higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

GSN230**(E)**(M23)H

NATIONAL CERTIFICATE

COMPUTER PRACTICE N6

(6030196)

23 May 2019 (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 33 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. ASK THE INVIGILATOR TO EXPLAIN IF THERE IS SOMETHING THAT YOU DO NOT UNDERSTAND.

1. The question paper comprises the following THREE sections:

   SECTION A: Theory (50 marks)
   SECTION B: Word processing (150 marks)
   SECTION C: Spreadsheet (150 marks)
   SECTION A is COMPULSORY.

   Candidates must answer either SECTION B or SECTION C.

   SECTION A must be answered on the ANSWER SHEET.

   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 numbered correctly and both the QUESTION NUMBER and EXAMINATION NUMBER (COMPUTER NUMBER) must be printed as instructed. EXAMINATION NUMBERS in writing are NOT acceptable.

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 candidates 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, a report regarding this must accompany the answer sheets of the centre.

5. ASCII codes may be used as well as a spelling checker.

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

7. PRINTOUTS must be printed on A4 paper unless a specific paper size is required.

8. Only ONE PRINTOUT per question or subsection of a question may be handed in for marking. If more than ONE is handed in, only the top one will be marked.

9. 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.

10. 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 wastepaper bins.

11. In SECTIONS B and C only a 12 pt font size may be used, unless a specific size is required, or in the case of a spreadsheet when a smaller font size is required to fit the answer on ONE page. In SECTION B margins of 2.54 cm/1" should be used unless otherwise instructed.

12. 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.

13. In order to print the original as well as the edited answers candidates are reminded to save the work after each separate question before it is printed.

14. 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 must copy the work to a compact disk/memory stick and the answers must immediately be deleted from the hard drive/network. These memory sticks/compact disks must be handed to the examination section for safekeeping for at least SIX months. The disks must NOT be included for marking.

15. 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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16. 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.

17. NO candidate may print his/her work for another candidate, make his/her disk/memory stick available to another candidate or access another 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)

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

INSTRUCTIONS AND INFORMATION

1. Answer ALL the questions.
2. Read ALL the questions carefully.
3. Use only BLUE or BLACK ink.
4. Write neatly and legibly.

QUESTION 1 (INFORMATION SYSTEMS)

1.1 Name FIVE formal steps in the correct order to be taken when buying computer hardware for business concerns. (5)

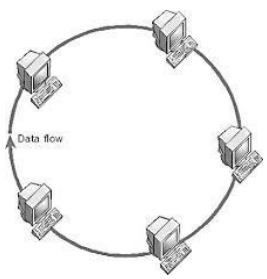
1.2 Duplication of hardware is one method of physical security in the computer environment.

Name any FOUR other controls that can be implemented to guard against destruction of hardware and data. (4)

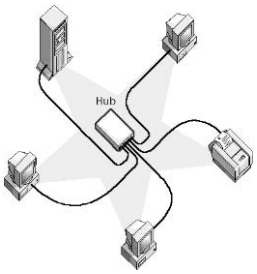
1.3 Name FOUR finance methods to pay the supplier when purchasing computers for business concerns. (4)

1.4 Identify each network topology indicated in the sketches below. Write only the answer next to the question number (1.4.1–1.4.2) on the attached ANSWER SHEET.

1.4.1



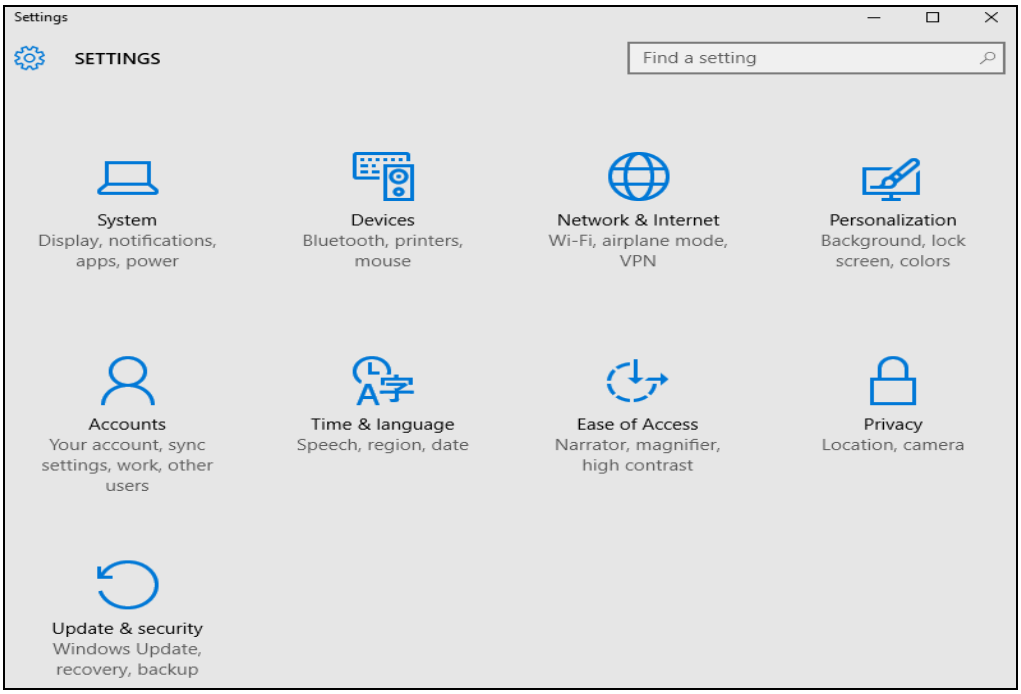
1.4.2



(2 × 1) (2)
[15]

QUESTION 2 (OPERATING SYSTEMS)

2.1 Study the screenshot of the Windows 10 Control Panel and select the best tool to do each specific task. Write the answer next to the question number (2.1.1–2.1.6) on the attached ANSWER SHEET.



