higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

(GS)N220**(E)**(M23)H

JUNE EXAMINATION

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

(6030165)

23 May 2016 (X-Paper)
09:00–12:00

This question paper consists of 20 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

INSTRUCTIONS AND INFORMATION

1. This question paper consists of FOUR sections.

   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, QUESTIONS 1 and 2 must be answered on the attached ANSWER SHEET. QUESTION 3 comprises the printouts of instructions. The completed ANSWER SHEET and printouts must be placed in the EXAMINATION FOLDER in the correct sequence. Approximately 30 minutes should be spent on this section.

   SECTION B must be done with the aid of a word processing program and approximately 1 hour should be spent on this section.

   SECTION C must be done with the aid of a spreadsheet program and approximately 1 hour should be spent on this section.

   SECTION D must be done with the aid of a database program and 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.

3. SAVE YOUR WORK ON THE COMPUTER 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. it does not print ê, a report must be sent with the centre's printouts.

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6. A candidate may have in his/her possession a dictionary and a list of ASCII codes. No notes or any nonpermissible material may be hidden in or transcribed into these articles.

7. Spell check may be used.

8. Each answer must be printed on a separate A4 sheet of paper. Use only ONE side of the paper.

9. At the conclusion of the examination session ALL printouts to be marked must be placed in the EXAMINATION FOLDER and handed to the invigilator. Printouts not submitted for marking must be collected at the end of each session by the invigilator and must be destroyed at the end of the day. NO printouts whatsoever may be removed from the examination room or put into wastepaper bins.

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

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

12. Please note that NO question paper may be taken out of the examination room until at least 1 hour after the commencement of the last session.

13. In the event of an examination paper being examined in more than one session at a centre, invigilators must ensure that ALL answers of candidates are deleted from the hard disks or the network before candidates for the next session are allowed into the room.

14. At the end of the examination session each candidate must hand in the printouts of the answers as well as the diskette with the saved answers (properly marked with the candidate's EXAMINATION NUMBER). If the candidate's work is saved on the hard disk/network, the invigilator(s) must copy the answers to a compact disk/memory stick and the answers must immediately be deleted from the hard disk/network. (These diskettes must be handed to the examination section for safekeeping for at least SIX months in case enquiries should be made by the examiner/moderator and subject specialists of education.)

15. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER at each question as indicated. NO question without an EXAMINATION NUMBER will be marked. EXAMINATION NUMBERS in writing are NOT acceptable.

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16. NO candidate may print his/her work for another candidate, make his/her diskette 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 examination regulations and will be viewed in a serious light.

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE

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SECTION A

QUESTION 1

Give ONE word/term for each of the following descriptions. Write only the word/term next to the question number (1.1–1.5) on the attached ANSWER SHEET.

1.1 The most popular output peripheral that produces paper copies of the information

1.2 An internal name or electronic name assigned to a disk

1.3 The process of rewriting parts of a file to contiguous sectors on a hard disk to increase the speed of access and retrieval

1.4 A special folder that contains files and folders that previously had been deleted from the hard disk

1.5 A small, removable storage medium used with digital cameras, hand-held and mobile computers, telephones and other electronics to store text, pictures, audio and video

(5 x 1) **[5]**

QUESTION 2

Choose a term from COLUMN B that matches a description in COLUMN A. Write only the letter (A–J) next to the question number (2.1–2.7) on the attached ANSWER SHEET.

COLUMN A		COLUMN B	
2.1	Driverless storage device	A	RAM
2.2	Hand-held pointing device that controls the position of the pointer on the screen	B	software
2.3	Unit composed of the control unit and arithmetic and logical unit	C	MS Word
2.4	A device that protects the computer user against unexpected power failures	D	malware
2.5	Permanent memory of the computer	E	ROM
2.6	Potentially dangerous software	F	UPS
2.7	Example of a word processing program	G	CPU
		H	mouse
		I	USB flash drive
		J	access

