higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N700(E)(N21)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

(6030134)

21 November 2014 (X-Paper)
09:00–12:00

INSTRUCTIONS AND QUESTION PAPER TO BE HANDED OUT TO INVIGILATORS AND CANDIDATES 30 MINUTES BEFORE COMMENCEMENT OF EXAMINATION.

This question paper consists of 17 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: 100

INSTRUCTIONS TO INVIGILATORS AND CANDIDATES

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: Spreadsheets (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 the hard drive. Candidates must retrieve this document from their hard drive 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 per instruction 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 printout with his/her typing 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.

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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 per instruction 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 printout with his/her typing 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 invigilator's 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 or whom have experienced printing problems. Candidates may also print their answers during the 3 hours allowed for the answering of SECTION 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 invigilator's 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 and the question paper, together with the examination folder, **MUST**, be handed to the invigilator. **NO exam papers or** 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*.

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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 candidate's responsibility to protect their answers from obliteration.

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 USB/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 all the candidate's work under the supervision of the invigilator. [These 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 2 hours 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 the hard drive 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 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 for both the candidate and the IT support of the institution.**

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

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QUESTION PAPER

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

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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 HISTORY OF BALLROOM *uc/ital/bold/cent*

Ballroom dancing has had a long and vibrant history in SA. By the end of the 17th century ballroom dancing was a prevalent social pastime in both Europe and SA.

uc *superscript*

In SA, ballroom dancing has always gone beyond the dance floor. In the 1990's it has been described as the third most popular leisure activity in SA, after soccer and boxing. For some it is an escape from the pressures of the work place; a form of relaxation and space to be free to spin their partner in the whirl of much-loved dances.

indent 1.5 l/s

For many children in the townships and working class suburbs, it still offers a safe place to spend the afternoons, off the streets. It is an opportunity to have fun and compete and sometimes achieve the highest accolades.

uc *cent* *Ita*

Ballroom dancing attracts people across all ages as spectators and participants. South Africans love the vibrancy of the form.

add bullets

For youngsters from all walks of life it provides a safe environment and develops: confidence, self-discipline, commitment, dedication and respect.

At an adult level ballroom dancing gives such mental relaxation; it gives adults time to get out and connect with their partner.

bold

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QUESTION 2 **[35]**

You are requested to create the following document.

QUESTION 2A **[10]**

1. Type the following document as it appears below.

2. Insert your examination number (only the number) and **Q2A** as a footer. 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**.

Ballroom dancing can generally be divided into two distinct fields depending on the style, specialisation and surrounding in which it is danced. As most dictionary definitions indicate, the first and most commonly practiced type of ballroom dancing is indeed "social dancing".

The second and more specialised field of ballroom dancing is that of "competitive dancing ballroom". Competitive ballroom dancing is generally performed on a larger floor space than the social dances. The competitive ballroom dancers receive more formal and specific training to enable them to compete. Dancing is thus the centre of the event and other social activities are tangential.

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

While onlookers will tend to casually judge ballroom dancers at a social event, competitive ballroom dancers are judged by experienced adjudicators.

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QUESTION 2B

[25]

1. Retrieve the document **Q2A** from your data diskette.
2. Change the question number to **Q2B** in the footer.
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 Cooper Black and size 16 pt.
5. Insert the paragraph as indicated in the text.
6. Change paragraph 3 only to double line spacing.
7. Save the document as **Q2B.**
8. 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.**

UC/bold/RA
Cooper Black 16

SOCIAL DANCING VS COMPETITIVE DANCING

Ballroom dancing can generally be divided into two distinct fields depending on the style, specialisation and surrounding in which it is danced. As most dictionary definitions indicate, the first and most commonly practiced type of ballroom dancing is indeed "social dancing".

italics

und

Paragraph insertion point

The second and more specialised field of ballroom dancing is that of "competitive dancing ballroom". Competitive ballroom dancing is generally performed on a larger floor space than the social dances. The ~~competitive~~ ballroom dancers receive more formal and specific training to enable them to compete. Dancing is thus the centre of the event and other social activities are tangential.

trs

d/s

stet

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

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While onlookers will tend to casually judge ballroom dancers at a social event, competitive ballroom dancers are judged by experienced adjudicators.

und

Bold Italics cent

Social dances are danced to popular music, usually on a 2/4 or 4/4 beat at a social dance school, a social event or a restaurant.

run on

Because the floor spaces are usually very limited, dancing steps are more basic and partners dance in a loose hold. Dancers also have greater freedom to invent their own steps out of necessity or creativity - an expression of sheer recreation.

