higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE (VOCATIONAL)

LIFE SKILLS AND COMPUTER LITERACY

(Second paper)

NQF LEVEL 4

(7601034)

10-13 November 2020 (X-paper)
09:00–12:00

This question paper consists of 14 pages.

001Q2N2010

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TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer all the questions.
2. Read all the questions carefully.
3. Use appropriate application programs and place all PRINTOUTS into your EXAMINATION FOLDER.
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. The spelling checker may be used.
9. The use of calculators is not allowed.
10. The EXAMINATION NUMBER, CENTRE NUMBER and SOFTWARE VERSION (E.g. MS Office 2010) must be written correctly on the EXAMINATION FOLDER.
11. Ensure that every PRINTOUT displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed.
12. Hand-written EXAMINATION NUMBERS are NOT acceptable.
13. Marks will NOT be awarded for any PRINTOUTS without a printed EXAMINATION NUMBER and a watermark.
14. 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.
15. Each answer must be printed on a separate sheet of paper. Use ONE side of the paper only.

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SECTION A: WORD PROCESSING (Approximately 72 minutes)

QUESTION 1

1.1 Use MS Word or MS Access to prepare the data source document for mail merge using the information provided on the next page.

(Do not key in the words “Fieldnames” and “Records” as it only indicates the information to be keyed in). (1)

1.2 The data source document should appear in font type Cambria, size 12. (1)

1.3 Insert a header with your EXAMINATION NUMBER and QUESTION 1 centred, in MS Word.
OR
Rename the table as EXAMINATION NUMBER and QUESTION 1, in MS Access. (2)

1.4 Key in the data accurately as provided. (10)

1.5 The fieldnames must appear in uppercase. (1)

1.6 Right align the contents of the data source document. (1)

1.7 Change the page orientation to landscape. (1)

1.8 Adjust the column width to ensure that the data for each record is visible and displayed on ONE line as indicated. (2)

1.9 Save the document as QUESTION 1 according to your college's examination regulations.

1.10 Use MS Access to print the data source document and place the printout into your examination folder. (1)
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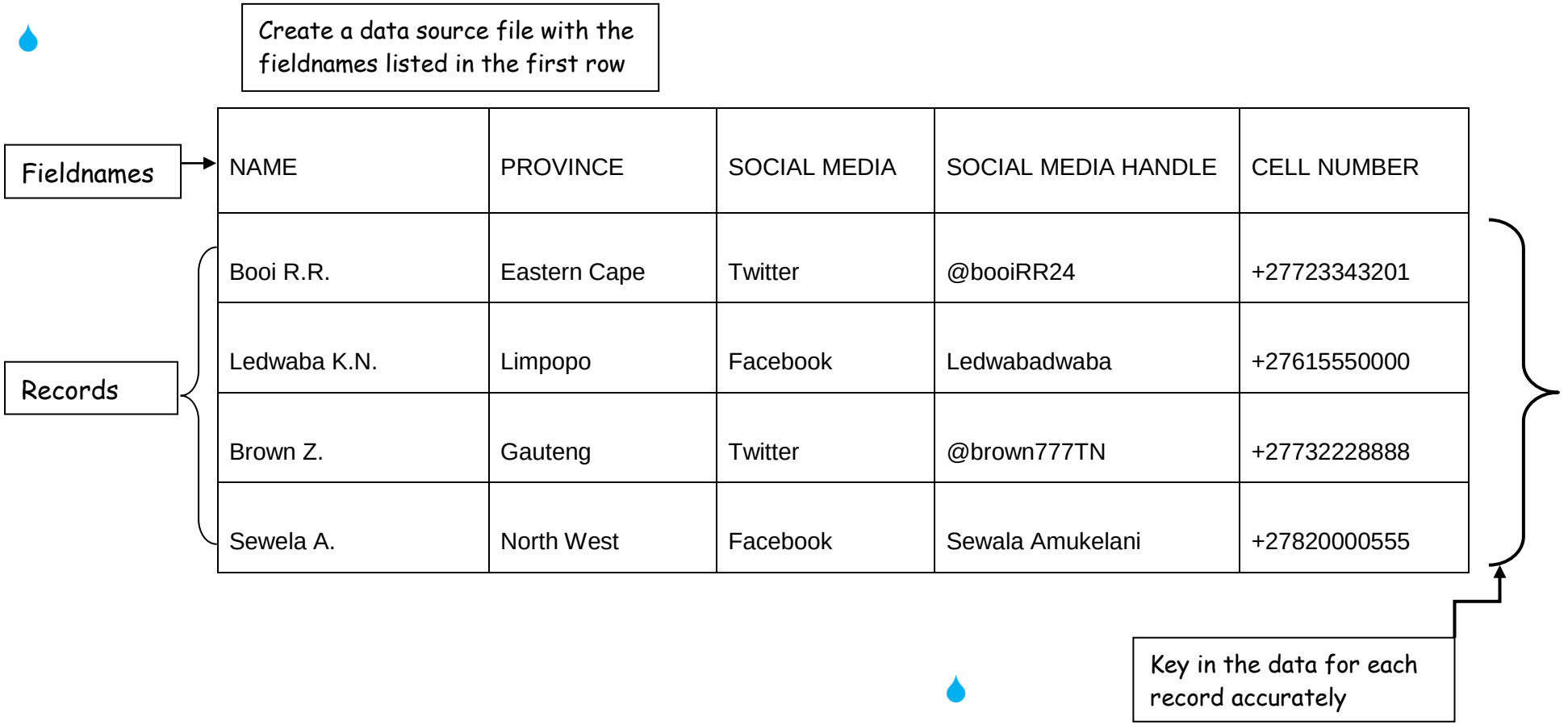

