higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

(GS)N210**(E)**(N7)H

NOVEMBER EXAMINATION

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

(6030165)

7 November 2016 (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, QUESTION 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 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. 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 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. it does not print ê, a report must be sent with the centre's printouts.

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6. A candidate may have in his/her possession a dictionary and a list of ASCII codes. No notes or any nonpermissible material may be hidden in or transcribed into these articles.

7. Spell check may be used.

8. Each answer must be printed on a separate A4 sheet of paper. Use only ONE side of the paper.

9. At the conclusion of the examination session ALL printouts to be marked must be placed in the EXAMINATION FOLDER and handed to the invigilator. Printouts not submitted for marking must be collected at the end of each session by the invigilator and must be destroyed at the end of the day. NO printouts whatsoever may be removed from the examination room or put into wastepaper bins.

10. 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.

11. 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.

12. 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.

13. In the event of an examination paper being examined 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.

14. 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.)

15. Key in the QUESTION NUMBER as well as your EXAMINATION NUMBER on each question as indicated. NO question without an EXAMINATION NUMBER will be marked. EXAMINATION NUMBERS in writing are NOT acceptable.

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16. 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 examination 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 (1.1–1.5) on the attached ANSWER SHEET.

1.1 The hardware that converts digital signals of a computer to analogue signals that can be carried along a telephone line, is called a …

A central processing unit.
B modem.
C printer.
D fax.

1.2 This network links computers by cables within an office or office block:

A WAN
B LAN
C WWW
D Internet

1.3 The sending of messages/documents from one computer to another by using an electronic address to identify the receiver is referred to as ...

A electronic mail.
B the Internet.
C a modem.
D a public network.

1.4 What does the error message #### in Excel indicates?

A An effort was made to divide by 0.
B An invalid cell address was used.
C The column is not wide enough to display the number.
D The type of data cannot be used as part of an Excel formula.

1.5 The basic element of information is also known as …

A knowledge.
B a file.
C data.
D a record.

(5x 1) **[5]**

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QUESTION 2

Choose the correct word or words from those given in brackets. Write only the word or words next to the question number (2.1–2.7) on the attached ANSWER SHEET.

2.1 The (application/antivirus) software warns the user when a virus activity is detected on the computer.

2.2 High-level formatting is also known as (logical/physical) formatting.

2.3 The ALU is a part of the (CPU/RAM).

2.4 A (digital/web) camera is a small digital movie camera that can be used to send live videos over the Internet or other networks.

2.5 The performance of a computer can be increased by increasing the size of the (ROM/RAM).

2.6 (Instagram/Twitter) is an online mobile photo-sharing, video-sharing and social networking service that enables its users to take pictures and videos and share them on a variety of social networking platforms.

2.7 The (cut and paste/copy and paste) command is used to move a file from one folder to another.

(7 x 1) **[7]**

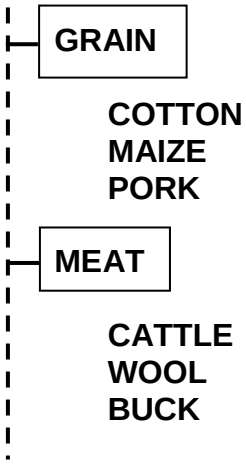
QUESTION 3

QUESTION 3 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 may be handed in.

A:



3.1	3.1.1	Create the folder FIBRE.	(1)
	3.1.2	Move the file WOOL from the MEAT folder to the FIBRE folder.	(1)
	3.1.3	Copy the file COTTON from the GRAIN folder to the FIBRE folder.	(1)
	3.1.4	Create a subfolder FLAX in the FIBRE folder.	(1)
	3.1.5	Sort the contents of the FIBRE folder according to the name of the files in descending order.	(1)
	3.1.6	Display the contents of the folder FIBRE. Make a print screen of these commands.	(1)
3.2	3.2.1	Rename the file CATTLE in the MEAT folder to MUTTON.	(1)
	3.2.2	Create a Publisher file POULTRY in the MEAT folder.	(1)
	3.2.3	Move the file PORK from the GRAIN folder to the MEAT folder.	(1)

