higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN220**(E)**(N11)H

NATIONAL CERTIFICATE

COMPUTER PRACTICE N5

(6030165)

11 November 2019 (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. This question paper consists of FOUR sections:

   SECTION A: Theory (30 marks)
   SECTION B: Word Processing (70 marks)
   SECTION C: Spreadsheet (70 marks)
   SECTION D: Database (30 marks)

   SECTION A QUESTION 1 and QUESTION 2 must be answered on the attached ANSWER SHEET and placed in the EXAMINATION FOLDER. 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. Answers must be printed 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, for example it does not print ê, a report must be sent with the PRINTOUTS of that centre.

Copyright reserved

6. Candidates may use the ASCII codes. They are NOT allowed to take any learning material (notes, textbooks or handouts) into the examination venue.

7. A spelling checker may be used.

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

9. PRINTOUTS to be marked must be arranged in the same order as the questions in the question paper. Only 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 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. NO question paper may be taken out of the examination room before at least ONE hour after commencement of the last session.

12. The EXAMINATION NUMBER of the candidate 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 2013).

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

14. EXAMINATION NUMBERS in writing are NOT acceptable. Marks will NOT be awarded for any PRINTOUTS without an EXAMINATION NUMBER.

15. In the event of an examination paper being written 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.

16. At the end of the examination session each candidate must hand in ALL the PRINTOUTS as well as the diskette with the saved answers (properly marked with the candidate's EXAMINATION NUMBER). If work is saved on the hard disk/network, invigilators must copy the answers to a compact disk/memory stick and the answers must immediately be deleted from the hard disk/network. The answers should be kept safe for at least SIX months in case enquiries should be made.

17. NO candidate may print work for another candidate, make a 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.

Copyright reserved

WAIT FOR THE INSTRUCTION FROM THE INVIGILATOR BEFORE YOU TURN THE PAGE.

Copyright reserved

SECTION A: THEORY

QUESTION 1 and QUESTION 2 must be answered on the ANSWER SHEET.

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 Restoring the computer does not affect any …

A data files.
B personal data files.
C application files.
D program files.

1.2 Computers gather data, which means that they allow users the … of data.

A presenting
B input
C output
D storing

1.3 Computers process data into information by working exclusively with …

A multimedia.
B words.
C characters.
D numbers.

1.4 A … is approximately a million bytes.

A gigabyte
B kilobyte
C megabyte
D terabyte

1.5 Word processing, spreadsheets and photo-editing are examples of …

A application software.
B system software.
C operating system software.
D platform software.

(5 × 1) **[5]**

Copyright reserved

QUESTION 2

Choose the correct term from those given in brackets. Write only the term next to the question number (2.1–2.5) on the attached ANSWER SHEET.

2.1 Binary language consists of TWO digits: (0 and 1/0 and i).

2.2 The control unit is part of the (central processing unit/random-access memory).

2.3 A process known as (data mining/data capturing) tracks trends and allows retailers to respond to consumer buying patterns.

2.4 Patient (simulators/robots) is life-sized mannequins that have a pulse and a heartbeat and respond to procedures just like humans.

2.5 Clicking on a/an (icon/dot) with the mouse is a form of giving an instruction to the computer.

(5 × 1) **[5]**

QUESTION 3

Open the file structure in the COMPUTER PRACTICE N5 folder.

Insert your EXAMINATION NUMBER left and the QUESTION NUMBER right as a header on all printouts.

3.1 3.1.1 Create the folder SOUTH AFRICAN WRESTLING FEDERATION.

3.1.2 Move the folders WRESTLING and WEIGHT to the SOUTH AFRICAN WRESTLING FEDERATION folder.

3.1.3 Rename the file COMMONWEALTH to COMMONWEALTH GAMES in the WRESTLING folder.

3.1.4 Rename the file OLYMPICS to OLYMPIC GAMES in the WRESTLING folder.

3.1.5 Create an Excel file SOUTH AFRICAN YOUTH CHAMPIONSHIP in the WRESTLING folder.

3.1.6 Create a subfolder SOUTH AFRICAN EVENTS in the WRESTLING folder.

3.1.7 Sort the contents in descending order according to name.

3.1.8 Display the contents of the WRESTLING folder. Make a screen print of these commands. Ensure that the header is done correctly.