2.1.1 Setting up a computer for a disabled user

2.1.2 Installing a new printer

2.1.3 Adding a new user

2.1.4 Setting up internet access

2.1.5 Changing the user password

2.1.6 Changing or setting up the time

(6 × 1) (6)

2.2 Discuss the function of the following system tools:

2.2.1 Defragmentation

2.2.2 Error checking

(2 × 2) (4)
[10]

QUESTION 3 (VIRUSES)

3.1 Name FOUR measures to prevent a virus infection on your computer. (4)

3.2 Describe the virus actions of the following types of computer viruses:

3.2.1 Computer worm

3.2.2 Logical bomb

(2 × 2) (4)

3.3 The following is a screenshot of the virus hoax 'Antichrist'.

Explain the term *virus hoax.* (2)



Email contents [edit]

The email was detected by Symantec on July 17, 2001. The Spanish text of the email translates to[1]

ALERT: THE WORST VIRUS IN HISTORY.

A new virus has just been discovered that has been classified by Microsoft and Mcafee as the most destructive of all time. This virus was discovered yesterday and is known by the name of ANTICHRIST; no antivirus has been discovered; it simply destroys the zeroth sector of the hard disk, where vital information for its operation is kept.

It works in the following way:

1. -) It sends itself to all the names in your address book with the title:

"SURPRISE?!!!!!!!!!!"

2. -) As soon as it is installed, it destroys the zeroth sector and in this way it permanently destroys the hard disk. Please send this E-mail to as many people as you can; in case you receive an e-mail with subject "SURPRISE?!!!!!!!!!!!!!!!!!!!!!!!!", get advice from an expert because it can install itself automatically.

[Source: *https://en.wikipedia.org/*]

3.4 Name the FIVE stages of a computer virus in the correct order. (5)
[15]

QUESTION 4 (TROUBLESHOOTING)

Choose a description from COLUMN B that matches a statement in COLUMN A. Write only the letter (A–L) next to the question number (4.1–4.10) on the ANSWER SHEET.

COLUMN A		COLUMN B	
4.1	'Keyboard error' message on start-up. No light on the keyboard is indicating that the keyboard is on	A	not enough memory – too many programs open
4.2	The program is not responding	B	cable not securely connected or port problems
4.3	Non system disk or disk error	C	the batteries that you are using are low in power
4.4	Error message: 'Do you want to revert to the saved filename? Yes/No'	D	a systematic approach to problem solving that is often used to find and correct issues with software systems
4.5	Troubleshooting	E	the file is already open
4.6	File does not save. Error message: 'File name not valid'	F	incorrect printer drivers installed
4.7	Data error reading drive D	G	not enough space on the drive to save the file
4.8	Printer does not print certain characters	H	the file name contains an illegal character
4.9	Your wireless mouse or keyboard does not respond or you receive a 'The wireless signal quality is low' error message	I	the bios cannot find a bootable operating system on any of the storage devices. System files damaged or deleted
4.10	Insufficient disk space	J	name not keyed in in capital letters
		K	there are bad sectors on the specified disk drive
		L	the file that needs to be edited is read-only

(10 × 1) **[10]**

TOTAL SECTION A: 50

CANDIDATES MUST ANSWER ONLY SECTION B OR SECTION C.

SECTION B: WORD PROCESSING

INSTRUCTIONS

1. Write the version of the word processing program that you are using on the front cover of your EXAMINATION FOLDER, for example MS Word 2013.

2. Read the instructions carefully.

3. Use a 12 pt font size, for example Courier New 12 pt, except when receiving other instructions.

4. The following information must appear on each page as a header:

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

   EXAMINATION NUMBER (COMPUTER NUMBER) QUESTION NUMBER

5. Use the date function to insert all dates.

6. Put ALL PRINTOUTS in the correct order in your EXAMINATION FOLDER. Only ONE PRINTOUT per question may be handed in.

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QUESTION 5

QUESTION 5A

Create a primary document to be used as an invoice to clients of the Cholesterol Clinic. The data source file Q5 DATA is saved in the folder COMPUTER PRACTICE N6\ STUDENT FILES folder.

1. Open a new document.

2. Use Tahoma 12 pt unless instructed otherwise.

3. Margins must be 1,27 cm/0,5".

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

5. Use the mail merge function to link Q5 DATA that is saved in the COMPUTER PRACTICE N6\STUDENT FILES folder to the primary document.

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

7. Leave TWO line spaces and create a table with 4 columns and 21 rows (auto fit to window) as shown on the next page and according to the proofreading signs. Do NOT key in the instructions. Do NOT exceed the margins.

    7.1 Insert field names where indicated with [ ]. Do NOT key in the [ ]-brackets.

    7.2 Use the alignment, wrapping of text and formatting as indicated in the table. Adjust the column width where necessary.

