higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**NATIONAL CERTIFICATE (VOCATIONAL)**

# LIFE SKILLS AND COMPUTER LITERACY

(Second paper)

**NQF LEVEL 3**

(7601053)

**3 November 2023 (X-paper)**
**09:00–11:00**

**This question paper consists of 11 pages.**

003Q2N2303

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

NATIONAL CERTIFICATE (VOCATIONAL)
LIFE SKILLS AND COMPUTER LITERACY (Second paper)
NQF LEVEL 3
TIME: 2 HOURS
MARKS: 100

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**INSTRUCTIONS AND INFORMATION**

1. Read all the questions carefully.

2. Answer all the questions carefully.

3. Use appropriate application programs and place all PRINTOUTS in your EXAMINATION FOLDER.

4. The time allocated for each question is a guideline to help you finish the QUESTION PAPER in time.

5. The time allocated for this QUESTION PAPER includes printing 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 is 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.

9. Number the PRINTOUTS according to the numbering system used in this QUESTION PAPER.

10. Examination and centre numbers must be written correctly on the examination cover page and the software version must be indicated at the top of the cover page. (E.g. MS Office 2007).

11. Ensure that every PRINTOUT displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed.

1.2 EXAMINATION NUMBERS in writing are NOT acceptable.

13. Marks will NOT be awarded for any PRINTOUTS without a printed EXAMINATION NUMBER and a consistent WATERMARK

14. PRINTOUTS to be marked must be arranged in the same order as the questions in the Question Paper. Only ONE PRINTOUT per question may be handed in.

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

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## SECTION A: WORD PROCESSING

**QUESTION 1** **TIME: 20 MINUTES**

You have been nominated as one of life skills and computer literacy students at your college to talk to level 3 students about human rights violations.

1.1 Use MS Word and the instructions below to key in your document accurately. (9)

1.2 Use Arial 12 pt as font. (1)

1.3 As a footer key in your EXAMINATION NUMBER left-aligned and QUESTION 1 right-aligned. (1)

1.4 Edit the main heading 'Human rights violations' to appear in Forte 16 pt. (1)

1.5 Centre the main heading. (1)

1.6 Set the margins of the whole document to 3 cm left and right. (1)

1.7 Justify the whole document. (1)

1.8 Use the first and second paragraph to create two columns with a line in between. (2)

1.9 Save the document as HUMAN 1 on your disk or according to the college's examination regulations.

1.10 Print the document on ONE landscape page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

**[18]**

Human rights violations

To violate means to act against something that should be treated with respect. A human rights violation is the disallowance of freedom of thought and movement to which all humans legally have a right. While individuals can violate these rights, the relationship or government of civilizations most often belittles marginalized persons.

*Two columns*

A state commits human rights violations either directly or indirectly. Violations can either be intentionally performed by the state and come to a result of the state failing to prevent the violation. When a state engages in human rights violations, various actors can be involved such as police, judges, prosecutors, government officials and more.

The violation can be physically violated in nature, such as police brutality, while rights such as the right to a fair trial can be violated, where no physical violence is involved.

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**QUESTION 2** **TIME: 23 MINUTES**

| | | |
|---|---|---|
| 2.1 | Retrieve the document that you saved as HUMAN 1 and edit it according to the instructions below: | |
| 2.2 | Delete your EXAMINATION NUMBER and QUESTION 1 in the footer. | (1) |
| 2.3 | As a header, insert your EXAMINATION NUMBER and QUESTION 2 centred. | (1) |
| 2.4 | Insert a page break as indicated. | (1) |
| 2.5 | Type the newly inserted information as it appears. | (3) |
| 2.6 | Insert any suitable picture and format it according to instructions in the document. | (4) |
| 2.7 | Insert the table with two columns as it appears in the document. | (1) |
| 2.8 | Apply borders around the table as indicated. | (1) |
| 2.9 | Change the appearance of the table heading 'Example … life' to Algerian 16 pt. | (1) |
| 2.10 | Apply a light grey colour to the first row of the table. | (1) |
| 2.11 | Apply bold and upper case (capitals) to the column headings. | (2) |
| 2.12 | Use a bullet lists in the text in the right and left columns as indicated. | (2) |
| 2.13 | Sort the information in the right column alphabetically in ascending order. | (1) |
| 2.14 | Insert page numbering left-aligned in the footer. | (2) |
| 2.15 | Save the document as HUMAN 2 on your disk or according to the college's examination regulations. | |
| 2.16 | Print the document in portrait orientation and place the PRINTOUTS in your EXAMINATION FOLDER. | (1) |
| | | **[22]** |

