higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN780**(E)**(J4)H

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

(6030134)

4 June 2018 (X-Paper)
09:00–12:00

THE QUESTION PAPER WHICH INCLUDES THE INSTRUCTIONS MUST BE HANDED TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION.

This question paper consists of 15 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

Read the following instructions carefully before answering the questions. Invigilators will explain, if necessary.

1. This question paper consists of TWO sections:

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

2. SECTION A is done with the aid of a word processing program. Approximately 1 hour 30 minutes must be spent on this section.

3. SECTION B is done with the aid of a spreadsheet program. Approximately 1 hour 30 minutes must be spent on this section.

4. Answer ALL the questions.

5. Read ALL the questions carefully.

6. 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.

7. If there is a problem with certain printers, for example it does not print ê, a report must be sent with the PRINTOUTS of the centre.

8. A candidate may have in his/her possession a typing ruler, a dictionary and a list of ASCII codes. A spell checker may be used.

9. 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.

10. Only ONE printout per question may be handed in.

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11. At the end of the examination session ALL PRINTOUTS which should be marked must be placed in the EXAMINATION FOLDER in the same sequence as that of the questions in the QUESTION 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 wastepaper 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.

12. 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 candidate's responsibility to protect the answers from obliteration.

13. In SECTION A only Courier New 12 pt may be used. In SECTION B candidates may use Courier New 12 pt, Calibri 11 pt or Arial 10 pt. In both sections margins of 1"/2.54 cm should be used unless other instructions are given.

14. The QUESTION NUMBER as well as your EXAMINATION NUMBER must be keyed in at each question. Answers without an EXAMINATION NUMBER will NOT be marked.

15. In order to print the original as well as the edited answers, candidates are reminded to save the work after each section before it is printed.

16. At the end of the examination session each candidate must hand in the PRINTOUTS of the answers as well as a disk with the answers (properly marked with the candidate's EXAMINATION NUMBER on the cover). If the candidate's answers are saved on the hard drive/network the invigilator(s) must make a backup of the answers. (These disks must be handed to the examination section for safekeeping for SIX months in case the examiner/moderator and superintendents of the Education Department should make enquiries.)

17. Please note that NO question paper may be removed from the examination room before ONE hour after commencement of the last session. ALL question papers should therefore be handed in and can be handed back to candidates after the session.

18. In the event of any paper being examined at a centre in more than one session invigilators must ensure that all answers of candidates are removed from the hard drive or the network before candidates for the next session are allowed into the room.

19. NO candidate may print his/her work for another candidate, make his/her 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 serious light.

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

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SECTION A: WORD PROCESSING

Use a word processing program to answer the following questions. Approximately 1 hour 30 minutes should be spent on this section.

QUESTION 1

This question has already been keyed in and saved on your data diskette/hard drive. Do NOT key in or print this document.

QUESTION 1B

1. Retrieve the document Q1A from your data diskette/hard drive.

2. Change the question number in the header to Q1B and insert your examination number left of the header.

3. Insert the paragraph as indicated.

4. Change the entire document to justify except where otherwise indicated.

5. Edit the document according to the proofreading signs as indicated in the text.

6. Save the document as Q1B.

7. Print the document and place it in your EXAMINATION FOLDER.

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Table Mountain – Landmark of the Cape

bold u/c centre

italics, underline

Table Mountain is a flat-topped mountain forming a prominent landmark overlooking the city of Cape Town in South Africa. It is a significant tourist attraction, with many visitors using the cableway or hiking to the top. The mountain forms part of the Table Mountain National Park. The main feature of Table Mountain is the level plateau approximately 3 kilometres from side to side, edged by impressive cliffs. The plateau, flanked by Devil's Peak to the east and by Lion's Head to the west, forms a dramatic backdrop to Cape Town. This broad sweep of mountainous heights, together with Signal Hill, forms the natural amphitheatre of the City Bowl and Table Bay harbour.

NP

in full

page break

Change the left- and right-hand margin of only this paragraph to 5 cm/2".

