higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN220(**E)**(M30)H

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

(6030165)

30 May 2018 (X-Paper)
09:00–12:00

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

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.

2. Read ALL the questions carefully.

3. Number the answers according to the numbering system used in this question paper.

4. The time indicated at the beginning of each section is a guideline to help you finish the question paper.

5. The time allocated for this question paper includes printing time.

6 It is the candidate's responsibility to save the work at regular intervals to prevent loss of keyed-in data during a power failure. NO additional time will be allowed to complete lost work.

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

8. The EXAMINATION NUMBER and the CENTRE NUMBER must be written on the cover of the EXAMINATION FOLDER and the software version must be indicated at the top of the cover page (e.g. MS Office 2010).

9. Ensure that every PRINTOUT displays the QUESTION NUMBER and EXAMINATION NUMBER as instructed.

10. EXAMINATION NUMBERS in writing are NOT acceptable.

11. Marks will NOT be awarded for PRINTOUTS without EXAMINATION NUMBERS.

12. Use appropriate application programs and place the PRINTOUTS in the EXAMINATION FOLDER.

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13. PRINTOUTS to be marked must be arranged in the same order as the questions in the question paper. Only ONE PRINTOUT per question may be handed in.

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

15. A spelling checker may be used.

16. Candidates are NOT allowed to take any learning material (notes, textbooks or handouts) into the examination venue.

17. Work neatly.

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SECTION A: THEORY

Answer QUESTIONS 1 and 2 on the ANSWER SHEET.

QUESTION 1

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'True' or 'False' next to the question number (1.1–1.6) on the attached ANSWER SHEET.

1.1 The memory size of a computer is measured in bytes.

1.2 The application software warns the user when a virus activity is detected on the computer.

1.3 An intranet is a smaller and closed version of the internet and can only be used by authorised members of the organisation.

1.4 A keyboard is an input device.

1.5 *Hot boot* means you start a computer for the first time.

1.6 To increase the performance of a computer you need to increase the size of the RPI.

(6 × 1) **[6]**

QUESTION 2

Choose the correct word or words from those given in brackets. Write only the word or words next to the question number (2.1– 2.5) on the attached ANSWER SHEET.

2.1 8 bits equals (1 mb/1 byte).

2.2 An application program which uses different spreadsheets to do a budget is called (Excel/Access).

2.3 (Skype/Google) is called an online search engine.

2.4 (Windows10/Bing) is an example of an operating system.

2.5 (RAM/ROM) memory cannot be changed.

(5 × 1) **[5]**

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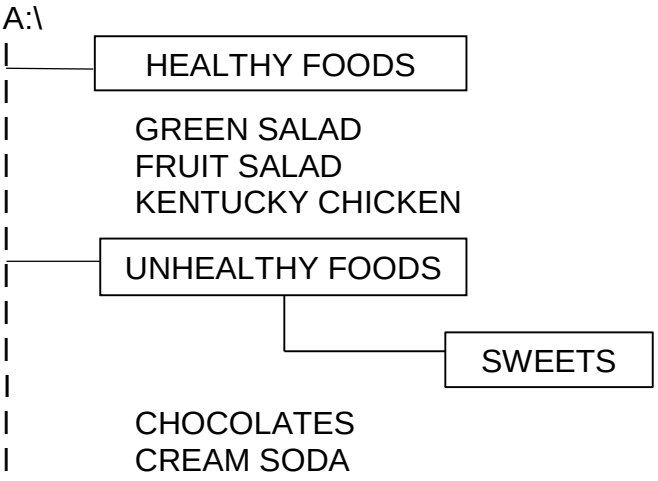
DO THE FOLLOWING QUESTIONS ON THE COMPUTER.

QUESTION 3

This file structure was saved by the lecturer on the diskette/hard drive.

Insert your EXAMINATION NUMBER left and the QUESTION NUMBER right as a header. Make a PRINTOUT and put it in your EXAMINATION FOLDER.

Only ONE printout per question may be handed in.



3.1 3.1.1 Create the folder BALANCED MEAL.