NAME	PROVINCE	SOCIAL MEDIA	SOCIAL MEDIA HANDLE	CELL NUMBER
Booi R.R.	Eastern Cape	Twitter	@booiRR24	+27723343201
Ledwaba K.N.	Limpopo	Facebook	Ledwabadwaba	+27615550000
Brown Z.	Gauteng	Twitter	@brown777TN	+27732228888
Sewela A.	North West	Facebook	Sewala Amukelani	+27820000555

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QUESTION 2

2.1 Use the mail merge feature in MS Word to create the main (primary) document, as indicated on the next page. (1)

2.2 Insert a footer and key in your EXAMINATION NUMBER and QUESTION 2, both centre-aligned on the same line. (2)

2.3 Use font type Tahoma, size 12 unless otherwise stated. (1)

2.4 Align all text in the first two paragraphs to the left and right margin (full justify). (1)

2.5 Insert today's date in the position indicated. (1)

2.6 Key in the main document accurately. Use Spell Check to correct any spelling errors. (12)

2.7 Edit the main heading 'PROMOTING GOOD...' to appear in Broadway, size 16 and centred. (2)

2.8 Double underline the sentence, 'It is envisaged that …'. (2)

2.9 Use the column function to create two parallel columns and key in the text correctly as indicated. (3)

2.10 Insert correct bullets, as indicated. (2)

2.11 Edit the text in the left column to appear in italics and right-aligned. (2)

2.12 Change the font of the text in the right column to Palatino Linotype. (1)

2.13 Insert an appropriate picture and resize to fit the document on one A4 page. (3)

2.14 Create a table and insert the relevant text and borders, as indicated. (5)

2.15 Edit the column headings of the table to appear in bold and right-aligned. (2)

2.16 Shade the column headings using White Background 1, Darker 50%. (2)

2.17 Insert the correct merge fields (fieldnames) in the position indicated in the document. (5)

2.18 Save the document as QUESTION 2 according to your college's examination regulations.

2.19 Preview and print QUESTION 2 on ONE A4 portrait page and place the printout into your examination folder. (1)

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Today's date

Dear Student

PROMOTING GOOD CITIZENSHIP IN TVET COLLEGES

Change to Broadway, 16 and centre

Being a good citizen requires each one of us to be actively involved in our communities and work towards the betterment of our fellow citizens. As a student in a TVET college, you can bring about positive change in your community in so many different ways.

Awareness campaigns are therefore being conducted across the country's public TVET colleges under the theme: South Africa belongs to all who belong in it. The aim of these campaigns is to educate students about tolerance and being good citizens.

It is envisaged that these campaigns will lead students to understand that:

- A good citizen participates in the voting process.
- A good citizen lives in peace with all and helps to make the country a safe place to live in.
- A good citizen takes care of the environment, recycles, reuses and reduces.
- ✓ A good citizen preserves animal life and takes care of endangered species.
- ✓ A good citizen upholds the Constitution and the laws of the land.
- ✓ A good citizen understands that parenthood is a life-long commitment.

