higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MARKING GUIDELINE

NATIONAL CERTIFICATE

NOVEMBER EXAMINATION

COMPUTER PRACTICE N5

19 NOVEMBER 2014

This marking guideline consists of 35 pages.

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SECTION A

QUESTION 1

1.1 C / Defragmentation

1.2 C / ROM

1.3 B / Supercomputer

1.4 B / Smart phone

1.5 A / Scanner

1.6 B / Modem

1.7 C / Modem

1.8 C / Windows Vista

1.9 A / Central Processing Unit

1.10 B / Hot boot

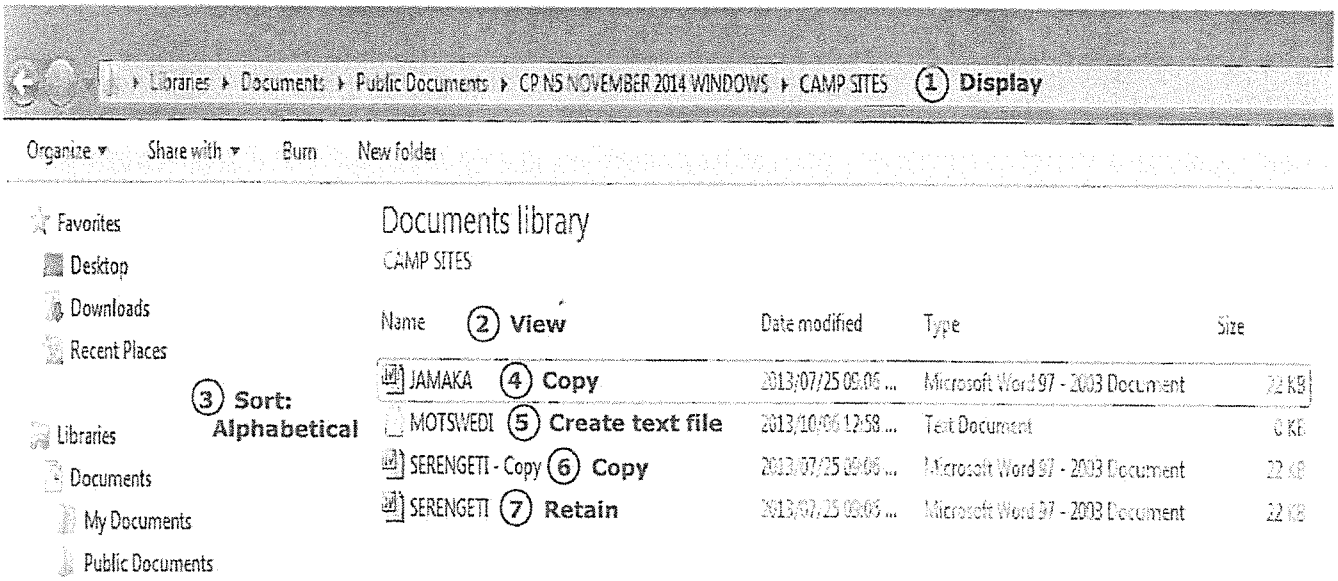
(10 x 1) **[10]**

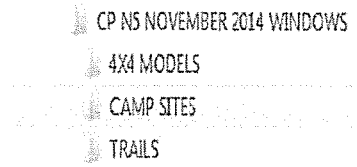
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QUESTION 2

2.1

NO	MANIPULATION ERRORS	MARK
1	Contents of CAMP SITES folder not displayed and/or incorrect	(1)
2	Contents of CAMP SITES folder not changed to view the details of each file: name, size, type, date and time modified and/or incorrect	(1)
3	Contents of CAMP SITES folder not sorted alphabetically and/or incorrect	(1)
4	File JAMAKA not copied from the NEW MODELS folder to the CAMP SITES folder and/or incorrect	(1)
5	Text file MOTSWEDI not created in the CAMP SITES folder and/or incorrect	(1)
6	Copy of the file SERENGETI not made and/or incorrect	(1)
7	Original file SERENGETI not retained in the CAMP SITES folder and/or incorrect	(1)

