higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

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JUNE EXAMINATION

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

(6030196)

24 May 2016 (X-Paper)
09:00–12:00

THE QUESTION PAPER INCLUDES THE INSTRUCTIONS TO CANDIDATES AND INVIGILATORS AND MUST BE HANDED TO CANDIDATES 30 MINUTES BEFORE THE COMMENCEMENT OF THE EXAMINATION SESSION.

This question paper consists of 32 pages and 4 answer sheets.

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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 THE QUESTION PAPER. INVIGILATORS WILL EXPLAIN IF NECESSARY.

1. The question paper comprises THREE sections:

   SECTION A: Theory (50 marks)
   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 on the ANSWER SHEETS.

   SECTION B is done on the computer with the aid of a word processing program.

   SECTION C is done on the computer with the aid of a spreadsheet program.

   ALL the printouts must be correctly numbered and both the EXAMINATION NUMBER and QUESTION NUMBER must be printed as instructed. EXAMINATION NUMBERS in writing are NOT acceptable. The printouts must be placed in the EXAMINATION 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.

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

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

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6. Each answer must be printed on a separate sheet of paper and on ONE side of the paper only. Printouts must be placed in the EXAMINATION FOLDER immediately.

7. At the conclusion of the examination session ALL printouts to be marked must be placed in the correct sequence in the EXAMINATION FOLDER and handed to the invigilator. Only one printout per question or subsection of a question may be handed in for marking. Printouts NOT submitted for marking must be collected at the end of the 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 in waste paper bins.

8. Printouts must be printed on A4 paper, unless a specific paper size is required in a question.

9. In SECTIONS B and C of the question paper only a 10 cpi/12 point letter size may be used, unless a question requires a specific 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.

10. 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 against deletion.

11. 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.

12. 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 (properly marked with the candidate's EXAMINATION NUMBER). If the candidate's work is saved on a hard drive/network, the invigilator(s) must copy the work to a compact disk/memory stick and the answers must immediately be deleted from the hard drive/network. These disks/memory sticks/compact disks 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. The disks must NOT be included for marking.

13. NO question paper may be taken out of the examination room until at least ONE hour after the commencement of the last session. All papers must consequently be handed in. These may be returned to candidates on completion of the examination.

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14. In the event of a question paper being written in more than ONE session invigilators must ensure that ALL answers of candidates are removed from the hard disks or the network before candidates for the next session are allowed into the room.

15. NO candidate may print his/her work for another candidate, make his/her disk/memory stick available to another candidate or access other candidate's work on the network. Any attempt to access information from or transfer information to another candidate in whatever manner is a contravention of the examination rules and regulations and will be viewed in a serious light.

WAIT FOR THE INSTRUCTION FROM THE

INVIGILATOR BEFORE YOU TURN THE PAGE

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SECTION A: THEORY (COMPULSORY) 50 MARKS

THIS SECTION MUST BE ANSWERED ON THE ANSWER SHEETS PROVIDED. REMEMBER TO WRITE YOUR EXAMINATION NUMBER ON THE ANSWER SHEET AND TO PLACE THE COMPLETED ANSWER SHEETS IN YOUR EXAMINATION FOLDER.

QUESTION 1 (INFORMATION SYSTEMS)

1.1 Name THREE advantages of renting directly from the manufacturer when financing new computers. (3)

1.2 Name any FIVE elements of a basic information system. (5)

1.3 Name any THREE communication control devices. (3)

1.4 Name any FOUR peripherals you can connect to your personal computer. (4)
[15]

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QUESTION 2 (OPERATING SYSTEMS)

Choose a system tool or a command in COLUMN B to match a description in COLUMN A. Write only the letter (A–O) next to the question number (2.1–2.10) on the attached ANSWER SHEET.

	COLUMN A		COLUMN B
2.1	Check disk for any errors	A	diskcopy
2.2	Delete all information on a drive and set up a file system so that Windows may be installed	B	rename
2.3	Used to make a printer the default printer	C	Control panel/Programs and features
2.4	Install warning sounds for certain actions you perform	D	Control panel/Internet options
2.5	Make an exact copy of a disk	E	Control panel/Display
2.6	To connect to a wireless network	F	backup
2.7	To restore a system	G	attributes
2.8	Uninstall Norton Anti-virus	H	Disk cleanup
2.9	Used to change the screensaver	I	format
2.10	Change/Edit the name of a file	J	Control panel/Device and printers
		K	Control panel/System
		L	Control panel/Action Center
		M	System restore
		N	Control panel/Sounds
		O	scandisk

[10]

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QUESTION 3 (VIRUSES)

Indicate whether the following statements are TRUE of FALSE. Write only 'true' or 'false' next to the question number (3.1–3.15) on the attached ANSWER SHEET.