    7.3 Centre ALL cells vertically.

    7.4 Merge or split the cells where indicated.

    7.5 Use shading where indicated.

    7.6 Insert borders as indicated. The outside border is a triple border and the inside borders are single borders.

8. Sort the table with corresponding data according to Medication in ascending order.

9. Use the table formulae and calculate the answers where the ? appears. Display the answers as currency with 2 decimals.

10. Insert the following footnote after the word MEDICATION in the column heading of the table as indicated (Use 1 as footnote number):

    All medication should be taken after meals

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Insert a single horizontal line at the top of the page

CHOLESTEROL CLINIC

36 pt, bold, centre

Shading: Gray - 25% Row height: 4 cm/1,57"

105 Highlands Drive
Mitchells Plain
7785

16 pt

Insert today's date in full

Please submit the following invoice to:		[MEDICAL FUND]	[OPTION]
PATIENT:		**INVOICE NO:**	[INVOICE]
SURNAME:	[SURNAME]	**INITIAL(S):**	[INITIAL]
ADDRESS:	[STREET]		
	[CITY]		
	[POSTAL CODE]		
CONTACT NUMBERS:	[CELL]	[HOME]	

Insert footnote: 1

MEDICATION	NUMBER OF TABLETS	PRICE PER TABLET (R)	TOTAL COST
Cholesterol Ease	30	0,50	?
Mevacor	30	1,50	?
Niacin	60	0,50	?
Red Yeast Rice Extract	15	1,50	?
Allium Sativum	10	2,00	?
		TOTAL VALUE	?
		VAT @ 15%	?
		TOTAL PAYABLE	?

PLEASE KEEP TO YOUR MEDICATION SCHEDULE
YOUR HEALTH IS IMPORTANT TO US

16 pt

11. Save the document as Q5 TABLE.

12. Print the document (with the merge fields visible) on ONE page in portrait orientation and place the PRINTOUT in you EXAMINATION FOLDER.

(40)

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QUESTION 5B

1. Use the merge function and complete the merge to create the documents to be sent to the different patients.

2. Change the QUESTION NUMBER in the header to QUESTION 5B.

3. Ensure that the footnote numbers stay the same on ALL pages.

4. Ensure that the columns are wide enough to fit the merged data without wrapping.

5. Save the merged documents as Q5 MERGED.

6. Print the merged documents (with the client details) and place the PRINTOUTS in your EXAMINATION FOLDER. (6)

QUESTION 5C

Use the appropriate function to create address labels for the different patients.

1. Create 12 labels (2 columns × 6 rows). The following label can be used:

   Label vendor: A-ONE. Product number: 28382

2. Use portrait orientation.

3. Use Rockwell 12 pt.

4. Display the borders of all 12 labels.

5. The words CHOLESTEROL CLINIC must appear on ALL the labels in 14 pt, capital letters, centre and bold.

6. Make use of the data source Q5 DATA to prepare labels. The following data must appear on the labels, left-aligned as shown:

CHOLESTEROL CLINIC
╪
[INITIAL] [SURNAME]
[STREET]
[CITY]
[POSTAL CODE]

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7. Complete the merge and insert your EXAMINATION NUMBER and QUESTION NUMBER on the last label right-aligned. Do NOT insert your EXAMINATION NUMBER and QUESTION NUMBER as a header.

8. Save the labels as Q5 LABELS.

9. Print the labels on ONE A4 portrait page and place the PRINTOUT in your examination folder.

(15)
[61]

QUESTION 6

Create a brochure as shown on the page following the instructions to be used by the local district clinic as an information leaflet in the annual health campaign.

1. Retrieve the document CHOLESTEROL that is saved in the COMPUTER PRACTICE N6\STUDENT FILES folder.

2. Change the font of the document to Arial Narrow 14 pt except where indicated otherwise.

3. Change the margins to 1,27 cm/0,5".

4. Change the page orientation to landscape.

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

6. Insert a dotted page border.

7. The text must be justified except where specified differently.

8. Make use of THREE columns with equal width. Display lines between the columns.

9. Divide the text between the THREE columns as indicated.

10. Create a style, STYLE 2: Bold, right-aligned with space after 12 pt.
Apply STYLE 2 to the 5 headings indicated with a +. Do NOT key in the +.

11. Format the text according to the proofreading signs. DO NOT key in the instructions/proofreading signs.

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12. Insert the following objects and formatting as indicated on the brochure:

12.1 **COLUMN 1:**

12.1.1 Insert a text box below the main heading with a height of 9 cm/3,54" and a width of 7 cm/2,8".

12.1.2 Use a double line border, weight/width 2,5 pt for the text box.

12.1.3 Insert the text as indicated in bold and centred. Use Calibri Light 16 pt in the text box.

12.2 **COLUMN 2:**

12.2.1 Insert the picture that is saved as HEALTH PICTURE in the COMPUTER PRACTICE N6\STUDENT FILES folder. Centre the picture.

12.2.2 The size of the picture is:
3 cm/1,18" (height) x 5 cm/1,97" (width).

12.2.3 Remove the border.

12.2.4 Format the text as indicated.

12.3 **COLUMN 3:**

12.3.1 Format the text as indicated.
12.3.2 Insert bullets as indicated (Wingdings 172).
12.3.3 Sort the bulleted text alphabetically.
12.3.4 Use 1.5 line spacing for the bulleted text.