(7 x 1) **[7]**

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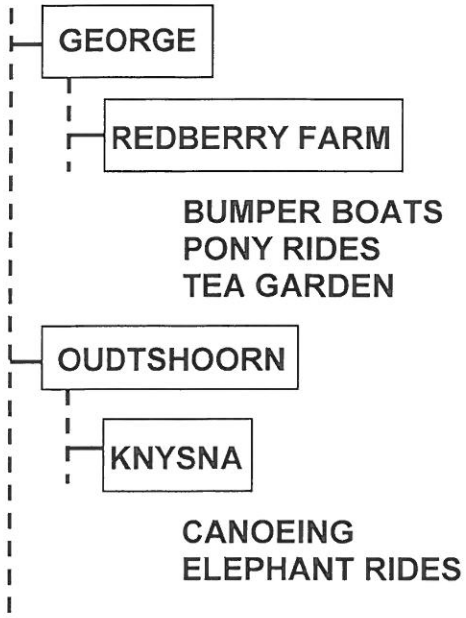
QUESTION 3

Question 3 is the file structure created and saved by the lecturer on your diskette/hard drive.

Do the following questions on the computer. Insert your EXAMINATION NUMBER (left) and QUESTION NUMBER (right-aligned) as a header. Make a printout and put the printout in your EXAMINATION FOLDER.

Only ONE printout per question may be handed in.

A:



3.1 Change the attribute of the file BUMPER BOATS in the REDBERRY FARM subfolder to a read-only file.

Make a print screen of this command. (2)

3.2 3.2.1 Move the subfolder KNYSNA from the OUDTSHOORN folder to the GEORGE folder. (2)

3.2.2 Move the file PONY RIDES from the subfolder REDBERRY FARM to the GEORGE folder. (1)

3.2.3 Copy the file ELEPHANT RIDES from the KNYSNA subfolder to the GEORGE folder and rename the file ELEPHANT RIDES to FARM STALL. (2)

3.2.4 Display the contents of the folder GEORGE.

Make a print screen of these commands. (1)

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3.3 3.3.1 Move the file TEA GARDEN from the REDBERRY FARM subfolder to the KNYSNA subfolder. (1)

3.3.2 Create a spreadsheet file SHARK VIEWING in the KNYSNA subfolder. (1)

3.3.3 Make a copy of the file CANOEING in the KNYSNA subfolder. (2)

3.3.4 Delete the file ELEPHANT RIDES from the KNYSNA subfolder. (1)

3.3.5 Change the display of the KNYSNA subfolder to view the details of each file: name, date modified, type, size. (1)

3.3.6 Sort the contents of the KNYSNA subfolder according to the name of the files in ascending order. (1)

3.3.7 Display the contents of the subfolder KNYSNA.

Make a print screen of these commands. (1)

3.4 Display the current date and time of your computer.

Make a print screen of this command. (2)
[18]

TOTAL SECTION A: 30

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SECTION B

QUESTION 4B

This document has already been keyed in on your diskette/hard drive as QUESTION 4A.

4.1 Retrieve the document saved as QUESTION 4A.

4.2 Change the header to QUESTION 4B (right-aligned) and insert your EXAMINATION NUMBER (left).

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

4.4 Centre all the pages of the document vertically.

4.5 Use the hyphenation function to avoid large spaces between words.

4.6 Insert an endnote where indicated in the text on the following page in italics. The text for the endnote is To be booked well in advance

4.7 Insert a footer centred and underlined. The text for the footer is Visitors Information

4.8 Insert page breaks as indicated in the text.

4.9 Number the pages at the bottom right of each page.

4.10 Save the document as QUESTION 4B.

4.11 Make a printout of the document. Make sure that the document is printed in Courier New 12 pt. Place the printout in your EXAMINATION FOLDER.

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GARDEN ROUTE **Centre, Comic Sans 16 pt**

New paragraph

Justify

The Garden Route is a stretch of the south-eastern coast of South Africa. It extends from Mossel Bay in the Western Cape to the Storms River in the Eastern Cape. The name comes from the verdant and ecologically diverse vegetation encountered here and the numerous lagoons and lakes dotted along the coast. It includes towns such as Knysna, Plettenberg Bay and George.

Page break

TSITSIKAMMA – THE GARDEN OF THE GARDEN ROUTE **Bold, underline**

Tsitsikamma is a khoi word meaning 'place of abundant or sparkling water'. The region, which sits on a 200 m high plateau, stretches from the Bloukrans River in the west to the Tsitsikamma River in the east, bordered in the north by the imposing Tsitsikamma Mountains and in the south by the Indian Ocean.