3.1	Stoned and Michelangelo are examples of boot sector viruses.	(1)
3.2	Durban and Jerusalem are examples of file viruses.	(1)
3.3	The propaganda stage of virus infection is also called the transmission stage.	(1)
3.4	The dormancy or hibernation period follows after the virus has been attached to its host.	(1)
3.5	Norton Anti-virus and McAfee are examples of anti-virus software.	(1)
3.6	Mainframe computers are the most vulnerable to virus infection.	(1)
3.7	Friday the 13th is an example of a worm virus.	(1)
3.8	A Trojan horse virus starts executing on a specific date and time.	(1)
3.9	Downloading files from the Internet poses no virus infection threat.	(1)
3.10	The disinfecting stage of virus infection is when the virus is spreading.	(1)
3.11	A computer virus hoax is usually a chain mail warning about a non-existing virus threat.	(1)
3.12	AIDS and Antichrist are examples of virus hoaxes.	(1)
3.13	The active period of virus infection is when a virus is active.	(1)
3.14	Anti-virus hardware: a card is inserted in the motherboard that intercepts viruses.	(1)
3.15	ISP-Planet Equipment is an example of anti-virus hardware.	(1)
		[15]

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QUESTION 4 (TROUBLESHOOTING)

Explain the following errors or error messages and give the steps to correct it.

4.1 Invalid drive specification.

4.2 Confirm file replace/overwrite?

4.3 This program is not responding.

4.4 Keyboard error/Keyboard does not respond.

4.5 This program has performed an illegal operation error and will be shut down.

(5 x 2) **[10]**

TOTAL SECTION A: 50

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SECTION B: WORD PROCESSING 150 MARKS

CANDIDATES MUST ANSWER EITHER 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 receiving other instructions.

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

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

4. Use the date function to insert all dates.

5. Put ALL printouts in your EXAMINATION FOLDER.

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QUESTION 5

1. Retrieve the file LISTS as given on the next pages.

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

3. Use Times New Roman 12 pt/10 cpi.

4. Margins must be 0.5"/1.27 cm.

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

6. Replace the word wonders with *WONDERS* in capital letters, italics, bold and 14 pt.

7. Change the main heading Wonders of the World to capital letters, bold, italics, centred and 18 pt.

8. Align all the level 1 paragraph headings left and change to capital letters and bold.

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

   Paragraphs marked with an * are main paragraphs (level 1), ** indicate subparagraphs (level 2), etc.

   Use the paragraph numbering style: 1., 1.1., 1.1.1., 1.1.1.1.

   Note: Level 1 (1–6) must also be in bold.

9. Insert page breaks as follows:

   Before Lists from other areas
   Before Seven Natural Wonders of the World
   Before New7Wonders of Nature
   Before Seven Wonders of the Underwater World
   Before Seven Wonders of the Industrial World

10. Page of Seven Natural Wonders of the World:

    Right-align the text and sort the subsubparagraphs alphabetically.

11. Page of Seven Wonders of the Underwater World:

    11.1 Create a table with 1 column and 11 rows.
    11.2 Move the text to the table (each paragraph must be in a separate row).

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11.3 Delete all rows before and after the paragraphs (no open rows before and after table line).

12. Page of Seven Wonders of the Industrial World:

12.1 Change the paper orientation to landscape.

12.2 Change paragraphs 6.2.1.1–6.2.1.4 to FOUR equal columns with a vertical line between columns.

12.3 Centre paragraphs 6.2.1.5–6.2.1.7 horizontally.

13. Save the file as Q5 LISTS.

14. Print the document and place the printout in your EXAMINATION FOLDER.

Wonders of the World

Various lists of the Wonders of the World have been compiled from antiquity to the present day to catalogue the world's most spectacular natural wonders and man-made structures.

*The Seven Wonders of the Ancient World

**The first known list of the most remarkable creations of classical antiquity.

**It was based on guide books popular among Hellenic sightseers and only includes works located around the Mediterranean rim.

