higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN780**(E)**(N20)H

NATIONAL CERTIFICATE

INTRODUCTORY COMPUTER PRACTICE N4

(6030134)

20 November 2018 (X-Paper)
09:00–12:00

THE QUESTION PAPER, WHICH INCLUDES THE INSTRUCTIONS, MUST BE HANDED TO INVIGILATORS AND CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE 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: 200

INSTRUCTIONS TO INVIGILATORS AND CANDIDATES

READ THE FOLLOWING INSTRUCTIONS CAREFULY BEFORE ANSWERING THE PAPER. 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 the aid of a word processing program. Approximately 1 hour 30 minutes must be spent on this section.

   SECTION B is done with the aid of 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. A candidate may have in his/her possession a typing ruler, a dictionary and a list of ASCII codes. A spelling checker 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.

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 arranged in the same order 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.

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

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 attempts of the 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 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 SIX months in case the examiner/moderator and superintendents of the Education Department should make 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.

YOU MAY 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 the 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. Change the QUESTION NUMBER in the header to Q1B and insert your EXAMINATION NUMBER on the left-hand side of the header.

3. Insert the page break as indicated in the text.

4. Change the left- and right-hand margin ONLY for the first page to 5.08 cm/2".

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

6. Save the document as Q1B.

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

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Cape Town water crisis **uc, bold, centre**

A drought in the Western Cape Province began in ~~2017~~ 2015 and is **stet** resulting in a severe water shortage in the region, most notably affecting the city of Cape Town. [Despite water-saving measures, **NP** dam levels are predicted to decline to critically low levels, and the city has made plans for Day Zero, when the municipal **bold** water supply will largely be shut off. If this happens, Cape Town will be the first major city to run out of water.

Candidate:
Change the left- and right-hand margin of the first page to 5.08 cm/2".

----------Page break----------

1. Population increase **uc, underline**

Cape Town's population has grown from 2.4 million residents in 1995 to an estimated 4.3 million in 2018, representing a 79% population increase in 23 years whilst dam storage water only **trs** increased by 15 percent in the same period. In 2016/2017, 64.5 percent of the city's water supply went to houses, flats and complexes, while 3.6 percent went to informal settlements.

2. Low winter rainfall **uc, underline**

Periods of low winter rainfall in 2000/2001 and 2003/2004 resulted in water restrictions being imposed. In 2007, the city implemented a 10-year water demand management strategy, which has successfully kept the annual consumption at or below the 1999 level despite ongoing population growth.

3. Storage capacity: Dams **uc, underline**

In 2009, the storage capacity of the dams supplying Cape Town was increased by 17% from 768 to 898 million cubic metres **in full** through the completion of the Berg River Dam. Despite the increased storage capacity, the Department of Water Affairs and Forestry predicted that due to the growing demand from the city further water sources would be required by 2019.

Candidate:

* **Number paragraphs**
* **Leave TWO letter spaces after numbers**
* **Indent paragraphs correctly**

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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 the PRINTOUT in your EXAMINATION FOLDER.

Water Wise Water Storage believes that everyone has the right to clean water for drinking and household purposes. Our aim is to provide our clients with the means to manage their water supply storage, even during times of drought.

ǂ

In order to do this we offer a wide range of water storage tanks especially designed to suit the specific needs and space available to each and every client. Water is then managed by harvesting rainwater for domestic use.

ǂ

We do this by developing water management solutions designed specifically for your own home. By ensuring our products comply with health and safety regulations. By providing quality products designed for long-term use. By placing the management of water resources in our clients' hands. By making our clients self-sustainable during times of drought.

(9)

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. Save the document as Q2B.
5. Print the document and place the PRINTOUT in your EXAMINATION FOLDER.

