higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 2

(3061022)

7 November 2022 (Y-paper)
13:00–16:00

This question paper consists of 18 pages.

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TIME: 3 HOURS
MARKS: 300

INSTRUCTIONS AND INFORMATION

1. The question paper must be completed on computer with the aid of a word processing program. The version of the MS Office Suite used for the examination must be written on the cover page of the candidate's EXAMINATION FOLDER.

2. Answer all the questions.

3. Read all the questions carefully.

4. Number the answers according to the numbering system used in this question paper.

5. To complete the question paper in time, it is important that candidates adhere to the TIME ALLOCATION provided for each question.

6. All PRINTOUTS to be marked must be placed in the EXAMINATION FOLDER provided by the invigilators. Only ONE PRINTOUT (the top one) per question/subsection, printed on ONE side of the page only, will be marked.

7. PRINTOUTS must be sorted correctly and placed in the EXAMINATION FOLDER in the same numerical order as the questions in the question paper.

8. Ensure that your EXAMINATION NUMBER and QUESTION NUMBER are printed on each page, irrespective of the number of pages, according to the instructions given in each question (header/footer).

9. PRINTOUTS with handwritten examination numbers will only be considered for marking if endorsed with the invigilator's signature.

10. Take note of the following regarding the QUESTION PAPER:

    10.1 Use LEFT alignment throughout for all answers unless indicated differently.

    10.2 Use MARGINS (top, bottom, left and right) of 1”/2.5 cm unless indicated differently.

    10.3 Use SINGLE line spacing if no other line spacing is indicated.

    10.4 Use font and font size COURIER NEW 12pt for the word processing section and ARIAL/CALIBRI 12pt for the spreadsheet section unless indicated differently.

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11. During the additional printing time, candidates may only affect printing commands. No further keying in or editing may be done. It is recommended that additional invigilators who are knowledgeable about computers invigilate during the additional 30 minutes printing time to provide extra assistance and control.

12. In the event of a power failure, a computer or printer breakdown, the invigilator must make the necessary arrangements for the candidate to continue and the actual time lost must be added for the candidate once he/she resumes working.

13. If there is a problem with certain printers, for example, it does not print ê, a report must be sent with the centres' PRINTOUTS.

14. A candidate may have a typing ruler/printed template, a dictionary, postal code book and a list of ASCII codes in his/her possession. Word processing templates may be used, as well as the spell check function.

15. At the end of the examination all PRINTOUTS to be marked must be placed in the EXAMINATION FOLDER and must be handed to the invigilator. All PRINTOUTS on which errors occur and which should not be marked, must also be handed to the invigilator. No PRINTOUTS whatsoever may be removed from the examination room or placed in waste-paper bins.

16. 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 for such lost work. It is the candidates' responsibility to protect their answers through regular saving in order to prevent loss of work.

17. At the end of the examination session, each candidate must hand in the PRINTOUTS as well as the disk (or other storage device which may be used) with the saved answers (properly marked with the candidate’s examination number on the cover). If a network is used, the network manager must make a backup copy of all the candidates’ work under supervision of the invigilator. (These diskettes and/or backup copies, for example CD, must be handed to the examination section of the college for safekeeping for ONE year in case enquiries are made by the examiner/moderator/superintendents of education and/or Umalusi).

18. The hard drive of the computer, (drive C), may not be used for the saving of documents in the event of other groups using the same venue during more than one sitting. If the same venue is used for different groups, then the hard drive of the computers must be checked and cleared before the next group starts with the examination session.

19. NO candidate may print his/her work for another candidate, or make his/her disk available to another or access other candidates' work on the network. Any attempt to access information from or transfer information to another candidate in whatever manner is a contravention of the examination rules and regulations and will be viewed in an extremely serious light.

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20. **HOW TO MAKE A SCREEN PRINT OF A DIALOG BOX**:

Follow these instructions to copy the necessary dialog box when answering a QUESTION which requires the use of the print-screen function:

- Press the 'Print Screen' button found in the top row of the keyboard (on the right-hand side of the F12 function key).
- Minimise that screen, open the answer sheet or blank page required for the answers.
- Place the cursor at the position where the answer must be inserted.
- Press CTRL+V on the keyboard, or click the Paste icon on the standard toolbar.

