higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

JUNE 2014

COMPUTER PRACTICE N5

19 JUNE 2014

This marking guideline consists of 36 pages.

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SECTION A

QUESTION 1

1.1	.bmp	(1)
1.2	Port	(1)
1.3	Impact	(1)
1.4	Application	(1)
1.5	Left	(1)
		[5]

QUESTION 2

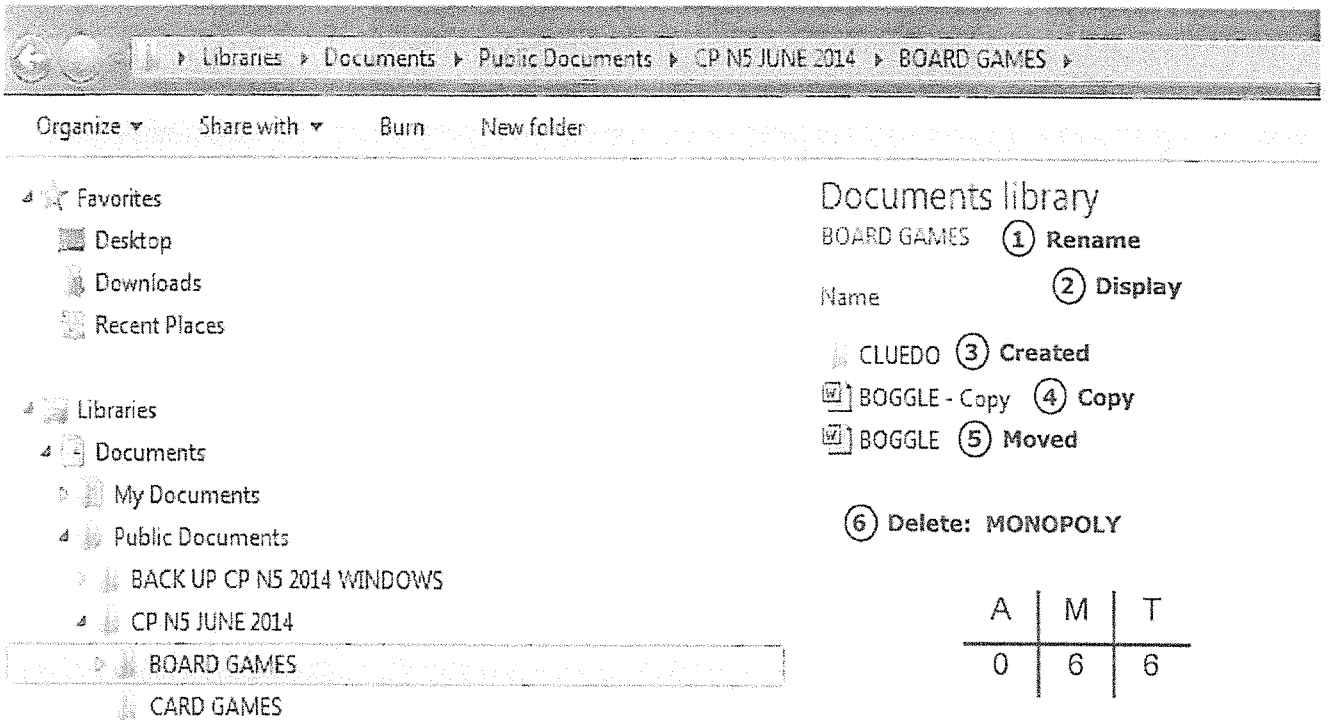
2.1	F / Computer	(1)
2.2	J / Spreadsheet	(1)
2.3	G / ROM	(1)
2.4	D / Peripherals	(1)
2.5	B / Absolute cell address	(1)
		[5]