13. Save the document as Q6 BROCHURE.

14. Make a PRINTOUT of the document on ONE A4 page and place the PRINTOUT in your EXAMINATION FOLDER.

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uc

+CHOLESTEROL

Cholesterol is a structural component of cell membranes. Cholesterol is necessary for the production of bile, a fluid made by the liver that aids in the digestion of fat in the intestine. Cholesterol is used to make vitamin D and certain hormones, like oestrogen and testosterone.

text centred, bold, Calibri Light 16 pt

Cholesterol is found in all cells of the body. It is a waxy, fat-like substance produced primarily by the liver in both humans and animals.

Cholesterol in food is referred to as 'dietary cholesterol' and is found only in animal products.

+HEALTH FACTS

+ *Apply STYLE 2*



Under-line

+Good vs. bad cholesterol

Low-density lipoprotein (LDL) cholesterol is often referred to as 'bad' cholesterol. Higher levels of LDL cholesterol in the blood can lead to a harmful build-up of cholesterol in blood vessels.

High-density lipoprotein (HDL) cholesterol is often referred to as 'good' cholesterol.

Higher levels of HDL cholesterol in the blood can help prevent cholesterol build up in blood vessels, decreasing your risk of developing cardiovascular disease.

+Dietary cholesterol is found in animal products, including:

Bullets 1.5 line spacing

- ★ Shellfish (such as lobster and shrimp)
- ★ Cream and milk (whole and 2% milk)
- ★ Processed meat and poultry products
- ★ Meats and poultry
- ★ Dairy products
- ★ Egg yolks
- ★ Beef, chicken and pork fat

+Steps to reduce cholesterol in your diet:

Try fish and plant sources in place of some meats and poultry.

Choose lean cuts of meats and poultry.

Substitute regular/full-fat (whole) dairy products for fat-free (skim) or low-fat (1%) dairy products.

Cook and bake with liquid oils (like canola or olive oil) instead of solid fats (like butter, lard or shortening).

Opt for foods that are naturally low in cholesterol and saturated fat, such as beans and peas, fruit, vegetables and whole grains.

[30]

Insert dotted page border

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QUESTION 7

1. Retrieve the file HEALTHY LIVING that is saved in the COMPUTER PRACTICS N6\STUDENT FILES folder.

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

3. Change the font of the document to Lucida Sans Typewriter 12 pt.

4. Margins must be 1,27 cm/0,5".

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

6. Create a style, CHOL: Capital letters, bold, left-align.
   Apply the style to ALL the level 1 paragraph headings.

7. Paragraphs marked with an asterisk (*) are main paragraph headings (level 1), two asterisks (*) indicate level 2, et cetera.

8. Use the following paragraph numbering style:
   1.
   1.1.
   1.1.1.
   1.1.1.1.

   Do not bold any of the numbers on level 2, 3 and 4.

9. Ensure that ALL paragraphs are indented.

10. Insert page breaks where indicated.

11. Insert the following endnote in bold where indicated. Use iii as the endnote number.

    According to sleep specialist Lisa Bartin, Northshore Sleep Centre

12. Insert the equation where indicated.

13. Find the word "health" and replace it with the word "HEALTH" in capital letters, bold and underlined.

14. Save the file as Q7 HEALTH.

15. Print the document and place the PRINTOUTS in your EXAMINATION FOLDER.

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Create new paragraphs
Change to 26 pt, upper case, bold and centre

Healthy Living: [8 steps to take today

[Healthy living starts right now. [Experts tell you how.
‡

Delete paragraph

Here's your checklist of practical healthy living tips that are ready to go. Let's get started.

***Healthy Living Step 1: Take stock**

**Get a handle on your health status.

***Make appointments with your doctor and dentist.

***Get your length and weight to check your BMI.

***Assess your physical activities.
****How much physical activity do you get in a typical week?
****How intense is that activity?
****How much variety do you get in your activity, and how much do you enjoy it?

***Keep a food diary.

***Check your mood and energy.

***Consider your social network and connections.
****How strong are your connections with family and friends?
****Are you plugged in with social or spiritual groups that enrich your life?

If you're not thrilled with the answers to some of these questions, remember that the point is to figure out where you are today so you can set your healthy living goals. It's not about being 'good' or 'bad', 'right' or 'wrong.'

-------- ***Insert page break*** ----------

***Healthy Living Step 2: Put out fires**

**Eliminate risks by going for treatment for chronic health problems.

***Healthy Living Step 3: Move more**

**Increase physical activity.
***Make it fun.
***Keep track of it.
***Set a weekly goal for activity.
***Work activity into your day.

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***Healthy Living Step 4: Upgrade your diet**

**Here are some pointers.
***Replace 'I should' with 'I choose.'
***Skip the guilt.
***Choose to plan.
***Slow down and savour your food.
***Shoot for five to nine daily servings of varied fruits and vegetables.

-------- *Insert page break*----------

***Healthy Living Step 5: Manage stress**

**Tips to manage your stress.
***Routine maintenance:
****Develop positive coping skills to keep your baseline stress level in check.

***Breakthrough stress:
****Find ways to handle stressful situations that flare up without warning.
***Check your perspective:
****Ask yourself, 'Will this matter to me a year from now?'
***Volunteer:
****Helping other peoples' needs may make your own problems seem smaller.
***Keep a gratitude journal:
****Write down the positive people, events, and things that you're thankful for.
***Breathe:
****Count your breaths for a minute, and then try to cut that number of breaths in half for the next minute.