Water Wise water storage — uc, bold, centre

Water storage that suits your needs! — italics, right-align

Water Wise Water Storage believes that everyone has the — italics
right to clean water for drinking and household purposes.
Our aim is to provide our clients with the means to manage
their water ~~supply~~ storage, even during times of drought.

mission: — uc, underline

In order to do this we offer a wide range of water storage
tanks especially designed to suit the specific needs and
space available to each and every client. Water is then
managed by harvesting rainwater for domestic use. — 1.5 lines, justify

vision: — uc, underline

We do this [by developing water management solutions — : uc
designed specifically for your own home. [By ensuring our
products comply with health and safety regulations. [By
providing quality products designed for long-term use. [By
placing the management of water resources in our clients'
hands. [By making our clients self-sustainable during times
of drought.

Copy the main heading here

Candidate:
* **Start each aim in a new line**
* **Insert any bullets with two letter spaces and indent**

(30)
[39]

QUESTION 3

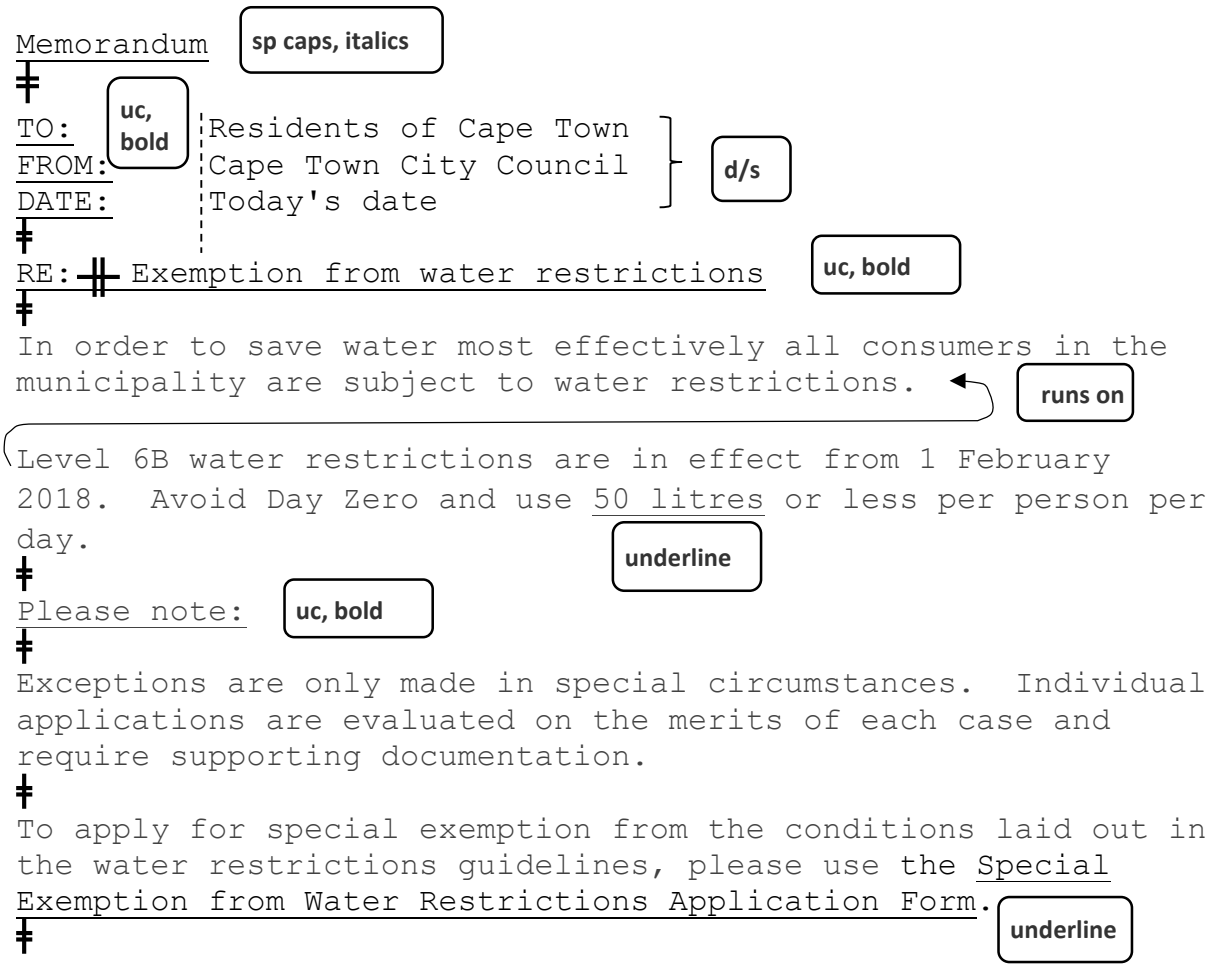
1. Key in the document as it appears below and on the next page.