(9 × 1) (9)

Copyright reserved

3.2 3.2.1 Create a PowerPoint file WRESTLING STYLES in the WEIGHT folder.

3.2.2 Create a Word file GRECO ROMAN in the WEIGHT folder.

3.2.3 Create an Access file FREESTYLE in the WEIGHT folder.

3.2.4 Change the view of the folder to SMALL ICONS.

3.2.5 Delete the file HALF NELSON in the WEIGHT folder.

3.2.6 Display the contents of the WEIGHT folder. Make a screen print of these commands. Ensure that the header is done correctly.

(6 × 1) (6)

3.3 3.3.1 Change the attribute of the COMMON WEALTH GAMES file in the WRESTLING folder to read-only.

3.3.2 Change the document so that it opens with WordPad.

3.3.3 Make a screen print of these commands. Ensure that the header is done correctly.

(3 × 1) (3)

3.4 3.4.1 Display the available disk space on your hard drive.

3.4.2 Name the volume label to CP N5.

3.4.3 Make a screen print of these commands. Ensure that the header is done correctly.

(2 × 1) (2)

[20]

TOTAL SECTION A: 30

SECTION B

QUESTION 4B

This document has already been keyed in on your diskette/hard drive as Q4A.

4.1 Retrieve the document saved as Q4A.

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

4.3 Change QUESTION 4A in the header to QUESTION 4B left-aligned and insert your EXAMINATION NUMBER centred. Ensure that you use the same font and font size as in the rest of the document.

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

4.5 Insert the following footnote where indicated in the text with the format 1:

The point at which you can't accomplish any more repetitions of an exercise

4.6 Number the lines in the paragraph starting with 'Because of … wrestler:' starting at 55.

4.7 Insert page numbers at the bottom centred of all the pages. Start with 5 and use the format: Page 5.

4.8 Insert the endnote in bold where indicated in the text with the format i. The text for the endnote is as follows:

R500 gold, R400 silver, R300 bronze

4.9 Find the word 'wrestling' and change it to capital letters and bold.

4.10 Centre pages 2 and 3 vertically.

4.11 Save the document as QUESTION 4B.

4.12 Make a PRINTOUT of the document and place it in your EXAMINATION FOLDER.

Copyright reserved

QUESTION 4B (CONTINUED)

Getting your body fit for wrestling **uc, bold, centre**

Getting and keeping your body in the best condition possible can help you reach your full potential as a wrestler. If you are in shape and physically fit, you can better handle moves your opponent may try on you during a match. Here are some fundamental aspects of fitness and wellness that can help you stay fit during your wrestling season:

Rest: Getting plenty of good-quality rest is critical to your success on the mat. Take at least one day off a week during the season, and get 8 hours of sleep every night. Practices and training should not last more than 150 minutes during the season.

Disease prevention: Closely check your skin every day for discolouration, swelling, areas of tenderness and changes in texture. Scrub your body with antibacterial soap and wash your practice gear daily. Never share shirts, shorts, towels or headgear with teammates. Impetigo, herpes and ringworm are just a few of the skin diseases common to wrestlers that you can prevent by following these simple steps.

Insert bullets and indent at 1,27 cm/ 0,5", 10 pt

Endurance **uc, bold, underline**

Insert TWO columns with a vertical line, justify content in columns

All wrestlers need to build their endurance if they want to be successful; in other words, you need to build your heart's capacity for maintaining intense levels of exercise over time. To be ready for competition, you need to be able to run or ride an exercise bike continuously at moderate intensity for 40 minutes.