**The number seven was chosen because the Greeks believed it represented perfection and plenty and because it was the number of the five planets known anciently, plus the sun and moon.

***Many similar lists have been made.

****The Seven Wonders of the Ancient World (from left to right, top to bottom):

****Great Pyramid of Giza

****Hanging Gardens of Babylon

****Temple of Artemis at Ephesus

****Statue of Zeus at Olympia

****Mausoleum at Halicarnassus (also known as the Mausoleum of Mausolus)

****Colossus of Rhodes

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****Lighthouse of Alexandria as depicted by 16th-century Dutch artist Maarten van Heemskerck

*Lists from other areas

**In the 19th and early 20th centuries some writers wrote their own lists with names such as Wonders of the Middle Ages, Seven Wonders of the Middle Ages, Seven Wonders of the Medieval Mind and Architectural Wonders of the Middle Ages.

**Many of the structures on these lists were built much earlier than the Medieval Ages, but were well known.

***Typically representative are:

****Stonehenge

****Colosseum

****Catacombs of Kom el Shoqafa

****Great Wall of China

****Porcelain Tower of Nanjing

****Hagia Sophia

****Leaning Tower of Pisa

*Seven Natural Wonders of the World

**One of the many existing lists was compiled by CNN:

***Grand Canyon

***Great Barrier Reef

***Harbor of Rio de Janeiro

***Mount Everest

***Aurora

***Paricutin volcano

***Victoria Falls

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*New7Wonders of Nature

**New7Wonders of Nature (2007–11), a contemporary effort to create a list of seven natural wonders chosen through a global poll, was organised by the same group as the New7Wonders of the World campaign.

***Iguazu Falls

***Jeju Island

***Komodo Island

***Puerto Princesa Underground River

***Table Mountain

***Halong Bay

***Amazon Rainforest

*Seven Wonders of the Underwater World

**The Seven Underwater Wonders of the World was dedicated to ocean preservation and research.

**In 1989 CEDAM brought together a panel of marine scientists to pick underwater areas which they considered to be worthy of protection.

***The results were announced at The National Aquarium in Washington DC by actor Lloyd Bridges, star of TV's *Sea Hunt*:

****Palau

****Belize Barrier Reef

****Great Barrier Reef

****Deep-sea Vents

****Galápagos Islands

****Lake Baikal

****Northern Red Sea

*Seven Wonders of the Industrial World

**British author Deborah Cadbury wrote *Seven Wonders of the Industrial World*, a book telling the stories of seven great feats of engineering of the 19th and early 20th centuries.

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**In 2003 the BBC aired a seven-part docudrama exploring the same feats with Cadbury as a producer.

***Each episode dramatised the construction of one of the following industrial wonders:

****SS Great Eastern

****Bell Rock Lighthouse

****Brooklyn Bridge

****London sewerage system

****First Transcontinental Railroad

****Panama Canal

****Hoover Dam

[35]

QUESTION 6

1. Open a new document.

2. Use Times New Roman 12 pt/10 cpi.

3. Margins must be 0.5"/1.27 cm.

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

5. Insert the following heading in letter size 18, capital letters and centred: The Seven Wonders of the Ancient World is the first known list of the most remarkable creations. It was based on guidebooks popular among Hellenic sightseers and only includes works located around the Mediterranean rim.

6. Leave TWO lines and key in the text TABLE OF CONTENTS in capital letters, bold and left-aligned and PAGE NUMBER in capital letters, bold and right-aligned. Use letter size 18 for these headings. Leave TWO lines and insert a page break.

7. Page 2: Insert the file Q5 LISTS.

8. Delete ALL the text from the heading NEW7WONDERS OF NATURE.

9. Insert page breaks at the following places:

   Before paragraph 2, before paragraph 3, after paragraph 3.

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10. Insert page numbers bottom, centred. Make sure that the content of the file Q5 LISTS starts with page 5.

11. MANIPULATION OF THE FIRST PAGE:

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

11.2 Leave TWO lines after the heading TABLE OF CONTENTS.

11.3 Mark the following headings for the table of contents:

11.3.1 Paragraph 1: The first paragraph of level 1, 2, 3 and 4

11.3.2 Paragraph 2: Level 1 heading, level 2 the second paragraph and the first paragraphs of levels 3 and 4

11.3.3 Paragraph 3: The first paragraph of level 1, 2 and 3

11.4 Generate the table of contents, using Rockwell 10 pt.

11.5 Page numbers must be right-aligned with leader dots.

12. MANIPULATION OF THE LAST PAGE:

12.1 Key in the text INDEX in capital letters, bold and left-aligned and PAGE NUMBER in capital letters, bold and right-aligned. Use letter size 18 for these headings.

