201306H037

higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

N230(E)(J5)H
JUNE EXAMINIATION

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

(6030196)

5 June 2013 (X- Paper)
09:00–12:00

QUESTION PAPER AND INSTRUCTIONS TO CANDIDATES AND INVIGILATORS

HAND TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION.

This question paper consists of 28 pages.

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DEPARTMENT OF HIGHER EDUCATION AND TRAINING
REPUBLIC OF SOUTH AFRICA

NATIONAL CERTIFICATE
COMPUTER PRACTICE N6
TIME: 3 HOURS
MARKS: 200

INSTRUCTIONS TO INVIGILATORS AND CANDIDATES

READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ANSWERING IN THE QUESTION PAPER. ASK THE INVIGILATOR TO EXPLAIN IF THERE IS SOMETHING THAT YOU DO NOT UNDERSTAND.

1. The question paper comprises three sections, namely:

   SECTION A: THEORY (50 MARKS)
   CANDIDATES MUST EITHER ANSWER SECTION B OR SECTION C.
   SECTION B: WORD PROCESSING (150 MARKS)
   SECTION C: SPREADSHEET (150 MARKS)

   SECTION A is COMPULSORY and must be answered by all the candidates. Candidates must answer either SECTION B or SECTION C.

   SECTION A must be answered in the ANSWER BOOK.

   SECTION B is done on the computer with the aid of a word processing programme. The printouts must be correctly numbered and both the EXAMINATION NUMBER and QUESTION NUMBER must be printed according to the instructions. EXAMINATION NUMBERS in writing are not acceptable. The printouts must be placed in the folder **in the correct sequence**.

   SECTION C is done on the computer with the aid of a spreadsheet programme. The printouts must be correctly numbered and both the EXAMINATION NUMBER and QUESTION NUMBER must be printed according to the instructions. EXAMINATION NUMBERS in writing are not acceptable. The printouts must be placed in the folder **in the correct sequence**.

2. The time allocated for the QUESTION PAPER is three hours. **NO ADDITIONAL TIME WILL BE ALLOWED FOR THE PRINTING OF ANSWERS AFTER THE COMPLETION OF THE EXAMINATION.**

3. In the event of a power failure or a computer or printer breakdown, the invigilator must make the necessary arrangements for the candidate to continue and the actual time lost must be added.

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4. If there is a problem with the printer, e.g. it does not print, 'ê', send a report together with your centre's ANSWER SHEETS.

5. A candidate may have a list of ASCII codes with him/her and spell check may be used.

6. Each answer must be printed on a **SEPARATE SHEET OF A4 PAPER** and on **ONE SIDE** of the paper only. Printouts must be placed in the examination folders immediately.

7. At the conclusion of the examination session **ALL** printouts which a candidate wishes **TO BE MARKED** must be placed in the correct sequence in the examination folder. 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 waste paper bins. Printouts NOT submitted for marking must be collected at the end of the session and must be destroyed at the end of the day. **Only one printout per question or subsection of a question may be handed in for marking**.

8. All printouts to be marked must be arranged in the same order as that of the QUESTIONS in the EXAMINATION PAPER.

9. Printouts must be made on A4 paper, **unless a specific paper size is required in a question.**

10. In **SECTION B** and **C** of the QUESTION PAPER, only a 10-cpi/12 point letter size may be used, unless a question requires a specific letter size or in the case of a spreadsheet where a smaller letter size is required to fit the answer on one page. In **SECTION B** margins of 1"/2.54 cm should be used unless otherwise instructed.

11. Candidates must remember that all work on the computer should be saved at regular intervals to prevent loss of work in the event of a power failure. NO additional time may be allowed for such loss of work. **It is the candidates' responsibility to protect their answers from obliteration.**

12. In order to print the original as well as the edited attempts of the answers, candidates are reminded to save the work after each separate QUESTION before it is printed.

13. At the end of the examination session each candidate must hand in the printouts of the answers as well as a disk with the SAVED ANSWERS. The disk must be properly marked with the candidate's examination number and the date of the EXAMINATION on the cover. If work is saved on a hard drive/network, the invigilator(s) must copy it to a compact disk/memory stick and then it must be deleted immediately from the hard drive/network. These disks/memory sticks/compact disks must be handed to the examination section for safekeeping for at least 6 months in case the examiner/moderator and superintendents of education should make enquiries. THE DISKS MUST NOT BE INCLUDED FOR MARKING.

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14. NO EXAMINATION PAPER may be taken out of the examination room until at least 1 hour after the commencement of the last session. All EXAMINATION PAPERS must consequently be handed in. These may be returned to candidates on completion of the examination.