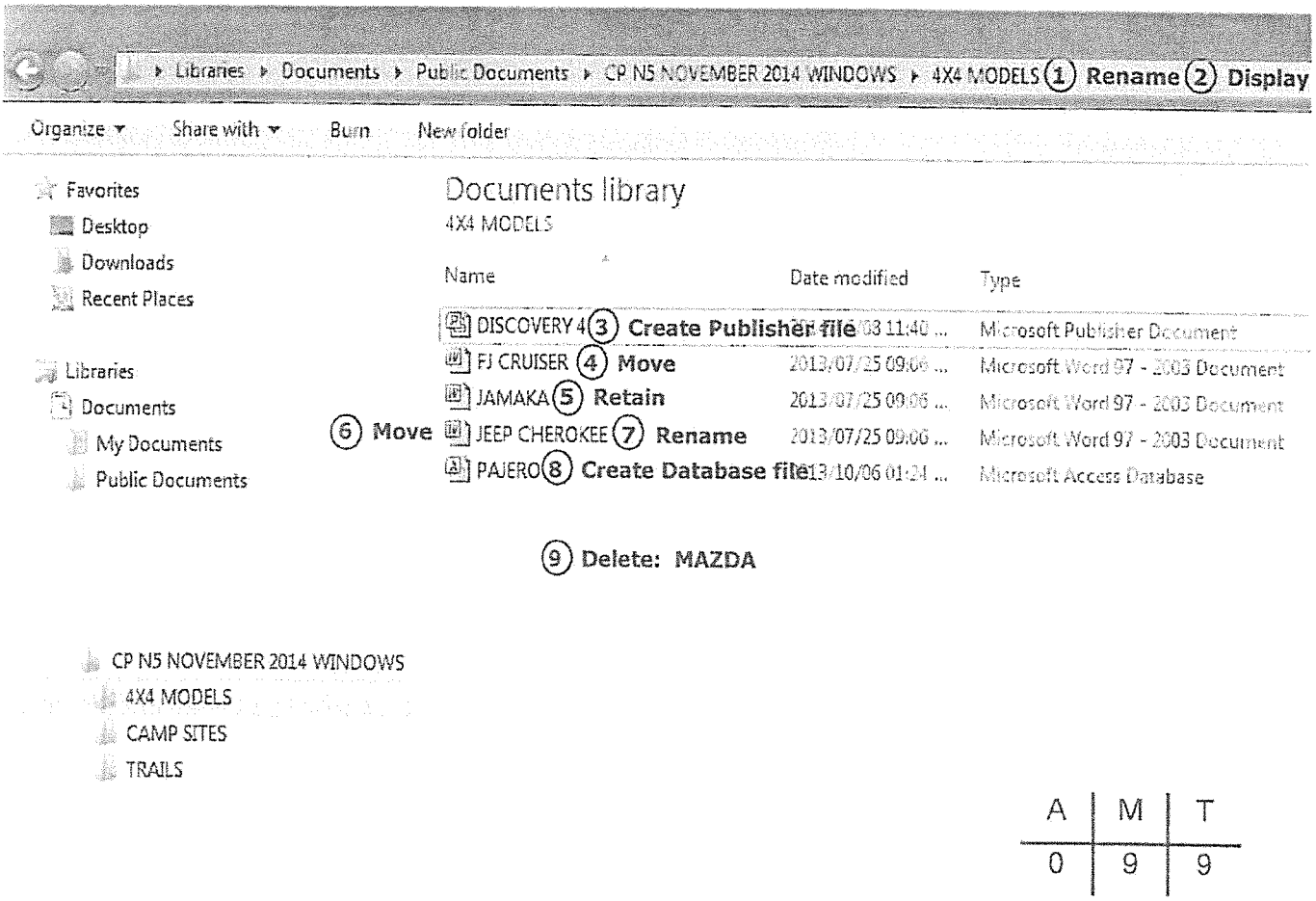




A	M	T
0	7	7

2.2

NO	MANIPULATION ERRORS	MARK
1	NEW MODELS folder not renamed to 4X4 MODELS and/or incorrect	(1)
2	Contents of 4X4 MODELS folder not displayed and/or incorrect	(1)
3	Publisher file DISCOVERY 4 not created in the 4X4 MODELS folder and/or incorrect	(1)
4	File FJ CRUISER not moved from the TRAILS folder to the 4X4 MODELS folder and/or incorrect	(1)
5	File JAMAKA not retained in the 4X4 MODELS folder and/or incorrect	(1)
6	File JEEP not moved from the TRAILS folder to the 4X4 MODELS folder and/or incorrect	(1)
7	File JEEP not renamed to JEEP CHEROKEE and/or incorrect	(1)
8	Database file PAJERO not created in the 4X4 MODELS folder and/or incorrect	(1)
9	File MAZDA not deleted from the 4X4 MODELS folder and/or incorrect	(1)