12.2 Leave TWO lines after the heading INDEX and generate the index with the following words: Wonders, Seven, World, Victoria Falls, Stonehenge and Tower. Page numbers must be right-aligned with leader dots. Use TWO columns.

13. Save the document as Q6 INDEX. Print ONLY page one, the TABLE OF CONTENTS, page two and the last page, the INDEX. Place the printouts in your EXAMINATION FOLDER.

[27]

QUESTION 7

Create a letterhead for the American national newspaper *USA TODAY* which they used during voting poles for the new seven wonders of the world.

1. Use Comic Sans 12 pt/10 cpi.

2. Margins must be 0.5"/1.27 cm.

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

4. Insert a double horizontal line from the left- to the right-hand margin at the top of the page.

5. Leave TWO lines after the double line and insert a textbox with the following text centred, bold, italics, capital letters and 14 pt: Sms your favourite man-made wonder of the world!

6. Leave TWO lines after the textbox and create THREE equal columns. Spaces between the columns: 0.59"/1.5 cm.

   Display the vertical line between the columns.

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

Column 1:
AMERICAN NATIONAL NEWS
and
GOOD MORNING AMERICA
‡
Invites you to send us your
favourite wonder of the world
via any electronic media

Column 1:

Letter size: 10 pt
Align left

Column 2:
Insert the picture saved as WONDER1. The size of the picture must be 1.38"/3.5 cm in width and 1.38"/3.5 cm in height. Centre the picture and add a double-line border around the picture.

Column 3:
NATURAL WONDERS
OF THE WORLD
‡
Grand Canyon
Rio de Janeiro Harbour
Mount Everest
Victoria Falls
Paricutin Volcano

Column 3:

Letter size: 10 pt
Align right

8. Leave TWO lines after the columns, switch off columns and insert a double horizontal line from the left- to the right-hand margin.

9. Insert the following footer:

   A horizontal line from the left- to the right-hand margin. Leave TWO lines after the line and key in the following text in 8 pt and centred: The Grand Canyon was the viewer-chosen eighth wonder of the world during the show GOOD MORNING AMERICA

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10. Save the file as Q7 WONDER.

11. Print the letterhead and place the printout in your EXAMINATION FOLDER.

[25]

QUESTION 8

QUESTION 8A

Prepare the following data document for merging with other documents:

	LETTER 1	LETTER 2	LETTER 3
FINALIST	Number 1	Number 2	Number 3
WONDER	Stonehenge	Eiffel Tower	Moai
CITY	Amesbury	Paris	Easter Island
COUNTRY	United Kingdom	France	Chile
YEAR CREATED	2400 BC	1887	1250
TYPE	Natural	Man-made	Unknown
DATE	May 2006	QUESTION 8A	EXAMINATION NUMBER
VOTES	10 million	20 million	30 million

1. Use Arial 10 pt/8 cpi.

2. Ensure that the QUESTION NUMBER and EXAMINATION NUMBER appear in the DATE field of LETTER 2 and LETTER 3 as indicated above. Do NOT insert your EXAMINATION NUMBER and QUESTION NUMBER as headers.

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

4. Change the paper orientation to landscape.

5. Save the document as Q8A NEWSPAPER.

6. Print the document and place the printout in your EXAMINATION FOLDER.

(10)

QUESTION 8B

Prepare the following document for merging with other documents in which a presentation regarding the new eight wonders of the world is given.

1. Retrieve the letterhead Q7 WONDER.

2. Change the question number in the header to QUESTION 8B.

3. Use Arial 12 pt/10 cpi, except for the letterhead which must remain Comic Sans MS 12 pt/10 cpi.

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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 in bold as indicated in the letter. Do NOT key in the brackets ([ ]), it is only there to indicate the field names.