Change this page to land-scape

Centre vertically

***Healthy Living Step 6: Sleep better** *Insert endnote: Use iii as the endnote number*

**If you have trouble sleeping, try these tips.

***No TV or computer two hours before bedtime.
***No heavy exercise close to bedtime.
***Take a hot bath.
***Set a regular sleep schedule.
***Don't count on weekend catch-up sleep.
***Don't ignore chronic sleep problems.
***Prioritise good sleep. This is as important as diet and exercise.

-------- *Insert page break* ----------

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***Healthy Living Step 7: Improve relationships**

**Healthy living is also about your connections with other people - your social network.
***Look for people like you, look for a similar level of openness.
***Spend time with people.
***Build both virtual and face-to-face relationships.
***If a close relationship is stressful, get help.

***Healthy Living Step 8: Challenge your mind**

**Mentally stimulating activities may be good for the brain.
**Include brain-challenging activities as part of your healthy living.
╪

Insert the following equation in 16 pt, right-aligned.

$$Health \approx \sqrt[4]{Healthy\ lifestyle \times \frac{Diet^3}{Exercise} \div (Immunity)}$$

[32]

QUESTION 8

1. Retrieve Q7 HEALTH.

2. Change the font of the document to Bookman Old Style 12 pt.

3. Margins must be 1,27 cm/0,5".

4. Change the QUESTION NUMBER in the header to QUESTION 8.

5. Edit the document as indicated below and according to the proofreading signs.

6. There must be page breaks before and after paragraph 1 and also after the paragraphs numbered 2, 3, 4, 5, 6, 7 and 8 (blank page for Index) (10 pages).

7. **MANIPULATION OF THE FIRST PAGE:**

   7.1 Change the margins of this page to 2,54 cm/1".

   7.2 Align and format the headings as indicated below:

HEALTHY LIVING: *26 pt, bold, align left*

26 pt, bold, align right **8 STEPS TO TAKE TODAY**

HEALTHY LIVING STARTS RIGHT NOW. *Delete*

EXPERTS TELL YOU HOW.

   7.3 Leave 3 line spaces and insert the picture saved as HEALTH PICTURE in the COMPUTER PRACTICE N6\STUDENT FILES folder below the main headings. Change the size of the picture to 4 cm/1,57" (height) × 7 cm/2,76" (width). Change the border to a single line border (¼ pt). Centre the picture.

   7.4 Leave 2 line spaces after the picture and key in the text **TABLE OF CONTENTS** in 16 pt, capital letters, bold and centre. Insert a text border around the text (margin to margin) and apply light grey shading. Leave TWO line spaces.

   7.5 Do NOT show a page number on this page.

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8. Mark the following headings for the table of contents:

8.1 ALL level 1 headings

8.2 ALL level 2 headings

8.3 Generate the table of contents.

8.4 Page numbers must be right-aligned with tab leader lines.

8.5 Insert a page break after the table of contents.

9. **MANIPULATION OF THE PAGE FOLLOWING THE TABLE OF CONTENTS:**
(This page starts with: HEALTHY LIVING STEP 1: TAKE STOCK)

9.1 Insert page numbers top, centre, in line with the EXAMINATION NUMBER and QUESTION NUMBER, starting with number 11. Bold the page number.

10. **MANIPULATION OF THE LAST PAGE (INDEX):**

10.1 Key in the text INDEX in 16 pt, capital letters, bold and centre. Insert a text border around the text (margin to margin) and apply light grey shading.

10.2 Leave TWO line spaces after the heading INDEX and generate the index with the following words:

stress, plan, energy, activity, social network, diet, brain, exercise, mood, relationship

10.3 Page numbers must be right-aligned with tab leader lines, use THREE columns.

11. Save the document as Q8 TOC. Print ONLY the following TWO pages: the first page (TABLE OF CONTENTS) and the last page (INDEX). You will be penalised if you print any other pages. Place the PRINTOUTS in your EXAMINATION FOLDER.

[27]

TOTAL SECTION B: 150

OR

SECTION C: SPREADSHEET

INSTRUCTIONS AND INFORMATION

1. Write the version of the spreadsheet program that you are using on the front cover of your EXAMINATION FOLDER, for example MS Excel 2013.

2. Read the instructions for each question carefully before you attempt to answer the questions.

3. Use Arial 10 pt, except when receiving other instructions.

4. 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 (COMPUTER NUMBER) QUESTION NUMBER

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

6. Use the date/time function to insert ALL dates and time.

7. Refer to ALL values that need to be repeated as absolute cell references.

8. ALL PRINTOUTS must fit on ONE A4 page. If a spreadsheet does NOT fit on ONE page portrait orientation, you may use landscape orientation or adjust the margins, unless otherwise specified.

9. Put ALL PRINTOUTS in your EXAMINATION FOLDER.

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QUESTION 9

QUESTION 9A

Design a spreadsheet to track your client's blood pressure and heart rate.

9.1 Retrieve the spreadsheet HEALTH that is saved in the COMPUTER PRACTICE N6\STUDENT FILES folder.

9.2 Change the font of the spreadsheet to Arial 10 pt, unless instructed otherwise.

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

9.4 Change the page orientation to landscape.

9.5 Follow the instructions below and on the screenshot. Take ALL the proofreading signs into consideration when editing the spreadsheet. Insert ALL text as indicated.

