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 4

(7601064)

7 November 2023 (X-paper)
09:00–12:00

This question paper consists of 16 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
LIFE SKILLS AND COMPUTER LITERACY
NQF LEVEL 4
PAPER 2
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Number the answers according to the numbering system used in this question paper.
4. Each answer must be printed on ONE side of a separate sheet of paper only.
5. Use appropriate application programs and place the printouts into your EXAMINATION FOLDER.
6. 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, unless otherwise instructed.
7. Write the EXAMINATION NUMBER, CENTRE NUMBER and VERSION OF THE SOFTWARE (e.g. MS Office 2010) on the EXAMINATION COVER PAGES. Make sure your writing is neat and legible.
8. Ensure that every printout displays the printed QUESTION NUMBER and EXAMINATION NUMBER as instructed.
9. Marks will NOT be awarded for any printouts submitted without a printed EXAMINATION NUMBER and a consistent WATERMARK.
10. EXAMINATION NUMBERS in writing are NOT acceptable.
11. The time indicated at the beginning of each section is a guideline to help you finish the question paper within the allocated 3 hours.
12. The allocated 3 hours also includes printing time. NO ADDITIONAL TIME will be allocated for printing your work unless there was a computer or printer malfunction.
13. It is your responsibility to SAVE YOUR WORK at regular intervals to prevent loss of keyed-in data during a power failure. It is not the responsibility of the invigilator to help you recover the keyed-in work lost due to power failure.

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14. In the event of a computer or printer malfunction, the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.

15. Spell check may be used.

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SECTION A (WORD PROCESSING) **TIME: 72 Minutes**

QUESTION 1

1.1 Use MS Word or MS Access to prepare a data source document for mail merge using the information provided on the next page. Do not key in the text in the first row as it only indicates the information to be keyed in. (1)

1.2 Set the font to Arial, size 12. (1)

1.3 If you are using MS Word, insert a header with your EXAMINATION NUMBER, QUESTION 1 (centre-aligned).

OR

If you are using MS Access, rename the table with your EXAMINATION NUMBER, QUESTION 1. (2)

1.4 Create a data source document using the fieldnames provided on the next page. (1)

1.5 Key in the field names in capital letters. (1)

1.6 Key in the field names and records accurately, with the correct use of uppercase, lowercase and letter spacing. (8)

1.7 Right align the contents of the 'NAME OF INSTITUTION' column. (1)

1.8 Change the page orientation to landscape. (1)

1.9 Adjust the column width to ensure that the data for each record is displayed on one line as indicated. (2)

1.10 Save the document as QUESTION 1, according to your college's examination regulations.

1.11 Print the data source document on ONE A4 landscape page and place the printout into your EXAMINATION folder. (2)

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FIELD NAMES	RECORD 1	RECORD 2	RECORD 3	RECORD 4
NAME OF INSTITUTION	XYZ Community Centre	Mbalentle College	Khethowakhe Institution	Bright Future College
ENROLMENT FIGURES	1550	2500	3000	3500
NUMBER OF DRUG ADDICTIONS	35	167	200	500
NUMBER OF ALCOHOL ADDICTIONS	125	200	99	345
NUMBER OF REHAB COMPLETIONS	82	205	120	400