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	3.2.4	Delete the file BUCK from the MEAT folder.	(1)
	3.2.5	Display the contents of the folder MEAT. Make a print screen of these commands.	(1)
3.3	3.3.1	Create a text file WHEAT in the GRAIN folder.	(1)
	3.3.2	Make a copy of the file MAIZE in the GRAIN folder.	(2)
	3.3.3	Display the contents of the GRAIN folder. Make a print screen of these commands.	(2)
3.4	3.4.1	Display the disk space of the hard drive of your computer. Make a print screen of this command.	(2) **[18]**

TOTAL SECTION A: 30

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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 Change the header to QUESTION 4B right-aligned and insert your EXAMINATION NUMBER left.

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

4.4 Insert a page break as indicated in the text.

4.5 Number the pages at the top centre of each page. Start page numbering at 21.

4.6 Insert a footer centred and in italics. The text for the footer is YOU – School projects

4.7 Insert a footnote where indicated in the text on the following page in bold. The text for the footnote is Herbivores.

4.8 Change the left-hand margin of the SECOND page of the document to 4 cm/1.6".

4.9 Save the document as QUESTION 4B.

4.10 Make a printout of the document. Make sure that the document is printed in Courier New 12 pt. Place the printout in your EXAMINATION FOLDER.

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CATTLE **Change heading to centred, 20 pt**

Change paragraph to 1.5 line spacing

A rock painting of animals was found in 1940 in caves in France. These paintings were estimated to be more than 17 000 years old – just to show how far back our relationship with animals go.

CLASSIFICATION **Centre**

Cattle are mammals. It means they are vertebrate, warm-blooded animals that suckle their young – the calves drink milk from their mothers. Cattle are also ruminants. These are plant-eating animals with cloven hooves that have the unique ability to regurgitate their food. Their digestive system is specially adapted for this purpose. **Runs on**

FACTS **Delete**

Cattle stand up and lie down about 14 times a day. Most leather products are made from cattle hide. A cow's sense of smell is better developed that its sight. A calf is able to walk and drink from its mother just after it has been born. A cow identifies her calf by its smell.

Number the lines of this paragraph Start at 17

EATING HABITS

Insert footnote here. Use 1 as footnote number

Cattle eat mainly grass and shrubs and drinks about 80 litres of water per day. On a hot day the animals can drink up to 180 litres of water.

Insert table here

Page break

CATTLE BREEDS **Italics**

Justify this paragraph

Cattle breeds can be divided into three groups namely meat breeds, milk breeds and double-purpose breeds (used for meat and milk production).

* Meat breeds **Underline**

To raise good meat breeds the fertility, growth potential and carcass quality of the animal have to be taken into account. Fertility is determined by the number of cows that give birth regularly and the percentage of cows that have one calf yearly. Growth potential is determined by the calf's weight at weaning age compared to its weight at seven weeks and again at 12 months. Carcass quality refers to the percentage of quality edible meat an animal provides after it has been slaughtered. The fat content of the meat is also determined by the breed of the cattle.

Bold this paragraph

* Milk breeds **Underline**

The only reliable way to determine the production capability of a milk cow is to weigh its milk. This is noted every time the cow is milked – mostly over a period of 300 days. After that she is dry for six to eight weeks and doesn't produce any milk. After she has given birth she will begin to produce milk again.

Candidate: Place the paragraphs in parallel columns. Place paragraph MILK BREEDS in the left column and paragraph MEAT BREEDS in the right column.

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Change subheadings to italics

Insert table where indicated in the text on the previous page

TABLE 1 **Bold, underline, centre**

Livestock	Number sold	Average price	Highest price
Boran bull	4	R7 000.00	R10 000.00
Nguni bull	3	R5 500.00	R7 550.00
Bonsmara bull	4	R6 000.00	R9 000.00
Brahman bull	3	R7 500.00	R10 500.00

Centre **Right-align**

[41]

QUESTION 5

You are requested to send a notice of a public auction to clients.

