higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

(6030165)

20 May 2021 (X-paper)
09:00–12:00

This question paper consists of 19 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 SECTION A.

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

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

   SECTION D must be done with the aid of a database program and approximately 30 minutes should be spent on SECTION D.

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 in the event of a power failure. Only the duration of a power failure will be allowed additionally – no extra time will be allowed to complete lost 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. Candidates may have a list of ASCII codes in their possession. A candidate is not allowed to take any learning material (notes, textbooks or handouts) into the examination venue.

7. Spell check must be used.

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

9. PRINTOUTS to be marked must be arranged in the same order as the questions in the question paper. 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 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 instructed differently.

11. Please note that no question paper may be taken from the examination room until at least ONE hour after commencement of the last session.

12. Your EXAMINATION 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. Written EXAMINATION NUMBERS are not acceptable. Marks will not be awarded for any PRINTOUTS without EXAMINATION NUMBERS.

15. In the event of an examination paper being examined during 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 the PRINTOUTS of the answers as well as the diskette with the saved answers (properly marked with the candidate's EXAMINATION NUMBER). If the candidates' 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. The work saved on CDs/ memory stick should be kept safe for at least SIX months in case of enquiries being made.

17. No candidates may print their work for other candidates, make their diskette available to other candidates 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 INVIGILATOR'S INSTRUCTION BEFORE TURNING THE PAGE.

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SECTION A: THEORY

Answer QUESTIONS 1 and 2 on the attached ANSWER SHEET. Insert your EXAMINATION NUMBER 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 (1.1–1.5) in the ANSWER BOOK.

1.1 One needs Wi-Fi to access the internet from any hotspots at airports.

1.2 Trend-spotting programs, developed for business, have been used to predict criminal activity.

1.3 Mainframes are large commercial computers used in banks, hotels and colleges.

1.4 Currently, the performance of tasks by robots is not based on pre-programmed algorithms.

1.5 The keyboard is the most commonly used output device.

(5 × 1) **[5]**

QUESTION 2

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 (2.1–2.5) in the ANSWER BOOK.

2.1 ROM stands for …

A read-often memory
B random-only memory
C read-only memory
D read-one memory

2.2 Which ONE of the following is not an example of an input device?

A keyboard
B printer
C mouse
D USB drive

2.3 Which ONE of the following is not an example of a storage device?

A hard disk drives
B software
C USB drive
D CD drives

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2.4 Computers process data into information by working exclusively with:

A multimedia
B words
C characters
D numbers

2.5 A process known as … is used by large retailers to study trends.

A data mining
B data selection
C POS
D data conversion

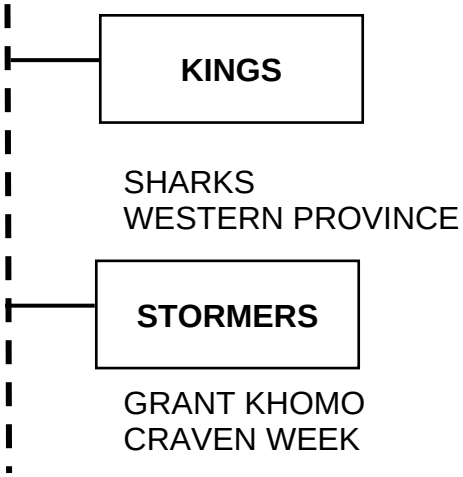
(5 × 1) **[5]**

QUESTION 3

Open the file structure saved in the COMPUTER PRACTICE N5 folder.

Insert a header with your EXAMINATION NUMBER left-aligned and the QUESTION NUMBER right-aligned. Make only ONE PRINTOUT per question and place the PRINTOUT in your EXAMINATION FOLDER.

A:/



3.1 3.1.1 Create a folder with the name SPRINGBOKS. (1)