The area is covered in large tracts of indigenous forests, commercial plantations and fynbos. Deep river gorges cleave the plateau as they make their way down to the sea, creating spectacular waterfalls and deep kloofs. The water in the rivers is a characteristic dark brown due to its high tannin content leached from the surrounding vegetation.

Number the lines of these paragraphs. Restart each section.

Insert endnote here

MULTIDAY WALKS

Edit paragraph numbers as indicated. Arrange paragraphs in correct order.

3. ~~1.~~ THE OTTER TRAIL **Bold**

This is the foremost trail in South Africa. Five days covering 46 km from Storms River Mouth to Natures Valley along the Tsitsikamma coastline.

2. THE DOLPHIN TRAIL **Bold**

This luxury hike traverses 17 km of the Tsitsikamma coastline over three days. Porters, accommodation and meals are provided.

1. ~~3.~~ THE TSITSIKAMMA TRAIL **Bold**

This mountain walk offers options varying from 2–6 days with equipment porterage being an additional option.

4. HARRISON TRAIL **Bold**

This 3.5 hour hike winds through the indigenous forest, up towards the fire station, turns east along the mountain side and ends again at the picnic area.

Place the paragraphs in parallel columns. Place paragraphs 1 and 2 in the left column and paragraphs 3 and 4 in the right column.

Page break

Number the paragraphs as indicated with 2 letter spaces after the number

A. MOSSEL BAY **Underline**

Mossel Bay is a town of about 60 000 people and lies 400 km east of Cape Town. The town's economy relied heavily on farming, fishing and the commercial harbour until the discovery of natural offshore gas fields in 1969 which led to the development of the gas-to-liquids refinery.

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B. GEORGE **Underline**

This city is a popular holiday and conference centre and the administrative and commercial hub of the Garden Route. **Delete this paragraph**

C. PLETTENBERG BAY **Underline**

The town was originally named Bahia Formosa (beautiful bay) by early Portuguese explorers. Plettenberg Bay hosts one of the largest seagull breeding colonies along the South African coast at the mouth of the Keurbooms River. There are many pelagic birds in the area as well as the endangered African Oystercatcher which live along the shores.

Insert table here

What to do on the Garden Route? Adventures	**Arial, italics, centre**
Quad bike rides	R350 pp
Paintball games	R200 pp
Helicopter flights	R290 pp
Canoeing	R200 pp
Paragliding (Tandem flights)	R550 pp
Canopy tours	R495 pp
Online bookings available **Centre, capital letters, bold**	

Align right

[40]

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QUESTION 5

As the personal assistant of Storms Guest Lodge, you need to send the letters below to clients who requested information regarding the facilities of the lodge.

QUESTION 5A

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

	LETTER 1	LETTER 2	LETTER 3
SURNAME	Barnard	Kapp	Keyter
ADDRESS	PO Box 7	PO Box 8	PO Box 9
TOWN	TULBAGH	CERES	MONTAGU
CODE	6820	Insert your EXAMINATION NUMBER here	QUESTION 5A

2. Save the document as QUESTION 5A and make a printout. Use portrait orientation. Place the printout in your EXAMINATION FOLDER. (4)

QUESTION 5B

1. Use the mail merge function to prepare the letters for the clients (primary document). Use Courier New 12 pt.

2. Insert your EXAMINATION NUMBER (left) and QUESTION 5B (right-aligned) as a header.

3. Insert the fields where indicated in brackets, e.g. [SURNAME].

4. Change the field names to bold.

5. Save the document as QUESTION 5B and make a printout. Use portrait orientation. Place the printout in your EXAMINATION FOLDER.

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Storms Guest Lodge **Capital letters, bold, centre**

10 cm/4" from the margin
PO Box 63
STORMS RIVER
6308

Make use of the date function on the computer and insert today's date here

[ADDRESS]
[TOWN]
[CODE]

Dear Mr [SURNAME]

STORMS GUEST LODGE **Italics, underline**

Storms Guest Lodge is located in the Tsitsikamma along the N2 highway.

