
   Trevor Noah
   AB de Villiers
   Desmond Tutu

7. Insert three citations in the document where indicated with the following information:

   Candice Swanepoel:

Type of source:	Journal
Journal name:	Stars
Year:	2020
Pages:	20–26

   Charlize Theron:

Type of source:	Web site
Name of web page:	Facebook
Year:	2020
Year accessed:	2021

   AB de Villiers:

Type of source:	Book
Title:	Mr 360
Year:	2019
City:	Cape Town

8. Display the bibliography at the end of the document.

9. Move the Facebook picture (second picture) to the paragraph about Trevor Noah. Edit the picture to display behind the text of this paragraph and change the size of the picture to 2,54 cm/1" in height and 5,08 cm/2" in width. Centre this picture.

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10. Centre the pictures of all the celebrities.

11. Remove all the open lines from the final document. Do not change the line spacing.

12. Insert page numbers, bottom centre of the document in bold and use the following style: Page 1 of 1

13. Save the file as QUESTION 8 CELEBRITIES.

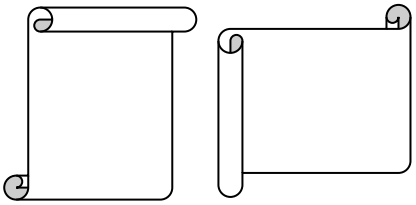
14. Print the document in portrait orientation and place the PRINTOUT in your EXAMINATION FOLDER.



Instagram

Move this picture, centred, to the paragraph on Candice Swanepoel, in front of the text. Insert a single line border around the picture and change the size of the picture to 2,54 cm/1" in height and in width.





Change the shapes of the two simple text boxes provided as displayed. Link the two text boxes and copy the text of the paragraph on AB de Villiers into the linked text boxes. Shape the sizes in order for the text to be equally divided between the two text boxes. Centre the two linked boxes. Centre the text in the two text boxes and change the font to Arial 12 pt.

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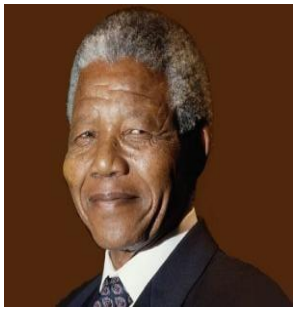
Famous celebrities who are South African born

Nelson Mandela



Title: Bold, italics, centre, upper case. Insert a single-line border around the title that stretches from the left- to the right-hand margin, 1,5 pt

Listed in: Leaders
Famous as: Anti-Apartheid Activist, President of the ANC and former President of South Africa

Birthdate: 18 July 1918
Sun sign: Cancer
Birthplace: Mvezo
Died: 5 December 2013
Revered as the Father of the Nation by the South Africans, Nelson Mandela was a statesman who rose to become the country's first black head of state. He reconciled a nation divided along racial lines and dismantled the legacy of apartheid.

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Recommended lists:

South African men

Trevor Noah



Listed in: Film & Theater Personalities
Famous as: Actor, Comedian, TV host
Birthdate: 20 February 1984
Sun Sign: Pisces
Birthplace: Johannesburg, South Africa
Trevor Noah is a writer, political commentator, comedian and television host and hosts the American satirical news programme, *The Daily Show*. He has also hosted several other shows, including the late-night talk show, *Tonight with Trevor Noah*. He is an actor too. He has written an autobiographical book, *Born A Crime,* and has received numerous accolades and awards, including the Emmy Award.

AB de Villiers



Listed in: Sportspersons

Famous as: Cricketer

Birthdate: 17 February 1984

Sun sign: Aquarius

Birthplace: Bela-Bela, South Africa

AB de Villiers, also known as "Mr. 360" and "Superman", has captained the South African cricket team in tests, ODIs, and T20s. Named the ICC ODI Player of the Year thrice, the Wisden "cricketer of the decade" is a devout Christian, has written an autobiography, and released a pop album.

Insert citation here for AB de Villiers

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Recommended lists:
South African leaders

South African physicians

Charlize Theron



Listed in: Film & Theater Personalities

Famous as: Actress

Birthdate: 7 August 1975

Sun sign: Leo

Birthplace: Benoni, South Africa

Charlize Theron is a former model and was an aspiring ballerina whose career came to a halt after a knee injury. However, an unexpected encounter brought her into the world of acting and she went on to achieve tremendous success including winning an Academy Award and a Golden Globe Award. She is currently one of the world's highest-paid actresses.

Insert citation here for Charlize Theron

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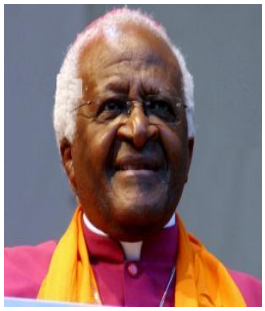
Desmond Tutu



Listed in: Activists

Famous as: Anti-Apartheid activist

Birthdate: 7 October 1931

Sun sign: Libra

Birthplace: Klerksdorp, South Africa

Desmond Tutu is known for his anti-Apartheid activism in South Africa. The first black Archbishop of Cape Town, he has also been the Bishop of Johannesburg. His efforts to eradicate AIDS, poverty, anti-LGBT sentiments, and human rights violations earned him the Nobel Peace Prize and the Presidential Medal of Freedom.