The flat top of the mountain is often covered by clouds, formed when a south-easterly wind is directed up the mountain's slopes into colder air, where the moisture condenses to form the so-called "table cloth" of cloud. Legend attributes this phenomenon to a smoking contest between the Devil and a local pirate called Van Hunks.

underline

Table Mountain is at the northern end of a sandstone mountain range that forms the spine of the Peninsula Cape. To the south of the main plateau is a lower part of the range called the Back Table. On the Atlantic coast of the peninsula, the range is known as the Twelve Apostles. The range continues southwards to Cape Point.
~~northwards~~

trs

1.5 lines

stet

In November 2011 Table Mountain was named one of the new seven wonders of the world.

bold italics centre

[29]

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QUESTION 2

Create the document below.

QUESTION 2A

1. Key in the document as it appears below.
2. Insert your EXAMINATION NUMBER left-aligned and Q2A in capital letters right-aligned as a header.
3. Save the document as Q2A.
4. Print the document and place it in your EXAMINATION FOLDER.

It isn't every day the cableway is approached by a renowned athlete to participate in his two world record-breaking attempts across five continents. So when Jamie Marais asked us to host the first leg of his Four Giants Challenge, of course we said yes.

The Four Giants Challenge will see Jamie, climbing Table Mountain, cycling up the Du Toit's Kloof Pass 10 times, paddle boarding on Lake Tanganyika and finally, climbing up and down Mount Kilimanjaro, in 10 hours.

Jamie will be summiting our Wonder of Nature 24 times in quick succession on 24 and 25 August, weather permitting and we are proud to be a part of his journey.

(10)

QUESTION 2B

1. Retrieve the document Q2A from your data diskette/hard drive.
2. Change the question number to Q2B in the header.
3. Edit the document according to the proofreading signs as indicated in the text.
4. Insert the text as indicated.
5. Insert bullets where indicated.
6. Save the document as Q2B.
7. Print the document and place it in your EXAMINATION FOLDER.

---

left-hand margin 3.75 cm/1.5"

Renowned athlete to complete 24 consecutive summits of Table Mountain for charity

u/c italics right-align

It isn't every day the cableway is approached by a renowned athlete to participate in his two world record-breaking attempts across five continents. So when Jamie Marais asked us to host the first leg of his Four Giants Challenge, of course we said yes.

new line del , and text u/c

The Four Giants Challenge will see Jamie: climbing Table Mountain, cycling up the Du Toit's Kloof Pass 10 times, paddle boarding on Lake Tanganyika ~~and finally,~~ climbing up and down Mount Kilimanjaro~~, in 10 hours.~~

insert bullets with 2 letter spaces for the 4 challenges

Jamie will be summiting our Wonder of Nature 24 times in quick succession on 24 and 25 August, weather permitting and we are proud to be a part of his journey.

Jamie was asked why was including Table Mountain in his challenge so important to him?

bold centre

'I wanted each battle of a giant to take place in a beautiful setting. With Table Mountain being crowned as one of the Seven Natural Wonders of the World I could not think of a more beautiful, challenging and iconic giant to face.'

underline

(25)
[35]

QUESTION 3

1. Key in the document as it appears below.

2. Insert your EXAMINATION NUMBER left-aligned and Q3 in capital letters right-aligned as a header.

3. Format all the numbered paragraphs and headings as indicated in paragraph 1.

4. Save the document as Q3.

5. Print the document and place it in your EXAMINATION FOLDER.

Table Mountain

A guide to Table Mountain Cableway

What to do when visiting this famous landmark

bold u/c underline centre

Table Mountain Aerial Cableway has something for everyone, which is why it has attracted more than 25 million visitors since its opening in 1929. Make the most of your visit with our list of things to do:

centre italics

1. CATCH A CABLE CAR

bold italics

Take the five-minute cable car trip to the top of Table Mountain, 1 089 metres above Cape Town and explore the summit.

2. GRAB A BITE

Our self-service restaurant, Table Mountain Café, offers a range of food and drinks, snacks, desserts and wines.

