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)

1 November 2023 (X-paper)
09:00–11:00

This question paper consists of 12 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
LIFE SKILLS AND COMPUTER LITERACY
NQF LEVEL2
PAPER 2
TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Read and answer all the 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 spelling 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 (e.g., MS Office 2016).
10. Ensure that every PRINTOUT displays the QUESTION NUMBER and your 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.

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SECTION A: WORD PROCESSING

QUESTION 1 — 25 Minutes

Our brains control everything we do, our thinking, feeling and movements. Our brain sorts and files information, including receiving and sending that information every second of our lives. Therefore, our brains work all the time.

1.1 Use Microsoft Word to key in the document as indicated on the next page. (7)

1.2 As a footer, key in your EXAMINATION NUMBER left-aligned and QUESTION 1 centre-aligned. (3)

1.3 Use font type Times New Roman, size 12. (2)

1.4 Edit the heading to appear in upper case, bold and underlined by using the 'double underline' style. (3)

1.5 Leave TWO open lines after the heading. (1)

1.6 Edit the second paragraph to appear in italics and right-aligned. (2)

1.7 Apply a portrait page orientation to the document. (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. (1)

[20]

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Font type: Times New Roman, size 12.

Heading: U/C, bold and double underline

THE HUMAN BRAIN

Leave 2 open lines

2nd Paragraph: Italics, R/A

The human brain is the most important organ of the nervous system. It is located in the head and is protected inside the skull.

The brain receives signals from the outside world and sends messages to the different parts of the body so that they respond adequately.

Have you ever asked yourself why we breathe without realising it? Why we remember our way to school without having to think about it? Why do your eyes blink without you ever thinking about it? Where do dreams come from? Our brain is in charge of coordinating all the vital functions of our body and making sense of what is happening around us.

EXAMINATION NUMBER QUESTION 1

Insert footer

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QUESTION 2 **25 Minutes**

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

2.1 Change the question number in the footer to QUESTION 2. (1)

2.2 Change the font type of the main heading to Broadway, size 18. (2)

2.3 Centre-align the main heading. (1)

2.4 Move the second paragraph, 'The brain receives signals from … respond adequately', to appear as the third paragraph as indicated. (1)

2.5 Highlight the text in the third paragraph, 'The brain receives signals from … respond adequately', using the colour *Gray 25%.* (1)

2.6 Insert the new text as indicated. (7)

2.7 Insert the numbered list and bullets as indicated. (2)

2.8 Format the sub-heading 'The human brain is divided into three parts:' to appear in upper case, bold and underlined. (3)

2.9 Apply a portrait page orientation to the document. (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. (1)

[20]

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Main heading: Font type Broadway, size 18, centre-aligned

2nd Paragraph: Move to appear as 3rd paragraph. Highlight text (Gray-25%)

THE HUMAN BRAIN

The human brain is the most important organ of the nervous system. It is located in the head and is protected inside the skull.

The brain receives signals from the outside world and send messages to the different parts of the body so that they respond adequately

Have you ever asked yourself why we breathe without realising it? Why we remember our way to school without having to think about it? Why do your eyes blink without you ever thinking about it? Where do dreams come from? Our brain is in charge of coordinating all the vital functions of our body and making sense of what is happening around us.

Sub heading: Bold, U/C, underline

The human brain is divided into three parts:

1. Cerebellum
   - ❖ Controls balance, movement and coordination.
2. Cerebrum or cortex
   - ❖ Is the thinking part of the brain.
   - ❖ It controls one's voluntary muscles and helps one to reason.
3. Brain stem
   - ❖ Is the brain's control centre.
   - ❖ Sorts through the millions of messages that the brain and the rest of the body send back and forth.

Insert new text, numbered list and bullets.