Use the above field names to create a data source document

Key in the data for each record accurately

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QUESTION 2

2.1	Use MS Word to prepare an invitation letter (primary document) for mail merge, using the information provided on the next page.	(1)
2.2	Insert a header with QUESTION 2 (left-aligned) and your EXAMINATION NUMBER (right-aligned).	(2)
2.3	Use the font Arial, size 12 for all text unless otherwise stated.	(1)
2.4	Key in the primary document accurately with the correct use of uppercase, lowercase, letter spacing and line spacing.	(13)
2.5	Edit the words "TO WHOM IT MAY CONCERN" to appear in uppercase and bold.	(2)
2.6	Edit the main heading "Alcohol abuse among …" to appear in font style Algerian, size 16.	(1)
2.7	Underline the main heading with the dashed underline as indicated.	(1)
2.8	Change the alignment of the first paragraph to full justify.	(1)
2.9	Underline the sentence starting with "The following are statistics …" using a double underline.	(1)
2.10	Insert the correct MERGE FIELDS (field names) in the positions indicated on the PRIMARY DOCUMENT.	(6)
2.11	Edit the sentence starting with "The following table…" to appear in italics and right aligned.	(2)
2.12	Insert a table as indicated and key in the text correctly.	(4)
2.13	Insert bullets in the left column and numbering in the right column. You may use bullets and numbering of your choice.	(2)
2.14	Apply the following shading to the first row of the table as indicated: White, Background 1, Darker 25%	(2)
2.15	Insert a page break where indicated.	(1)
2.16	Insert TWO suitable pictures/clipart and resize to an appropriate size to fit as indicated.	(4)
2.17	Centre and bold the slogan "SEEK HELP AND RECLAIM YOUR LIFE!"	(2)
2.18	Use the spell check option to ensure that all the spelling is correct.	(1)
2.19	Save the document as QUESTION 2, or according to your college's examination regulations.	
2.20	Print the primary document on TWO A4 pages in portrait orientation, and place the printout into the EXAMINATION FOLDER.	(1)

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To whom it may concern

Alcohol abuse among students is fast becoming a national crisis

Substance abuse has been identified as one of the major social ills confronting students at the country's institutions of higher learning. Although there are no official national figures on the actual number of students who abuse substances, available information confirms the existence of substance abuse problems within the country's academic institutions. For instance, findings of a study carried out at one of the country's institutions reveal that the majority of students were abusing alcohol.

The following are statistics of substance abuse in some of the institutions:

Name of the institution: <<NAME OF INSTITUTION>>
Number of enrolments: <<ENROLMENT FIGURES>>
Students addicted to drugs: <<NUMBER OF DRUG ADDICTIONS>>
Students addicted to alcohol: <<NUMBER OF ALCOHOL ADDICTIONS>>
Successful rehab figures: <<NUMBER OF REHAB COMPLETIONS>>

Insert the correct merge fields created in Question 1

The following table presents some of the main contributing factors leading to substance abuse among tertiary students:

Psychological factors	Social factors
Depression	Imitating role models
Self-doubt	Peer pressure
Low self-esteem	Poor parental monitoring

……Page break ……

Insert a picture/clipart

Insert a picture/clipart

SEEK HELP AND RECLAIM YOUR LIFE!

Centre and Bold the slogan

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QUESTION 3

3.1 Open the primary document you saved as QUESTION 2.

3.2 Replace the header with a footer and insert QUESTION 3 (left-aligned) and EXAMINATION NUMBER (right-aligned). (2)

3.3 Merge the data source and the main (primary) document to create the secondary documents (merged letters). (8)

3.4 Save the document as QUESTION 3, according to your college's examination regulations.

3.5 Print only the letters for Mbalentle College and Khethowakhe Institution on TWO portrait pages each, and place your printouts into your EXAMINATION FOLDER. (2)

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TOTAL SECTION A: 80

SECTION B (SPREADSHEET) **TIME: 72 Minutes**

QUESTION 4

4.1	Use MS Excel to create a spreadsheet using the information given on the next page. Do not key in the contents in the shaded row and column, as it is only provided to indicate the correct cells to be used.	(1)
4.2	Insert a footer with QUESTION 4 and your EXAMINATION NUMBER, both centre-aligned.	(2)
4.3	Use font type Arial Narrow, size 12 unless otherwise stated.	(1)
4.4	Key in the contents of the spreadsheet accurately, with the correct use of uppercase, lowercase and letter spacing.	(8)
4.5	Left align the main heading across column A to C as indicated.	(1)
4.6	Edit the main heading to appear in Britannic Bold, size 14.	(1)
4.7	Merge and centre the column heading “TYPES OF BINGERS” across row 3 and row 4 as indicated.	(1)
4.8	Bold and right align all column headings.	(2)
4.9	Delete the open row (row 5).	(1)
4.10	Display the figures in COLUMN B and C as integers (no decimals) and right aligned.	(2)
4.11	Adjust the column width to ensure that all keyed-in information can be read.	(1)
4.12	Insert horizontal and vertical lines on the spreadsheet as indicated.	(2)
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 portrait page. Place the printout into your EXAMINATION FOLDER.	(1)

