higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN220**(E)**(M22)H

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

(6030165)

22 May 2019 (X-Paper)
09:00–12:00

This question paper consists of 21 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 (30 marks)
   SECTION B: Word Processing (70 marks)
   SECTION C: Spreadsheet (70 marks)
   SECTION D: Database (30 marks)

   SECTION A QUESTION 1 and QUESTION 2 must be answered on the attached ANSWER SHEET and placed in the EXAMINATION FOLDER. 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. Answers must be printed 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, for example it does not print ê, a report must be sent with the PRINTOUTS of that centre.

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6. Candidates may use a dictionary and a list of ASCII codes. They are NOT allowed to take any learning material (notes, textbooks or handouts) into the examination venue.

7. A spelling checker may be used.

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

9. 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.

10. In SECTION B of the question paper only COURIER NEW 12 pt may be used. In SECTION C and SECTION D 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.

11. NO question paper may be taken out of the examination room before at least ONE hour after commencement of the last session.

12. The EXAMINATION NUMBER of the candidate and 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).

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

14. EXAMINATION NUMBERS in writing are NOT acceptable. Marks will NOT be awarded for any PRINTOUTS without an EXAMINATION NUMBER.

15. In the event of an examination paper being written 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.

16. At the end of the examination session each candidate must hand in ALL the PRINTOUTS as well as the diskette with the saved answers (properly marked with the candidate's EXAMINATION NUMBER). If work is saved on the hard disk/network, invigilators must copy the answers to a compact disk/memory stick and the answers must immediately be deleted from the hard disk/network. The answers should be kept safe for at least SIX months in case enquiries should be made.

17. NO candidate may print work for another candidate, make a 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 regulations and will be viewed in a serious light.

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

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SECTION A: THEORY

QUESTION 1

Various options are given as possible answers to the following questions. Choose the answer and write only the letter (A–D) next to the question number (1.1–1.5) on the attached ANSWER SHEET.

1.1 Surgeons can perform delicate operations by manipulating devices through computers instead of manually. This technology is known as …

A robotics.
B computer forensics.
C simulation.
D forecasting.

1.2 Technology no longer protected by copyright and available to everyone is considered to be …

A proprietary.
B open.
C experimental.
D in the public domain.

1.3 The computer function to manipulate data into information is called …

A programming.
B processing.
C storing.
D organising.

1.4 After a picture has been taken with a digital camera and then processed appropriately, the actual print of the picture is considered as …

A data.
B output.
C input.
D the process.

1.5 The CPU and memory of the computer is located on the …

A expansion board.
B mother board.
C storage device.
D output device.

(5 × 1) **[5]**

QUESTION 2

Choose the correct word or words from those given in brackets. Write only the word or words next to the question number (2.1–2.4) on the attached ANSWER SHEET.

2.1 (Application/Open) software helps you carry out tasks such as keying in a document or creating a spreadsheet.

2.2 When you connect to the (internet/intranet) your computer is communicating with a server at your internet service provider (ISP).

2.3 (Mainframes/Supercomputers) are computers that support hundreds or thousands of users simultaneously.

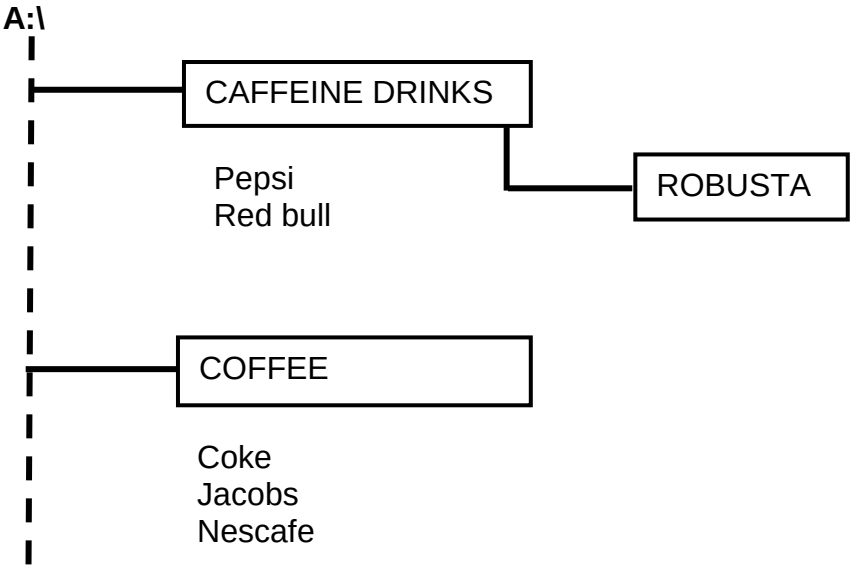
2.4 The most common type of memory that the computer uses to process data is (RAM/ROM).