Footer: Change to QUESTION 2

EXAMINATION NUMBER QUESTION 2

TOTAL SECTION A: 40

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SECTION B: SPREADSHEETS

QUESTION 3 — 20 Minutes

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

3.1 Key in the spreadsheet accurately, as indicated. Do NOT key in the row and column headings (borders). They were only inserted to indicate which cells should be used. (6)

3.2 Type your EXAMINATION NUMBER in row 1, and QUESTION 3 in row 2 in upper case. (3)

3.3 Use the font type Eras Medium ITC, size 12. (2)

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

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

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

[15]

	A	B	C	D	E
1	EXAMINATION NUMBER		Examination number: Row 1	Font type: Eras Medium ITC,	
2	QUESTION 3		QUESTION 3: Row 2, U/C	size 12	
3					
4	DATA ANALYSIS ON SUBSTANCE ABUSE				
5					
6	Provinces	District	Number of Males	Number of Females	Unknown Gender
7					
8	Eastern Cape	Chris Hani	36	60	
9		Buffalo	56	44	
10		O.R. Tambo	34	66	
11	Gauteng	Sedibeng	581	609	
12		Ekurhuleni	377	575	1281
13		West Rand	201	179	
14		North Rand	741	1202	

QUESTION 4 **30 Minutes**

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

4.1 Change QUESTION 3 to QUESTION 4. (1)

4.2 Change the font of the main heading to size 16, underlined. (2)

4.3 Delete the 'Unknown Gender' column with ALL the corresponding information. (1)

4.4 Merge and centre the main heading across cells A4 to E4. (1)

4.5 Right-align the text in the 'District' column as indicated. (1)

4.6 Create a new row (row 15) and add 'Limpopo' with all the corresponding information. (2)

4.7 Insert new rows (GRAND TOTAL and AVERAGE) and a new column (Total Gender), as indicated. (4)

4.8 Format the column headings to appear in bold and italics. (2)

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

A Total Gender = 'Number of Males' plus 'Number of Females' per District. (1)

B GRAND TOTAL = the sum of the 'Number of Males', 'Number of Females' and 'Total Gender' columns. (3)

C AVERAGE = GRAND TOTAL of the 'Number of Male' participants divided by the number of Districts. (1)

4.10 Display ALL the figures as integers without decimal places. (1)

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

4.12 Adjust the column widths where necessary to ensure that ALL the information is visible and fits on ONE A4 landscape page. (2)

4.13 Save the spreadsheet as QUESTION 4 in accordance with your college's examination regulations.

4.14 Print the spreadsheet on ONE A4 landscape page WITHOUT row and column headings and place the PRINTOUT in your EXAMINATION FOLDER. (2)

[25]