7. Insert a footnote after the word 'votes' in bold, italics and 8 pt: A contemporary effort to create a list of seven wonders chosen through a global poll

8. The letter must fit on ONE A4 page portrait orientation.

9. Save the document as Q8B NEWSPAPER.

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

(Insert Q7 WONDER)
‡
Insert system date, right-aligned
‡
In **[DATE]** the American national newspaper *USA Today* and the American television show *Good Morning America* revealed **[WONDER]** as candidate **[FINALIST]** as part of a new list of New Seven Wonders of the World, who received **[VOTES]** votes.
[WONDER] is situated in **[CITY]**, **[COUNTRY]** with its origin in **[YEAR CREATED]** with the classification origin of **[TYPE]**.
‡
Another eight wonders were chosen in the weeks that followed:
‡
Insert a table with 3 columns and 9 rows.
Do NOT show the inside borders.
Insert a double line border.
Change content in table to 10 pt.
Sort Wonder and corresponding data alphabetically.

Number	Wonder	City and Country
1	Potala Palace	Lhasa, Tibet, China
2	Old City of Jerusalem	Jerusalem, Israel
3	Polar ice caps	Polar regions
4	Papahānaumokuākea Marine Monument	Hawaii, USA
5	Internet	Earth
6	Mayan ruins	Yucatán Peninsula, México
7	Great Migration of Serengeti	Tanzania and Kenya
8	Grand Canyon (viewer-chosen eighth wonder)	Arizona, USA

(25)

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QUESTION 8C

1. Use the merge function of your word processing program and merge the presentations.

2. Change the question number in the header to QUESTION 8C.

3. Ensure that the footnote number stays the same on all the pages.

4. Insert the following endnote in bold, 8 pt, in the third letter, after the words Seven Wonders: In a 1999 article, *Astronomy* magazine listed the Seven Wonders of the Solar System. This article was later made into a video.

5. Save the merged documents as Q8C NEWSPAPER.

6. Print the letters and place the printouts in your EXAMINATION FOLDER.

(13)

QUESTION 8D

You need to create labels to promote the new Seven Wonders of the world.

1. Use landscape orientation.

2. Use the appropriate function of your word processing program to create labels. Create 20 labels (4 columns and 5 rows).

3. Display the borders of all 20 labels.

4. Use Arial 12 pt/10 cpi.

5. Key in the heading NEW SEVEN WONDERS centred and bold on all the labels. Leave two lines after the heading NEW SEVEN WONDERS that appears in each label.

6. Make use of the data in QUESTION 8A to prepare labels for the Wonders. The following data must appear on the labels:

   WONDER
   CITY
   COUNTRY
   TYPE

7. The data must be right-aligned as follows:

   The data of Stonehenge on the first label in row 2
   The data of Eiffel Tower on the first label in row 3
   The data of Moai on the first label in row 4

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8. Copy the data of each WONDER to the second, third and fourth label in the row.

9. Insert your EXAMINATION NUMBER and the QUESTION NUMBER as follows:

   EXAMINATION NUMBER: Row 1, Label 1
   QUESTION NUMBER: Row 1, Label 2
   Align above information left.
   Do NOT insert your EXAMINATION NUMBER and QUESTION NUMBER as a header.

10. Save the labels as Q8D LABELS.

11. Print the labels on ONE A4 page landscape and place the printout in your EXAMINATION FOLDER.

(15)
[63]

TOTAL SECTION B: 150

OR

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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. Do NOT use proportional spaced fonts.

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

   QUESTION NUMBER — EXAMINATION NUMBER

   Align the QUESTION NUMBER against the left-hand margin.

   Align your EXAMINATION NUMBER and COMPUTER NUMBER against the right-hand margin.

4. ALL lines in the spreadsheet must be inserted using the method with which you are familiar.

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 9

QUESTION 9A

1. Retrieve the file ANCIENT WONDERS as displayed below.

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

3. Assign the name FIRST to the THREE cells in column B where the values appear and the name SECOND to the THREE cells in column C where the values appear.

4. Save the spreadsheet as ANCIENT WONDERS.

	A	B	C	D
1	SEVEN WONDERS OF THE WORLD			
2	THE GREATEST CIVIL ENGINEERING ACHIEVEMENTS			
3	WORLDWIDE VOTES RECEIVED			
4				
5	**ANCIENT WONDERS**			
6				
7	NUMBER OF VOTES RECEIVED:	1000000 (one million)		
8				
9	VOTES IN 1992			
10	WONDER	EUROPE 1992	USA 1992	% OF TOTAL VOTES
11				
12	Empire State Building	95000	125000	A
13	Golden Gate Bridge	127000	157000	B
14	Panama Canal	185000	311000	C
15				
16	Total votes:	D	E	F
17	Total worldwide votes:	G		

5. Retrieve the file NEW WONDERS as displayed on the next page.

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

7. Assign the name THIRD to the THREE cells in column B where the values appear and the name FOURTH to the THREE cells in column C where the values appear.