Recommended lists:

South African musicians
South African singers

Candice Swanepoel



Listed in: Fashion
Famous as: Supermodel
Birthdate: 20 October 1988
Sun Sign: Libra
Birthplace: Mooi River, South Africa
Candice Swanepoel is a South African model known for her association with *Victoria's Secret*. In 2016, Swanepoel was ranked eighth among the top-earning models, according to *Forbes*. Also known for her charity work, Swanepoel works closely with *mothers2mothers*, a non-profit organisation that aims at averting mother-to-child transmission of HIV by providing support and education for pregnant women living with HIV.

Insert the bibliography at the end of the document

Insert citation here for Candice Swanepoel

[25]

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QUESTION 9: SPREADSHEETS

QUESTION 9A

1. Retrieve the file, SALES from the COMPUTER PRACTICE N6\STUDENT FILES folder.

2. As a header, insert the QUESTION NUMBER, COMPUTER NUMBER and your EXAMINATION 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. Insert a Pivot table from cells B13 to E21 using the following data:
   Axis/Rows: SALES PERSON
   Values: TOTAL MONTH SALES, AGE, YEARS OF SERVICE

5. Insert a Line Sparkline for TOTAL MONTH SALES: cell F10

6. Insert a Column/Bar Sparkline for AGE: cell C10

7. Insert a Win/Loss Sparkline for YEARS OF SERVICE: cell D10

8. Increase the row height of row 10 to 40 points/67 pixels, to display the Sparkline graphs clearly.

9. Insert formulae/functions where the letters of the alphabet appear to do the following calculations. BOLD all the answers below.

   A Calculate the COMMISSION @ 18%. Display answers as currency with 2 decimals.
   B Calculate PROVINCE CHARACTER: use a formula to display the first three characters of the PROVINCE column.
   C Calculate the MOST COMMON AGE: use a formula to display the age that appears the most in the AGE column.
   D Use a function to number the SALES PERSONS in COLUMN A.

10. Use the generated Pivot graphs and insert a COLUMN graph for SALES PERSONS for AGE, YEARS OF SERVICE, TOTAL MONTH SALES.

11. Insert this graph in cells F13 to J25.

12. Save the spreadsheet as QUESTION 9A SALES.

13. Print the spreadsheet with row and column headings in landscape format on ONE page and place the PRINTOUT in your EXAMINATION FOLDER.

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	A	B	C	D	E	F	G	H	I
1									
2		SALES PERSON	AGE	YEARS OF SERVICE	PROVINCE	TOTAL MONTH SALES	COMMISSION @ 18%:	PROVINCE CHARACTER	MOST COMMON AGE
3	1	NENE, N.M	22	3	GAUTENG	R 888.24	**A**	**B**	**C**
4	**D**	NGUBANE, A.N	25	6	KZN	R 999.15			
5		NKUNA, E.F	28	9	WESTERN CAPE	R 777.00			
6		NTOMBELA, N.R	22	2	MPUMALANGA	R 1,012.89			
7		RABULANYANA, T.D	20	1	GAUTENG	R 444.00			
8		SIYOYIYA, N.M	28	9	KZN	R 706.00			
9		THABETHE, N.V	23	4	GAUTENG	R 1,125.66			
10									
11									
12				**Insert Pivot table in Cell B 13: E21**			**Insert Pivot Column Graph: F13:J25**		
13									

(17)

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QUESTION 9B

The purpose of this question is to display the formulae/functions that you used in QUESTION 9A.

1. Retrieve the file that you saved as QUESTION 9A SALES.

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

3. Hide columns C, D, E, F and the Pivot table and the Pivot graph.

4. Centre the spreadsheet horizontally and vertically on the page.

5. Display the formulae/functions.

6 Change the column widths so that ALL formulae/functions are legible.

7. Save the spreadsheet as QUESTION 9B SALES.

8. Print the spreadsheet with row and column headings in landscape format on ONE page and place the PRINTOUT in your EXAMINATION FOLDER.

(8)
[25]

QUESTION 10: SPREADSHEETS

QUESTION 10A

1. Retrieve the file, TRAVEL from the COMPUTER PRACTICE N6\STUDENT FILES folder.

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

3. Change the font of the entire document to Arial 10 pt.

4. Insert formulae/functions where the letters of the alphabet appear to do the following calculations. BOLD and CENTRE all the answers below.

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A Assign the name, NAME, to the reference table in cells A15:C21. Use the reference table and the appropriate function to calculate and display the NAME column.

B Assign the name, GENDER, to the reference table in cells B23:H24. Use the reference table and the appropriate function to calculate and display the GENDER column.

C Calculate the DURATION OF STAY IN DAYS by using the value given in D5. Display the values as numbers with no decimals.