15. In the event of an EXAMINATION PAPER being examined in more than one session, invigilators must ensure that **all answers of candidates are removed from hard disks or the network before candidates for the next session are allowed into the room.**

16. NO candidate may print his/her work for another candidate, make his/her disk/memory stick 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 very serious light.**

DO NOT TURN THE PAGE BEFORE YOU ARE INSTRUCTED TO DO SO BY THE INVIGILATOR.

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SECTION A: THEORY (COMPULSORY) 50 MARKS

THIS SECTION MUST BE ANSWERED IN THE ANSWER BOOK. REMEMBER TO WRITE YOUR EXAMINATION NUMBER ON THE ANSWER BOOK AND TO PLACE THE ANSWER BOOK IN YOUR EXAMINATION FOLDER.

QUESTION 1 (INFORMATION SYSTEMS) 15 MARKS

1.1 Name the steps to be taken when purchasing a computer. (5)

1.2 Name any THREE basic elements of an information system. (3)

1.3 Name the THREE network topologies. (3)

1.4 Name the FOUR payment options to pay a supplier when purchasing a computer. (4)

[15]

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QUESTION 2 (OPERATING SYSTEMS) 10 MARKS

QUESTION 2A

Use the print screen shown below to answer the questions.

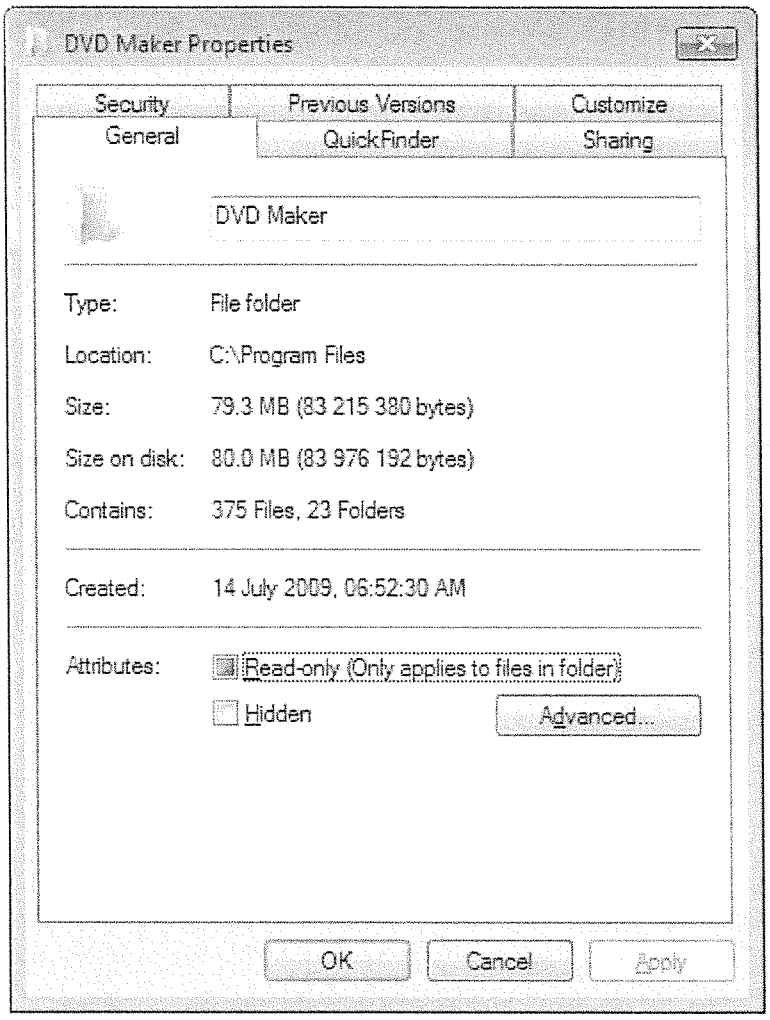
2.1 What is the name of this folder? (1)

2.2 When was this folder created? (1)

2.3 Where is this folder located on the computer? (1)

2.4 How many files does this folder contain? (1)

2.5 How big is this folder? (1)



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QUESTION 2B

Use the print screen to choose the option that matches the description below. Write the answer in full, e.g. Acer HD Audio Manager.