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	A	B	C	D
1	SOUTH AFRICAN STATISTICS ON BINGE DRINKING			
2	Projected % reduction:	10%		
3	TYPES OF BINGERS		REHAB RECORDS	PROJECTED
4		2021	2022	REDUCTION IN 2023
5				
6	Female Teens	21546	23500	
7	Female Youth	10888	13000	
8	Male Teens	35124	38500	
9	Male Youth	10345	13500	
10	Female Adults	5484	9500	
11	Male Adults	8654	12500	

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QUESTION 5

5.1 Open the spreadsheet that you saved as QUESTION 4.

5.2 Replace the footer with a header and insert QUESTION 5 (left-aligned) and EXAMINATION NUMBERS (right-aligned). (2)

5.3 Insert the new rows and columns and key in the new text as provided. (9)

5.4 Right align the main heading as indicated on the spreadsheet. Merge the cells where necessary. (1)

5.5 Underline the main heading using the double underline option. (1)

5.6 Merge and centre the column heading 'REHAB RECORDS' across cell B3 and C3 as indicated. (1)

5.7 Centre all column headings. (1)

5.8 Edit the font of the new column headings (columns D and E) to Broadway, size 12. (1)

5.9 Edit the information for "TYPES OF BINGES" (cell A5-A10) to appear in italics. (1)

5.10 Insert appropriate formulae in the cells marked with the corresponding question number to perform the calculations listed below. (1)

5.10.1 TOTAL REHAB RECORDS = Sum of REHAB RECORDS for 2021 and 2022 for each TYPE OF BINGER. (1)

5.10.2 DIFFERENCE IN REHAB RECORDS = REHAB RECORDS for 2022 minus REHAB RECORDS for 2021. (1)

5.10.3 PROJECTED REDUCTION IN 2023 = TOTAL REHAB RECORDS multiplied by 10% (cell B2). Use absolute reference in the formula. (1)

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5.10.4 COUNT NO. OF BINGERS = Count the number of REHAB RECORDS for 2021. (1)

5.10.5 LOWEST NO. OF BINGERS = Minimum REHAB RECORDS for 2022. (1)

5.10.6 AVERAGE NO. OF BINGERS = Average number of REHAB RECORDS for 2022. (1)

5.11 Use Autofill to copy the formulae to the cells as indicated by the arrows in columns D to F. (1)

5.12 Edit the figures in columns D to F to appear in bold. (1)

5.13 Display the figures for 'PROJECTED REDUCTION IN 2023' as integers (no decimals). (1)

5.14 Display figure for 'AVERAGE' as a number with one decimal place. (1)

5.15 Insert horizontal and vertical lines as indicated. (1)

5.16 Insert thick outside borders as indicated. (1)

5.17 Adjust the column width to display the contents of each column as indicated. (1)

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

5.19 Print the spreadsheet on ONE A4 landscape page WITHOUT row and column headings. Place the printout into your EXAMINATION FOLDER. (1)

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	A	B	C	D	E	F
1					**SOUTH AFRICAN STATISTICS ON BINGE DRINKING**	
2	Projected % reduction:	10%				
3	TYPES OF BINGERS	REHAB RECORDS		TOTAL REHAB RECORDS	DIFFERENCE IN REHAB RECORDS	PROJECTED REDUCTION IN 2023
4		2021	2022			
5	Female Teens	21546	23500	**(5.10.1)**	**(5.10.2)**	**(5.10.3)**
6	Female Youth	10888	13000			
7	Male Teens	35124	38500			
8	Male Youth	10345	13500			
9	Female Adults	5484	9500			
10	Male Adults	8654	12500			
11						
12	COUNT NO. OF BINGERS	**(5.10.4)**				
13	LOWEST NO. OF BINGERS		**(5.10.5)**			
14	AVERAGE NO. OF BINGERS		**(5.10.6)**			