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

3. Change the left-hand margin for the entire document to 3.81 cm/1.5".

4. Save the document as Q3.

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



QUESTION 3 (CONTINUED)

Hand in the completed exemption application at:

Walk-in centres: | 08:00–16:00 (week days)

OR uc, bold

E-mail it to: | water@capetown.gov.za

Residents who have valid reasons for ~~lower~~ higher water consumption (i.e. more than four people living permanently on the property, or medical reasons) need to submit a completed affidavit form. stet italics

Thank you for your co-operation in this regard.

Together we can make a difference! bold, centre

[32]

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. Adapt column widths where necessary to ensure that the spreadsheet fits on ONE A4 portrait page. Do NOT use the fit-to-page option.
4. Format figures as indicated below.
5. Save the document as Q4A.
6. Print the spreadsheet and place the PRINTOUT in your EXAMINATION FOLDER.

Major dams	May 2017	May 2016	May 2015
Berg River Dam	32,4	27,2	54
Steenbras Lower	26,5	37,6	47,9
Steenbras Upper	56,7	56,9	57,8
Theewaterskloof Dam	15	31,3	51,3
Voëlvlei Dam	17,2	21,3	42,5
Wemmershoek Dam	36	48,5	50,5

(9)

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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 Figures for May 2018 – Figures for May 2017
   B Total capacity of all dams for each year

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

6. Adapt 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 the PRINTOUT in your EXAMINATION FOLDER.

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QUESTION 4B (CONTINUED)

Λ column B Western Cape Water Supply System — uc, bold

Open row

Λ Water levels as a percentage of total dam capacity — italics

Open row — Λ insert column — Λ insert column

Major dams	May 2018	May 2017	May 2016	May 2015	Increase in 2018
Open row					
Berg River Dam	51,6	32,4	27,2	54	A ↓
Steenbras Lower	36,6	26,5	37,6	47,9	
Steenbras Upper	93,1	56,7	56,9	57,8	
Theewaterskloof Dam	11	15	31,3	51,3	
Voëlvlei Dam	15,8	17,2	21,3	42,5	
Wemmershoek Dam	45,3	36	48,5	50,5	
Open row					
Λ TOTAL CAPACITY (percentage)	B →				

uc, bold, centre

bold

(24)
[33]

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. Adapt 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 document as Q5A.

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

Name:		Date:	
Account no.:		Ref.:	
tank	capacity (litres)	number ordered	amount R
Vertical tank	200		
	500		
	1000		
Horizontal tank	50		
	150		
Underwater tank	200		
	500		
	1000		
Polydrum tank	900		

(9)

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QUESTION 5B

1. Retrieve the spreadsheet Q5A from your data diskette/hard drive.

2. Change the question number to Q5B in the header.

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

4. Provide formulae for the following:

   A Price * Number ordered
   B Sum of all products ordered
   C Total for all products * 14%
   D Sum of total for all products + VAT @ 14%

