higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY (ICT COMPONENT)

(Second paper)

NQF LEVEL 2

(7601042)

24–26 October 2022 (X-paper)
09:00–11:00

This question paper consists of 12 pages.

001Q2N2226

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TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer all the questions. Read all questions carefully.
2. Number the answers according to the numbering system used in this question paper.
3. The question paper consists of FIVE questions. Use appropriate application programs for EACH question and include all printouts in your EXAMINATION FOLDER.
4. The time allocated for this question paper includes reading and printing time.
5. The time indicated at the beginning of each section is a guideline to help you finish the question paper on time.
6. It is your responsibility to save your work at regular intervals to prevent loss of keyed-in data during a power failure. No additional time will be allowed to complete lost work.
7. 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.
8. The spell checker may be used. Calculators may not be used.
9. Your EXAMINATION NUMBER and the CENTRE NUMBER must be indicated on the front page of the examination folder and the software version must be indicated at the top of the folder (for example MS Office 2016).
10. Ensure that every PRINTOUT displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed.
11. An EXAMINATION NUMBER in writing is not acceptable.
12. Marks will not be awarded for any PRINTOUTS without a printed EXAMINATION NUMBER and a WATERMARK.

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13. PRINTOUTS to be marked must be placed in the EXAMINATION FOLDER provided and arranged in the same order as the questions in the question paper. Only ONE PRINTOUT per question may be handed in.

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

15. Write neatly and legibly.

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SECTION A: WORD PROCESSING
QUESTION 1 **TIME: 25 MINUTES**

The Constitution of the Republic of South Africa, 1996, is the supreme or highest law in South Africa. It is there to ensure that everyone's rights are protected. You are required to educate your fellow students about the Constitution and the Bill of Rights as outlined in the Constitution.

1.1 Use Microsoft Word to key in the document as indicated below. (8)

1.2 Insert your EXAMINATION NUMBER and QUESTION 1 as a header, centre-aligned to appear as follows: EXAMINATION NUMBER
QUESTION 1 (3)

1.3 Use font type Century Gothic, size 12 (2)

1.4 Centre-align and underline the main heading. (2)

1.5 Type the text 'Universal Declaration of Human Rights' in italics. (1)

1.6 Leave spaces between the paragraphs as indicated. (1)

1.7 Insert the numbered list as indicated. (1)

1.8 Save the document as QUESTION 1 in accordance with your college's examination regulations.

1.9 Print the document on ONE A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (2)

Add header

EXAMINATION NUMBER
QUESTION 1

Font type: Century Gothic, size 12

The Constitution of South Africa

Main heading : Centre-align & underline

The Constitution is the supreme law of the country. All our rights are outlined in Chapter 2, the Bill of Rights (BoR).

The Bill of Rights provides over 25 basic rights and freedoms to all people in South Africa and it is based on the Universal Declaration of Human Rights.

Italics

Human rights are the basic rights which the government must protect. These rights are covered by the Constitution to protect us. In an instance where one's right is violated, one can open a court case. As it is very difficult to change the Constitution, it is also very difficult for anyone to take away one's human rights!

However, remember that human rights can sometimes be limited. This means that they could be changed, restricted, or even taken away. This can only be done if:

1. The law which limits a right applies to everybody
2. There is a good reason to limit the right
3. To limit the right makes sense in an open and democratic country

Insert numbered list

[20]

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QUESTION 2 **TIME: 20 MINUTES**

Open the document saved as QUESTION 1 and edit it according to the following instructions.

2.1	Edit the document by inserting all the new text as indicated.	(6)
2.2	Change the question number in the header to QUESTION 2.	(1)
2.3	Edit the font type of the main heading to appear in Comic Sans MS, size 18, bold and upper case.	(4)
2.4	Delete the paragraph 'Human rights are the basic rights ... human rights!'	(1)
2.5	Right-align paragraph 3 ('However, remember that human rights can … be done if').	(1)
2.6	Double underline the second heading, 'The RIGHTS in the Bill of Rights'.	(1)
2.7	Change the font type of the second heading to ALGERIAN, size 14.	(2)
2.8	Replace the numbering with the same bullets indicated alongside the newly inserted text.	(1)
2.9	Edit ONLY the newly inserted text to appear in bold.	(1)
2.10	Save the document as QUESTION 2 in accordance with your college's examination regulations.	
2.11	Print the document on ONE A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER.	(2)

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EXAMINATION NUMBER
QUESTION 1

The Constitution of South Africa

Font type: Comic Sans MS, size 18, Bold, U/C

The Constitution is the supreme law of the country. All our rights are outlined in Chapter 2, the Bill of Rights (BoR).

