201306H035

higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N220(E)(J7)H
JUNE EXAMINATION

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

(6030165)

7 June 2013 (X-Paper)
09:00 – 12:00

INSTRUCTIONS TO CANDIDATES AND INVIGILATORS AND THE EXAMINATION PAPER

HAND TO CANDIDATES 25 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION.

This question paper consists of 17 pages and 1 answer sheet.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
COMPUTER PRACTICE N5
TIME: 3 HOURS
MARKS: 200

TURN THE PAGE FOR THE INSTRUCTIONS

YOU HAVE 25 MINUTES TO READ THE INSTRUCTIONS.

NOTE: Use the subject name to save the question paper on the computer, then save the final question paper into the relevant folders on the CD provided by the department.

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INSTRUCTIONS TO INVIGILATORS AND CANDIDATES

Read the following instructions carefully before attempting to answer the question paper – invigilators will explain, if necessary.

1. The question paper comprises of four sections, namely:

Section A	Theory/Operating System (30 marks)
Section B	Word Processing/Text Manipulation (70 marks)
Section C	Spreadsheet (70 marks)
Section D	Database (30 marks)

Section A: Question 1 must be answered on the attached answer sheet. **Question 2** is the printout of commands. The completed answer sheet and printouts must be placed in the folder in the correct sequence. Approximately 30 minutes should be spent on this section.

Section B is done on the computer with the aid of a word-processing program. The printouts must be correctly numbered and both the question number and your examination number must be printed at the top of each printout. **Examination numbers in writing are NOT acceptable.** The printouts must be placed in the folder in the correct sequence. Approximately 1 hour should be spent on this section.

Section C is done on the computer with the aid of a spreadsheet program. The printouts must be correctly numbered and both the question number and your examination number must be printed at the top of each printout. **Examination numbers in writing are NOT acceptable.** The printouts must be placed in the folder in the correct sequence. Approximately 1 hour should be spent on this section.

Section D is done on the computer with the aid of a database program. The printouts must be correctly numbered and both the question number and your examination number must be printed at the top of each printout. **Examination numbers in writing are NOT acceptable.** The printouts must be placed in the folder in the correct sequence. Approximately 30 minutes should be spent on this section.

2. The time allocated for the question paper is 3 hours. You must print your answers **DURING** the three hours allowed for keying in your question paper.

3. SAVE YOUR WORK AT REGULAR INTERVALS to prevent loss of keyed- in data during a power failure. Only the duration of the power failure will be allowed additionally – NO EXTRA TIME WILL BE ALLOWED FOR LOSS OF WORK.

4. In the event of a computer or printer defect, the invigilator will make the necessary arrangements for you to continue with the examination and the actual time lost will be allowed additionally.

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

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6. A candidate may have in his/her possession a typing ruler, a dictionary and a list of ASCII codes. Spell check must be used. NO NOTES OR ANY NON-PERMISSIBLE MATERIALS MAY BE HIDDEN IN OR TRANSCRIBED INTO THESE ARTICLES.

7. Each answer must be printed on a **SEPARATE A4 SHEET OF PAPER.** Use **ONE SIDE** of the 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 ALL THESE 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.

9. Printouts to be marked must be arranged in the same order as that of the questions in the examination paper. **Only one printout per question or subsection of a question may be handed in.**

10. In Section B of the question paper, only a 10-pitch/12 pt letter size (Courier New) may be used, unless otherwise instructed. In Section C, Arial 10 pt or Courier New 12 pt may be used.

11. In Section B, margins of 10^0/2.54 cm/1" should be used unless otherwise instructed.

12. Network users: The invigilator will arrange immediately after the expiration of the examination session for (a) backup copy(ies) to be taken of the examination printouts.

13. Please note that no paper may be taken out of the examination room until at least 1 hour after the commencement of the last session (15:00). All papers must consequently be handed in. These may be returned to candidates on completion of the examination.

14. In the event of an examination 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.**

15. 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.**

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QUESTION PAPER

Answer the questions on all the sections and place the different pages of your answers in the cover provided. The suggested times to be spent on the different sections are as follows:

Section A	30 minutes
Section B	1 hour
Section C	1 hour
Section D	30 minutes

Make sure that your examination number appears on all the printouts. No questions without examination numbers will be marked.