3.1.2 Move both the folders HEALTHY FOODS and UNHEALTHY FOODS to the BALANCED MEAL folder.

3.1.3 Leave the files called GREEN SALAD, FRUIT SALAD and KENTUCKY CHICKEN in the HEALTHY FOODS folder.

3.1.4 Change the name of the file KENTUCY CHICKEN to CHICKEN SALAD in the HEALTHY FOODS folder.

3.1.5 Create an Excel file with the name BEETROOT CHIPS in the HEALTHY FOODS folder.

3.1.6 Create a text file with the name BAKLAVA in the HEALTHY FOODS folder.

3.1.7 Display the contents of the HEALTHY FOODS folder. Make a print screen of these commands. Ensure that you use the correct header.

(7 × 1) (7)

3.2 3.2.1 Copy the file CREAM SODA in the UNHEALTHY FOODS folder.

3.2.2 Create an Excel file called COCKTAILS in the UNHEALTHY FOODS folder.

3.2.3 Delete the file CHOCOLATES in the UNHEALTHY FOODS folder.

3.2.4 Sort the contents of the UNHEALTHY FOODS in ascending order according to the name of the file.

3.2.5 Display the contents of the UNHEALTHY FOODS folder. Make a print screen of these commands. Ensure that you use the correct header.

(5 × 1) (5)

3.3 3.3.1 Open the folder BALANCED MEAL.

3.3.2 Create a SUBFOLDER called DESSERTS AND DRINKS in the BALANCED MEAL folder.

3.3.3 Create a Bitmap Image file called EXPENSIVE TREATS in the BALANCED MEAL folder.

3.3.4 Change the view of the icons to tiles in the BALANCED MEAL folder.

3.3.5 Display the contents of the BALANCED MEAL folder. Make a print screen of these commands. Ensure that you use the correct header.

(5 × 1) (5)

3.4 3.4.1 Display the date and time settings on the computer. Do NOT change any format.

3.4.2 Make a print screen of these commands. Ensure that you use the correct header.

(2 × 1) (2)
[19]

TOTAL SECTION A: 30

SECTION B

QUESTION 4

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 Edit this document according to the instructions below and as indicated in the text.

4.3 Change the header to QUESTION 4B (right) and insert your EXAMINATION NUMBER (left) in the header.

4.4 The document must be justified.

4.5 Use the hyphenation function throughout the document to avoid large spaces.

4.6 Change the left- and right-hand margin of the document to 2.5 cm/1".

4.7 Insert the footnote as indicated in the text with the following words: WALKING THE DOG

4.8 Number the lines in the second paragraph, starting at 3.

4.9 Insert page numbers at the bottom right of all the pages.

4.10 Insert an endnote in sentence case and bold where indicated in the text. The text for the endnote is: Overweight but not obese

4.11 Find the word exercise and replace it with EXERCISE in capital letters and bold.

4.12 Save the document as QUESTION 4B.

4.13 Make a PRINTOUT of the document and place it in your EXAMINATION FOLDER.

Want to avoid having obese children? ***Centre, bold*** **[**Teach them healthy habits early ***NP***

The image is fast becoming an iconic one of our times: an overweight child tucking into junk food, fizzy drinks and an ice cream.

As parents, the best way we can encourage young children to develop healthy habits is for us to live a healthy lifestyle by avoiding unhealthy tendencies such as junk food, smoking and excessive drinking. Instead we should embrace regular exercise and eat a healthy, balanced diet. *Insert footnote*

Line numbering

Our children may, and in most instances do, inherit our eating and exercise habits. Obese parents raise obese children. We may be unaware that we are role models of behaviour that our children can pick up. Children usually do as we do, in spite of what we may say.

For example, do you put butter on everything? Do you eat mostly pap or potatoes and meat and rarely fish or vegetables? Do you eat sweets and chocolates as regular snacks? Do you insist on dessert at every meal? Do you reach for food every time you're stressed out? Do you consider exercise a chore? Do you always take the lift instead of the stairs?