The Bill of Rights provides over 25 basic rights and freedoms to all people in South Africa and it is based on the *Universal Declaration of Human Rights*.

Human rights are the basic rights which the government must protect. These rights are covered by the Constitution to protect us. In an instance where one's right is violated, one can open a court case. As it is very difficult to change the Constitution, it is also very difficult for anyone to take away one's human rights!

Delete

However, remember that human rights can sometimes be limited. This means that they could be changed, restricted, or even taken away. This can only be done if:

Right align

1. The law which limits a right applies to everybody
2. There is a good reason to limit the right
3. To limit the right makes sense in an open and democratic country

Replace numbers with bullets

Font type: ALGERIAN, size 14, Double underline

THE RIGHTS IN THE BILL OF RIGHTS

- People have the right to be treated equally and with dignity
- To live in freedom and security
- To live in a healthy environment
- To exercise freedom of association and movement
- The right to vote

Insert and bold new text

[20]

TOTAL SECTION A: 40

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SECTION B: SPREADSHEET

QUESTION 3 TIME: 20 MINUTES

As a community member, you are requested to participate in a community-volunteering project aiming to provide soup and bread for approximately 100 children.

Use Microsoft Excel to create your spreadsheet using the information given below.

3.1 Create the spreadsheet below. Do not key in the row and column headings (borders) as these were only inserted to indicate which cells should be used. (5)

3.2 Insert your EXAMINATION NUMBER left-aligned and QUESTION 3 right-aligned, as a header. (3)

3.3 Use font type Bookman Old Style, size 10. (2)

3.4 Leave ONE open row as indicated. (1)

3.5 Adjust the column width where necessary to ensure that all the information fits on ONE A4 portrait page and is clearly visible. (2)

3.6 Save the spreadsheet as QUESTION 3 in accordance with your college's examination regulations.

3.7 Print the spreadsheet without row and column headings on ONE A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (2)

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Header: Examination number L/A

Header: QUESTION 3 R/A

EXAMINATION NUMBER

QUESTION 3

	A	B	C	D	E
1	SOUP PROJECT				
2					
3	Product	Quantity	Unit Price		
4	Soup ingredients				
5	Green beans (600g)	4	29,99		
6	Potatoes (10kg)	2	69,99		
7	Carrots (5kg)	1	29,99		
8	Celery (bunches)	4	25		
9	Chicken broth (450ml)	30	39		
10	Onions (3kg)	4	36,99		
11	Green Peppers	3	50		
12	Bread (loaves)	20	14,5		
13	Margarine (tubs)	4	25,99		
14					

Leave ONE open row

Font type: Bookman Old Style, size 10

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QUESTION 4 **TIME: 30 MINUTES**

Open the spreadsheet saved as QUESTION 3 and make the changes indicated below.

4.1 Change QUESTION 3 to QUESTION 4. (1)

4.2 Edit the font of the main heading to appear as Colonna MT, size 24. (2)

4.3 Merge and centre the main heading across cells A1 to D1. (1)

4.4 Insert the subheading 'NUMBER OF CHILDREN' in row 3 with the corresponding value (200) as indicated. Underline the subheading 'NUMBER OF CHILDREN'. (3)

4.5 Insert a new column with the heading 'Cost Price', as indicated. (2)

4.6 Format the column headings to appear in bold and upper case. (2)

4.7 Delete row 13, 'Green Peppers', with all its corresponding information. (1)

4.8 Insert the new rows (TOTAL UNIT PRICE, TOTAL COST PRICE COST PER CHILD and ESTIMATED PROFIT) and right-align the text. (2)

4.9 Insert the formulas where the letters of the alphabet appear to calculate the following:

A COST PRICE = 'QUANTITY' multiplied by 'UNIT PRICE'.
B TOTAL COST PRICE = The sum of all values in the 'COST PRICE' column.
C COST PER CHILD = 'TOTAL COST PRICE' divided by 'NUMBER OF CHILDREN'.
D TOTAL UNIT PRICE = The sum of all values in the 'UNIT PRICE' column.
E ESTIMATED PROFIT = TOTAL COST PRICE – TOTAL UNIT PRICE.

