higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N200(E)(N19)H
NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

(6030165)

19 November (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. The 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: QUESTION 1 must be answered on the attached ANSWER SHEET. QUESTION 2 is the printout of commands. 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 is done on the computer with the aid of a word processing program. The printouts must be correctly numbered and both the QUESTION NUMBER and your EXAMINATION NUMBER must be printed on each printout as indicated at each question. EXAMINATION NUMBERS in writing are NOT acceptable. The printouts must be placed in the EXAMINATION FOLDER in the correct sequence. Approximately 1 hour should be spent on this section.

   SECTION C is done on the computer with the aid of a spreadsheet program. The printouts must be correctly numbered and both the QUESTION NUMBER and your EXAMINATION NUMBER must be printed on each printout as indicated at each question. EXAMINATION NUMBERS in writing are NOT acceptable. The printouts must be placed in the EXAMINATION FOLDER in the correct sequence. Approximately 1 hour should be spent on this section.

   SECTION D is done on the computer with the aid of a database program. The printouts must be correctly numbered and both the QUESTION NUMBER and your EXAMINATION NUMBER must be printed on each printout as indicated at each question. EXAMINATION NUMBERS in writing are NOT acceptable. The printouts must be placed in the EXAMINATION FOLDER in the correct sequence. 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.

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3. SAVE YOUR WORK 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. does not print ê, send a report with your centre's printouts.

6. A candidate may have in his/her possession a dictionary and a list of ASCII codes. Spell check must be used. NO NOTES OR ANY NONPERMISSIBLE MATERIAL MAY BE HIDDEN IN OR TRANSCRIBED INTO THESE ARTICLES.

7 Each answer must be printed on a separate A4 sheet of paper. Use one side of the paper.

8. At the conclusion of the examination session ALL printouts which a candidate wishes to be marked, must be placed in the EXAMINATION FOLDER and ALL OTHER PRINTOUTS, together with the EXAMINATION FOLDER, MUST be handed to the invigilator. NO printouts whatsoever may be removed from the examination room or put into wastepaper bins. Printouts not submitted for marking must be collected at the end of each session and must be destroyed at the end of the day.

9. 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.

10. 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.

11. 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.

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

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13. 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.)

14. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question. NO QUESTION WITHOUT AN EXAMINATION NUMBER WILL BE MARKED.

15. 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 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

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 (1.1-1.10) on the attached ANSWER SHEET.

1.1 The process of rewriting parts of a file to contiguous sectors on a hard disk to increase the speed of access and retrieval is called ...

A partitioning.
B format.
C defragmentation.
D disk copy.

1.2 The ... is the permanent memory of the computer and it retains its information even when the power of the computer is switched off.

A CPU
B RAM
C ROM
D ALU

1.3 The computer which is more powerful, faster and more expensive than mainframe computers and is used in chemical, airspace, electronic and petroleum industries:

A Personal computer
B Supercomputer
C Mini computer
D Laptop

1.4 The ... combines the functions of a personal digital assistant (PDA) and a mobile phone.

A MP3
B Smart phone
C IPod
D MP4

1.5 A device that is used to read text, images, photos, etc. and makes a copy of it on the screen in a specified program is called a ...

A scanner.
B copy machine.
C web cam.
D joystick.

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1.6 A ... is a peripheral that connects a computer to a telephone line to enable electronic communication (internet, e-mail, etc.) .

A scanner
B modem
C joy stick
D printer

1.7 The following is NOT a storage device:

A USB flash disk
B External hard drive
C Modem
D 3½ floppy A

1.8 The following is NOT an example of an application program:

A Access
B Excel
C Windows Vista
D Notepad

1.9 What does the acronym CPU stand for?

A Central processing unit
B Central printing unit
C Common processing unit
D Central printing utility

1.10 What is the process called when one reboots a computer?

A Cold boot
B Hot boot
C Boot up
D Restart

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

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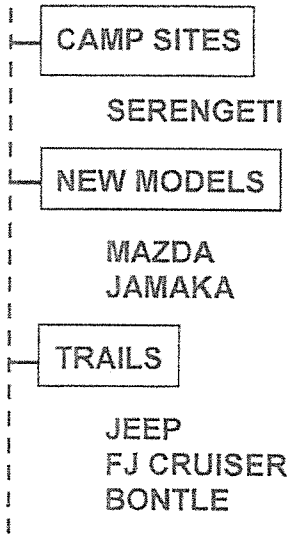
QUESTION 2