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QUESTION 3

3.1

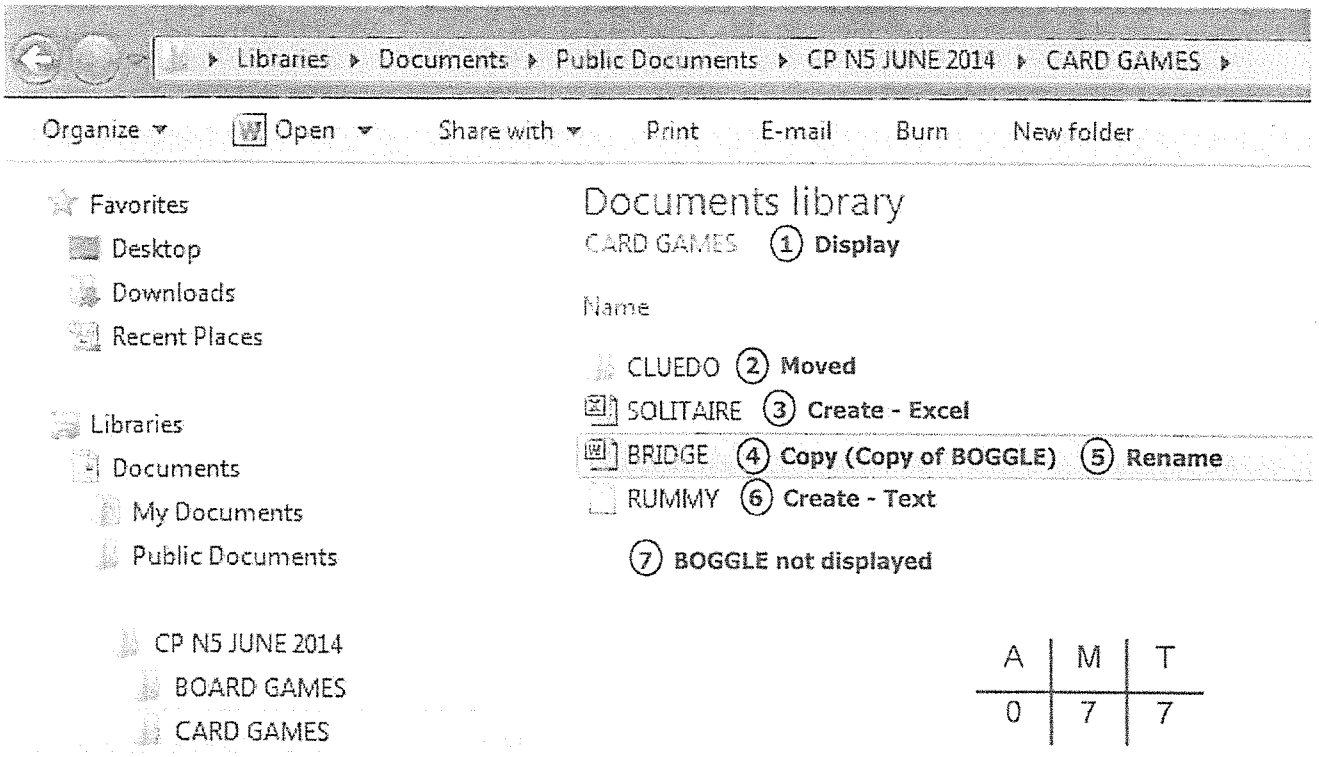
MARK	MANIPULATION ERRORS	
1	Folder BOARD not renamed to BOARD GAMES and/or incorrect	(1)
2	Contents of BOARD GAMES folder not displayed and/or incorrect	(1)
3	Subfolder CLUEDO not created and/or incorrect	(1)
4	Copy of the file BOGGLE not made and/or incorrect	(1)
5	The BOGGLE file not moved from the CARD GAMES folder to the BOARD GAMES folder and/or incorrect	(1)
6	The file MONOPOLY not deleted from the BOARD GAMES folder and/or incorrect	(1) [6]



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3.2

MARK	MANIPULATION ERRORS	
1	Contents of CARD GAMES folder not displayed and/or incorrect	(1)
2	Subfolder CLUEDO not moved from the BOARD GAMES folder to the CARD GAMES folder and/or incorrect	(1)
3	Spreadsheet file SOLITAIRE not created and/or incorrect	(1)
4	"Copy of BOGGLE" not copied to the CARD GAMES folder and/or incorrect	(1)
5	The file "Copy of BOGGLE" not renamed to BRIDGE and/or incorrect	(1)
6	Text file RUMMY not created and/or incorrect	(1)
7	File BOGGLE should not be displayed in the CARD GAMES folder and/or incorrect	(1) [7]