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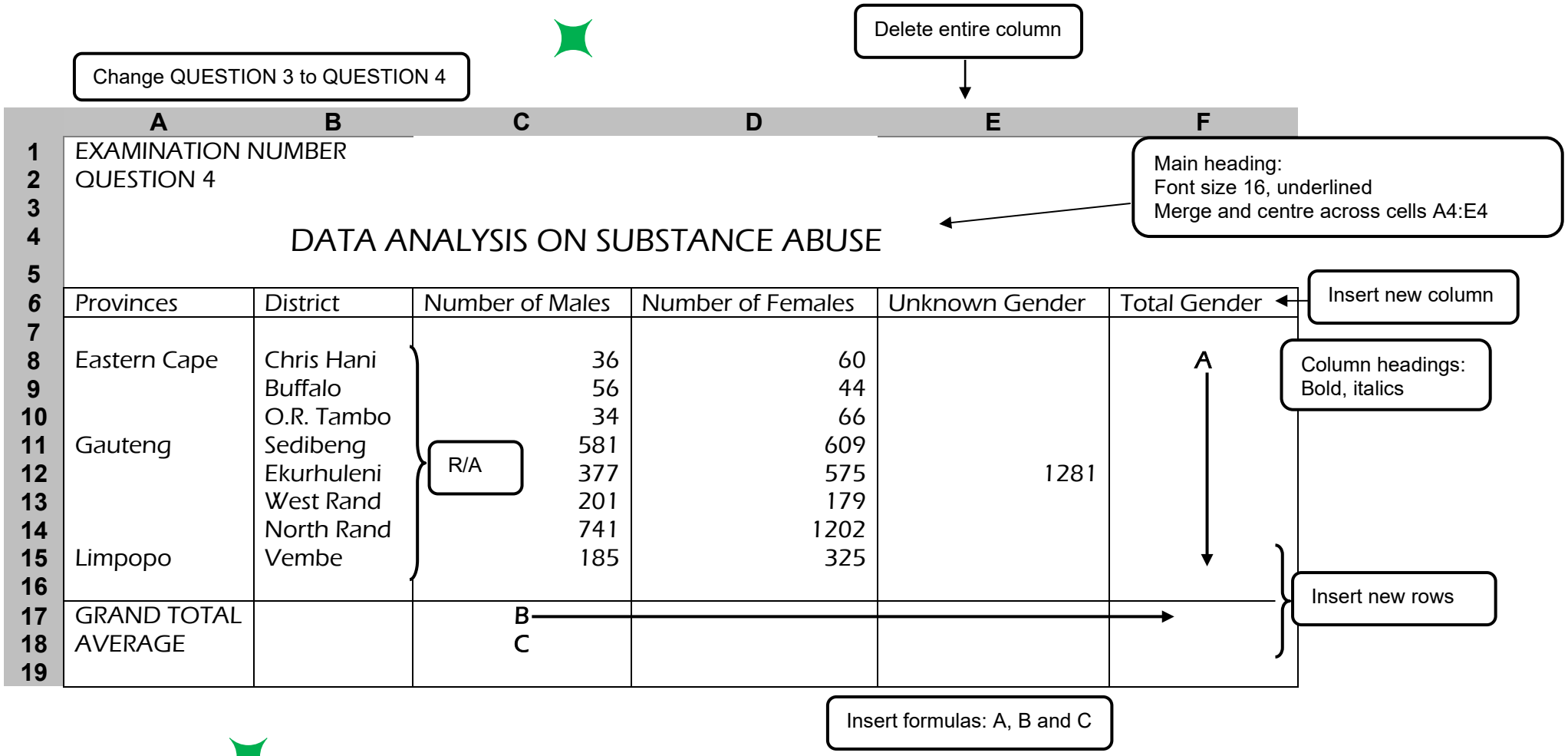


	A	B	C	D	E	F
1	EXAMINATION NUMBER					
2	QUESTION 4					
3						
4			DATA ANALYSIS ON SUBSTANCE ABUSE			
5						
6	Provinces	District	Number of Males	Number of Females	Unknown Gender	Total Gender
7						
8	Eastern Cape	Chris Hani	36	60		
9		Buffalo	56	44		
10		O.R. Tambo	34	66		
11	Gauteng	Sedibeng	581	609		
12		Ekurhuleni	377	575	1281	
13		West Rand	201	179		
14		North Rand	741	1202		
15	Limpopo	Vembe	185	325		
16						
17	GRAND TOTAL					
18	AVERAGE					
19						

TOTAL SECTION B: 40

SECTION C: POWERPOINT

QUESTION 5 **20 Minutes**

5.1 Use the information provided below to prepare an MS PowerPoint presentation. (6)

5.2 SLIDE 1: TITLE SLIDE (1)

5.2.1 Key in the title of the slide using font type ALGERIAN, size 60. (2)

5.2.2 Type your EXAMINATION NUMBER and QUESTION 5 as a subtitle and edit the text to appear in italics. (1)

5.3 SLIDE 2: TWO CONTENT SLIDE (1)

5.3.1 Key in the title right-aligned as indicated. (1)

5.3.2 Insert the numbered list in the left column and format the text to appear in bold. (2)

5.3.3 Key in the text in the right column as indicated. Insert bullets of your choice and format the text to appear in italics. (2)