9.6 Insert 9 open rows at the top of the spreadsheet.

9.7 Merge cells A1 to H1.

9.8 Insert the text HOLISTIC HEALTH SERVICES in cell A1 in capital letters and Copperplate Gothic Bold 20 pt.

9.9 Insert the text BLOOD PRESSURE TRACKER in 14 pt, capital letters and bold in cell A3.

9.10 Insert the text NAME, BIRTH DATE, DATE and AGE in capital letters and bold, as indicated on the screenshot.

9.11 Insert the client details as indicated on the screenshot.

9.12 Insert the dates and format as indicated on the screenshot.

9.13 Insert the picture HEALTH LOGO that is saved in the COMPUTER PRACTICS N6\STUDENT FILES folder.

9.13.1 Align the picture with the right border of column H.

9.13.2 Change the picture height and width to 2,54 cm/1".

9.13.3 Insert a black border around the picture with a weight 1 pt.

9.14 Insert the text DATA ENTRY in capital letters and bold in A9.

9.15 Apply 25% light grey shading to A9–H9.

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9.16 Insert the columns DESCRIPTION, STATUS and NOTES as indicated.

9.16.1 Centre ALL headings in row 10 horizontally and vertically.

9.16.2 Change ALL headings to bold and wrap text as indicated.

9.17 Format the time in A12–A19 as indicated on the screenshot.

9.18 Format all dates in B12–B19 as indicated on the screenshot.

9.19 Refer to the instructions below and as indicated on the screenshot. Insert the formulae/functions where letters of the alphabet appear to do the following calculations:

A Use a function to insert the current date. The date must update from the system date each time the spreadsheet is opened. Format the date as indicated.

B Use a function or formula to calculate the AGE of the client.

C Assign the range name SYSTOLIC to the reference table A24:B33. Use this reference table and the appropriate spreadsheet function to determine the DESCRIPTION.

D Complete the reference table in range A35:F36 and assign the range name DIASTOLIC. Use the reference table and the appropriate spreadsheet function to determine the STATUS of the client. Use absolute cell references in your function.

E Use a function to add a note to warn the client to take action. If the client's SYSTOLIC reading in column C is greater or equal to 140, display the text CALL PHYSICIAN. If the reading is below 140, display the text TAKE BP MEDICATION.

F Use the appropriate function to calculate the AVERAGE SYSTOLIC reading.

G Use the appropriate function to display the HIGHEST HEART RATE.

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

9.21 Display the AGE, SYSTOLIC, DIASTOLIC, HEART RATE, AVERAGE SYSTOLIC and HIGHEST HEART RATE as integers.

9.22 Apply ALL vertical and horizontal borders as indicated. Note row 19 has a double bottom border.

9.23 Adjust the column widths and row heights to display ALL data as indicated on the screenshot. You may adjust the margins if necessary.

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9.24 Save the spreadsheet as Q9A HEALTH.

9.25 Print the spreadsheet without row and column headings in landscape orientation on ONE page. Place the PRINTOUT in your EXAMINATION FOLDER.

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Insert heading in row 1: Copperplate Gothic Bold 20 pt; merge and centre column A1-H1

HOLISTIC HEALTH SERVICES

Insert open row

BLOOD PRESSURE TRACKER — Insert the text uc, bold, 14 pt

Insert the picture according to the instructions, align with right border in column H



Insert rows and format as indicated

NAME	N MOYO
BIRTH DATE	23 Mar 1985
DATE	**A**
AGE	**B**

Insert text uc, bold

Insert the text

Insert dates; Format as indicated

Insert open row

DATA ENTRY — Insert text, uc, bold, apply 25% grey fill

Insert column and text | Insert column and text | Insert column and text

All headings Row 10: Bold, centre vertically & horizontally Apply text wrap as indicated

Format time and dates as indicated

TIME	DATE	SYSTOLIC	DESCRIPTION	DIASTOLIC	STATUS	HEART RATE	NOTES
10:00 AM	2018/04/09	129	**C**	99	**D**	72	**E**
06:00 PM	2018/04/09	133		80		75	
10:30 AM	2018/04/10	142		86		70	
07:00 PM	2018/04/10	141		84		68	
10:00 AM	2018/04/11	137		84		70	
06:30 PM	2018/04/11	139		83		72	
10:00 AM	2018/04/12	140		90		78	
06:00 PM	2018/04/12	160		100		69	

AVERAGE SYSTOLIC	**F**
HIGHEST HEART RATE	**G**

Insert text uc, bold

Insert open row

SYSTOLIC	DESCRIPTION
0	Coma
50	Hypotension, Fainting
70	Hypotension, Weak
90	Low Normal
110	Normal
130	High Normal
140	Mild, Stage 1
160	Moderate, Stage 2
180	Severe, Stage 3
210	Very Severe, Stage 4

Insert open row

DIASTOLIC	0	90	100	110	140
STATUS	Satisfactory	Stage 1	Stage 2	Stage 3	Stage 4

Insert text of lookup table in the correct cells & format and align as indicated

(42)

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QUESTION 9B

9.1 Retrieve the spreadsheet Q9A HEALTH.

9.2 Change the question number in the header to QUESTION 9B.

9.3 Display row and column headings.

9.4 Display the gridlines.

9.5 Hide columns A, C, E and G.

9.6 Hide the reference tables in rows 23 to 36.

9.7 Display the formulae.

9.8 Change the column widths so that ALL formulae are legible.

9.9 You may adjust the margins if necessary to fit the spreadsheet on ONE landscape page.

9.10 Save the spreadsheet as Q9B HEALTH.

9.11 Print the spreadsheet with row and column headings and gridlines in landscape orientation on ONE page. Place the PRINTOUT in your EXAMINATION FOLDER.