Human rights violations

To violate means to act against something that should be treated with respect. A human rights violation is the disallowance of freedom of thought and movement to which all humans legally have a right. While individuals can violate these rights, the relationship or government of civilizations most often belittles marginalized persons.

A state commits human rights violations either directly or indirectly. Violations can either be intentionally performed by the state and come to a result of the state failing to prevent the violation. When a state engages in human rights violations, various actors can be involved such as police, judges, prosecutors, government officials and more.

The violation can be physically violated in nature, such as police brutality, while rights such as the right to a fair trial can be violated, where no physical violence is involved.

…… page break……

Examples of human rights violations are: abuse, human trafficking, genocide and xenophobia.

*Insert a relevant picture*

1. *Resize to 5 cm height and width*
2. *Insert 6 pt, long dash borders*
3. *Left-align the picture*

Abuse

Abuse means cruel treatment. Let us concentrate on two forms of abuse; there are many more.

*Bold and UC*

Examples of abuse in private life

*Algerian size 16*

| Gender abuse | Child abuse |
|---|---|
| ➢ Denial of a child's human rights (e.g. not allowing girls to receive an education). | ▪ Denial of a child's human rights (e.g. not allowing him or her to receive an education). |
| ➢ Forced sterilisation or abortion. | ▪ Selling a child into marriage. |
| ➢ Rape within a relationship (e.g. marital rape). | ▪ Child battering by the parent or caregiver. |
| ➢ Female genital mutilation. | ▪ Female genital mutilation. |

*Light grey*

*sort*

**TOTAL SECTION A: 40**

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## SECTION B: SPREADSHEET

**QUESTION 3** **TIME: 10 MINUTES**

You are requested to create a spreadsheet about statistics of human rights violations.

3.1 Use MS Excel to key in the spreadsheet below. Do not key in the row and column headings (borders). These were only inserted to indicate which cells to be used. (4)

3.2 As a footer, key in QUESTION 3 and your EXAMINATION NUMBER right-aligned . (1)

3.3 Use Arial 10 pt. (1)

3.4 Adjust the column width as indicated. (1)

3.5 Save the spreadsheet as HUMAN 3 on your disk or according to the college's examination regulations.

3.6 Print the spreadsheet WITHOUT row and column headings on ONE A4 landscape page and place the PRINTOUT in your EXAMINATION FOLDER. (1)
**[8]**

| 1 | A | B | C | D |
|---|---|---|---|---|
| 2 | HUMAN RIGHTS VIOLATIONS | | | |
| 3 | | | | |
| 4 | YEAR | GENDER ABUSE | CHILD ABUSE | HUMAN TRAFFICKING |
| 5 | 2014 | 511 | 992 | 121 |
| 6 | 2015 | 236 | 895 | 211 |
| 7 | 2016 | 536 | 1021 | 100 |
| 8 | 2017 | 536 | 990 | 104 |
| 9 | 2018 | 592 | 564 | 56 |

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**QUESTION 4** **TIME: 30 MINUTES**

Retrieve the spreadsheet that you saved as HUMAN 3 and make all the changes as indicated in the spreadsheet and according to the instructions that follow.