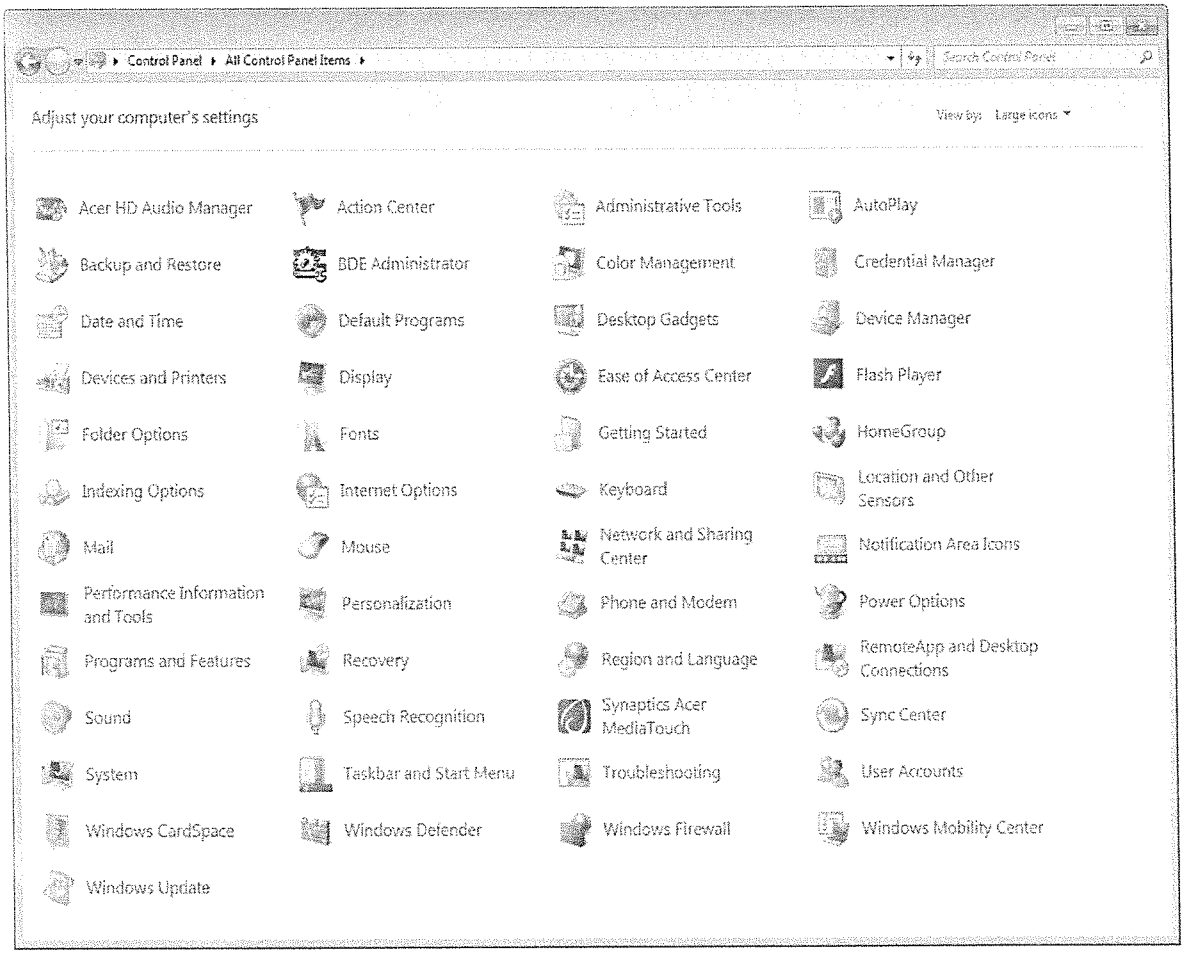
2.6 Change or set up the time of the computer. (1)

2.7 Select or install a new printer. (1)

2.8 A list of programmes loaded onto the computer. (1)

2.9 Changes on the mouse settings. (1)

2.10 Install screen appearance and screen savers. (1)



[10]

QUESTION 3 (VIRUSES) 15 MARKS

3.1 Name FIVE symptoms of a virus infection. (5)

3.2 Name FIVE measures to prevent a virus infection. (5)

3.3 Name the FIVE possible virus stages. (5)

[15]

QUESTION 4 (TROUBLESHOOTING) 10 MARKS

Indicate whether the following statements are TRUE or FALSE. Choose the answer and write only 'true' or 'false' next to the question number (4.1–4.10) in the ANSWER BOOK.

4.1 A seemingly dead screen might be the result of the screen cable which is not firmly connected to the computer.

4.2 If the printer is not working, it might be due to cables that do not make proper contact or due to the printer driver not being successfully installed.

4.3 A cable turtle can prevent most potential computer problems and is the perfect solution for handling long electrical cords.

4.4 The message 'Not sufficient memory to load application' implies you might already be running too many programmes and you need to close some of them.

4.5 The error message 'File being copied is too large for the destination drive' might be solved by using a programme like WINZIP to compact the file in order to decrease the file size.

4.6 To ensure any future problems with printing, select all your printers at home and work as default printers on the control panel.