3. RETAIL THERAPY

underline

A selection of gifts are on sale at the Shop at the Top. Find something special to remind you of your visit to the highest point in Cape Town.

4.╫ GO FOR A HIKE

Hit one of three hiking trails that start at the Upper Cable Station and explore the summit further.

Table Mountain is part of a World Heritage Site, an important part of the Cape Floristic Region and the single richest floristic area in the world.

centre d/s

╪

***Copy the first line of the main heading of the document here**

NOTE:
Format all numbered paragraphs the same as paragraph no. 1 (CATCH A CABLE CAR)

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TOTAL SECTION A: 100

SECTION B: SPREADSHEET

Use a spreadsheet program to answer the following questions. Approximately 1 hour 30 minutes should be spent on this section.

QUESTION 4

QUESTION 4A

1. Key in the spreadsheet as it appears below.
2. Insert your EXAMINATION NUMBER left-aligned and Q4A in capital letters right-aligned as a header.
3. Adjust column widths where necessary to ensure that the spreadsheet fits on ONE A4 portrait page. Do NOT use the fit-to-page function.
4. Save the spreadsheet as Q4A.
5. Print the spreadsheet and place it in your EXAMINATION FOLDER.

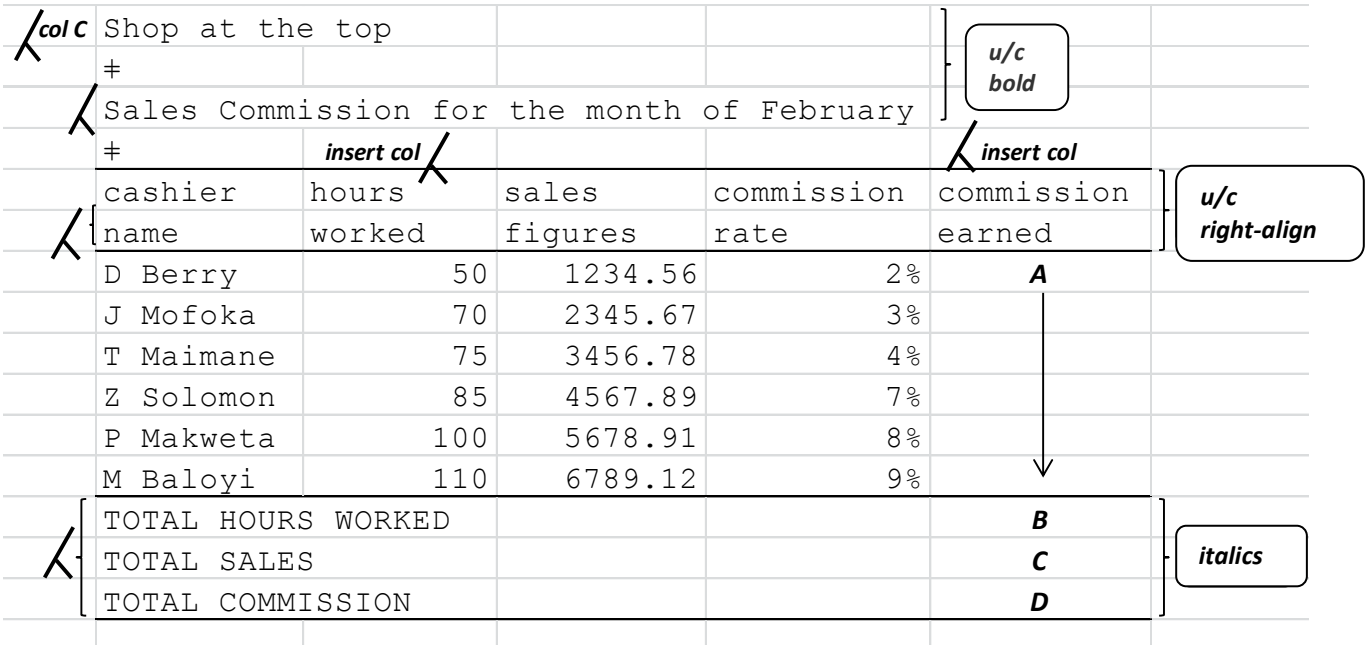
---

cashier	sales	commission
D Berry	1234.56	2%
J Mofoka	2345.67	3%
T Maimane	3456.78	4%
Z Solomon	4567.89	7%
P Makweta	5678.91	8%
M Baloyi	6789.12	9%