SECTION A (THEORY)
MARKS: 30
TIME: 30 Minutes

Answer this section of the Question paper - QUESTION 1 - on the answer sheet provided.

Note: Question 2 is the file structure created and saved by your lecturer on your diskette/hard drive.

Answer all the questions

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QUESTION 1

Choose a/an item/word from COLUMN B that matches a description in COLUMN A. Write only the letter (A–P) next to the question number (1.1–1.10) on the attached ANSWER SHEET.

COLUMN A		COLUMN B	
1.1	the computer equivalent (program) of a filing system	A	Application software
1.2	specialised programs written to execute a specified task	B	Hot boot
1.3	the unit that co-ordinates and supervises the operation of the input, memory, output and arithmetic logic unit	C	RAM
1.4	permanent memory of the computer	D	Computer
1.5	a peripheral to the computer	E	ROM
1.6	controls the functioning of the computer, linking the keyboard, printer and other peripherals	F	ALU
1.7	temporary storage of files deleted from the hard drive	G	Database
1.8	kind of boot that will be used when a computer is switched on for a day's work	H	CPU
1.9	occurs when a file is saved in several sectors of the storage space	I	Cold boot
1.10	a ... is a set of integrated components that processes data according to instructions	J	Peripherals
		K	Recycle bin
		L	Printer
		M	System software
		N	Fragmentation
		O	Operating device
		P	Operating system

(10)

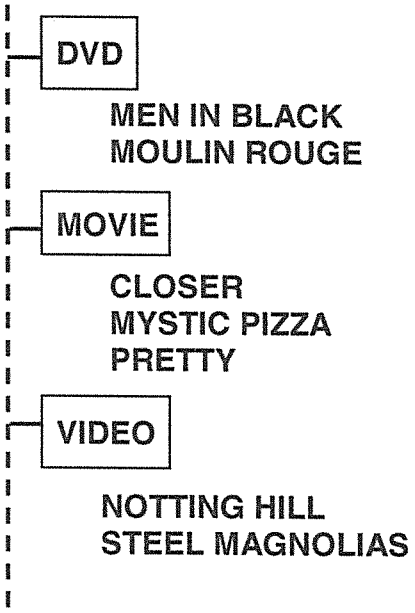
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QUESTION 2

Do the following questions practically on the computer. Insert your examination number (left) and question number (right) as a header. Make a printout and put it in your examination folder.

Only ONE printout per question

A:\(Shared drive)



2.1
(a) Move the contents of the VIDEO folder to the MOVIE folder.
(b) Rename the file PRETTY in the MOVIE folder to PRETTY WOMAN.
(c) Delete the file CLOSER from the MOVIE folder.
(d) Make a copy of the file MYSTIC PIZZA on the same diskette in the MOVIE folder.
(e) Copy the file MOULIN ROUGE from the DVD folder to the MOVIE folder.
(f) Sort the contents of the MOVIE folder in ascending order according to the file names.
(g) Display the contents of the MOVIE folder.

Make a screen print of this output (9)

2.2
(a) Copy the VIDEO folder to the DVD folder.
(b) Create a spreadsheet file HITCH in the DVD folder.
(c) Create a subfolder MAMMA MIA in the DVD folder.
(d) Move the file MYSTIC PIZZA from the MOVIE folder to the DVD folder.
(e) Rename the file MEN IN BLACK in the DVD folder to HANCOCK.
(f) Delete the file MOULIN ROUGE from the DVD folder.
(g) Create a text file ALI in the DVD folder.
(h) Change the display to view the details of each file: name, size, type, date and time modified.
(i) Display the contents of the DVD folder.

Make a screen print of this output (9)

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2.3 Change the attribute of the file STEEL MAGNOLIAS in the MOVIE folder to a read-only file.

