higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN220**(E)**(N8)H

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

(6030165)

8 November 2018 (X-Paper)
09:00–12:00

This question paper consists of 19 pages and 1 answer sheet.

Copyright reserved

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
COMPUTER PRACTICE N5
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.

2. Read ALL the questions carefully.

3. Number the answers according to the numbering system used in this question paper.

4. The time allocated for this question paper includes printing time.

5. Use the same font and font size throughout the document, unless otherwise specified.

6. It is your responsibility to save your work at regular intervals to prevent loss of keyed-in data during a power failure. NO additional time is allowed to complete lost work. NO flash drive will be allowed in the examination room.

7. 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.

8. The EXAMINATION NUMBER and the 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, for example MS Office 2010.

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

10. Handwritten EXAMINATION NUMBERS are NOT acceptable.

11. Marks will NOT be awarded for any PRINTOUTS without an EXAMINATION NUMBER.

12. Use appropriate application programs and place the PRINTOUTS in your EXAMINATION FOLDER.

Copyright reserved

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

14. A spelling checker may be used.

15. You are NOT allowed to bring any learning material (notes, textbooks or handouts) into the examination venue.

16. At the end of the examination session, hand in the following:

    16.1 EXAMINATION FOLDER with PRINTOUTS to be marked in the same order as the questions in the question paper. Only ONE PRINTOUT per question may be handed in.

    16.2 The compact disk/memory stick on which your work was saved, properly marked with your EXAMINATION NUMBER. If work is saved on the hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. Candidates' answers must be kept for at least 6 MONTHS.

    16.3 ALL other PRINTOUTS. NO PRINTOUTS may be taken out of the examination room or put into bins.

Copyright reserved

SECTION A: THEORY

Answer QUESTIONS 1 and 2 on the ANSWER SHEET and hand it in with the PRINTOUTS in your EXAMINATION FOLDER.

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 … software warns the user when a virus activity is detected on the computer.

A application
B activity
C antivirus
D access

1.2 A/An … is a smaller and closed version of the Internet and can only be used by authorised members of the organisation.

A intranet
B network
C extranet
D e-mail

1.3 ONE of the following items is NOT an example of an input device:

A Microphone
B Keyboard
C Touch screen
D Printer

1.4 Switching on a computer to start working each day is called …

A hot boot.
B cold boot.
C restart.
D retrieve.

1.5 To increase the performance of a computer you need to increase the size of the …

A ROM.
B RUM.
C RAM.
D RPI.

(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 (2.1–2.5) on the attached ANSWER SHEET.

2.1 The table in mail merge is called the (data source/main document).

2.2 (PowerPoint/Access) is an application program using different slides in a presentation.

2.3 (Skype/Facebook) is an online medium through which one can communicate with a person on the other side of the world by using video or voice calls.

2.4 If the user does not specify a setting the (default/original) setting is used by the program.

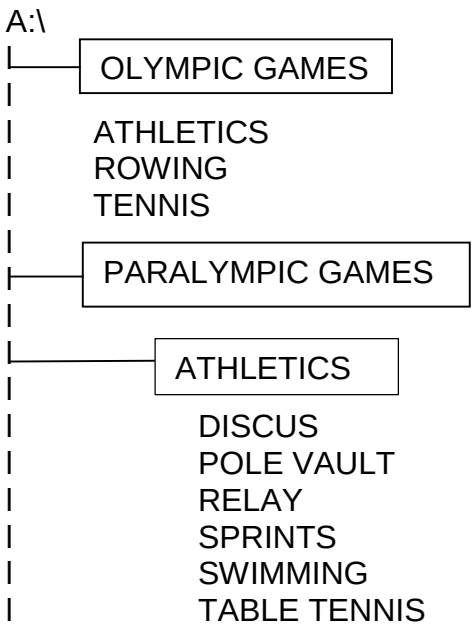
2.5 The command (absolute cell/cell station) is used when the same calculation is done in a spreadsheet program.

(5 × 1) **[5]**

QUESTION 3

The file structure below has been created and saved by the lecturer on your diskette/hard drive.

Do the following questions on the computer. Insert your EXAMINATION NUMBER left and the QUESTION NUMBER right as a header. Make a PRINTOUT and put it in your EXAMINATION FOLDER.



Only ONE PRINTOUT per question may be handed in.

3.1 3.1.1 Create the folder RIO DE JANEIRO.

3.1.2 Move both the folders OLYMPIC GAMES and PARALYMPIC GAMES to the RIO DE JANEIRO folder.

3.1.3 Copy the file TENNIS to the PARALYMPIC GAMES folder.

3.1.4 Change the name of the file TENNIS to WHEELCHAIR TENNIS in the PARALYMPIC GAMES folder.

3.1.5 Create an Excel file with the name ARCHERY in the PARALYMPIC GAMES folder.

3.1.6 Sort the contents of the PARALYMPIC GAMES folder in descending order according to the name of the files.

3.1.7 Display the contents of the folder PARALYMPIC GAMES. Make a print screen of these commands. Ensure that the header is correct.