(8)

QUESTION 4B

1. Retrieve the spreadsheet Q4A from your data diskette/hard drive.
2. Change the question number to Q4B in the header.
3. Edit the spreadsheet according to the proofreading signs in the text.
4. Provide formulae for the following:
   - A Sales Figures * Commission Rate
   - B Sum of Hours Worked
   - C Sum of Sales Figures
   - D Sum of Commission Earned
5. Insert horizontal lines as indicated using the method with which you are familiar.
6. Adjust column widths where necessary to ensure that the entire spreadsheet fits on ONE A4 portrait page. Do NOT use the fit-to-page function.
7. Save the spreadsheet as Q4B.
8. Print the spreadsheet and place it in your EXAMINATION FOLDER.



(24)
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QUESTION 5

QUESTION 5A

1. Key in the spreadsheet as it appears below.

2. Insert your EXAMINATION NUMBER left-aligned and Q5A in capital letters right-aligned as a header.

3. Adjust column widths where necessary to ensure that the spreadsheet fits on ONE A4 portrait page. Do NOT use the fit-to-page function.

4. Save the spreadsheet as Q5A.

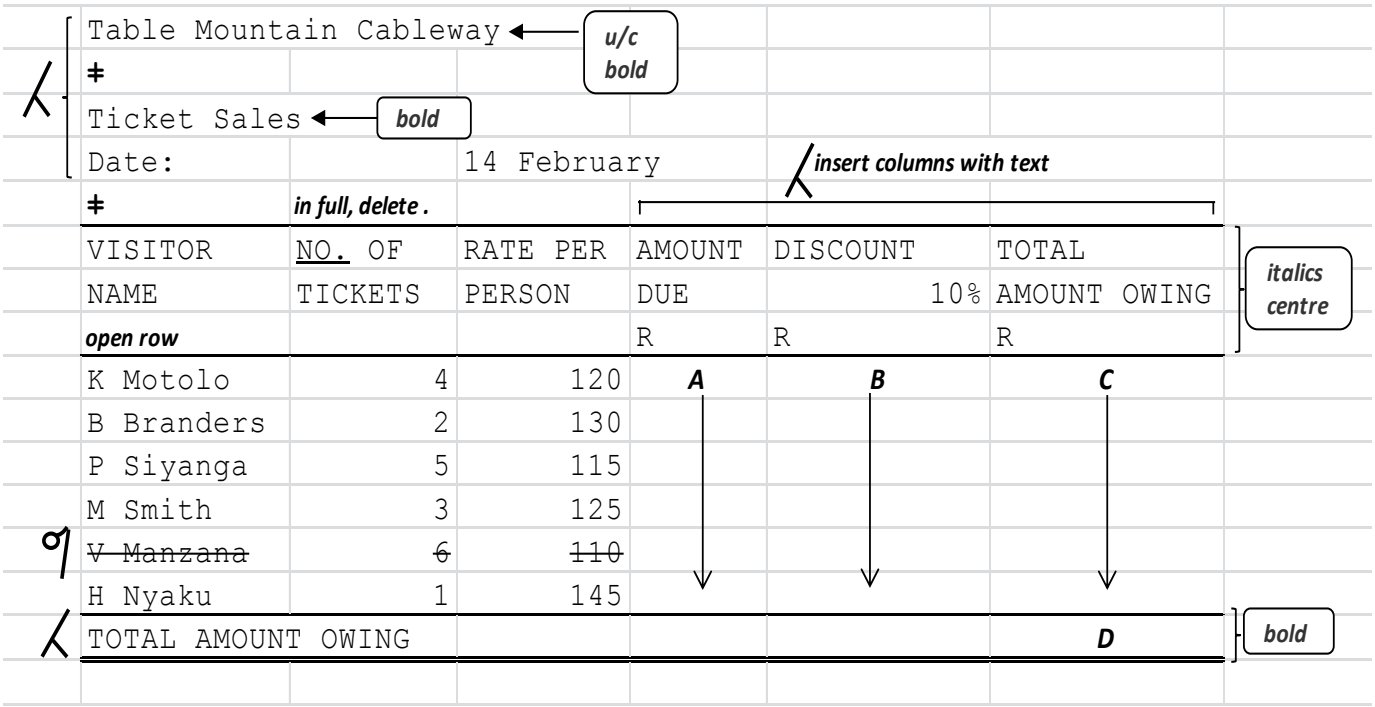
5. Print the spreadsheet and place it in your EXAMINATION FOLDER.