Column 1

Strength training **uc, bold, underline**

You and your coach need to develop training programmes that increase the maximum amount of force your muscles can exert against resistance. Your muscles get stronger stronger when you experience *momentary muscular failure*.

Insert footnote here

The point of momentary muscular failure should occur on the 11th or 12th repetition of an exercise in the 2nd and 3rd set of a 3-set/12-repetition strength building plan. Some great fundamental strength training exercises include the bench press, shoulder press, triceps extensions, upright rows, pull-ups, leg extensions, leg curls and arm curls.

Column 2

page break

Flexibility **uc, bold, italics**

To become an agile wrestler with quick feet, you need to increase the ability of your muscles and joints to move through their full range of motion. You can develop your flexibility by doing light dynamic loosening exercises followed by stretching exercises before and after each practice. ╪ [Dynamic loosening exercises include: [lunges, [walking toe touches, [high-knee jogging, [lateral jogging, [carioca jogging and [arm circles.

╪

Insert bullets and indent at 1,27 cm/0,5", NL

Copyright reserved

QUESTION 4B (CONTINUED)

As for stretching, focus on stretching the main muscle groups (hamstrings, quadriceps, hip flexors, lower back, shoulders, gluteal muscles and neck); hold each stretch for 15 to 30 seconds.

Nutrition **uc, bold, italics**

You need to understand how carbohydrates, proteins and fats affect your wrestling ability and training during exercise, after exercise and before exercise. While the dietary needs of each athlete depend on a variety of factors, including age and gender, a good rule of thumb is to try to eat a diet consisting of 50 percent carbohydrates, 30 percent protein and 20 percent fats.

Indent left- and right-hand margin at 3 cm/1,18", justify

Hydration

Approximately 75 percent of your body is water. Because of the weight classifications in wrestling you need to make sure you get the right amount of fluids before, during and after exercise. Drink 2 to 3 cups of water four hours prior to exercise, 2 cups two hours before exercise, 2 cups 30 minutes before exercise and 1/2 cup of water every 15 minutes during exercise. After exercise, drink 2 cups of water for each pound lost during exercise.

delete

page break

Concussion

A head injury is a brain injury. So make sure you are checked by a medical professional right away after you suffer any type of head injury. Your doctor must also clear you before you can take to the mat again.

1, 5 l/s, centre

Keeping your head in the match

line numbering

Because of the one-on-one nature of wrestling and the relatively brief length of a match, the mental approach to competition and the commitment you need to succeed are unique. The following list provides some keys to winning the mental game as a wrestler:

Insert table in Arial 12 pt, remove outside border

Candidate: Bold and centre column headings

Mental wrestling **uc, bold, centre**				
Inspiration	Positive attitude	Style	Competition	Mental toughness
External motivation	Confidence	Skills	Desire to win	Self-control
Rewards	Positive mindset	Abilities	Stay focused	Mental edge

Insert endnote

[40]

QUESTION 5

You are the president of SA Wrestling and must invite members to a fight.

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**
NAME	HENRO KRITZINGER	TONY TEU	MILAN POOL
DATE	20 NOVEMBER 2019	21 NOVEMBER 2019	22 NOVEMBER 2019
CLOSING DATE	10 NOVEMBER 2019	EXAMINATION NUMBER	QUESTION 5A
ENTRANCE FEE	R200	R280	R280

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 your EXAMINATION NUMBER left and QUESTION 5B right as header. Ensure that you use the same font and font size as in the rest of the document.

3. Insert fields where indicated in brackets, for example [NAME].

4. Underline the field names.

5. Margins of the document must be 2,54 cm/1".

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)

SA YOUTH CHAMPIONSHIPS **Ebrima 16 pt, uc, bold, centre**

Tab stop 10 cm/4" from the margin
PO Box 364
EVANDER
2280

Insert today's date

Dear [NAME]

The main fight for the year is organised by East Gauteng Wrestling. The fight will start at 8:00 in the main hall.

