higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

# NATIONAL CERTIFICATE (VOCATIONAL)

## LIFE ORIENTATION
(Second Paper)
**NQF LEVEL 3**

(7601023)

**29 October 2018 (X-Paper)**
**09:00–11:00**

**This question paper consists of 13 pages.**

NCV

**TIME: 2 HOURS**
**MARKS: 100**

## INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Number your PRINTOUTS according to the numbering system used in this question paper.
4. The time indicated at the beginning of each section is a guideline to help you finish the question paper in time.
5. The time allocated for this question paper includes printing time.
6. 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.
7. 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.
8. EXAMINATION and CENTRE NUMBERS must be written on the cover of the EXAMINATION FOLDER and the software version must be indicated at the top of the cover page (e.g. MS Office 2003).
9. Ensure that every PRINTOUT displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed.
10. EXAMINATION NUMBERS in writing are NOT acceptable.
11. Marks will NOT be awarded for any PRINTOUTS without an EXAMINATION NUMBER.
12. Use appropriate application programs and place the PRINTOUTS in your EXAMINATION FOLDER.
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 a separate sheet of paper. Use ONE side of the paper only.
15. Spell check may be used.
16. You are NOT allowed to take any learning material (notes, textbooks or handouts) into the examination venue.
17. Work neatly.

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## BACKGROUND

You have recently been elected as the ambassador of the First Things First (FTF) campaign in your college. The Department of Higher Education and Training in partnership with the Department of Health are planning to hold an awareness campaign at your College. The primary aim of this campaign will be to encourage health-seeking behaviour among the students by advocating regular testing and screening for diseases such as HIV/AIDS, TB and cancer. As FTF Ambassador, you are requested to prepare a public notice that will stimulate the interest of students to come and be part of this worthy cause.

Complete the tasks below.

## SECTION A: WORD PROCESSING

### QUESTION 1 TIME: 20 MINUTES

Prepare an MS Word document using the information given below. Use the following instructions as a guide to help you prepare the document.

1.1 Create a header with your EXAMINATION NUMBER, left-aligned, and QUESTION 1, right-aligned, in capital letters. (2)

1.2 Key in the document as instructed. (6)

1.3 Use font type Arial size 12. (1)

1.4 Edit the heading to appear in Arial Black, size 16, upper case (1)

1.5 Center and underline the main heading. (2)

1.6 Change the alignment of the whole document to full justification. (1)

1.7 Use the column function to key in the information in TWO equal columns as indicated. (1)

1.8 Insert numbers and bullets as indicated. (1)

1.9 Spell – check the entire document to correct spelling mistakes. (1)

1.10 Use upper case and lower case, line and letter spaces as it appears on the document. (3)

1.11 Save the document as ACTIVATION according to your college examination regulations.

1.12 Print the document on ONE A4 portrait page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

**[20]**

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*Arial Black, size 16 U/C, center,underline*

# AN OPEN INVITE TO A FIRST THINGS FIRST PROGRAMME

First Things First (FTF) is a programme operating under the Higher Education and Training HIV/AIDS Programme or HEAIDS. The primary purpose of FTF is to increase knowledge and eliminate mesinformation around communicable and non-communicable disease in institutions of higher learning. Our College will be hosting its maiden FTF campaign to coincide with the World Aids Day. I would therefore wish to invite the student population to come and be part of this worthy initiative. By the end of the day, those in attendance will:

*Two equal Columns*

1) Have a deeper insight on the purpose and goals of the First Thing First Campaign.

2) Understand why First Thing First programme is necessary and important.

3) Be equipped with factual information on health risks to encourage decision making and health seeking behaviour.

*Insert Numbers and bullets*

- Understand the importance of, and need for, testing and screening on a regular basis.
- Demonstrate an understanding of the facts around causes, symptoms, treatment, and preventative measures for HIV, TB and STIs.
- Better understand the roles and responsibilities of peer educators and peers in FTF programme.