The screen print or picture will appear in the cursor position.

21. **SPECIFIC INSTRUCTION REGARDING THE TIMED ACCURACY TEST: (QUESTION 1)**

21.1 Candidates must be allowed to read through the TIME ACCURACY TEST at least THREE minutes before the start of the examination.

21.2 All candidates must start with the TIMED ACCURACY TEST. No candidate must be permitted to start with any other question during the first 10 minutes.

21.3 The invigilator must use a stop watch to keep the exact time for the TIME ACCURACY TEST (QUESTION 1).

21.4 QUESTION 1 (TIMED ACCURACY TEST) may be done once only and printed immediately after the first ten minutes have expired. Each TIMED ACCURACY TEST PRINTOUT must be signed by the invigilator immediately after the last typed word and the PRINTOUT. The PRINTOUT will be retained by the invigilator and in the candidate's presence, inserted into the candidates' EXAMINATION FOLDER at the end of the examination.

21.5 A candidate who arrives late (i.e. during and/or after the first 10 minutes) will not be given any additional time to complete the TIMED ACCURACY TEST. The candidate will have to start immediately and stop at the same time as the other candidates or if the time has lapsed, he/she will have forfeited the TIMED ACCURACY TEST.

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OFFICE DATA PROCESSING
LEVEL 2

TIME:	**3 hours (keying-in time)**
ADDITIONAL:	**½ hour (30 minutes extra for printing)**
MARKS:	**300**

DATA PROCESSING		**ALLOCATED TIME**	**MARKS**
QUESTION 1	TIMED ACCURACY TEST	**10 minutes**	**20**
QUESTION 2	COMPUTER CONCEPTS AND FILE MANAGEMENT	**25 minutes**	**40**
QUESTION 3	CIRCULAR	**40 minutes**	**60**
QUESTION 4	PARAGRAPHS	**25 minutes**	**40**
QUESTION 5	WORD PROCESSING	**40 minutes**	**70**
QUESTION 6	SPREADSHEET	**40 minutes**	**70**
TOTAL		**180 minutes 3 HOURS** (30 minutes extra for printing)	**300**

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You are a Senior Administrative Clerk for VEGANS PTY. LTD. and are in charge of all administrative matters. You are expected to prepare documentation that will be used in the business.

QUESTION 1: TIMED ACCURACY TEST

DOCUMENT:	Timed Accuracy Test Key in once only	**FONT:**	Courier New 12
LINE SPACING:	1.5 or 2 (Double)	**MARGINS:** Left:	1”/2.54cm 1”/2.54 cm
PAPER:	A4 portrait	Right:	
TIME ALLOCATION:	10 minutes	**ALIGNMENT:**	Left/Off
MARKS:	20	**HYPHENATION:**	Off

INSTRUCTIONS:

1. All students must perform the timed accuracy test.

2. Insert your EXAMINATION NUMBER and QUESTION NUMBER as a header against the left margin as follows:

   EXAMINATION NUMBER
   QUESTION 1

3. The minimum speed requirement is 25 words per minute.

4. The duration of the time accuracy test is 10 minutes. You will start and stop on the invigilator’s command immediately, when instructed to do so.

5. Print QUESTION 1 immediately on the invigilator’s instruction and only the first printout will be accepted - no other copies will be accepted for marking.

6. Save the document as QUESTION 1.

7. Print the document and place it into your examination folder.

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Vegetarian diets have reportedly been around since as early as 700 B.C. Several types exist, and individuals may practice them for a variety of reasons. These include health, ethics, environmentalism, and religion. Vegan diets appeared a little more recently, but have been getting a good amount of press. This article takes a look at the similarities and differences of these two diets. It also discusses how they affect your health and the environment. According to the Vegetarian Society, a vegetarian is someone who does not eat any meat, poultry, game, fish, shellfish, or by-products of animal slaughter. Vegetarian diets contain various levels of fruits, vegetables, grains, pulses, nuts, and seeds.

