higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE ORIENTATION
(Second paper)
NQF LEVEL 3

(7601023)

18 February 2020 (X-paper)
09:00–11:00

This question paper consists of 13 pages.

003Q2S2018

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TIME: 2 HOURS
MARKS: 100

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.

2. Read all the questions carefully before answering them.

3. This question paper comprises three sections:

   Section A: Word Processing (40 marks – 43 minutes)
   Section B: Spreadsheet (40 marks – 53 minutes)
   Section C: Presentation (PowerPoint) (20 marks – 24 minutes)

4. Number your PRINTOUTS according to the numbering system used in this question paper.

5. The time indicated at the beginning of each question is a guideline to help you finish the question paper in time.

6. The time allocated for this question paper includes printing time.

7. 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.

8. 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.

9. Your EXAMINATION NUMBER and CENTRE NUMBER must be written on the cover of the EXAMINATION FOLDER and in the software version these numbers must be indicated at the top of the cover page (for example MS Office 2003).

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

11. EXAMINATION NUMBERS in writing are not acceptable. Marks will not be awarded for any PRINTOUTS without a printed EXAMINATION NUMBER.

12. 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.

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13. Each answer must be printed on a separate sheet of paper. Use ONE side of the paper only.

14. The spell check may be used.

15. You are NOT allowed to take any learning material (notes, textbooks or handouts) into the examination venue.

16. Work neatly.

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SECTION A: WORD PROCESSING

QUESTION 1 **TIME: 21 MINUTES**

Your campus manager has requested you to write an article aimed at informing your fellow students about the HEAIDS student dialogue initiative.

1.1 Key in the document as given below. (10)

1.2 Use font type Baskerville Old Face, size 14. (2)

1.3 Insert as footer your EXAMINATION NUMBER centre-aligned and QUESTION 1 in capital letters right-aligned. (2)

1.4 Change the heading to font type BRITANNIC BOLD, size 18 and right-aligned. (3)

1.5 Double underline the main heading as indicated below. (1)

1.6 Fully justify the rest of the document. (1)

1.7 Save the document as HEAIDS student dialogues on your disk or according to your college examination regulations.

1.8 Print the answer on ONE portrait page and place it in your EXAMINATION FOLDER. (1)

[20]

<u>HEAIDS student dialogues on sexual and gender-based violence</u>

HEAIDS student dialogues on sexual and gender-based violence are an initiative of the Department of Higher Education and Training. The initiative is aimed at championing the department's new plans designed to address the high incidences of rape and gender-based violence at universities and TVET colleges.

The initiative forms part of the department's newly introduced strategies that seek to strengthen and deepen HIV/AIDS prevention and support and other initiatives to deal with risks to the students' health within these institutions. These risks include alcohol and drug abuse, which have been found to exacerbate violence against female students. This in turn exposes them to sexual transmitted infections such as HIV/AIDS and syphilis.

All students are therefore urged to familiarise themselves with this initiative by reading HEAIDS booklets and flyers found at the offices of the Student Support Services (SSS).

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QUESTION 2 **TIME: 22 MINUTES**

2.1 Retrieve the answer you saved as HEAIDS student dialogues.

2.2 Remove the footer and replace it with a header with your EXAMINATION NUMBER left-aligned and QUESTION 2 (right-aligned). (2)

2.3 Insert the page break as indicated below. (1)

2.4 Type in the newly inserted information to appear on the second page. (4)

2.5 Change the new heading, *'Benefits of participating….'* to font type Cooper Black, size 14. (2)

2.6 Insert a table with TWO columns and FIVE rows. (1)

2.6.1 Change the column headings 'MYTHS' and 'FACTS' to appear in bold, underlined and centre-aligned. (3)

2.6.2 Apply table borders as indicated. (1)

2.6.3 Shade the information in the left column using light grey shading. Ensure that the text can be read. (1)

2.6.4 Number the information in the left column using Roman figures as indicated. (1)

2.6.5 Number the information in the right column using the alphabet as shown below. (1)

2.7 Change the slogan 'Beat the HIV virus…..' to be centre-aligned and in italics. (2)

2.8 Save the document as PEER PRESSURE 2 on your disk or according to your college examination regulations.

2.9 Print the document on TWO portrait pages and place them in your EXAMINATION FOLDER. (1)

[20]

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All students are therefore urged to familiarise themselves with this initiative by reading HEAIDS booklets and flyers found at the offices of the Student Support Services (SSS).

