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)

26–27 October 2022 (X-paper)
09:00–11:00

This question paper consists of 13 pages.

003Q2N2227

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TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Read all the questions carefully.
2. This question paper consists of SEVEN questions. Answer all the questions. Use appropriate application programs and place your PRINTOUTS in your EXAMINATION FOLDER.
3. The time indicated at the beginning of each section is a guideline to help you finish the question paper in time.
4. The time allocated for this question paper includes printing time.
5. 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.
6. 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.
7. The spelling checker may be used.
8. Number your PRINTOUTS according to the numbering system used in this question paper.
9. EXAMINATION and CENTRE NUMBERS must be written correctly on the exam cover page and the software version must be indicated at the top of the cover page. (E.g. MS Office 2007).
10. Ensure that every PRINTOUT displays the printed QUESTION NUMBER and EXAMINATION NUMBER as instructed.
11. Written EXAMINATION NUMBERS are not acceptable.
12. Marks will not be awarded for any PRINTOUTS without a printed EXAMINATION NUMBER.
13. PRINTOUTS to be marked must be arranged in the same order as the questions in the question paper. 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 **TIME: 20 MINUTES**

You have been nominated as one of the peer educators at your college. The coordinator has requested you to advise the level 3 students about the importance of networking with regard to a future job.

1.1	Use MS Word and the instructions below to prepare your document.	(7)
1.2	Use font type Times New Roman 12 pt.	(2)
1.3	As a header, insert your EXAMINATION NUMBER (left-aligned) and QUESTION 1 (right-aligned).	(2)
1.4	Edit the main heading `(THE IMPORTANCE OF NETWORKING … `) to appear in Rockwell Extra Bold 16 pt.	(2)
1.5	Double underline the sub heading (Main sources of …)	(1)
1.6	Insert the table with TWO columns and FOUR rows as indicated below.	(2)
1.7	Bold and change the alignment of the table headings to the right.	(2)
1.8	Justify the whole document.	(1)
1.9	Save the document as NETWORKING 1 on your disk or according to your college examination regulations.	
1.10	Print the document on ONE portrait page and place the PRINTOUT in your EXAMINATION FOLDER.	(1)
		[20]

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Rockwell Extra Bold 16 pt

THE IMPORTANCE OF NETWORKING IN THE JOB SEARCH

It goes without saying that networking is very important during a job search. Your chances of landing the job increase tenfold with the right employee referral. And, if you're looking to make a career change, your professional network can support you by helping you find connections in the industry you are trying to break into or helping you find leads for jobs at specific companies.

Take the time to build meaningful relationships with those in your professional circle, so when the time comes to search for work, you can tap into those valuable connections for referrals, insights into job leads, and other cherished information.

Bold and right align

Main sources of networking opportunities

Where you can work	Examples
Business events and venues	Seminars and workshops
Online social networks	Facebook and Twitter
Face-to-face work situation	Volunteering and work shadowing

Double underline

QUESTION 2 **TIME: 23 MINUTES**

2.1 Retrieve the document that you saved as NETWORKING 1 and edit it according to the instructions below:

2.2 Edit the header and type your EXAMINATION NUMBER and QUESTION 2 centre-aligned. (1)

2.3 Shade the first row of the table with White, Background 1, Darker 50%. (1)

2.4 Apply borders around the table as indicated. (1)

2.5 Apply the numbering lists for the text in the right and the left-hand column as indicated. (2)

2.6 Insert a page break as indicated. (1)

2.7 Change the heading of the second page (Reasons why …) to Elephant 20 pt. (1)

2.8 Insert any suitable picture and resize according to the instructions. (3)

2.9 Centre-align the picture. (1)

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2.10 Type the newly inserted information as it appears. (4)

2.11 Insert two vertical columns. (1)

2.12 Insert the correct bullets as indicated. (2)

2.13 Insert page numbering left-aligned in the footer of the entire document. (1)

2.14 Save the document as NETWORKING 2 on your disk or according to your college examination regulations.

2.15 Print the document in portrait and place the PRINTOUTS in your EXAMINATION FOLDER. (1)

[20]

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Take the time to build meaningful relationships with those in your professional circle, so when the time comes to search for work, you can tap into those valuable connections for referrals, insights into job leads, and other cherished information.