Insert new rows (12-14) and key in the new text

Insert new columns (D and E) and key in the new column headings

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QUESTION 6

6.1 Open the spreadsheet that you saved as QUESTION 5. (1)

6.2 Change the question number in the header to QUESTION 6. (1)

6.3 Display the formulae used. (8)

6.4 Adjust the column width to ensure that all formulae are clearly visible. (1)

6.5 Save the document as QUESTION 6, or according to your college's examination regulations.

6.6 Print the answer on ONE A4 landscape page and place your printout into your EXAMINATION FOLDER. (1)

[12]

QUESTION 7

7.1 Open the spreadsheet saved as QUESTION 5.

7.2 Delete the header. (1)

7.3 Insert a 3D pie chart to display the Rehab Records of Bingers for 2021. (2)

7.4 Display the legend with the correct information on the left side of the chart. (2)

7.5 Centre the following chart title in Arial Black, size 12 above the chart:

REHAB RECORDS OF BINGERS
EXAMINATION NUMBER
QUESTION 7 (3)

7.6 Change the fill colour of the chart to light grey. (1)

7.7 Resize the chart to fit below the spreadsheet on one A4 landscape page. (2)

7.8 Save the document as QUESTION 7 according to the college's examination regulations.

7.9 Print the CHART as an object on one A4 page and place your printout into your EXAMINATION FOLDER. (1)

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TOTAL SECTION B: 80

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SECTION C: DATABASE (Approximately 36 Minutes)

QUESTION 8

8.1 Use MS Access to create a database file with the FILE NAME: BINGE DRINKING (1)

8.2 Save the table as your EXAMINATION NUMBER, QUESTION 8. (1)

8.3 Create a structure of the database using the information below:

FIELD NAMES	DATA TYPE	SIZES
GENDER	Short Text	18
INSTITUTION	Short Text	20
REHAB RECORDS	Number	Long Integer
CHALLENGES	Short Text	30

(8)

8.4 Print the table structure to display field names, data types and sizes (without extra properties and indexes), on ONE A4 portrait page. Place the printout into your EXAMINATION FOLDER. (2)

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QUESTION 9

9.1 Open the table saved as your EXAMINATION NUMBER, QUESTION 8.

9.2 Copy the table and rename it as EXAMINATION NUMBER, QUESTION 9. (1)

9.3 Create a database using the information given in the table below:

GENDER	INSTITUTION	REHAB RECORDS	CHALLENGES
Female teens	Bright Future	23500	Alcohol abuse
Male teens	My Destiny	13000	Drug and alcohol abuse
Female youth	Pfundzo	38500	Alcohol abuse
Male youth	Dyondzo	13500	Drug abuse
Male adults	Mbalentle	9500	Alcohol and drug abuse
Female adults	Success	12500	Alcohol abuse

(10)

9.4 Add a new record with the following details:

Males and Females	Millennium	130000	Alcohol and drug abuse

(1)

9.5 Sort the table in DESCENDING ORDER according to the INSTITUTION column with all corresponding information. (2)

9.6 Find the word 'teens' and replace it with 'teenagers'. (1)

9.7 Adjust the column widths to ensure that all data can be read. (1)

9.8 Save the table as your EXAMINATION NUMBER, QUESTION 9 according to your college's examination regulations.

9.9 Print the table on ONE A4 landscape page and place the printout into your EXAMINATION FOLDER. (1)

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QUESTION 10

10.1 Open the table saved as your EXAMINATION NUMBER, QUESTION 9.

10.2 Create a database report using the Report Wizard. (1)

10.3 Use the following fieldnames from the table to create the report: GENDER, INSTITUTION and REHAB RECORDS. (3)

10.4 Use the Tabular layout for the report. (1)

10.5 Edit the report header to appear as follows: EXAMINATION NUMBER, SUBSTANCE ABUSE CHALLENGES (2)

10.6 Insert the following text below the last record in the report: TOTAL REHAB RECORDS (1)

10.7 Insert the correct formula to calculate the TOTAL NUMBER OF REHAB RECORDS. (1)

10.8 Insert a report footer with QUESTION 10 (left-aligned). (1)

10.9 Save the report as your EXAMINATION NUMBER, QUESTION 10 according to your college's examination regulations.

10.10 Print the report on ONE A4 portrait page and place the printout into your EXAMINATION FOLDER. (1)
[11]

TOTAL SECTION C: 40
GRAND TOTAL: 200

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