The inclusion of dairy, honey, and eggs depends on the type of diet you follow. The most common types of vegetarians include: vegetarians who avoid all animal flesh, but do consume dairy and egg products, vegetarians who avoid animal flesh and eggs, but do consume dairy products, vegetarians who avoid all animal products except eggs and vegetarians who avoid all animal and animal-derived products. People who do not eat meat or poultry but do consume fish are considered pescatarians, whereas part-time vegetarians are often referred to as flexitarians. Although they're sometimes considered vegetarians, pescatarians and flexitarians do eat animal flesh. So, they do not technically fall under the definition of vegetarianism.

25 wpm

In Western countries, the most common motive for people to consider turning vegetarian has to do with health consciousness. Studies on the health effects of vegetarian diets observe mixed effects on mortality. One review found a decreased overall risk of all-cause mortality, cancer (except breast) and cardiovascular disease;...

30wpm

35wpm

[20]

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QUESTION 2: COMPUTER CONCEPTS AND FILE MANAGEMENT

INSTRUCTIONS:

1. Open or retrieve the document saved as QUESTION 2 in the student files folder.
2. Answers to the questions must be typed in the spaces provided in this answer sheet.
3. Insert your EXAMINATION NUMBER as a header. (1)
4. Save and print the answer sheet after completing the answers. (1)

2.1 Choose a description from COLUMN B that matches a term in COLUMN A. Type only the letter (A–H) next to the question number (2.1.1–2.1.8) on the ANSWER SHEET.

COLUMN A		COLUMN B	
2.1.1	Laptop docking station	A	interprets and execute instructions in the computer
2.1.2	Safety	B	removable media which is suitable to store data and music
2.1.3	Keyboard	C	a way to accommodate and improve ergonomics in an office
2.1.4	CPU	D	displays data on a screen
2.1.5	Workstations	E	a situation of being free from danger and injury
2.1.6	Virus	F	in large offices, it should face the same direction
2.1.7	Monitor	G	most common input device
2.1.8	Compact disc	H	spreads through downloads from the internet

(8 × 1) (8)

2.2 Name four safe ergonomic practices which can be applied in the workplace. (4 x 1) (4)

2.3 Printer cartridges are very important to ensure that a printer is used efficiently. List TWO things which can be checked if a printer is not printing correctly. (2)

2.4 Explain the difference between a *file* and a *folder*. ☆ (2 × 2) (4)

2.5 Open the main folder MENU from the STUDENT FILES folder and carry out the following instructions. (1)

2.5.1 Rename the sub-folder LUNCH to RESERVATIONS. (2)

2.5.2 Open the RESERVATIONS folder and delete the file REGISTER. (2)

2.5.3 Create a MS Excel spreadsheet named PRICE in the RESERVATIONS folder. ☆ (2)

2.5.4 Open the BREAKFAST folder and move the RSVP file to the RESERVATIONS folder. (2)

2.5.5 Create a print screen image of the RESERVATIONS folder and paste in the space provided in the answer sheet. (1)

2.5.6 Create a spreadsheet file named GUESTS in the BREAKFAST folder. (2)

2.5.7 Change the view of the BREAKFAST folder to DETAILS. ☆ (2)

2.5.8 Create a print screen image of the BREAKFAST folder and paste in the space provided in the answer sheet. (1)

2.5.9 Create a sub-folder named DINNER in the main menu. (2)

2.5.10 Create a print screen image of the MENU folder and paste in the space provided in the answer sheet. (1)

2.5.11 Print QUESTION 2 and place the printout in your examination folder. (1)

☆ **[40]**

QUESTION 3: CIRCULAR LETTER

INFORMATION: Mr Zwane requested you to address and format the following Circular on the history of vegans to all relevant stakeholders. ☆

DOCUMENT:	Circular Letter	**FONT:**	Courier New 12
LINE SPACING:	Single	**MARGINS:** Left:	1”/2.54 cm
PAPER:	A4 portrait	Right:	1”/2.54 cm
TIME ALLOCATION:	40 minutes	**ALIGNMENT:**	Left/Off
MARKS:	60	**HYPHENATION:**	Off

