higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN790**(E)**(M27)H

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

(6030134)

27 May 2019 (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 18 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 AND INFORMATION

THE CANDIDATES HAVE 30 MINUTES TO READ THE INSTRUCTIONS AND INFORMATION. INVIGILATORS WILL EXPLAIN IF NECESSARY.

1. The question paper comprises TWO sections:

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

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

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

2. Answer ALL the questions.

3. Read ALL the questions carefully.

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, for example it does not print ê, a report must be sent with the printouts of the centre.

6. Candidates may use a list of ASCII codes and a spelling checker.

7. Each answer must be printed on a separate sheet of paper and on ONE SIDE of the paper only. Place the PRINTOUTS in the EXAMINATION FOLDER.

8. At the conclusion of the examination session ALL PRINTOUTS which must be marked must be placed in the EXAMINATION FOLDER in the same order as 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 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.

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9. Only ONE PRINTOUT per question or subsection may be handed in. Candidates will be penalised if more than ONE PRINTOUT is handed in. Only the first PRINTOUT will be marked.

10. 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 their answers from obliteration.

11. In SECTION A of the question paper only Courier New 12 pt may be used. In SECTION B of the question paper Courier New 12 pt, Calibri 11 pt or Arial 10 pt may be used. In SECTION A margins of 1"/2.54 cm should be used unless indicated otherwise.

12. 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.

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

14. At the end of the examination session each candidate must hand in the PRINTOUTS of the answers as well as a memory stick/disk with the answers (properly marked with the candidate's EXAMINATION NUMBER on the cover). If a network is used, the IT support must make a backup copy of the candidate's entire work under the supervision of the invigilator. These disks and/or backup disks must be handed to the examination section for safekeeping for SIX MONTHS in case of enquiries.

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

16. 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.

17. 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

QUESTION 1A

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

QUESTION 1B

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

2. Edit the header by changing the question number to Q1B and insert your EXAMINATION NUMBER on the left-hand side of the header.

3. Insert the paragraph as indicated in the text on the next page.

4. Insert paragraph numbers as instructed.

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

6. Save the document as Q1B.

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

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QUESTION 1B (CONTINUED)

Kruger National Park *sp caps, bold, centre*

Anti-poaching measures *italics, underline*

The park's anti-poaching unit consists of 650 SANParks game rangers assisted by the SAPS and the SANDF (including the SAAF). As of 2013 the park is equipped with two drones borrowed from Denel and two Gazelle helicopters donated by the RAF to augment its air space presence. A specialist dog unit has also been introduced. Buffer zones have been established along the border with Mozambique, from where many poachers have infiltrated the park. *justify*

Poachers *italics, underline*

Kruger's big game poachers operate with ~~night~~ day vision instruments and large caliber rifles fitted with suppressors and sophisticated telescopes. They are mostly Mozambique citizens that initiate their carefully planned incursions from the Mozambique region border. In 2012 some 200 poachers were apprehended, while about 30 were killed in skirmishes. *stet* *trs* *in full*

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

Rhino horn *italics, underline*

Poachers mostly operate at or near full moon and make no distinction between white and black rhinos. Losses of black rhino are however low due to their reclusive and aggressive nature. With rhino horn fetching around $66,000 per kilogram, the CITES ban on the trade in rhino horn has proved largely ineffectual. *bold*

Candidate:

- ***Insert paragraph numbers at paragraph headings with 2 letter spaces.***
- ***Indent the paragraphs correctly.***
- ***Change the left- and right-hand margin of the second page only to 5 cm/2".***

[30]

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.

The Kruger National Park lies in the north-east of South Africa, in the eastern parts of Limpopo and Mpumalanga provinces. It is one of the largest national parks in the world. The park is approximately 360 kilometres long and has an average width of 65 kilometres.
╪
The park varies in altitude between 200 metres in the east and 840 metres in the south-west near Berg-en-Dal. The highest point in the park is a hill called Khandzalive. Several rivers run through the park from west to east, which is very necessary for sustaining the wild life.
╪
There are various gates that provide entrance to the park and quick access to specific camps. Some gates are used very seldom, while others are used more frequently.

