higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE ORIENTATION (ICT COMPONENT)

(Second Paper)

NQF LEVEL 3

(7601023)

16 February 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 the answers according to the numbering system used in this question paper.
4. The time indicated at the beginning of each question is a guideline to help you finish the question paper on time.
5. The time allocated for this question paper includes printing time.
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.
7. Ensure that every printout displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed.
8. EXAMINATION NUMBERS in writing are NOT acceptable.
9. Marks will NOT be awarded for any printouts without an EXAMINATION NUMBER and a WATERMARK.
10. Printouts without an EXAMINATION NUMBER and a WATERMARK will be reported as an IRREGULARITY.
11. Each answer must be printed on a separate sheet of paper. Use ONE side of the paper only.
12. Use appropriate application programs and place the PRINTOUTS in your EXAMINATION FOLDER.
13. EXAMINATION and CENTRE NUMBERS must be written correctly on the EXAMINATION COVER PAGE and the software version must be indicated at the top of the COVER PAGE. (E.g. MS Office 2007).
14. 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.
15. 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.
16. Spell check may be used.
17. NO study material (notes, textbooks or handouts) may be taken into the examination venue.

Copyright reserved

SECTION A: WORD PROCESSING

QUESTION 1 **TIME: 20 MINUTES**

You are required to create a document which will be used to educate students about personal development and some of the strategies to enhance individual development.

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

1.2 Type the document given on the next page using an MS Word application. (7)

1.3 Use Arial size 12. (2)

1.4 Change the main heading to Britannic Bold size 18 and centre. (3)

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

1.6 Use spell check to ensure that the document has been keyed in accurately. (1)

1.7 Make use of the correct case, line and letter spacing. (3)

1.8 Save the document as CAREER1 on the disk or according to the college examination regulations.

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

Copyright reserved

PERSONAL DEVELOPMENT

Change to Britannic bold, size 18 and centre

According to Wikipedia personal development takes place over the course of a person's entire lifespan. It covers activities that improve awareness and identity, develop talents and potential, and enhances one's employability and quality of life. Personal development does not only involve one's physical, spiritual, psychological and emotional growth but also includes other aspects such as educational growth and lifelong leaning.

Leave 2 line spaces

WAYS TO ENHANCE AN INDIVIDUAL'S PERSONAL DEVELOPMENT

Volunteer work

Volunteer work is a fantastic way for students to gain practical experience relating to their field of interest. Volunteering involves a student participating in the company's daily activities without receiving any form of payment. The advantage of volunteering is that students get exposed to real work situations which help them to enhance their skills within their field of interest. Although volunteers are exempted from most of the rules and regulations governing permanent staff they are, however, still expected to behave well during their stay with the company

Work shadowing

Work shadowing is a process which involves a student observing someone performing daily duties in order to gain an insight in how work is done. The advantage of work shadowing is that it affords one an opportunity to learn more about a chosen career. However, just like the volunteering work, work shadowing does not involve any form of payment for the participating student. Furthermore, work shadowing requires that students obtain permission from both the college and the company concerned.

[20]

Copyright reserved

QUESTION 2 **TIME: 23 MINUTES**

Open the document you created in QUESTION 1 and make the following changes.

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

2.2 Use the column function to divide the paragraphs into TWO equal columns as indicated. (1)

2.3 Change the font of the main heading to Arial Black 22 and centre. (2)

2.4 Insert a page break at the position indicated. (1)

2.5 Use the table function to create the table and insert text as shown. (4)

2.6 Insert bullets of your choice and right-align the text in the left column. (2)

2.7 Insert Roman figures in the right column and centre the text. (2)

2.8 Apply borders to the table as indicated. (1)

2.9 Apply light grey shading to the first row of both columns. (1)

2.10 Insert a clipart of people below the table as indicated. (Search for people) (1)

2.11 Resize the clipart of people as indicated. (1)

2.12 Insert page numbers at the top right of each page. (1)

2.13 Ensure you use the correct case and letter spacing for newly added text only. (1)

2.14 Save the document as CAREER2 on your disk or according to the college examination regulations.

2.15 Print the document on TWO A4 portrait pages and place the PRINTOUTS in your EXAMINATION FOLDER. (1)

Copyright reserved

PERSONAL DEVELOPMENT

Change the title to Arial black size 22 and centre

According to Wikipedia personal development takes place over the course of a person's entire lifespan. It covers activities that improve awareness and identity, develop talents and potential, and enhance one's employability and quality of life. Personal development does not only involve one's physical, spiritual, psychological and emotional growth but also includes other aspects such as educational growth and lifelong learning.

WAYS TO ENHANCE AN INDIVIDUAL'S PERSONAL DEVELOPMENT

Change paragraphs into TWO equal columns

Volunteer work

Volunteer work is a fantastic way for students to gain practical experience relating to their field of interest. Volunteering involves a student participating in the company's daily activities without receiving any form of payment. The advantage of volunteering is that students get exposed to real work situations which help them to enhance their skills within their field of interest. Although volunteers are exempted from most of the rules and regulations governing permanent staff they are, however, still expected to behave well during their stay with the company.

Left Column

Work shadowing

Work shadowing is a process which involves a student observing someone performing daily duties in order to gain an insight in how the work is done. The advantage of work shadowing is that it affords one an opportunity to learn more about a chosen career. However, just like the volunteering work, work shadowing does not involve any form of payment for the participating student. Furthermore, work shadowing requires that students obtain permission from both the college and the company concerned.

Right Column

Insert a page break

Copyright reserved

Apply light grey shading to the first row of both columns

NETWORK SITES	BENEFITS
• Facebook.	I. You can create a Facebook page to connect with your college mates.
• Website forums	II. You can check all available career opportunities on career websites and share with friends.
• Whatsapp	III. You can create a group Whatsapp so that you can exchange information about any available vacancies.
• Twitter	IV. You can spread information via twitter if you have seen any job vacancies somewhere.
• Mxit	V. It is another mode of communication that you can use to share information with your friends.