(4 × 1) **[4]**

QUESTION 3

Open the file structure in the COMPUTER PRACTICE N5 folder.

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



3.1	3.1.1	Create the folder COFFEE BEANS.	(1)
	3.1.2	Move both the folders COFFEE and CAFFEINE DRINKS to the COFFEE BEANS folder.	(2)
	3.1.3	Change the name of the file NESCAFE to NESCAFE GOLD in the COFFEE folder.	(1)
	3.1.4	Create an Excel file with the name DOUWE EGBERTS in the COFFEE folder.	(1)
	3.1.5	Create a subfolder in the COFFEE folder named ARABICA.	(1)
	3.1.6	Move the subfolder named ROBUSTA from the CAFFEINE DRINKS folder to the COFFEE folder.	(1)
	3.1.7	Display the contents of the COFFEE folder. Make a print screen of these commands. Ensure that the header is done correctly.	(1)
3.2	3.2.1	Create a subfolder in the CAFFEINE DRINKS folder called ENERGY DRINKS.	(1)
	3.2.2	Create a PowerPoint file ENERGADE in the ENERGY DRINKS folder.	(1)
	3.2.3	Create an Access file TWEEZA in the ENERGY DRINKS folder.	(1)
	3.2.4	Display the contents of the folder ENERGY DRINKS. Make a screen print of these commands. Ensure that the header is done correctly.	(1)
3.3	3.3.1	Move the COKE file from the COFFEE folder to the CAFFEINE DRINKS folder.	(1)
	3.3.2	Rename the COKE file in the CAFFEINE DRINKS folder to COKE LITE.	(1)
	3.3.3	Delete the file RED BULL from the CAFFEINE DRINKS folder.	(1)
	3.3.4	Display the contents of the folder CAFFEINE DRINKS. Make a screen print of these commands. Ensure that the header is done correctly.	(1)
3.4	Change the attribute of the JACOBS file in the COFFEE folder to a read-only file.		(2)
	Make a screen print of this command. Ensure that the header is done correctly.		(1)

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3.5 Display the operating system and the RAM size of the computer. (2)

Make a screen print of this command. Ensure that the header is done correctly. **[21]**

TOTAL SECTION A: 30

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SECTION B

QUESTION 4B

This document has already been keyed in 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 on the following pages.

4.3 Change the header to QUESTION 4B right and insert your EXAMINATION NUMBER left. Ensure that you use the same font and font size as in the rest of the document.

4.4 Change the left- and right-hand margin of the document to 2.54 cm/1".

4.5 Insert the following footnote where indicated in the text with the format 1:
"National coffee drinking," 2012

4.6 Number the lines in the paragraph starting with 'The plant was exported … Robusta.', starting at 10.

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

4.8 Insert the endnote below at the end of the section in bold where indicated in the text:
e.g. Espresso, French press, Café latte, etc.

4.9 Find the word "energy" and change it to bold, 14 pt.

4.10 Save the document as QUESTION 4B.

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

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QUESTION 4B (CONTINUED)

What is coffee? **Goudy Stout 16 pt, upper case, bold, centred**

Coffee is a brewed drink prepared from roasted coffee beans which are the seeds of berries from the coffee plant.

Insert line numbers starting at 10

The plant was exported from Africa to countries around the world and coffee plants are now cultivated in over 70 countries, primarily in the equatorial regions of the Americas, Southeast Asia, India and Africa. The two most commonly grown are the highly regarded Arabica, and the less sophisticated but stronger and hardier Robusta.

Once ripe, coffee berries are picked, processed, and dried. Dried coffee seeds (referred to as beans) are roasted to varying degrees, depending on the desired flavour. Roasted beans are ground and brewed with near-boiling water to produce coffee as a beverage.

Coffee is slightly acidic and can have a stimulating effect on humans because of its caffeine content. It is one of the most popular drinks in the world and can be prepared and presented in a variety of ways[i]. **(Insert endnote)** It is usually served hot, although iced coffee is also served. Clinical studies indicate that moderate coffee consumption is benign or mildly beneficial in healthy adults, with continuing research on whether long-term consumption inhibits cognitive decline during aging or lowers the risk of some forms of cancer.