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

6. Adapt 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 the PRINTOUT in your EXAMINATION FOLDER.

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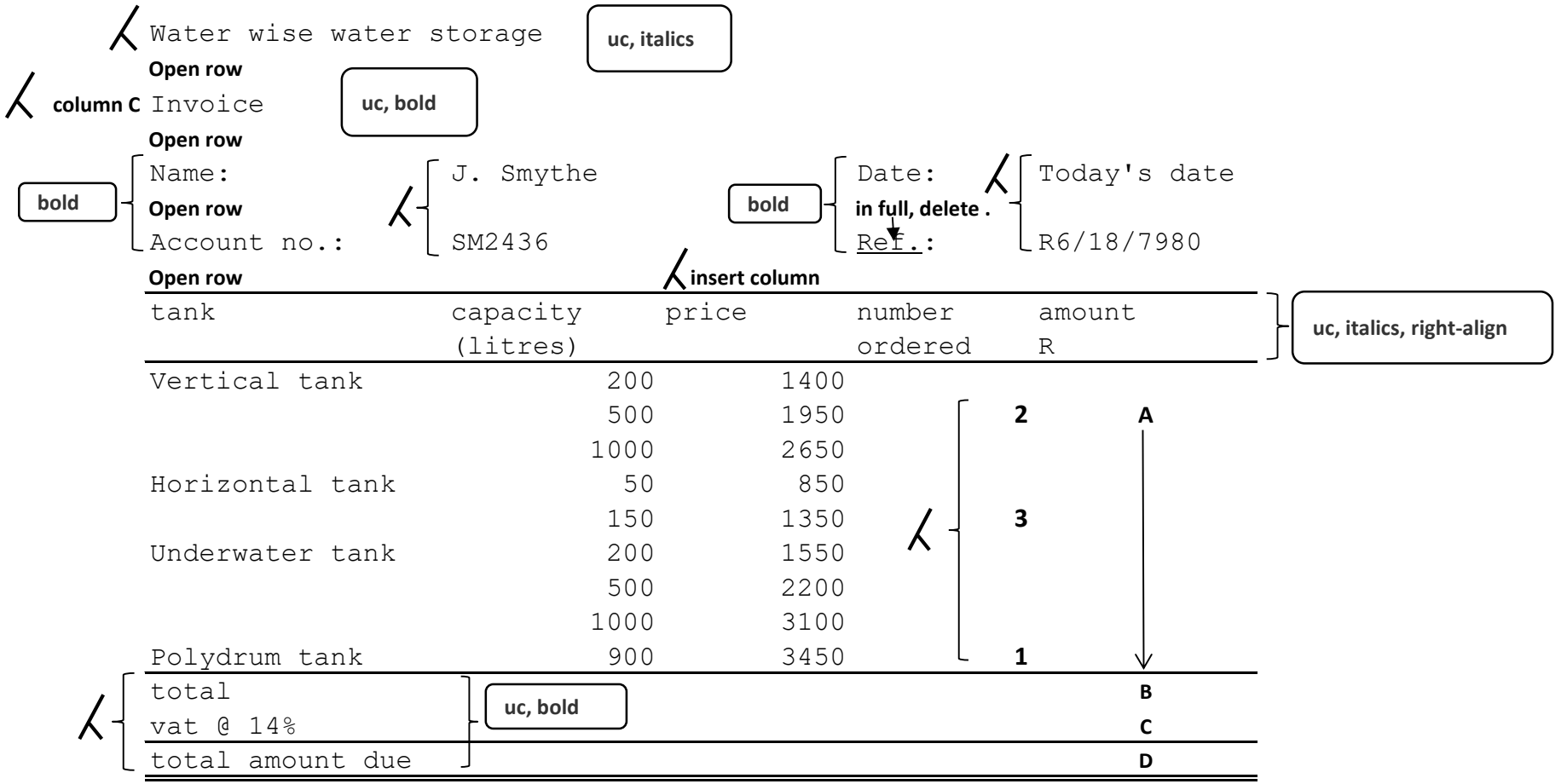
Water wise water storage
uc, italics
Open row
column C
Invoice
uc, bold
Open row
bold
Name:
J. Smythe
Account no.:
SM2436
bold
Date:
Today's date
in full, delete .
Ref.:
R6/18/7980
Open row
insert column
tank
capacity (litres)
price
number ordered
amount R
uc, italics, right-align
Vertical tank 200 1400
500 1950
1000 2650
Horizontal tank 50 850
150 1350
Underwater tank 200 1550
500 2200
1000 3100
Polydrum tank 900 3450
2
3
1
A
B
C
D
total
vat @ 14%
total amount due
uc, bold

(27)
[36]

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 Sum of debit entries for the balance sheet section
   B Sum of credit entries for the balance sheet section
   C Sum of debit entries for the nominal accounts section
   D Sum of credit entries for the nominal accounts section
   E Sum of debits and credits for the balance sheet and nominal accounts sections

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 document as Q6A.