Question 2 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

A:\



2.1 2.1.1 Copy the file JAMAKA from the NEW MODELS folder to the CAMP SITES folder. (1)

2.1.2 Create a text file MOTSWEDI in the CAMP SITES folder. (1)

2.1.3 Make a copy of the SERENGETI file in the CAMP SITES folder. (2)

2.1.4 Change the display to view the details of each file: name, size, type, date and time modified. (1)

2.1.5 Sort the contents of the CAMP SITES folder in alphabetical order. (1)

2.1.6 Display the contents of the CAMP SITES folder. (1)

Make a print screen of these commands.

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2.2 2.2.1 Rename the folder NEW MODELS to 4X4 MODELS. (1)

2.2.2 Move the files FJ CRUISER and JEEP from the TRAILS folder to the 4X4 MODELS folder. (2)

2.2.3 Rename the file JEEP in the 4X4 MODELS folder to JEEP CHEROKEE. (1)

2.2.4 Create a publisher file DISCOVERY 4 in the 4X4 MODELS folder. (1)

2.2.5 Create a database file PAJERO in the 4X4 MODELS folder. (1)

2.2.6 Delete the file MAZDA from the 4X4 MODELS folder. (1)

2.2.7 Display the contents of the 4X4 MODELS folder. (2)

Make a print screen of these commands.

2.3 Change the attribute of the BONTLE file in the TRAILS folder to a hidden file. (2)

Make a print screen of these commands.

2.4 Display the number of disk space on your computer. (2)

Make a print screen of these commands.

[20]

TOTAL SECTION A: 30

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SECTION B

QUESTION 3B

This document has already been keyed in on your diskette/hard drive as QUESTION 3A.

3.1 Retrieve the document saved as QUESTION 3A.

3.2 Change the header to QUESTION 3B (right-aligned) and insert your EXAMINATION NUMBER (left).

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

3.4 Insert a header centred on all the pages in capital letters and italics. The text for the header is: Against the clock

3.5 Insert a footer right-aligned on all the pages in capital letters, bold and underlined. The text for the footer is: SA 4X4 Magazine

3.6 Insert an endnote where indicated in the text on the following page. The text for the endnote is: Sponsored by NEW GEAR SUPPLIERS

3.7 Insert a footnote where indicated in the text on the following page. The text for the footnote is: Sponsored by XPLORER

3.8 Insert the table as indicated in the text on the following page.

3.9 Insert page breaks as indicated in the text.

3.10 Number the pages at the bottom, left of each page. Omit the number on the first page.

3.11 Save the document as QUESTION 3B.

3.12 Make a printout of the document. Make sure that the document is printed in font type and size Courier New 12 pt. Place the printout in your EXAMINATION FOLDER.

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ALL LINE UP

~~4X4 CHALLENGES~~ Align right

BRIDGESTONE 4X4 CHALLENGE Underline

Place the paragraphs in the right column

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.

Insert endnote here. Use * as 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.

Place the paragraph in the left column

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.

Place the paragraphs in TWO columns

Page break

LICHTENBURG 4X4 CLUB EVENT Underline

Change paragraph to 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.

Insert footnote here. Use 1 as footnote sign

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

Insert table here

Delete text

Obstacle 1 set the trend for the day. With no run up, competitors had to somehow build momentum to climb a slippery ascent. Then, as soon as they had crested the climb, they had to carefully modulate their speed in order to make a sharp and tricky turn, instead of falling down the other side of the heap of slippery dust.

Page break

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!

Bold this paragraph

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.

Number the lines of this paragraph. Start at 7

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Insert the table as indicated on the previous page

ENTRANCE FEE } Bold and centre		
CHILDREN	UNDER 6 YEARS 6-12 YEARS 13-16 YEARS	FREE R20 R30
STUDENTS (with student card) } Italics, 8 pt	16 YEARS AND OLDER	R40
ADULTS	16 YEARS AND OLDER	R50
PENSIONERS	60 YEARS AND OLDER	R30

[40]

QUESTION 4

You are the personal assistant of the SA 4X4 Magazine and you need to send the invitations below to your readers.