Facilities at our lodge:

* Relaxing log fires during winter
* Swimming pool during summer
* Spacious, comfortable rooms

Insert an * for a bullet with 2 letter spaces after the bullet

Facilities in the rooms:

* Each room has its own spacious bathroom with shower
* Tea and coffee facilities
* A lovely view of the mountain

Insert an * for a bullet with 2 letter spaces after the bullet

Yours sincerely

N NEL
MANAGER

Capital letters

(22)

QUESTION 5C

1. Merge the documents QUESTION 5A and QUESTION 5B to form a new document.

2. Change the header to QUESTION 5C on ALL the pages of the new document.

3. Print the merged letters. Use portrait orientation.

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4. Save the merged letters as QUESTION 5C. Place the printouts in your EXAMINATION FOLDER. (4)

[30]

TOTAL SECTION B: 70

SECTION C

QUESTION 6

You are the accountant and you need to create a spreadsheet to assist Mr Bob Martin with his petrol and travel summary.

QUESTION 6A

1. Create the spreadsheet on the following page.

2. Insert the following header:

   EXAMINATION NUMBER (left) and QUESTION 6A (right-aligned).

3. Do NOT insert the row and column headings. It is 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 using the method with which you are familiar.

5. Display PETROL PRICE PER LITRE as currency with TWO decimals.

6. Display SPEED (km/h), DISTANCE (km) and FUEL INTAKE (ℓ) as an integer.

7. Adjust the column widths to fit the spreadsheet on ONE A4 landscape page.

8. Save the spreadsheet as QUESTION 6A.

9. Print the spreadsheet and place the printout in your EXAMINATION FOLDER.

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	A	B	C	D	E	F	G	H
1	SUMMARY FOR MR BOB MARTIN							
2	**Insert open row**							
3	PETROL PRICE PER LITRE:	R 11.53						
4	SPEED (km/h):	120						
5	**Insert open row**							
6	MINIMUM DISTANCE (km):							
7	AVERAGE FUEL INTAKE (ℓ):							
8								
9	TRIP	DISTANCE (km)	FUEL INTAKE (ℓ)	FUEL CONSUMPTION (km/ℓ)	AMOUNT FOR PETROL	% OF TOTAL		
10								
11								
12	George to Cape Town	433	35					
13	Worcester to Mossel Bay	284	25					
14	Montagu to Hermanus	147	10					
15	Knysna to Jeffreys Bay	197	20					
16				TOTAL AMOUNT				
17								
18								(13)

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QUESTION 6B

1. Retrieve QUESTION 6A and change the question number in the header to QUESTION 6B.

2. Insert the text as indicated on the spreadsheet on page 17.

3. Make all the changes as indicated below and on the spreadsheet.

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

   A FUEL CONSUMPTION (km/ℓ) = DISTANCE (km) divided by FUEL INTAKE (ℓ).

   B AMOUNT FOR PETROL = PETROL PRICE PER LITRE multiplied by FUEL INTAKE (ℓ). Use absolute cell address.

   C TOTAL AMOUNT = Determine the total for the AMOUNT FOR PETROL.

   D % OF TOTAL = AMOUNT FOR PETROL divided by TOTAL AMOUNT. Use absolute cell address.

   E TRAVEL TIME (HOURS) = DISTANCE (km) divided by SPEED (km/h). Use absolute cell address.

   F Determine the MINIMUM DISTANCE (km).

   G Determine the AVERAGE FUEL INTAKE (ℓ).

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

6. Display MINIMUM DISTANCE (km), AVERAGE FUEL INTAKE (ℓ) and TRAVEL TIME (HOURS) as an integer.

7. Display AMOUNT FOR PETROL and TOTAL AMOUNT as currency with TWO decimals.

8. Display FUEL CONSUMPTION (km/ℓ) as a number with ONE decimal.

9. Display % OF TOTAL as a percentage with ONE decimal.

10. Sort the copied table of the spreadsheet in ascending order according to the FUEL CONSUMPTION (km/ℓ).

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11. Adjust the column widths to fit the spreadsheet on ONE A4 landscape page.

12. Save the spreadsheet as QUESTION 6B.

13. Print the spreadsheet and place the printout in your EXAMINATION FOLDER.

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SUMMARY FOR MR BOB MARTIN **Bold, underline**

PETROL PRICE PER LITRE: R 11.53
SPEED (km/h): 120

MINIMUM DISTANCE (km): F
AVERAGE FUEL INTAKE (ℓ): G

Insert column

TRIP	DISTANCE (km)	FUEL INTAKE (ℓ)	FUEL CONSUMPTION (km/ℓ)	AMOUNT FOR PETROL	% OF TOTAL	TRAVEL TIME (HOURS)
George to Cape Town	433	35	A	B	D	E
Worcester to Mossel Bay	284	25				
Montagu to Hermanus	147	10				
Knysna to Jeffreys Bay	197	20				
			TOTAL AMOUNT	C		

Bold text and calculation

Copy edited table to row 19
Sort the contents of the copied table in ascending order according to the FUEL CONSUMPTION (km/ℓ)

Change headings to italics

(27)

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QUESTION 6C

1. Retrieve the spreadsheet saved as QUESTION 6B and change the question number in the header to QUESTION 6C.

2. Hide column A.

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 6C.

