higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

BUSINESS STUDIES

N730(E)(J12)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

(6030134)

12 June 2014 (X-Paper)
09:00–12:00

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

HAND TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION AND THE QUESTION PAPER

This question paper consists of 16 pages

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
INTRODUCTORY COMPUTER PRACTICE N4
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS TO INVIGILATORS AND CANDIDATES.

BUSINESS STUDIES

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE COMMENCING TO ANSWER THE PAPER – INVIGILATORS WILL EXPLAIN, IF NECESSARY

1. The question paper comprises two sections, namely:

   Section A: Text manipulation (100 marks)
   Section B: Spreadsheet (100 marks)

   Section A is done on the computer with the aid of a word processing program. **One** of the questions of this section is provided on a data diskette. Candidates must retrieve this document from their data diskette and then follow the instructions on the question paper. **The printouts must be correctly numbered and both the examination number and the question number must be printed as a header on each printout. Examination numbers written in by hand are not acceptable**. If written for one or other reason the invigilator must check the student's work with his/her work on the computer, if the invigilator agrees that it is the student's work, the invigilator must sign next to the written examination number. **No examination paper with a hand written examination number without the invigilators signature and explanation will be marked**. The printouts must be placed in the examination folder in the correct sequence. **They may not be stapled together. Only one printout per question is allowed. If candidates hand in more than one printout, only the top printout will be marked**.

   Approximately 1 hour 30 minutes must be spent on this section.

   Section B is done on the computer with the aid of a spreadsheet program. These questions must be typed in from the question paper. **The printouts must be correctly numbered and both the examination number and the question number must be printed as a header on each printout. Examination numbers written in by hand are not acceptable**. If written for one or other reason the invigilator must check the student's work with his/her work on the computer, if the invigilator agrees that it is the student's work, the invigilator must sign next to the written examination number.

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No examination paper with a hand written examination number without the invigilators signature and explanation will be marked. The printouts must be placed in the examination folder in the correct sequence. **They may not be stapled together**. **Only one printout per question is allowed. If candidates hand in more than one printout, only the top printout will be marked**.

Approximately 1 hour 30 minutes must be spent on this section.

2. The time allocated for the question paper is 3 hours. An additional 30 minutes may be allowed to a candidate for the printing of answers. Candidates may also print their answers during the 3 hours allowed for the answering of Sections A and B.

3. During the additional printing time, candidates may only effect print commands. No further keying in or editing may be done. (It is recommended that additional invigilators who are knowledgeable about computers, invigilate during the printing time.

4. In the event of a power failure or a computer or printer breakdown, the invigilator must make the necessary arrangements for the candidate to continue, and the actual time lost must be added.

5. If there is a problem with certain printers, e.g. does not print ê, send a report with your centres printouts.

6. A candidate may have in his/her possession a typing ruler, a dictionary and a list of ASCII codes. Spell check may be used.

7. Each answer ***must*** be printed on a SEPARATE SHEET OF PAPER and on ONE SIDE of the paper only. Printouts must be placed in the examination folder immediately. Printouts may be made on A4 sheets of paper or on continuous computer paper.

8. At the conclusion of the examination session ALL printouts, which a candidate wishes TO BE MARKED, must be placed in the examination folder and **must be arranged in the same order as that of the questions in the examination paper.** ALL OTHER PRINTOUTS, together with the examination folder, **MUST**, be handed to the invigilator. **NO** printouts whatsoever may be removed from the examination room or put into waste-paper bins. Printouts not submitted for marking must be collected at the end of each session and must be destroyed at the end of the day. *Only one printout per question or subsection may be handed in*.

9. 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 for such lost work. It is the candidates responsibility to protect their answers from obliteration.

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10. In order to print the original as well as the edited attempts of the answers, candidates are reminded to save the work after each separate section before it is printed either immediately or later during the special time allowed for printing.

11. At the end of the examination session each candidate must hand in the printouts of the answers as well as a floppy disk with the answers (properly marked with the candidate's examination number on the cover). If a network is used the network manager/lecturer must make a backup copy of all the candidate's work under the supervision of the invigilator. [These floppy disks and/or backup disks must be handed to the examination section for safekeeping for **one year** in case the examiner/moderator and superintendents of the Education Department should make enquiries.]

12. Please note that no X paper may be taken out of the examination room until at least 1 hour after the commencement of the next session. All X papers must consequently be handed in.

