higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

OFFICE DATA PROCESSING
NQF LEVEL 3

(3061023)

17 November 2023 (X-paper)
09:00–12:00

The question paper must be handed to candidates 30 minutes before the start of the examination session.

A student folder with files loaded on a memory stick/flash disk/network drive for the candidate's use is also provided.

This question paper consists of 17 pages.

145Q1N2317

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)
OFFICE DATA PROCESSING
NQF LEVEL 3
TIME: 3 HOURS
MARKS: 300

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. All questions must be done on computer with the aid of the Microsoft Office Suite. All PRINTOUTS must be correctly numbered, and both the EXAMINATION NUMBER and the QUESTION NUMBER must be printed as instructed for each PRINTOUT. The PRINTOUTS must be placed in the EXAMINATION FOLDER provided in the correct sequence.
5. PRINTOUTS without printed EXAMINATION NUMBERS or with handwritten EXAMINATION NUMBERS will not be accepted or marked, unless signed by the invigilator to endorse the fact that it is the candidate's own work.
6. The following fonts will be accepted: Arial, Courier New, or Times New Roman, size 12 pt. However, the same font type must be used throughout the entire question paper, except where instructed differently.
7. Candidates must retrieve and use the various files loaded on the memory stick/flash disk/network drive (which one is used) to effect various commands according to the instruction for the applicable questions.
8. The time allocated for the question paper is THREE hours. An additional THIRTY minutes may be allowed for the printing of answers where a central printer is used in a venue. Printing may also be done during the THREE hours allocated for the processing of answers to prevent a queue of printing at the end of the examination.
9. During the additional printing time, candidates may only execute 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.

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

11. Each answer should be printed on ONE side of a separate sheet of A4 paper only. Invigilators will instruct candidates and control PRINTOUTS, which must be placed in the EXAMINATION FOLDERS immediately after printing.

12. PRINTOUTS to be marked must be arranged in the same order as that of the questions in the examination paper (only ONE PRINTOUT per question or subsection of a question may be handed in). At the end of the examination all PRINTOUTS to be marked must be placed in the candidate's EXAMINATION FOLDER and handed to the invigilator. All PRINTOUTS on which errors occur and which should not be marked should also be handed to the invigilator. No PRINTOUTS whatsoever may be removed from the examination room or placed in waste-paper bins.

13. QUESTIONS 2 to 7 must be completed in the files provided in the STUDENT FILES FOLDER. QUESTIONS 2 to 7 must be saved after completing the questions. The answer must be printed, and the PRINTOUTS placed in the EXAMINATION FOLDER provided.

14. 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 to redo such lost work. It is the candidates' responsibility to protect their answers through regular saving.

15. At the end of the examination session, each candidate must hand in the PRINTOUTS as well as the memory sticks/flash 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 the invigilator's supervision. (These memory sticks/flash disks and/or backup copies, for example CDs, must be handed to the examination section of that college for safekeeping for ONE year in case enquiries are made by the examiner/moderator/superintendents of education and/or Umalusi).

16. In the event of other groups using the same venue during more than one sitting for this paper, the hard drive of the computer (C: drive) may not be used to save documents. If the same venue is used for different groups, the hard drive of the computers must be checked and cleared before the next group starts with the examination session.

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17. No candidate may print his/her work for another candidate, or make his/her memory stick/flash 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.

18. Candidates are reminded to save work regularly to prevent the loss of work.

19. Candidates are encouraged to spell check each completed answer before printing. Marks will be deducted for work that has not been typed accurately.

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

Follow these instructions to copy the necessary dialog box when answering a question requiring the use of the print-screen function.

- Press the *Print Screen* button in the top row of the keyboard [on the right-hand side of the F12 function key].
- Minimise that screen, open the answer sheet required for the answer.
- 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 will appear in the cursor position.