White, background 1. Darker

Main sources of networking opportunities

Where you can work	Examples
1) Business events and venues	I. Seminars and workshops
2) Online social networks	II. Facebook and Twitter
3) Face to face work situation	III. Volunteering and work shadowing

Apply inside borders as indicated

……..page break……..

Reasons Why Networking Is Important

Insert any picture

2 cm height and width
6 pt dotted border

- Chance to exchange ideas
- It makes you noticeable
- Switch to new a job
- Reviewing your qualification

- Improves your creative brain
- An extra resource library
- Growth in status
- Growth in self-confidence

SECTION B: SPREADSHEET

QUESTION 3 **TIME: 10 MINUTES**

You are requested to create a spreadsheet on your computer for the statistics of your college from 2018 to 2022.

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

3.2 As a header insert the QUESTION NUMBER (centre-aligned) and your EXAMINATION NUMBER (right-aligned). (1)

3.3 Use font Courier New 12 pt. (2)

3.4 Adjust the column width as indicated. (1)

3.5 Save the spreadsheet as MONETARY 1 on your disk or according to your college examination regulations.

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

[10]

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	A	B	C	D	E
1	MONETARY TVET COLLEGE				
2					
3	NUMBER OF STUDENTS: 2018–2022				
4					
5	TUITION FEE PER STUDENT				
6					CENTRAL
7					OFFICE
8	YEAR	CAMPUS A	CAMPUS B	CAMPUS C	OFFICIALS
9	Year 2016	2056	560	524	23
10	Year 2017	2036	364	512	25
11	Year 2018	198	52	233	45
12	Year 2019	250	456	58	60
13	Year 2020	96	444	452	75

QUESTION 4 **TIME: 30 MINUTES**

Retrieve the spreadsheet that you saved as MONETARY 1 and make ALL the changes as indicated on the spreadsheet and the instructions below:

4.1 Change QUESTION 3 to QUESTION 4. (1)

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

4.3 Change the appearance of the main heading as indicated. (1)

4.4 Merge and left-align sub-headings in row 3 and 5 as indicated on the spreadsheet. (1)

4.5 Double underline the sub-heading in row. 5 (1)

4.6 Insert formulae where the letters of the alphabet appears to do the following calculations:

A TOTAL = The sum of ALL campus students and central office officials. (1)

B TOTAL NUMBER OF STUDENTS ENROLLED = Total minus central office officials. (1)

C Lowest number enrolled in 2018 = Minimum number enrolled. (1)

D Highest number enrolled in 2019 = Maximum number enrolled. (1)

E Number of Campuses= Count the number of campuses (1)

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4.7 Display 'Tuition fee per student' as currency with TWO decimals. (1)

4.8 Insert borders as indicated. (1)

4.9 Save the spreadsheet as MONETARY 2 on your disk or according to your college examination regulations.

4.10 Print the spreadsheet without row and column headings on ONE A4 landscape page and place the PRINTOUT in your EXAMINATIONN FOLDER. (1)

[15]

	A	B	C	D	E	F	G	H	I
1	MONETARY TVET COLLEGE								
2									
3	NUMBER OF STUDENTS: 2018–2022								
4									
5	TUITION FEE PER STUDENT							3599	
6					CENTRAL		TOTAL NUMBER		
7					OFFICE		OF STUDENTS		
8	YEAR	CAMPUS A	CAMPUS B	CAMPUS C	OFFICIALS	TOTALS	ENROLLED	MINIMUM	MAXIMUM
9	Year 2016	2056	560	524	23				
10	Year 2017	2036	364	512	25				
11	Year 2018	198	52	233	45				
12	Year 2019	250	456	58	60				
13	Year 2020	96	444	452	75				
14	NO OF CAMPUSES								

Merge and left align
Font type Forte, 18 pt

Double underline

A **B** **C** **D** **E**

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QUESTION 5 **TIME: 5 MINUTES**

Open the spreadsheet that you saved as MONETARY 2.

5.1 Change QUESTION 4 to QUESTION 5. (1)

5.2 Display the formulae. (5)

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

5.4 Save the spreadsheet as MONETARY 3 on your disk or according to your college regulations.

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

[8]

QUESTION 6 **TIME: 8 MINUTES**

Open the spreadsheet that you saved as MONETARY 2.