Coffee is a major export commodity: it is the top agricultural export for numerous countries and is among the world's largest legal agricultural exports. It is one of the most valuable commodities exported by developing countries. Green (unroasted) coffee is one of the most traded agricultural commodities in the world. Some controversy is associated with coffee cultivation and the way developed countries trade with developing nations and the impact of its cultivation on the environment with regard to clearing of land for coffee-growing and water use. Consequently, the markets for fair trade coffee and organic coffee are expanding.

Create 2 equal parallel columns, justify, hyphe-nation

_____page break_____

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QUESTION 4B (CONTINUED)

Caffeine affects different people differently **upper case, bold**

Despite their disagreement on its long-term effects, many health experts acknowledge that people react differently to caffeine. It helps to keep some aware and focused on the task at hand while it gives others long bursts of energy that interrupt their regular habits like sleeping, and can even give them heart palpitations or jitters.

Indent the first line

You can figure out how you're affected by caffeine to decide if you should drink it when studying. Try consuming caffeine and keep track of your reactions. If you find that you focus better on studying after a certain amount of caffeine in your system, you may be the kind of student it helps instead of hinders.

Caffeine's effects change depending on the quantity **bold, underline**

As mentioned previously caffeine can be good for certain students, but larger amounts can be a problem. Most experts say drinking 3–4 cups of coffee (which is full of caffeine) is healthy and doesn't pose any health threats. But if you rely on more than this amount, you're going to find yourself running into problems such as not being able to sleep or feeling nervous and antsy. Getting these side effects will influence your studying negatively as you'll be distracted by the way your body is acting instead of focusing on your academics.

Also, you may want to consider only drinking half of an energy drink because a can may constitute more than one serving. If you're not paying attention to how many energy drinks you down during a study session, you're more likely to have problems recovering later on.

The bottom line is that caffeine can be good for studying, but it depends both on you as a person and the amount of caffeine you put into your body. Your best bet is to find out whether or not you need caffeine in the first place to help you study, and then make sure you don't consume more than necessary. Moderation is the key!

Delete paragraph

Forty percent of 18- to 24-year-olds, the ages when students usually attend college, drink coffee every day[1]. **(Insert footnote)** I also found that more 18- to 24-year-olds are turning to coffee rather than caffeinated sodas (Aubrey, 2013).

Bold, 1.5 line spacing, justify

‡

Insert table

OVER THE LIMIT ON CAFFEINE **bold, underline, centre**

Type	Caffeine content per serving (mg)	Serving per mℓ
Brewed coffee	135	250
Starbucks Espresso	70	30
Monster energy	160	480
Red bull	80	250
Mountain Dew	90	500
Coke	60	500

Column headings in italics and centred

[40]

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QUESTION 5

As the event's organiser at Prickly Taste Bud you need to send letters to members to invite them to attend a coffee tasting evening.

QUESTION 5A

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

	LETTER 1	**LETTER 2**	**LETTER 3**
NAME	Melvin	Sammy	Mada
SURNAME	Breels	Kontoer	Vermeulen
ADDRESS	54 Ella Street	35 Pinnacle Street	3 Nolan Road
TOWN	EXAMINATION NUMBER	Mossel Bay	Boshoff
CODE	1485	6503	QUESTION 5A
TABLE NUMBER	10	2	5

2. Save the document as QUESTION 5A and print it in landscape orientation. 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 Courier New 12 pt.

2. Insert your EXAMINATION NUMBER left and QUESTION 5B right as header. Ensure that you use the same font and font size as in the rest of the document.

3. Insert fields where indicated in brackets, for example [NAME].

4. Underline the field names.

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

6. Apply a 3 pt shadow border to the main heading.

7. Save the document as QUESTION 5B and print it in portrait orientation.

8. Place the PRINTOUT in your EXAMINATION FOLDER.

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QUESTION 5B (CONTINUED)

COFFEE TASTING EVENING **Algerian 16 pt, bold, centred**

‡
Tab stop 10 cm/4" from the margin
PO Box 2451
KIMBERLEY
8301

‡
Insert today's date
‡
[ADDRESS]
[TOWN]
[CODE]
‡
Dear [NAME] [SURNAME]
‡
This is regarding the coffee tasting event starring Doctor Victor and the Rusta Rebels which our company Prickly Taste Bud is organising on 1 November 2019 at the Flamingo Casino, Kimberley. The event starts at 19:00 in the Pink Room.
‡
We would like you to be part of this small gesture to celebrate the relationship we've shared throughout the years. You will be seated at table [TABLE NUMBER].
‡
As an esteemed guest with a long association with the Prickly Taste Bud your presence will be highly appreciated.
‡
We look forward to see you there.
‡
Regards
‡
‡
HALEY DU TOIT
Club president } **upper case**

(19)

QUESTION 5C

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

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

3. Save the document as QUESTION 5C. Print ALL merged letters in portrait orientation and place the PRINTOUTS in your EXAMINATION FOLDER.