Insert bullets and right align text

Insert a Clipart of people. Resize the clipart as follows: Height and Width 1, 5"/3.75 cm

Insert Roman figures and centre text in the right column

[20]

TOTAL SECTION A: 40

SECTION B: SPREADSHEET

QUESTION 3 **TIME: 10 MINUTES**

3.1 Use MS Excel and create the spreadsheet 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. (5)

3.2 Key in your EXAMINATION NUMBER left-aligned and QUESTION 3 right-aligned as indicated. (1)

3.3 Use Arial size 10. (1)

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

3.5 Ensure you use the correct case and letter spacing. (1)

3.6 Save the spreadsheet as CAREER3 on your disk or according to the college examination regulations.

3.7 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
1	EXAMINATION NUMBER			QUESTION 3
2	NETWORK SITES: MOST POPULAR FOR COLLEGE STUDENTS			
3				
4	DIFFERENT NETWORK SITES	NUMBER OF NETWORK USERS		
5		2015	2016	
6	Whatsapp	1400	2200	
7	Twitter	1600	2400	
8	Facebook	1800	1900	
9	My space	600	760	
10	Emails	900	990	

[10]

Copyright reserved

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 Change the font of the main heading as instructed. (1)

4.3 Centre the main heading across columns A−E. (1)

4.4 Insert the TWO new columns and new rows as indicated. (1)

4.5 Change the column headings to italics and centred. (Use the Merge and Centre function where necessary). (2)

4.6 Insert new text as indicated. (1)

4.7 Use the correct formulae to calculate the following:

A INCREASE/DECREASE = Number of network users for 2016 **minus** the number of users for 2015. (1)

B TOTAL NETWORK USERS FOR 2016 = SUM of all network users for 2016. (1)

C AVERAGE NETWORK USERS FOR 2015 = Calculate the **average** network users for 2016. (1)

D LOWEST NETWORK USERS = Calculate the **minimum** number of network users for 2016. (1)

E NUMBER OF NETWORK SITES = **Count** the number of network sites recorded in the 2015 column. (1)

4.8 Copy the formulae indicated by the arrow. (1)

4.9 Display ALL the answers as integers. (1)

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

4.11 Save the spreadsheet as CAREER4 on your disk or according to the college examination regulations.

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

[16]

Copyright reserved

	A	B	C	D	E	F	G
1	EXAMINATION NUMBER				QUESTION 4		
2	NETWORK SITES: MOST POPULAR FOR COLLEGE STUDENTS						
3							
4	RANKING	DIFFERENT NETWORK SITES	NUMBER OF NETWORK USERS		INCREASE/DECREASE		
5	ORDER		2015	2016	IN NO. OF USERS		
6	1	Whatsapp	1400	2200	A		
7	2	Twitter	1800	2400			
8	3	Facebook	1800	1900			
9	4	My space	600	760			
10	5	E - mails	900	980			
11	Total network users for 2016				B		
12	Average network users for 2016				C		
13	Lowest number of network users for 2016				D		
14	Number of network sites				E		
15							

Main heading: Algerian size 16, merge and centre

Change column headings to centre and italics

Insert new text

Copyright reserved

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 CAREER5 on your disk or according to the college examination regulations.

5.5 Print the spreadsheet without row and column headings on ONE A4 landscape page 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 line graph to compare the number of users recorded in 2015 with those recorded in 2016. The inserted chart must be on a separate sheet. (1)

6.2 Insert the following title at the top centre:

POPULAR NETWORK SITES
Examination Number
QUESTION 6 (1)

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

X-axis: NUMBER OF USERS
Y-axis: NETWORK SITES (2)

6.4 Do not display the legend. (1)

6.5 Save the spreadsheet as CAREER6 on your disk or according to the college examination regulations.

6.6 Print the chart on ONE A4 PORTRAIT page and place the PRINTOUT in your EXAMINATION FOLDER. (1)
[6]

TOTAL SECTION B: 40

Copyright reserved

SECTION C: POWERPOINT PRESENTATION

QUESTION 7 **TIME: 24 MINUTES**

Create a short presentation to emphasise the importance of becoming a productive worker upon securing employment.

Create a slide show presentation of THREE slides, using MS PowerPoint.

7.1 Type the information given below for the slide show presentation. (18)

7.2 Insert a footer with your EXAMINATION NUMBER and QUESTION 7 on ALL slides. (1)

7.3 Where NO specific instructions are given, use creativity in the size, alignment and font, but the information must be readable.

7.4 Save the presentation as CAREER7 on your disk or according to the college examination regulations.

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

Slide 1: Title and subtitle slide

BECOME A PRODUCTIVE WORKER!
(Add as title – Smaller font than subtitle and upper case)

DEDICATION IS A KEY…
(Add as subtitle – font larger than title and bold)

Slide 2: Title and 2 columns

Being productive at work is important!!!
(Change the title to u/c , right aligned and italics)

Insert the following text in TWO equal columns.

(Place the following information in the left column, right aligned)
Commitment, working with passion and dedication is good for your career and improves the image of the company!

(Place the following information in the right column, centered)
If you want a better career and a good chance for promotions, become a hard worker.

Slide 3: Title and text

(Use a suitable font size to display the title as shown in Arial Black)

Principles of a productive employee

Insert any relevant picture from Clipart that reflects some of your good work ethics as a productive worker

- Ability to complete tasks on time
- Managing time effectively.
- Self-motivation and self-confidence.

[20]

TOTAL SECTION C: 20

GRAND TOTAL: 100

Copyright reserved