----------Insert page break here----------

Benefits of participating in HEAIDS student dialogues

Font: Cooper black size 14

The HEAIDS dialogues will help you distinguish between myths and facts about HIV/AIDS as shown below:

Bold, underline and centre

Insert table

MYTHS	FACTS
I. I can tell if my partner is HIV positive	a) One cannot tell of another person's HIV status by looking at the person
II. Being HIV positive means my life is over	b) HIV positive people can live long and healthy lives
III. HIV is a homosexual disease	c) Anyone can be infected with the virus despite their sexual orientation
IV. Sleeping with a minor will cure me of HIV	d) There is currently no cure for HIV

Beat the HIV virus in our lifetime, join the revolution!

Centre align and italics

TOTAL SECTION A: 40

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SECTION B: SPREADSHEET

QUESTION 3 **TIME: 10 MINUTES**

You are requested to create a spreadsheet to record all the risk behaviour that you have investigated during your research as a peer educator.

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. You will be penalised when using incorrect cell addresses. (4)

3.2 Insert your EXAMINATION NUMBER CELL (A1) and QUESTION 3 CELL (E1) as indicated. (2)

3.3 Use the font Arial size 10. (2)

3.4 Adjust the column widths to fit the contents as indicated. (1)

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

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

[10]

	A	B	C	D	E
1	EXAMINATION NUMBER				QUESTION NO
2	COLLEGE BUDGET FOR HEAIDS PROGRAMMES FOR 2019 AND 2020 ACADEMIC YEARS				
3					
4	NAME OF PROGRAMME	ACADEMIC YEAR: 2019	NO. OF ACTIVITIES	ACADEMIC YEAR: 2020	NO. OF ACTIVITIES
5	Men's health programme	35 000	5	38 500	7
6	First thing first	24 500	4	28 500	5
7	Women's health programme	28 000	4	31 950	6
8	Campus health services	38 880	4	40 700	5
9	LGBTI community services	11 500	2	13 550	3
10	Future beats	19 500	3	23 900	4

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QUESTION 4 **TIME: 30 MINUTES**

Open the spreadsheet you created in QUESTION 3 and make the following changes:

4.1 Change QUESTION 3 to QUESTION 4. (1)

4.2 Insert new columns and new rows as indicated. (2)

4.3 Bold and centre-align column headings. (2)

4.4 Change the font of the main heading to Elephant size 12. (2)

4.5 Underline the main heading. (1)

4.6 Provide formulae where the letters of the alphabet appear to do the following calculations:

A COMBINED BUDGET FOR EACH PROGRAMME = SUM of 2019 and 2020 budgets for each programme.

B TOTAL ACTIVITIES FOR 2019 = SUM of all activities for 2019 academic year.

C LOWEST BUDGET FOR 2019 = Calculate the minimum 2019 budget.

D HIGHEST BUDGET FOR 2020 = Calculate the maximum 2020 budget.

E AVERAGE ACTIVITIES for 2020 academic year = Calculate the average number of activities for 2020 academic year.