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

- Candidates must be allowed at least FIVE minutes to read through the TIMED ACCURACY TEST before the start of the examination.
- All candidates will perform the TIMED ACCURACY TEST (QUESTION 1) together at the instruction of the invigilator
- The TIMED ACCURACY TEST must be done at the beginning of the examination.
- If a student arrives late (i.e., during or after the first 10 minutes) the student will not be able to do QUESTION 1 and must be informed that he/she must start at QUESTION 2 onwards. No PRINTOUT for QUESTION 1 will be accepted for this student.
- After the 10 minutes allowed for the TIMED ACCURACY TEST has expired, the invigilator will collect all tests and will initial after the last keyed-in word on each page. The invigilator will retain the tests until the examination has been completed and will, in the presence of the candidates, place these tests in each candidate's EXAMINATION FOLDER with the other answers.

22. The version of the MS Office Suite used for the examination must be written on the cover page of the EXAMINATION FOLDER.

23. Write neatly and legibly.

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

QUESTIONS		ALLOCATED TIME	MARKS
QUESTION 1	Timed accuracy test	**10 minutes**	**20**
QUESTION 2	Information and communication using Internet explorer	**10 minutes**	**20**
QUESTION 3	File management	**15 minutes**	**30**
QUESTION 4	Word processing: Mail merge	**25 minutes**	**50**
QUESTION 5	Word processing: Processing functions	**40 minutes**	**50**
QUESTION 6	Spreadsheets	**40 minutes**	**65**
QUESTION 7	Presentations	**40 minutes**	**65**
TOTAL		**3 hours** (Plus 30 minutes extra for printing)	**300**

BACKGROUND INFORMATION

The following background information is for reading purposes only and must not be keyed in as part of the examination.

CRIME STATISTICS IN SOUTH AFRICA

The South African Police Service (SAPS) has presented the country's latest crime statistics, covering the fourth quarter of the 2021/22 financial year, January to March 2022.

Total reported crimes during the period increased significantly, both as a result of reported crimes, and a jump in the number of crimes detected through police activity.

Minister Bheki Cele: Quarter One Crime Statistics 2021/2022

20 Aug 2021

Speaking notes delivered by Police Minister General Bheki Cele (MP) at the occasion of the release of the Quarter One Crime Statistics 2021/2022 hosted in Pretoria, Gauteng

[Source: *https://www.gov.za/speeches/minister-bheki-cele-quarter-one-crime-statistics-20212022-20-aug-2021-0000 https://www.saps.gov.za/services/services.php*]

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QUESTION 1

TIMED ACCURACY TEST

DOCUMENT:	Timed accuracy test	**FONT TYPE:**	Arial
LINE SPACING:	1.5 line spacing	**FONT SIZE:**	Size 12
PAPER:	A4 portrait	**MARGINS:**	Left: 1”/2.54 cm Right: 1”/2.54 cm
TIME ALLOCATED:	10 minutes	**ALIGNMENT:**	Full justification
MARKS:	20 marks	**HYPHENATION:**	Off

INSTRUCTIONS

1.1 As a header, key in your EXAMINATION NUMBER and QUESTION NUMBER against the left-hand margin as follows:

EXAMINATION NUMBER
QUESTION 1

1.2 The minimum speed requirement is 30 words per minute.

1.3 This is a TIMED ACCURACY TEST for 10 minutes, which means candidates will start and stop on the invigilator’s instruction.

1.4 Save the document as QUESTION 1 in the STUDENT FILES FOLDER.

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Fellow South Africans, the 1st Quarter of the 2020/21 financial year coincided with level 5 lockdown that kept almost everyone indoors and most businesses closed including taverns, liquor outlets, night clubs, sporting activities and places of entertainment which are generally attributors to causative factors of crime.

The never seen before pleasant picture of last year was compared to a normal period of 2019 and hence the comparison was distorted and much skewed. While more lives were saved during the 'Crime Holiday', the Police did not claim easy victories.