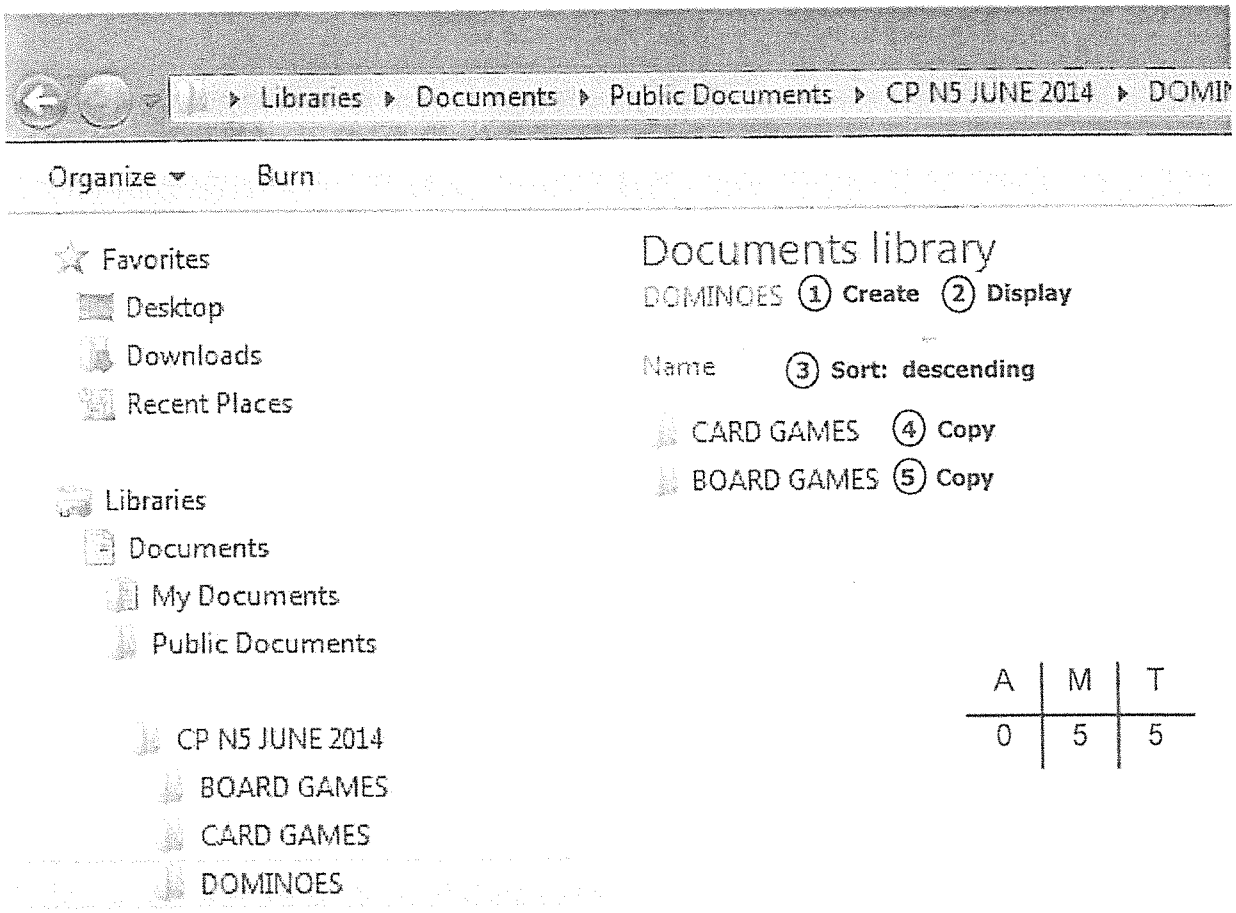


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0	7	7

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3.3

MARK	MANIPULATION ERRORS	
1	DOMINOES folder not created and/or incorrect	(1)
2	Contents of DOMINOES folder not displayed and/or incorrect	(1)
3	Contents of the DOMINOES folder not sorted in descending order and/or incorrect	(1)
4	CARD GAME folder not copied to form a subfolder of the DOMINOES folder	(1)
5	BOARD GAMES folder not copied to form a subfolder of the DOMINOES folder	(1) [5]