(7 × 1) (7)

3.2 3.2.1 Create a subfolder in the PARALYMPIC GAMES folder called GYMNASTICS.

3.2.2 Display the contents of the subfolder GYMNASTICS. Make a print screen of these commands. Ensure that the header is correct.

(2 × 1) (2)

3.3 3.3.1 Create a PowerPoint file RUGBY in the OLYMPIC GAMES folder.

3.3.2 Create an Access file VOLLEYBALL in the OLYMPIC GAMES folder.

3.3.3 Rename the file ATHLETICS in the OLYMPIC GAMES folder to WRESTLING.

3.3.4 Delete the file ROWING from the OLYMPIC GAMES folder.

3.3.5 Move the subfolder called GYMNASTICS from the PARALYMPIC GAMES folder to the OLYMPIC GAMES folder.

3.3.6 Display the contents of the folder OLYMPIC GAMES. Make a print screen of these commands. Ensure that the header is correct.

(6 × 1) (6)

Copyright reserved

3.4 3.4.1 Change the attribute of the WRESTLING file in the OLYMPIC GAMES folder to read-only.

3.4.2 Make a print screen of this command. Ensure that the header is correct.

(2 × 1) (2)

3.5 3.5.1 Display the operating system used by the college as well as the available memory. (2)

3.5.2 Make a print screen of this command. Ensure that the header is done correctly. (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 this document according to the instructions below and as indicated in the text on the following pages.

4.3 Insert a header with your EXAMINATION NUMBER (left) and QUESTION 4B in capital letters (right). Use the same font and font size as in the rest of the document.

4.4 The document must be justified.

4.5 Use the hyphenation function throughout to avoid large spaces.

4.6 Change the top and bottom margins to 1.27 cm/0.5".

4.7 Insert the following footnote in capital letters where indicated in the text:

ASSISTED SUICIDE

4.8 Number the lines in the paragraph starting with "I have …" and ending with … "journalists.", starting at 5.

4.9 Insert page numbers at the bottom centre of all the pages.

4.10 Insert the following endnote in sentence case and bold where indicated in the text:

My Olympic Dream

4.11 Find the word 'euthanasia' and replace it with 'euthanasia' in capital letters, bold and underlined.

4.12 Save the document as QUESTION 4B.

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

Copyright reserved

QUESTION 4B (CONTINUED)

ʌ Paralympian ready for euthanasia - but not yet **uc, bold, centre**

Insert footnote

Rio de Janeiro – Belgian paralympian Marieke Vervoort who shocked and saddened the world with her revelation that she wants to be euthanised, says she's not ready to die quite yet.

Vervoort said in Rio on Sunday that she was still considering euthanasia to escape a life of unbearable physical pain - only not now.

A silver medal on Saturday in the 400 m wheelchair race at the Rio Paralympics has helped remind her of the good things she's been living for.

But at a press conference where she showed off the medal and flashed a victory sign, she also talked soberly about how she may end it all.

del

Reports ahead of the Paralympics that she planned to be euthanised - which is legal in Belgium - right after the Games were wrong, Vervoort said.

The time, though, may still come.

Suffering **uc, italics, underline**

Number lines starting at 5

"I have my euthanasia papers in my hand, but I'm still enjoying every little moment. When the moment comes when I have more bad days than good days, then I have my euthanasia papers, but the time is not there yet," she told journalists.

She confirmed that this would be her last competition and that she had signed the paperwork to be euthanised back in 2008.

Vervoort (37) suffers a degenerative muscle disease that causes constant pain, paralysis in her legs and leaves her barely able to sleep. She was just 14 when the diagnosis was made and gradually her life became torture.

A Paralympic 100 m gold medalist and 200 m silver medalist in the 2012 London Games, her silver in Rio caps a distinguished career in a sport that she loves.

Next comes trying to appreciate her life off the track, she said, but euthanasia will always be there as an option if things get too painful.

_____**Page break**_____

***Insert table here**

ǂ

Afterwards **uc, italics, underline**

Copyright reserved

QUESTION 4B (CONTINUED)

Column 1 left

"After the Paralympic Games, when I quit, I'm going to enjoy every little moment in my life and I'm going to put more energy in my family and friends, which I couldn't do with top sports because I had to train every day," she said.

Vervoort described her physical condition as a constant battle, saying her eyesight was "very bad. I see only 20 percent and I have a lot of epileptic attacks. What's next?"

Column 2 right

The ability to be legally euthanised, she said, actually gave her the courage to keep going as long as she has. Ironically, this talented sportswoman has become something of a spokeswoman for the controversial subject.