(5 × 1) (5)

4.7 Display figures in columns B, D and F in South African currency (R) with TWO decimals. (1)

4.8 Insert the horizontal and vertical lines as indicated. (1)

4.9 Save the spreadsheet as COLLEGE HEAIDS BUDGET 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 EXAMINATION FOLDER. (1)

[16]

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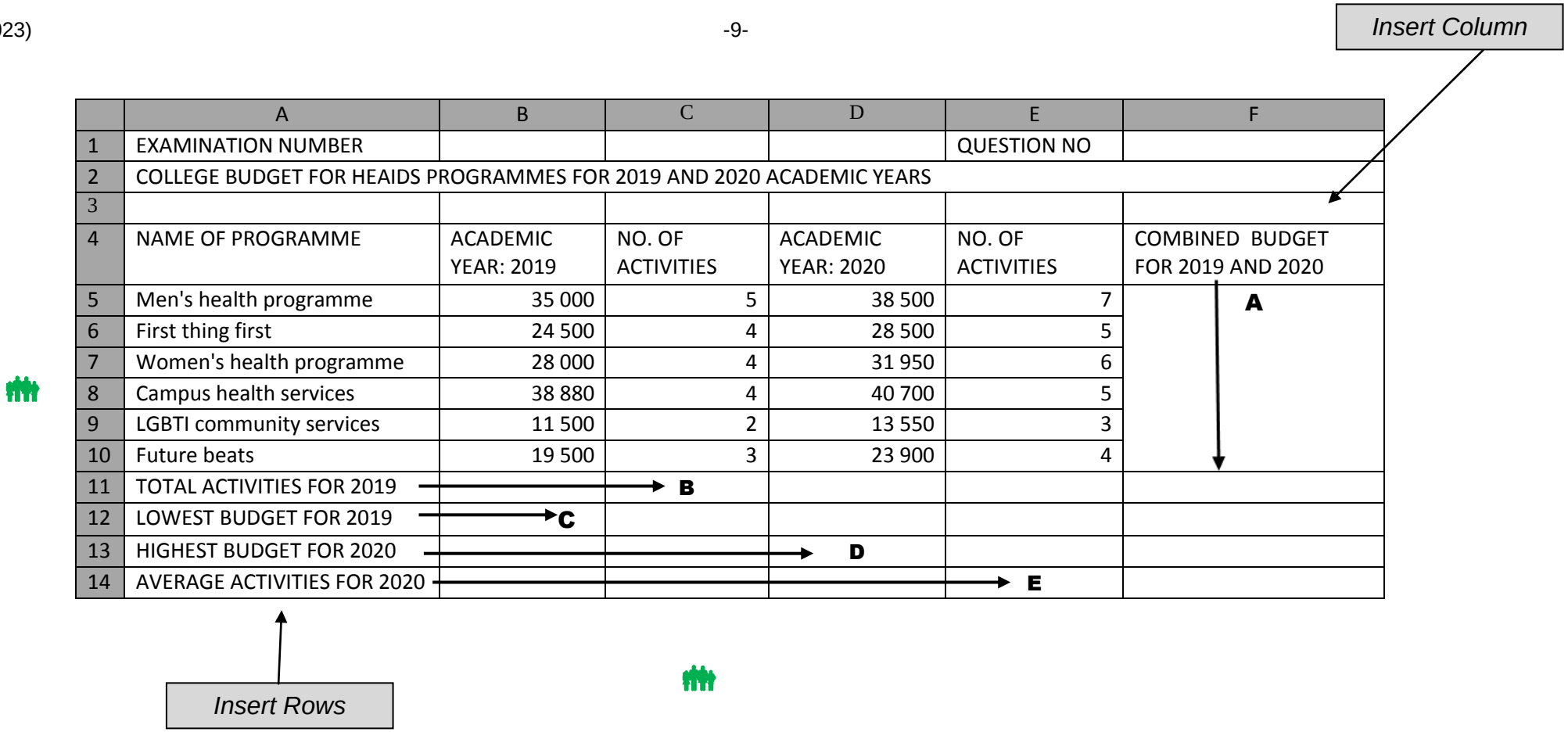