VISITOR NAME	NO. OF TICKETS	RATE PER PERSON
K Motolo	4	120
B Branders	2	130
P Siyanga	5	115
M Smith	3	125
V Manzana	6	110
H Nyaku	1	145

(8)

QUESTION 5B

1. Retrieve the spreadsheet Q5A from your data diskette/hard drive.
2. Change the question number in the header to Q5B.
3. Edit the spreadsheet according to the proofreading signs in the text.
4. Provide formulae for the following:
   - A Number of Tickets * Rate per Person
   - B Amount Due * 10%
   - C Amount Due - Discount
   - D Sum of Total Amount Owing
5. Insert horizontal lines as indicated using the method with which you are familiar.
6. Adjust column widths where necessary to ensure that the entire spreadsheet fits on ONE A4 landscape page. Do not use the fit-to-page function.
7. Save the spreadsheet as Q5B.
8. Print the spreadsheet and place it in your EXAMINATION FOLDER.



(28)
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QUESTION 6

QUESTION 6A

1. Key in the spreadsheet as it appears on the next page.

2. Insert your EXAMINATION NUMBER left-aligned and Q6A in capital letters right-aligned as a header.

3. Provide formulae for the following:

   A Balance (of the 1st) – Payment (made on the 5th)

   B Balance obtained in calculation ***A*** + Service Fee amount

   C Balance (Amount on the 27th) – Payment (of the 28th)

4. Insert horizontal lines as indicated using the method with which you are familiar.

5. Adjust column widths where necessary to ensure that the spreadsheet fits on ONE A4 landscape page. Do NOT use the fit-to-page function.

6. Save the spreadsheet as Q6A.

7. Print the spreadsheet and place it in your EXAMINATION FOLDER.

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		col C MABULA MACHINE MAINTENANCE				u/c bold
		≠				
	col B STATEMENT FOR TABLE MOUNTAIN CABLEWAY FOR FEBRUARY					
	≠					
account:	151510					
date:	28 February 2017					
≠						
DATE	REFERENCE NUMBER	SERVICES RENDERED	DEBIT	CREDIT	AMOUNT	bold italics
1	100	Balance			8778.55	
5	101	Payment		6000.01	*A*	
6	111	Service Fee	5678.11		*B*	
10	111	Service Fee	5678.11		↓	
27	121	Interest	456.78			
28	101	Payment		6000.01		
≠						
Payment Due Date:			5th	BALANCE DUE	*C*	bold
Interest Rate:			9%			left align
Discount For Early Settlement:			8%			

(27)

QUESTION 6B

1. Retrieve the spreadsheet Q6A from your data diskette/hard drive.

2. Change the question number to Q6B in the header.

3. Display the formulae.

4. Adjust the column widths where necessary to display all formulas and to ensure that the entire spreadsheet fits on ONE A4 landscape page. Do NOT use the fit-to-page function.

5. Save the spreadsheet as Q6B.

6. Print the spreadsheet and place it in your EXAMINATION FOLDER. (5)

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TOTAL SECTION B: 100
GRAND TOTAL: 200

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