higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY (COMPUTER LITERACY COMPONENT)

(Second paper)

NQF LEVEL 4

(7601064)

28 October 2022 (X-paper)
09:00–12:00

Calculators may not be used.

This question paper consists of 14 pages.

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TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Number the PRINTOUTS 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 in 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. EXAMINATION and CENTRE NUMBERS must be written correctly on the examination cover pages and the software version must be indicated at the top of the cover page (e.g. MS Office 2016).
8. Ensure that every PRINTOUT displays the printed QUESTION NUMBER and EXAMINATION NUMBER as instructed.
9. Marks will not be awarded for any PRINTOUTS without a printed EXAMINATION NUMBER and 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 to finish the question paper within the allocated 3 hours.
12. The time allocated for this question paper includes printing time.
13. 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.
14. In the event of a computer or printer malfunction, the invigilator will make the necessary arrangements for you to continue with the examination. Additional time will be allocated to make up for the lost time.
15. The spell checker may be used.
16. Write neatly and legibly, where applicable.

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

QUESTION 1

1.1 Use either 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 information in the first row as it only indicates the information to be keyed in. (1)

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

1.3 Create a data source document using the fieldnames provided. (2)

1.4 Key in the field names in uppercase. (1)

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

1.6 Save or rename the table with your EXAMINATION NUMBER, QUESTION 1. (1)

1.7 Right-align the contents of the DEPARTMENT 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 or according to your college's examination regulations.

1.11 Print the data source document from MS Access 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	RECORD 5
Name	Astrid	Fundiswa	Siyabonga	Sebenzile	Nhlakanipho
Surname	Usher	Bhengu	Vilakazi	Mhlauli	Buthelezi
Department	NCV	Business	Engineering	Hospitality	Tourism
Course	Office Administration	Business Studies	Civil Engineering	Hospitality Management	Travel and Tourism
Instructor	Ivan Naidoo	Patrick Thompson	Michael Zulu	Brenda Ngxoli	Devan Maistry
Email address	Ivanaidoo@gmail.com	patthompson@yahoo.com	mezulu@webmail.co.za	BNgxoli@gmail.com	dmaistry@yahoo.com

Create a data source document with the above field names

Key in the records for each learner

[20]

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QUESTION 2

2.1	Use MS Word to prepare an invitation letter (primary document) for mail merge using the information given on the following page.	(1)
2.2	Insert a footer with your EXAMINATION NUMBER (centre-aligned) and QUESTION 2 (right-aligned).	(2)
2.3	Use font type Bell MT, size 12 for all text unless indicated differently.	(1)
2.4	Key in the primary document accurately with the correct use of uppercase, lowercase, letter spacing and line spacing.	(13)
2.5	Insert today's date in the position indicated.	(2)
2.6	Insert the correct MERGE FIELDS (field names) in the positions indicated on the PRIMARY DOCUMENT.	(6)
2.7	Change the font of the main heading "CORONAVIRUS DISEASE…" to Bauhaus 93, size 16.	(1)
2.8	Underline the main heading using the Double underline.	(1)
2.9	Edit the main heading to appear in italics and centred.	(2)
2.10	Edit the alignment of the first paragraph to full justify.	(1)
2.11	Insert any suitable picture or clipart image at the position indicated.	(2)
2.12	Resize the image to fit the contents of the first page as instructed.	(1)
2.13	Use the column function to create two columns and key in the text correctly as instructed.	(2)
2.14	Centre-align the text in the left column.	(1)
2.15	Right-align the text in the right column.	(1)
2.16	Insert a page break in the position indicated.	(1)
2.17	Insert a table in the position indicated and key in the text correctly.	(2)
2.18	Apply white, background 1, darker 35% (light grey) to shade the first column of the table.	(2)
2.19	Edit the column headings of the table to appear in uppercase and centre-aligned.	(2)
2.20	Edit the text in the second row of the table to appear in italics and underlined.	(2)
2.21	Use the spell checking option to ensure that all the spelling is correct.	(1)
2.22	Save the document as QUESTION 2, or according to your college's examination regulations.	
2.23	Print the primary document on TWO A4 portrait pages and place the PRINTOUTS into the EXAMINATION FOLDER.	(1)

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Insert today's date

<<NAME>> <<SURNAME>>
<<COURSE>>

Insert all merge fields in the correct positons

Display all text in 1.5 line spacing.