13. In the event of an X paper being examined at a centre, in more than one session, invigilators must ensure that **all answers of candidates are removed from hard disks or the network before candidates for the next session are allowed into the room.**

14. NO candidate may print his/her work for another candidate, make his/her floppy disk available to another candidate 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 a very serious light.**

NOTE: PLEASE WRITE THE NAME OF THE PROGRAM THAT YOU USED ON THE COVER PAGE.

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QUESTION PAPER

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YOU MAY NOT TURN THE PAGE BEFORE THE INVIGILATOR INSTRUCTS YOU TO DO SO

SECTION A: WORD PROCESSING [100]

ANSWER ALL QUESTIONS

NOTE: FOR SECTION A IT IS RECOMMENDED THAT YOU USE COURIER NEW 12 PITCH WITH LEFT AND RIGHT MARGINS OF 2.54 cm/1"/10° EXCEPT WHERE OTHERWISE INDICATED.

NO PRINTOUT WILL BE MARKED IF IT DOES NOT HAVE AN EXAMINATION NUMBER AND A QUESTION NUMBER TYPED ON IT.

QUESTION 1 [30]

This question is already keyed in and saved on your data diskette, **please do not re-type or print this document**.

QUESTION 1B (30)

You are requested to do the following:

1. Retrieve the document **Q1A** from your data diskette.
2. Edit the Footer by changing the Question Number to **Q1B** and insert your Examination Number (only the number) on the left-hand side of the footer.
3. Change the left margin of the document to 3.81cm/1.5"/15˚.
4. Edit the document **Q1B** according to the manuscript signs as indicated in the text.
5. Save the document as **Q1B.**
6. Print the document **Q1B** and place it inside your examination folder. **Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked**.

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The Famous NRM Shirt → bold/UC/centre

person

stet

As a young key ~~figure~~ in the 1950s, he wore beautiful bespoke double- and single-breasted suits with unbuttoning cuffs in Savile Row tradition. He was as astute about sartorial language as he was about politics. He knew what he wanted - so the idea of anyone, however august a designer they might be, imposing a style on him is ridiculous. An Italian designer label that most denoted a glamorous elitism was just out of the question.

R/A paragraph

UC/und

New Paragraph

He wanted to identify with his people, and the majority never wore suits. He wanted to have a specific kind of shirt made - cut long so it could hang over the trousers, both coloured and plain, with the conventional pointed collar. He's a flamboyant man, well dressed and keen on fashion - especially after having to endure a humiliating uniform.

A shirt is one of the most ancient items of clothing, going right back to Egypt's First Dynasty, traditionally an under-garment and mostly scarcely seen. Instead, he focused on local produce, working with South African designers and makers to evolve what has become a trademark:

NP

a loose-fitting, comfortable& visually arresting garment, → insert bullets

in full

the by now generic 'NRM' shirt. → bold/UC/centre/italics

Rather than making him merely a fashion icon, this shirt reflects the hugely independent spirit.

----- page break -----

indent

What really defines them is the flamboyant patterning, which breaks all the rules of the traditional formal shirt. The most distinctive of these are the patterned batiks and hand-painted designs, produced and worn since 1994.

underline

bold/italics

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QUESTION 2 [45]

You are requested to create the following document.

QUESTION 2A (15)

1. Type the following document as it appears below.
2. Insert your Examination Number (only the number) and **Q2A** as a header. Your Examination number should be on the left and **Q2A** should be on the right.
3. Save the document as **Q2A.**
4. Print the document **Q2A** and place it inside your examination folder. **Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked**.

STUDIES

There are two designers who have made some of the most notable NRM shirts, and credit must be given to both in terms of some of the most memorable images. But if anyone is responsible for the NRM shirt, it is Tata Tamboer himself. The story goes that he was given some shirts by President Suharto of Indonesia in October 1990 and he liked them. The fabric was batik, decorative and distinctly un-Western, in fibres natural. They inspired him to seek more.

=====Pg break=====

Sonwabo, the man behind the NRM label, designed his first Tamboer shirt in late 1990. He was dressing Winnie Kiewiets-Tamboer and her children, who introduced him to Tata Tamboer. After years on Stone Island, the alkaline dust had taken its toll on his health. The suits he was wearing were too heavy for him and he wanted something lighter. The designers presented their ideas to Tata, using locally sourced breathable fabrics, in which he could be casual or formal, appropriate for meeting the business sector, and most importantly, connect with the mugwenya (the masses). And this is an important point - what to wear that will enable people in the crowd to identify him? The shirts, invariably in bright colours or strong graphic patterns distinguished him at a distance.