4.7 Pressing CTRL + ALT + SHIFT opens the task manager which enables you to close certain programmes.

4.8 The error message 'Keyboard error' has only one solution and that is to replace the keyboard with a new one.

4.9 The SCANDISK command is to detect errors on a disk/hard drive and not for fixing them.

4.10 Deleting unused files will solve your problem when receiving the message 'Disk in destination drive is full'.

(10×1) **[10]**

TOTAL SECTION A: 50

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SECTION B: WORD PROCESSING 150 MARKS

CANDIDATES MUST EITHER ANSWER SECTION B OR SECTION C.

INSTRUCTIONS

1. Read the instructions for each question **carefully** before you answer the questions.

2. Use a 10 cpi/12 pt letter type, for example COURIER NEW 12 (WORD)/ COURIER 10 cpi (WORD PERFECT), except when other instructions are given.

3. The following information must appear on each page as a **HEADER**:

Align your EXAMINATION NUMBER and COMPUTER NUMBER against the left-hand margin	**Align the QUESTION NUMBER against the right-hand margin**
EXAMINATION NUMBER	QUESTION NUMBER

4. Use the date function to insert all dates.

5. Put ALL printouts in your examination folder.

QUESTION 1 27 MARKS

1. Retrieve the file 10 POINT PLAN, as given on the next page.

2. Edit the document as indicated in the instructions and according to the manuscript/proofreading signs.

3. Use Arial 12 pt/10 cpi.

4. Margins must be 0.5"/1.27 cm.

5. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER as indicated in the instructions.

6. Change the main heading '10 Point plan ... going' to capital letters, bold, centred and 18 pt.

7. Align all the paragraph headings that are centred against the left-hand margin and change to capital letters and bold.

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8. Make use of the automatic paragraph numbering function to number the paragraphs/subparagraphs as indicated.

   Paragraphs marked with a * is paragraph headings (Level 1), ** indicate subparagraphs (Level 2), etc.

   Use the paragraph numbering style: 1, 1.1., 1.1.1.

   Note: Level 1 (1-10) must also be in bold.

9. Replace the word business with **COMPANY** in capital letters and bold.

10. Save the file as Q1 10 POINT PLAN.

11. Print the document and place the printout in your examination folder.

10 Point plan to get you going

*Decide what you will sell

**Once you have decided to start your own business, ask yourself:

***Is there something I am an expert in, such as writing or baking?
***Is this expertise something I can build a business on?
***What makes my service or product better than the others that are already available?
***Is there a demand for the service or product I will offer?

*Choose a name and business structure

**Remember that the name must stand out and tell customers what you want them to know.

*Draw up a business plan

**To draw up a business plan, compile the following information:

***The business name, registration number and contact details.
***A description and overview of your business.
***Insurance details and possible risks.
***The purpose of the business.

*Finance your business

**Answer the following questions before looking for financing:

***How much money will you need?
***What will you live on?
***How will you pay for equipment and stock?

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*Get all the legal aspects in order

**Register your business name with the Companies and Intellectual Properties Commission (www.cipc.co.za) on a CoR 14.1 and 15.1 document to get the registration form that you need to open a business bank account.

*Banking and insurance

**Open a separate bank account for your business.

*Market your business

**Start with a written marketing plan. Include the following:

***The purpose of your marketing plan.
***Your target market.
***The benefits of your product or service.
***How and where you want to position yourself in the market.
***Your marketing tactics.
***Your marketing budget.

*Deal with staff issues

**If you employ staff, you must secure their rights and obligations, as well as your rights and responsibilities with an employment contract, says Michael Opperman from Omni Labour Consultants. } Column 1

[27]

*Bookkeeping and administration

**If you are unsure of your accounting skills, hire an accountant to set up your system, check your books once a month and do your annual tax returns. ← Switch columns off } Column 2

*The Consumer Protection Act

**This Act (CPA) is not only aimed at protecting consumers, but also small companies.

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QUESTION 2 **30 MARKS**

1. Open a new document.

2. Use Calibri 12pt/10 cpi.

3. Margins must be 0.5"/1.27cm.

4. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER as indicated in the instructions.

5. Insert the following text on page 1 in letter size 18: 10 POINT PLAN TO GET STARTED: A 10 POINT CHECKLIST

6. Insert a page break after the text.

7. Page 2: Key in the text TABLE OF CONTENT left-aligned and PAGE NUMBER right-aligned in bold and letter size 18. Leave TWO lines and insert a page break.

8. Page 3: Insert the file Q1 10 POINT PLAN.

   Insert page numbers bottom, centred. Make sure that the content of the file Q1 10 POINT PLAN starts with page 1.