5.4 SLIDE 3: TITLE ONLY SLIDE (1)

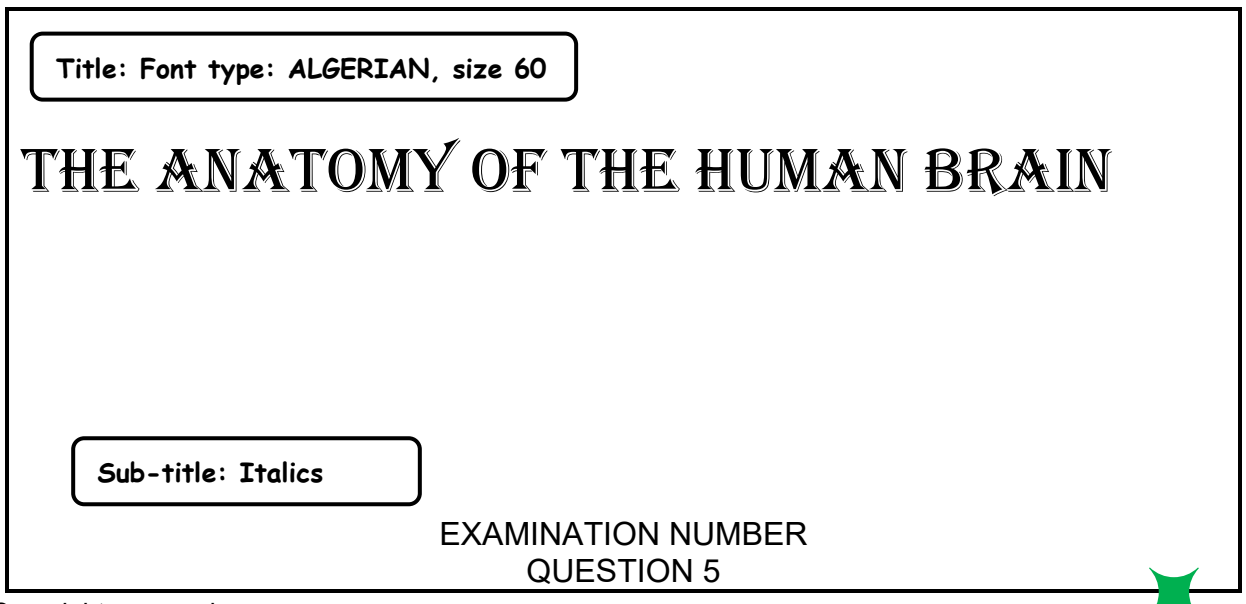
5.4.1 Key in the title of the slide as indicated and underlined. (1)

5.5 Save your presentation as QUESTION 5, in accordance with your college's examination regulations.

5.6 Print the presentation as a HANDOUT with THREE slides on ONE A4 portrait page and place the PRINTOUTS in your EXAMINATION FOLDER. (2)

[20]

SLIDE 1: TITLE SLIDE



SLIDE 2: TWO CONTENT SLIDE

Title: Right-aligned

EACH HEMISPHERE OF THE BRAIN (LEFT AND RIGHT) CONTAINS FOUR LOBES:

1. Frontal lobe
2. Parietal lobe
3. Occipital lobe
4. Temporal lobe

Left column: Insert numbered list, bold

Right column: Insert bullets, italics

- It governs our ability to reason, make judgements, organise information and control motor functions.
- It is involved with visual attention and is associated with processing tactile sensory information such as pressure, touch and pain.
- It controls vision and interpreting visual stimuli and information.
- It controls hearing and is related to smell, taste and short-term memory. It is also important for interpreting sounds and the language we hear.

SLIDE 3: TITLE ONLY SLIDE

Title: Underlined

Is There A Mind-Body Connection, Or Does Our Brain Work Alone?

TOTAL SECTION C: 20
GRAND TOTAL: 100

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