6. Print the spreadsheet with row and column headings and place the printout in your EXAMINATION FOLDER.

(11)

QUESTION 6D

1. Retrieve the spreadsheet saved as QUESTION 6B.

2. Create a column graph to show the FUEL CONSUMPTION (km/ℓ) for all the trips.

3. Insert the following header:

   EXAMINATION NUMBER (left) and QUESTION 6D (right-aligned).

4. Insert the following chart titles:

   FUEL CONSUMPTION
   MR K POINT

5. Provide the following titles for the X- and Y-axis:

   X-axis: TRIP
   Y-axis: LITRES

6. Display the legend to the right of the graph.

7. Save the spreadsheet as QUESTION 6D.

8. Print the graph as a NEW SHEET and use landscape orientation. Place the printout in your EXAMINATION FOLDER.

(13)

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QUESTION 6E

1. Retrieve the chart saved as QUESTION 6D and change the question number in the header to QUESTION 6E.

2. Change the chart title FUEL CONSUMPTION to italics.

3. Delete the text MR K POINT in the chart title.

4. Move the legend to the top of the chart.

5. Display the FUEL CONSUMPTION at the top of each column.

6. Save the graph as QUESTION 6E.

7. Print the graph as a NEW SHEET and use landscape orientation. Place the printout in your EXAMINATION FOLDER.

(6)
[70]

TOTAL SECTION C: 70

SECTION D

QUESTION 7

You are requested to prepare the following database:

7.1 Create a database using the file name HOLIDAY.

7.1.1 Create the following structure:

FIELD	TYPE/SIZE
TEAM	Maximum of 6 characters
ACTIVITY	Maximum of 25 characters
GENDER	Maximum of 1 character
PRICE	Will not exceed R9 999
NUMBER	Maximum of 1 figure
TOTAL AMOUNT	Will not exceed R9 999
Key in your EXAMINATION NUMBER as a field	Maximum of 14 characters

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

(7)

7.2 7.2.1 Create the following records:

TEAM	ACTIVITY	GENDER	PRICE	NUMBER	TOTAL AMOUNT	EXAMINATION NUMBER
Yellow	Canopy tours	M	R450	3		
Green	Quad bike rides	M	R350	3		
Green	Paintball games	M	R200	4		
Yellow	Helicopter flights	M	R290	4		

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

(8)

7.2.3 Add the following records to the database:

TEAM	ACTIVITY	GENDER	PRICE	NUMBER	TOTAL AMOUNT	EXAMINATION NUMBER
Yellow	Pony rides	F	R200	5		
Yellow	Mini-train	F	R50	6		
Yellow	Putt-putt	F	R25	7		

7.2.4 Delete the Gender field and the corresponding records.

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

(9)

7.3 Sort the contents of the database in descending order according to the PRICE.

7.4 Create a report to include the following information:

7.4.1 The report must have the following column headings:

TEAM ACTIVITY PRICE NUMBER TOTAL
New line [AMOUNT

7.4.2 Display only the activities of the yellow team.

7.4.3 The TOTAL AMOUNT is calculated by multiplying the PRICE by the NUMBER. Display the figures in this column as currency with no decimals.

7.4.4 Insert your EXAMINATION NUMBER left as the heading of the report.

7.4.5 Save and print the report. Use portrait orientation.

(6)
[30]

TOTAL SECTION D: 30
GRAND TOTAL: 200

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COMPUTER PRACTICE N5
ANSWER SHEET

SECTION A

EXAMINATION NUMBER: | | | | | | | | | | | | | |

1.

1.1 _____

1.2 _____

1.3 _____

1.4 _____

1.5 _____

(5 x 1) (5)

2.

2.1 _____

2.2 _____

2.3 _____

2.4 _____

2.5 _____

2.6 _____

2.7 _____

(7 x 1) (7)

[12]

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