9. Insert page breaks at the following places:

   9.1 In front of **GET ALL THE LEGAL ASPECTS IN ORDER**

   9.2 In front of **THE CONSUMER PROTECTION ACT**

   9.3 After the paragraph of **THE CONSUMER PROTECTION ACT**

10. MANIPULATION OF THE FIRST PAGE:

    10.1 Suppress the display of the page number on this page.

    10.2 Centre the content of the first page vertically and horizontally.

11. MANIPULATION OF THE SECOND PAGE:

    11.1 Leave TWO lines after the heading TABLE OF CONTENT. Mark only the paragraph headings (Level 1 headings) of the file Q1 10 POINT PLAN which you inserted and generate a Table of Content. Page numbers must be right-aligned with leader dots.

    11.2 Suppress the display of the page number on this page.

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12. MANIPULATION OF THE SIXTH PAGE:

12.1 Key in the text INDEX left aligned and PAGE NUMBER right-aligned in bold and letter size 18.

12.2 Leave two lines open after the heading INDEX and generate the Index with the following words: COMPANY, money, staff, bank, insurance. Page numbers must be right aligned with leader dots, use TWO columns.

13. Save the document as Q2 CHECKLIST and print **all the pages** of the document. Place the printout in your examination folder. **[30]**

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QUESTION 3 **23 MARKS**

Create a letterhead for your company that will be used for all correspondence.

1. Use Franklin Gothic Heavy 12pt/10 cpi.

2. Margins must be 0.5"/1.27 cm.

3. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER as indicated in the instructions.

4. Key in the name of the company in capital letters, centred, bold and letter size 18: ENTREPRENEURS SOUTH AFRICA

5. Leave TWO lines after the name of the company. Create THREE equal newspaper columns.

6. Key in the following text and do all manipulation as indicated below.

Column 1:
Insert a suitable graphic of your choice. The size of the graphic must be 1.5"/3.81 cm in width and 1"/2.54 cm in height. Place a double frame around the graphic.

Column 2:
P O Box 654
Rothdene
2 Chris Street
Alrode
Alberton
Tel: (011) 908 6823
Fax: (011) 908 6824
E-mail: 10.Plan@gmail.com

Column 2:
Lettersize: 8 pt
Centre

Column 3:
10 Point Plan
to get
started

Column 3:
Bold, italics
Lettersize: 12 pt
Align right

7. Leave ONE line after the columns and insert a horizontal line from the left- to the right-hand margin.

8. Insert the following footer:

A double horizontal line from the left- to the right-hand margin. Leave TWO lines after the line and key in the following footer, right-aligned: 10 Point Plan

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9. Save the file as Q3 LETTERHEAD.

10. Print the letterhead and place the printout in your examination folder. **[23]**

QUESTION 4 46 MARKS

QUESTION 4A

Prepare the following data document for merging with other documents.

	LETTER 1	LETTER 2	LETTER 3
NAME	Mr Malinga	Mr Haasbroek	Ms Lambrecht
COMPANY	Sakithuba	Basadi	Legal Eagles
TOWN	Umbumbulu	Amanzimtoti	Margate
REFERENCE	NA	QUESTION 4A	EXAMINATION NUMBER
FIRST NAME	Lindela	Pieter	Bronwynne
DATE 1	26 February 2013	27 February 2013	28 February 2013
DATE 2	1 August 2013	2 August 2013	3 August 2013

1. Ensure that the QUESTION NUMBER and EXAMINATION NUMBER appear in the fields of LETTER 2 and LETTER 3, as indicated above. **Do NOT insert your EXAMINATION NUMBER and QUESTION NUMBER as a header.**

2. Make sure that ALL the information in the table is visible and appears on ONE row. DO NOT wrap the text.

3. Change the page orientation to landscape.

4. Save the document as Q4A APPLICATION.

5. Print the document and place the printout in your examination folder. (12)

QUESTION 4B

1. Retrieve the letterhead Q3 LETTERHEAD.

2. Change the question number to QUESTION 4B.

3. Use Times New Roman 12pt/10 cpi, except for the letterhead.

4. Leave TWO lines after the letterhead.

5. Key in the text and do all manipulation as indicated in the text.

6. Insert the field names as indicated in the letter.

7. The letter must fit on ONE A4 page portrait.

8. Save the document as Q4B APPLICATION

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9. Print the document and place the printout in your examination folder.

(Insert Q3 LETTERHEAD)

‡

Insert system date, right-aligned

‡

[NAME]
[COMPANY]
[TOWN]
[REFERENCE]

Insert a footnote after 10 POINT PLAN: Bold, 8 pt:
Article by Ina Opperman, Ideas: February 2013

‡

Dear [FIRST NAME]

‡

We hereby acknowledge your application dated [DATE 1] regarding our Entrepreneur's Special 10 POINT PLAN to get you going.

‡

In your preparation you need to ask yourself the following questions which we will discuss with you during our workshop that will take place [DATE 2]:

‡

Are you practical?
Are you imaginative and creative?
Are you an achiever?
Do you have self-discipline?
Are you independent?
Do you take action?
Are you patient?
Are you determined?
Are you motivated?
Are you knowledgeable about the business?