1. Retrieve the document saved as QUESTION 3 from the STUDENT FILES folder.

2. Insert your EXAMINATION NUMBER and the QUESTION NUMBER as a footer against the right-hand margin.

3. Save the document as QUESTION 3. ☆

4. Print the document and place it into your examination folder.

Circular 02 of 20.. *uc/bold/16pt/insert current year*

ǂ ☆ *tab stop 0.59”/1.5cm*

To: All Stakeholders
From: Management
Date: *Insert today's date in full* } *d/s*
ǂ

/ HISTORY OF VEGANS & VEGETARIANS */uc/centre/bold/14pt/in full*

Typist: Arrange paragraphs in numerical order

ǂ

2. ╫Veganism is an extreme form of vegetarianism, & although / term was coined in 1944, / concept of flesh-avoidance can be traced back to ancient Indian & eastern Mediterranean societies. [1. vegetarianism is first mentioned by / Greek philosopher & mathematician, */bold/NP* Pythagoras of Samos, around 500 BCE. [4. ╫Tuberculosis had been found in 40% of Britain’s */NP* dairy cows ~~and animals~~ the year before, and Watson used this to his aadvantage, claiming */del/sp* that it proved the vegan lifestyle protected people from tainted food. ǂ

☆

really ☆

[3. ╫The meatless lifestyle never ~~actually~~ caught on in the West, although it would sometimes pop up during health crazes and revivals religious. ~~The Ephrata Cloister, a strict religious sect founded in 1732 in Pennsylvania, advocated vegetarianism — as well as celibacy.~~ */stet* */trs/del*

╪ ☆

5.╫The first vegetarian society was formed in 1847 in England. 3 years later, Rev. Sylvester Graham, the inventor of Graham crackers, co-founded the American Vegetarian Society. [In November 1944, a British woodworker, named Donald Watson, announced that because vegetarians ate dairy & eggs, he was going to create a new term called "vegan", to describe people who did not. */in full* */NP* */ital* */r.o.* */in full*

╪

Thank you for your support.

╪

╪

Zwakele Zwane [Director ☆

Insert today's date in descending order *display correctly*

[60]

QUESTION 4: PARAGRAPHS

INFORMATION: Type the following information.

DOCUMENT:	Paragraphs	**FONT:**	Courier New 12
LINE SPACING:	Single ☆	**MARGINS:** Left:	1"/2.54cm
PAPER:	A4 portrait	Right:	1"/2.54 cm
TIME ALLOCATION:	25 minutes	**ALIGNMENT:**	Left/off
MARKS:	40	**HYPHENATION:**	Off

1. Insert your EXAMINATION NUMBER and the QUESTION NUMBER as a footer against the left-hand margin.

2. Save the document as QUESTION 4.

3. Print the document and place in your examination folder. ☆

Becoming a vegetarian */uc/bold/14pt*

ǂ

People become vegetarians for many reasons, including health, religigous convictions, concerns about animal welfare or / use of antibiotics & hormones in livestock, or a desire to eat in a way that avoids excessive use of environmental resources. [Some people follow a largely vegetarian diet because they can't afford to eat meat. */sp* */in full* */NP*

☆

ǂ recognized

Nowadays, plant-based eating is ~~identified~~ as not only nutritionally sufficient but also as a way to reduce / risk for many illnesses chronic. */stet* */r.o.* */trs*

ǂ

According to / american dietetic association, "appropriately planned vegetarian diets", including total vegetarian or vegan diets, are nutritionally adequate. Appropriately planned is the operative term, unless you follow recomended guidelines on nutrition. It's also vital to replace saturated and trans fats with good fats, such as those found in nuts, olive oil and canola oil. */uc/bold* */single l/s* */ital/sp*

☆

[40]

QUESTION 5: WORD PROCESSING 70 MARKS

INFORMATION: Mr Zwane would like you to assist in the editing of the following document.