Vervoort said euthanasia must not be characterised as murder. It gives a feeling of rest to people, she said.

"If I hadn't gotten those euthanasia papers I think I would already have committed suicide because it's very hard to live with so much pain and suffering and this unsureness."

"I know when it's enough for me, I have those papers," she added.

Insert the table where indicated

Insert endnote

Vervoort medals won uc, bold, underline, centre		
Gold	Silver	Bronze
1 – 2012	1 – 2012 1 – 2016	0

Centre all subheadings and italics

[39]

QUESTION 5

You are the organiser at Golden Heroes and must send invitation letters to the athletes for the gala event.

QUESTION 5A

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

LETTERS	NAME	ADDRESS	TOWN	CODE	COLOUR
LETTER 1	Wayde van Niekerk	PO Box 342	BLOEMFONTEIN	9300	Red
LETTER 2	Caster Semenya	PO Box 145	PRETORIA	0001	Green
LETTER 3	Chad le Clos	PO Box 89	DURBAN	4000	Blue
LETTER 4	Cecil Africa	PO Box 694	LIME ACRES	QUESTION 5A	Yellow
LETTER 5	Miles Brown	4 Dove Street	EXAM NUMBER	7599	Purple

2. Save the document as QUESTION 5A and print 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 QUESTION 5B (left) in capital letters and your EXAMINATION NUMBER (right) as a header. Use the same font and font size as in the rest of the document.

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

4. Bold the field names.

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

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

7. Place the PRINTOUT in your EXAMINATION FOLDER.

Copyright reserved

QUESTION 5B (CONTINUED)

HONORARY OLYMPIC EVENT **Arial Black 16 pt, uc, bold, centre**
‡

10 cm/4" from the margin
PO Box 2451
BLOEMFONTEIN
9300

‡
Insert today's date
‡
[ADDRESS]
[TOWN]
[CODE]
‡
Dear [NAME]
‡
Golden Heroes is organising an honorary event on 20 November 2018 at the Windmill Casino, Bloemfontein, with BlackByrd as the guest stars. The event starts at 19:00 in the theatre and you will be seated at the [COLOUR] table.
‡
As an esteemed guest with a long association with the Golden Heroes family, your presence will be appreciated at the event.
‡
We would like you to be a part of our celebration of the relationship we've shared throughout these years.
‡
Looking forward to see you there.
‡
Regards
‡
‡
Elize Behr
Organiser

upper case

(20)

QUESTION 5C

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

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

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

(4)
[31]

TOTAL SECTION B: 70

Copyright reserved

SECTION C

QUESTION 6

QUESTION 6B

This document has already been keyed in on your diskette/hard drive as QUESTION 6A.

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

2. Insert your EXAMINATION NUMBER (left) and QUESTION 6B (right) in capital letters as a header. The font and font size must be the same as the rest of the spreadsheet.

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

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

5. Insert the footer 2016 SA TEAM centred of the spreadsheet in capital letters and Arial Black 14 pt.

6. Sort the spreadsheet according to the SPORT column in ascending order.

7. Display ALL the medals as integers.

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

9. Save the spreadsheet as QUESTION 6B.

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

	A	B	C	D
1	SOUTH AFRICAN OLYMPIC TEAM MEDALS			
2	**Insert open row**			
3	RIO DE JANEIRO 2016			
4	**Insert open row**			
5	Sport	Gold	Silver	Bronze
6	Athletics	8	14	7
7	Boxing	6	4	9
8	Swimming	6	6	6
9	Tennis	3	2	1
10	Cycling	1	4	3
11	Rowing	1	1	1
12	Shooting	0	1	0
13	Canoeing	0	0	1
14	Rugby	0	0	1

(13)

Copyright reserved

QUESTION 6C

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

2. Underline the footer.

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

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

A	VALUE PER GOLD MEDAL
B	VALUE PER SILVER MEDAL
C	VALUE PER BRONZE MEDAL
D	TOTAL VALUE (SUM of gold, silver and bronze columns)
E	HIGHEST NUMBER OF GOLD MEDALS
F	AVERAGE NUMBER OF SILVER MEDALS
G	NUMBER OF SPORT ACTIVITIES
H	GRAND TOTAL

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

6. Make use of absolute cell addresses where necessary.

7. Right-align all figures.

8. Display VALUE GOLD:, VALUE SILVER:, VALUE BRONZE:, VALUE PER GOLD MEDAL, VALUE PER SILVER MEDAL and VALUE PER BRONZE MEDAL as currency with no decimals.