QUESTION 4A

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

	INVITE 1	INVITE 2	INVITE 3
DATE	25-27 AUGUST	25-27 SEPTEMBER	25-27 OCTOBER
VENUE	Insert your EXAMINATION NUMBER here	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

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

(6)

QUESTION 4B

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

2. Insert your EXAMINATION NUMBER (left) and QUESTION 4B (right-aligned) as a header.

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

4. Save the document as QUESTION 4B and make a printout. Use portrait orientation. Place the printout in your EXAMINATION FOLDER.

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OUTDOOR EXPO **Bold**
‡
[DATE]
‡
[VENUE] } **Align right**
‡
For all your Outdoor, Adventure, Travel and Health, Fitness and Well-being
‡
TWO expos in ONE – over 300 exhibits
‡
Full, fun, family value **Italics, bold**
[Copy the whole table – ENTRANCE FEES – as keyed-in in Question 3B, to this position]
‡
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
Insert the symbol of a scissor and the dotted line
‡
I, [NAME] [SURNAME], am interested to buy [NUMBER] tickets for the Outdoor Expo.
‡
My contact number: [CELL NO]

(20)

QUESTION 4C

1. Merge the documents QUESTION 4A and QUESTION 4B to form a new document.

2. Change the header to QUESTION 4C on ALL the pages of the new document.

3. Print the merged letters. Use portrait orientation.

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

(4)
[30]

TOTAL SECTION B: 70

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SECTION C

QUESTION 5

You are the accountant and you need to create a spreadsheet to determine the financial projections for off-road vehicles for the year ended 2013.

QUESTION 5A

1. Create the spreadsheet on the following page.

2. Insert the following header:

   EXAMINATION NUMBER (left) and QUESTION 5A (right-aligned).

3. Do NOT insert the row and column headings (borders). It is only inserted to indicate the correct cells that must be used. You will be penalised for using the incorrect cells.

4. Insert the spreadsheet in capital letters.

5. Insert horizontal and vertical lines with the method you are familiar with.

6. Insert a page number in the header, centred.

7. Display PRICE as currency with no decimals.

8. Adjust the column widths to fit the spreadsheet on ONE A4 page (landscape).

9. Save the spreadsheet as QUESTION 5A.

10. Print the spreadsheet and place the printout in your EXAMINATION FOLDER. (17)

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	A	B	C	D	E	F	G	H
1	FINANCIAL PROJECTIONS FOR OFF-ROAD VEHICLES							
2	Insert open row							
3	FOR THE YEAR ENDED 2013							
4	Insert open row							
5	4X4 VEHICLE	MODEL	PRICE	DEPRECIATION	INFLATION	BOOK	Centre headings	
6		SPECIFICATIONS		15%	6%	VALUE		
7	JEEP GRAND CHEROKEE	3.0L V6	R 689 990					
8	RANGE ROVER SPORT	3.0L TDV6 SE	R 799 900					
9	LAND ROVER DISCOVERY 4	3.0D V6 HSW	R 815 900					
10	DAIHATSU TERIOS	4X4	R 254 995					
11								
12	Insert open row							
13	NUMBER OF VEHICLES EVALUATED							
14	Insert open row							
15	AVERAGE PRICE OF ALL THE VEHICLES							
16	Insert open row							
17	MAXIMUM BOOK VALUE OF ALL THE VEHICLES							
18								

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QUESTION 5B

1. Retrieve QUESTION 5A and change the question number in the header to QUESTION 5B.

2. Insert the text and column as indicated on the spreadsheet on the following page.

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

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

   A DEPRECIATION = PRICE multiply with 15%. Use absolute cell address.

   B INFLATION = PRICE multiply with 6%. Use absolute cell address.

   C BOOK VALUE = PRICE minus DEPRECIATION.

   D REPLACEMENT VALUE = BOOK VALUE plus INFLATION.

   E Determine the total of each column.

   F Determine the NUMBER OF VEHICLES EVALUATED.

   G Determine the AVERAGE PRICE OF ALL THE VEHICLES.

   H Determine the MAXIMUM BOOK VALUE OF ALL THE VEHICLES.

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

6. Display DEPRECIATION, INFLATION, BOOK VALUE, REPLACEMENT VALUE, TOTALS, AVERAGE PRICE OF ALL THE VEHICLES and MAXIMUM BOOK VALUE OF ALL THE VEHICLES as currency with no decimals.