D Calculate the DURATION OF STAY IN WEEKS. Display the values with one decimal.

E Use the appropriate function to display FREQUENT FLYER or NEWCOMER. If DURATION OF STAY IN WEEKS is equal to or higher than 8 weeks, display 'FREQUENT FLYER', otherwise display: 'NEWCOMER'.

F Use the appropriate function to display the REMARK. If DURATION OF STAY IN DAYS is equal to or higher than 75 days, display 'TRAVELLER'. If DURATION OF STAY IN DAYS is equal to or higher than 44 days, display 'SELDOM TRAVELS', otherwise display 'HOMEBODY'.

5. Save the spreadsheet as QUESTION 10A TRAVEL.

6. Print the spreadsheet without row and column headings in landscape format on ONE page and place the PRINTOUT in your EXAMINATION FOLDER.

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	A	B	C	D	E	F	G	H	I
1	TRAVELLING TIME	**Centre across the spreadsheet**							
2									
3	INSERT TODAY'S DATE	**Right-align across the spreadsheet**							
4									
5				ARRIVAL:	02-Jan-21				
6	SURNAME	NAME	GENDER	DEPARTURE	DURATION OF STAY IN DAYS	DURATION OF STAY IN WEEKS	FREQUENT FLYER or NEWCOMER	REMARK	
7		**SORT ALPHABETICALLY ACCORDING TO SURNAMES**							
8	Tshipote	**A**	**B**	1-Feb-21	**C**	**D**	**E**	**F**	
9	Mofokeng			15-Feb-21					
10	Letsoso			1-Mar-21					
11	Mbatha			15-Mar-21					
12	Mbewuleni			18-Mar-21					
13	Maboza			1-Apr-21					
14									
15	SURNAME	GENDER	NAME						
16	Letsoso	Female	Nenekazi						
17	Maboza	Female	Rivonia						
18	Mbatha	Female	Clementime						
19	Mbewuleni	Female	Anati						
20	Mofokeng	Male	Lebohang						
21	Tshipote	Male	Vhonani						
22									
23		SURNAME	Letsoso	Maboza	Mbatha	Mbewuleni	Mofokeng	Tshipote	
24		GENDER	Female	Female	Female	Female	Male	Male	
25									

Bold, Centre (h & v) all titles in row 6

(14)

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QUESTION 10B

The purpose of this question is to display the formulae/functions that you used in QUESTION 10A.

1. Retrieve the file that you saved as QUESTION 10A TRAVEL.

2. Change the question number in the header to 10B.

3. Hide columns A and D and the two reference tables.

4. Centre the spreadsheet horizontally and vertically on the page.

5. Display the formulae/functions.

6 Change the font of the entire document to Arial 9 pt.

7. Change the column widths so that ALL formulae/functions are legible.

8. Save the spreadsheet as QUESTION 10B TRAVEL.

9. Print the spreadsheet with row and column headings in landscape format on ONE page and place the PRINTOUT in your EXAMINATION FOLDER.

(11)
[25]

TOTAL SECTION B: 120
GRAND TOTAL: 180

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COMPUTER PRACTICE N6

ANSWER SHEET **EXAMINATION NUMBER:**

SECTION A

QUESTION 1: COMPUTER CONCEPTS AND APPLICATION SKILLS

1.1 _____

_____

_____

_____

_____ (5)

1.2 _____

_____

_____

_____

_____ (5)

[10]

QUESTION 2: NETWORK AND COMMUNICATION TECHNOLOGIES

2.1 2.1.1 _____

2.1.2 _____

2.1.3 _____

2.1.4 _____

2.1.5 _____

2.1.6 _____

2.1.7 _____

2.1.8 _____

2.1.9 _____

2.1.10 _____

(10 × 1) (10)

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ANSWER SHEET **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

2.2 2.2.1 _____

2.2.2 _____

2.2.3 _____

2.2.4 _____

2.2.5 _____

(5 × 1) (5)
[15]

QUESTION 3: DATA INFORMATION MANAGEMENT AND COMPUTATIONAL THINKING

3.1 _____

_____

_____ (3)

3.2 3.2.1 _____

3.2.2 _____

3.2.3 _____

3.2.4 _____

3.2.5 _____

(5 × 1) (5)

3.3 3.3.1 _____

3.3.2 _____

(2 × 1) (2)
[10]

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ANSWER SHEET **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 4: INTERNET AND COMMUNICATION SKILLS

4.1 SaaS: _____

_____

_____

PaaS: _____

_____

_____

IaaS: _____

_____

_____

(3 × 3) (9)

4.2 B2B: _____

B2C: _____

(2)

4.3 _____

_____

_____

_____

(4)

[15]

ANSWER SHEET **EXAMINATION NUMBER:** | | | | | | | | | | | | | |

QUESTION 5: DIGITAL CITIZENSHIP

5.1 _____

5.2 _____

5.3 _____

5.4 _____

5.5 _____

5.6 _____

5.7 _____

5.8 _____

5.9 _____

5.10 _____

(10 × 1) **[10]**

TOTAL SECTION A: 60

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