VENUE:	**PORTUGESE HALL** **4 EASTWOOD STREET, TURFFONTEIN,** **JOHANNESBURG**
DATE:	[DATE]
CLOSING DATE:	[CLOSING DATE]
ENTRANCE FEE:	[ENTRANCE FEE]

Medical and weigh-in **uc, centre**	
Friday	Saturday
7:00–7:45	6:45–7:30

row height 1 cm/0,39"
Text: centre horizontally and vertically
Table: centre horizontally and fit to content

We look forward to see you at the fight.

Regards

M van den Berg **upper case**
President

(19)

Copyright reserved

QUESTION 5C

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

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

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

[30]

TOTAL SECTION B: 70

SECTION C

QUESTION 6

This document has already been keyed in on your diskette/hard drive as Q6A.

QUESTION 6B

1. Retrieve the spreadsheet saved as Q6A from your diskette/hard drive.

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

3. Edit the spreadsheet according to the instructions below and as indicated in the text.

4. Insert rows, columns and text as indicated.

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

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 with row and column headings and place the PRINTOUT in your EXAMINATION FOLDER.

Copyright reserved

QUESTION 6B (CONTINUED)

	A	B	C	D	E	F	G	H	I	J	K
1	OFFICIAL CHAMPIONSHIPS RESULTS			**Merge and centre**							
2	**Insert row**										
3	FINALS	**Insert text in uc**									
4	**Insert row**										
5	PENALTY FOR ALL FOULS:			4	**Insert text in uc**						
6	**Insert row**										
7	AGE	WRESTLER	PROVINCE	TIME	PLACE	POINTS	FOULS	FOUL POINTS	TOTAL	% TOTAL	
8	15	Nic Jazul	NGW	220 seconds	1	14	3				
9	13	Casio Dondon	NGW	240 seconds	2	16	2				
10	9	Henro Kritzinger	NCW	188 seconds	2	10	1				
11	11	Tony Teu	NCW	65 seconds	3	12	2				
12	11	Milan Pool	NCW	45 seconds	2	20	1				
13	11	Minette Kruger	NCW	90 seconds	1	22	0				
14	TOTAL	**Insert text in uc**									
15	**Insert row**										
16	HIGHEST POINTS ACHIEVED:										
17	**Insert row**										
18	AVERAGE FOUL POINTS:										
19	**Insert row**										
20	TOTAL NUMBER OF WRESTLERS:										
21											

Insert column and text in uc

Insert text in uc

(20)

Copyright reserved

QUESTION 6C

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

2. Make ALL the other changes as indicated in the spreadsheet on the following page.

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

   A. TOTAL = SUM of TOTAL POINTS

   B. FOUL POINTS = PENALTY FOR ALL FOULS multiplied by FOULS

   C. TOTAL = POINTS minus FOUL POINTS

   D. TOTAL = SUM of column

   E. Determine the % TOTAL points of each wrestler

   F. Determine the HIGHEST POINTS ACHIEVED per wrestler

   G. Determine the AVERAGE FOUL POINTS per wrestler

   H. Determine the TOTAL NUMBER OF WRESTLERS

4. Use absolute cell reference where necessary.

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

6. Sort the spreadsheet according to the WRESTLER column with corresponding numbers in ascending order.

7. Display TOTAL of columns, FOUL POINTS and TOTAL as integers.

8. Display HIGHEST POINTS ACHIEVED, AVERAGE FOUL POINTS and TOTAL NUMBER OF WRESTLERS as numbers with ONE decimal.

9. Display % TOTAL as % with no decimal.

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

11. Save the spreadsheet as QUESTION 6C.

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

Copyright reserved

QUESTION 6C (CONTINUED)