Make a screen print of this output (2)

SECTION B (WORD PROCESSING)

ANSWER ALL THE QUESTIONS

This document has already been keyed in on your diskette as QUESTION 3A. **[70]**

QUESTION 3B

Marks: **40**
Time: **35 minutes**

1. Retrieve the document saved as QUESTION 3A.

2. Edit this document according to the instructions listed below and as indicated in the text on the following pages.

3. Change the header to QUESTION 3B (top right) and **INSERT** your examination number (top left) in the header.

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

5. Number the pages at the top centre of each page in bold print, starting at 15.

6. Insert footer at the bottom left of all the pages in title case and underlined. The text for the footer is as follows: Male actors

7. Find the word Remington Steel and replace with Thomas Crown Affairs in bold, underlined and font size 14.

8. Save the document as QUESTION 3B.

9. Make a printout of the document. **Make sure that the document is printed in font type Courier New and font size 12.** Place your printout in your examination folder.

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BEST ACTORS OF ALL TIMES } **Insert heading in uppercase and underline**

WILL SMITH } **Change to bold and align right**

del bold **Willard Christopher Smith**, (born 25 September 1968) is an American actor, film/television producer.

Smith was born and raised in West Philadelphia. His mother, Caroline, was a school administrator who worked for the Philadelphia school board. His father, Willard (Senior), was a refrigeration engineer. His parents separated when he was thirteen and finally divorced in 2000.

Smith credits his father's dedication when discussing his own involvement in the lives of his three children: "I look at my father and how he was able to keep four kids fed and clothed and still managed to find time to spend with us."

Smith married Sheree Zampino in 1992, but they got divorced in 1995. A boy, Willard Christopher Smith III, was born out of this marriage. In 1997 he married the actress Jada Pinkett and together they have two children. The boy, Jaden (born 1998), appeared as Smith's co-star in The Pursuit of Happyness and the daughter, Camille (born 2000) appeared as his daughter in I Am Legend.

Delete paragraph

TOP 5 MOVIES } **Centre**

CANDIDATE:
Replace the * of the sub-paragraphs below with the numbers as indicated with 2 spaces after the number, e.g. 2.1 and place the numbered paragraphs in the correct sequence

2.3 Enemy of the State **Bold**

A lawyer becomes a target by a corrupt politician and his NSA goons when he accidentally receives key evidence to a serious politically-motivated crime.

2.5 I, Robot **Bold**

In the year 2035 a techno-phobic cop investigates a crime that may have been perpetrated by a robot, which leads to a larger threat to humanity.

2.1 The pursuit of Happyness **Bold**

A struggling salesman takes custody of his son as he's poised to begin a life-changing professional endeavour.

2.2 Men in Black **Bold**

Two men who keep an eye on aliens in New York City must try to save the world after the aliens threaten to blow it up.

2.4 I Am Legend **Bold**

Years after a plague killed most of humanity and transformed the rest into monsters, the sole survivor in New York City struggles valiantly to find a cure.

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PIERCE BROSNAN **Change to Arial size 16**

Pierce Brendan Brosnan, (born 16 May 1953) is an **British** Irish actor and film producer. **stet**

After leaving school at 16, Brosnan began training in commercial illustration and later trained at the Drama Centre in London for three years. Following a stage acting career he rose to popularity in the television series Remington Steel (1982-1987). After Remington Steel Brosnan took the lead in many films and in 1995 he became the fifth actor to portray the secret agent James Bond – 1995 to 2002.

Number the lines of this paragraph. Start at 5

TOP 5 MOVIES **Centre**

Place the paragraphs in two equal parallel columns with paragraphs 1., 2., 3. in the left column and paragraphs 4., 5. in the right column.

1. MAMMA MIA **Italics**

   The story of a bride-to-be trying to find her real father. Hit songs by the popular group ABBA.

2. LIGHTNING THIEF **Italics**

   A teenager discovers he's the descendant of a Greek god and sets out on an adventure to settle an on-going battle between the gods.

3. SHATTERED **Italics**

   A perfect family's dynamic is ruined by a kidnapper's brutally efficient plot.

4. DIE ANOTHER DAY **Italics**

   James Bond is sent to investigate the connection between a North Korean terrorist and a diamond thief.

5. EVELYN **Italics**

   Desmond Doyle is devastated when his wife abandons their family on the day after Christmas.