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QUESTION 2B (30)

1. Retrieve the document **Q2A** from your data diskette.
2. Change the Question Number to **Q2B** in the header.
3. Edit the document **Q2B** according to the manuscript signs as indicated in the text.
4. Insert the indicated heading at the beginning of the document, and change the heading to display font type Algerian and size 16 pt.
5. Change the line spacing of paragraph 2 only to double line spacing, and change the line spacing of paragraph 4 to 1.5 line spacing.
6. Save the document as **Q2B.**
7. Print the document **Q2B** and place it inside your examination folder. **Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked**.

STUDIES

THE DESIGNERS OF THE FABULOUS NRM SHIRTS

UC/cent/ italics

There are two designers who have made some of the most notable NRM shirts, and credit must be given to both in terms of some of the most memorable images. But if anyone is responsible for the NRM shirt, it is Tata Tamboer himself. The story goes that he was given some shirts by President Suharto of Indonesia in October 1990 and he liked them. The fabric was batik, decorative and distinctly un-Western, in fibres natural. They inspired him to seek more.

NP

d/s

bold /ital/und

=====Pg break=====

Sonwabo, the man behind the NRM label, designed his first Tamboer shirt in late 1990. He was dressing Winnie Kiewiets-Tamboer and her children, who introduced him to Tata Tamboer. After years on Stone Island, the alkaline dust had taken its toll on his health. The suits he was wearing were too heavy for him and he wanted something lighter. The designers presented their ideas to Tata, using locally sourced breathable fabrics, in which he could be casual or formal, appropriate for meeting the business sector, and most importantly, connect with the mugwenya (the masses). And this is an important point - what to wear that will enable people in the crowd to identify him?

Tab X2

und/italics/bold

NP

1.5 l/s

The shirts, invariably in bright colours or strong graphic patterns distinguished him at a distance.

Font: Comic Sans 16pt

UC/italics /bold/cent

Copyright reserved

QUESTION 3 [25]

1. Type the following document as it appears below.

2. Insert your Examination Number (only the number) and **Q3** as a header. Your Examination Number should be on the right and **Q3** should be on the left.

3. Save the document as **Q3.**

4. Print the document **Q3** and place it inside your examination folder.

5. **Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked**.

LH Margin 3.75cm/1.5" /1.5"

Bold Uc

To: Clients of NRM Shirts

From: SonwaboBurskii, Chief Designer

Date: May 12, 2013

Subject: The New Tata Range ← bold UC

Left indent with 2.5cm

The Tata Selection is beautifully finished with a hand-crafted collar, single cuff, back yolk and a double front placket. The following are variations in this range: ← italics und

SPRING OF LIFE ← Bold / UC / ital. / und all headings

The signature print is 100 % high quality cotton classic fit with a side slit to ensure comfort style and elegance.

THE BLUE CROWN ← Cent

The shirt is made from a 100 % cotton printed fabric, featuring a batik design of a Sawat symbol (a symbol for a crown).

THE EASTERN LIGHT

It is stylish and trendy and can be worn to any formal or casual occasion.

THE TATA GREY CLASSIC ← R/A

This shirt is inspired by the geometric patterns seen most notably on walls of hutted communities and African border prints. ← italics

Looking forward to be of service.

Sincerely

S Burskii ← uc

BUSINESS STUDIES

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SECTION B: SPREADSHEET [100]

ANSWER ALL QUESTIONS

NOTE: It is recommended that you use Courier New 12

NO PRINTOUT WILL BE MARKED IF IT DOES NOT HAVE AN EXAMINATION NUMBER AND A QUESTION NUMBER TYPED ON IT.

QUESTION 4 [53]

You are requested to prepare the following spreadsheet.

QUESTION 4A (10)

1. Key in the spreadsheet as it appears below.

2. Insert your Examination Number (only the number) and **Q4A** as a header. Your Examination Number should be on the left and **Q4A** should be on the right.

3. Adapt column widths where necessary to ensure that the spreadsheet fits on one A4 portrait page.

4. Save the spreadsheet as **Q4A.**

5. Print the spreadsheet **Q4A** without borders and place it inside your examination folder. **Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked.**

P1 BUSINESS STUDIES

Trial Balance as at 31 May 2013
Capital Share
Furniture & Fixtures
Building
Creditors
Debtors
Cash
Sales
Cost of Sales
General Admin Expense
Total