(4)
[30]

TOTAL SECTION B: 70

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SECTION C

QUESTION 6

QUESTION 6B

This document has already been keyed in on your diskette/hard drive as Q6A.

1. Retrieve the spreadsheet saved as Q6A from your diskette/hard drive.

2. Change the header to QUESTION 6B right-aligned and insert your EXAMINATION NUMBER left-aligned.

3. Edit the spreadsheet according to the instructions below and as indicated in the text.

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

5. Sort the spreadsheet according to the TYPE column in ascending order.

6. Display WORTH as currency with TWO decimals and % EXPORTED as % with ONE decimal.

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

8. Save the spreadsheet as QUESTION 6B.

9. Print the spreadsheet with row and column headings and place the PRINTOUT in your EXAMINATION FOLDER.

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QUESTION 6B (CONTINUED)

	A	B	C	D	E	F	G
1	COFFEE EXPORTS **merge and centre, 18 pt, bold, underline**				**Insert % OF WORTH and TOTAL AMOUNT column**		
2	**Insert open row**						
3	COUNTRY	TYPE	WORTH	% EXPORTED	% OF WORTH	TOTAL AMOUNT	**Italics**
4	Brazil	Arabica	49000000	16%			
5	Vietnam	Blend	32000000	11%			
6	Colombia	Arabica	25000000	8%			
7	Germany	Blend	23000000	8%			
8	Switzerland	Blend	21000000	7%			
9	Italy	Arabica	15000000	5%			
10	Indonesia	Arabica	1000000	3%			
11	Belgium	Blend	988100	3%			
12	United States	Blend	931200	3%			
13	Rest of the world	Blend					
14	Total **Insert, 14 pt, uc, bold, right-aligned**		179342000	100%	**Insert totals**		
15	**Insert open row**						
16	Highest worth coffee production						
17	**Insert open row**						
18	Lowest export % coffee production	**Insert text in upper case**					
19	**Insert open row**						
20	Number of producing countries						
21							

(19)

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QUESTION 6C

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

2. Make ALL the other changes as indicated below and on the spreadsheet on the following page.

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

   A WORTH OF REST OF THE WORLD = TOTAL WORTH minus TOTAL SUM of WORTH

   B % EXPORTED OF REST OF THE WORLD = TOTAL of % EXPORTED minus SUM of % EXPORTED

   C % OF WORTH = WORTH divided by TOTAL WORTH

   D TOTAL AMOUNT = WORTH plus % EXPORTED

   E TOTAL of the TOTAL AMOUNT

   F Determine HIGHEST WORTH COFFEE PRODUCTION

   G Determine LOWEST EXPORTED % COFFEE PRODUCTION

   E Determine NUMBER OF PRODUCING COUNTRIES

4. Copy ALL the formulae to the other cells as indicated on the spreadsheet.

5. Use absolute cell reference where necessary.

6. Display TOTAL AMOUNT and HIGHEST WORTH COFFEE PRODUCTION as currency with NO decimal.

7. Display % OF WORTH as % with NO decimal.

8. Display LOWEST EXPORT % COFFEE PRODUCTION as % with TWO decimals.

9. Display NUMBER OF PRODUCING COUNTRIES as integer.

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 without row and column headings and place the PRINTOUT in your EXAMINATION FOLDER.

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QUESTION 6C (CONTINUED)

	A	B	C	D	E	F	G
1	**COFFEE EXPORTS WORLDWIDE**				**Insert WORLDWIDE as indicated**		
2							
3	*COUNTRY*	*TYPE*	*WORTH*	*% EXPORTED*	*% OF WORTH*	*TOTAL AMOUNT*	
4	Brazil	Arabica	R49 000 000,00	15,9%	**C**	**D**	
5	Colombia	Arabica	R25 000 000,00	8,0%			
6	Italy	Arabica	R15 000 000,00	5,0%			
7	Indonesia	Arabica	R1 000 000,00	3,3%			
8	Vietnam	Blend	R32 000 000,00	10,5%			
9	Germany	Blend	R23 000 000,00	7,6%			
10	Switzerland	Blend	R21 000 000,00	6,7%			
11	Belgium	Blend	R988 100,00	3,2%			
12	United States	Blend	R931 200,00	3,0%			
13	Rest of the world	Blend	**A**	**B**			
14	**TOTAL**		R179 342 000,00	100,0%		**E**	
15							
16	HIGHEST WORTH COFFEE PRODUCTION			**F**			
17							
18	LOWEST EXPORT % COFFEE PRODUCTION			**G**			
19							
20	NUMBER OF PRODUCING COUNTRIES			**H**			
21							