(9)

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QUESTION 2B

1. Retrieve the document saved as Q2A.
2. Change the question number in the header to Q2B.
3. Edit the document according to the proofreading signs as indicated in the text.
4. Change the left-hand margin of the document to 3.81 cm/1.5".
5. Save the document as Q2B**.**
6. Print the document and place it in your EXAMINATION FOLDER.

in full

Geography & Access to KNP *uc, bold, italics*

The Kruger National Park lies in the north-east of South Africa, in the eastern parts of Limpopo and Mpumalanga provinces. It is one of the largest national parks in the world. The park is approximately 360 kilometres long and has an average width of 65 kilometres. *u/line*

The park varies in altitude between 200 metres in the east and 840 metres in the south-west near Berg-en-Dal. The highest point in the park is a hill called Khandzalive. Several rivers run through the park from west to east, which is very necessary for sustaining the wild life.

There are various gates that provide entrance to the park and quick access to specific camps. [Some gates are used very seldom, while others are used more frequently. *NP* *replace [.] with [:]*

Gate	Road	Nearest town
Crocodile Bridge Gate	Rissik Street	Komatipoort
Malelane Gate	R570 off N4	Malelane
Numbi Gate	R569	Hazyview
Paul Kruger Gate	R536	Hazyview
Phalaborwa Gate	R71	Phalaborwa
Pafuri Gate	R525	Musina

uc, italics *1,5 l/s*

Candidate:
Copy main heading to the end of the document, below text

(26)
[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. Save the document as Q3.

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

uc, bold

to: mmokoena@gmail.com
cc: jmarshal@telkomsa.net
bcc: admin.secretary@KNP.co.za

d/s

subject: accommodation *uc, italics*

Dear Sir/Madam

Thank you for your enquiry regarding accommodation in the Kruger National Park. You can choose from the following options available:

Rest camps *bold, underline*

The Kruger National Park has 21 rest camps. These are managed by SANparks. The biggest camps include:

- Berg-en-Dal
- Crocodile Bridge
- Lower Sabie
- Skukuza

insert bullets with 2 letter spaces

Private lodges *bold, underline, centre*

There are 2 private lodge concessions and 15 designated private safari lodges. The concessions are parcels of land operated by private companies in partnership with communities, who outsource the operation of private lodges. Private lodges include:

QUESTION 3 (CONTINUED)

Camp Shawu
Hamiltons Tented Camp
Hoyo Hoyo Tsonga Lodge
Jocks Safari Lodge & Spa

insert bullets with 2 letter spaces

ǂ

Camping *bold, underline, right-align*

ǂ

Camping in the park has become popular with tourists and backpackers because it is much less expensive, and open to anyone, requiring no special permission to partake.

ǂ

To make a booking contact us on 082 233 9111 or you can book online at www.sanparks.org.

italics, centre

[35]

TOTAL SECTION A: 100

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SECTION B: SPREADSHEET

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 option.

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

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

	Max temp.	Min temp.
January	33	21
February	32	20
March	31	19
April	29	15
June	26	6

(7)

QUESTION 4B

1. Retrieve the spreadsheet saved as Q4A.

2. Change the question number in the header to Q4B.

3. Edit the spreadsheet according to the proofreading signs in the text.

4. Provide formulae for each of the following:

   A Maximum temperature – Minimum temperature
   B (Maximum temperature + Minimum temperature) ÷ 2

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 option.