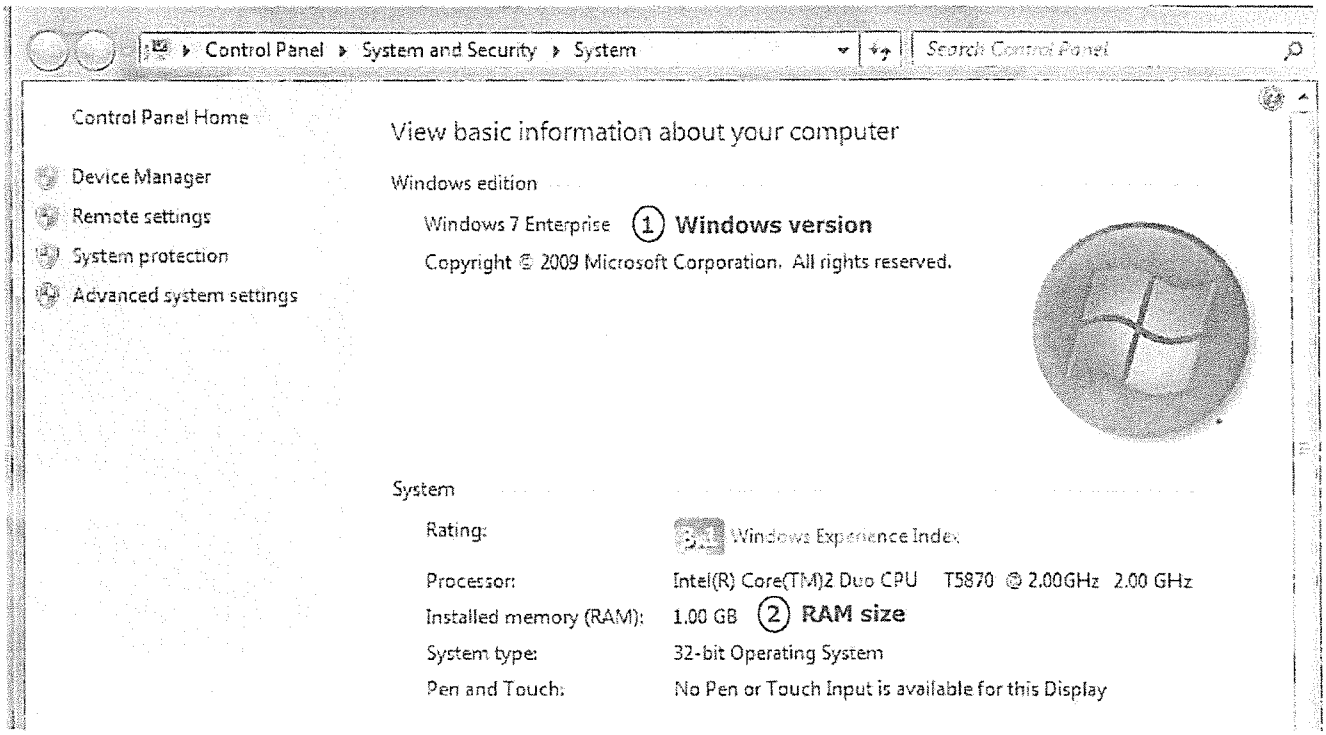


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0	5	5

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3.4

MARK	MANIPULATION ERRORS	
1	Version of Windows not displayed and/or incorrect	(1)
2	RAM size of computer not displayed and/or incorrect	(1) [2]



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SECTION B

QUESTION 4B

Accuracy: 5
Manipulation: 33
TOTAL: 38

ACCURACY ERRORS	
Find and replace [DOLLS] not keyed in accurately	(1)
Footnote [Reggies] not keyed in accurately	(1)
Text inserted with tab stops not keyed in accurately	(3) (5)