Today Ladies and Gentlemen, are in the same space of comparing the incomparable. The very same shock of last year is repeating itself with an exaggerated extreme opposite to say the least. The double figure eye-popping increase in most crime categories is informed by the same reasons stated above of adjusted lockdown levels and distorted crime trends.

It is important for us to give this particular context and adequate explanation upfront, to mitigate the shock and fears that may arise now. Equally, the lockdown crime trends and figures should not be thrown into the political battlefield for poor political point scoring but instead; this should begin to properly define the impact of the pandemic in many areas of our existence, going forward including the subject of Crime and its remnants.

Ladies and Gentlemen, in the first quarter, the Sub-categories of crimes such as Contact crimes, Sexual offences, Aggravated robberies, Contact-related and Property-related crimes have recorded a never seen before double digit increases. **30 wpm**

Ordinarily, this would have been catastrophic but I assure the nation, this is not the case. I repeat, we cannot compare the same period of this year and last year, due to the skewed and abnormal crime trends, caused by the different levels of Lockdown, if we are to understand the crime picture that we are presenting to you today. **35wpm**

While we will not sweep the high and unnatural figures under the carpet, we will instead bring to the fore a holistic picture of comparing the 2021/22 Quarter one crime figures to a 'normal period' two years ago where there was no Lockdown.

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QUESTION 2: INFORMATION AND COMMUNICATION USING INTERNET EXPLORER

Open the answer sheet saved as QUESTION 2 from the STUDENT FILES FOLDER to record the answers to the questions below. Key in your EXAMINATION NUMBER in the header.

2.1 What is a password? (1)

2.2 Explain the following:

2.2.1 Information security

2.2.2 Software piracy

(2 × 2) (4)

2.3 Mention TWO ways to prevent one's password from being easily accessed. (2)

2.4 Write down FIVE steps on how to add password protection to a Word file. (5)

2.5 Give FOUR important steps necessary to protect one's computer against viruses. (4)

2.6 Explain the difference between *Compact Disc – Recordable* (CD-R) and *Compact Disc – Rewritable* (CD-RW). (2 × 2) (4)

[20]

QUESTION 3: FILE MANAGEMENT

Open the answer sheet saved as QUESTION 3 from the STUDENT FILES folder to past all screen prints in the spaces provided for the corresponding questions. Key in your EXAMINATION NUMBER as indicated in the header.

3.1 Make a screen print of the CRIME REPORTED folder in the STUDENT FILES folder to appear in Extra Large Icon View and paste it in the space provided in the answer sheet. (3)

3.2 Open the sub-folder, CONTACT CRIME, and create an Excel file named Murder statistics, a text file named Assault and a database file named Sexual Offence. Make a screen print and past it in the answer sheet. (5)

3.3 Rename CONTACT CRIME copy to CONTACT RELATED CRIME. Make as screen print and paste it in the answer sheet. (2)

3.4 Open the sub-folder, PROPERTY RELATED CRIME. Make a copy of file, MALICIOUS DAMAGE TO PROPERTY. Make a screen print and paste it in the answer sheet. (3)

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3.5 Open the STUDENT FILES folder and delete the OTHER CRIME folder. Make as screen print of the deleted folder in the Recycle Bin and paste the screen print in the answer sheet (5)

3.6 Move the file, MALICIOUS DAMAGE TO PROPERTY from the PROPERTY RELATED CRIME folder to CONTACT RELATED CRIME. (4)

3.7 Compress the STUDENT FILES folder and name the zipped folder ODP L3. (2)

3.8 Make a screen print thereof and paste it in the answer sheet. (1)

3.9 Change the attributes of the Assault file in the CONTACT CRIME folder to a hidden file. Make a screen print and paste it in the answer sheet. (5)

[30]

QUESTION 4: MS WORD – MAIL MERGE FUNCTION

QUESTION 4A

All files must be retrieved from and saved to the STUDENT FILES folder.

Use the mail merge function to carry out the tasks below.