Sort alphabetical, insert bullets of your choice

‡

We look forward to see you!

‡

Yours sincerely

Ina Opperman (22)

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QUESTION 4C

1. Use the merge function of your Word Processing programme and merge the letters to be sent to prospective clients.

2. Change the question number to QUESTION 4C.

3. Insert page numbers bottom, centred and use the style "Page 1 of 1".

4. Save the merged documents as Q4C LETTERS.

5. Print the letters and place the printouts in your examination folder. (12)

[46]

QUESTION 5 24 MARKS

In this question a competition is going to be advertised on the different courses offered by the University of Cape Town.

1. Open a new document.

2. Use Comic Sans MS 12pt/10 cpi.

3. Margins must be 0.5"/1.27 cm.

4. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER as indicated in the instructions.

5. Key in the following text as indicated on the next page and take all proofreading/ manuscript signs into consideration.

6. Note the different justifications used in the TABLE and apply accordingly.

7. Make use of the table formulae and calculate the answers where the ? appears. Display the answers as currency with 2 decimals.

8. Use the equation function to insert the equation and align right.

9. Insert a double line page border around the advertisement.

10. Save the document as Q5 COMPETITION.

11. Print the document and place the printout in your examination folder.

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YOU COULD BE ONE OF FIVE READERS TO WIN AN ONLINE ENTREPRENEURS COURSE WORTH R9 000 TO HELP YOU MAKE A SUCCESS OF YOUR BUSINESS } Centre

‡

In conjunction with which University are GetSmarter's courses presented? } 18 pt, centre, bold, italics

‡

1) FOUR WAYS TO PARTICIPATE:

a) Write the answer and your contact details at the back of a postcard and send it to us
b) SMS 'Business', the answer and your contact details to 34459
c) E-mail the answer and your contact details to competition@ideas.co.za
d) Go to ideas.co.za to enter online

‡

COURSES FOR ENTREPRENEURS WORTH R45 000			
Courses in conjunction with UCT			
COURSE	SEMESTER FEE (R)	NUMBER OF SEMESTERS	ANNUAL/ TOTAL PRICE
Start and Manage a Business	9985.23	2.3	?
Bookkeeping	12976.99	4	?
Financial Management	15524.99	2.5	?
Internet Marketing	10095.99	1	?
Social Media	1009.98	2	?

‡

A short mathematical formula of the table above would look like this: Centre

‡

$$\frac{COURSE\ FEES}{EXPENSES} \times NUMBER\ OF\ SEMESTERS = TOTAL\ PRICE \quad OR \quad \frac{X}{Y} \times Z = TOTAL\ PRICE$$

‡

Closing date for competition: 1 August 2013 Centre

[24]

TOTAL SECTION B: 150

ÓR

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SECTION C: SPREADSHEET 150 MARKS

INSTRUCTIONS:

1. Read the instructions for each question **carefully** before you answer the questions.

2. Use Arial 10 pt or Calibri 11 pt, except when receiving other instructions. If you are using a Windows-based spreadsheet programme, do not use proportional spaced fonts.

3. The following information must appear on each page as a **HEADER**:

   Align your EXAMINATION NUMBER and COMPUTER NUMBER against the left-hand margin

   Align the QUESTION NUMBER against the right-hand margin

   EXAMINATION NUMBER QUESTION NUMBER

4. All lines in the spreadsheet must be inserted with the method you are familiar with.

5. Use the date/time function to insert all dates and time.

6. Refer to all values that need to be repeated as absolute cell references.

7. ALL printouts must fit on ONE A4 page, unless otherwise specified. If a spreadsheet does not fit on one page portrait orientation, you may use landscape orientation.

8. Put ALL printouts in your examination folder.

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QUESTION 1 57 MARKS

QUESTION 1A

As receptionist at KWALATA RESORT you are in charge of reservations and quotations.

1. Retrieve the file 10 POINT PLAN COURSE.

2. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER as indicated in the instructions.

3. Make the changes as indicated below and on the spreadsheet.

4. Insert formula/functions where the letters of the alphabet appear to do the following calculations:

   A Use the DATE function and calculate the ARRIVAL in Column B. The EEC group arrives one day after SEDIBENG and each next group one day later.
   Use the same format for the date as indicated at DEPARTURE.

   B Calculate the NUMBER OF DAYS each group stayed by using the appropriate formula in Column D. Display as integer.

   C Determine the ACCOMMODATION COST PER GROUP in Column F by making use of the tariffs given in cell G14. Display as currency with 2 decimals.

   D Determine the MEAL COST PER GROUP in Column G by making use of the tariffs given in G15. Display as currency with 2 decimals.