MARK	MANIPULATION ERRORS	
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 4B] not inserted as a header (right aligned) and/or incorrect	
3	Line spacing and/or justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect	
7	Paper orientation and/or paper size incorrect	
8	Document not hyphenated and/or incorrect	
9	FIRST page of document not centred vertically and/or incorrect	
10	Left-hand margin of FIRST page not changed to 3.75 cm/1.5" and/or incorrect	
11	[SOFT] not deleted at the heading [SOFT TOY] and/or incorrect	
12	Heading [TOY] not in spaced capital letters and underlined and/or incorrect	
13	Lines of paragraphs [PLAYING WITH DOLLS ... AIRPLANE.] and [THE EARLIEST TOYS ... CHILDREN.] not numbered and/or incorrect	
14	Line numbering of paragraph [THE EARLIEST TOYS ... CHILDREN.] not restarted and/or incorrect	
15	[TOYS] not replaced with [DOLLS] in bold, capital letters and italics and/or incorrect	
16	Find and replace not applied to the first 3 occurrences of the word and/or incorrect	
17	[Ancient] not replaced with [ANCIENT] in double underlining, capital letters and italics and/or incorrect	
18	Find and replace did not occur two times and/or incorrect	
19	Paragraph [SOME NEW TOYS ... "SILLY PUTTY".] not changed to double line spacing and/or incorrect	
20	Page break not inserted and/or incorrect	
21	Page numbering not inserted at the bottom, centre of all the pages and/or incorrect	
22	Page numbering do not start at 10, do not follow in sequence and/or incorrect	
23	Column function not used and/or incorrect. [AS TECHNOLOGY ... IN STORES.] not placed in the left column and [TOY COMPANIES ... THE INTERNET.] not placed in the right column and/or incorrect	
24	Paragraphs in column function not aligned and/or incorrect	
25	Justification of paragraphs in columns not changed to full and/or incorrect	

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26	Heading [CHILD DEVELOPMENT] not changed to bold, centre and underline and/or incorrect	
27	Paragraphs [THROWING ... BALANCE.], [ONE ... LEVELS.], [PLAYING ... COLOURS.] and [CLAY ... CHILD.] not numbered with 2 letter spaces after the number and/or incorrect	
28	Indentation of paragraphs incorrect	
29	Paragraphs not placed in the correct sequence and/or incorrect	
30	Footnote not inserted after the word [Blocks] and footnote number [1] not used and/or incorrect	
31	[AND ADULTS] not changed to superscript and/or incorrect	
32	Text not inserted with a centre tab stop at 6.25 cm/2.5" and/or incorrect	
33	Text not inserted with a right tab stop at 14.25 cm/5.7" and/or incorrect	
34	Text [One is never too old to play!] not moved to the end of the document and/or incorrect	
35	Text [One is never too old to play!] not changed to 16 pt and centred and/or incorrect	
36	Footnote [Reggies] does not appear at the bottom of the page and/or incorrect	
37	Footnote [Reggies] not changed to bold and/or incorrect	(33) **[38]**

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EXAMINATION NUMBER (1) QUESTION 4B (2)

(3) L/s, just
(4) Letter spaces, margins
(5) Uc, lc
(6) Font, -size
(7) Paper orientation, paper size
(8) Hyph: YES

(9)

(10) 3.75 cm

(11) del: Soft T O Y (12) sp caps, und

Find & Replace (Dolls)
(15) bold, uc, italics
(16) 3 times

(13) line numbering

Playing with ***DOLLS*** is an enjoyable means of training the young for life in society. Different materials are used to make ***DOLLS*** enjoyable to both young and old. Many items are designed to serve as ***DOLLS***, but goods produced for other purposes can also be used. For instance, a small child may pick up a household item and "fly" it through the air as to pretend that it is an airplane.

(14) restart

The earliest toys were made from materials found in nature, such as rocks, sticks and clay. Thousands of years ago, Egyptian children played with dolls that had wigs and movable limbs which were made from stone, pottery and wood. In ANCIENT Greece and ANCIENT Rome, children played with dolls made of wax or terracotta, sticks, bows and arrows. Toys were often made by the parents and family of the children.

Find & Replace (Ancient)
(17) uc, ital, dbl und
(18) 2 times

Some new toys and types of toys are created by accidental innovation. For example, after trying to create a replacement for synthetic rubber, Earl Warrick invented "nutty putty" during World War II. Later, Peter Hodgson recognised the potential as a childhood plaything and packaged it as Silly Putty.

(19) d/s

(20) page break

Page numbering
(21) bottom, centre, all pages
(22) start 10, sequence

EXAMINATION NUMBER (1) QUESTION 4B (2)

(23) Column function
Left: As technology ...
Right: Toy companies ...