≠

Insert table here. Type all the text in uppercase. Adjust the size of the columns to fit the text

SUMMARY Best 3 movies - ladies			
Angelina Jolie		Julia Roberts	
Movie	Year	Movie	Year
Ghia	1998	Pretty Woman	1990
Mr. & Mrs Smith	2005	Notting Hill	1999
Salt	2010	Runaway Bride	1999

Centre the headings

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QUESTION 4

Marks: 30
Time: 25

You are the personal assistant for the Director of a movie and you need to send a memoranda to the actors to remind the of their working schedules

QUESTION 4A

1. Make use of the mail-merge function to create a data file using the names and information in the table below.

	MEMO 1	MEMO 2	MEMO 3	MEMO 4
ACTOR	Tom Hanks	Rene Russo	Eddy Murphy	Meryl Streep
ACT NO	18	Examination number	Question 4A	24
SCENE NO	1201	1202	1203	1204
DAY	Monday	Tuesday	Thursday	Friday

2. Save the document as QUESTION 4A and make a printout. (Use Portrait orientation). Place the printout in your examination folder. (7)

QUESTION 4B

4.1 Use the mail merge function to prepare the memorandum for the actors (primary document). Use font type Courier New and font size 12.

4.2 Insert your examination number (top left) and QUESTION 4B (top right) as a header.

4.3 Insert fields where indicated in brackets, e.g. [ACTOR].

4.4 Bold print the fieldnames.

4.5 Save the document as QUESTION 4B and make a printout. Use Portrait orientation. Place your printout in your examination folder. (18)

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Memorandum **Bold, uppercase, centre**

TO: [ACTOR]

FROM: DIRECTOR

DATE: Insert today's date here (make use of the date function)

You are hereby requested to attend the filming on [DAY] of:

Act: [ACT NO] **10 cm/4"/40° from the margin** Scene: [SCENE NO]

SCHEDULE FOR THE DAY:

08:00 – Hair and make-up
10:00 – Filming
12:00 – Lunch
14:00 – Filming
18:00 – Supper

Please adhere to the time frames.

DIRECTOR **Uppercase**

QUESTION 4C

1. Merge the documents QUESTION 4A and QUESTION 4B into a new document.

2. Change the header to QUESTION 4C on all the pages of the new document.

3. Print ONLY the merged memorandum for Rene Russo and Eddy Murphy (use Portrait orientation).

4. Save the merged memorandum as QUESTION 4C. Place the printouts in your examination folder. (5)

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SECTION C (SPREADSHEET) [70]

ANSWER ALL THE QUESTIONS

QUESTION 5A

MARKS: 16
TIME: 13 Minutes

1. Create the spreadsheet on the following page.

2. Insert the following page header:

   EXAMINATION NUMBER (left) and QUESTION 5A (right).

3. Do not key in the row and column headings (borders). It was only inserted to indicate the correct cells that must be used. You will be penalised for using the incorrect cells.

4. Insert horizontal and vertical lines with the method you are familiar with.

5. Type all the text of the spreadsheet in uppercase.

6. Make use of the date function (YYYY/MM/DD) and enter the information in the DATE STARTED and DATE END columns.

7. Display AMOUNT PAID PER HOUR as a currency with two decimals.

8. Display OVERTIME HOURS PER DAY as an integer.

9. Adjust the column widths to fit the spreadsheet on one A4 page (Landscape).

10. Save the spreadsheet as QUESTION 5A.

11. Print the spreadsheet and place the printout in your examination folder.

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QUESTION 5B

MARKS: 28
TIME: 24 Minutes

1. Retrieve QUESTION 5A and change the question number to QUESTION 5B.

2. Insert the text as indicated in the spreadsheet on the following page.

3. Make all the other changes as indicated in the spreadsheet on the following page.

4. Insert formulae where letters of the alphabet appear to do the following calculations in the spreadsheet on the following page:

   A NUMBER OF DAYS = DATE END minus DATE STARTED.

   B TOTAL HOURS = NUMBER OF DAYS multiply OVERTIME HOURS PER DAY.

   C AMOUNT = TOTAL HOURS multiply AMOUNT PAID PER HOUR. Use absolute cell addresses.

   D Determine the TOTAL AMOUNT.

   E Determine the AVERAGE AMOUNT.

   F Determine the MAXIMUM OVERTIME HOURS PER DAY.

   G Determine the MINIMUM NUMBER OF DAYS.