3.1.2 Move the STORMERS and KINGS folders to the SPRINGBOKS folder. (2)

3.1.3 Rename the file, SHARKS, in the KINGS folder to CAPTAIN. (1)

3.1.4 Create a Word file named FLANKER in the KINGS folder. (1)

3.1.5 Create a text file, LOCK, in the KINGS folder. (1)

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	3.1.6	Display the tree structure displaying the contents of the KINGS folder. Make a screen print of these commands. Ensure that you used the correct header.	(2)
3.2	3.2.1	Copy the file, WESTERN PROVINCE, in the KINGS folder to the STORMERS folder.	(1)
	3.2.2	Create an Excel file called WINNER in the STORMERS folder.	(1)
	3.2.3	Rename the file, GRANT KHOMO, to WORLD CUP in the STORMERS folder.	(1)
	3.2.4	Delete the file, CRAVEN WEEK, in the STORMERS folder.	(1)
	3.2.5	Sort the contents of the STORMERS folder in descending order according to the name of the file.	(1)
	3.2.6	Display the contents of the STORMERS folder. Make a screen print of these commands. Ensure that you used the correct header.	(1)
3.3	3.3.1	Display the operating system and the RAM size of the computer.	(2)
	3.3.2	Make a screen print of the command and ensure that you use the correct header.	(1)
3.4	3.4.1	Change the file attribute of the LOCK file in the KINGS folder to read-only.	(2)
	3.4.2	Make a screen print of the command and ensure that you use the correct header.	(1)
			[20]
		TOTAL SECTION A:	**30**

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

4.3 Change QUESTION 4A in the header to QUESTION 4B (right-aligned) and insert your EXAMINATION NUMBER (left-aligned) in the header. Use Courier New 12 pt.

4.4 Change the left-hand margin to 2,54 cm/1".

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

4.6 Insert a footnote in Courier New 10 pt, bold and capital letters where indicated in the text on the following page. The text for the footnote is as follows: Eastern Province

4.7 Insert columns as indicated in the document.

4.8 Insert an endnote in Courier New 10 pt and italics where indicated in the text on the following page. The text for the endnote is as follows: Replacement

4.9 Insert page numbers at the bottom centre on all the pages starting with 10.

4.10 Number the lines of the last paragraph as indicated on page 10. Count by 2.

4.11 Find the word 'springboks' and replace it with SPRINGBOKS in capital letters, bold and 16 pt.

4.12 Centre page 1 and 3 vertically and horizontally.

4.13 Save the document as QUESTION 4B.

4.14 Make a PRINTOUT of the document and place the PRINTOUT in your EXAMINATION FOLDER. Ensure that the document is printed in Courier New 12 pt.

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Siya Kolisi **uc, Arial Black 16 pt, centre**

Siyamthanda Kolisi (born 16 June 1991) is a South African rugby union rugby player who plays for the South African national team, the Stormers in Super Rugby and Western Province in the Currie Cup. He has the ability to play in any position in the back-row but has thus far mostly features as a flanker. [Kolisi is the first black man to captain the springboks in an international rugby match.

indent paragraph 1 left and right at 3 cm/1,18" NP

* **Insert table here**

Early life **uc, underline**

Kolisi grew up in the impoverished Zwide township outside Port Elizabeth and endured a tough upbringing. At the age of 12 he impressed scouts at a youth tournament in Mossel Bay and was offered a scholarship at Grey Junior in Port Elizabeth*. Later he was also a member of the Grey High School First XV rugby team. He was also a part of the Eastern Province Kings youth set-up between 2007 and 2009, playing in the under-16 Grant Khomo week and the under-18 Craven Week before moving west to join Western Province.

***insert footnote here**

----------**page break**----------

Career **uc, bold**

Kolisi made his senior debut for Western Province against the Golden Lions during the 2011 Vodacom Cup and later in the year several injuries and international call-ups gave him the opportunity to make regular starts in the Currie Cup. He made 13 appearances and scored 4 tries during the campaign including a crucial score against bitter rivals, the Blue Bulls.

2012 saw Kolisi graduated to the Stormers squad and he made an immediate impact with 16 appearances during the season and 1 try. Being part of the 2013 Springbok set-up meant he only played in Western Province's final 3 matches of 2013 Currie Cup and they slipped to a defeat of 33–19 at home against the Sharks in the final.

He was selected the new captain of the Stormers on 20 February 2017. He became Springbok captain on 28 May 2018, becoming the team's first black captain in the 126-year history.

d/s

change to 2 parallel columns

runs on

1,5 lines

International **uc, italics**

He was a member of the South African under-20 side that competed in both the 2010 and 2011 IRB Junior World Championships. He made his Springbok debut on 15 June 2013 against Scotland at the Mbombela Stadium in Nelspruit. He was man of the match as his team won 30–17. He played another 9 times as a substitute in 2013* for the Springboks.

centre

***insert endnote here**

----------**page break**----------

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Personal life **bold, italics**

Kolisi married Rachel Smith in 2016 and as of 2018 they have two children together. Son, Nicholas Siyamthanda (2015) and daughter, Kezia, born in 2018. Since 2014 Siya's half-siblings, Liyema and Liphelo, children of Siya's mother who passed away in 2009, have been part of the Kolisi household.