(22)

QUESTION 9C

9.1 Retrieve the spreadsheet Q9A HEALTH.

9.2 Create a mixed/combo chart to display the SYSTOLIC, DIASTOLIC and HEART RATE readings of the client in the mornings (AM). Ensure in your selection that the horizontal axis displays the time and the vertical axis displays the beats or mmHg readings.

9.3 Display the HEART RATE as a line chart and SYSTOLIC and DIASTOLIC data as a clustered column chart.

9.4 Use a spreadsheet instruction to move the chart to a new sheet.

9.5 Insert the following chart titles:

9.5.1 HOLISTIC HEALTH SERVICES
BLOOD PRESSURE READINGS IN THE MORNING

9.5.2 Format the 1st line of the title to Arial Rounded MT Bold 14 pt.

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9.5.3 Format the 2nd line of the title to Arial Narrow font 10 pt.

9.5.4 Place a single border around the chart title.

9.6 Insert the following axis titles:

9.6.1 Vertical rotated title: mmHg/Beats

9.6.2 Horizontal title: YOUR EXAMINATION NUMBER QUESTION 9C

9.7 Display the data labels as follows:

9.7.1 Labels for the clustered column chart series above the chart.

9.7.2 Labels for the line chart below the line as Data Callouts. Display the value.

9.8 Display the legend as follows:

9.8.1 Place the legend above the chart plot area without overlapping the plot area.

9.8.2 Ensure the legend displays the series correctly: SYSTOLIC, DIASTOLIC and HEART RATE.

9.9 Display ALL the major and minor gridlines.

9.10 Save the chart as Q9C CHART.

9.11 Print the chart as a new sheet in landscape orientation. Place the PRINTOUT in your EXAMINATION FOLDER.

(17)
[81]

QUESTION 10A

Design a spreadsheet for the budget planning of the company.

10.1 Retrieve the spreadsheet BUDGET that is saved in the COMPUTER PRACTICE N6\STUDENT FILES folder.

10.2 Use Arial 10 pt, unless instructed otherwise.

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

10.4 Change the page orientation to landscape.

10.5 Insert open rows and text as indicated on the screenshot of the spreadsheet.

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10.6 Follow the instructions below and on the screenshot. Take ALL the proofreading signs into consideration.

10.7 Copy the text from cell A1 in QUESTION 9A: HOLISTIC HEALTH SERVICES. Paste this text in cell A1 of BUDGET. Keep the current formatting.

10.8 Merge and centre cells A1 to E1.

10.9 Merge and centre cells B2 to E2.

10.10 Use a spreadsheet function to change the font of BUDGET PLANNING in row 2 to capital letters. Format this text to bold and 14 pt.

10.11 Insert the text in rows 3, 9, 14, 16, 30, 32 and 37 in bold and italics, as indicated on the screenshot.

10.12 Apply 25% light grey shading to the cells A to E in rows 3 and 16.

10.13 Sort the Operating Costs and corresponding data according to the Estimated values in descending order.

10.14 Refer to the instructions below and as indicated on the screenshot. Insert the formulae/functions where letters of the alphabet appear to do the following calculations: (Use cell reference/absolute cell reference (where applicable) when referring to values.)

A Use a function to calculate the total amount of the medical equipment.

B Use the appropriate spreadsheet function to calculate the monthly payment of the loan for the medical equipment. (The present value is the answer in A. Use cell reference when referring to this value.) This payment will be fixed over the next THREE months.

C In the following months, the new totals will be calculated by deducting the monthly payment from the previous month's total and adding the interest for the month. Calculate the new total for March and copy the formula to the following months.

D Calculate the difference between the Estimated and the Actual Operating Costs. Copy the formulae to the other cells as indicated.

E Use a function to calculate the Total Operating Expenses.

F Use a formula to calculate the % of Total of ALL the Estimated operating costs. Copy the formulae to the other cells as indicated.

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G The company is going to invest a monthly fixed amount of R2 250 for 5 years. Use the appropriate spreadsheet function to determine the final value of the investment.

10.15 Ensure that the formulae/functions are copied to the other cells as indicated.

10.16 Display ALL monetary values as currency with 2 decimals.

10.17 Display ALL Annual Interest Rates and % of Total as percentage with 2 decimals.

10.18 Insert the current date as a footer centred.

10.19 Display ALL borders as indicated on the screenshot. Note that rows 9, 14, 30 and cell B37 has a single top border and a double bottom border.

10.20 Adjust the column widths and row heights to display all data (as indicated on the screenshot. You may adjust the margins if necessary.