4.1 Create a data source file using the following information and save it as QUESTION 4A. (10)

BLOCK NAME	MEETING DATE	TIME	LOCATION	LIAISON NAME
Block A	15 October 2022	13:00-17:00	City Hall	Constable P Mokati
Block F	22 October 2022	13:00-17:00	NG Church Hall	Sergeant D Babeile
Block H	29 October 2022	13:00-17:00	Sedibeng Hall	Inspector B Lerumo

4.2 If using MS Word to create the data source, key in a header with your EXAMINATION NUMBER and QUESTION 4A.

If using MS Access to create the data source, save the file as EXAMINATION NUMBER and QUESTION 4A. (1)

4.3 Save and print the data source file on an A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

QUESTION 4B

4.4 Retrieve the document saved as INVITATION from the STUDENT FILES folder. (1)

4.4.1 Change the font and size of the entire document to Centaur, size 12. (2)

4.4.2 As a header, insert your EXAMINATION NUMBER in the first row on the left-hand side and QUESTION 4B in the second row. (2)

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4.4.3 Centre, bold and underline the subject heading: NEIGHBOURHOOD WATCH INFORMATIONAL MEETING FOR [BLOCK NAME] RESIDENTS (3)

4.4.4 Format the merge fields to italics and 14 pt. (2)

4.4.5 Insert the following information below the last paragraph.

5 EASY STEPS TO START A NEIGHBOURHOOD WATCH GROUP

Recruit and organise as many neighbours as possible.
Contact your local law enforcement agency and schedule a meeting.
Discuss community concerns and develop an action plan.
Create a communication plan.
Take Action: Hold meetings and events. (8)

4.4.6 Apply bullets of your choice to the steps and indent appropriately. (2)

4.4.7 Apply a 3 pt border to the invitation and ensure that all information fit inside the table. (1)

4.4.8 Copy the CRIME IMAGE from the STUDENT FILES FOLDER and paste it at the bottom right of the invitation. (3)

4.4.9 Adjust the image as follows:

Height – 4 cm/1.57”
Width – 4.8 cm/1,89” (1)

4.4.10 Link this document to the data source file, QUESTION 4A, by replacing the existing text with the merge fields created.

<<BLOCK NAME>>
<<MEETING DATE>>
<<TIME>>
<<LOCATION>>
<<LIAISON NAME>> (2)

4.4.11 Insert a rectangle shape, grey fill the shape on the bottom left-hand side of the invitation and type the following information in upper case and bold.

Safer neighbourhoods mean happier residents and a better place to live (6)

4.4.12 Print the primary document on ONE A4 portrait page and save it as QUESTION 4B. Place the PRINTOUT in your EXAMINATION FOLDER. (1)

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QUESTION 4C

4.5 Merge the primary document with the data source to create a final document. (2)

4.6 Change the question number in the header to QUESTION 4C. (1)

4.7 Print page 1 and 2 of the final merged document. Place the PRINTOUTS in you EXAMINATION FOLDER. (1)

[50]

QUESTION 5: MS WORD – PROCESSING FUNCTION

In this question you are required to edit a document using a word processing application.

5.1 Retrieve the document saved as QUESTION 5 from the STUDENT FILES FOLDER. (1)

5.2 As a header, key in your EXAMINATION NUMBER and QUESTION NUMBER centre-aligned as follows:

EXAMINATION NUMBER
QUESTION 5 (2)

5.3 Edit the document as indicated in the instructions below.

5.3.1 Change the font of the entire document to Verdana 11 pt. (1)

5.3.2 Move the heading from bottom to the top above paragraph 1 right-aligned. (2)

5.3.3 Format the heading to upper case and bold. (2)

5.3.4 Leave TWO lines spacings after the heading. (1)

5.3.5 Change the line spacing in paragraph 1 to 1.5. (1)

5.3.6 Find the abbreviation, SAPS, replace it with SOUTH AFRICAN POLICE SERVICE in italics and dot-dash underline. (3)

5.3.7 Copy the table, SAPS EMERGENCY NUMBER from the STUDENT FILES folder and paste it left-aligned below the heading. (2)