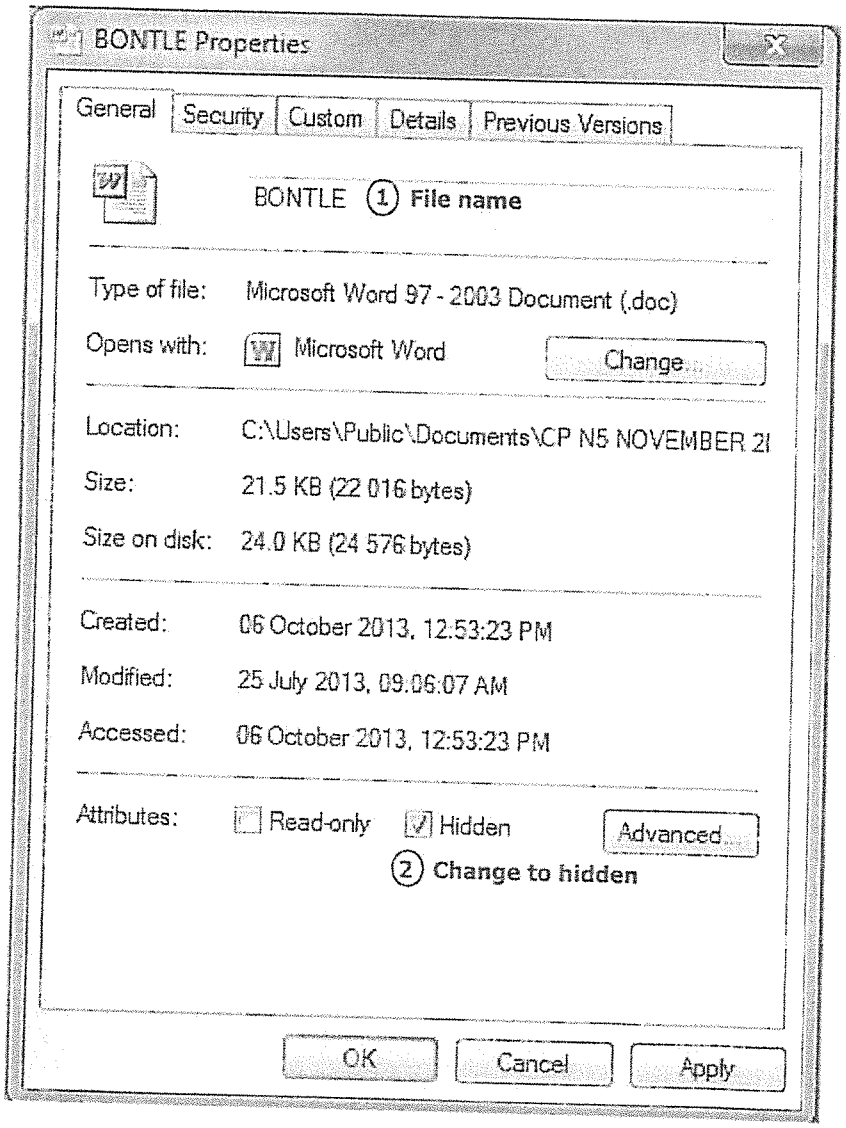


A	M	T
0	9	9

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2.3

NO	MANIPULATION ERRORS	MARK
1	Attributes of the BONTLE file not displayed and/or incorrect	(1)
2	Attributes of the BONTLE file not changed to a hidden file and/or incorrect	(1)