	A	B	C	D	E	F
1	EXAMINATION NUMBER				QUESTION NO	
2	COLLEGE BUDGET FOR HEAIDS PROGRAMMES FOR 2019 AND 2020 ACADEMIC YEARS					
3						
4	NAME OF PROGRAMME	ACADEMIC YEAR: 2019	NO. OF ACTIVITIES	ACADEMIC YEAR: 2020	NO. OF ACTIVITIES	COMBINED BUDGET FOR 2019 AND 2020
5	Men's health programme	35 000	5	38 500	7	
6	First thing first	24 500	4	28 500	5	
7	Women's health programme	28 000	4	31 950	6	
8	Campus health services	38 880	4	40 700	5	
9	LGBTI community services	11 500	2	13 550	3	
10	Future beats	19 500	3	23 900	4	
11	TOTAL ACTIVITIES FOR 2019					
12	LOWEST BUDGET FOR 2019					
13	HIGHEST BUDGET FOR 2020					
14	AVERAGE ACTIVITIES FOR 2020					

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QUESTION 5 **TIME: 5 MINUTES**

Open the spreadsheet you created in QUESTION 4 and follow the instructions below.

5.1 Change QUESTION 4 to QUESTION 5. (1)

5.2 Display the formulae. (5)

5.3 Change the column width to display all formulae completely. (1)

5.4 Save the spreadsheet as COLLEGE HEAIDS BUDGET 3 on your disk or according to your college examination 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 you created in QUESTION 4 and follow the instructions below.

6.1 Insert a LINE GRAPH to compare the budgets for the 2019 and 2020 academic years. (1)

6.2 Insert the Y-axis with the following title: PROJECTED BUDGET (1)

6.3 Insert the a-axis with the following title: NAMES OF PROGRAMMES (1)

6.4 Insert the following title in the top centre:

2019 AND 2020 PROJECTED BUDGETS FOR HEAIDS BUDGET
YOUR EXAMINATION NUMBER
QUESTION 6 (2)

6.5 Save the spreadsheet as COLLEGE HEAIDS BUDGET 3 on your disk or according to your college examination regulations.

6.6 Print the chart as a new sheet and place the PRINTOUT in your EXAMINATION FOLDER. (1)
[6]

TOTAL SECTION B: 40

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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 using MS PowerPoint.

7.1 Key in the text for the 3 slides as per the instructions given below. (4)

7.2 SLIDE 1: TITLE SLIDE. (1)

7.2.1 Display the main heading in Bold and centre-aligned. (1)

7.2.2 The main heading to appear in Italic. (1)

7.2.3 Edit the subtitle to appear in font type Berlin Sans FB, size 36. (1)

7.3 SLIDE 2: TITLE AND 2 COLUMNS. (1)

7.3.1 Display the main heading, 'Avoid the following' in Broadway size 40. (1)

7.3.2 Number the information in the left column exactly as indicated below. (1)

7.3.3 Right-align the information in the left column. (1)

7.3.4 Number the information in the right column using Roman figures as indicated. (1)

7.3.5 Edit the word 'household' in Roman Figure v to appear in Bold. (1)

7.4 SLIDE 3: Title and text (1)

7.4.1 Type the title using font type ALGERIAN. (1)

7.4.2 Insert bullets as indicated. (1)

7.5 Choose any design that will make your presentation look attractive. (1)

7.6 Insert footer with EXAMINATION NUMBER and QUESTION NUMBER 7 centre-aligned to appear in ALL THREE slides. (1)

7.7 Save the presentation as QUESTION 7 according to your college examination regulations.

7.8 Print the slide as full page slides to appear on THREE pages and place in the EXAMINATION FOLDER. (1)

[20]