5.3.8 Apply a 4½ pt border to the table. (1)

5.3.9 Centre the text in column 1 and 2 vertically and horizontally,. (2)

5.3.10 Delete the entire paragraph “The alleged commission of a sexual office may be reported by … offence”. (1)

5.3.11 Insert a page break after the introductory paragraph. (1)

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5.3.12 Change page 2 to landscape orientation. (1)

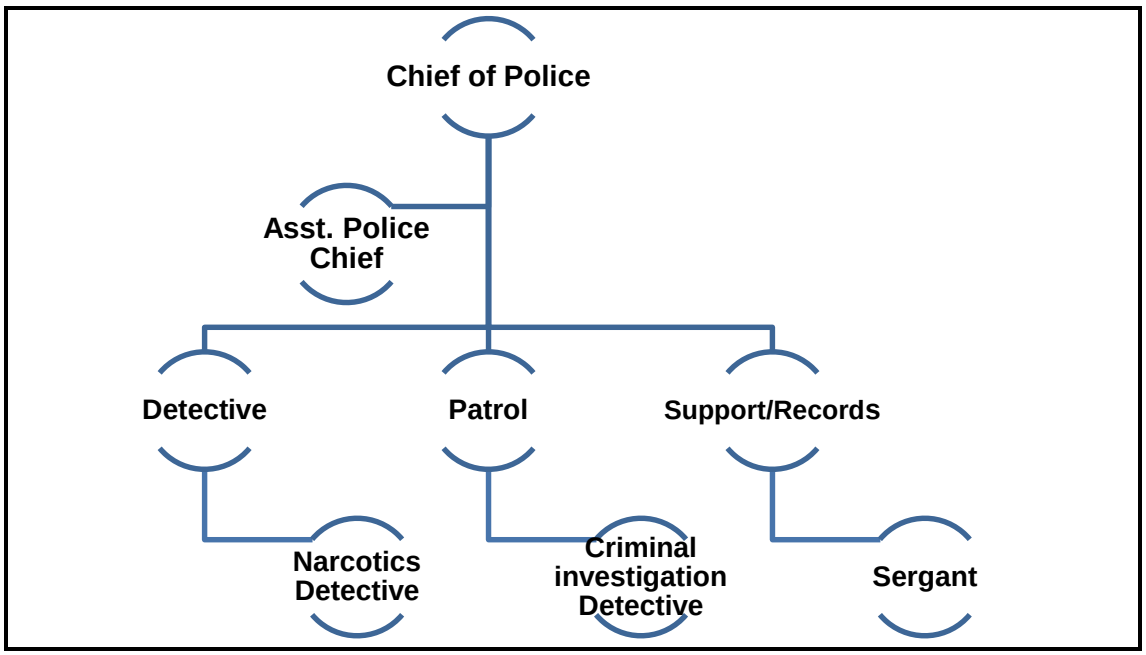
5.3.13 Use paragraph 1, 2 and 3 on page 2 to create THREE columns with a vertical line between each column. (2)

5.3.14 Insert column breaks to ensure that column headings are equal to one another. (1)

5.3.15 Insert the heading below on the third page using a WordArt Style 1 and font size 22 pt.

POLICE DEPARTMENT ORGANISATIONAL CHART TEMPLATE (5)

5.3.16 Use SmartArt graphics to create a half circle organisational chart, as indicated below. (12)



5.3.17 Change the size of the SmartArt graphic to 8.2 cm/3.22” in height and 14.4 cm/5.66” in width. (2)

5.3.18 Change page 3 to portrait orientation and number the pages. (2)

5.3.19 Insert the following endnote at the end of paragraph 3 and change the text to bold.

Your safety, Our Priority (4)