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**QUESTION 2** **TIME: 23 MINUTES**

2.1 Open the document you saved as ACTIVATION and make the following changes:

2.2 Change QUESTION 1 in the header to QUESTION 2. (1)

2.3 Change the font type of the first paragraph starting with 'First Thing First...) to Courier New size 14. (1)

2.4 Insert a page break where indicated. (1)

2.5 Insert a suitable picture from Clipart to appear at the centre of the page. You may choose any relevant clipart of your choice. (1)

2.6 Resize the width and height of the picture to 1,5”/ 3,75 cm. (1)

2.7 Insert the sentence starting with 'A friend with HIV.....' to appear below the picture and center. (2)

2.8 Edit the newly inserted sentence to appear in italics and underlined (2)

2.9 Use the table function to create the table and insert text as shown below. (3)

2.10 Edit the column headings to appear in Algerian size 14. (2)

2.11 Insert Roman figures for the text in the left column and alphabet for text in the right column as indicated. (2)

2.12 Apply light grey shading to the first column of the table. (1)

2.13 Insert page numbers to appear at the top centre of each page. (1)

2.14 Use the correct case for newly added text. (1)

2.15 Save the document as ACTIVATION1 according to your college examination regulations.

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

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# AN OPEN INVITE TO A FIRST THINGS FIRST PROGRAMME

First Things First (FTF) is a programme operating under the Higher Education and Training HIV/AIDS Programme or HEAIDS. The primary purpose of FTF is to increase knowledge and eliminate misinformation around communicable and non-communicable disease in institutions of higher learning. Our College will be hosting its maiden FTF campaign to coincide with the World Aids Day. I would therefore wish to invite the student population to come and be part of this worthy initiative. By the end of the day, those in attendance will:

*Courier new, size 14*

1) Have a deeper insight on the purpose and goals of the First Thing First Campaign.

2) Understand why First Thing First programme is necessary and important.

3) Be equipped with factual information on health risks to encourage decision making and health seeking behaviour.

- Understand the importance of, and need for, testing and screening on a regular basis.
- Demonstrate an understanding of the facts around causes, symptoms, treatment, and preventative measures for HIV, TB and STIs.
- Better understand the roles and responsibilities of peer educators and peers in FTF programme.

*Insert a page break*

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*Suitable picture*
*Resize 1.,5"/ 3,75cm*

*Insert the sentence, centre, italics and underline*

*A friend with HIV is still my friend*

| WHAT ARE THE SYMPTOMS OF TB? | HOW TO PREVENT TB FROM SPREADING? |
|---|---|
| i. Fever | A. Wash your hands after sneezing |
| ii. Chest pains | B. Cover your hands when coughing |
| ii. Weight loss | C. Ventilate your room regularly |

**[20]**

**TOTAL SECTION A: 40**

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## SECTION B (SPREADSHEET)

**QUESTION 3** **TIME: 10 MINUTES**

3.1 Use MS Excel to create a spreadsheet using the information given below. Do not key in the row and column headings (borders). It was only inserted to indicate which cells should be used. You will be penalised for using the incorrect cell addresses. (4)

3.2 Insert a footer with your EXAMINATION NUMBER left aligned and QUESTION 3 right aligned. (1)

3.3 Use the font Arial size 11. (1)

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

3.5 Save the spreadsheet as ACTIVATION2 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)

| | A | B | C | D | E | F |
|---|---|---|---|---|---|---|
| 1 | FIRST THINGS FIRST SPONSORSHIP | | | | | |
| 2 | NAME OF SPONSOR | REF NO | GENDER | INCOME | EXPENSES | SAVINGS PLAN |
| 3 | Abrahams T | 01994 | Male | 150200 | 3900 | 60 |
| 4 | White NN | 31990 | Male | 112800 | 4370 | 60 |
| 5 | Keen ZN | 51984 | Female | 515000 | 9780 | 60 |
| 6 | Brown KL | 41991 | Female | 411500 | 7599 | 72 |
| 7 | Rammabu X | 21996 | Female | 313000 | 6590 | 60 |
| 8 | Clark SR | 11988 | Male | 310850 | 5550 | 72 |

**[8]**

**QUESTION 4** **TIME: 30 MINUTES**

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

4.2 Change QUESTION 3 to QUESTION 4. (1)

4.3 Change the font type of the main heading to Elephant, size 16. (2)

4.4 Merge and centre the main heading across columns A−H. (1)

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

4.6 Edit the column headings to appear in italics and left-aligned. (1)

4.7 Provide formulae where the letters of the alphabet appear to do the following calculations: (5)

A INTEREST = INCOME multiplied by 10, 5%.

B TOTAL SAVINGS= INCOME minus EXPENSES plus INTEREST

C HIGHEST INTEREST = Calculate the maximum number of all interests earned.