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

6.2 Insert the clustered COLUMN chart to compare the campuses. (1)

6.3 Insert the Y-axis with NUMBER OF STUDENTS as title. (1)

6.4 Insert the X-axis with CAMPUSES as title. (1)

6.5 Insert the following information as chart title.
EXAMINATION NUMBER and QUESTION 6
MONETARY CAMPUS (2)

6.6 Save the spreadsheet as MONETARY 4 on your disk or according to your college regulations.

6.7 Print the chart as an object and place the PRINTOUT in your EXAMINATION FOLDER. (1)

[7]

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SECTION C: PRESENTATION (POWERPOINT)

QUESTION 7 **TIME: 24 MINUTES**

You are required to create a slide show presentation of THREE slides in PowerPoint about treating COMMUNITY PROJECTS at your place.

7.1 Follow the instructions on the slides below to create your presentation

SLIDE 1: TITLE SLIDE. (4)

7.1.1 Display the heading in upper case and left-aligned. (2)

7.1.2 Change the font type of the heading to Bernard MT Condensed 30 pt (2)

7.1.3 Right-align the EXAMINATION and QUESTION NUMBER as the sub-heading. (1)

7.2 **SLIDE 2: TITLE AND CONTENT**

7.2.1 Type the main heading using font, COOPER BLACK 44 pt. (1)

7.2.2 Insert bullets as displayed. (1)

7.2.3 Change the alignment of the content to the right. (1)

7.3 **SLIDE 3: TITLE AND TWO CONTENT**

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

7.3.2 Change the font of the main heading to Edwardian Script MT. (1)

7.3.3 Edit the left column to appear in bold. (1)

7.3.4 Number the left-hand column as indicated. Centre align the right hand column. (2)

7.4 As a footer, insert `LIFE SKILLS AND COMPUTER LITERACY LEVEL 3' centre-aligned to appear as indicated. (1)

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

7.6 Print the ENTIRE presentation as a handout, 3 on one page, and place the PRINTOUT in your EXAMINATION FOLDER. (1)

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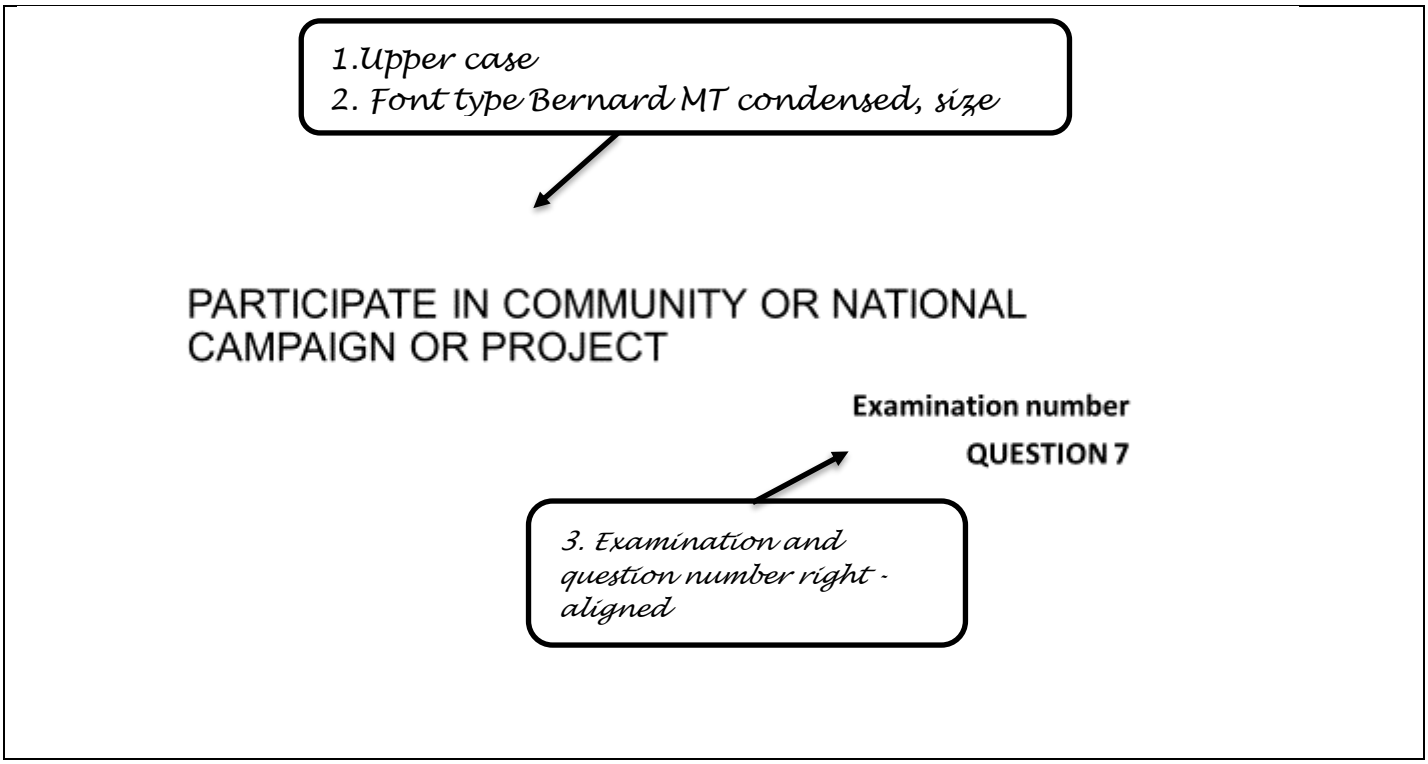
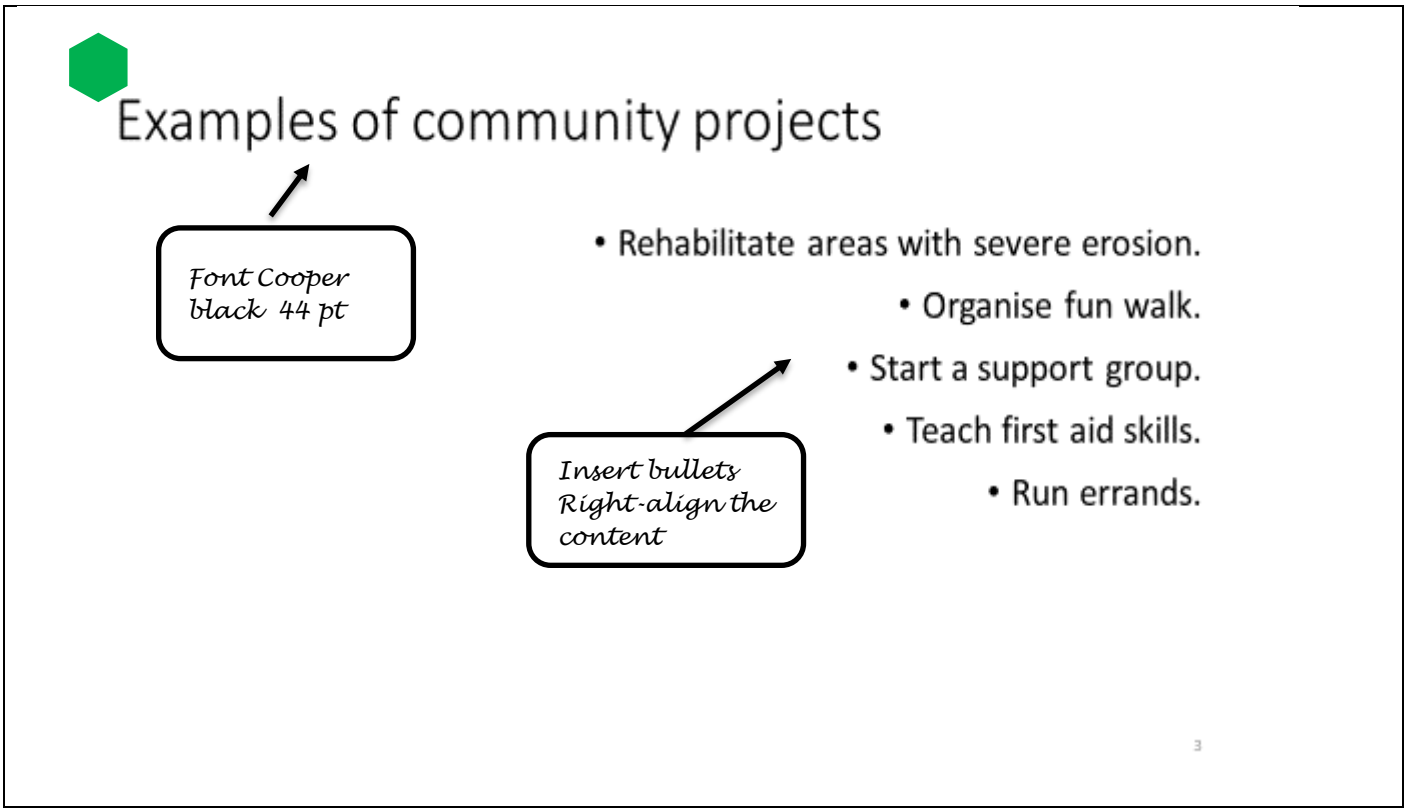
SLIDE 1: TITLE SLIDE