   E Calculate the EXTRA LEVY OR DISCOUNT in Column H by making use of the relevant function:

   The conditions are:

   a. EXTRA LEVY is added for EACH DAY if ACCOMMODATION FEE per group is smaller than 15. Display as currency with 2 decimals.

   OR

   b. Calculate the once off DISCOUNT on ACCOMMODATION FEE by making use of the relevant function: The condition is that discount is given on ACCOMMODATION if the group is bigger than 15. Display DISCOUNT with a minus (negative). Display as currency with 2 decimals.

   F Calculate the FINAL QUOTATION in Column I. Display as currency with 2 decimals.

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5. Copy formulae/functions to other cells as indicated.

6. Do not insert row and column headings.

7. Save the spreadsheet as QUOTATION 1A and make a printout in landscape orientation. Place the printout in your examination folder. (22)

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KWALATA RESORT: PROJECTIONS ON POSSIBLE SAVINGS					Key in headings		
ENTREPRENEUR							
NAME	GROUP	EVENT INCOME	% SAVINGS PER EVENT	**SAVINGS IN RAND**	**NUMBER OF BOOKED EVENTS FOR 2013**	**TOTAL PROJECTED SAVINGS FOR 2013**	**TARGET ACHIEVED OR TARGET NOT ACHIEVED**
Lindela Malinga	SEDIBENG	R 185 000.00	A	B	3	C	D
Pieter Haasbroek	EEC	R 515 000.00			3		
Bronwynne Lambrecht	EWC	R 425 000.00			4		
Margaret Khoza	CJC	R 255 000.00			3		
André Groenewald	TSHWANE NORTH	R 385 000.00			4		
Ruben Moraba	NORTHLINK	R 0.00			4		
Braam van Tonder	UMBUMBULU	R 125 000.00			3		
	EVENT INCOME	% SAVINGS PER EVENT					
	R 0.00	0%					
	R 125 000.00	10%					
	R 185 000.00	15%					
	R 255 000.00	18%					
	R 385 000.00	21%					
	R 425 000.00	23%					
	R 515 000.00	25%					

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QUESTION 1B

1. Retrieve the document QUOTATION 1A and change the QUESTION NUMBER to QUESTION 1B in the header.

2. Display the formulae. Change the column width so that ALL formulae are legible.

3. Hide columns C and E.

4. Save the document as QUOTATION 1B.

5. Print the spreadsheet WITH row and column headings in landscape orientation. Place the printout in your examination folder. (21)

QUESTION 1C

1. Retrieve the document QUOTATION 1A.

2. Create a mixed graph and display the data of ACCOMMODATION as a line graph and the data of MEALS as a COLUMN graph.

3. Display data on the graph as follows:

   3.1 Insert your EXAMINATION NUMBER AND QUESTION 1C as a graph heading. DO NOT insert your EXAMINATION NUMBER and QUESTION 1C as a header.

   3.2 Insert the data values for MEALS only.

   3.3 Insert the legend for MEALS and ACCOMMODATION left aligned of the graph.

   3.4 Ensure that the X-axis display the GROUPS and Y-axis the VALUES.

   3.5 Insert the X-axis title: DIFFERENT GROUPS.

   3.6 Insert the Y-axis title: MONETARY VALUE.

   3.7 Insert horizontal grid lines in the graph.

4. Save the graph as QUOTATION 1C.

5. Print the graph as a new sheet in landscape orientation and place the printout in your examination folder. (14)

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QUESTION 2 37 MARKS

QUESTION 2A

1. Retrieve the document SAVINGS.

2. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER as indicated in the instructions.

3. Insert the following footer centred: Projections on possible savings

4. Make the changes as indicated below and on the spreadsheet.

5. Key in the column headings as indicated on the spreadsheet and insert formulae/functions where letters of the alphabet appear to do the following calculations:

   A Assign the name INCOME to the reference table. Use this reference table and make use of the appropriate spreadsheet function to calculate % SAVINGS PER EVENT. Display the answers as percentage with no decimals.

   B Use your answer obtained in A and calculates the SAVINGS IN RAND. Display the answers as currency with two decimals.

   C Calculate the TOTAL PROJECTED SAVINGS FOR 2013. Display the answers as currency with two decimals.

   D Use the appropriate function to determine the following:

   If the TOTAL PROJECTED SAVINGS for 2013 are equal or higher than R37 500, the answer should display Target achieved.

   If the TOTAL PROJECTED SAVINGS for 2013 are less than R37 500, the answer should display Target not achieved.