4.1 Delete the EXAMINATION NUMBER and QUESTION NUMBER in the footer. (1)

4.2 As a header, key in your EXAMINATION NUMBER and QUESTION 4 left-aligned. (1)

4.3 Insert new columns and a row as indicated. (3)

4.4 Change the appearance of the main heading to Lucida Handwriting 18 pt. (1)

4.5 Merge and centre the main heading in row 1 across the spreadsheet. (1)

4.6 Wrap the text in row 5 as indicated . (1)

4.7 Insert formulae where the alphabet letters appear to do the following calculations:

A TOTAL = The sum of ALL the human rights violations from 2014 to 2018. (1)

B % of TOTAL = Total of each row multiplied by 1%. (1)

C TOTAL = SUM of % of TOTAL. (1)

D MINIMUM = Lowest number of gender abuse reported. (1)

E MAXIMUM = Highest number of child abuse reported. (1)

4.8 Insert borders as indicated. (1)

4.9 Display all figures as integers. (1)

4.10 Check spelling and save the spreadsheet as HUMAN 4 on your disk or according to the college's examination regulations. (2)

4.11 Print the spreadsheet without row and column headings on ONE A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

**[18]**

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*Lucida handwriting 18*
*Merge and centre*

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | HUMAN RIGHTS VIOLATIONS | | | | | | |
| 2 | | | | | | | |
| 3 | RIGHTS VIOLATIONS REPORTED | | | | | | |
| 4 | | | | | | | |
| 5 | YEAR | GENDER ABUSE | CHILD ABUSE | GENOCIDE | HUMAN TRAFFICKING | TOTAL | % of TOTAL |
| 6 | 2014 | 511 | 992 | 510 | 121 | **A** | **B** |
| 7 | 2015 | 236 | 895 | 510 | 211 | | |
| 8 | 2016 | 536 | 1021 | 510 | 100 | | |
| 9 | 2017 | 536 | 990 | 505 | 104 | | |
| 10 | 2018 | 592 | 564 | 500 | 56 | | |
| 11 | TOTAL | | | | | | **C** |
| 12 | | | | | | | |
| 13 | MINIMUM | **D** | | | | | |
| 14 | | | | | | | |
| 15 | MAXIMUM | | **E** | | | | |
| 16 | | | | | | | |

**QUESTION 5** **TIME: 5 MINUTES**

Open the spreadsheet that you saved as HUMAN 4 and make all the changes as indicated below.

5.1 Change QUESTION 4 to QUESTION 5. (1)

5.2 Display the formulae. (5)

5.3 Adjust the column widths to show all the formulae completely. (1)

5.4 Save the spreadsheet as HUMAN 5 on your disk or according to the college's regulations.

5.5 Print the spreadsheet on ONE A4 landscape page and place the PRINTOUT in your EXAMINATION FOLDER. (1)
**[8]**

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**QUESTION 6** **TIME: 8 MINUTES**

Open the spreadsheet that you saved as HUMAN 4 and make all the changes as indicated below.

6.1 Delete QUESTION 4 and your EXAMINATION NUMBER in the header. (1)

6.2 Insert a clustered COLUMN chart to compare the different types of human rights violations. (Excluding the Year column). Resize the chart accordingly. (1)

6.3 Display the legend on the right-hand side of the chart. (1)

6.4 Insert the following information as chart title.
EXAMINATION NUMBER and QUESTION 6
HUMAN RIGHTS VIOLATIONS (2)

6.5 Save the spreadsheet as HUMAN 6 on your disk or according to the college's examination regulations.

6.6 Print the chart as an object and place the PRINTOUT in your EXAMINATION FOLDER. (1)
**[6]**

**TOTAL SECTION B: 40**

**SECTION C: PRESENTATION (POWERPOINT)**

**QUESTION 7** **TIME: 24 MINUTES**

You are required to create a slide show presentation with THREE slides in MS PowerPoint.