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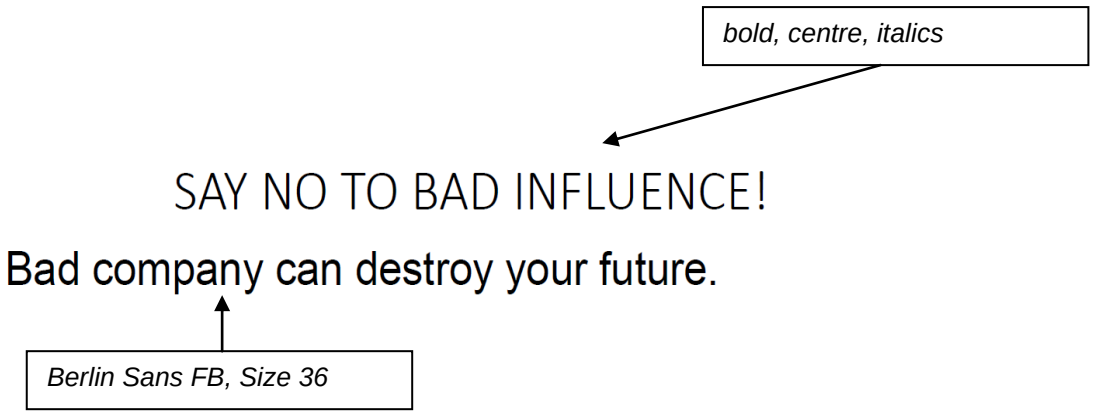
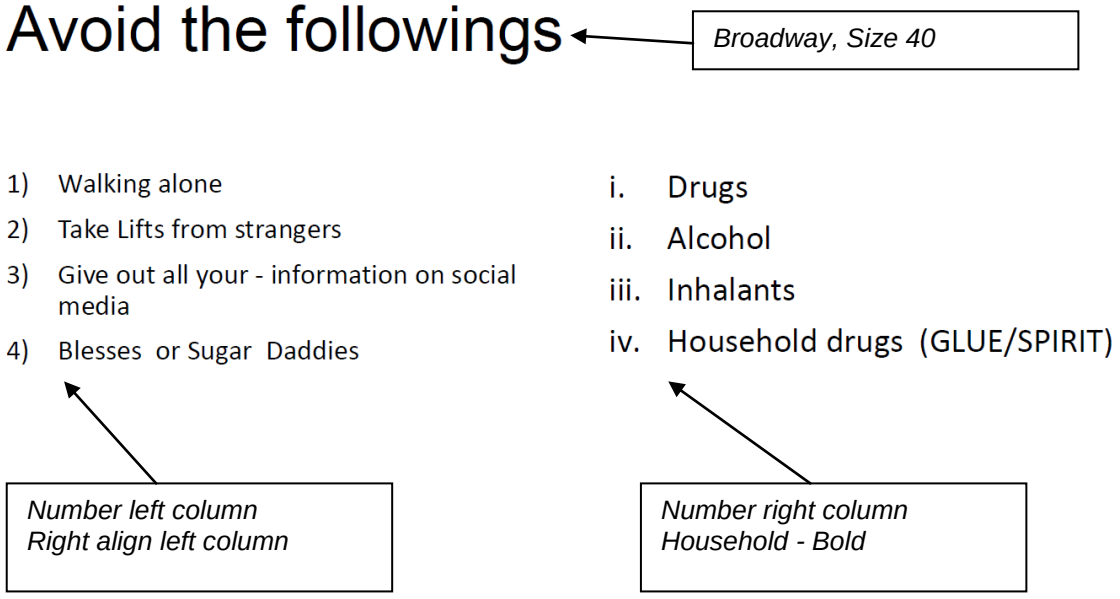
SLIDE 1: TITLE SLIDE



SLIDE 2: TITLE AND 2 COLUMNS SLIDE



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SLIDE 3: TITLE AND TEXT

Attract friends with good vision ← *Font - Algerian*

FRIENDS WHO ARE:

- Positive with Life.
- Work hard.
- Socialize in a good way.
- Committed to studies.

Insert bullets

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

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