Line numbering count by 2

*** Insert table where indicated using autofit to contents**
Key in the table in Times New Roman 12 pt
Hide outside borders

Background on the man of rugby **14 pt, uc, bold, merge and centre**				
FULL NAME	DATE OF BIRTH	HEIGHT	WEIGHT	SCHOOL **bold**
Siyamthanda Kolisi	16 June 1991	1,88 m	105 kg	Grey High School
Rugby career **bold, italics, merge and centre**				
Positions played	Teams	Games played	Games won	% Won **bold, right-align**
Flanker	Western Province	58	48	83%
8th man	Stormers	66	51	77%
Lock	Springboks	31	22	71%

Copy the main heading two-line spaces below the last paragraph and apply a 3 pt border

[40]

QUESTION 5

You are the CEO of the South African Rugby Federation and you need to send letters of invitation to players to attend trials for the World Cup.

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	LETTER 4
NAME	Clinton Kruger	Henro Mathane	Franco Widd	Thuso Modise
ADDRESS	67 Alberts Street	11 Batavia Street	24 Korhaan Street	63 Aida Street
TOWN	PAARL	BELLVILLE	PATERNOSTER	STRAND
CODE	7620	7493	EXAMINATION NUMBER	QUESTION 5A
TIME	9:00	9:00	9:00	9:00

2. Save the document as QUESTION 5A and make a PRINTOUT 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 a header with your EXAMINATION NUMBER left-aligned and QUESTION 5B right-aligned.

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

4. Bold all the field names.

5. Change the left-hand margin of the document to 3 cm/1,1".

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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WORLD CUP RUGBY TRIALS **uc, Times New Roman 14 pt, bold**

10 cm/4" from the margin
8 Boundary Road
Newlands **uc**
7700

Insert today's date

[ADDRESS]
[TOWN]
[CODE]

Dear [NAME]

This is to inform all the players regarding the rugby trials event that needs to be attended to qualify for the World Cup in 2023. The event will take place on insert today's date at the Newlands Rugby Stadium. The event will start at [TIME].

As an esteemed athlete, with a lot of potential, your presence is required at the session.

Looking forward to seeing you at the trials.

Regards

Siphiwe Makehle **uc**
CEO

(19)

QUESTION 5C

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

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

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

[30]

TOTAL SECTION B: 70

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SECTION C

QUESTION 6

QUESTION 6B

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

2. Change QUESTION 6A in 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 on the following page.

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

5. Change column headings across rows 7 and 8 to bold and right-aligned.

6. Change the D.O.B. column format to dd/mm/yyyy.

7. Display all other figures as a number with 1 decimal.

8. Insert new columns and rows as indicated.

9. Sort the spreadsheet in ascending order according to D.O.B. with all corresponding data.

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

11. Save the spreadsheet as QUESTION 6B.

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

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	A	B	C	D	E	F	G	H	I	J	K
1	SOUTH AFRICAN STATISTICS **merge and centre across A–K**										
2	**open row**										
3	RUGBY **merge and right-align across A–K**										
4	**open row**										
5	GAMES PLAYED:	15 **insert text**									
6	**open row**		**insert column**				**insert column**			**insert column**	**insert column**
7	PLAYERS	TEAM	D.O.B.	AGE	WIN	LOST	% WON	WIN	LOST	% WON	TOTAL LOST
8					2017 **merge and right-align**			2018 **merge and right-align**			
9	**open row**										
10	Clinton Kruger	Blue Bulls	04/04/1994		12	3		13	2		
11	Tshepo Modise	Cheetahs	06/10/1997		10	5		12	3		
12	Henro Mathane	Griquas	12/12/1997		9	6		11	4		
13	Tshepo Mofokeng	Sharks	10/01/1993		13	2		14	1		
14	Bees Vermaak	SWD Eagles	15/05/1994		8	7		10	5		
15	Nathan du Preez	Stormers	16/06/1992		11	4		10	5		
16		TOTAL **bold**									
17											
18	HIGHEST % WON 2017:										
19											
20	LOWEST % WON 2018:		**insert in upper case**								
21											
22	AVERAGE AGE:										
23											
24	NUMBER OF TEAMS:										

(28)

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QUESTION 6C

1. Copy the spreadsheet (cell range A1:K24) to A26:K49 keeping the formatting and editing the second spreadsheet as indicated below:

2. Change QUESTION 6B in the header to QUESTION 6C.

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

   A AGE = (Today's date minus D.O.B.) divided by 365

   B % WON 2017 = WIN 2017 divided by games played

   C % WON 2018 = WIN 2018 divided by games played

   D TOTAL LOST = Lost 2017 plus Lost 2018

   E TOTAL = determine the sum of the columns

   F Determine the HIGHEST % WON 2017

   G Determine the LOWEST % WON 2018

   H Determine the AVERAGE AGE of the players

   I Determine the NUMBER OF TEAMS

4. Use absolute cell reference where necessary.

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

6. Display % WON, HIGHEST % WON 2017 and LOWEST % WON 2018 as percentage with no decimal.

7. Display AGE, AVERAGE AGE and NUMBER OF TEAMS as integers and the rest of the values with 1 decimal.

8. Centre the spreadsheet vertically and horizontally.

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

10. Save the spreadsheet as QUESTION 6C.

11. Print the range A26:K49 with row and column headings and place the PRINTOUT in your EXAMINATION FOLDER.

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	A	B	C	D	E	F	G	H	I	J	K
1	SOUTH AFRICAN STATISTICS										
2											
3											RUGBY
4											
5	GAMES PLAYED:	15									
6											
7					WIN	LOST	% WON	WIN	LOST	% WON	TOTAL
8	**PLAYERS**	**TEAM**	**D.O.B.**	**AGE**			**2017**			**2018**	**LOST**
9											
10	Clinton Kruger	Blue Bulls	04/04/1994	**A**	12	3	**B**	13	2	**C**	**D**
11	Tshepo Modise	Cheetahs	06/10/1997	↓	10	5	↓	12	3	↓	↓
12	Henro Mathane	Griquas	12/12/1997		9	6		11	4		
13	Tshepo Mofokeng	Sharks	10/01/1993		13	2		14	1		
14	Bees Vermaak	SWD Eagles	15/05/1994		8	7		10	5		
15	Nathan du Preez	Stormers	16/06/1992	↓	11	4	↓	10	5	↓	↓
16		**TOTAL**			**E**	**E**		**E**	**E**		**E**
17											
18	HIGHEST % WON 2017:						**F**				
19											
20	LOWEST % WON 2018:									**G**	
21											
22	AVERAGE AGE:			**H**							
23											
24	NUMBER OF TEAMS:			**I**							

(18)

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QUESTION 6D

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

2. Display the formulae.

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

4. Hide rows A1 to A25 and columns B to C.

5. Save the spreadsheet as QUESTION 6D.

6. Print the formulae page 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.

(12)

QUESTION 6E

1. Retrieve the spreadsheet saved as QUESTION 6C.

2. Create a column graph comparing the wins and losses for 2017 and 2018 for each team.

3. Insert the following header:
EXAMINATION NUMBER (left-aligned) and QUESTION 6E (right-aligned).

4. Insert the following chart title in capital letters:

   WIN AND LOST 2017 VS 2018

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

6. Do not display the legend.

7. Display the data table with the legend key.

8. Save the graph as QUESTION 6D.

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

(12)
[70]

TOTAL SECTION C: 70

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SECTION D

QUESTION 7

Create a database using the file name SPRINGBOKS.

7.1 Create the following structure:

FIELD	TYPE/SIZE
Name of player	Maximum of 25 characters
Team	Maximum of 16 characters
Age	Integer
Position	Maximum of 15 characters
Weight in kg	Long integer
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 and indexes.

[7]

QUESTION 8

8.1 Create the following records:

Name of player	Team	Age	Position	Weight in kg	EXAMINATION NUMBER
Clinton Kruger	Stormers	26	Loose head prop	120	Question 8
Tshepo Modise	Blue Bulls	28	Wing	90	
Henro Mathane	Sharks	24	Lock	100	
Tshepo Mofokeng	Stormers	33	Flanker	108	
Bees Vermaak	Stormers	19	Hooker	112	
Nathan du Preez	Sharks	22	Full back	88	

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

[8]

QUESTION 9

9.1 Insert the record of Nols Gerecke, Stormers, 20, Centre, 101 kg.

9.2 Sort the contents of the database in ascending order according to the age of the players.

9.3 Save the document and make a PRINTOUT of the records in landscape orientation.

[4]

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QUESTION 10

Create a report to include the following information:

10.1 The report should include the following column headings:

Name of player	Team	Age	Position	Weight in kg

10.2 Bold all column headings.

10.3 Right-align the column headings over 2 lines.

10.4 Display only the records of the Stormers players younger than 30 years old.

10.5 Key in the word, AVERAGE, at the end of the report below the Name of player column.

10.6 Determine the AVERAGE of the Weight in kg of the players and display the answer as an integer below the Weight in kg column.

10.7 Insert your EXAMINATION NUMBER (left-aligned) and QUESTION 10 (right-aligned) as the heading of the report.

10.8 Save and print the report in portrait orientation. Place the PRINTOUT in your EXAMINATION FOLDER. **[11]**

TOTAL SECTION D: 30
GRAND TOTAL: 200

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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 _____

2.5 _____

(5 × 1) **[5]**

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