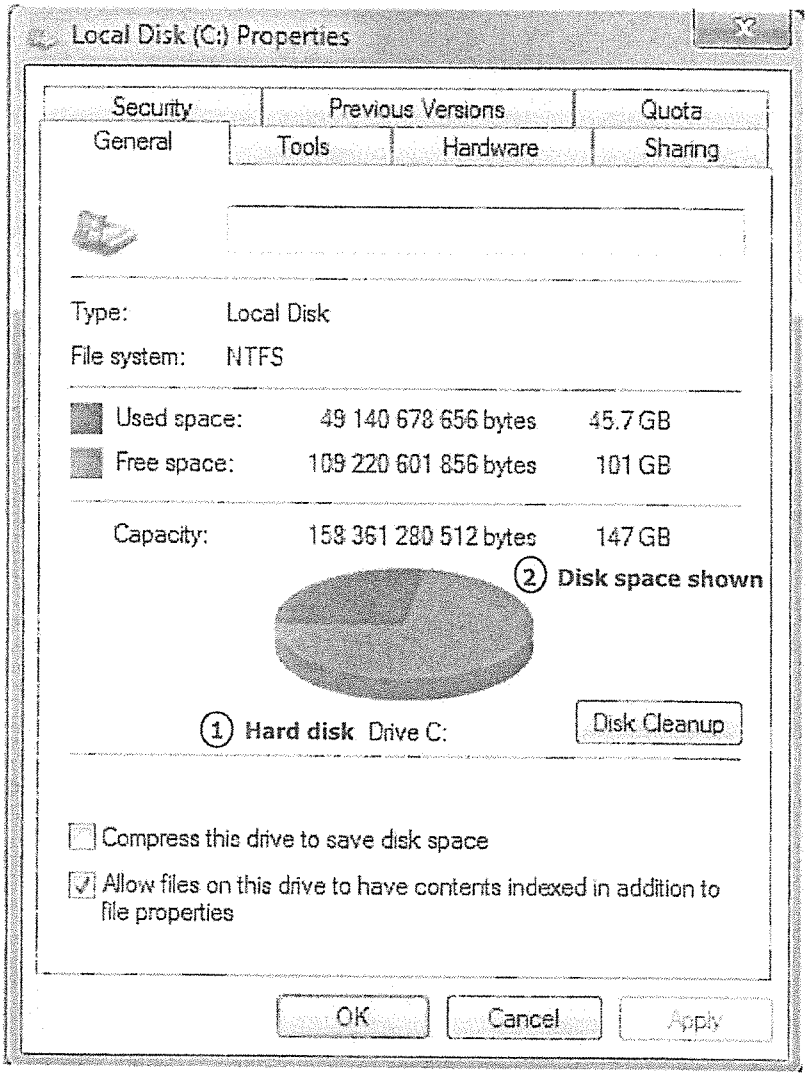


A	M	T
0	2	2

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2.4

NO	MANIPULATION ERRORS	MARK
1	Hard disk not displayed and/or incorrect	(1)
2	Number of disk space not displayed and/or incorrect	(1)



A	M	T
0	2	2

[20]

TOTAL SECTION A: 30

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SECTION B

QUESTION 3B

Accuracy: 9
Manipulation: 31
TOTAL: 40

ACCURACY ERRORS	MARK
Header [AGAINST THE CLOCK] not keyed in accurately	(1)
Heading [ALL LINE UP] not keyed in accurately	(1)
Endnote [SPONSORED BY NEW GEAR SUPPLIERS] not keyed in accurately	(1)
Footnote [SPONSORED BY XPLORER] not keyed in accurately	(1)
Footer [SA 4X4 MAGAZINE] not keyed in accurately	(1)
Text in table not keyed in accurately	(4)

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 3A] not changed in the header (right) to [QUESTION 3B] and/or incorrect	
3	Line spacing and/or justification incorrect. Justification must remain full	
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	Hyphenation function used	
9	Header [AGAINST THE CLOCK] not inserted and not inserted on all the pages and/or incorrect	
10	Header [AGAINST THE CLOCK] not inserted in upper case and italics and/or incorrect	
11	Heading [4X4 CHALLENGES] not replaced with [ALL LINE UP] and/or incorrect	
12	Heading [ALL LINE UP] not right aligned and/or incorrect	
13	Headings [BRIDGESTONE 4X4 CHALLENGE] and [LICHTENBURG 4X4 CLUB EVENT] not underlined and/or incorrect	
14	Column function not used and/or incorrect. [OBSTACLES ... TO FINISH.] not placed in the left column and [THEY CAME ... PRETORIA.] and [THE CHALLENGE ...YOUR HEAD.] not placed in the right column and/or incorrect	
15	Paragraphs in column function not aligned and/or incorrect	
16	Endnote not inserted after the word [CHALLENGE] and endnote sign [*] not used and/or incorrect	
17	Page breaks not inserted and/or incorrect	
18	Page numbering not inserted at the bottom, left of all the pages and/or incorrect	
19	Page number not omitted on the first page and/or incorrect	
20	Page numbering do not follow in sequence and/or incorrect	
21	Footer [SA 4X4 MAGAZINE] not inserted at the bottom, right of all the pages and/or incorrect	
22	Footer [SA 4X4 MAGAZINE] not inserted in upper case, bold and underlined and/or incorrect	