(24) align

As technology changed and civilisation progressed, toys also changed. Modern toys are often made from plastic, cloth and synthetic materials, often powered by batteries and are mass-produced and sold in stores.

Toy companies change and adapt their toys to meet the changing demands of children, thereby gaining a larger share of the substantial market. In recent years many toys have become more complicated with flashing lights and sounds in an effort to appeal to children raised around television and the internet.

(25) just: Full

(20) page break

CHILD DEVELOPMENT (26) centre, bold, und

Toys, like play, serve multiple purposes in both humans and animals. They provide entertainment while fulfilling an educational role:

(27) nr + 2 spaces

(a) Throwing and catching balls and Frisbees allow children to exercise and to build strong bones and muscles. Jumping rope and playing with foot bags improve their balance.

(28) indent
(29) sequence

(b) One of the simplest toys like a set of wooden blocks[1], help the child to develop hand-eye coordination, mathematical and science skills and it also enhance their creativity levels.

(30) footnote, number

(c) Playing with toys helps the child with recognising shapes and colours.

(d) Clay sculpting toys such as Play-Doh and Silly Putty have a positive impact on the physical, cognitive, emotional and social development of the child.

TOYS AND ADULTS (31) superscript

Adults also need toys to strengthen social bonds and to exercise their minds and bodies.

POPULAR GAMES CHILDREN PLAY

(32) centre tab stop + info
(33) right tab stop + info

BOARD GAMES	CARD GAMES
Boggle	Bridge
Risk	Rummy
Scrabble	Solitaire
30 Seconds	I Doubt It

(34) move

(35) centre, 16 pt

One is never too old to play!

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5	33	38

(36) footnote bottom of page

(37) bold

[1] Reggies

Page numbering
(21) bottom, centre, all pages
(22) start 10, sequence

QUESTION 5A

Accuracy: 3
Manipulation: 4
TOTAL: 7

ACCURACY ERRORS	
Read all text for accuracy	(3)

MARK	MANIPULATION ERRORS	
1	[EXAMINATION NUMBER] not inserted in the [GAME 2] field column and below the [GAME 2] field name in the first letter and/or incorrect	
2	[QUESTION 5A] not inserted in the [GAME 2] field column and below [BOGGLE] in the third letter and/or incorrect	
3	Line spacing and/or justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect (Accept Arial, Calibri in Access)	
7	Data list does not fit 1 page. Data list not printed in landscape orientation and/or incorrect	
8	Wrapping, column width, information in wrong column and/or incorrect	
9	Additional records and/or fields added and/or incorrect	
10	[DATE] not displayed as given and/or incorrect	
11	[%] not displayed as given and/or incorrect	(4) [7]

NOTE:

- Data list can/may be done in Access in Arial or Calibri

- If print screen of data list submitted: Mark accuracy (what can be seen), deduct number error 8 for wrapping

- If fields are missing: deduct 2 accuracy errors per field

- If list structure was printed – mark only QUESTION 5B

- If typed in a table:

OPTION A: Accept if table is typed in Excel and Word and if the format of the table is similar to the example below:

COMPANY	TOWN	GAME 1	GAME 2	DATE	DISCOUNT
Tinkerbell	Durban	Risk	Examination number	9 March	12%
Lego toys	Cape Town	Scrabble	Boggle	10 March	14%
Barbie & Ken	Bloemfontein	Chess	Question 5A	11 March	16%

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OPTION B: DO NOT ACCEPT if the format of table is similar to the example below – no mail merge process is possible. Mark accuracy, deduct number error 8 for wrapping

	LETTER 1	LETTER 2	LETTER 3
COMPANY	Tinkerbell	Lego toys	Barbie & Ken
TOWN	Durban	Cape Town	Bloemfontein
GAME 1	Risk	Scrabble	Chess
GAME 2	Examination number	Boggle	Question 5A
DATE	9 March	10 March	11 March
DISCOUNT	12%	14%	16%

OPTION C: Accept if table is typed in Excel and Word and if the format of the table is similar to the example below. Deduct number error 9 – Additional fields and/or records.