9. Display HIGHEST NUMBER OF GOLD MEDALS, AVERAGE NUMBER OF SILVER MEDALS and NUMBER OF SPORT ACTIVITIES as integers.

10. Display TOTAL VALUE and GRAND TOTAL as currency with TWO decimals.

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

12. Save the spreadsheet as QUESTION 6C.

13. Print the spreadsheet and place the PRINTOUT in your EXAMINATION FOLDER.

Copyright reserved

QUESTION 6C (CONTINUED)

	A	B	C	D	E	F	G	H	I	J
1	SOUTH AFRICAN OLYMPIC TEAM MEDALS	**Merge and centre**								
2										
3	RIO DE JANEIRO 2016	**Bold, left-aligned**								
4										
5	VALUE GOLD:	R7 500	**Insert in uc**							
6	VALUE SILVER:	R5 000								
7	VALUE BRONZE:	R2 500								
8	**Insert open row**									
9					VALUE PER MEDAL					
10	SPORT	GOLD	SILVER	BRONZE	GOLD	SILVER	BRONZE	TOTAL VALUE	**uc, centre**	
11	Athletics	8	14	7	**A**	**B**	**C**	**D**		
12	Boxing	6	4	9						
13	Canoeing	0	0	1						
14	Cycling	1	4	3						
15	Rowing	1	1	1						
16	Rugby	0	0	1						
17	Shooting	0	1	0						
18	Swimming	6	6	6						
19	Tennis	3	2	1						
20	GRAND TOTAL							**H**		
21	HIGHEST NUMBER OF GOLD MEDALS	**E**								
22	**Insert open row**									
23	AVERAGE NUMBER OF SILVER MEDALS	**F**								
24	**Insert open row**									
25	NUMBER OF SPORT ACTIVITIES			**G**						
26										

Insert the text, merge and centre across columns E, F and G

Insert in uc, bold

(36)

Copyright reserved

QUESTION 6D

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

2. Display the formulae.

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

4. Hide column A.

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 the following header:

   EXAMINATION NUMBER (left) and QUESTION 6E (right) in capital letters

3. Create a line graph displaying the total value of ALL the medals.

4. Insert the following chart title in capital letters over 2 lines:

   MEDAL VALUES
   EXAMINATION NUMBER

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

6. Display the legend at the right of the graph.

7. Save the graph as QUESTION 6E.

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

(6)

Copyright reserved

QUESTION 6F

1. Retrieve the graph saved as QUESTION 6E.

2. Change the header to QUESTION 6F.

3. Change the line graph to a pie graph with data labels using best fit option.

4. NO legend should be displayed.

5. Save the graph as QUESTION 6F.

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

(4)
[70]

TOTAL SECTION C: 70

SECTION D

QUESTION 7

You need to prepare a summary of athletes who have won medals at the Olympic Games and also of the monetary value of the medals by using a database.

Create a database using the file name OLYMPIC GAMES.

7.1 Create the following structure:

FIELD	TYPE/SIZE
NAME OF ATHLETE	Maximum of 25 characters
OLYMPIC EVENT	Maximum of 20 characters
MEDALS WON	Integer
VALUE PER MEDAL	Will not exceed R99 999,99
WINNING VALUE	Will not exceed R99 999
Insert your 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 a table with the following records:

NAME OF ATHLETE	OLYMPIC EVENT	MEDALS WON	VALUE PER MEDAL	WINNING VALUE	EXAMINATION NUMBER
MICHAEL PELPS	SWIMMING	17	R5 500,00	R93 500	
CAMERON VAN DEN BURG	SWIMMING	7	R5 000,00	R35 000	
CASTER SEMENYA	ATHLETICS	2	R7 500,00	R15 000	
SUNETTE VILJOEN	ATHLETICS	1	R7 500,00	R7 500	
HENDRI SCHOEMAN	TRIATHLON	1	R8 500,00	R8 500	
PIETIE NORVAL	TENNIS	1	R4 500,00	R4 500	

8.2 Delete the record of Pietie Norval.

8.3 Sort the contents of the database alphabetically according to the Olympic events.

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

[13]

Copyright reserved

QUESTION 9

Create a report with the following information:

9.1 Use the following column headings:

NAME OF ATHLETE	OLYMPIC EVENT	MEDALS WON	VALUE PER MEDAL	WINNING VALUE

9.2 Column headings must be over 2 lines as indicated above.

9.3 Display only the records of the winning value of more than R14 000.

9.4 Key in the word AVERAGE at the end of the report below the NAME OF ATHLETE column.

9.5 Determine the average of the winning value and display the answer below the WINNING VALUE column as currency with TWO decimals.

9.6 Insert your EXAMINATION NUMBER in the centre as the heading of the report.

9.7 Save and print the report in portrait orientation.

[10]

TOTAL SECTION D: 30
GRAND TOTAL: 200

Copyright reserved

COMPUTER PRACTICE N5

ANSWERSHEET

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

SECTION A (THEORY)

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]**

Copyright reserved