6. Copy the formulae/functions to the other cells as indicated.

7. Centre all column headings.

8. Save the document as SAVINGS 2A and make a printout in landscape orientation without row and column headings. Place the printout in your examination folder. (18)

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PAYMENTS, INTEREST AND SAVINGS CALCULATION

Bold, centre, 18 pt

ITEM	PLAN	PRICE	MONTHLY PAYMENT	TOTAL AMOUNT PAID AFTER INSTALMENTS	TOTAL INTEREST
Blackberry Z10	1	6 999	A	B	C
IPad	2	5 999			
IPhone5	3	8 999			
Apple Travel Pro	4	19 999			

PLAN	MONTHLY INTEREST	TIMEFRAME (MONTHS)
1	8.0%	12
2	9.0%	12
3	8.5%	24
4	9.5%	36

A MONTHLY SAVING OF R300, USING THE SAME TIMEFRAME AND INTEREST OF PLAN 4:

The future value of this investment will be: D

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QUESTION 2B

1. Retrieve the document SAVINGS 2A and change the QUESTION NUMBER to QUESTION 2B in the header.

2. Sort the spreadsheet and corresponding figures alphabetically according to the GROUP column.

3. Display the formulae. Change the width so that ALL formulae are legible.

4. Hide columns C, F and the reference table.

5. Save the spreadsheet as SAVINGS 2B.

6. Print the spreadsheet WITH row and column headings in landscape orientation. Place the printout in your examination folder. (19)

[37]

QUESTION 3 34 MARKS

QUESTION 3A

1. You are requested to draw up a list of expenses to consider possible options for savings. Key in the spreadsheet exactly as indicated on the next page.

2. Insert your EXAMINATION NUMBER, COMPUTER NUMBER and QUESTION NUMBER as indicated in the instructions.

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

   A Calculate the MONTHLY PAYMENT by using the appropriate spreadsheet function.

   B Calculate the TOTAL AMOUNT PAID AFTER INSTALMENTS.

   C Calculate the TOTAL INTEREST.

   D Calculate the estimated FUTURE VALUE in cell E17.

4. Display all answers as currency with two decimals.

5. Display the gridlines on the spreadsheet.

6. Centre all the column headings.

7. Save the document as COSTS Q3A and print the document without row and column headings in landscape orientation. Place the printout in your examination folder.

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QUESTION 3B

1. Retrieve the document Q3A COSTS and change the question number in the header to QUESTION 3B.

2. Display the formulae. Change the column width so that ALL formulae are legible.

3. Save the document Q3B COSTS.

4. Print the document with row and column headings as well as gridlines in landscape orientation. Place the printout in your examination folder. (16)

[34]

QUESTION 4 — 22 MARKS

1. Design a spreadsheet that will enable you to send a quotation to prospective clients who want to build a house.

2. Open a new spreadsheet.

3. Insert the following text in cell A1:

   24/7 Building Quotations, in your own space, in your own time

4. Insert the following headings from cell B3 and do the following calculations as indicated:

   4.1 NAME (cell B3): Leave one row open and insert your EXAMINATION NUMBER in cell B5.

   4.2 SURNAME (cell C3): Leave one row open and insert QUESTION 4 in cell C5.

   4.3 SQUARE METRE OF BUILDING/HOUSE (cell D3): Insert 196 in cell D5.

   4.4 PAINTING PRICE PER METRE (cell E3): Insert 195.55 in cell E5. Calculate the total paint cost in cell E7. Make use of absolute value for SQUARE METRE OF BUILDING/HOUSE (cell D5).

   4.5 ROOFING PRICE PER SQUARE METRE (cell F3): Insert 480.80 in cell F5. Calculate the total roofing cost in cell F7. Make use of absolute value for SQUARE METRE OF BUILDING/HOUSE (cell D5).

   4.6 ELECTRICITY PRICE PER SQUARE METRE (cell G3): Insert 350.99 in cell G5. Calculate the total electricity cost in cell G7. Make use of absolute value for SQUARE METRE OF BUILDING/HOUSE (cell D5).

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4.7 Insert the word TOTAL in cell B8 and calculate the total costs in cell C8.

4.8 Insert VAT @ 14% in cell B9 and calculate the VAT in cell C9.

4.9 Insert TOTAL COSTS in cell B10 and calculate the total cost, including VAT in cell C10.

4.10 Display the amounts as currency with 2 decimals.

5. Copy the spreadsheet (A1-G10) to cell A14. Change the square metre in the bottom spreadsheet in cell D18 from 196 to 355.

6. Change the calculations in the TOP spreadsheet (A1-G10) to labels to display formulae. The answers in the bottom spreadsheet (A14-G23) must not be formatted.

7. Save the document as BUILDING QUOTES Q4.

8. Print the spreadsheet with row and column headings as well as gridlines in landscape orientation. Place the printout in your examination folder. **[22]**

TOTAL SECTION C: 150
GRAND TOTAL: 200

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