Number each sentence. Each number is a new paragraph. Use double line spacing between paragraphs.

Do any of these habits sound familiar? If you answered yes to more than a few of these questions, you are likely to be contributing to your child's chubbiness. *Insert endnote*

Page break

What does your child's future look like? *Centre, underline*

Health experts say although the genetic influence is real, it is not the only predictor of a child's future weight. Dieticians say if both parents are overweight, there is a strong likelihood that without intervention their child will be an overweight adult.

It means that making appropriate changes in diet and exercise at a young age can totally change the outcome. In fact, positive behaviour changes that children make seem to be more effective than similar efforts by adults, in part because they haven't had the bad habits as long as the grown-ups have.

Instead of going outdoors for sports or jog, children are glued to televisions, computers or iPads. With so many children spending hours playing video games and watching TV, they don't get exercise playing outside.

Three parallel columns

I don't believe that any single scientific study is infallible, no matter how impressive it seems. But I believe that the collective information from many well-done studies is the best, and maybe the only way I'll ever learn what I need to know.

Delete paragraph

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Insert table here

WHAT IS HEALTHY FOOD? ***Merge, centre, bold and italics***			
DAIRY	PROTEINS	CARBOHYDRATES	FRUIT AND VEGETABLES
Cheese	Rump steak	Rice	Apples
Yogurt	Chicken fillet	Pasta	Tomatoes

Bold and centre column headings

[38]

QUESTION 5

You are the manager at Wellness Palace and you need to send invitation letters to the contestants to attend the information session before the competition begins.

QUESTION 5A

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

LETTERS	NAME	ADDRESS	TOWN	CODE	TIME
LETTER 1	Martha Damon	6 Sea Street	DURBAN	4000	12:00
LETTER 2	Nicole de Wet	PO Box 1	PRETORIA	0001	16:00
LETTER 3	Patrick Lee	4 Main Road	KIMBERLEY	8301	16:00
LETTER 4	Leone Brown	PO Box 69	STELLENBOSCH	QUESTION 5A	14:00
LETTER 5	Gretha de Villiers	3 Owl Street	EXAM NUMBER	7599	16:00

2. Save the document as QUESTION 5A in landscape orientation and make a PRINTOUT. Place the PRINTOUT in your EXAMINATION FOLDER. (7)

QUESTION 5B

1. Use the mail merge function to prepare the letters to the members (primary document). Use the font Courier 12 pt.

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

3. Insert fields as indicated in brackets, e.g. [NAME].

4. Underline the field names.

5. Change the left-hand margin of the document to 3.81 cm/1.5".

6. Save the document as QUESTION 5B and make a PRINTOUT in portrait orientation.

7. Place the PRINTOUT in your EXAMINATION FOLDER.

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WELLNESS PALACE PROGRAMME ***Bold, Broadway 16 pt***

‡

10 cm/4" from the margin

PO Box 8654
KIMBERLEY
8300

‡
Insert today's date
‡
[ADDRESS]
[TOWN]
[CODE]
‡
Dear [NAME]
‡
This is regarding the Wellness Palace weight loss competition to be organised by our company Wellness Palace on 1 July 2018 at the Wellness Palace, Kimberley, hosted by DJ Kent. The event will start at [TIME] in the theatre.
‡
As an esteemed competitor with an association with the Wellness Palace family, your presence will be appreciated at the event.
‡
Looking forward to see you at the event.
‡
Regards
‡
‡
Sandy Lee
Events organiser

Upper case (21)

QUESTION 5C

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

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

3. Print the merged letters in portrait orientation for Lee and Brown only. Save the document as QUESTION 5C and place the PRINTOUTS in your EXAMINATION FOLDER. (4)

[32]

TOTAL SECTION B: 70

SECTION C

QUESTION 6

QUESTION 6B

This document has already been keyed in on your diskette/hard drive as QUESTION 6A.