7. Display NUMBER OF VEHICLES EVALUATED as an integer.

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

9. Save the spreadsheet as QUESTION 5B.

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

(30)

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FINANCIAL PROJECTIONS FOR OFF-ROAD VEHICLES

FOR THE YEAR ENDED 2013

Centre headings across the width of the spreadsheet and change to 14 pt

Delete column

Insert column

4X4 VEHICLE	MODEL SPECIFICATIONS	PRICE	DEPRECIATION 15%	INFLATION 6%	BOOK VALUE	REPLACEMENT VALUE
JEEP GRAND CHEROKEE	3.0L V6	R 689 990	A	B	C	D
RANGE ROVER SPORT	3.0L TDV6 SE	R 799 900				
LAND ROVER DISCOVERY 4	3.0D V6 HSW	R 815 900				
DAIHATSU TERIOS	4X4	R 254 995				
		E				

NUMBER OF VEHICLES EVALUATED F

AVERAGE PRICE OF ALL THE VEHICLES G

MAXIMUM BOOK VALUE OF ALL THE VEHICLES H

Insert calculations in column D as indicated

Insert text

PORSCHE CAYENNE S	R 889 000
NISSAN PATHFINDER	R 576 150

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QUESTION 5C

1. Retrieve the spreadsheet saved as QUESTION 5B and change the question number in the header to QUESTION 5C.

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 5C.

6. Print the spreadsheet with row and column headings (borders) and place the printout in your EXAMINATION FOLDER. (12)

QUESTION 5D

1. Retrieve the spreadsheet saved as QUESTION 5B.

2. Insert the following header:

   EXAMINATION NUMBER (left) and QUESTION 5D (right-aligned).

3. Create a line graph to compare the PRICE, BOOK VALUE and REPLACEMENT VALUE of ALL the vehicles.

4. Insert the following chart title:

   OFF-ROAD VEHICLES

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

   X-axis: NAME OF VEHICLE
   Y-axis: AMOUNT

6. Display the legend at the left-hand side of the graph.

7. Save the spreadsheet as QUESTION 5D.

8. Print the graph as a NEW SHEET and use landscape orientation. Place the printout in your EXAMINATION FOLDER. (11)

[70]

TOTAL SECTION C: 70

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SECTION D

QUESTION 6

You are requested to prepare a database to be used to determine the cost of fuel for different vehicles travelling 800 km.

6.1 Create a database using the file name FUEL.

6.1.1 Create the following structure:

FIELD	TYPE/SIZE
VEHICLE	Maximum of 15 characters
FUEL CONSUMPTION	2 Figures
LITRES REQUIRED	3 Figures
PRICE PER LITRE	Will not exceed R9999.99
Key in your EXAMINATION NUMBER as a field	Maximum of 18 characters

6.1.2 Save the document and make a printout of the structure (use portrait orientation). Do not print any properties. (5)

6.2 6.2.1 Create the following records:

VEHICLE	FUEL CONSUMPTION	LITRES REQUIRED	PRICE PER LITRE	EXAMINATION NUMBER
BMW X3	12	67	R13.08	
PATHFINDER	10	80	R13.65	
FJ CRUISER	8	100	R13.08	
TOUAREG	10	80	R13.08	
DISCOVERY	7	114	R13.65	
FREELANDER	10	80	R13.65	
NISSAN PATROL	4	200	R13.08	
PORSCH CAYENNE	7	114	R13.08	

6.2.2 Save the document and make a printout of the records. Use landscape orientation. (8)

6.3 Sort the contents of the database in alphabetical order according to the name of the VEHICLE.

6.4 Create a report to include the following information:

6.4.1 The report must have the following column headings:

NAME OF VEHICLE	FUEL CONSUMPTION (km/ℓ)	LITRES REQUIRED	PRICE PER LITRE	FUEL COST } centre

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6.4.2 Display the records of the vehicles which require 100 and more than 100 litres of fuel to complete the trip of 800 km.

6.4.3 The FUEL COST is calculated by multiplying the LITRES REQUIRED by the PRICE PER LITRE. Display the figures in this column as currency with two decimals.

6.4.4 Key in the word AVERAGE at the end of the report below the FUEL CONSUMPTION column. Calculate the AVERAGE of the LITRES REQUIRED by the vehicles to complete the 800 km. Display the answer below the LITRES REQUIRED column as an integer.

6.4.5 Insert your EXAMINATION NUMBER (left) as the heading of the report.

6.4.6 Save and print the report. Use portrait orientation. (17)
[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 _____

1.6 _____

1.7 _____

1.8 _____

1.9 _____

1.10 _____

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