CORONAVIRUS DISEASE (COVID-19)

Coronavirus disease (COVID-19) is an infectious disease caused by the coronavirus. Most people who fall sick with COVID-19 will experience mild to moderate symptoms and recover without special treatment. The virus that causes COVID-19 is mainly transmited through droplets generated when an infected person coughs, sneezes, or exhales.

Insert an appropriate picture or clipart image in this positon and resize accordingly

The following are some of the variants of the COVID 19:

THE DELTA VARIANT

Delta is a very contagious variant that has been found to be more than 2x as contagious as earlier variants. Its high transmissibility rate led to the World Health Organization classifying it as a variant of concern.

THE OMICRON VARIANT

The Omicron is more transmissible than the Delta variant. This is attributed to its ability to evade some immune responses, particularly the responses of immune system of previously infected individuals who have not vaccinated.

……page break……

Name of variant	Country of origin	Transmissibility rate
Delta	India	Very high
Gamma	Japan	Very high

For more information about the presentation please contact the <<DEPARTMENT>> department. Your instructor <<INSTRUCTOR>> can be reached at: <<E-MAIL ADDRESS>>.

Yours in Health Education

J Hopkins

[48]

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QUESTION 3

3.1 Open the document that you saved as QUESTION 2.

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

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

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

3.5 Print only the letters to Astrid Usher and Siyabonga Vilakazi. Each letter must be printed on TWO portrait pages. Place the PRINTOUTS into your EXAMINATION FOLDER. (2)

[12]

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 below. Do not key in row and column headings (shaded areas) as it is only provided to indicate the correct cells to be used. (1)

4.2 Insert a footer with your EXAMINATION NUMBER and QUESTION 4, left-aligned. (2)

4.3 Key in the spreadsheet accurately, with the correct use of uppercase, lowercase and letter spacing. (8)

4.4 Use font type Agency FB, size 14 unless otherwise instructed. (1)

4.5 Merge and centre the main heading across columns A to E. (1)

4.6 Edit the main heading to appear in font type Engravers MT, size 14. (1)

4.7 Underline the sub-heading in row 2 and change to bold. (2)

4.8 Display the column headings in italics and bold. (2)

4.9 Merge and centre the column heading “UPDATED STATISTICS” across cell B4 and C4. (1)

4.10 Centre all column headings. (1)

4.11 Adjust the column width to ensure that information is displayed correctly. (1)

4.12 Insert horizontal and vertical lines on the spreadsheet. (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	E
1	COVID-19 STATISTICS PER PROVINCE: SOUTH AFRICA				
2	Report date: 22 July 2021				
3					
4	PROVINCE	UPDATED STATISTICS		PERCENTAGE OF TOTAL	
5		Confirmed Cases	New Cases		
6	KwaZulu-Natal	379198	1613		
7	Limpopo	104402	1126		
8	Mpumalanga	116306	899		
9	North West	120211	1148		
10	Northern Cape	64058	430		
11	Western Cape	370997	3263		

[24]

QUESTION 5

5.1 Open the spreadsheet that you saved as QUESTION 4.

5.2 Change the question number in the footer to QUESTION 5. (1)

5.3 Right-align the main heading as indicated on the spreadsheet. (2)

5.4 Change the font of 'COVID-19 STATISTICS PER PROVINCE: SOUTH AFRICA' to Elephant, size 14. (1)

5.5 Insert the new rows and column as indicated on the spreadsheet. (2)

5.6 Key in the text in the new columns and new rows accurately and display as indicated. (8)

5.7 Merge and centre the column heading in column D as displayed in the spreadsheet. (2)

5.8 Edit the column heading in Column D to appear in bold and italics (2)

5.9 Insert appropriate formulas in the cells marked with the corresponding question number to perform the calculations listed below. Use absolute cell referencing for QUESTION 5.9.3. (1)

5.9.1 TOTAL CASES = CONFIRMED CASES plus NEW CASES. (1)

5.9.2 TOTAL CONFIRMED CASES = SUM OF CONFIRMED CASES (1)

5.9.3 PERCENTAGE OF TOTAL = TOTAL CASES divided by TOTAL CONFIRMED CASES. (1)

5.9.4 AVERAGE OF NEW CASES = AVERAGE of NEW CASES. (1)

5.9.5 LOWEST PERCENTAGE = LOWEST number for PERCENTAGE OF TOTAL. (1)

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5.10 Use AutoFill to copy the formulas to the cells as indicated by the arrows. (1)