	COMPANY	TOWN	GAME 1	GAME 2	DATE	DISCOUNT
LETTER 1	Tinkerbell	Durban	Risk	Examination number	9 March	12%
LETTER 2	Lego toys	Cape Town	Scrabble	Boggle	10 March	14%
LETTER 3	Barbie & Ken	Bloemfontein	Chess	Question 5A	11 March	16%

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COMPANY	TOWN	GAME 1	GAME 2	DATE	DISCOUNT
Tinkerbell	Durban	Risk	Examination number (1)	9 March	12%
Lego toys	Cape Town	Scrabble	Boggle	10 March	14%
Barbie & Ken	Bloemfontein	Chess	Question 5A (2)	11 March	16%
				(10)	(11)

(3) Line spacing, justification

(4) Letter space, margins

(5) Uc, lc

(6) Font, -size

(7) 1 Page, landscape

(8) Wrapping, column width, information wrong column

(9) Additional records, fields

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3	4	7

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QUESTION 5B

Accuracy: 4
Manipulation: 17
TOTAL: 21

ACCURACY ERRORS	
Read all text for accuracy, except field names	(4)

MARK	MANIPULATION ERRORS	
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 5B] not inserted as a header (right aligned) and/or incorrect	
3	Line spacing and/or justification incorrect	
4	Letter spaces and/or margins incorrect	
5	Upper case and/or lower case incorrect	
6	Font and/or font size incorrect	
7	Paper orientation, paper size incorrect	
8	Hyphenation used	
9	Text box/table not inserted, not inserted in correct position and/or lines incorrect	
10	Heading [GAMES FOR KIDS] not centered and bold and/or incorrect	
11	Justification of text [PO Box ... 9869] not left and/or incorrect	
12	Justification of text [Tel ... 3333] not right aligned and/or incorrect	
13	[TODAY'S DATE] not inserted and/or incorrect	
14	Field names not changed to Arial 14 pt and/or incorrect	
15	[COMPANY] field not inserted and/or incorrect	
16	[TOWN] field not inserted and/or incorrect	
17	[GAME 1] field not inserted and/or incorrect	
18	[GAME 2] field not inserted and/or incorrect	
19	[DATE] field not inserted and/or incorrect	
20	[DISCOUNT] field not inserted and/or incorrect	
21	[BOARD GAMES] not underlined and centered and/or incorrect	
22	Text [CLUEDO ... GAME 1] not aligned against the left-hand margin and/or incorrect	
23	Text [MONOPOLY ... GAME 2] not inserted at 10 cm/4" from the margin and/or incorrect	(17) **[21]**

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EXAMINATION NUMBER (1) QUESTION 5B (2)

(9) Insert text box, table, lines

GAMES FOR KIDS (10) bold, centre

(11) just: left
PO Box 5517
BOLATA
9869

(12) just: right
Tel: 089 713 2713
Fax: (021) 777 3333

19 June 2014 (13)

(14) Field names: Arial 14 pt

③ L/s, just
④ Letter space, margins
⑤ Uc, lc
⑥ Font, -size
⑦ Paper orientation, paper size
⑧ Hyph

ATTENTION: Manager - «COMPANY» (15)

Dear Sir/Madam

We want to inform you that the following stock is now available at our warehouse in «TOWN». (16)

BOARD GAMES (21) und, centre

(22) against left margin
Cluedo
Snakes and ladders
«GAME_1» (17)

(23) 10 cm/4"
Monopoly
Ludo
«GAME_2» (18)

If you order before (19) «DATE», you will receive a (20) «DISCOUNT» discount.

Yours sincerely

M MOTOAI
SALES MANAGER

A	M	T
4	17	21

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QUESTION 5C

Manipulation: 4
TOTAL: 4

MARK	MANIPULATION ERRORS	
1	Question number not changed to QUESTION 5C on **all** the letters and/or incorrect	
2	No letter for [Tinkerbell] and associated fields and/or incorrect	
3	No letter for [Lego toys] and associated fields and/or incorrect	
4	No letter for [Barbie & Ken] and associated fields and/or incorrect	
5	Justification not correct, portrait orientation not used, wrong paper size used, margins incorrect, other	(4) [4]

NOTE:

If no data (Question 5A) then do not mark the fields

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