8. Assign the name NEW to the range A5 ... D17.

9. Save the spreadsheet as NEW WONDERS.

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	A	B	C	D
1	SEVEN WONDERS OF THE WORLD			
2	THE GREATEST CIVIL ENGINEERING ACHIEVEMENTS			
3	WORLDWIDE VOTES RECEIVED			
4				
5	**NEW SEVEN WONDERS**			
6				
7	NUMBER OF VOTES RECEIVED:	2000000 (two million)		
8				
9	VOTES IN 1992			
10	WONDER	EUROPE 1992	USA 1992	% OF TOTAL VOTES
11				
12	Machu Picchu	190000	250000	A
13	Colosseum	254000	314000	B
14	Great Wall of China	370000	622000	C
15				
16	Total votes:	D	E	F
17	Total worldwide votes:	G		

10. Retrieve the file WONDERS OF TODAY as displayed on the next page.

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

12. Assign the name FIFTH to the THREE cells in column B where the values appear and the name SIXTH to the THREE cells in column C where the values appear.

13. Assign the name TODAY to the range A5 ... D17.

14. Save the spreadsheet as WONDERS OF TODAY.

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	A	B	C	D
1	SEVEN WONDERS OF THE WORLD			
2	THE GREATEST CIVIL ENGINEERING ACHIEVEMENTS			
3	WORLDWIDE VOTES RECEIVED			
4				
5	**TODAY'S SEVEN WONDERS**			
6				
7	NUMBER OF VOTES RECEIVED:	3000000 (three million)		
8				
9	VOTES IN 1992			
10	WONDER	EUROPE 1992	USA 1992	% OF TOTAL VOTES
11				
12	Statue of Liberty	270000	320000	A
13	Eiffel Tower	425000	475000	B
14	Stonehenge	750000	760000	C
15				
16	Total votes:	D	E	F
17	Total worldwide votes:	G		
18	Total for all wonders:	H		

15. Make use of the THREE files you saved and combine them into a new spreadsheet as follows:

A1: The file ANCIENT WONDERS
Leave TWO rows open
A20: Insert the range NEW you created in the file NEW WONDERS
Leave TWO rows open
A35: Insert the range TODAY you created in the file WONDERS OF TODAY

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

A Calculate the % OF TOTAL VOTES for the Empire State Building, Machu Picchu and Statue of Liberty by making use of the absolute cell reference function using the values given in B7, B22 and B37 respectively.

B Calculate the % OF TOTAL VOTES for the Golden Gate Bridge, Colosseum and Eiffel Tower by making use of the absolute cell reference function using the values given in B7, B22 and B37 respectively.

C Calculate the % OF TOTAL VOTES for the Panama Canal, Great Wall of China and Stonehenge by making use of the absolute cell reference function using the values given in B7, B22 and B37 respectively.

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D Calculate the Total votes for EUROPE 1992.

E Calculate the Total votes for USA 1992.

F Calculate the Total votes for % OF TOTAL VOTES.

G Calculate the Total worldwide votes.

H Calculate the Total for all wonders.

17. Centre the headings in the first THREE rows horizontally.

18. Display all values in columns B and C as integers with no decimal and the values in column C as percentages with no decimal.

19. Save the document as Q9A VOTES and print the document without row and column headings in portrait orientation on ONE page. Place the printout in your EXAMINATION FOLDER.

(24)

QUESTION 9B

1. Retrieve the document Q9A VOTES and change the QUESTION NUMBER in the header to QUESTION 9B.

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

3. Save the document as Q9B VOTES.

4. Print the document with row and column headings in portrait orientation on ONE page. Place the printout in your EXAMINATION FOLDER.

(16)
[40]

QUESTION 10

QUESTION 10A

1. Retrieve the document WONDERS.

2. Create a pie graph to display the votes for the MODERN-DAY SEVEN WONDERS of the World in percentage for 1992.

3. Display the chart titles as follows:

   First line: The Modern-day Seven Wonders of the World as voted for worldwide

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Second line: QUESTION 10A and your EXAMINATION NUMBER
Do NOT insert the QUESTION NUMBER and your EXAMINATION NUMBER as headers.