5.3.20 Print the document and place the PRINTOUT in your EXAMINATION FOLDER. (1)

[50]

QUESTION 6: SPREADSHEET

QUESTION 6

6.1 Retrieve the spreadsheet saved as QUESTION 6 from the STUDENT FILES FOLDER and save it as QUESTION 6A. (1)

6.1.1 As a header, key in your EXAMINATION NUMBER and QUESTION 6A left-aligned.

EXAMINATION NUMBER
QUESTION 6A (2)

6.1.2 Change the font and font size of the entire spreadsheet to Cambria 10 pt. (2)

6.1.3 Change the heading font to size 16 and centre. (2)

6.1.4 Change the date format to descending order and italics. (2)

6.1.5 Change the column heading to bold, centred and aligned at 90 degrees. (3)

6.1.6 Adjust the row height of row 5 to 344 pixels. (1)

6.1.7 Merge and centre the sub-heading. (1)

6.1.8 Find the abbreviation SA and replace with South Africa. (1)

6.1.9 Add the following columns:

Column H: 2021-2022 CRIME
Column I: % OF TOTAL CRIME 2022 (2)

6.1.10 Add the following rows:
Row 15: Number of crimes
Row 16: Highest crime in 2022
Row 17: Lowest crime in 2022 (5)

6.1.11 Apply single borders inside the table and any thick border outside the table. (2)

6.2.12 Sort Column A with corresponding figures alphabetically. (1)

6.2.13 Delete Column G (count differ). (1)

6.1.14 Adjust column widths where necessary to ensure that all data are clearly displayed. (1)

6.1.15 Save the spreadsheet and print it in ONE landscape page. Place the PRINTOUT in your EXAMINATION FOLDER. (2)

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QUESTION 6B

6.2 Retrieve the spreadsheet saved as QUESTION 6A and change the question number to QUESTION 6B. (1)

6.2.1 Insert the formulae/functions to do the following calculations:

6.2.2 Calculate 2021-2022 CRIME in G7, by subtracting 2022 from 2021 CRIMES. (1)

6.2.3 Use the Autofill function to copy the formulae from G7:G13. (1)

6.2.4 Use AutoSum in B14 to calculate the TOTAL CONTACT CRIMES of all columns. (1)

6.2.5 Use the Autofill function to copy the formulae from B14:F14. (1)

6.2.6 Calculate % OF TOTAL CRIME 2022 in H7 by dividing JANUARY TO MARCH 2022 by the TOTAL CONTACT CRIME of JANUARY TO MARCH 2022. (1)

6.2.7 Use absolute cell addresses. (1)

6.2.8 Use a function in B15 to determine the number of crimes. (1)

6.2.9 Use a function in F16 to determine the highest crime rate in 2022. (1)

6.2.10 Use a function in F17 to determine the lowest crime rate in 2022. (1)

6.2.11 Display all values as integers except the % OF TOTAL CRIME 2022 column. (1)

6.2.12 Display values of the % OF TOTAL CRIME 2022 column as percentage with two decimals. (2)

6.2.13 Bold and right-align the content in COLUMN A. (2)

6.2.14 Save the spreadsheet as QUESTION 6B and print with row and column headings. Place the PRINTOUT in your EXAMINATION FOLDER. (1)

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QUESTION 6C

6.3 Retrieve the spreadsheet saved as QUESTION 6B and change the question number to QUESTION 6C. (1)

6.3.1 Display the formulae. (6)

6.3.2 Hide column C and D. (1)

6.3.3 Adjust the column widths appropriately to fit all formulae. (1)

6.3.4 Save as QUESTION 6C and print the spreadsheet with row and column headings. Place the PRINTOUT in your EXAMINATION FOLDER. (1)

QUESTION 6D

6.4 Retrieve the spreadsheet saved as QUESTION 6B and change the question number to QUESTION 6D. (1)

6.4.1 Create a clustered column chart to compare the crime statistics in South Africa of January to March 2021 to January to March 2022. (2)