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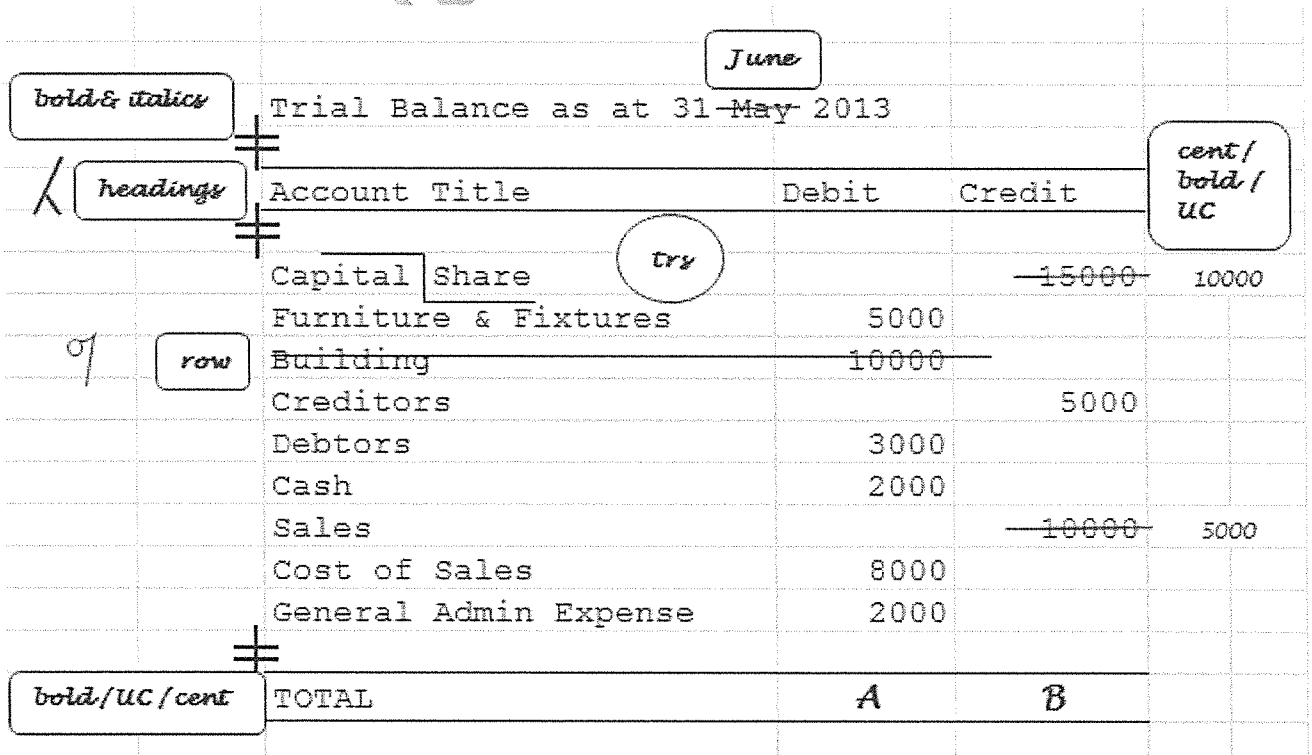
QUESTION 4B (33)

1. Retrieve the spreadsheet **Q4A** from your data diskette.
2. Change the Question Number to **Q4B** in the header.
3. Edit the spreadsheet according to the manuscript signs in the text.
4. Provide formulae for the following:
   A Sum of Debit Total
   B Sum of Credit Total
5. Adapt column widths where necessary to ensure that the spreadsheet fits on one A4 portrait page.
6. Insert horizontal lines as indicated with the method you are familiar with.
7. Print the spreadsheet and place it inside your examination folder.
8. Save the spreadsheet as **Q4B**. **Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked**.

IES STUDIES



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QUESTION 4C (10)

1. Open the document **Q4B**.

2. Change the question number of the document to **Q4C** in the header.

3. Display the formulae.

4. Adapt the column widths where necessary to ensure that the **entire spreadsheet fits on one A4 page**.

5. Save the spreadsheet as Q4C.

6. Print the spreadsheet Q4C without borders and place it inside your examination folder. **Candidates will be penalised if more than one printout is submitted. Only the top printout will be marked**.

BUSINESS STUDIES

QUESTION 5 [47]

You are requested to prepare the following spreadsheet.

QUESTION 5A (10)

1. Insert your Examination Number (only the number) and **Q5A** as a header. Your Examination Number should be on the left and **Q5A** should be on the right.

2. Key in the spreadsheet as it appears below.

3. Adjust column widths where necessary to ensure that the entire spreadsheet fits on one A4 portrait page.

4. Save the spreadsheet as **Q5A.**

5. Print the spreadsheet **Q5A** without borders and place it inside your examination folder. **Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked**.