5.11 Display all figures in column B, C and D as integers (no decimal places). (1)

5.12 Display figures in column E as a percentage with two decimal places. (1)

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

5.14 Insert a double border around the entire spreadsheet. (1)

5.15 Change the page orientation to landscape. (1)

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

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

5.18 Print the spreadsheet on ONE A4 landscape page without row and column headings. Place the PRINTOUT into your EXAMINATION FOLDER. (1)

[32]

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	A	B	C	D	E
1	COVID-19 STATISTICS PER PROVINCE: SOUTH AFRICA				
2	Report Date: 22 July 2021				
3					
4	PROVINCE	UPDATED STATISTICS		TOTAL CASES	PERCENTAGE OF TOTAL
5		Confirmed Cases	New Cases		
6	KwaZulu-Natal	379198	1613	**5.9.1**	**5.9.3**
7	Limpopo	104402	1126		
8	Mpumalanga	116306	899		
9	North West	120211	1148		
10	Northern Cape	64058	430		
11	Western Cape	370997	3263		
12					
13	Total Confirmed Cases	**5.9.2**			
14	Average of New Cases		**5.9.4**		
15	Lowest Percentage				**5.9.5**

Insert new rows, new column and new text as provided in the spreadsheet

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QUESTION 6

6.1	Open the spreadsheet that you saved as QUESTION 5.	(1)
6.2	Delete the footer. Insert a header with QUESTION 6 (centre-aligned) and your EXAMINATION NUMBER (right-aligned).	(2)
6.3	Display the formulas used.	(7)
6.4	Adjust the column width to ensure that all formulas 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. Place your PRINTOUT into your EXAMINATION FOLDER.	(1)
		[12]

QUESTION 7

7.1	Open the spreadsheet saved as QUESTION 5.	
7.2	Change the question number in the footer to QUESTION 7.	(1)
7.3	Insert a 3-D pie chart to display CONFIRMED CASES for all PROVINCES.	(3)
7.4	Insert the following chart title right-aligned above the chart: COVID-19 STATISTICS: SOUTH AFRICA EXAMINATION NUMBER QUESTION 7	(3)
7.5	Display the legend, with the correct information, below the chart.	(2)
7.6	Display the chart as an object below the spreadsheet.	(1)
7.7	Resize the chart as required to fit the chart and spreadsheet on one page.	(1)
7.8	Save the document as QUESTION 7 or according to your college's examination regulations.	
7.9	Print the document on one A4 page, landscape and place your PRINTOUT into your EXAMINATION FOLDER.	(1)
		[12]

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 with the file name: VARIANTS. (1)

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

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

FIELD NAMES	DATA TYPE/ PROPERTIES	FIELD SIZE
VARIANT	Short Text	25
PROVINCE	Short Text	30
CONFIRMED CASES	Number, Long Integer	
PERCENTAGE RECOVERIES	Number, Single	
DEATHS	Number, Long Integer	(9)

8.4 Print the structure of the database without extra properties and indexes on ONE A4 portrait page. Place the PRINTOUT into your EXAMINATION FOLDER. (1)

[12]

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 presented in the table below:

EXAMINATION NUMBER, QUESTION 9				
VARIANT	**PROVINCE**	**CONFIRMED CASES**	**PERCENTAGE RECOVERIES**	**DEATHS**
Lambda	Western Cape	374260	55	14345
Kappa	KwaZulu-Natal	380811	18	11196
Beta	Eastern Cape	221345	34	12495
Alpha	Mpumalanga	117205	18	1616
Iota	North West	121359	16	2802
Eta	Northern Cape	64488	10	1622
Delta	Gauteng	832383	1	15903
Gamma	Free State	124951	18	5532

(10)

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9.4 Add a new record with the following details:

Alpha	Limpopo	105528	15	3114

(2)

9.5 Sort the table in ascending order according to the PROVINCE column with all corresponding information. (2)

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

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

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

[17]

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 fields from the table to create the report: PROVINCE, CONFIRMED CASES and DEATHS. (3)

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

10.5 Change the report header to EXAMINATION NUMBER: COVID-19 STATISTICS 22 JULY 2021. (2)

10.6 Insert the following text below the last record in the report: TOTAL NUMBER OF DEATHS. (1)

10.7 Insert the correct formula to calculate the TOTAL of all reported DEATHS. (1)

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

10.9 Save the report as your EXAMINATION NUMBER, QUESTION 10 or 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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