6.4.2 Insert the chart title as CRIME STATISTICS SA followed by your EXAMINATION NUMBER. (1)

6.4.3 Display the following titles for the x-axis and the y-axis:

X-axis – CRIME CATEGORY
Y-axis – NUMBERS (2)

6.4.4 Display the data labels on the inside end for each segment. (2)

6.4.5 Remove the legend. (1)

6.4.6 Save the graph as QUESTION 6D and print the chart as new sheet. Place the PRINTOUT in your EXAMINATION FOLDER. (1)

[65]

QUESTION 7: PRESENTATIONS

In this question, you are required to create, edit and format a presentation using a presentation application.

7.1 Use MS PowerPoint to create a new presentation and save it as QUESTION 7.

7.2 Create Slide 1 as a title slide and insert the text as follows: (1)

7.2.1 Insert text below in the title placeholder using font Arial Black 48 pt in italics.

QUARTER 4 2021 CRIME STATISTICS (4)

7.2.2 The following text must be inserted in the sub-title placeholder using Arial rounded MT Bold 28 pt centre-aligned.

By South African Police Service (4)

7.2.3 Apply shape outline of 6 pt weight to the sub-title placeholder and adjust the size to fit the text. (3)

7.3 Import Slide 1 from the CRIME CATEGORIES presentation and insert it as Slide 2. (1)

Format the design of column A to vertical arrow list and adjust to fit the column. (2)

7.4 Create Slide 3 as a title and content slide and insert the text as follows: (1)

7.4.1 Insert the text below as a heading in bold and right-aligned.

SA crime stats: Q4 2020/21 vs Q4 2021/22 (4)

7.4.2 Insert the table below in the content placeholder and apply the medium style 4 table style. (9)

2020 vs 2021	Jan-Mar 2021	Jan-Mar 2022
Contact Crimes	137 314	157 907
Contact-related Crimes	25 582	29 559
Property-related Crimes	91 223	91 278
Other Serious Crimes	93 801	101 643
Total public reported	347 920	380 387
Crime detected as a result of police action	50 034	60 151
Total	397 954	440 538

7.4.3 Centre-aligned text and number in the table. (1)

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7.5 Import Slide 2 from the CRIME CATEGORIES presentation and insert it as Slide 4. (2)

7.5.1 Format the heading to bold, centre and underlined. (3)

7.5.2 Edit the slide by inserting the text below as indicated in the content placeholder and replace the bullets with any numbering style.

- ❖ Driving under the influence of alcohol or drugs
- ❖ Drug-related crime (4)

7.6 Create Slide 5 as a two content slide and edit it as follows: (1)

7.6.1 Insert the text below as heading.

BIGGEST INCREASES IN CRIME CATEGORIES FOR Q421 (3)

7.6.2 Insert the following text in the placeholder on the left:

The country's latest crime statistics, covering the fourth quarter of the 2021/22 financial year. (5)

7.6.3 Insert the image, Crime image, from the STUDENT FILES folder in the right placeholder and format the height to 5.45cm /2.14" and width 6.12 cm/2,40" (3)

7.6.4 Apply a 6 pt round dot dashes border around the image. (2)

7.7 Insert a title only slide as Slide 6. (1)

7.7.1 Copy the STOP CRIME shape from the STUDENT FILES folder and paste it in the slide. (1)

7.7.2 Change the shape font to black and bold. (2)

7.7.3 Change the font size of the text to 72 pt and adjust the shape to fit the entire slide. (2)

7.8 Apply the wisp design/theme to all slides. (2)

7.9 Apply slide number to all the slides in the presentation. (1)

7.10 As a header for the presentation, key in your EXAMINATION NUMBER and QUESTION 7. (1)

7.11 Save and print the presentation as handouts with TWO slides per page. Place the PRINTOUTS in your EXAMINATION FOLDER. (2)

[65]

TOTAL: 300

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