QUESTION 5A

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

	NOTICE 1	**NOTICE 2**	**NOTICE 3**
NAME	R Welz	S Bester	A Symons
DATE	7 April	17 April	27 April
TIME	11:00	11:20	11:40
ADDRESS	Insert your EXAMINATION NUMBER here	QUESTION 5A	PO Box 1
TOWN	LINDLEY	KIMBERLEY	ESTCOURT

2. Save the document as QUESTION 5A and make a printout. Use portrait orientation. Place the printout in your EXAMINATION FOLDER. (6)

QUESTION 5B

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

2. Insert your EXAMINATION NUMBER left and QUESTION 5B right-aligned as a header.

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

4. Change the field names to bold and underline.

5. Centre the notice vertically.

6. Save the document as QUESTION 5B and make a printout. Use portrait orientation. Place the printout in your EXAMINATION FOLDER.

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NOTICE OF A PUBLIC AUCTION
OF
COMMERCIAL CATTLE, SHEEP AND FARMING EQUIPMENT
As ordered by: Mr [NAME]
[DATE] at [TIME]

Centre

Offer: **Underline**

5 x Beefmaster cross female animals
2 x Simmentaler cows with calves
1 x Poenskop Boran bull
1 x Riemland fodder harvester, 1 row
1 x JD square baler

Right-align

Auctioneer's note: **Underline**

Vaccinations – sponge, lamb, anthrax and lumpy skin have been done.

Auctioneer: **Underline**

[ADDRESS]
[TOWN]

(19)

QUESTION 5C

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

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

3. Print the merged letters. Use portrait orientation.

4. Save the merged letters as QUESTION 5C. Place the printouts in your EXAMINATION FOLDER. (4)

[29]

TOTAL SECTION B: 70

SECTION C

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.

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

3. Edit the spreadsheet according to the instructions indicated in the text on page 14.

4. Display UNIT PRICE as currency with TWO decimals.

5. Display NUMBER SOLD as an integer.

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

7. Save the spreadsheet as QUESTION 6B.

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

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SIMMENTALER MILLS **Change heading to italics and underline**
31 Fountain Street

Costing sheet for the month ended September 2016

Centre headings

INVOICE NUMBER	ITEM (5 kg package)	NUMBER SOLD	UNIT PRICE	MARKUP 25%	SELLING PRICE	DISCOUNT 5%	TOTAL PRICE
AL001	Sorghum	30	R 25.75				
AL002	Wheat	25	R 35.65				
AL005	Maize (white)	30	R 47.55				
						TOTAL	

Insert column

Right-align

AVERAGE SELLING PRICE
NUMBER OF ITEMS BOUGHT
LOWEST NUMBER SOLD
HIGHEST UNIT PRICE
% OF TOTAL PRICE FOR SORGHUM

Insert text below AL002

AL003	Maize (yellow)	22	R 45.55
AL004	Sunflower	23	R 37.44

(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 changes as indicated below and on the spreadsheet on page 16.

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

   A MARKUP 25% = UNIT PRICE multiplied by 25% MARKUP. Use absolute cell address.

   B SELLING PRICE = NUMBER SOLD multiplied by UNIT PRICE plus the 25% MARKUP.

   C DISCOUNT 5% = SELLING PRICE multiplied by 5% DISCOUNT. Use absolute cell address.

   D TOTAL PRICE = SELLING PRICE minus the DISCOUNT.

   E Determine the TOTAL for the TOTAL PRICE.

   F Determine the AVERAGE SELLING PRICE.

   G Determine the NUMBER OF ITEMS BOUGHT.

   H Determine the LOWEST NUMBER SOLD.

   I Determine the HIGHEST UNIT PRICE.

   J Calculate the % OF TOTAL PRICE FOR SORGHUM.

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

5. Display MARKUP 25%, SELLING PRICE, DISCOUNT 5%, TOTAL PRICE, TOTAL, AVERAGE SELLING PRICE and HIGHEST UNIT PRICE as currency with TWO decimals.