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23	Font size of paragraph [THE 4X4 TRACK ... CLUB CHALLENGE.] not changed to 16 pt and/or incorrect	
24	Footnote not inserted after the word [CHALLENGE] and footnote sign [1] not used and/or incorrect	
25	Table not inserted and not inserted in the correct position and/or incorrect. Lines of table incorrect	
26	Cells in table not merged and/or incorrect	
27	Heading [ENTRANCE FEE] not changed to bold and centred and/or incorrect	
28	[(WITH STUDENT CARD)] not changed to italics and font size 8 pt and/or incorrect	
29	Text [THEN, AS SOON ... SLIPPERY STUFF.] not deleted and/or incorrect	
30	Footnote [SPONSORED BY XPLORER] does not appear at the bottom of the page and/or incorrect	
31	Lines of paragraph [OBSTACLES 2 ... IN REVERSE!] not numbered and/or incorrect	
32	Line numbering does not start with 7 and/or incorrect	
33	Paragraph [AT THE ... GRAND CHEROKEE.] not changed to bold and/or incorrect	
34	Endnote [SPONSORED BY NEW GEAR SUPPLIERS] does not appear at the end of the document and/or incorrect	(31)

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EXAMINATION NUMBER ① *AGAINST THE CLOCK* ⑨ insert, all pages ⑩ uc, italics QUESTION 3B ②
⑪ replace heading
⑫ right aligned
ALL LINE UP

⑭ Column function
Left: Obstacles ...
Right: They came, ... & The Challenge ...

BRIDGESTONE 4X4 CHALLENGE ⑬ und

Obstacles 1 and 2 were basically the same: a tight and technical challenge with very little margin of error. Obstacle 6, though, stood out as particularly challenging. Here the teams first had to scale a steep ascent with a sharp crest. Then followed a steep and rutted descent, where wheels lifted in the air and a seemingly impossible tight turn through a donga at the bottom, then a small climb through the gates to finish.

⑮ align

They came, they saw and - mostly - they didn't conquer. The sixth round of the 2013 Bridgestone Club Challenge was held at the McCarthy 4X4 Club's official track at the Rhino Park Centre, east of Pretoria.

⑯ endnote, sign *

The challenge* consisted out of 10 obstacles and the obstacles no longer resembled those the club members were used to. Not even closely. It was all about precision and technical driving, knowing your 4X4's abilities and limitations and using your head.

⑰ page break

③ L/s, just: Full
④ Letter spaces, margins
⑤ Uc/lc
⑥ Font, font size
⑦ Paper orientation, paper size
⑧ Hyph: no

Page numbering
⑱ bottom, left, all pages
⑲ omit number first page
⑳ sequence

Footer
㉑ bottom, right, all pages
㉒ uc, und, bold
SA 4X4 MAGAZINE

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EXAMINATION NUMBER (1) *AGAINST THE CLOCK* (9) insert, all pages (10) uc, italics QUESTION 3B (2)

LICHTENBURG 4X4 CLUB EVENT (13) und

(23) 16 pt

The 4X4 track of the Lichtenburg Club is situated just outside this North West Province town and is a maze of old mining heaps of a substance loosely described as gravel. It is more like a slippery quagmire of marbles. This was the battlefield for round 7 of the 2013 Bridgestone Club Challenge.

(24) footnote, sign 1

The organisers of this Club Challenge[1] made it very clear that this particular track was designed for bags full of horsepower and a good helping of bravery.

+ (25) insert table, lines

(26) merge cells	ENTRANCE FEE (27) bold, centre	
CHILDREN	UNDER 6 YEARS 6-12 YEARS 13-16 YEARS	FREE R20 R30
STUDENTS *(with student card)* (28) italics, 8 pt	16 YEARS AND OLDER	R40
ADULTS	16 YEARS AND OLDER	R50
PENSIONERS	60 YEARS AND OLDER	R30

≠

Obstacle 1 set the trend for the day. With no run up, competitors had to somehow build momentum to climb a slippery ascent. (29) delete text: Then, as soon ...