5. Copy all the formulae to the other cells as indicated on the spreadsheet.

6. Display AMOUNT, TOTAL AMOUNT and AVERAGE AMOUNT as a currency with two decimals.

7. Display NUMBER OF DAYS, TOTAL HOURS, MAXIMUM OVERTIME HOURS PER DAY and MINIMUM NUMBER OF DAYS as integers.

8. Sort the contents of the spreadsheet according to the ACTOR in alphabetical order.

9. Adjust the column widths to fit the spreadsheet on one A4 page – Landscape.

10. Save the spreadsheet as QUESTION 5B.

11. Print the spreadsheet and place the printout in your examination folder.

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QUESTION 5C

MARKS: 13
TIME: 12 Minutes

1. Retrieve the spreadsheet saved as QUESTION 5B and change the question number in the header to QUESTION 5C.

2. Hide column E.

3. Display the formulae.

4. Adjust the column widths so that ALL the formulae are legible. Use landscape orientation. Do **not** use the 'fit to page' function.

5. Save the spreadsheet as QUESTION 5C.

6. Print the spreadsheet WITH row and column heading (borders) and place the printout in your examination folder.

QUESTION 5D

MARKS: 13
TIME: 11 Minutes

1. Retrieve the spreadsheet saved as QUESTION 5B.

2. Insert the following page header:

   EXAMINATION NUMBER (left) and QUESTION 5D (right).

3. Create a line graph to compare the NUMBER OF DAYS and OVERTIME HOURS PER DAY for all the actors.

4. Insert the following chart heading:

   MANAGER'S REPORT
   New line [NOVEMBER 2011

5. Provide the following titles for the axis:

   x-axis: ACTORS
   y-axis: NUMBER

6. Display the legend at the right-hand side of the graph.

7. Save the graph as QUESTION 5D.

8. Print the graph on a new sheet and use landscape orientation. Place the printout in your examination folder.

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SECTION D

QUESTION 6

MARKS: 30
TIME: 30 Minutes

You are requested to prepare a database containing the information regarding the ticket sales at a cinema.

6.1 Make use of the font type Arial and create a database using the filename MOVIES. (6)

6.1.1 Create the following structure:

FIELD	TYPE/SIZE
NAME	Maximum of 10 characters
MOVIE	Maximum of 16 characters
TICKETS BOUGHT	Whole number below 10
PRICE	Will not exceed R99
AMOUNT DUE	Will not exceed R999
Key in your examination number as a field	Maximum of 13 characters

6.1.2 Save the document and make a printout of the structure (use portrait orientation). Do not print any properties.

6.2 6.2.1 Key in the following records: (8)

NAME	MOVIE	TICKETS BOUGHT	PRICE	AMOUNT DUE	EXAMINATION NUMBER
ETHAN	ROBIN HOOD	2	R25	R50	
JADA	THE KING AND I	3	R27	R81	
CAROLINE	ROBIN HOOD	4	R25	R100	
CHARLOTTE	THE KING AND I	5	R27	R135	
JEFF	ROBIN HOOD	4	R25	R100	
FRED	THE KING AND I	3	R27	R81	
MPHO	ROBIN HOOD	2	R25	R50	

6.2.2 Save the document and make a printout of the records. Use landscape orientation.

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6.3 Create a report to include the following information: (16)

6.3.1 The report must have the following column headings:

NAME MOVIE TICKETS PRICE AMOUNT
New line [BOUGHT [PER TICKET [DUE

Headings: Just left

6.3.2 Display only the records of the people who bought more than 2 tickets and who, for the AMOUNT DUE, bought tickets less than R135.

6.3.3 Key in the word TOTAL at the end of the report below the MOVIE column.

6.3.4 Determine the TOTAL of the TICKETS BOUGHT column and display the answer below the TICKETS BOUGHT column as a number with zero decimals.

6.3.5 Determine the TOTAL of the PRICE PER TICKET column and display the answer below the PRICE PER TICKET column as a currency with zero decimals.

6.3.6 Insert your EXAMINATION NUMBER (left) and REPORT (right) in the heading of the report.

6.3.7 Print the report. Use portrait orientation and place the printout in your examination folder.

TOTAL: 200

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ANSWER SHEET

EXAMINATION NUMBER:

QUESTION 1

1.1 _____

1.2 _____

1.3 _____

1.4 _____

1.5 _____

1.6 _____

1.7 _____

1.8 _____

1.9 _____

1.10 _____

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