Insert an appropriate picture in this position.
Resize the picture to fit the document on one A4 page

For more information, contact the Provincial Campaign Coordinators, whose details are listed below:

Name	Province	Social media	Social media handle	Cell number
«NAME»	«PROVINCE»	«SOCIAL_MEDIA»	«SOCIAL_MEDIA_HANDLE»	«CELL_NUMBER»

Kind regards,

D.D. Mseleku

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QUESTION 3

3.1 Open the document saved as QUESTION 2.

3.2 Edit the footer to appear as QUESTION 3. (1)

3.3 Merge the data source and the main (primary) document. (9)

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

3.5 Print only the letters for Booi, Ledwaba and Brown on ONE A4 portrait page each. Place the printouts into your examination folder. (2)

[12]

TOTAL SECTION A: 80

SECTION B: SPREADSHEET (Approximately 72 minutes)

QUESTION 4

4.1 Use MS Excel to create a spreadsheet with the information provided on the next page, showing the percentage of the population that registered for National and Municipal Voting.

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 header with QUESTION 4 (centre-aligned) and your EXAMINATION NUMBER (right-aligned). (2)

4.3 Use the font type BELL MT, size 12 unless otherwise stated. (1)

4.4 Key in the information accurately. Use Spell Check to correct any spelling errors. (8)

4.5 Merge and centre the heading in row 1, from columns A to E. (1)

4.6 Edit the main heading to appear in uppercase, Arial MT Rounded Bold, size 14. (2)

4.7 Display column headings in row 4 and 5 in the position indicated. Merge cells where necessary. (1)

4.8 Centre-align and bold all column headings. (2)

4.9 Insert horizontal and vertical lines as indicated. (2)

4.10 Adjust the column widths to ensure that all details in the spreadsheet are visible. (1)

4.11 Save the spreadsheet as QUESTION 4 according to your college's examination regulations.

4.12 Preview and print QUESTION 4 without row and column headings on ONE portrait page. Place the printout into your examination folder. (1)

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	A	B	C	D	E
1	PERCENTAGE REGISTERED FOR ELECTIONS				
2	(NATIONAL AND MUNICIPAL)				
3	Anticipated Increase:	8%			
4	AGE GROUPS	% VOTER REGISTRATIONS			ANTICIPATED
5		2014	2016	2019	% INCREASE
6	16 - 24 years	34.9	41.2	49.1	
7	25 - 34 years	65.1	65.8	60.4	
8	35 – 54 years	81.4	78.7	72.6	
9	55 – 64 years	87.2	85.9	77.8	
10	65 years and over	88.7	87.9	79.9	
11					
12	Total voter registration in 2019				

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QUESTION 5

5.1 Open the spreadsheet saved as QUESTION 4.

5.2 Replace the header with a footer and change the question number to QUESTION 5. (2)

5.3 Change the page orientation to landscape. (1)

5.4 Merge and centre the heading in Row 2 across columns A to F. (1)

5.5 Insert new column and rows to key in the data as indicated in the spreadsheet. (10)

5.6 Display the new column heading (column E) in italics and right aligned. (2)

5.7 Display all figures in column C (2016) in italics and centred. (2)

5.8 Change the contents of the column heading in cell B4 –D4 as indicated. (2)

5.9 Insert the correct formulae in the cells marked with the corresponding question number to perform the calculations listed below: (1)

5.9.1 TOTAL NO. REGISTERED PER AGE GROUP = sum of registrations per age group. (1)

5.9.2 ANTICIPATED % INCREASE = No. registered per age group in 2019 (D6) multiplied by Anticipated Increase (B3). Use absolute cell reference in the formula. (1)

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5.9.3 Highest % registered in 2014 (1)

5.9.4 Lowest % registered in 2016 (1)

5.9.5 Average % registered in 2019 (1)

5.9.6 Total voter registration in 2019 = sum of registrations in 2019 (1)

5.10 Use autofill to insert the formula in the cells indicated by the arrows. (2)

5.11 Format all figures to appear as numbers without decimal places. (1)

5.12 Adjust column widths where necessary to ensure that all information is visible. (1)

5.13 Insert borders (horizontal and vertical lines) for the new column and rows as indicated. (1)

5.14 Insert a thick outer border as indicated. (1)

5.15 Save the document as QUESTION 5 according to your college's examination regulations.

5.16 Preview and print QUESTION 5 without row and column headings on ONE A4 page. Place the printout into your examination folder. (1)