INSTRUCTIONS:

5.1 Retrieve the document saved as QUESTION 4 and change the question number in the footer to QUESTION 5. (2)

5.2 Insert a page break at the end of the document. (1)

5.3 Copy the contents of page 1 to page 2. (2)

5.4. Edit the contents of the document as indicated below:

5.4.1 Change the entire document to full justification. (2)

5.4.2 Change the font and font size of the document to Arial 12 pt. (2)

5.4.3 Insert page numbers top right of the document. (2)

5.4.4 Insert the following header as indicated below, one line space after the page number, in Arial 8pt, bold and left aligned. (4)

"Practice of abstaining from consuming meat"

5.4.5 Change the heading 'Becoming a vegetarian', to 18pt, centre and underline. (3)

5.4.6 Change paragraph 1 to 1.5-line spacing and applied a 3pt border. (2)

5.4.7 Change paragraph 2 to italics and centre. (2)

5.4.8 Indent paragraph 3 left and right to 0.78"/2cm. (2)

5.4.9 Change the heading 'According to...Association' to underline. (1)

5.4.10 Create new paragraphs as indicated with double line spacing between paragraphs. (2)

5.4.11 Apply bullets of choice to the paragraphs in Question 5.4.10 aligned at 0"/0 cm and indent appropriately. (2)

5.4.12 Insert the new paragraph as indicated in uppercase, bold, right aligned, italics and 16pt. (4)

5.4.13 Deleted heading "Becoming a vegetarian" (1)

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5.4.14 Insert heading in uppercase “REASONS PEOPLE BECOME VEGETARIANS” (1)

5.4.15 Change the heading to Heading style 1. (2)

5.4.16 Delete the comma after sentence “People... reason,” and insert the colon as indicated. (2)

5.4.17 Change the sentence “People...reason:” to Heading style 2, underline and italics. (3)

5.4.18 Insert new paragraphs as indicated with double lines between paragraphs. (2)

5.4.19 Delete text as indicated. (1)

5.4.20 Apply numbering to the new paragraphs and indent appropriately. (2)

5.4.21 Change paragraph as indicated to any outline text effect and centre the paragraph. (3)

5.4.22 Insert the new paragraph as indicated right align and italics. (3)

5.4.23 Print the document. (1)

5.4.24 Save the document as QUESTION 5.

BECOMING A VEGETARIAN *18pt, centre, underline*

People become vegetarians for many reasons, including health, religious convictions, concerns about animal welfare or the use of antibiotics and hormones in livestock, or a desire to eat in a way that avoids excessive use of environmental resources.

1,5 line spacing 3pt border

Some people follow a largely vegetarian diet because they can’t afford to eat meat. *italics, centre*

Nowadays, plant-based eating is recognized as not only nutritionally sufficient but also as a way to reduce the risk for many chronic illnesses. *indent paragraph left and right 0,78”/2cm*

According to the American Dietetic Association; *underline*

[“**appropriately planned vegetarian diets**, including total vegetarian or vegan diets, are nutritionally adequate.

[**Appropriately planned** is the operative term, unless you follow recommended guidelines on nutrition. [It’s also vital to replace saturated and trans fats, such as those found in nuts, olive oil and canola oil.

NP Apply any bullet and indent at 0,31”/ 0,8cm

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✓* It is important to practice portion control, read food labels, and engage in regular physical activity. ✓* *uppercase, bold, right align, italics, 16pt*

---------- *page break* ----------

~~**BECOMING A VEGETARIAN**~~ *del*

✓REASONS WHY PEOPLE BECOME VEGETARIANS *uc, heading style 1*

ǂ

People become vegetarians for many reasons ✓ *heading style 2,und, ital*

[including health, [religious convictions, [concerns about animal welfare ~~or the~~ [use of antibiotics and hormones in livestock, [or a desire to eat in a way that avoids excessive use of environmental resources.

✓: *NP Insert numbers with 2 letter spaces*

ǂ

~~Some people follow a largely vegetarian diet because they can't afford to eat meat.~~

ǂ

Nowadays, plant-based eating is recognized as not only nutritionally sufficient but also as a way to reduce the risk for many chronic illnesses. *outline text effect, centre*

ǂ

☆

~~According to the American Dietetic Association; "**appropriately planned vegetarian diets,** including total vegetarian or vegan diets, are nutritionally adequate. **Appropriately planned** is the operative term, unless you follow recommended guidelines on nutrition. It's also vital to replace saturated and trans fats, such as those found in nuts, olive oil and canola oil.~~

☆

✓Numerous studies have shown that a vegetarian diet is one of the most effective for maintaining health. – scopeblog.standford.edu *right align, italics*

(70)

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QUESTION 6: SPREADSHEETS **MARKS: 70**

Create the spreadsheet in MS Excel using Arial or Calibri 12pt.