D LOWEST INCOME= Calculate the minimum number of the lowest income.

E SUM OF TOTAL SAVINGS = Calculate the sum of all total savings.

4.8 Display figures in COLUMNS D, E, G and H in South African currency with two decimal places. (1)

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

4.10 Save the spreadsheet as ACTIVATION3 according to your college examination regulations.

4.11 Print the spreadsheet WITHOUT row and column headings on ONE A4 landscape page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

**[18]**

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| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | **FIRST THINGS FIRST SPONSORSHIP** | | | | | | | |
| 2 | *NAME OF SPONSOR* | *REF NO* | *GENDER* | *INCOME* | *EXPENSES* | *SAVINGS PLAN* | *INTEREST @ 10.5%* | *TOTAL SAVINGS* |
| 3 | Abrahams T | 01994 | Male | 150200 | 3900 | 60 | **A** | **B** |
| 4 | White NN | 31990 | Male | 112800 | 4370 | 60 | | |
| 5 | Keen ZN | 51984 | Female | 515000 | 9780 | 60 | | |
| 6 | Brown KL | 41991 | Female | 411500 | 7599 | 72 | | |
| 7 | Rammabu X | 21996 | Female | 313000 | 6590 | 60 | | |
| 8 | Clark SR | 11988 | Male | 310850 | 5550 | 72 | | |
| 9 | | | | | | | | |
| 10 | HIGHEST INTEREST | | | | | | **C** | |
| 11 | LOWEST INCOME | | | **D** | | | | |
| 12 | SUM OF TOTAL SAVINGS | | | | | | | **E** |

*Elephant, size 16, merge and center*

*Italics and left align*

NCW

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**QUESTION 5** **TIME: 5 MINUTES**

Open the spreadsheet you edited 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 ACTIVATION4 on your disk or according to your college examination regulations.

5.5 Print the spreadsheet without row and column headings on ONE A4 page landscape and place the PRINTOUT in your EXAMINATION FOLDER. (1)
**[8]**

**QUESTION 6** **TIME: 8 MINUTES**

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

6.1 Insert a column graph to compare the INCOME and EXPENSES. (1)

6.2 Insert the following title in the top centre:

Your examination number
QUESTION 6 (1)

6.3 Insert the following titles for the X- and Y-axes:

X-axis: NAMES OF SPONSORS
Y-axis: AMOUNTS (2)

6.4 Do not display the legend. (1)

6.5 Save the spreadsheet as ACTIVATION5 on your disk or according to your college examination regulations.

6.6 Print the chart on a separate page 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**

As the Ambassador of FTF in your college, you will be expected to make a short presentation during the FTF campaign. Your presentation should focus on encouraging students to regularly go for screening and testing of diseases such as HIV and TB.

Create a slideshow presentation of THREE slides using MS PowerPoint.

7.1 Type the information given below for your slideshow presentation. (18)

7.2 Insert your EXAMINATION NUMBER and QUESTION 7 on ALL slides. Use any method with which you are familiar. (1)

7.3 Where no specific instructions are given, you may use creativity in the size, alignment and type of font, but the information must be readable.

7.4 Save the presentation as ACTIVATION6 on your disk or according to your college examination regulations.

7.5 Print the slideshow as a HANDOUT on ONE A4 page and place the PRINTOUT in your EXAMINATION FOLDER. (1)

**[20]**

*Slide 1: Title and Content*

PREVENTION IS BETTER THAN CURE!!!
*(Add as title - Smaller font than subtitle and upper case)*

**…… KNOW YOUR STATUS……**
*(Add as subtitle - font larger than title, UC and bold)*

*Slide 2: Two Content*

*(Change the title to U/C, right aligned and italics)*
WHY IS IT IMPORTANT TO TEST FOR HIV?

*Insert the following text into TWO equal columns.*

*Left align the following text in the left column:*
Knowing your status early can prolong your life, either testing negative or positive.

*Right align the following text in the right column:*

If you get negative results, you will become extra careful and change your lifestyle. If results are positive, you will take treatment and also change your lifestyle.

*Slide 3: Title and Content*

*(Use Cooper Black font to display the title and text)*

*(Center and underline Heading)*

***Use ABCDE to fight HIV***

- **Abstain**
- **Be faithful**
- **Use condom**
- **Don't do drugs**
- **Emergency cases – cover your hands when helping someone bleeding**

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

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