10.21 Save the spreadsheet as Q10A BUDGET.

10.22 Print the spreadsheet 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	Copy heading from Question 9A and paste heading and formatting. Merge & centre A1-E1 → **HOLISTIC HEALTH SERVICES**							
2	Use a function to change the heading to upper case → **BUDGET PLANNING** } Merge and centre B2:E2, 14 pt, bold							
3	***Loan: Medical Equipment***	***Amount***	***March***	***April***	***May***			
4	Ambulatory Blood Pressure Meter	R 5 700,00						
5	Digital Hand-held Spirometer	R 3 300,00						
6	Electrocardiograph	R 18 000,00						
7	Digital Haemoglobin Testing System	R 3 000,00						
8								
9	***Total*** } Bold, italics	**A**	**C** →					
10								
11	Annual Interest Rate	10,25%						
12	Term (years)	5						
13								
14	***Monthly Payment: Medical Equipment*** } Bold, italics	**B** →						
15								
16	***Operating Costs***	***Estimated***	***Actual***	***Difference***	***% of Total***			
17	Advertising	R 500,00	R 400,00	**D**	**F**			
18	Fibre Optic Internet Services	R 700,00	R 700,00					
19	Insurance	R 1 500,00	R 1 500,00					
20	Maintenance & Repairs	R 1 500,00	R 1 000,00					
21	Office Supplies	R 200,00	R 150,00					
22	Other	R 1 000,00	R 750,00					
23	Rent	R 7 000,00	R 7 000,00					
24	Salaries/Wages	R 40 000,00	R 40 000,00					
25	Supplies	R 3 500,00	R 3 000,00					
26	Telephone	R 1 000,00	R 850,00					
27	Utilities	R 1 000,00	R 800,00					
28	Water & Electricity	R 3 000,00	R 2 500,00					
29								
30	***Total Operating Expenses*** } Bold, italics	**E** →						
31								
32	***Investment*** } Bold, italics							
33	Annual Interest Rate	4,80%						
34	Term (years)	5						
35	Amount	R 2 250,00						
36								
37	***Final Value*** } Bold, italics	**G**						
38								

Insert rows and text; format as indicated

} All headings: Bold, italics; 25% grey fill colour

Insert rows and text; format as indicated

} All headings: Bold, italics; 25% grey fill colour

Sort data according to the Estimated values in descending order

Insert rows and text; format as indicated

(36)

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QUESTION 10B

10.1 Retrieve the spreadsheet Q10A BUDGET.

10.2 Change the question number in the header to QUESTION 10B.

10.3 Display row and column headings and gridlines.

10.4 Hide column A.

10.5 Display the formulae.

10.6 Change the column widths and row heights so that ALL formulae are legible.

10.7 Save the spreadsheet as Q10B BUDGET.

10.8 Print the spreadsheet with row and column headings and gridlines in landscape orientation on ONE page. Place the PRINTOUT in your EXAMINATION FOLDER.

(22)
[58]

QUESTION 11

11.1 Retrieve the spreadsheet CAUSE that is saved in the COMPUTER PRACTICE N6\STUDENT FILES folder.

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

11.3 Create a pie chart that illustrates the top FIVE natural causes of death for females.

11.4 Select the following causes: Tuberculosis, Heart disease (other forms), Cerebrovascular diseases, Diabetes mellitus, Hypertensive diseases and the corresponding FEMALE % data.

11.5 Move the chart below the data and resize the object to 11 cm/2,3" (height) and 16 cm/6,3" (width). The data and chart should fit on ONE portrait page. Ensure that the chart does NOT overlap any data.

11.6 Format the chart area to have a single line, black shape outline/border.

11.7 Insert the following chart title:

TOP 5 FEMALE NATURAL CAUSES OF DEATH

11.8 Format the chart title to have a single black border around the title.

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11.9 Display the data labels as Data Callouts. Show the category names and the percentages at the outside end of each segment. Ensure that the labels do NOT overlap the pie chart.

11.10 Remove the chart legend.

11.11 Explode the section Diabetes mellitus.

11.12 Save the spreadsheet as Q11 CAUSE.

11.13 Print the chart and the data on ONE portrait page without row and column headings. Place the PRINTOUT in your EXAMINATION FOLDER.

[11]

TOTAL SECTION C: 150
GRAND TOTAL: 200

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COMPUTER PRACTICE N6

ANSWER SHEET **EXAMINATION NUMBER:**

SECTION A

QUESTION 1:	
QUESTION 2:	
QUESTION 3:	
QUESTION 4:	

QUESTION 1 (INFORMATION SYSTEMS)

1.1 _____

_____

_____

_____

_____ (5)

1.2 _____

_____

_____

_____ (4)

1.3 _____

_____

_____

_____ (4)

1.4 1.4.1 _____

1.4.2 _____ (2)

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QUESTION 2 (OPERATING SYSTEMS)

2.1 2.1.1 _____

2.1.2 _____

2.1.3 _____

2.1.4 _____

2.1.5 _____

2.1.6 _____

(6 × 1) (6)

2.2 2.2.1 _____

_____

_____

_____

_____

2.2.2

_____

_____

_____

_____

_____

(2 × 2) (4)

[10]

QUESTION 3 (VIRUSES)

3.1 _____

_____

_____

_____

_____ (4)

3.2 3.2.1 _____

_____

_____

_____

3.2.2 _____

_____

_____

_____

(2 × 2) (4)

3.3 _____

_____

_____

_____ (2)

3.4 _____

_____

_____

_____

_____ (5)

[15]

QUESTION 4 (TROUBLESHOOTING)

4.1 _____

4.2 _____

4.3 _____

4.4 _____

4.5 _____

4.6 _____

4.7 _____

4.8 _____

4.9 _____

4.10 _____

[10]

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