1. Retrieve the spreadsheet saved as QUESTION 6A from your diskette/hard drive.

2. Insert your EXAMINATION NUMBER (left) and QUESTION 6B (right) as a header.

3. Do NOT insert 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 using the method with which you are familiar.

5. Insert the footer Weight loss programme centred of the spreadsheet in capital letters and bold.

6. Sort the spreadsheet according to the NUMBER OF CITIZENS in ascending order.

7. Display all the weights as integers.

8. Adjust the column widths to fit the spreadsheet on ONE A4 portrait page.

9. Save the spreadsheet as QUESTION 6B.

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

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	A	B	C	D	E	F	G
1	**OBESITY IN SOUTHERN AFRICA**						
2							
3	**COUNTRY**	**NUMBER OF**	**OVERWEIGHT**	**OVERWEIGHT**	**OVERWEIGHT**	**NORMAL**	**OVERWEIGHT**
4		**CITIZENS**	**CITIZENS**	**FEMALES**	**MALES**	**WEIGHT**	**CHILDREN**
5	SOUTH AFRICA	5400200,0	2268084,0			3132116,0	
6	ZIMBABWE	3408030,0	1431373,0			1976657,0	
7	KENYA	2893640,0	1215329,0			1678311,0	
8	BOTSWANA	3169870,0	1331345,0			1838525,0	
9	NIGERIA	5469870,0	2297345,0			3172525,0	
10	TANZANIA	2654230,0	1114777,0			1539453,0	
11							

(15)

Kopiereg voorbehou

QUESTION 6C

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

2. Change the footer to italics.

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

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

   A OVERWEIGHT FEMALES = NUMBER OF CITIZENS multiply by 36%

   B OVERWEIGHT CHILDREN = NUMBER OF CITIZENS multiply by 21%

   C OVERWEIGHT MALES = NUMBER OF CITIZENS minus OVERWEIGHT FEMALES and OVERWEIGHT CHILDREN

   D TOTAL of NUMBER OF CITIZENS and NORMAL WEIGHT

   E AVERAGE OVERWEIGHT MALES

   F HIGHEST NUMBER OF OVERWEIGHT FEMALES

   G LOWEST NUMBER OF OVERWEIGHT CHILDREN

   H % OF TOTAL NORMAL WEIGHT CITIZENS

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

6. Make use of absolute cell addresses where necessary.

7. Display OVERWEIGHT FEMALES, OVERWEIGHT MALES and OVERWEIGHT CHILDREN as integers.

8. Display AVERAGE OVERWEIGHT MALES, HIGHEST NUMBER OF OVERWEIGHT FEMALES and LOWEST NUMBER OF OVERWEIGHT CHILDREN as numbers with ONE decimal.

9. Display % OF TOTAL NORMAL WEIGHT CITIZENS as a percentage with NO decimal.

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

11. Save the spreadsheet as QUESTION 6C.

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

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OBESITY IN SOUTHERN AFRICA ***Merge, centre and underline***

Open row

% OVERWEIGHT FEMALES: 36%

% OVERWEIGHT CHILDREN: 21% ***Insert***

Open row

COUNTRY	NUMBER OF CITIZENS	OVERWEIGHT CITIZENS	OVERWEIGHT FEMALES	OVERWEIGHT MALES	NORMAL WEIGHT	OVERWEIGHT CHILDREN
TANZANIA	2654230	1114777	**A**	**C**	1539453	**B**
KENYA	2893640	1215329			1678311	
BOTSWANA	3169870	1331345			1838525	
ZIMBABWE	3408030	1431373			1976657	
SOUTH AFRICA	5400200	2268084			3132116	
NIGERIA	5469870	2297345			3172525	
TOTAL	**D**				**D**	

Insert

Open row

AVERAGE OVERWEIGHT MALES **E**

Open row

HIGHEST NUMBER OF OVERWEIGHT FEMALES **F** ***Insert***

Open row

LOWEST NUMBER OF OVERWEIGHT CHILDREN **G**

Open row

% OF TOTAL NORMAL WEIGHT CITIZENS **H**

(36)

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QUESTION 6D

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

2. Display the formulae.

3. Adjust the column widths so that all the formula is legible.

4. Hide column B.

5. Save the spreadsheet as QUESTION 6D.

6. Print the spreadsheet on one A4 landscape page with row and column headings. Do NOT use fit to page function. Place the PRINTOUT in your EXAMINATION FOLDER.