7. Save the spreadsheet as Q4B.

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

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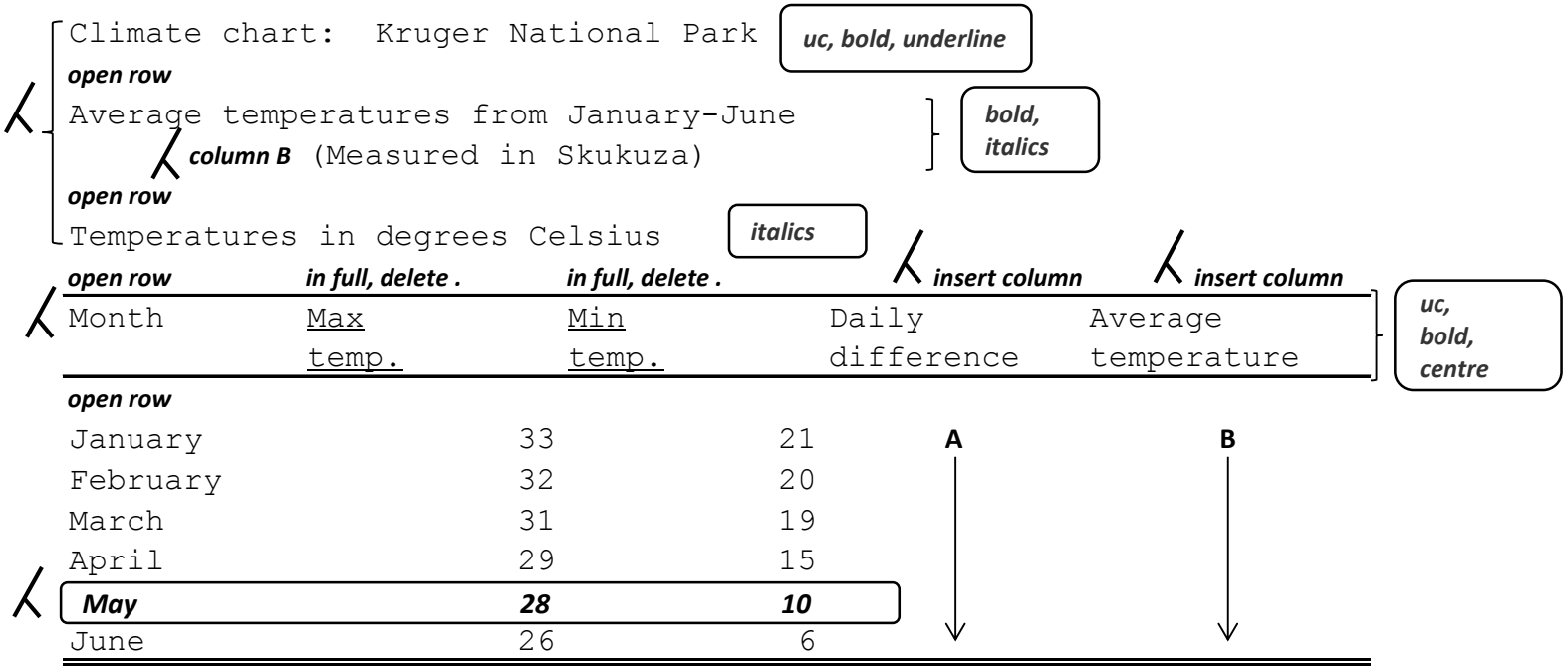
QUESTION 4B (CONTINUED)



(27)
[34]

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 option.

4. Save the spreadsheet as Q5A.

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

item	day 1	day 2	day 3	day 4
open row				
Accommodation fee	1200	1200	1200	1200
Conservation fee	180	180	180	180
Breakfast	240		280	240
Lunch		320		300
Dinner	420	400	420	

(8)

QUESTION 5B

1. Retrieve the spreadsheet saved as Q5A.

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 each of the following:

   A Sum of the four days for each item
   B Sum of each day
   C Sum of the total cost per item
   D Total amount - deposit

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 option.