SLIDE 2: TITLE AND CONTENT



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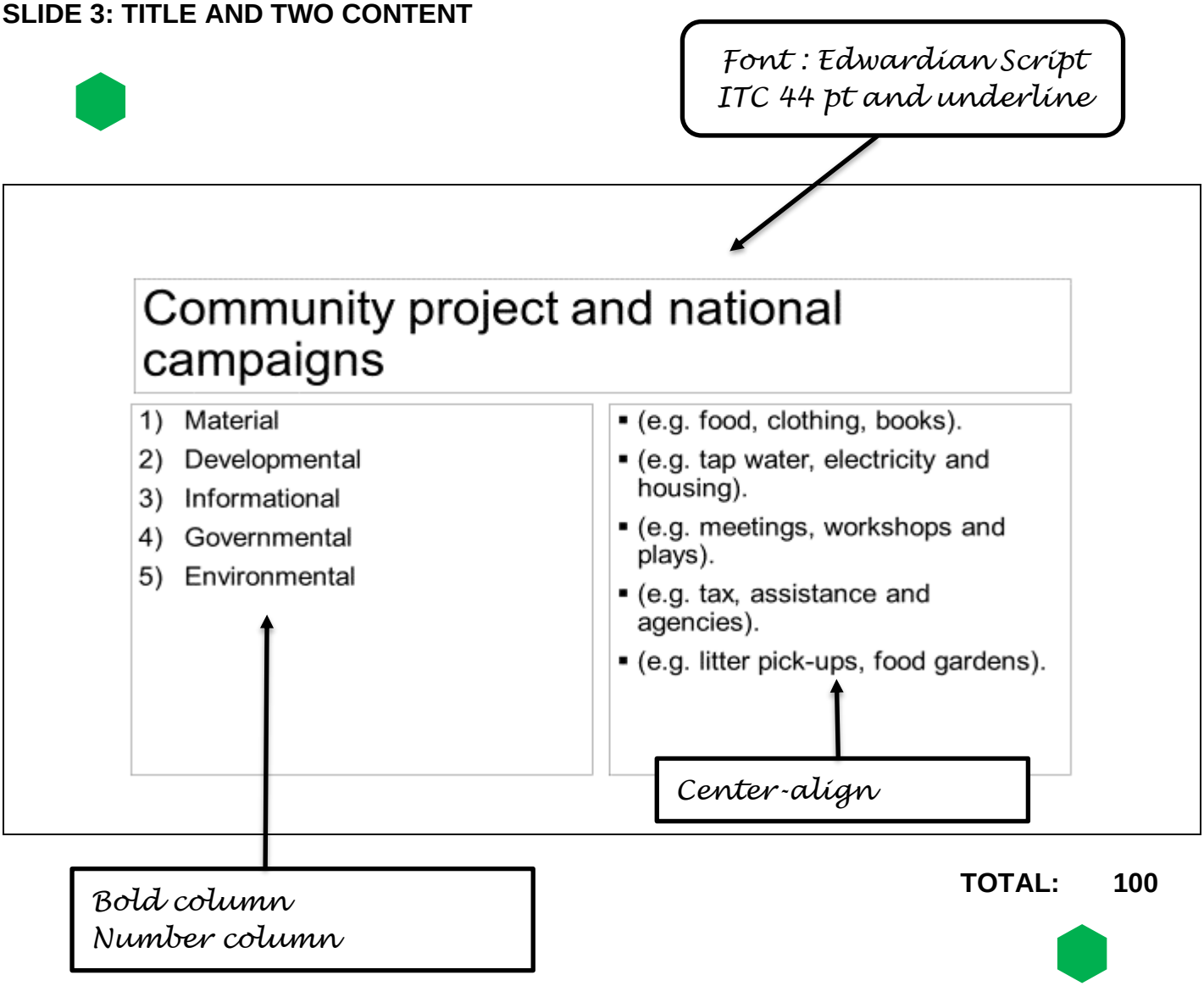
SLIDE 3: TITLE AND TWO CONTENT



TOTAL: 100

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