6. Display NUMBER OF ITEMS BOUGHT and LOWEST NUMBER SOLD as an integer.

7. Display % OF TOTAL PRICE FOR SORGHUM as percentage with TWO decimals.

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

9. Save the spreadsheet as QUESTION 6C.

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

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SIMMENTALER MILLS
31 Fountain Street

Costing sheet for the month ended September 2016

INVOICE NUMBER	ITEM (5 kg package)	NUMBER SOLD	UNIT PRICE	MARKUP 25%	SELLING PRICE	DISCOUNT 5%	TOTAL PRICE
AL001	Sorghum	30	R 25.75	A	B	C	D
AL002	Wheat	25	R 35.65				
AL003	Maize (yellow)	22	R 45.55				
AL004	Sunflower	23	R 37.44				
AL005	Maize (white)	30	R 47.55				
						TOTAL	E

AVERAGE SELLING PRICE	F
NUMBER OF ITEMS BOUGHT	G
LOWEST NUMBER SOLD	H
HIGHEST UNIT PRICE	I
% OF TOTAL PRICE FOR SORGHUM	J

Copy headings to row 20 and change to bold

Insert calculations below MARKUP column
Put a border around the calculations

Candidate:

* **Insert a header in the centre. The text for the header is FARMER'S WEEKLY**
* **Sort the contents of the spreasheet according to NUMBER SOLD in ascending order**

(25)

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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. Hide columns B and C.

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 6D.

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

(15)

QUESTION 6E

1. Retrieve the spreadsheet saved as QUESTION 6C.

2. Create a line graph to compare the MARKUP and DISCOUNT for wheat, sorghum and sunflower.

3. Insert the following header:

   EXAMINATION NUMBER left and QUESTION 6E right-aligned.

4. Insert the following chart title:

   MARKUP VERSUS DISCOUNT

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

   X-axis: TYPE OF GRAIN
   Y-axis: AMOUNT IN RAND

6. Display the legend left of the graph.

7. Save the spreadsheet as QUESTION 6E.

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 7

You need to prepare a summary of the salaries for November 2016 by making use of a database.

7.1 Create a database using the file name SUMMARY.

7.1.1 Create the following structure:

FIELD	TYPE/SIZE
EMPLOYEE NUMBER	Maximum of 4 figures
NAME	Maximum of 9 characters
DATE OF BIRTH	Format (yyyy,mm,dd)
SALARY	Will not exceed R99 999
Key in your EXAMINATION NUMBER as a field	Maximum of 15 characters

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

(5)

7.2 7.2.1 Create the following records:

EMPLOYEE NUMBER	NAME	DATE OF BIRTH	SALARY	EXAMINATION NUMBER
1101	Mark	1966/09/03	R9 570	
1202	Zolani	1967/08/04	R10 570	
1303	Keshoor	1968/07/05	R11 570	
1404	Sarah	1976/06/06	R10 500	
1505	Mafunda	1977/05/07	R9 500	
1606	Mogwera	1978/04/08	R9 500	
1707	Kagiso	1979/03/09	R10 500	

7.2.2 Save the document and make a printout of the records. Use landscape orientation.

(7)

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7.3 7.3.1 Add the following field (between the DATE OF BIRTH and SALARY fields) and records to the database:

STATUS
PT
PT
FT
FT
PT
FT
FT

7.3.2 Delete the records of ZOLANI.

7.3.3 Save the document and make a printout of the records. Use landscape orientation.

(5)

7.4 Sort the contents of the database alphabetically according to the NAME of the employee.

7.5 Create a report to include the following information:

7.5.1 The report must have the following column headings:

New line **[**NAME OF EMPLOYEE DATE OF BIRTH STATUS SALARY } **Centre**

7.5.2 Display only the records of the full-time employees (FT) who earn more than R10 000.

7.5.3 Key in the word TOTAL at the end of the report below the STATUS column. Determine the TOTAL of the SALARY column and display the answer below the SALARY column as currency with NO decimals.

7.5.4 Insert your EXAMINATION NUMBER left as the heading of the report.

7.5.5 Save and print the report. Use portrait orientation.

(13)
[30]

TOTAL SECTION D: 30
GRAND TOTAL: 200

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COMPUTER PRACTICE N5
ANSWER SHEET

SECTION A

EXAMINATION NUMBER: | | | | | | | | | | | | | |

QUESTION 1

1.1 _____

1.2 _____

1.3 _____

1.4 _____

1.5 _____

(5 x 1) **[5]**

QUESTION 2

2.1 _____

2.2 _____

2.3 _____

2.4 _____

2.5 _____

2.6 _____

2.7 _____

(7 x 1) **[7]**

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