(5 × 1) (5)

4.10 Display the UNIT PRICE, COST PRICE, TOTAL COST PRICE and COST PER CHILD as currency with TWO decimals. (1)

4.11 Insert horizontal and vertical lines as indicated on the spreadsheet. (1)

4.12 Adjust the column width where necessary to ensure that all information fits on ONE A4 landscape page and is clearly visible. (1)

4.13 Save the spreadsheet as QUESTION 4 or according to your college's examination regulations.

4.14 Print the spreadsheet without row and column headings on ONE A4 landscape page and place the PRINTOUT in your EXAMINATION FOLDER. (3)

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Change Question 3 to Question 4

EXAMINATION NUMBER

QUESTION 4

SOUP PROJECT

Main heading: Colonna MT, size 24

Merge and centre main heading across cells A1-D1

Underline

NUMBER OF CHILDREN 200

Insert subheading & corresponding value

	A	B	C	D	E
1					
2					
3	NUMBER OF CHILDREN		200		
4					
5	**PRODUCT**	**QUANTITY**	**UNIT PRICE**	**COST PRICE**	
6	Soup ingredients				
7	Green beans (600g)	4	R29,99	**A**	
8	Potatoes (10kg)	2	R 69,99		
9	Carrots (5kg)	1	R 29,99		
10	Celery (bunches)	4	R 25,00		
11	Chicken broth (450ml)	30	R 39,00		
12	Onions (3kg)	4	R 36,99		
13	Green Peppers	3	50		
14	Bread (loaves)	20	R 14,50		
15	Margarine (tubs)	4	R 25,99		
16	TOTAL UNIT PRICE		**D**		
17	TOTAL COST PRICE			**B**	
18	COST PER CHILD			**C**	
19	ESTIMATED PROFIT		**E**		

Column Headings : Bold and upper case

Insert new column

Delete entire row

Insert new rows and R/A

Attach formulas :A,B,C, D and E

TOTAL SECTION B: 40

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SECTION C: POWERPOINT

QUESTION 5 **TIME: 25 MINUTES**

Our South African Bill of Rights outlines different groups of human rights. Prepare a PowerPoint presentation to educate your community about these rights and obligations.

5.1 Use MS PowerPoint and key in the information below: (5)

5.2 **SLIDE 1: TITLE SLIDE** (1)

5.2.1 Type the title of the slide in upper case using the font type Broadway, size 44. (3)

5.2.2 Right-align the sub-title as indicated. (1)

5.2.3 Insert QUESTION 5 and your EXAMINATION NUMBER as a footer to appear on all slides. (1)

5.3 **SLIDE 2: COMPARISON SLIDE** (1)