(17) page break

(30) footnote

[1] Sponsored by XPLORER

2 Page numbering (18) bottom, left, all pages (19) omit number first page (20) sequence

Footer (21) bottom, right, all pages (22) uc, und, bold SA 4X4 MAGAZINE

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EXAMINATION NUMBER (1) *AGAINST THE CLOCK* (9) insert, all pages (10) uc, italics QUESTION 3B (2)

(31) line numbering (32) start 7

Obstacles 2 and 3 were more of the same with steep and slippery climbs, combined with tight turns through those narrow gates. Obstacle 4 was a straightforward climb up a very steep slope. In obstacle 5, the driver had to wear a trendy set of goggles and the co-driver had to talk the driver through the tough obstacle. As if this were not challenging enough, the teams had to complete this obstacle in reverse!

(33) bold

At the end of the day the spectators and crews waited in anticipation for the results to be announced. Everyone knew that the marbles and those steep, long climbs had exacted a heavy toll on the teams scoring sheets. The environmental award for this tough event went this year once again to Jeep - the Grand Cherokee.

(34) endnote

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* Sponsored by NEW GEAR SUPPLIERS

A	M	T
9	31	40

[40]

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QUESTION 4A

Accuracy: 3
Manipulation: 3
TOTAL: 6

ACCURACY ERRORS	MARK
Read all text for accuracy	(3)

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted in the [VENUE] field column in the first invitation and/or incorrect	
2	[QUESTION 4A] not inserted in the [VENUE] field column in the second invitation 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 typed in wrong columns and/or incorrect	
9	Additional records and/or fields added and/or incorrect	
10	[NUMBER] not displayed as given and/or incorrect	(3)

NOTE:

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

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

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

- If list structure is printed – mark only QUESTION 4B

- 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:

DATE	VENUE	NUMBER	NAME	SURNAME	CELL NO
25-27 AUGUST	EXAM NUMBER	14	LEBOGANG	PHIRI	073 209 4321
25-27 SEPTEMBER	QUESTION 4A	12	VICTOR	DALI	072 210 4322
25-27 OCTOBER	NASREC	10	NEPO	KWATI	071 211 4323

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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 8 error for wrapping.

	INVITE 1	INVITE 2	INVITE 3
DATE	25-27 AUGUST	25-27 SEPTEMBER	25-27 OCTOBER
VENUE	EXAM NUMBER	QUESTION 4A	NASREC
NUMBER	14	12	10
NAME	LEBOGANG	VICTOR	NEPO
SURNAME	PHIRI	DALI	KWATI
CELL NO	073 209 4321	072 210 4322	071 211 4323

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

↓	DATE	VENUE	NUMBER	NAME	SURNAME	CELL NO
INVITE 1	25-27 AUGUST	EXAM NUMBER	14	LEBOGANG	PHIRI	073 209 4321
INVITE 2	25-27 SEPTEMBER	QUESTION 4A	12	VICTOR	DALI	072 210 4322
INVITE 3	25-27 OCTOBER	NASREC	10	NEPO	KWATI	071 211 4323

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DATE	VENUE	NUMBER	NAME	SURNAME	CELL NO
25-27 AUGUST	EXAM NUMBER	14	LEBOGANG	PHIRI	073 209 4321
25-27 SEPTEMBER	QUESTION 4A	12	VICTOR	DALI	072 210 4322
25-27 OCTOBER	NASREC	10	NEPO	KWATI	071 211 4323

1 Examination number in [VENUE] field column, first invitation

2 QUESTION 4A in [VENUE] field column, second invitation

3 Line spacing, justification

4 Letter spaces, margins

5 Uc/lc

6 Font, -size

7 1 Page, landscape

8 Wrapping, column width, information in wrong column

9 Additional records, fields

10 [NUMBER] not correctly displayed

A	M	T
3	3	6

(6)

Please turn over

QUESTION 4B

Accuracy: 4
Manipulation: 16
TOTAL: 20

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

NO	MANIPULATION ERRORS	MARK
1	[EXAMINATION NUMBER] not inserted as a header (left) and/or incorrect	
2	[QUESTION 4B] not inserted as a header (right) 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 incorrect and/or any other manipulation error	
9	Heading [OUTDOOR EXPO] not changed to bold and upper case and/or incorrect	
10	[OUTDOOR EXPO], [DATE] field and [VENUE] field not changed to right alignment and/or incorrect	
11	[DATE] field not inserted and/or incorrect	
12	[VENUE] field not inserted and/or incorrect	
13	[NAME] field not inserted and/or incorrect	
14	[SURNAME] field not inserted and/or incorrect	
15	[NUMBER] field not inserted and/or incorrect	
16	[CELL NO] field not inserted and/or incorrect	
17	[FULL, FUN, FAMILY VALUE] not changed to italics and bold and/or incorrect	
18	Table not copied from Question 3B and/or incorrect	
19	Table not inserted in the correct position and/or incorrect	
20	[SHOW HOURS] not underlined and/or incorrect	
21	Scissor symbol not used and/or incorrect	
22	Dotted line not inserted and not inserted correctly and/or incorrect	(16)