	A	B	C	D	E	F	G	H	I	J	K
1	OFFICIAL CHAMPIONSHIPS RESULTS **18 pt, bold**										
2											
3	FINALS **italics**										
4											
5	PENALTY FOR ALL FOULS:		4	**Centre and bold column headings**							
6											
7	AGE	WRESTLER	PROVINCE	TIME	PLACE	POINTS	FOULS	FOUL POINTS		TOTAL	% TOTAL
8	15	Nic Jazul	NGW	220 seconds	1	14	3	**B**		**C**	**E**
9	13	Casio Dondon	NGW	240 seconds	2	16	2				
10	9	Henro Kritzinger	NCW	188 seconds	2	10	1				
11	11	Tony Teu	NCW	65 seconds	3	12	2				
12	11	Milan Pool	NCW	45 seconds	2	20	1				
13	11	Minette Kruger	NCW	90 seconds	1	22	0				
14	TOTAL					**A**				**D**	
15											
16	HIGHEST POINTS ACHIEVED:					**F**					
17											
18	AVERAGE FOUL POINTS:					**G**					
19											
20	TOTAL NUMBER OF WRESTLERS:					**H**					
21											

Wrap column headings

(25)

Copyright reserved

QUESTION 6D

1. Retrieve 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 formulae are legible.

4. Hide columns C and D.

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. (12)

QUESTION 6E

1. Retrieve the spreadsheet saved as QUESTION 6C.

2. Create a column graph comparing the POINTS and the TOTAL POINTS of each wrestler with the age of 11.

3. Insert the following chart titles in capital letters over THREE lines:

   POINTS PER WRESTLER
   QUESTION 6E
   EXAMINATION NUMBER

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

5. Display the legend at the bottom of the graph.

6. Data labels should be displayed at the outside end.

7. Save the graph as QUESTION 6E.

8. Print the graph on a new sheet in landscape orientation. Place the PRINTOUT in your EXAMINATION FOLDER. (13)

[70]

TOTAL SECTION C: 70

Copyright reserved

SECTION D

QUESTION 7

Create a database using the file name WRESTLING.

7.1 Create the following structure:

FIELD	TYPE/SIZE
NAME	Maximum of 20 characters
SURNAME	Maximum of 25 characters
RESULT	Maximum of 10 characters
AMOUNT	Will not exceed R9 999.99
RECEIVED	Yes/No
EXAMINATION NUMBER	Maximum of 13 characters

7.2 Save the document and print the structure in portrait orientation. Do NOT print any properties or indexes.

[7]

QUESTION 8

8.1 Create the following records:

NAME	SURNAME	RESULT	AMOUNT	RECEIVED	EXAMINATION NUMBER
Zanry	Pilcher	Gold	R1 500,00	Yes	Table 1
Ashley	Van Breda	Silver	R1 000,00	No	
Petrus	Van der Merwe	Gold	R1 500,00	Yes	
Ruhan	Davel	Bronze	R500,00	No	
Shilo	Lebamba	Gold	R1 500,00	Yes	
Tony	Teu	Bronze	R500,00	Yes	

8.2 Save the document and print the records in landscape orientation.

(8)

8.3 Insert the column QUALIFIED FOR OLYMPICS as a Yes/No field.

NAME	SURNAME	QUALIFIED FOR OLYMPICS
Shilo	Lebamba	Yes
Petrus	Van der Merwe	Yes
Zanry	Pilcher	Yes
Ashley	Van Breda	No
Tony	Teu	No
Ruhan	Davel	No

8.4 Sort the contents of the database in descending order according to the amount.

8.5 Save the document and print the records in landscape orientation.

(5)

[13]

Copyright reserved

QUESTION 9

9.1 Create a report which includes the following column headings:

NAME SURNAME RESULT AMOUNT

9.2 Display only the records of the amounts smaller than R1 500.

9.3 Key in the word TOTAL at the end of the report below the NAME column.

9.4 Determine the TOTAL of the AMOUNT and display the answer below the AMOUNT column as currency with 2 decimals.

9.5 Insert WRESTLING left and your EXAMINATION NUMBER right as the heading of the report.

9.6 Save and print the report in portrait orientation.

[10]

TOTAL SECTION D: 30
GRAND TOTAL: 200

Copyright reserved

ANSWER SHEET EXAMINATION NUMBER:

SECTION A

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