7. Save the spreadsheet as Q5B.

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

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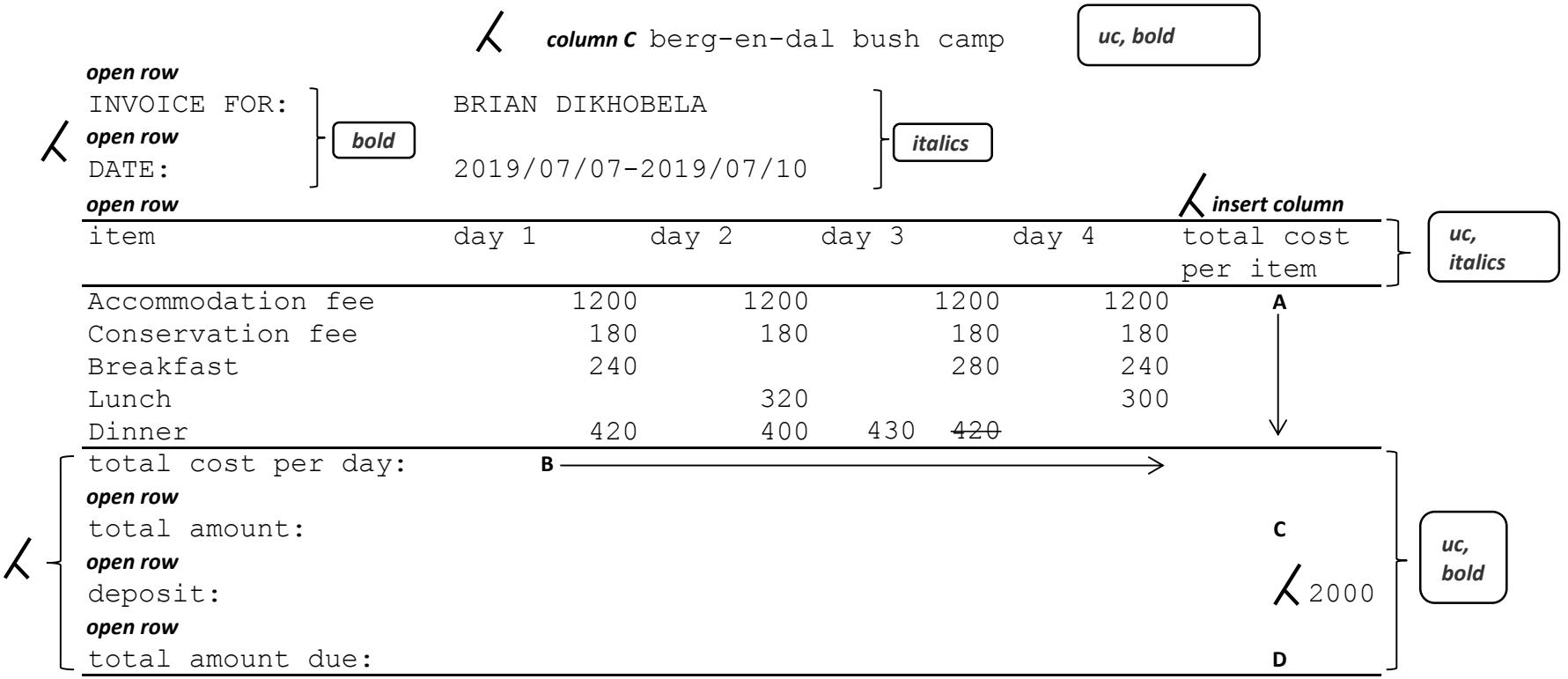
QUESTION 5B (CONTINUED)



(26)
[34]

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 each of the following:

   A Sum of big five numbers
   B Sum of carnivore numbers
   C Sum of herbivore numbers
   D Sum of totals for each type of animal

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 portrait page. Do NOT use the Fit-to-page option.

6. Save the spreadsheet as Q6A.

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

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QUESTION 6A (CONTINUED)

estimated wildlife population: Kruger National Park — *uc, bold, underline*

open row

column B (Count as of 2009) — *italics*

open row

	COUNT	TOTAL
BIG FIVE — *italics, right-align*		
Buffalo	27000	
Elephant	11670	
Lion	2800	
Black/White Rhinoceros	10500	
Leopard	2000	
		A
open row CARNIVORES — *italics, right-align*		
Cheetah	120	
African Wild Dog	150	
Spotted Hyena	2000	
		B
open row HERBIVORES — *italics, right-align*		
Impala	150000	
Greater Kudu	5790	
Waterbuck	5000	
Eland	320	
Bushbuck	500	
Giraffe	5110	
Burchell's Zebra	17790	
Hippopotamus	3000	
Blue Wildebeest	9610	
		C
TOTAL WILDLIFE POPULATION:		**D**

bold, centre

bold, italics

(27)

QUESTION 6B

1. Retrieve the document saved as Q6A.

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

3. Display the formulae.

4. Adjust the column widths where necessary to display ALL the formulae. Ensure that the entire spreadsheet fits on ONE A4 portrait page. Do NOT use the Fit-to-page option.

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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