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QUESTION 3 [35]

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 left and **Q3** should be on the right.

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. *UC*

---

indent x2

UC/bold/italics/ Wide Latin 16

BURN THE FLOOR a special performance for Sir Elton John's 50th birthday celebrations ~~in 1997. The show~~ is made up of 10 dances - 5 standard ballroom and 5 Latin American dances.

ital of *in full* *cent*

Standard ballroom dances

sp caps/cent/bold/ Broadway 14

superscript

UC/bold/ Broadway

The Waltz is a progressive dance marked by long, flowing movements, continuous turns, and "fall & rise."

trs

The Foxtrot is a smooth dance in which dancers make long, flowing movements across the floor.

indent x2

The Viennese Waltz is a quick rotating ballroom dance with a subtle rise and fall.

The Tango is one of the most fascinating and sensual dances originating from South America.

The Quickstep is a quick version of the Foxtrot. It is exciting to watch, but among the most difficult dances.

Latin American dances

sp caps/cent/bold/Broadway 14

UC/bold/ Broadway

The Cha Cha is a lively full of passion and energy.

The Samba is possibly the most popular of all Brazilian ballroom dances, and can be performed solo or with a partner.

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indent x2

The Paso Doble is modeled after the sound, drama, and movement of the Spanish bullfight.

The Rumba is considered to be the most romantic and sensual of all Latin ballroom dances.

The

Jive is a lively form of Swing dance, originated in the US from African-Americans.

in full

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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. (Start the spreadsheet at A)

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.**

Family Term Budget 2014

JK Zintho

	Jan	Feb	March
Mortgage/Rent	2000	2000	2000
Electricity	450	320	350
Phone	200	200	200
Groceries	800	650	900
Clothing	500	250	600

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QUESTION 4B [32]

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

5. Insert horizontal lines as indicated with the method you are familiar with.

6. Provide formulae for the following:

   A Sum of TOTAL items

   B Sum of TOTAL per month

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

Bold Uc

Household
~~Family~~ Term Budget 2014
JK Zintho

	JAN	FEB	MARCH	TOTAL
Mortgage/Rent	2000	2000	2000	A
Electricity	450	320	350	
~~Phone~~ Telephone	200	200	200	
Groceries	800	650	900	
Clothing	500	250	600	
Vehicle Payment	1200	1200	1200	
Petrol	500	500	500	
Grooming	250	300	250	
TOTAL	B			

Bold/UC/cent

Bold/UC/cent

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QUESTION 4C [11]

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.

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**.

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QUESTION 5B [32]

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 = Sum of Price pm
6. Adapt column widths where necessary to ensure that the entire spreadsheet fits on one A4 landscape 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.**

uc/bold/italics

Bark Business Solutions

Cellular & Touch Tablets

column content

Model	Name	Bundle	Price pm
Huawei 7" Tablet	Sithole M	My Gig 1	149
Acer 7" plus Case	Zano N	My Gig 1	159
Samsung Galaxy Tab III 7.0 T211	Knowles O	500 MB	169
Vodafone Smart Tab 7"	Manqina L	My Meg 500	169
Vodafone Smart 3 7"	Botha M	My Meg 500	169
Lenovo Idea Tab S600	Mc Donald C	My Meg 500	199
~~Huawei Media Pad 7 Lite Tablet~~	~~Tabac G~~	~~My Meg 500~~	~~169~~
iPad Mini WiFi + 3G	Poswa S	1 Gig topup	229
Asus Google Nexus 7	Roth N	My Gig 1	229
TOTAL			A

uc/bold/cent

uc/bold/cent

delete entire row

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QUESTION 5C [5]

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

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