-CS STUDIES

Date	SKU Number	Description
1-Dec-13	145	Spring of Life
2-Dec-13	256	African Classic
2-Dec-13	367	Eastern Light
2-Dec-13	256	African Classic
2-Dec-13	367	Eastern Light
3-Dec-13	478	Tata Classic

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QUESTION 5B (30)

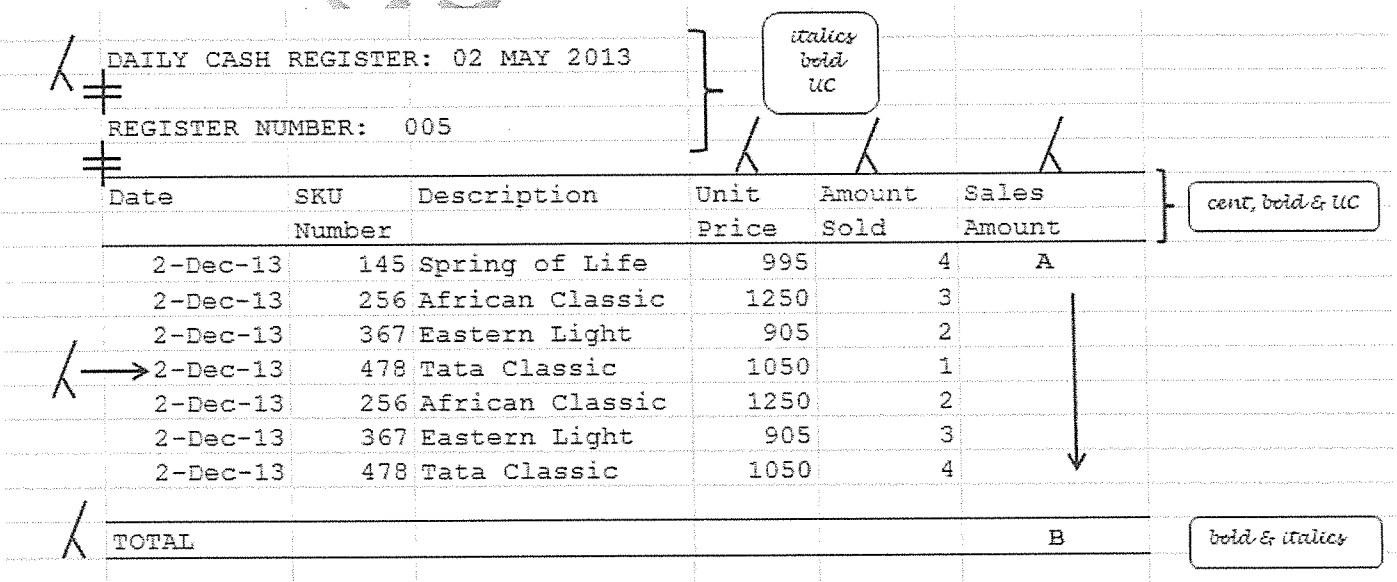
1. Retrieve the spreadsheet **Q5A** from your data diskette.
2. Change the Question Number to **Q5B** in the header.
3. Edit the spreadsheet according to the manuscript signs in the text:
4. Insert horizontal lines as indicated with the method you are familiar with.
5. Insert the following formulae:

A Unit Price * Amount Sold

B Total Sales Amount

6. Adapt column widths where necessary to ensure that the entire spreadsheet fits on one A4 portrait page.
7. Save the spreadsheet as **Q5B**.
8. Print the spreadsheet **Q5B** without borders and place it inside your examination folder. **Candidates will be penalised if more than one printout is handed in. Only the top printout will be marked.**

FSS STUDIES



Date	SKU Number	Description	Unit Price	Amount Sold	Sales Amount
2-Dec-13	145	Spring of Life	995	4	A
2-Dec-13	256	African Classic	1250	3	
2-Dec-13	367	Eastern Light	905	2	
2-Dec-13	478	Tata Classic	1050	1	
2-Dec-13	256	African Classic	1250	2	
2-Dec-13	367	Eastern Light	905	3	
2-Dec-13	478	Tata Classic	1050	4	
TOTAL					B

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QUESTION 5C (10)

1. Open the document **Q5B**.
2. Change the question number of the document to **Q5C** in the header.
3. Display the formulae.
4. Adapt the column widths where necessary to ensure that the **entire spreadsheet fits on one A4 page.**
5. Save the spreadsheet as Q5C.
6. Print the spreadsheet Q5C without borders and place it inside your examination folder. **Candidates will be penalised if more than one printout is submitted. Only the top printout will be marked**.

TOTAL: 200

BUSINESS STUDIES

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