4. Display all data label percentages on the graph as inside end.

5. Display the legend left of the graph.

6. Explode the segment of Taj Mahal.

7. Save the graph as Q10A WONDERS.

8. Print the graph as a new sheet in landscape orientation and place the printout in your EXAMINATION FOLDER.

(10)

QUESTION 10B

1. Retrieve the document Q10A WONDERS.

2. Use the pie graph you created in QUESTION 10A and edit it as follows.

3. Change the chart type from pie to column.

4. Add the data of the 2015 column as a line graph.

5. Edit the data on the graph as follows:

   5.1 Chart title: QUESTION 10B and your EXAMINATION NUMBER
   Do NOT insert the QUESTION NUMBER and your EXAMINATION NUMBER as headers.

   5.2 Display all the data label percentages on the graph.

   5.3 Display the legend at the bottom of the graph.

   5.4 Ensure that the X-axis display the Wonders and the Y-axis the Votes.

   5.5 Insert the X-axis title: MODERN-DAY SEVEN WONDERS

   5.6 Insert the Y-axis title: PERCENTAGE VOTES

6. Save the graph as Q10B WONDERS.

7. Print the graph as a new sheet in landscape orientation with gridlines and place the printout in your EXAMINATION FOLDER.

(16)
[26]

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QUESTION 11

QUESTION 11A

1. You are analysing statistics for THE WONDERS OF THE WORLD. Key in the spreadsheet exactly as indicated on the next page.

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

3. Insert the following footer centred, italics and 16 pt: Various lists of the WONDERS OF THE WORLD have been compiled

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

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

   A Calculate the YEARS ACKNOWLEDGED by making use of the current year given in cell C4 and the DATE IDENTIFIED. Display answers as integers.

   B Determine if the wonder is MATURE or NEW: If the YEARS ACKNOWLEDGED is more than FIFTY years the answer should be MATURE, otherwise the answer must be NEW.

   C Assign the name WONDER to the reference table in cells A14 to B21. Use this range name and make use of the appropriate spreadsheet function to determine WONDER TYPE.

   D Assign the name VOTES to the reference table in cells A24 to H25. Use this range name and make use of the appropriate spreadsheet function to determine % VOTES RATING. Display answers as integers.

6. Insert the picture saved as WONDER in cell D14. Ensure the size of the picture is 1.18"/3 cm in width and 1.18"/3 cm in height.

7. Centre the document vertically and horizontally.

8. Save the document as Q11A WONDERS and print the document without row and column headings in landscape orientation on ONE page. Place the printout in your EXAMINATION FOLDER.

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	A	B	C	D	E	F	G	H
1	SEVEN WONDERS OF THE WORLD: NUMBER SEVEN PRESENTS PERFECTION AND PLENTY							
2								
3	It was also the number of the five planets anciently, plus the sun and the moon							
4				1-Jan-15				
5	WONDER	DATE IDENTIFIED	YEARS ACKNOWLEDGED	MATURE OR NEW	WONDER NAME	WONDER TYPE	WONDER	% VOTES RATING
6	Golden Gate Bridge	5-Jan-33	A	B	Great Wall of China	C	Victoria Falls	D
7	Cannel Tunnel	6-May-94			Mount Everest		Table Mountain	
8	Stonehenge	1-Jan-85			Hoover Dam		Polar Ice Caps	
9	Colloseum in Rome	1-Jan-58			Gardens of Babylon		Oceans of the Earth	
10	Empire State Building	1-May-31			Rings of Saturn		Komodo Island	
11	CN Tower	1-Jan-86			Panama Canal		Internet	
12	Itaipu Dam	5-May-84			Grand Canyon		Brooklyn Bridge	
13								
14	WONDER NAME	WONDER TYPE						
15	Great Wall of China	Ancient						
16	Grand Canyon	Natural						
17	Hoover Dam	Industrial World						
18	Mount Everest	Natural						
19	Rings of Saturn	Solar System						
20	Panama Canal	Industrial World						
21	Gardens of Babylon	Ancient						
22								
23								
24	WONDER	Brooklyn Bridge	Internet	Komodo Island	Oceans of the Earth	Polar Ice Caps	Table Mountain	Victoria Falls
25	% VOTES RATING	10	11	12	13	14	15	16
26								
27								
28								
29								