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	A	B	C	D	E	F
1	PERCENTAGE REGISTERED FOR ELECTIONS					
2	(NATIONAL AND MUNICIPAL)					
3	Anticipated Increase:	8%				
4	AGE GROUPS	PERCENTAGE VOTER REGISTRATIONS			TOTAL NO. REGISTERED	ANTICIPATED %
5		2014	2016	2019	PER AGE GROUP	INCREASE
6	16 - 24 years	34.9	41.2	49.1	**5.9.1**	**5.9.2**
7	25 - 34 years	65.1	65.8	60.4		
8	35 – 54 years	81.4	78.7	72.6		
9	55 – 64 years	87.2	85.9	77.8		
10	65 years and over	88.7	87.9	79.9		
11	Highest % registered in 2014	**5.9.3**				
12	Lowest % registered in 2016		**5.9.4**			
13	Average % registered in 2019			**5.9.5**		
14	Total voter registration in 2019			**5.9.6**		

Insert new column

Insert new rows 11-13

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QUESTION 6

6.1 Open the spreadsheet saved as QUESTION 5.

6.2 Change the question number in the footer to QUESTION 6. (1)

6.3 Display the formulae used for your calculations in QUESTION 5. (7)

6.4 Adjust the column widths where necessary to ensure that all formulae are clearly visible. (2)

6.5 Save the document as QUESTION 6 according to your college's examination regulations.

6.6 Preview and print QUESTION 6 on ONE A4 landscape page. Place the printout into your examination folder. (2) **[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 3D clustered column chart to compare the PERCENTAGE VOTER REGISTRATION in 2014, 2016 and 2019. (1)

7.4 Move the column chart to appear below the spreadsheet as an object. (1)

7.5 Resize the chart if necessary to fit the spreadsheet and the chart on ONE A4 landscape page. (1)

7.6 Insert the following chart title above the chart using font Agency FB, size 10:
% VOTER REGISTRATION
EXAMINATION NUMBER, QUESTION 7 (3)

7.7 Insert the vertical (Y) axis title: % REGISTERED (1)

7.8 Insert the horizontal (X) axis title: AGE GROUPS (1)

7.9 Display the legend on the left of the chart showing the correct series names. (2)

7.10 Save the document as QUESTION 7 according to your college's examination regulations.

7.11 Print QUESTION 7 on ONE A4 landscape page and place the 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 to capture some of the results of the 2019 general elections.

Create a database structure with the filename: 2019 GENERAL ELECTION RESULTS. (2)

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

8.3 Use the following information to create the structure:

FIELD NAMES	DATA TYPE	FIELD SIZE	DECIMALS
NAME OF THE PARTY	Short Text	45	
NUMBER OF VOTES	General Number		0
% SUPPORT	Percent	Double	2
SEATS	General Number		0

(8)

8.4 Print the database structure on ONE A4 portrait page without extra properties or indexes and 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 ELECTION RESULTS. (1)

9.3 Create a database table by keying in the following data accurately:

EXAMINATION NUMBER QUESTION 9 ELECTION RESULTS			
NAME OF THE PARTY	**NUMBER OF VOTES**	**% SUPPORT**	**SEATS**
United Democratic Movement	78030	0,45 %	2
Democratic Alliance	3621188	20,77 %	84
Inkatha Freedom Party	588839	3,38 %	14
Economic Freedom Fighters	1881521	10,79 %	44
African National Congress	10026475	57,50 %	230
VF Plus	414864	2,38 %	10
African Christian Democratic Party	146262	0,84 %	4

(10)

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9.4 Add a new record as indicated below.

National Freedom Party	61220	0,35%	2

(2)

9.5 Sort the table in ascending order according to the 'NAME OF THE PARTY' column with all corresponding information. (2)

9.6 Adjust the column width to ensure that all data is visible. (2)

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

9.8 Preview and print the table on ONE A4 landscape page and place the printout into your examination folder. (1)

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QUESTION 10

10.1 Open the table saved as QUESTION 9.

10.2 Use the report wizard to create a database report. (1)

10.3 Use only the following TWO fields to create the report: NAME OF THE PARTY and SEATS. (2)

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

10.5 Edit the report title to appear as follows: EXAMINATION NUMBER, QUESTION 10, ELECTION RESULTS. (2)

10.6 Insert the following text below the last record in the report: TOTAL NUMBER OF SEATS (2)

10.7 Insert the correct formula to calculate the total number of seats. (1)

10.8 Save the report as your EXAMINATION NUMBER AND QUESTION 10, according to your college's examination regulations.

10.9 Preview and print the report on ONE A4 portrait page and place it into your examination folder. (1)

[10]

TOTAL SECTION C: 40
GRAND TOTAL: 200

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