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EXAMINATION NUMBER (1) QUESTION 4B (2)

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

(10) just: right

OUTDOOR EXPO (9) bold, uc

«DATE» (11)

«VENUE» (12)

For all your Outdoor, Adventure, Travel and Health, Fitness and Well-being

TWO expos in ONE - over 300 exhibits

Full, fun, family value (17) italics, bold (18) table copied (19) table correct position

ENTRANCE FEE		
CHILDREN	UNDER 6 YEARS 6-12 YEARS 13-16 YEARS	FREE R20 R30
STUDENTS *(with student card)*	16 YEARS AND OLDER	R40
ADULTS	16 YEARS AND OLDER	R50
PENSIONERS	60 YEARS AND OLDER	R30

(20) und

SHOW HOURS: 09:00-18:00

If you are interested, complete the tear-off slip below and fax it to (011) 444 2277 and we will call you to finalise the tickets.

MANAGER

(22) dotted line

✂----------

(21) symbol

I, «NAME» (13) «SURNAME» (14), am interested to buy «NUMBER» (15) tickets for the Outdoor Expo.

My contact number: «CELL_NO» (16)

A	M	T
4	16	20

(20)

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QUESTION 4C

Manipulation: 4
TOTAL: 4

NO	MANIPULATION ERRORS	MARK
1	Question number not changed to QUESTION 4C on ALL the invitations and/or incorrect	
2	No invitation for [LEBOGANG PHIRI] and associated fields and/or incorrect	
3	No invitation for [VICTOR DALI] and associated fields and/or incorrect	
4	No invitation for [NEPO KWATI] and associated fields and/or incorrect	
5	Justification not correct, portrait orientation not used, wrong paper size used, margins incorrect, other	(4)

NOTE:

If no data list (Question 4A) then do not mark the fields

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EXAMINATION NUMBER QUESTION 4C (1)

OUTDOOR EXPO

25-27 AUGUST (2)

EXAM NUMBER (2)

For all your Outdoor, Adventure, Travel and Health, Fitness and Well-being

TWO expos in ONE - over 300 exhibits

Full, fun, family value

ENTRANCE FEE		
CHILDREN	UNDER 6 YEARS 6-12 YEARS 13-16 YEARS	FREE R20 R30
STUDENTS *(with student card)*	16 YEARS AND OLDER	R40
ADULTS	16 YEARS AND OLDER	R50
PENSIONERS	60 YEARS AND OLDER	R30

SHOW HOURS: 09:00-18:00

If you are interested, complete the tear-off slip below and fax it to (011) 444 2277 and we will call you to finalise the tickets.

MANAGER

✂----------

I, LEBOGANG (2) PHIRI, am interested to buy 14 (2) tickets for the Outdoor Expo.

My contact number: 073 209 (2) 4321

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EXAMINATION NUMBER

QUESTION 4C (1)

OUTDOOR EXPO

25-27 SEPTEMBER (3)

QUESTION 4A (3)

For all your Outdoor, Adventure, Travel and Health, Fitness and Well-being

TWO expos in ONE - over 300 exhibits

Full, fun, family value

ENTRANCE FEE		
CHILDREN	UNDER 6 YEARS 6-12 YEARS 13-16 YEARS	FREE R20 R30
STUDENTS *(with student card)*	16 YEARS AND OLDER	R40
ADULTS	16 YEARS AND OLDER	R50
PENSIONERS	60 YEARS AND OLDER	R30

SHOW HOURS: 09:00-18:00

If you are interested, complete the tear-off slip below and fax it to (011) 444 2277 and we will call you to finalise the tickets.

MANAGER

✂----------

(3) (3)

I, VICTOR DALI, am interested to buy 12 tickets for the Outdoor Expo.

(3)

My contact number: 072 210 4322

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