QUESTION 6A ☆ **MARKS: 25**

6.1 Insert your EXAMINATION NUMBER and QUESTION 6A as header against the left margin as follows:

EXAMINATION NUMBER
QUESTION 6A

6.2 Key in the spreadsheet exactly as set out below and do not type the row and column headings. ☆

6.3 Display the PRICE as number with 2 decimals and UNITS as an integer.

6.4 Adjust the column widths to fit the content of each column. Columns that are too large will be penalised.

6.5 Print the spreadsheet in A4 portrait orientation and place in your examination folder.

6.6 Save the spreadsheet as QUESTION 6A. ☆

☆

	A	B	C
1	VEGANS PTY (LTD)		
2	Stock list for July 2022		
3			
4	ITEMS	PRICE	UNITS
5	BURGERS		
6	Traditional	73.40	25
7	Spicy	61.01	16
8	Hawaiian	48.50	18
9	Chicken	72.40	19
10	SAUSAGES		
11	Traditional	39.20	17
12	Tomato	38.40	14
13	Cocktail	48.50	18
14	Free range	77.50	22

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QUESTION 6B **MARKS: 45**

6.7 Retrieve the spreadsheet saved as QUESTION 6A. Change the QUESTION NUMBER in the header to QUESTION 6B. (1)

6.8 Edit the spreadsheet as indicated below and in the illustration on the next page.

6.8.1 Change the font of the main heading to Britannic Bold 22pt. (1)

6.8.2 Merge and centre the heading in Row 1 across columns A–D. (2)

6.8.3 Insert open rows as indicated on the next page. (2)

6.8.4 Merge and centre the heading in Row 3 across columns A–D. (2)

6.8.5 Change the heading in Row 3 to bold, italics and 16pt. (2)

6.8.6 Insert a new column with text as indicated. (1)

6.8.7 Change the column headings to 14pt, bold, centred and underlined. (2)

6.8.8 Add the text as indicated in cells A12, A19 and A21. (3)

6.8.9 Format the PRICE column to currency with 2 decimals. (2)

6.8.10 Align the content of the cell range B8:D21 in the centre. (2)

6.8.11 Change the content of A7 and A14 to bold and right aligned. (2)

6.8.12 Use formulas to calculate the following:

A – REVENUE = PRICE X UNITS (2)

B – TOTAL BURGERS = SUM OF REVENUE (1)

C – TOTAL SAUSAGES = SUM OF REVENUE (1)

D – GRAND TOTAL = TOTAL BURGERS + TOTAL SAUSAGES (1)

6.8.13 Copy the formula as indicated on the next page. (1)

6.8.14 Apply borders to the spreadsheet as set out in the illustration on the next page. (2)

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6.8.15 Change the row height of row 21 to 30.60 (51 pixels). (2)

6.8.16 Adjust the column widths to allow for the contents of each column to fit. Columns that are too large will be penalised. (1)

6.8.17 Print the workbook in portrait orientation and place in your examination folder. (2)

6.8.18 Save the workbook as QUESTION 6B.

	A	B	C	D
1	VEGANS PTY (LTD)	*merge and centre, Britannic Bold 22pt*		
2	**open row**			
3	Stock list for June 2022	*bold, italics, merge and centre 16pt*		
4	**open row**			
5	**open row**			
6	ITEMS	PRICE	UNITS	REVENUE
7	BURGERS			
8	Traditional	73.40	25	A
9	Spiced	61.01	16	
10	Hawaiian	48.50	18	
11	Chicken	72.40	19	
12	TOTAL BURGERS	*uppercase, bold, right align*		B
13	**open row**			
14	SAUSAGES	*bold, right align*		
15	Traditional	39.20	17	A
16	Chakalaka	38.40	14	
17	Cocktail	48.50	18	
18	German	77.50	22	
19	TOTAL SAUSAGES	*uppercase, align right, bold*		C
20	**open row**	*change column B to currency with 2 decimals*		
21	GRAND TOTAL	*uppercase, bold, right align*		D
22				

bold, centre, 14pt,

Centre numbers of column B and C

[70]

TOTAL: 300

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