Bold

Centre headings

Centre headings in row 5 horizontally and vertically

Italics, underline

Centre headings in rows 14, 24 and 25 horizontally

(25)

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QUESTION 11B

1. Retrieve the document Q11A WONDERS and change the question number in the header to QUESTION 11B.

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

3. Sort the spreadsheet according to WONDER and the corresponding data alphabetically.

4. Delete the footer.

5. Hide columns E and G as well as the two reference tables.

6. Save the document as Q11B WONDERS.

7. Print the document with row and column headings in landscape orientation on ONE page. Place the printout in your EXAMINATION FOLDER

(25)
[50]

QUESTION 12

QUESTION 12A

1. As part of your trip to view some of the WONDERS OF THE WORLD you apply for a loan and you do estimations of your travel costs. Key in the spreadsheet exactly as indicated on page 31.

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

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

   A Calculate the VISA FEES which is 15% of the PRICE.

   B Calculate the AIRPORT TAX which is twice the amount of the VISA FEES.

   C Calculate the TOTAL PRICE (all costs multiply by NUMBER OF TOURISTS).

   D Insert the TOTAL PRICE of S.A.A. in cell F4 in cells A10, A11 and A12.

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

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F Calculate the ANNUAL PAYMENT by using the appropriate spreadsheet formula (not function).

G Calculate the TOTAL AMOUNT TO BE PAID.

H Calculate the TOTAL INTEREST TO BE PAID.

4. Display all the answers as currency with TWO decimals.

5. Save the document as Q12A TRAVEL.

6. Print the document without row and column headings in landscape orientation on ONE page. Place the printout in your EXAMINATION FOLDER.

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	A	B	C	D	E	F	G
1	DETAILS ON PRICES ON SEVEN WONDERS TOUR			Right-align			
2							
3	AIRWAYS	FLIGHT TICKET PRICE	VISA FEES	AIRPORT TAX	NUMBER OF TOURISTS	TOTAL PRICE	
4	S.A.A.	3999.99	A	B	150	C	
5	EMIRATES	4999.99			150		
6	BRITISH AIRWAYS	5999.99			150		
7							
8							
9	LOAN AMOUNT	MONTHLY INTEREST	TIMEFRAME (MONTHS)	MONTHLY PAYMENT	ANNUAL PAYMENT	TOTAL AMOUNT TO BE PAID	TOTAL INTEREST TO BE PAID
10	D	12.00%	12	E	F	G	H
11	D	12.00%	24				
12	D	12.00%	36				
13							

(20)

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QUESTION 12B

1. Retrieve the document Q12A TRAVEL and change the question number to QUESTION 12B.

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

3. Save the document Q12B TRAVEL.

4. Print the document with row and column headings in landscape orientation. Place the printout in your EXAMINATION FOLDER.

(14)
[34]

TOTAL SECTION C: 150
GRAND TOTAL: 200

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COMPUTER PRACTICE N6

ANSWER SHEETS

EXAMINATION NUMBER: _____

QUESTION 1:	**/ 15**
QUESTION 2:	**/ 10**
QUESTION 3:	**/ 15**
QUESTION 4:	**/ 10**
TOTAL MARKS:	**/ 50**

SECTION A

THEORY (COMPULSORY) **50 MARKS**

QUESTION 1: INFORMATION SYSTEMS

1.1 _____

_____

_____

(3)

1.2 _____

_____

_____

_____

_____

(5)

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1.3 _____

_____

_____

(3)

1.4 _____

_____

_____

_____

(4)
[15]

QUESTION 2: OPERATING SYSTEMS

2.1 _____

2.2 _____

2.3 _____

2.4 _____

2.5 _____

2.6 _____

2.7 _____

2.8 _____

2.9 _____

2.10 _____

[10]

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QUESTION 3: VIRUSES

3.1 _____

3.2 _____

3.3 _____

3.4 _____

3.5 _____

3.6 _____

3.7 _____

3.8 _____

3.9 _____

3.10 _____

3.11 _____

3.12 _____

3.13 _____

3.14 _____

3.15 _____

[15]

QUESTION 4: TROUBLESHOOTING

4.1 _____

_____

_____

4.2 _____

_____

_____

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4.3

4.4

4.5

(5 x 2) **[10]**

TOTAL SECTION A: 50

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