5.3.1 Type the title of the slide using font type Bradley Hand ITC, size 40. (2)

5.3.2 Insert a numbered list in the left column as indicated and display the text in bold. (2)

5.3.3 Insert bullets in the right column as indicated and display the text in italics. (2)

5.3.4 Underline the column headings. (1)

5.4 Save the spreadsheet as QUESTION 5 or according to your college's examination regulations.

5.5 Print the presentation as full-page slides (ONE slide per page). (1)

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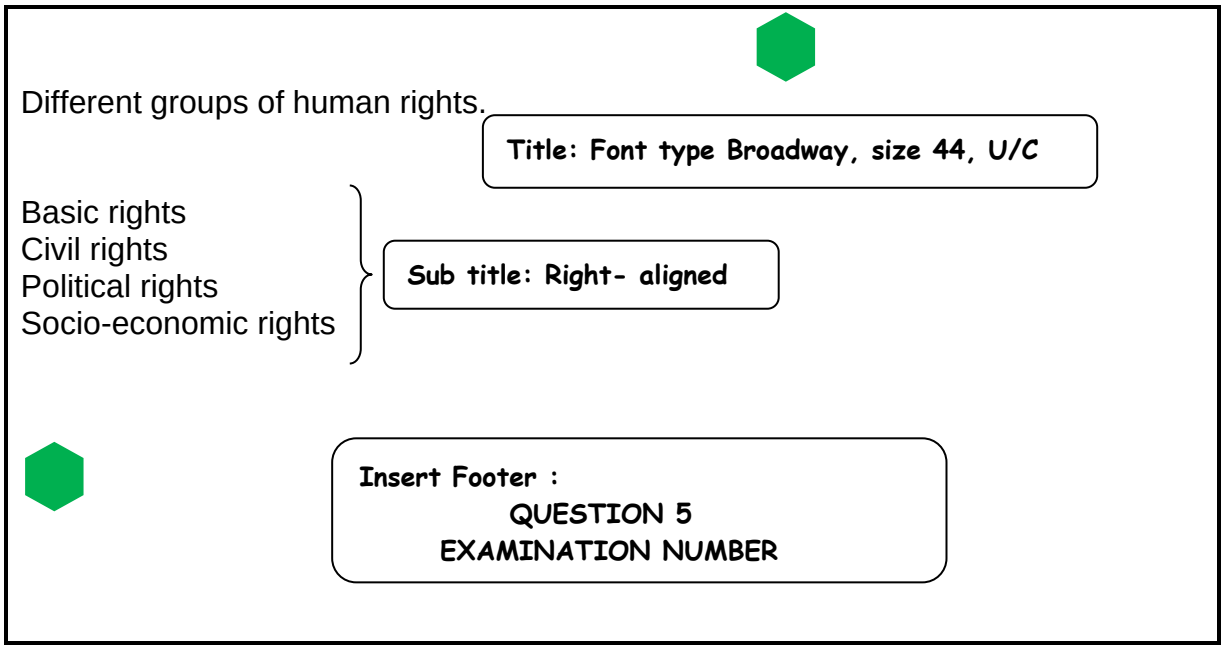
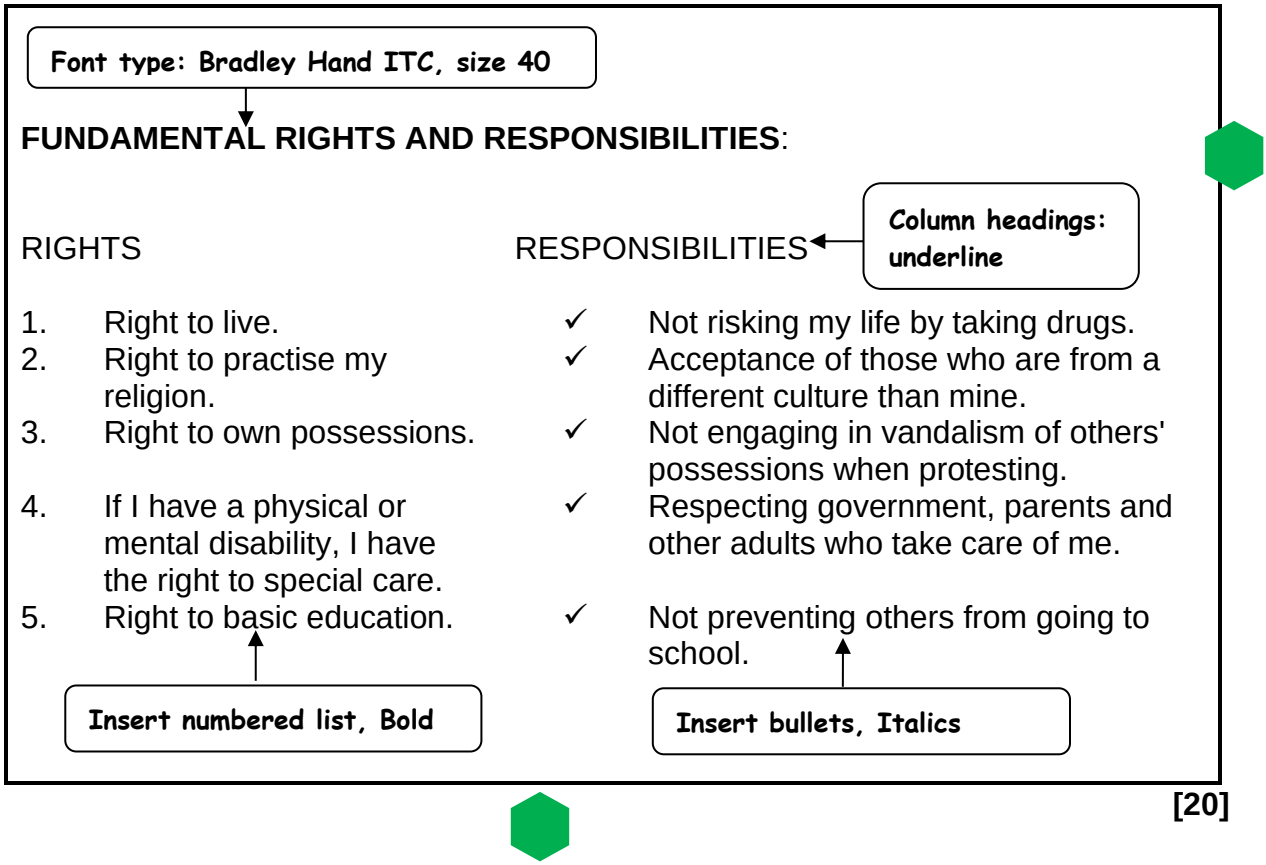
SLIDE 1: TITLE SLIDE



SLIDE 2: COMPARISON SLIDE



[20]

TOTAL SECTION C: 20
GRAND TOTAL: 100

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