(11)

QUESTION 6E

1. Retrieve the spreadsheet saved as QUESTION 6C.

2. Insert the following header:

   EXAMINATION NUMBER (left) and QUESTION 6E (right)

3. Create a line graph to compare OVERWEIGHT FEMALES and OVERWEIGHT CHILDREN in SOUTHERN AFRICA.

4. Insert the following chart title in capital letters over 2 lines:

   OVERWEIGHT FEMALES AND CHILDREN IN SOUTHERN AFRICA
   EXAMINATION NUMBER

5. Provide suitable titles for the X-axis and Y-axis.

6. Display the legend at the bottom of the graph.

7. Display data labels on the outside of the line graph.

8. Save the graph as QUESTION 6E.

9. Print the graph on a new sheet (landscape orientation). Place the PRINTOUT in your EXAMINATION FOLDER. (8)

[**70]**

TOTAL SECTION C: 70

SECTION D

QUESTION 7

Use a database to prepare a programme summary of contenders who are participating in the weight loss competition.

Create the database using the file name WELLNESS PALACE.

7.1 Create the following structure:

FIELD	TYPE/SIZE
NAME OF CONTENDER	Maximum of 25 characters
CURRENT WEIGHT	Maximum 4 figures
PROPOSED WEIGHT	Double
AMOUNT DUE	Will not exceed R99 999,99
WINNING VALUE	Will not exceed R99 999
EXAMINATION NUMBER	Maximum of 13 characters

7.2 Save the document and make a PRINTOUT of the structure in portrait orientation. Do NOT print any properties.

[7]

QUESTION 8

8.1 Create the following records:

NAME OF CONTENDER	CURRENT WEIGHT	PROPOSED WEIGHT	AMOUNT DUE	WINNING VALUE	EXAM NO
Mike Hayden	103	82	R580,00	R9500	
Martha Damon	86	66	R540,00	R3800	
Nicole de Wet	115	68	R700,00	R8500	
Patrick Lee	129	80	R780,00	R7500	
Leone Brown	92	72	R850,00	R8500	
Gretha de Villiers	90	72	R400,00	R4500	

8.2 Save the document and make a PRINTOUT of the records in landscape orientation. (8)

8.3 Delete the record of Leone Brown.

8.4 Sort the contents of the database alphabetically according to the name of the contender.

8.5 Save the document and make a PRINTOUT of the records in landscape orientation. (2)

[10]

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QUESTION 9

Create a report to include the following information:

9.1 The report should include the following column headings:

NAME OF CONTENDER	CURRENT WEIGHT	PROPOSED WEIGHT	PROPOSED WEIGHT LOSS	WINNING VALUE

9.2 Insert the column for PROPOSED WEIGHT LOSS.

9.3 Determine the proposed weight loss for every contender by doing the following calculation:

CURRENT WEIGHT – PROPOSED WEIGHT = PROPOSED WEIGHT LOSS

9.4 Centre the column headings over 2 lines.

9.5 Display only the records of the winning value of more than R5 000.

9.6 Key in the word TOTAL at the end of the report below the NAME OF CONTENDER column.

9.7 Determine the TOTAL of the WINNING VALUE and display the answer below the WINNING VALUE column as currency with 2 decimals.

9.8 Insert your EXAMINATION NUMBER as the heading of the report and centred.

9.9 Save and print the report in portrait orientation.

[13]

TOTAL SECTION D: 30
GRAND TOTAL: 200

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ANSWER SHEET **EXAMINATION NUMBER:**

SECTION A

QUESTION 2

1.1 _____

1.2 _____

1.3 _____

1.4 _____

1.5 _____

1.6 _____

(6 × 1) **[6]**

QUESTION 2

2.1 _____

2.2 _____

2.3 _____

2.4 _____

2.5 _____

(5 × 1) **[5]**

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