7.1 Follow the instructions below to create the presentation. (4)

**SLIDE 1: TITLE AND TWO CONTENT**

7.1.1 Type the main heading using font, COOPER BLACK, 54 pt. (2)

7.1.2 Insert bullets as indicated. (1)

7.1.3 Right-align the content of the left-hand column. (1)

7.1.4 Insert a relevant picture in the right column, resize accordingly. (1)

7.2 **SLIDE 2: TITLE AND CONTENT**

7.2.1 Change the font type of the heading to Lucida Handwriting 32 pt. (1)

7.2.2 Display the heading in upper case and right-aligned. (1)

7.2.3 Insert numbering as indicated. (1)

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7.3 **SLIDE 3: COMPARISON**

7.3.1 Type the main heading using 44 pt and bold. (2)

7.3.2 Change the font type of the column headings to Edwardian Script MT 36 pt. (1)

7.3.3 Number the left- and the right-hand columns as indicated. (2)

7.3.4 Centre align the right-hand column as indicated. (1)

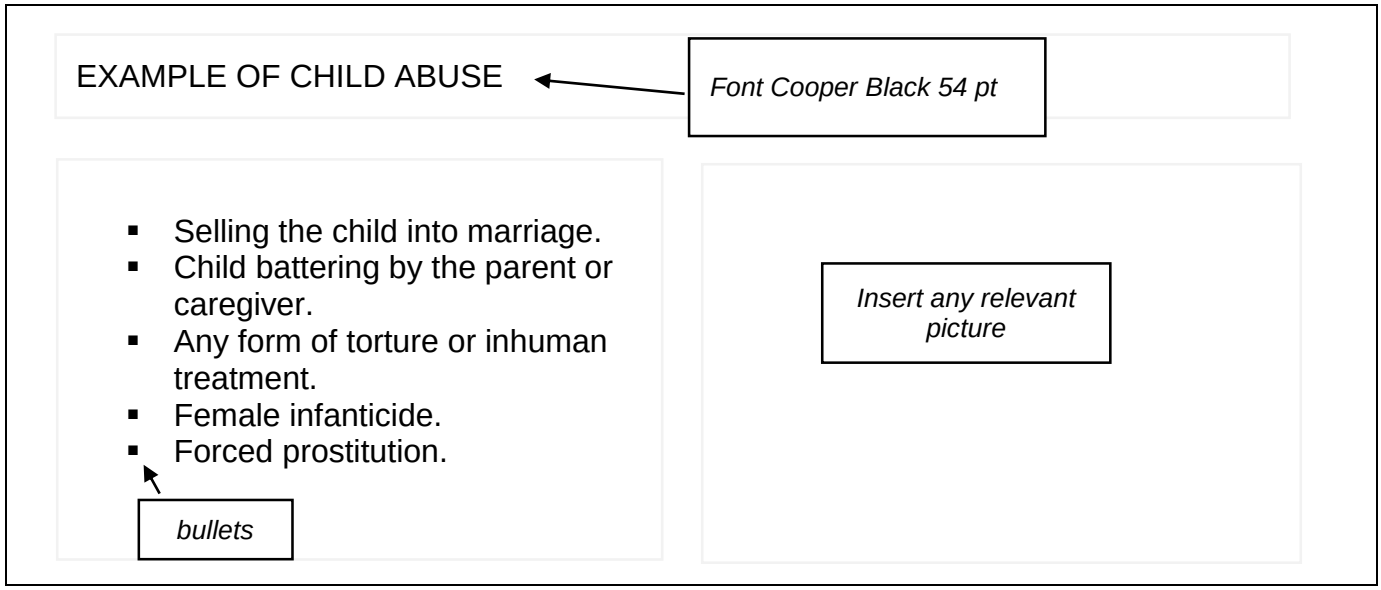
7.4 As a footer, key in your EXAMINATION NUMBER and QUESTION 7 centred in all slides. (1)

7.5 Save the presentation as CAMPAIGN on your disk or according to the college's examination regulations.

7.6 Print the entire presentation as a handouts, three (3) slides per page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

**[20]**

SLIDE 1: TITLE AND TWO CONTENT



SLIDE 2: TITLE AND CONTENT

Opposing human rights violations

*Font Lucida Handwriting 32 pt*

8

a. Visit the websites of human rights organisation regularly.
b. Sign up for such organisation's newsletters.
c. Sign their official online petitions.
d. Donate money, clothing or other items.
e. Volunteer.

*Insert numbering*

SLIDE 3: COMPARISON

Support and reporting human rights violations

| National courts and commission | National and regional organisation |
|---|---|
| 1. Constitutional Court.<br>2. Equality courts.<br>3. SAHRC.<br>4. CGE. | I. Sonke Gender Justice network.<br>II. Western Cape Network on Violence Against Women.<br>III. GRIP.<br>IV. POWA etc. |

*Insert numbering*

*Centred*

**TOTAL SECTION C: 20**
**GRAND TOTAL: 100**

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