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

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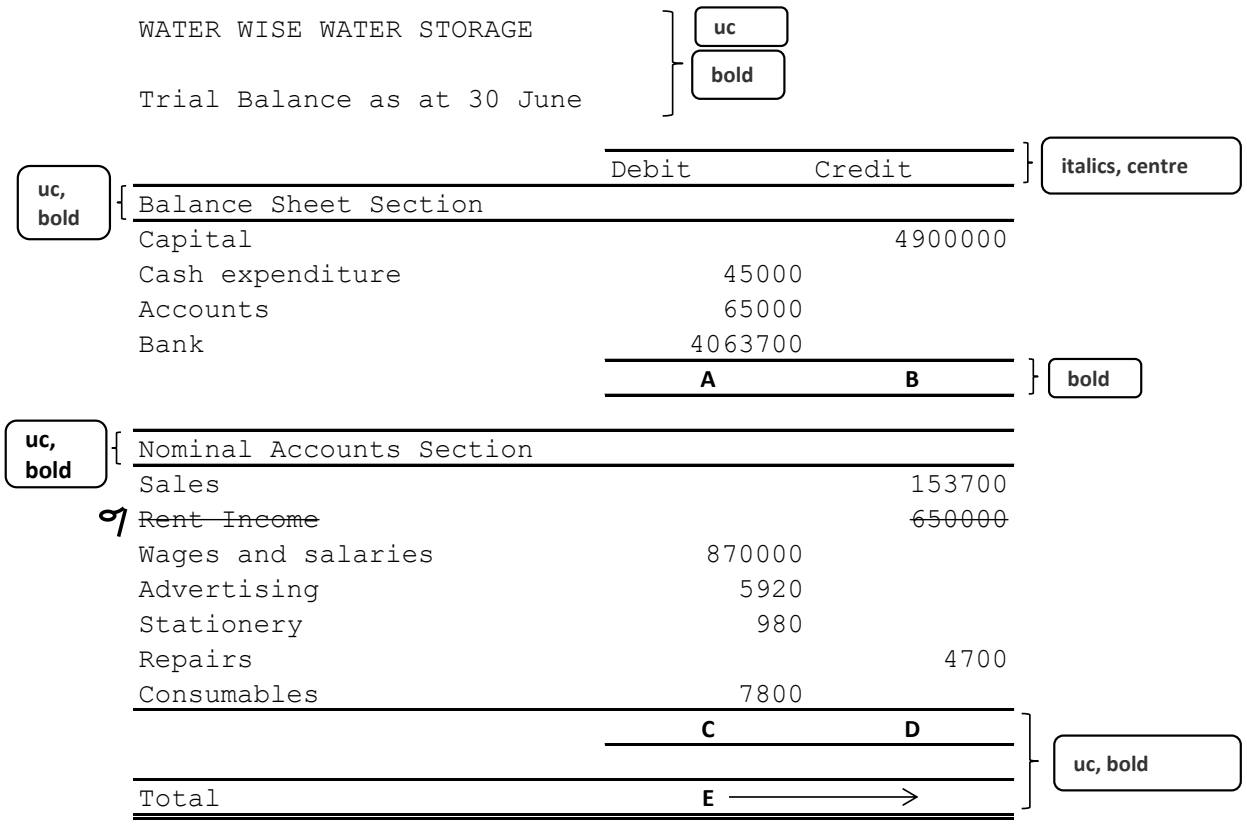

(26)

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

5. Save the document as Q6B.

6. Print the spreadsheet and place the PRINTOUT your EXAMINATION FOLDER.

(5)
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TOTAL SECTION B: 100
GRAND TOTAL: 200

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