(23)

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QUESTION 6D

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

2. Display the formulae.

3. Hide column B.

4. Adjust the column widths so that all formulae are legible.

5. Save the spreadsheet as QUESTION 6D.

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

(11)

QUESTION 6E

1. Retrieve the spreadsheet saved as QUESTION 6C.

2. Insert QUESTION 6E right as header.

3. Create a pie graph displaying the % EXPORTED for the ARABICA coffee type.

4. Insert the following chart titles in capital letters over TWO lines:

   EXPORTED PERCENTAGE ARABICA
   EXAMINATION NUMBER

5. Explode the biggest segment.

6. Display the % value inside each segment.

7. Display the legend at the top of the graph.

8. Save the graph as QUESTION 6E.

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

(8)

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QUESTION 6F

1. Retrieve the spreadsheet saved as QUESTION 6C.

2. Insert the header QUESTION 6F right.

3. Create a line graph comparing the WORTH and TOTAL AMOUNT for each COUNTRY.

4. Insert the following chart titles in capital letters over TWO lines:

   COUNTRIES EXPORT WORTH COMPARISON
   EXAMINATION NUMBER

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

6. No legend should be displayed.

7. Display the data table.

8. Save the graph as QUESTION 6F.

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

(9)

TOTAL SECTION C: [70]

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SECTION D

QUESTION 7

Create a database using the file name COFFEE.

7.1 Create the following structure:

FIELD	TYPE/SIZE
COUNTRY	Maximum of 25 characters
PRODUCTION	Yes/No
TYPE	Maximum of 20 characters
ORDER	Integer
PRICE	Currency with NO decimal
EXAMINATION NUMBER	Maximum of 13 characters

7.2 Save the document and print the structure in portrait orientation. Do NOT print any properties and indexes.

[7]

QUESTION 8

8.1 Create the following records in table format:

COUNTRY	PRODUCTION	TYPE	ORDER	PRICE	EXAMINATION NUMBER
Brazil	Yes	Arabica	5	R12 300 000	
Vietnam	Yes	Robusta	6	R23 400 000	
South Africa	No	Blend	7	R34 500 000	
Belgium	Yes	Arabica	8	R45 600 000	
Switzerland	Yes	Arabica	5	R12 300 000	
Italy	Yes	Robusta	6	R23 400 000	
Scotland	No	Blend	1	R2 220 000	
Australia	No	Blend	2	R4 440 000	

8.2 Save the document and print the records in landscape orientation. (8)

8.3 Delete the record of Scotland.

8.4 Insert the following record:

COUNTRY	PRODUCTION	TYPE	ORDER	PRICE
Zimbabwe	No	Blend	3	R5 555 500

8.5 Sort the contents of the database alphabetically according to the country.

8.6 Save the document and print the records in landscape orientation. (4)

[12]

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QUESTION 9

Create a report to include the following information:

9.1 Column headings:

COUNTRY PRODUCTION ORDER PRICE

9.2 Display only the records of the orders more than 5.

9.3 Insert a new column PRICE INCREASE by increasing PRICE by 10%. Display the answer as CURRENCY with NO decimal.

9.4 Key in the word TOTAL at the end of the report below the COUNTRY column.

9.5 Determine the TOTAL of the PRICE and display the answer below the PRICE column as currency with NO decimal.

9.6 Insert COFFEE ORDER left and your EXAMINATION NUMBER right as the heading of the report.

9.7 Save and print the report in portrait orientation.

[11]

TOTAL SECTION D: 30
GRAND TOTAL: 200

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COMPUTER PRACTICE N5

ANSWER SHEET EXAMINATION NUMBER: | | | | | | | | | | | | | |

QUESTION 1

1.1 _____

1.2 _____

1.3 _____

1.4 _____

1.5 _____

(5 × 1) **[5]**

QUESTION 2

2.1 _____

2.2 _____

2.3 _____

2.4 _____

(4 × 1) **[4]**

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